



Town of Derry, New Hampshire

REQUEST FOR PROPOSAL

January 05, 2022

The Town of Derry Planning Department is seeking proposals for:

West Running Brook Corridor Study

Offered by:

Town of Derry – Planning Department

RFP Process Coordinated by:

George Sioras, AICP, Director
Planning Department
14 Manning Street
Derry NH 03038
(603) 432-6110

Introduction:

The Town of Derry Planning Department invites qualified firms to submit proposals for an independent analysis of precedent and proposed traffic conditions in the area of the West Running Brook Corridor. The analysis will review precedent conditions, proposed conditions for a two year window, and a twenty year window.

Background:

The Town of Derry Planning Board created a new zoning district in 2020. The purpose of the change was to retain the unique character of the commercial district given its proximity to the West Running Brook, while preserving the working landscape and protecting environmental resources. The Town of Derry is interested in determining the impacts of traffic from proposed developments on the defined road network in the Corridor, and in determining the level of service at the applicable intersections. The Corridor Study Area (see the attached map) is defined as commencing from the signalized intersection located at Island

Pond/Route 28/Rockingham Road. Data should be collected for the following areas:

- South on Route 28 (~~Londonderry Turnpike~~Rockingham Road) to Berry Road
- East on Island Pond to Cemetery Road
- West on Rockingham Road to Shute's Corner (intersection of Kendall Pond/Birch Street/Rockingham Road)
- North on By-Pass 28 (South Main Street) to the Danforth Traffic Circle

Since the creation of the West Running Brook District, there have been four conceptual discussions with the Planning Board for mixed used developments in the area, with a potential for 261 new apartments, 40 new townhomes and 74,000 square feet of commercial and/or retail space. It is anticipated there will be further development in the study area occurring over the next five to six years. The attached map notes the parcels under consideration in relation to the road network. The parcels under consideration are denoted on the map with Parcel ID numbers.

Proposal Requirements:

1. The Proposer shall furnish information regarding the qualifications and experience of personnel assigned to the Town and the project. The proposal shall not exceed 10 pages (single sided).
2. The name(s) of sub-contract firms to be utilized for this project shall be included.
3. Any firm submitting a proposal shall disclose potential conflicts of interest with regard to current clients who may have an interest in development in the Corridor area.
4. The fee and expense schedule should include provisions to provide a presentation of the Executive Summary to the Derry Planning Board.

Scope of Work:

1. Analyze the 2022 No-Build condition for Capacity Analysis and Level of Service (LOS). Additionally, geometric analysis shall be incorporated into the 2022 No-Build analysis.
2. Analyze the 2024 projected build out condition utilizing information obtained from the Derry Planning Department on known proposed projects. Counts for projected uses can be obtained utilizing the applicable ITE codes.
3. Analyze projected traffic conditions twenty (20) years into the future in a full build out scenario (2042), utilizing a background growth rate of 1%.

4. The selected firm will produce a Capacity Analysis and Level of Service analysis at all key intersections under all three scenarios outlined in items #1-3, above.
5. The selected firm shall provide a report to include identification of potential mitigation measures and cost estimates of those improvements, should any exist. Route 28 North and South, By-Pass 28 and Island Pond are roads under State of NHDOT maintenance jurisdiction. As such, any mitigation measures proposed for these roadways should be compliant with NHDOT standard specifications.
6. Resources that may be of interest include the Town of Derry Zoning Ordinance, Land Development Control Regulations, Master Plan (2020) and SNHPC annual traffic counts. The materials may be referenced at the links below.
<https://www.derrynh.org/planning/pages/ordinances-regulations>
<https://www.derrynh.org/planning-board/pages/master-plan-update-2020-volumes-i-iii>
<https://www.snhpc.org/transportation/traffic-counts/pages/traffic-count-web-map>
7. The selected firm will be expected to present their findings at a public meeting (Derry Planning Board) by December 31, 2022.

Timelines:

1. The Request for Proposal will be published on January 05, 2022, and available at www.derrynh.org.
2. Proposers may submit questions by email only to elizabethrobidoux@derrynh.org. All questions shall be submitted by noon on January 25, 2022. Responses shall be posted to the Town's website by January 28, 2022.
3. No oral interpretations will be made to any Proposer as to the meaning of the specifications or terms and conditions of this Request for Proposal. Every request for such interpretation or request for change in the specifications or terms and conditions shall be made in writing as noted above in item #3.
4. Proposals are due Friday, February 04, 2022, by 3:00 p.m.
5. The report and Executive Summary shall be completed and presented to the Town Planner no later than May 31, 2022.

Selection Criteria:

All submittals shall be reviewed. Each firm shall be evaluated based on the following criteria:

1. Firm qualifications
2. Qualifications of Project Manager, reviewers, and other key staff.
3. Responsiveness to Town's requirements reflected in the proposed approach/scope.
4. An Evaluation Team shall review the submissions and provide notification of the contract award seven to ten days following the closing date of the Request for Proposal.
5. The Town shall rate the firms in order of preference. Once a firm is selected, an Agreement for Consulting Services shall be executed.

Submission Information:

Proposals must comply with the following submission procedures:

1. Sealed proposals shall be submitted marked “West Running Brook Corridor Study– Planning Department” on the outside of the envelope, addressed to:

Planning Department

**George Sioras, AICP, Director
Planning Department
14 Manning Street
Derry, New Hampshire 03038**

Proposals will be accepted until 3:00 p.m., February 04, 2022. Proposals received after this time will be returned unopened. Faxed or emailed proposals will not be accepted.

2. **AUTHORIZATION:** The proposal must be signed in ink by an authorized signer, or by an agent of the proposer legally qualified and acceptable to the proposer, and contain the printed names, titles, and business and post office address of both parties, if applicable.
3. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal after it has been deposited if such request is received in writing prior to February 04, 2022, at NOON.
4. **RESERVATION OF RIGHTS:** The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town. The Proposer is solely responsible for the contents of their response to this request for proposal.
5. **AVAILABILITY OF DOCUMENTS:** Copies of this proposal are available at:

Planning Department Office
2nd Floor – Derry Municipal Center
14 Manning St
Derry, NH 03038

Town of Derry Website - Planning web page and the Bids & RFP page:

www.derry-nh.org.