

Town of Exeter, New Hampshire

Request for Proposals (RFP)

The Town of Exeter is requesting proposals from 36 CFR 61 qualified architectural history consultants to provide professional services to complete the Park Street Area Survey funded through the Town and the Certified Local Government (CLG) program.

Proposal should be mailed in an envelope plainly marked “Proposal for the Park Street Area Survey”, and addressed as follows:

**Town of Exeter
Attn: Dave Sharples, Town Planner
10 Front Street
Exeter, NH 03833**

Telephone, facsimile, or e-mail proposals will not be accepted in response to a Request for proposals.

The Town will be accepting proposals until Friday October 9, 2018 at 4:00PM.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town.

Purpose

The purpose of the Park Street area survey is to continue the phased approach to completing Exeter's town-wide survey. This next phase will bring together documentation of uses, prominent citizens and development timeline in an area specified in the town's Master Plan for exploration of possible National Register resources.

In September 2012 the Town of Exeter completed the "Exeter Town Wide Mapping Project" with the assistance of a Certified Local Government (CLG) grant. That project was undertaken to survey the growth of Exeter through its history as depicted on maps of the Town outlining areas of development at given periods. This report is now being used by the Exeter Heritage Commission to prioritize areas of Exeter in need of further study and documentation. Exeter's Park Street area is a residential neighborhood that includes 18th, 19th and 20th century buildings and growth patterns. Its streets have been depicted on Exeter's earliest map, Merrill's map of Exeter, 1802. Exeter's early industries include timbering, associated milling and ship building. Early maps indicate Park Street was a major thoroughfare for delivering old growth trees to the Squamscott River for processing and export.

The Commission chose the Park Street area for study at this time because the area has many resources that are documented in various methods but not all the information is gathered together. The choice is also driven by neighborhood residents asking the Commission for information about the historical resources around them. Individual property owners have researched their properties to find the history of previous owners/builders and are interested to know more about a specific property under threat of redevelopment.

When defining the area to be surveyed Commission members and interested residents identified special resources located sporadically throughout or at the extremities of the proposed boundaries. After consultation with DHR and a preservation planner, the Commission decided to split the Park Street area into two prospective historic district areas: one centered around Park Street and Epping Road, including some portions of Warren and Locust avenues; the other larger potential historic district includes Park Street and is roughly bounded by Main Street to the south, Cass and Summer streets to the east, Forest Street to the north, and Walnut Street to the west (see attached map for reference). It is the consultant's responsibility to refine these boundaries as appropriate based on visual inspection of the areas and historical background research.

Scope of Work

The successful contractor shall provide all labor, materials and equipment to provide two Historic District Area Forms for the areas described above. The survey forms, including its maps and photographs must comply with the standards as set in the "Area Form Survey Manual" and its related appendices which can be found on the New Hampshire

expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Firm, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Exeter.

Submission Ownership and Costs

Upon submission, responses become the property of the Town of Exeter. The cost of preparing and submitting a response is the sole responsibility of the Firm and shall not be chargeable in any manner to the Town. The Town will not reimburse any Firm for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

Selection Procedure

Submissions will be evaluated based on, but not limited to, the following criteria:

- Responsiveness of submission
- Engagement description and approach
- Qualifications and experience
- Prior experience on engagements similar to this request for qualifications
- Methodology to be used to accomplish the work

In response to the proposals, the Town may select one or more Firms for interviews and an oral presentation. The submission of a response shall not guarantee an opportunity to an interview.

The Town will select a Firm based upon the written response, oral interviews, contact from previous engagements, and any other pertinent information deemed necessary by the Town. The Town will then negotiate a contract, specific scope of services, and fee with the selected Firm. The Town reserves the right to request substitution of any provider identified by the Firm as part of its team. If an agreement cannot be reached with the selected Firm, the Town retains the right to terminate negotiations with that Firm without notice and open negotiations with the next ranked Firm. The compensation discussed with one interested Firm will not be disclosed or discussed with another Firm.

