



TOWN OF
BEDFORD
NEW HAMPSHIRE

REQUEST FOR PROPOSALS

Housing Opportunities Planning Project

April 14, 2023



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I. BACKGROUND

The Town of Bedford, New Hampshire is soliciting proposals for professional services to assist the Bedford Planning Board with the implementation of the InvestNH Housing Opportunity Planning (HOP) Grant Project including an existing conditions and housing needs analysis, regulatory audit, and the development of regulatory changes. The project will help Bedford achieve its short and long term housing goals, by identifying opportunities for regulatory change that will be supported by the community. These changes will help to create opportunities for the creation of housing that will meet the full range of Bedford's housing needs.

The Planning Board's objective is to complete all three phases of the HOP grant with the goal of presenting the proposed regulatory changes during the final phase of the project no later than July 2024. The planning process will incorporate significant public input and involvement, including innovative infographics and a broad range of tools for public engagement. The regulatory audit and development will identify recommended changes that the community can consider for future implementation. The consultant team should have demonstrated experience in municipal planning, regulatory development, expertise in the areas of public engagement, and a creative and innovative professional approach to planning projects, as outlined in this Request for Proposals (RFP).

*The deadline for proposals is **Friday, May 12, 2023 at 4:30 p.m.** Finalists will be invited to review proposals at a virtual meeting with a selection committee.*

II. HOUSING CHALLENGE & PROJECT GOALS

Bedford is both a popular place to live and a major economic center in its own right and many areas of the community are approaching buildout status. The vast majority of its land is zoned for single family residential use and residents are proud of their community and highly value the existing neighborhoods and rural character. The strong desire to maintain the existing residential character has led to conflict between residents concerned about growth and the business community seeking to build workforce and multifamily housing.

Bedford first adopted a workforce housing ordinance in 2009. Since the ordinance was adopted approximately 149 workforce housing units have been constructed and an additional 37 units have been approved but not yet built. In 2019, Bedford residents approved a petitioned zoning amendment to allow multifamily workforce housing only in the Performance Zone (PZ) and to remove it as an allowed use from all other zoning districts. Single family and townhouse style workforce housing is still allowed in many areas of Bedford, but is not an option that has been frequently used by developers. The amended zoning also included restrictions that workforce housing sites cannot front on South River Road (which is the main north/south corridor through the PZ) or the FE Everett Turnpike and that the number of dwelling units per building cannot exceed 12 units. An analysis determined that there were only a few undeveloped sites that met the location criteria for multifamily workforce housing. Since the zoning amendment was adopted, two workforce housing projects have been approved in the PZ District and the Board needed to grant waivers to the frontage requirement and unit limitation. Although the petitioned zoning amendment passed at town vote, it was not supported by the Planning Board. As part of this project, the Board will be able to carefully review the workforce housing zoning regulations and discuss possible changes with the community.

This project is not solely focused on workforce housing but will also take a broad look at how all types of housing are permitted throughout Bedford. During the recent Master Plan process, the community

expressed a desire for a diversity of housing, including 'missing middle', accessory dwelling units, and housing that will support residents of all ages through all phases of life.

The goal of this project is to help Bedford achieve its short and long term housing goals, by identifying opportunities for regulatory change that will be supported by the community. These changes will help to create opportunities for the creation of housing that will meet the full range of Bedford's housing needs.

III. PROJECT SCOPE

The first phase of the project includes an in-depth review of existing conditions in Bedford including: demographics, housing market study & needs analysis and fiscal analysis. This phase will inform the subsequent phases of the project and will be used to educate the public of Bedford's housing needs. The work includes a public engagement session to report back to the community key findings of the analysis and introduce the project to the public.

The second phase is a comprehensive audit of the Bedford Zoning Ordinance and Land Development Control Regulations with regards to development of housing. The work will include a buildout analysis and review of existing regulations for compliance with state law, which will be done concurrently with phase one and the results will be presented at the first public engagement session.

This phase will also include the development of a set of recommendations for possible regulatory changes, with the goal of satisfying a variety of housing needs. The recommendations will be based on the results of the existing conditions analysis, regulatory audit, public outreach and consistency with the Master Plan. A second buildout analysis and an update of the fiscal impact analysis will help to illustrate and explain the alternative outcomes if suggested regulatory changes are implemented. This phase will include a public engagement session to discuss and prioritize recommendations for regulatory development.

