

Chapter 172
Request for Proposals/Quotes

RFP policy for Consulting Projects and Studies with a cost in excess of \$ 10,000

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§ 172-1. Enactment; effective date.

Pursuant to the authority of RSA 41:11 and RSA 47:17, the Board of Selectmen of the Town of Peterborough hereby enacts the following Article, effective .

§ 172-2. Purpose.

The purpose of these regulations is to ensure that results, deliverables and communications expectations are met, that a consistent selection, review, management and a proper communications process is followed. Further, to prevent problems, unexpected or incomplete results, misunderstandings, potential legal problems or actions or other unexpected disclosures or unforeseen events.

§ 172-3. Scope.

All projects and/or studies including: Engineering, Traffic, Transportation, Community Development, and Recreation. Public Safety and Strategic/Master Planning. Normal maintenance and/or repetitive projects shall not be included (example: road & street maintenance, salt and sand, vehicle purchases, book purchases, printing.)

§ 172-4. Preparation of RFP.

The RFP/RFQ shall be developed by the Department Head and any other appropriate key staff members and reviewed by the Town Administrator and at least one Selectman.

§ 172-5. Selection of Firm.

The Department Head, other key staff members, the Town Administrator, and at least one Selectman shall review all submittals, including a personal interview of the top three firms. The entire Board of Selectmen, upon the recommendation of the selection team, shall make the final selection of the firm. Consideration shall be given to the firm which would reflect the most economical cost, quality, warranty or some other tangible factor which would guide the town to award the project to a firm other than to the one with the lowest quote.

§ 172-6. Management of Project.

The Department Head and the Project Leader from the firm shall conduct the overall management of the project.

§ 172-7. Stakeholder Committee.

For all projects or studies other than those related to bridge or highway maintenance, a “stakeholder” committee will be formed and will provide input and receive regular status reports and communications from consultant and Department Head. If appropriate, public hearings or informational meetings will be held to test reaction from or Inform the public and to receive comments, concerns, ideas, etc. The Stakeholder groups shall be an integral part of the process both in spirit and involvement all along the way.

§ 172-8. Stakeholder Composition.

The Board of Selectmen depending upon the type and scope of the project can alter the number of members and composition of the Committee. The intent is to be as inclusive and broad-based as possible. Composition should at a minimum include the Department Head, other appropriate key staff and one Selectman. Makeup could also include members of the various committees and Boards, abutters, business owners, Chamber of Commerce representative, community leaders or activists and the general public.

§ 172-9. Communications

Project Managers are required to issue regular status reports that are “brief but to the point”. For longer duration projects, Selectmen should receive interim presentations on the status, problems encountered or expected and should be informed immediately if major problems, concerns or issues surface that threaten public safety, quality, budget matters or that are related to the management or success of the project.

§ 172-10. Exception

Upon the unanimous vote of the Board of Selectmen this ordinance does not need to be adhered to if it is determined that it would be unwarranted or unnecessary.

§ 172-11. Distribution

This policy will be distributed to all Department Heads and Town Boards and Committees. It would also be made available to all firms being offered the opportunity to bid on or quote projects.