No work shall begin until the Firm and the Town has executed a contract.

Acceptance or Rejection of Responses

The contract may be awarded to the Firm that most closely satisfies the needs of the Town and is deemed to be the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response. The Town also reserves the right to waive any informality or irregularity in any response.

The Town also reserves the right to reject any and all responses, or portions thereof, received in response to the RFQ, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Town. Additionally, the Town may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any response shall not imply that the proposal was deficient. Non-acceptance of any response shall mean that another response was deemed to be more advantageous to the Town and/or more closely satisfied the needs of the Town, or that the Town decided not to award an agreement as a result of this RFP.

Examination of Proposed Materials

The submission of a response shall be deemed a representation and warranty by the Firm that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the response shall be considered after its submission on the grounds that the Firm was not fully informed as to any fact or condition. Statistical information, which is contained in this RFP or any addendum thereto, is for informational purposes only. The Town disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

Division of Historical Resources website at http://www.nh.gov/nhdhr/review/architectural_history_forms.htm. The successful contractor shall attend a required initial meeting, before commencing work, with the NH Division of Historical Resources (DHR) staff and Town of Exeter's Heritage Commission representative(s).

Please provide a schedule that adheres to the Determination of Eligibility Committee meetings deadlines and is well within the final project deadline of Sept. 30, 2019.

Recommended schedule:

November/December 2018 – Consultant Selection and award
December/Early January 2019 Project scope meeting with NH DHR staff
March 2019 – Progress review and comment by Exeter Heritage Commission
June 2019 – Progress submission submitted to NH DHR for review and comment
August 2019 – Progress review and comment by Exeter Heritage Commission
Early September 2019 - Final review and comment by Exeter Heritage Commission
Mid September 2019 – Submission to NH DHR for review of final documentation by Exeter Heritage Commission
Late September 2019 – Submission of final product to NH DHR

Project Partners

The following list represents the official boards, committees, and organizations that will be invited to participate in the Park Street Area Survey:

Exeter Historic District Commission
Exeter Heritage Commission
The Exeter Historical Society

This list is not intended to exclude any stakeholders and it is anticipated that other community stakeholders may participate in the project.

Proposal Requirements

The following outlines the information required to be submitted as part of the proposal.

- A brief description of your firm.
- A list of the employee(s) that will be assigned to this project including a resume detailing their qualifications and background.
- A list of similar projects completed by your firm in the past five (5) years with the list of employee(s) involved with those projects.
- Names, addresses, telephone numbers, e-mail addresses, and contact persons of all clients for which your company has performed similar services during the past five (5) years.

- Estimated work schedule including the estimated date of completion of the project.
- Ability to facilitate public involvement.
- A cost for the proposed work.

General Conditions

Requests for Information

Any Firm contemplating submitting a response to this request that is in doubt as to the meaning of any part of this RFP, or finds a discrepancy in or omission from this RFP, may submit to the Town a written request for interpretation, clarification, or correction thereof. Any interpretation, clarification or correction of documents will be made in writing and issued to any firm that received this RFP. The Town will not be responsible for any explanations or interpretations of the documents other than those made in writing.

Contract Award

The selected Firm shall enter into a written contract with the Town binding all terms, conditions, and provisions of the proposal, and other terms, conditions and provisions negotiated prior to award of the contract.

Any contract resulting from this RFP must be approved by the Board of Selectmen if applicable, and is subject to funding.

Town's Use of Material

All material submitted shall become the property of the Town, unless it is clearly marked as proprietary information. The Town reserves the right to use any ideas presented in the submission, without compensation paid to the Firm. Selection or rejection of the submission shall not affect this right.