The third phase will include the drafting of new regulations and/or revisions to existing regulations that will lead to increasing the opportunity for housing supply in the community, based on the priorities realized from the public engagement sessions.

All proposals must include the following as part of the proposed project scope:

Phase One – Existing Conditions and Needs Analysis (Not to exceed \$23,125)

1. Existing Conditions Analysis – Review and analysis of existing conditions in Bedford relating to housing, land use, population and demographics, average school enrollment, housing impact on municipal services, employment and economic development conditions. Reference and data from the Bedford Master Plan and the most recent Regional Housing Needs Assessment for the Southern New Hampshire Region will be included.
2. Housing Needs and Market Study – Analysis of existing housing stock, occupancy, housing value trends, market potential and annual absorption rates by housing type and tenure. Project optimum sizing and price points for new units to address community needs.
3. Fiscal Analysis – Assessment of the economic conditions and feasibility for development of a range of housing types, including compliance with State workforce housing laws.
4. Employer and Developer Survey – Conduct interviews with members of the development community and local employers.

5. Executive Summary – Create a document summarizing the existing conditions, needs analysis and regulatory audit in an easy to read format with infographics to effectively tell Bedford’s housing story. This document will be available to handout at public engagement sessions and other outreach activities throughout the duration of the project. The summary will be used to explain Bedford’s housing needs and will guide development of recommendations for regulatory change.

6. Public Outreach and Community Engagement – Consultants will be asked to include a broad range of public outreach activities for Phase One in their proposal, including but not limited to focus group discussions, interviewing residents with housing challenges, interviewing government stakeholders, Planning Board members, Zoning Board members and Town Councilors.

7. Public Engagement Session One – The goal of the first public engagement session will be to report back to the community the findings of the existing conditions analysis, housing needs and market study, fiscal analysis, public outreach, regulatory audit and buildout analysis. The audit and buildout analysis are part of Phase Two, but will be completed concurrently with Phase One, and the findings will be shared at the first public engagement session.

Phase Two –Regulatory Audit and Development of Recommendations for Regulatory Changes (Not to exceed \$44,000)

1. Bedford Zoning Ordinance Audit – Analysis of the Zoning Ordinance for compliance with state housing requirements and identification of barriers to housing development that may exist in standards or processes. This work will be done concurrently with Phase One and the results will be shared at the first engagement session.

2. Bedford Land Development Control Regulations Audit - Analysis of the Land Development Control Regulations for compliance with state housing requirements and identification of barriers to housing development that may exist in standards or processes. Cross-reference regulations to ensure they are not in conflict. This work will be done concurrently with Phase One and the results will be shared at the first engagement session.

3. Buildout Analysis - Project the development that could occur in Bedford under existing regulations. This work will be done concurrently with Phase One and the results will be shared at the first engagement session.

4. Public Outreach and Community Engagement – Consultants will be asked to include a broad range of public outreach activities for Phase Two in their proposal, including but not limited to focus group discussions, interviewing residents with housing challenges, interviewing government stakeholders, Planning Board members, Zoning Board members and Town Councilors.

5. Development of Recommendations – Develop a list of options for recommended changes to existing regulations and identify opportunities for new regulations, based on the housing needs, existing conditions, regulatory audit and public outreach.

6. Supplemental Buildout Analysis and Update of Fiscal Analysis – Based on the prioritized list of regulatory amendments, the consultant will update the buildout analysis to project future development that could occur if recommended changes to Zoning and Land Development Control Regulations are adopted. The consultant will also provide an update to the fiscal analysis to explain the feasibility of the new regulations with regards to housing construction.

7. Public Engagement Session Two - The goal of the second public engagement session will be to review goals and criteria for the regulatory changes and to prioritize a set of recommendations for

regulatory change. Ideas should be consistent with the Master Plan, with the goal of creating opportunities to meet Bedford's housing needs.

8. Develop a Prioritized List of Preferred Regulatory Changes - Based on the feedback and discussion at the second engagement session, the consultant will develop a prioritized list of possible regulatory changes. This section should include a prioritized implementation plan for short and long term housing goals, based on the community engagement and the outcome of the public engagement session.

