



# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

[www.town.exeter.nh.us](http://www.town.exeter.nh.us)

To: (Insert names of firm)

From: Sylvia von Aulock, Exeter Town Planner

Re: Request for Proposals (RFP) for the Appraisal Services for a Portion of Map 73/Lot 276,  
Specifically 64 Lincoln Street, Exeter, NH

To: (Insert names of all firms in alphabetical order)

From: Sylvia von Aulock, Exeter Town Planner

Re: Request for Proposals (RFP) for Appraisal Services for a Portion of Map 73/Lot 276,  
Specifically 64 Lincoln Street, Exeter, NH

The Town of Exeter seeks qualified proposals for appraisal services for the property referred to above, better known as the “baggage building” project. These services are part of a NHDOT Transportation Enhancement (TE) Grant which was awarded to the Town of Exeter, New Hampshire (NHDOT TE Grant #16045). The appraisal must follow “Yellow Book Development Standards” as well as NHDOT Bureau of ROW policies and pertinent State RSA’s. (Questions regarding requirements: NHDOT ROW Bureau, 603-271-3222)

Right of Way Overview: The goals of this phase are to have the baggage building appraised and the appraisal to be reviewed and approved by NHDOT. The appraisal information is needed to successfully negotiate with the property owners for a price acceptable to all stakeholders. The appraisal and the review will be submitted to NHDOT and reviewed for their approval of the process. Once the price is negotiated and considered just compensation by NHDOT, the project team will create surveyed plans needed for a lot line adjustment. The final task for this phase of the project is to create the required deed and other necessary paperwork for the purchase of the property.

Scope of Work: There are essentially two appraisers required; the first will appraise the property at fair market value in accordance with NHDOT Bureau of ROW policies and pertinent State RSA’s. The second appraiser will assess the compliance of the appraisal report with all pertinent appraisal standards, ethics provisions, and the overall reliability of the current market value. (For more details of the scope of work for both the appraisal and the appraisal review, see attached scope of work sections III and IV.)

It should be noted that the initial appraiser must afford the property owner or the owner’s designated representative the opportunity to accompany the appraiser on the inspection of the property. A town representative shall also accompany the selected appraiser on-site. The appraisal report and the review report will be submitted to NHDOT and reviewed for their approval of the process.

To assist you with your proposal the following additional information is enclosed: A) Project Overview, (B) Scope of Work, and (C) Consultant Selection and Evaluation Matrix.

Responses to this RFP shall include the following:

1. Documentation to confirm your capacity to perform duties as outlined in the scope of work provided.
2. Outline of the work to be completed.
3. A proposed schedule of work with dates.
4. Cost of services for the appraisal.
5. Cost of services for the review of the appraisal.
6. References
7. A bid summery with the following:

Town of Exeter Baggage Building Project

Name of Company: \_\_\_\_\_

Bid #1 - Appraisal Services: Hours \_\_\_\_\_ Rate \_\_\_\_\_ Total \$ \_\_\_\_\_

Bid #2 - Review of Appraisal Services: Hours \_\_\_\_\_ Rate \_\_\_\_\_ Total \$ \_\_\_\_\_

Prospective consultants shall submit proposals by April 26th. Proposals will be opened at a Board of Selectmen meeting within two weeks of the submittal date. All proposals will be evaluated as per project and NHDOT requirements and a selection will be made.

Proposals should be submitted, in a sealed envelope, to:

Sylvia von Aulock, Town Planner/Project Manager  
10 Front Street  
Exeter, NH 03833

Proposals should be clearly marked "Town of Exeter Baggage Building Appraisal Services Proposal" and should include hours and total price of the project.

Thank you for your interest in our project and if you have any questions, please call me at 603-773-6114, or email [svonaulock@town.exeter.nh.us](mailto:svonaulock@town.exeter.nh.us).

Sylvia von Aulock  
Project Manager

**Project Overview for the Town of Exeter, NH Baggage Building Renovation Project**  
**NHDOT TE Grant #16045** **Contact: Sylvia von Aulock 603-773-6114**

---

**Project Overview:** The project comprises of purchasing and renovating an existing 700 sf stone building that once served as the train station baggage building. Over time this small building also served as a ticketing office and currently is a small residential apartment. Once renovated, the building will again serve train passengers, now for the DownEaster Train Service. The project will provide waiting space, ticketing, travel information, as well as bathrooms. It should be noted that the building’s interior and exterior will be designed and renovated to meet the requirements for ADA compliance.

