



TOWN OF HOPKINTON, NEW HAMPSHIRE

REQUEST FOR QUALIFICATIONS

Zoning Ordinance/Master Plan Audit Project

April 5, 2024



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I. INTRODUCTION

The Town of Hopkinton Planning Board is soliciting Requests for Qualifications (RFQ) for professional services to conduct an audit of Hopkinton's Zoning Ordinance. The primary objective is to identify areas for potential revisions or updates to better align Hopkinton's Zoning Ordinance with the goals and objectives outlined in Hopkinton's Master Plan. The audit will entail reviewing the Zoning Ordinance, identifying inconsistencies, and evaluating its effectiveness and clarity in meeting the desired goals and objectives. The Planning Board aims to complete the project by **August 30, 2024**. The planning process will incorporate innovative infographics and recommendations for short and long-term changes. Consultants must demonstrate expertise in municipal planning and regulatory development and have a creative approach to planning projects as specified in the Request for Qualifications (RFQ).

II. PROJECT SCOPE

The Selected consultant will undertake a comprehensive review and analysis of Hopkinton's Zoning Ordinance. This review will involve a thorough examination of the existing document to ensure conformity with the objectives set forth in Hopkinton's Master Plan. The audit will encompass:

1. Reviewing the goals and objectives of Hopkinton's Master Plan.
2. Assessing the existing Zoning Ordinance for inconsistencies with the Master Plan goals.
3. Evaluating the effectiveness and clarity of the Zoning Ordinance.
4. Identifying areas for potential revisions or updates.
5. Prioritizing revisions or amendments in collaboration with the Planning Board.
6. Ensuring compliance with New Hampshire State laws.
7. Ensuring formatting and reference consistency throughout the Zoning Ordinance.
8. Creating an executive summary document summarizing the existing conditions, needs analysis, and regulatory audit.
9. Presenting draft analysis and recommended changes to the Planning Board and the public for review and discussion.

III. PROJECT DELIVERABLES

The consultant will provide all necessary materials, including drafts of analyses, reports, and other materials for review at the Planning Board work session(s)/meeting. All materials should be provided to Planning Staff in electronic form at least two weeks prior to a scheduled meeting. Updates are to be provided to the Planning Board representative monthly, either in person or through video communications.

At the completion of the project, the consultant shall provide the Hopkinton Planning Board with at least one reproducible hard copy of any final reports and one electronic copy each in Adobe PDF and MS Word format, including all narrative and graphics.

The consultant 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 subject to copyright or other intellectual property rights by the consultant or sub-consultant. All such documents will be in the public domain.

IV. HOPKINTON STAFF INVOLVEMENT

While the Hopkinton Planning staff plans to be closely involved in the project, 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 be able to dedicate the resources necessary to conduct these tasks and to manage the project independently.

V. PROPOSAL REQUIREMENTS

1. Letter of Transmittal
2. Project Consultant/Team: Provide an organizational profile of the project team, including the background and experience. Clearly identify the project manager, team members, and staff who will be assigned to the project. If different consultants are teaming together, identify who would be the lead consultant.
3. 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 project.
4. Comparable Projects: Submit summaries of at least three projects with a similar scope described herein. 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 key recommendations and illustrations derived directly from the project. The contact information for the municipal contacts should be included. The Town reserves the right to contact any references provided or otherwise obtained.

VI. RIGHT TO REJECT

The Town reserves the right to reject any or all submittals. Consultant selection is subject to review and approval by the Hopkinton Planning Board.

VII. LIMITATIONS OF LIABILITY

The Town of Hopkinton assumes no responsibility or liability for costs incurred by a consultant(s) in responding to this Request for Qualifications or any further request for interviews, additional data or information, or clarification of any items included in the proposal.

VIII. SUBMISSION DEADLINE

Please submit your qualifications in accordance with the “proposal requirements” no later than **April 29, 2024**.

Once the Request for Qualifications has been received, the Planning Staff will contact and schedule in-person or virtual interviews with the selected consultants. It is anticipated that the chosen consultant will be determined by **May 15, 2024**.

For reference, Hopkinton’s Planning documents can be found on the Town website at <https://www.hopkinton-nh.gov/planningbuilding>

Thank you for your interest in working with the Town of Hopkinton. Questions and inquiries relating to this Request for Qualifications should be directed to:

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