Phase Three –Development of Regulatory Changes (Not to exceed \$45,000)

1. Public Engagement Session Three - The third public engagement session will be used to present the prioritized list of regulatory changes together with the supplemental buildout analysis. The goal of the session will be to assure “buy-in” from the public prior to drafting regulatory amendments. The session will be an opportunity to report back to the community on what was heard at the second public engagement session and to discuss the recommended regulatory changes.

2. Drafting of Regulatory Amendments - Draft the recommended Zoning and Land Development Control Regulations amendments for Planning Board review and discussion.

3. Planning Board Workshop – Present the draft regulatory amendments to the Planning Board for review and discussion.

4. Finalize Regulatory Amendments – Submit the regulatory amendments in final form suitable, for adoption at a future public meeting or town ballot.

5. Public Outreach and Community Engagement - Develop educational material to easily explain the regulatory amendments to residents in advance of a public hearing for adoption of Land Development Control Regulations amendments or for voting on zoning amendments in March.

IV. SPECIAL CONSIDERATIONS

Community Engagement Plan

As part of the proposal process, the consultant is asked to define and recommend a robust community engagement process that will include outreach to the business community and Bedford residents, and will include both in-person and alternative approaches to public outreach to fully engage the community. The project scope outlines an engagement process with at least three public engagement sessions, a developer and employer survey, executive summary of existing conditions analysis and a range of other public outreach activities that will be finalized with the consultant. The scope of work also includes funding for the creation of educational material to help explain Bedford's housing needs and the final regulatory recommendations to voters in advance of the Town's election in March 2025.

The selected consultant is expected to attend meetings with the Planning Board's Housing Working Group to steer the project and will meet with the Planning Board to present the findings of each phase along with the results of the community engagement process. A minimum of 10 meetings with the Housing Working Group and 5 public meetings with the Planning Board is expected. Planning staff and members of the Housing Working Group will participate in the Housing Academy training provided by UNH Cooperative Extension during Phase one of the project.

V. PROJECT SCHEDULE

Once the chosen consultant team is selected, the Planning Board envisions a timely and efficient project schedule that will maintain the interest of the community and ensure the process carries momentum, but one which also allows for robust public involvement, collaboration, thoughtful debate and opportunities to thoroughly vet the documents and recommendations. After the selection of a consultant in the spring of 2023, completion of the planning documents and presentation of the proposed regulatory changes should occur no later than July 2024.

VI. PROJECT DELIVERABLES

The consultant team will be responsible for providing all necessary materials including drafts of analyses, reports and other materials for review at the Housing Working Group and Planning Board meetings. All materials should be provided to Planning Staff in electronic form at least two weeks prior to a scheduled meeting.

At the completion of the project the consultant shall provide the following:

- At least one reproducible hard copy of any final reports and one electronic copy each in Adobe PDF, MS Word format including all narrative and graphics;
- Any maps and supporting map data prepared by the consultant for the report, provided in a format compatible with the latest version of ArcGIS; and
- Spreadsheets and charts in MS Excel format including support data for all tables and graphs used in the report.

With the exception of ordinances, regulations, and rules proposed or adopted by the Town, any publications produced with funds from this award must display the following language: “This project [is being][was] supported, in whole or in part by, federal award number SLFRP0145 awarded to the State of New Hampshire by the U.S. Department of the Treasury.”

The consultant team shall acknowledge and agree that any and all reports, plans, drawings or other documents produced or generated in whole or in part under this Agreement will not be the subject to copyright or other intellectual property right by the consultant or sub-consultant. All such documents will be in the public domain.

VII. PROJECT BUDGET

The Town of Bedford has been awarded an InvestNH HOP Grant to fund the project and anticipates a project budget for consultant services not to exceed the following:

- \$23,125.00 – Phase One - **Existing Conditions and Needs Analysis**
- \$44,000.00 – Phase Two - **Regulatory Audit and Recommendations**
- \$45,000.00 – Phase Three - **Development of Regulatory Changes**

VIII. TOWN OF BEDFORD STAFF INVOLVEMENT

While the Bedford Planning staff plans to be closely involved with the development and preparation of the Plans and reports, existing work commitments preclude staff from spending substantial time conducting research, writing documents, or scheduling and/or managing meetings. It is imperative that the consultant team be able to dedicate the resources necessary to conduct these tasks and to manage the project independently.