**Project Outline:**

Preliminary Engineering: This phase of the project entails several tasks. The first is to hire a consultant (professional engineer or architect) to assist the town with project administration, interior and exterior design and additional tasks within the ROW and Construction categories of the grant. The consultant shall also ensure that the building renovation will be in compliance with various NHDOT and FHWA requirements. Another task in this phase is to conduct required alternatives analysis, assessments regarding historical/cultural and environmental issues and to complete all NEPA requirements. A third task is to ensure opportunities for public involvement and awareness throughout the life of the grant, such as inviting public input during the design phase and creating a section on the town’s web site for information as to the project’s progress. The outcome of this phase will be to create final plans for construction purposes for improvements to the facility.

Right of Way: The goals of this phase are to have the baggage building appraised, successfully negotiate with the property owners for an acceptable price, go through the Planning Board for a lot line adjustment, and create the required deed and other necessary paperwork for the purchase of the property.

Construction: This phase of the project will include preconstruction meeting, coordination of multiple stakeholders working on a variety of construction components, removal of hazardous material and demolition of interior elements as needed, implementation of improvements, public update of project, and ribbon cutting.

**Project Participants:**

Project Committee: Sylvia von Aulock (Project Manager – Town Planner), Kevin Smart Construction Manager-Building Maintenance Supervisor), Russ Dean (Town Manager), Jennifer Perry (DPW Director), Julie Gilman (Board of Selectmen and Heritage Commission rep), Theresa Walker – (Rockingham Planning Commission), Scott Bogle (RPC), Rip Patten and Rick Vandenberg , Don Briselden and Bob Hall (Train Station Committee)

Stakeholders: Board of Selectmen, Train Station Committee, Planning Board, Heritage Commission, Seacoast School of Technology, Exeter Area Chamber of Commerce, Rockingham Planning Commission, Trainriders Northeast, Northern New England Passenger Rail Authority (NNEPRA), NHDOT, Federal Highway

**Project Milestones:** *(See Project Schedule for full projected project calendar. Dates subject to change.)*

| Grant Administration                                   | Preliminary Engineering                               | ROW  | Construction                          |
|--|---|--|---------------------------------------|
|  | Historical / Cultural Assessment Completed: Oct. 2012 |  |                                       |
| NH Municipal Agreement Signed: 12/29/11                | Hiring of Appraisers: April. 2013                     |  |                                       |
| Project Development Scoping Meeting With NHDOT: 4/6/12 | Environmental Assessment Completed: July. 2013        |  |                                       |
|  | Hiring of Project Architect/Engineer: April. 2013     | Negotiate with Property Owner on Purchase Price: June 2013 | Pre-Construction Meeting: April 2014  |
|  | Submit Design Plans at 50% Completion: August 2013    | NHDOT Notice to Purchase: Nov 2013                         | Ground Breaking Ceremony: August 2014 |
|  | Submit Final Design Plans to NHDOT: Dec. 2013         |  | Ribbon Cutting: July 2015             |

### Consultant Selection and Evaluation Matrix for Appraisers

Rating Factor: 1 to 5, with 5 being the best.

| Consultant Team  | A. | B. | C. | D. | E. |
|--|----|----|----|----|----|
| Consultant Contact and Phone #                                       |    |    |    |    |    |
| NHDOT Approved Appraiser (Y/N)                                       |    |    |    |    |    |
| References:  |    |    |    |    |    |
| Firm's understanding of the project and their tasks/responsibilities |    |    |    |    |    |
| Evaluation of personnel  |    |    |    |    |    |
| Experience with the following:                                       |    |    |    |    |    |
| NHDOT Grant Projects   |    |    |    |    |    |
| Availability/Schedule  |    |    |    |    |    |
| Historic Building Revitalization Projects                            |    |    |    |    |    |
| Work in the seacoast region  |    |    |    |    |    |
| Cost of Services   |    |    |    |    |    |