

TOWN OF FREEDOM, NEW HAMPSHIRE
FREEDOM PLANNING BOARD
REQUEST FOR PROPOSALS (RFP)

Third-Party Technical Review Services for Land Use Applications

RFP No. 01-2026

Issue Date September 30, 2026

Proposals Due: October 29, 2026 at 1:00 p.m. EST/EDT

Submit to: Freedom Planning Board, 33 Old Portland Road, PO Box 227, Freedom, NH 03836

1. Introduction and Purpose

The Town of Freedom Planning Board (“Board”) is seeking proposals from qualified engineering and consulting firms to serve as an on-call, as-needed third-party technical reviewer for land use applications that come before the Board and, where applicable, the Freedom Zoning Board of Adjustment (ZBA). The Town's Site Plan Review Regulations and Subdivision Regulations require the Board to engage outside technical review at the applicant's expense, consistent with RSA 676:4, I(g).

The Board is not seeking a firm to perform work on a single project. Rather, the Board intends to establish a roster of one or more qualified firms (or a single firm capable of covering multiple disciplines, potentially through subconsultants) that can be called upon on a per-application, task-order basis over a multi-year period. Recent applications before the Board have included campground/recreational facility conversions and expansions, wireless telecommunications facility (monopole) construction, residential and agricultural subdivisions, shoreland-district construction, solar energy installations, and short-term rental compliance matters — giving a sense of the range of technical issues the selected firm(s) should be prepared to address.

2. Background

Freedom is a rural New Hampshire town of approximately 38 square miles located on Ossipee Lake and Danforth Pond in Carroll County. A significant share of the Town's land area lies within the Shorefront (shoreland) Overlay District, and the Town enforces setback, impervious-surface, and stormwater standards that are, in places, more restrictive than the State's Shoreland Water Quality Protection Act. The Planning Board meets monthly (typically the third Thursday) and reviews site plans, subdivisions, conditional use permits, and wireless facility applications. The Board works alongside the Freedom Zoning Board of Adjustment, Conservation Commission, Code Enforcement Officer/Zoning Officer, Road Agent, and Fire Chief, and expects the selected reviewer to coordinate with these parties as needed.

3. Scope of Services

The Board requires access to qualified, licensed professionals across the following disciplines. Firms may propose to cover all disciplines directly, or may team with subconsultants; the Board will also consider proposals that cover a subset of disciplines if the firm clearly identifies which areas it can serve. For each engaged review, the selected firm will report findings and recommendations directly to the Board in written form and, when requested, in person or by remote appearance at a public hearing.

3.1 Stormwater Management & Drainage

- Review of stormwater management plans, drainage calculations, and hydrology/hydraulic modeling for compliance with the Town's Site Plan Review and Subdivision Regulations and applicable NHDES rules (Env-Wq 1500, Alteration of Terrain permitting thresholds, etc.).
- Review of pre- and post-development impervious surface calculations, particularly within the 300-foot Shorefront Overlay District and the 250-foot state shoreland buffer.
- Evaluation of erosion and sedimentation control plans, both temporary (construction-phase) and permanent.
- Assessment of low-impact development (LID) and green stormwater infrastructure alternatives where relevant.
- Site visits to verify erosion control measures and BMPs during construction, as well as as-built conditions against approved plans, when requested.

3.2 Soil Testing, Septic & Wastewater Review

- Review of soil testing data, test pit/soil profile logs, and percolation results submitted in support of subdivision or site plan applications.
- Review of subsurface wastewater disposal system (septic) designs and NHDES approvals for consistency with the design flows, occupancy, and bedroom/occupant counts represented in the application.
- Evaluation of septic system adequacy for change-of-use or intensification-of-use applications (e.g., conversion of seasonal/recreational structures to higher-occupancy use).
- Coordination with NHDES Subsurface Systems Bureau correspondence and interpretation of state approvals for the Board's benefit.

3.3 Traffic & Transportation Studies

- Review of traffic impact studies, trip-generation estimates, and sight-distance analyses submitted with subdivision and site plan applications.
 - Evaluation of proposed access, driveway, and internal circulation design, including for Class VI and private roads.
 - Assessment of applications for regional traffic impact under RSA 36:54–58 and coordination with NH DOT and neighboring municipalities where a project may trigger regional review.
 - Review of parking demand and layout, including alternative parking proposals under RSA 674:16-a.3.4
- #### Wireless Telecommunications (RF) Engineering Review
- Independent technical review of applications for wireless communication facilities (monopoles, towers, and co-location proposals), including structural/geotechnical reports, radio-frequency (RF) coverage and capacity justification, and balloon/visual test documentation.
 - Review of applicant submissions for compliance with FCC RF-emissions guidelines and the Telecommunications Act of 1996, including the limits on what a municipality may consider in denying an application.
 - Evaluation of collocation feasibility, alternative site analysis, and “least intrusive means” analysis where the applicant claims a coverage gap.
 - Review of fall-zone, setback, and visual-buffer compliance, and of decommissioning/removal bond estimates.

3.5 General Site Plan, Subdivision & Land Use Engineering Review

- Peer review of civil engineering plans for conformance with the Town's Site Plan Review Regulations, Subdivision Regulations, and Zoning Ordinance, including setback, lot coverage, and dimensional compliance.
- Review of utility design (water, electric, propane/fuel storage, underground utility requirements).

- Review of subdivision road design where new roads or upgrades to Class VI roads are proposed, including coordination with the Road Agent.
- Review of wetlands delineations, design and hydrology of potential crossings, and buffer compliance in coordination with the Conservation Commission.
- General “third set of eyes” peer review services on an as-needed basis for applications the Board determines warrant independent technical evaluation, including recreational facility/campground conversions and expansions.