IX. PROPOSAL REQUIREMENTS

Please submit **seven (7) copies of the proposal and one (1) copy of the sealed bid price** with your submission along with an **electronic copy in Adobe Pdf format**. All proposals must include the following information:

- A. Letter of Transmittal
- B. Project Team: Provide an organizational profile of the project team, including the background and experience of all firms represented. Clearly identify the project manager and team members and staff who would be assigned to each section of the project. If different consultants are teaming together identify who would be the lead consultant.
- C. Summary of Project Understanding and Approach: Provide a statement summarizing the proposed technical and professional approach to the project and a detailed outline of the proposed services for executing the requirements of this RFP.
- D. Summary of Options for Public Outreach: Provide a detailed description of how the proposal will address the need for innovative public outreach and engagement.
- E. Project Schedule: Submit a schedule detailing how the project approach would be implemented including estimated dates for project milestones. The project must be complete by July 2024.
- F. Comparable Projects: Submit summaries of at least three projects with a similar scope described in this RFP. The summaries should reflect a demonstrated record of completing projects on time, within budget, and to the satisfaction of the communities involved. The summaries should include public engagement tools utilized, key recommendations, and illustrations derived directly from the plan. The contact information for the municipal contacts should be included and the Town reserves the right to contact any references provided or otherwise obtained.
- G. Cost Proposal and Budget: Please submit a cost estimate and typical billing rates (in a separate sealed envelope).

If it becomes necessary to revise any part of the RFP, an addendum will be sent to all those who inquired about the original document.

X. SIGNATURE/CERTIFICATION

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a ninety day period from opening. The proposal shall also provide the following information: name, title, address, and contact information for the

individual(s) with authority to contractually bind the company and also who may be contacted during the period or proposal evaluation for the purpose of clarifying submitted information.

The proposal must contain a completed certification statement as attached in Appendix A.

XI. RIGHT TO REJECT PROPOSAL AND WAIVE INFORMALITIES

The Town reserves the right to reject any or all proposals, to waive any nonmaterial irregularities, informalities, or information in any RFP, and to accept or reject any item or combination of items. Consultant selection is subject to review and approval by the InvestNH HOP Grant steering committee qualification process and/or qualification on the eligible consultant listing (see attached).

XII. LIMITATIONS OF LIABILITY

The Town of Bedford assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal.

XIII. PROPOSAL SUBMISSION

In order to facilitate evaluation of the proposals, interested consultant teams are instructed to be concise and follow the outline above in responding. Proposals that do not follow the outline, or do not contain the required information, may be determined as incomplete and not considered.

The deadline for all submissions is **Friday, May 12, 2023 at 4:30 p.m. (end of business day)**. Proposals received after the deadline will not be accepted. Please submit **seven (7) copies of the proposal and one (1) copy of the sealed bid price** with your submission proposal along with an **electronic copy in Adobe Pdf format**. Proposals shall be submitted to:

Bedford Planning Department
Attn: Rebecca Hebert, AICP
Town Office Building
24 North Amherst Road
Bedford, NH 03110

XIV. PROPOSAL EVALUATION AND SELECTION

Proposals will be reviewed utilizing a quality-based evaluation process and bids will not be opened until all of the proposals have been reviewed for their quality. The Town Planning staff, along with a selection committee will evaluate each proposal based on the documentation requested herein, utilizing criteria including, but not limited to, the following:

- A. The proposal's responsiveness to the RFP, including the format of the proposal, capabilities, work program, professional and technical approaches, clarity, and proven ability to meet project schedule and budget.
- B. Apparent specialized experience and technical competence of the firm(s) and its personnel in the required disciplines, including a thorough understanding of the federal, state, and local land use statutes that the Town operates under.

- C. *The ability of the consultant team to address the project scope and core competencies outlined in this RFP.*
- D. *Innovation and creativity in the proposal's approach to the project.*

Once the highest quality proposals have been identified, Planning Staff will contact and schedule virtual interviews with the selected firms. It is anticipated that the chosen team will be determined by June 1, 2023.

