

REQUEST FOR PROPOSALS



ECONOMIC DEVELOPMENT MANAGER

The Town of Derry, NH, the fourth most populous municipality in New Hampshire, is dedicating itself to attracting new non-residential development to the community and to redeveloping its downtown with an eye toward realizing its tag line of the “Place to Be in Southern New Hampshire!” An economically diverse community of 34,000 hard-working Granite Staters, Derry is perched for success just four exits north of the Massachusetts state line on Interstate 93, one hour from Boston, 15 minutes from Manchester and nestled in the hilly countryside of western Rockingham County. Town officials and residents alike are poised to draw a vision of Derry’s future and to swing into action to make the changes in land use plans, zoning and regulations, and to invest in ways that will position Derry to grow its commercial and industrial tax bases, provide good paying jobs and produce a vibrant and sustainable future for itself.

INTRODUCTION

The Town of Derry seeks a top quality professional individual or firm to help it define ambitious, yet attainable, economic development goals, and to formulate and implement an effective strategy to achieve them.

Working as an independent contractor under the oversight of the Town Administrator, and in cooperation with Derry’s Economic Development Advisory Committee and Planning Department, the selected Vendor will construct a set of goals for economic development and redevelopment success, supported by a business plan focused on their achievement over a defined period of time, with measurable milestones and concrete objectives. The Manager will provide leadership in the formulation, implementation and management of workable economic development strategies and will serve as Derry’s face to the industries being targeted. The Town Council has allocated \$105,000 to staffing this program and an additional \$75,000 for expenses and other contracted services. Demonstrable results and measurable success will create opportunities for further work.

THE WORK

Work with Derry's public officials, Derry's Economic Development Advisory Committee, and others to:

- Lead the effort to quickly and efficiently determine an achievable vision for the downtown, other non-residential areas and the community at-large. Articulate the vision to the business, industrial, retail and service sectors of the New Hampshire, New England and American economy.
- Identify "engines of growth" that will fit into Derry's vision and work with industry experts to formulate strategies to attract desirable business to Derry.
- Actively pursue viable economic development opportunities in concert with Town officials and with industry focused experts the Town may choose to retain.
- Lead and coordinate the development of suitable marketing materials.
- Attend conferences to market Derry to different industries and work on Derry's behalf to secure development deals.
- Formulate a strategy and implementation plan for downtown redevelopment and manage its execution.
- Marshall the necessary resources through fundraising, grant writing, sponsorship and other means to underwrite elements of the economic development strategic plan.
- Advise and guide Derry officials along the path of "what's doable" versus what's desired, always being the voice of reality versus dreaming.

MINIMUM QUALIFICATIONS

This will be a contract position. The Manager will be engaged as a vendor with a set of goals and measureable objectives to achieve. Accordingly, the following verifiable minimum qualifications are required.

- Demonstrable experience of not less than 10 years in the fields of community and development project design, business and industry location, land development and commercial real estate.
- A network of industry cohorts.
- Degree(s) in any of the specialty areas listed above, e.g. economic development, commercial real estate, marketing, business and real estate development, etc..
- A track record of success in devising and implementing economic development strategies or related business strategies.

- A results-oriented work ethic.
- A strong sense of practicality, honesty and ethics – a willingness to deliver the news, both good and bad.

ADDITIONAL QUALIFICATIONS

The following qualifications will also be given consideration and/or preference.

- A career spent in the economic development arena, in either government or the private sector, with a resume of successful strategic plan design and implementation.

PROPOSALS

Proposals will be received in the Finance Department, Third Floor, 14 Manning Street, Derry, NH 03038, (603) 432-6100 until 4:00 p.m. EDT, August 23, 2016. Proposals must contain the following:

- A statement of qualifications of the interested individual, persons or firm (“the Proposer”)
- A description of the Proposer’s approach to The Work as described above
- A proposed timetable to complete The Work laid out in milestones
- A resume(s) of the person or team to be assigned to this project
- A list of not less than 5 client or employer references with complete contact information
- A list of all clients, employers and projects (with summary descriptions) tracking back a minimum of 10 years
- A cost proposal **provided in a separate sealed envelope**

Proposers should bear the following in mind:

- Failure to enclose the cost proposal in a **separate sealed envelope MAY RESULT IN DISQUALIFICATION.**
- The Town reserves the right to waive informalities that it deems to have no material effect on the evaluation of proposals
- The Town further reserves the right to reject any and all proposals and to make an award to a proposer as it deems to be in the best interest of the Town.

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