3.6 Deliverables

- A written technical review memorandum for each assigned application, delivered within the timeframe agreed to in the task order (default: within 10 business days of receipt of a complete application, or as otherwise negotiated for complex applications).
- Attendance (in person or remote) at Planning Board and, if requested, ZBA meetings to present findings and respond to Board and public questions.
- Responsiveness to follow-up review of revised plans submitted in response to comments, without requiring a new task order for minor follow-up review.

4. Minimum Qualifications

Proposing firms (individually or as a team) must demonstrate the following:

1. Active professional licensure in New Hampshire (as applicable to discipline) for all individuals who will sign or seal review deliverables, including but not limited to Professional Engineers (PE), Certified Soil Scientists, and licensed Wetland Scientists.
2. A minimum of five (5) years of experience providing third-party/peer technical review services to New Hampshire municipal planning boards, zoning boards, or conservation commissions.
3. Demonstrated experience with NHDES permitting programs relevant to the scope above (Alteration of Terrain, Shoreland Water Quality Protection Act, Subsurface Systems).
4. Demonstrated experience reviewing wireless telecommunications facility applications, including RF engineering review, is required either in-house or through a named subconsultant.
5. Demonstrated experience with Low Impact Design (LID) Stormwater practices, including engineering review, is required either in-house or through a named subconsultant.
6. Ability to respond to task orders on the timeline described in Section 3.6 and to attend evening Planning Board meetings (typically the third Thursday of the month, 6:30 p.m., with ZBA meetings on a separate schedule).
7. No conflict of interest with pending or reasonably anticipated applicants before the Board. Firms must disclose any prior or current work for applicants who regularly appear before the Board.

5. Fee Structure and Billing

Consistent with RSA 676:4, I(g), the reasonable cost of third-party technical review is billed to the applicant whose project requires the review, not to the Town. The Board will typically require the applicant to place funds in an escrow account held by the Town prior to authorizing review work to begin. Proposals should include:

- An hourly billing rate schedule by staff classification (e.g., Principal, Senior Engineer, Project Engineer, RF Engineer, Technician, Administrative).
- Mileage/travel and meeting-attendance rates, including any minimum meeting-attendance charge.

- Reimbursable expense policy.
- Any proposed annual escalation for a multi-year agreement.

6. Term of Agreement

The Board anticipates entering into an as-needed services agreement for an initial term of two (2) years, with the option to renew for up to two (2) additional one-year terms by mutual written agreement. The agreement does not guarantee a minimum volume of work; the Board will issue individual task orders as applications requiring third-party review are received.

7. Proposal Submission Requirements

Proposals shall be limited to 20 pages (excluding resumes, licenses, and the fee schedule) and shall include the following sections in order:

8. Cover letter identifying the firm, primary contact, and the disciplines proposed to be covered directly vs. via subconsultant.
9. Firm qualifications and relevant municipal experience, including at least three (3) references from New Hampshire municipal boards for which the firm has performed similar review work.
10. Resumes/qualifications of the specific individuals who would perform review work for the Town, including license numbers.
11. Description of approach to each scope area in Section 3.
12. Sample technical review memorandum (redacted if necessary) from a comparable prior engagement.
13. Proposed fee schedule as described in Section 5.
14. Certificate(s) of insurance or a statement of ability to provide the insurance described in Section 9.
15. Signed conflict-of-interest disclosure statement.

8. Evaluation Criteria

Proposals will be evaluated and scored by the Planning Board (or a subcommittee thereof) using the following weighted criteria:

Criterion	Weight
Relevant municipal experience & references	25%
Breadth of in-house / team disciplines (stormwater, soils/septic, traffic, RF, general civil)	25%
Qualifications & licensure of assigned staff	20%
Responsiveness / proposed turnaround time	15%
Fee reasonableness and clarity of rate schedule	15%

The Board reserves the right to interview one or more finalist firms, to request clarification or additional information from any respondent, to select more than one firm to cover different disciplines, and to reject any or all proposals if it determines doing so is in the best interest of the Town.

9. Insurance Requirements

The selected firm(s) must carry, at minimum, the following coverage and name the Town of Freedom as an additional insured where applicable:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Professional Liability (Errors & Omissions): \$1,000,000 per claim / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: statutory New Hampshire limits

10. Anticipated Schedule

Milestone	Date
RFP Issued	September 30, 2026
Deadline for Written Questions	October 16, 2026
Town Responses to Questions Posted	October 23, 2026
Proposals Due	October 29, 2026
Interviews (if held)	Week of November 9, 2026
Anticipated Board Selection / Award	November Planning Board Meeting
Anticipated Agreement Effective Date	November 2026

11. Submission Instructions

Proposals must be submitted electronically (PDF) to planningboard@townoffreedomnh.gov and one hard copy delivered or mailed to: Freedom Planning Board, c/o Town Office, 33 Old Portland Road / PO Box 227, Freedom, NH 03836, by no later than 1pm on October 29, 2026. Late proposals will not be accepted. Questions regarding this RFP must be submitted in writing to planningboard@townoffreedomnh.gov no later than October 16; answers will be distributed to all known prospective respondents and, where practicable, posted on the Town website.

The Town of Freedom reserves the right to reject any and all proposals, to waive minor informalities, and to negotiate final terms with the selected respondent(s). This RFP does not commit the Town to award a contract or to reimburse any costs incurred in preparing a proposal.

12. Contact

Melissa Florio, Chair, Freedom Planning Board

Town of Freedom — 33 Old Portland Road, PO Box 227, Freedom, NH 03836

(603) 493-3325 | planningboard@townoffreedomnh.gov