For reference, Bedford Planning documents can be found on the Town website at <https://www.bedfordnh.org/227/Planning-Zoning>

Questions and inquiries relating to this request for proposals should be directed to:

*Rebecca Hebert, AICP
Bedford Planning Director
rhebert@bedfordnh.org
(603) 792-1317*

or

*Jillian Harris, AICP
Assistant Planning Director
jharris@bedfordnh.org
(603) 792 -1377*

APPENDIX A
CERTIFICATIONS

The undersigned certifies that the proposer has not given, offered or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for services;

The undersigned declares that no person in the employ of the Town is pecuniary interested in this proposal or in the contract for the work which is proposed to be done;

The undersigned certifies that no consultant to, or subcontractor for, the proposer has given, offered, or agreed to give any gift, contribution or offer of employment to the proposer, or any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the proposer; and

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, other organization, entity, or group of individuals.

SIGNATURE

Date: _____

Signature of Proposer: _____
(Owner/Proprietor/Authorized Representative)

Print Name: _____

Business Name: _____

Business Email: _____

Business Address: _____

APPENDIX B

LIST OF QUALIFIED NH HOP CONSULTANTS

LIST OF QUALIFIED NH HOP CONSULTANTS** (as of 02.06.23)							Area of Interest			Added on	
Consultant	Primary Contact	Company Website	City/Town	State	Email	Phone Number	Phase 1: Needs Analysis and Planning	Phase 2: Regulatory Audits	Phase 3: Regulatory Development		
1	ADG	Stuart Arnett	www.adg.solutions	Concord	NH	info@arnettdevelopmentgroup.com	(603) 219-0043	✓	✓		08/26/22
2	Amarach Planning Services	David Boston	www.amarachps.com	Ocala	FL	dboston@amarachps.com	(313) 403-6024	✓*			09/01/22
3	Barrett Planning Group	Alexis Lanzillotta	www.barrettplanningllc.com	Hingham	MA	alexis@barrettplanningllc.com	(781) 934-0073	✓	✓	✓	08/26/22
4	Brovitz Community Planning & Design	Ted Brovitz	Brovitz Facebook Page www.camoinassociates.com	Marshfield	MA	ted.brovitz@gmail.com	(508) 737-4402	✓	✓	✓	10/07/22
5	Camoin Associates	Dan Stevens	www.camoinassociates.com	Saratoga Springs	NY	dstevens@camoinassociates.com	(518) 899-2608	✓			08/26/22
6	Carol Ogilvie	Carol Ogilvie		Gilsum	NH	ogilvie.klein@gmail.com	(603) 831-1702	✓	✓	✓	02/06/23
7	Central NH Regional Planning Commission	Michael Tardiff	www.cnhrpc.org	Concord	NH	mtardiff@cnhrpc.org	(603) 226-6020	✓	✓	✓	08/26/22
8	EF Design & Planning	Elizabeth Durfee	www.efdesignplanning.com	Durham	NH	efd.planning@gmail.com	(603) 969-4594	✓	✓	✓	08/26/22
9	Fougere Planning & Development	Mark Fougere		Milford	NH	fougereplanning@comcast.net	(603) 315-1288	✓	✓	✓	08/26/22
10	Fougere Planning & Development and Keach-Nordstrom	Mark Fougere & Steve Keach	www.keachnordstrom.com	Milford	NH	fougereplanning@comcast.net	(603) 315-1288		✓	✓	08/26/22
11	Horsley Witten Group, Inc.	Nate Kelly	www.horsleywitten.com	Exeter	NH	nkelly@horsleywitten.com	(401) 272-1717		✓	✓	08/26/22
12	Innes Associates Ltd.	Emily Keys Innes	innes-design.com	Byfield	MA	emily@innes-design.com	(781) 956-8556		✓	✓	09/07/22
13	Ivy Vann Town Planning and Urban Design	Ivy Vann	ivyvantownplanning.com	Peterborough	NH	ivy@vann.org	(603) 533-0357	✓	✓	✓	08/26/22
14	JVL Planning	Julie LaBranche		Exeter	NH	jvl_planning_consultant@gmail.com	(603) 770-4651	✓	✓	✓	08/26/22
15	Lakes Region Planning Commission	Jeff Hayes	www.lakesrpc.org	Meredith	NH	jhayes@lakesrpc.org	(603) 279-8171	✓	✓	✓	08/26/22
16	LDS Consulting Group	Lynne Sweet	www.ldsconsultinggroup.com	Wellesley	MA	ldsweet@ldsconsultinggroup.com	(781) 943-3963	✓*			09/01/22
17	Levine Planning Strategies	Jeff Levine	www.levineplans.com	Portland	ME	jlevine@levineplans.com	(617) 817-0424	✓	✓	✓	08/26/22
18	Libra	Kim Salerno	www.libraplanners.com	Providence	RI	info@libraplanners.com	(401) 239-8785	✓	✓	✓	11/23/22
19	Nashua Regional Planning Commission	Jay Minkarah	www.nashuarpc.org	Nashua	NH	jaym@nashuarpc.org	(603) 417-6570	✓	✓	✓	08/26/22
20	North Country Council	Michelle Moren-Grey	www.nccouncil.org	Littleton	NH	mmoren@nccouncil.org	(603) 444-6303	✓	✓	✓	08/26/22
21	Opticos	Jennifer Settle	www.opticosdesign.com	Berkeley	CA	info@opticosdesign.com	(510) 558-6957	✓	✓	✓	10/20/22
22	Pattern Zones, Co	Matthew Petty		Fayetteville	AZ	mpetty@patternzones.com	(479) 871-9212	✓	✓	✓	01/09/23
23	PlaceSense	Brandy Saxton	www.placesense.com	Windsor	VT	brandy@placesense.com	(802) 280-8360	✓	✓	✓	08/26/22
24	Resilience Planning & Design	Steve Whitman	www.resilienceplanning.net	Plymouth	NH	steve@resilienceplanning.net	(603) 381-1798	✓	✓	✓	08/26/22
25	Rick Taintor	Rick Taintor		Newburyport	MA	rtaintor@gmail.com	(978) 872-8230			✓	08/26/22

