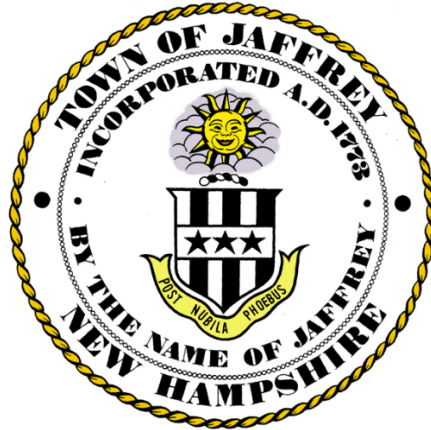


**TOWN OF JAFFREY, NH  
REQUEST FOR PROPOSALS  
Housing Opportunity Planning Grant  
Regulatory Development**



Town of Jaffrey  
10 Goodnow Street  
Jaffrey, NH 03452

May 3, 2024

## **INTRODUCTION**

### **Purpose**

The Town of Jaffrey is soliciting proposals to assist the Jaffrey Planning Board to revise and update those sections of our zoning code which address housing and residential development. The Planning Board’s objective is to complete the draft regulatory changes in time for Public Hearings in December of 2024 for vote at the March 2025 Town Meeting.

The project anticipates a robust community engagement program including workshops and small group meetings as well as on-line platforms. Consultants are expected to demonstrate competency in rural municipal planning and regulatory development.

As home to Mount Monadnock we are challenged by a regional resource; therefore, our **goal** is to thread the needle of conservation and growth, protect that which is the region’s namesake, and provide opportunities for our citizens, now and in the future.

### **Project Background**

The project is being funded under the InvestNH Municipal Planning and Zoning Grant Programs Grant Program – Regulatory Development. Much preliminary work has been completed to-date including:

Master Plan:

Economic Development	2023
Energy and Resilience	2023
Downtown Plan	2021
Population & Housing	2018
Vision and Community Character	2017

Supporting the Master Plan Efforts:

Downtown Revitalization – Community Conversations	2022
Community Surveys	2018, 2021, 2022
Housing Finance Workshop	2019
Area Employers Forums	2017-2019

Zoning efforts from 2017-2023 facilitated Accessory Dwelling Units, relaxed zoning standards in residential districts, incentivized workforce housing, supported small business enterprises, and addressed short-term rentals. In addition, the 2020 Town Meeting adopted the Community Revitalization Tax Relief Incentive under Chapter 79:E. The Jaffrey Planning Board has had continued success at Town Meeting with zoning amendments as thoughtful consideration and conservative representation on the board lends to confidence from the voters.

## **GENERAL INFORMATION AND REQUIREMENTS**

1. This Request for Proposals is issued by;  
Jo Anne Carr, Director of Planning & Economic Development  
Town of Jaffrey  
10 Goodnow Street  
Jaffrey, NH 03452  
[jacarr@townofjaffrey.com](mailto:jacarr@townofjaffrey.com)  
603-532-7880 x 110
2. The Town will be accepting submissions of qualifications ***through Friday May 24, 2024 until 12:00 pm***. Three (3) original Proposals must be submitted and shall be addressed to the Town of Jaffrey at the above address, bearing on the outside the name of the firm and clearly marked “Housing Opportunity Planning Grant- Regulatory Development” Submission shall also be sent electronically to the Town of Jaffrey directly to [jacarr@townofjaffrey.com](mailto:jacarr@townofjaffrey.com).
3. Rejection or Cancellation of Proposals  
The Town reserves the right to reject or cancel any and all proposal, or any part of any or all proposals if such action is deemed to be in its best interest to do so.

## **SCOPE OF SERVICES REQUIRED**

The selected firm will review our existing code, clarify and make more accessible, evaluate consistency with our Master Plan, assess current districts served by water and sewer, and propose revisions to the residential and downtown mixed-use districts.

### **Detailed Project Scope**

1. Community Engagement
  - a. Provide learning opportunities for boards, committees and citizens at large on the flexibility in providing housing and conservation granted through Open Space and Conservation Design developments in our rural areas.
  - b. Assist in the housing opportunity conversation from zoning to costs of land, labor and materials.
  - c. Educate property owners on the CH 79E Tax relief and Economic Revitalization Zone programs.
  - d. Engage realtors and developers to access Tax Credits, low interest bonds and other programs available through NH HFA and the NH BEA.
2. Code Revisions
  - a. Review those areas currently served by water and sewer for opportunities to rezone (already mapped).
  - b. Identify those areas within the Code to be made more clear and accessible.
  - c. Propose revisions to the residential and downtown mixed-use districts.

## Proposal Requirements

1. Letter of Transmittal
2. Project Team  
Provide an organizational profile of the project team, including the background and experience of all firms represented. Clearly identify the project manager and team members and staff who would be assigned to each section of 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 requirements of this RFP.
4. Community Engagement Plan  
Provide a detailed description of how the proposal will address the need for innovative community engagement.
5. Cost Proposal and Budget  
The Contractor shall provide in a separate sealed envelope, a not to exceed cost for all work and services as well as a breakdown of costs, including labor, materials, and other expenses necessary to complete the project.

The Contractor shall provide an approximate schedule of work recognizing the Town's preference to complete the project in time for March 2025 Town Meeting.

## Reference Materials

Land Use Code

[https://www.townofjaffrey.com/sites/g/files/vyhli4561/f/uploads/jaffrey\\_land\\_use\\_code\\_2024\\_3.pdf](https://www.townofjaffrey.com/sites/g/files/vyhli4561/f/uploads/jaffrey_land_use_code_2024_3.pdf)

Master Plan

<https://www.townofjaffrey.com/planning-board/pages/master-plan>