REQUEST FOR PROPOSALS
COMPLETE STREETS POLICY WORKSHOP
FOR SOUTHWEST REGION OF NEW HAMPSHIRE

Contact: Mari Brunner, (603) 357-0557, mbrunner@swrpc.org
Date of Issue: February 19, 2016
Deadline: March 18, 2016 at 5:00 p.m. (EST)

I. PROJECT DESCRIPTION

The Southwest Region Planning Commission (SWRPC) is seeking proposals for a partial or full day workshop about Complete Streets policy development for municipalities in the southwest region of New Hampshire. The goal of this workshop is to expose interested municipal staff and officials to information on current Complete Streets policies and practices including different policy types, elements of effective policies, goals and performance measures, and resources for implementation.

This workshop will be the second in a series of three workshops about Complete Streets, and should build off the first workshop which was held in September of 2015. The agenda from the 2015 workshop, called “Laying the Foundation for Complete Streets,” is attached to this document. The presentation materials from the 2015 workshop can be viewed at http://www.swrpc.org/CS2015. The expected audience is approximately 30 municipal staff and officials with varying levels of exposure and familiarity with the concept of Complete Streets. The ideal proposal will include a “Complete Streets 101” session at the beginning of the workshop in order to accommodate new learners. Successful proposals will present an interactive program that engages workshop participants, and will be targeted toward the needs of rural and small-town communities. SWRPC will be responsible for advertising the workshop, securing a venue and providing food and refreshments.

Proposals may not exceed a cost of $4,500.

II. PROJECT APPROACH/SCOPE OF WORK

SWRPC’s goal in issuing this RFP is to gain professional assistance with conducting a Complete Streets policy development workshop for municipalities in the southwest region of New Hampshire. Proposals should anticipate the need for the following:

- Development of an agenda for a 1-day or partial day workshop to take place during May or June 2016 in coordination with SWRPC.
- Development of workshop materials related to Complete Streets policies and resources for implementation.
- Preparation of presentations about Complete Streets policies, including best practices, policy types, elements of effective policies, goals and performance measures, and resources for implementation.
- Other components as determined appropriate.
III. PROJECT SCHEDULE

Submittals should include a generalized schedule for conducting and completing the activities described in the proposal. It is expected that workshop will be conducted during May or June 2016 in coordination with SWPRC.

IV. SUBMISSIONS

Consultants are invited to submit proposals to SWRPC that include the following components as described below:

- Description of the project principal or team and project team organization (if applicable).
- Description of the approach and proposed scope of work organized by task.
- A proposed project schedule that correlates with project tasks.
- General description of qualifications of project principal and team members including team member resumes.
- A cost proposal for completing the work described in the proposal broken down by task.
- Description of other relevant projects that the project principal or team has worked on along with project reference contact information.

Responses should demonstrate and document that the individual/firm has the professional experience to proceed with the work tasks as described in the proposal in response to the scope of work as described in this RFP. Complete and timely submittal of a proposal as described in this RFP is required for the proposal to be considered.

This RFP does not commit SWRPC to award a contract or pay any costs incurred during the preparation of any proposal. SWRPC reserves the right to reject any or all of the proposals for any reason.

Due Date: Proposals are to be submitted by the close of business on March 18, 2016 to:

Southwest Region Planning Commission  
Attn: Mari Brunner, Planner  
37 Ashuelot Street  
Keene, NH 03431  
Phone: 603-357-0557  
Fax: 603-357-7440

To facilitate timely submittal, proposals may be sent electronically to Mari Brunner, Planner at mbrunner@swrpc.org by the due date specified above.

Representatives from SWRPC will review proposal packages. Proposals will be ranked based on qualifications, project approach, and costs for specified services. Creative proposals are encouraged.
Laying the Foundation for Complete Streets

September 25, 2015  ●  8:30 a.m. to 1:00 p.m.  ●  Optional Walking Tour to 2:30 p.m.
Heberton Hall, adjacent to the Keene Public Library
76 Winter St., Keene, NH 03431

Presenters:
• Tim Murphy, Executive Director, Southwest Region Planning Commission;
• Dr. José Montero, Vice President, Population Health and Health System Integration, Cheshire Medical Center/Dartmouth-Hitchcock Keene;
• Terry Johnson, Director, Healthy Eating Active Living New Hampshire;
• Ed Roberge, City Engineer, City of Concord;
• Bill Oldenburg, Director of Project Development, NH Department of Transportation;
• Larry Keniston, Intermodal Facilities Engineer, NH Department of Transportation;
• Rhett Lamb, Planning Director, City of Keene;
• Kurt Blomquist, Public Works Director, City of Keene; and
• Steve Lotspeich, Community Planner, Town of Waterbury (VT).

Attendees Will Learn:
• The concepts of active transportation and complete streets and what the benefits/drawbacks are to complete streets;
• How to apply Complete Streets concepts to communities of different sizes;
• How to assess current road conditions in your community;
• How to begin the discussion about Complete Streets in your communities and begin answering the "tough questions" about tradeoffs;
• How complete streets fit within the work you are already doing and identify near-term opportunities for making small, positive changes;
• How to engage with the NH Department of Transportation on roads in your community; and
• How Complete Streets promote collaborative approaches between community planning, public health, transportation, and other multi-sector stakeholders to improve population health.
8:30 a.m.-9:00 a.m.   Networking and Coffee

9:00 a.m.-9:20 a.m.   Welcome and PICH Grant Overview – Tim Murphy and Dr. José Montero

9:20 a.m.-9:45 a.m.   How Complete Streets Promotes Collaborative Approaches between Community Planning, Public Health, Transportation and other Multi-sector Stakeholders to Improve Population Health – Terry Johnson

9:45 a.m.-10:00 a.m.   Whiteboarding: What Do I Want to Learn Today? – Nik Coates

10:00 a.m.-10:55 a.m.   Projects We Did to Achieve Complete Streets Before We Had a Complete Streets Policy – Ed Roberge

10:55 a.m.-11:10 a.m.   Break

11:10 a.m.-12:00 p.m.   Complete Streets from NHDOT’s Perspective: Big Projects and Lane Space Re-allocation – Bill Oldenburg and Larry Keniston

12:00 p.m.-1:00 p.m.   Working Lunch

12:00 p.m.-12:40pm: Complete Streets How To: The Importance and Role of Complete Streets in Our Town – Steve Lotspeich

12:40 p.m.-1:00 p.m.: Whiteboarding: Did We Accomplish What We Set Out To Do? What Can I Do Next? – Nik Coates

1:00 p.m.-2:30 p.m.   Optional Walking Tour to Explore Complete Streets on the Ground – Rhett Lamb and Kurt Blomquist