List of Qualified NH HOP Consultants

26	RKG Associates	Eric Halvorsen	www.rkgassociates.com	Boston	MA	ehalvorsen@rkgassociates.com	(617) 847-8912	✓				08/26/22
27	Rockingham Planning Commission	Tim Roache	www.therpc.org	Exeter	NH	troache@therpc.org	(603) 778-0885	✓	✓	✓		08/26/22
28	SE Group	Mark Kane	www.segroup.com	Burlington	VT	mkane@segroup.com	(802) 881-1989	✓	✓	✓		08/26/22
29	Southern NH Planning Commission	Sylvia von Aulock	www.snhpc.org	Manchester	NH	svonaulock@snhpc.org	(603) 669-4664	✓	✓	✓		08/26/22
30	Southwest Regional Planning Commission	Tim Murphy	www.swrpc.org	Keene	NH	tmurphy@swrpc.org	(603) 357-0557	✓	✓	✓		08/26/22
31	Strafford Regional Planning Commission	Jen Czysz	www.strafford.org	Rochester East	NH	jczysz@strafford.org	(603) 994-3500	✓	✓	✓		08/26/22
32	Tara Bamford	Tara Bamford		Thetford	VT	tebamford@gmail.com	(802) 295-1862	✓	✓	✓		08/26/22
33	TZM Planning	Tom Morgan		Portsmouth	NH	tzm7@mac.com	(603) 205-2329	✓	✓	✓		08/26/22
34	Upper Valley Regional Planning Commission	Meghan Butts	www.uvlsrc.org	Lebanon	NH	mbutts@uvlsrc.org	(603) 448-1680	✓	✓	✓		08/26/22

*Needs Analysis Only

**The Steering Committee of the InvestNH Municipal Planning & Zoning Grant Program maintains this list of consultants for the recipients of the Housing Opportunity Planning (HOP) Grants. This list includes all of New Hampshire's Regional Planning Commissions as well as those consultants who responded to, and meet the requirements of, the Request for Qualifications. Consultants who are not already on this list can continue to respond to the Request for Qualifications. Submissions will be reviewed on a rolling basis.