Insurance Requirements

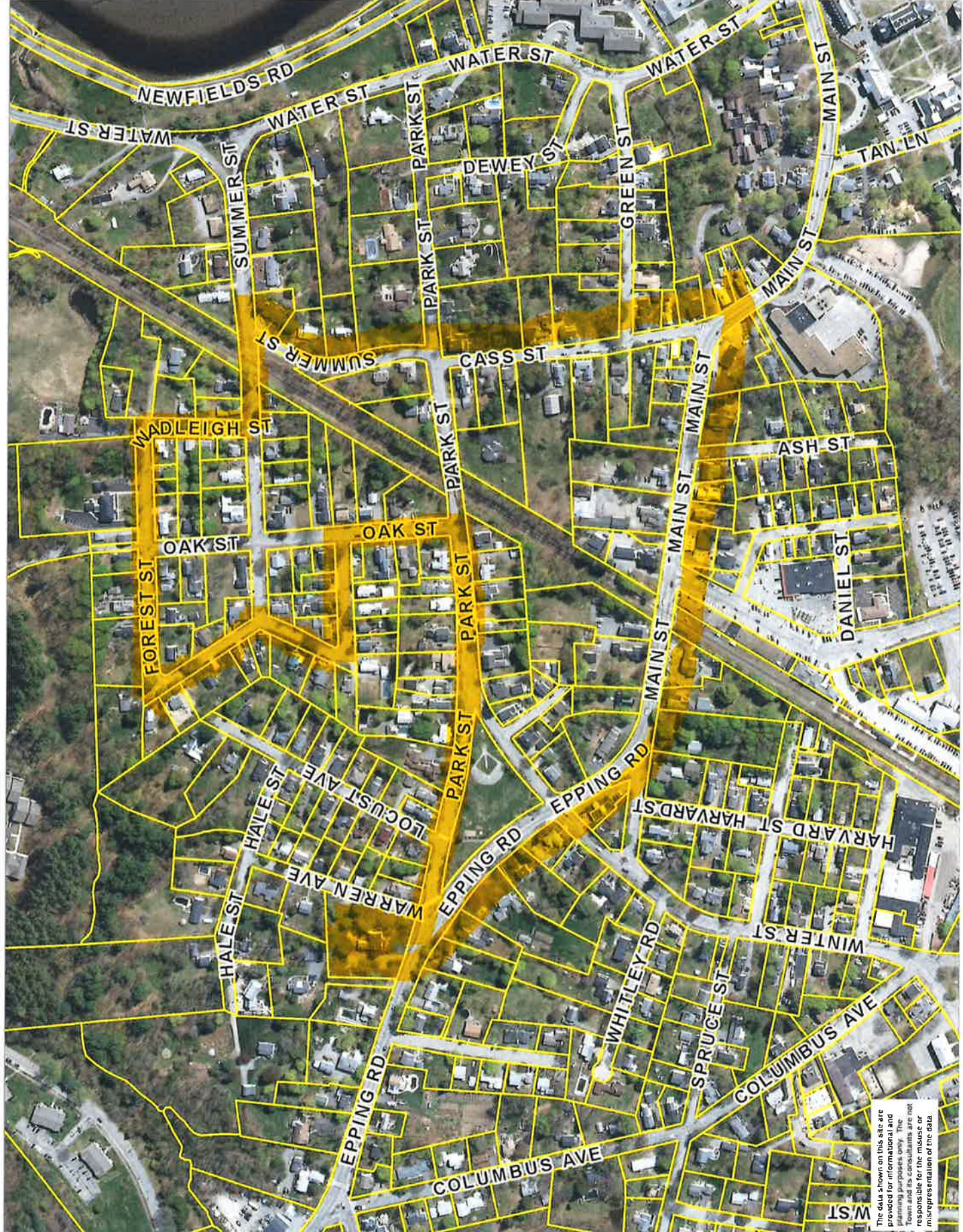
The selected Firm shall procure and maintain, for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the Firm, its agents, representatives, or employees. Proof and coverage amounts of such insurance shall be received and approved by the Town prior to execution of the contract.

Hold Harmless

The selected Firm shall indemnify and hold harmless the Town of Exeter and its officers, officials, employees and agents from and against all claims, damages, losses and



- Parcels w/Orthos
- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns



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