



# EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

[www.exeternh.gov](http://www.exeternh.gov)

---

## TOWN OF EXETER, NEW HAMPSHIRE

### REQUEST FOR PROPOSALS (RFP)

The Town of Exeter is seeking proposals from qualified consulting firms for professional services to assist in the development of a climate-resilient plan to meet the current and future needs of Swasey Parkway.

Proposal documents can be obtained electronically from the Town of Exeter website at: <https://www.exeternh.gov/rfps>, on or after Wednesday, April 23, 2025.

Proposals should be mailed in an envelope plainly marked “Proposal for Community-Centered Approach for Enhancing Climate Resilience in Exeter's Swasey Parkway”, and addressed as follows:

**Town of Exeter Department of Public Works  
Attn: Stephen Cronin, Public Works Director  
13 Newfields Road  
Exeter, NH 03833**

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

The Town will be accepting proposals until Wednesday, May 21, 2025 at 3:00PM.

The Town will hold a site walk on Thursday, May 8, 2025 at 10:00AM to discuss this project and answer questions. Firms submitting proposals are required to attend the site walk. The site walk will commence at the Newfields Road entrance to Swasey Parkway.

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. The Town may cancel this Request for Proposals at any time for any reason.

## REQUEST FOR PROPOSALS

The Town of Exeter, acting through its Public Works Department, invites qualified consulting firms to submit proposals for professional services to assist in developing a climate-resilient plan for Swasey Parkway. The consultant will guide public engagement and create site-specific designs and recommendations that enhance resilience against tidal inundation and inform future funding, permitting, and construction needs.

Federal Funds paid under this agreement are from a Contract Agreement to the State from the US Department of Commerce (DOC), National Oceanic and Atmospheric Administration under CFDA # 11.419. and is subject to all applicable state and federal regulations.

Proposal documents can be obtained electronically from the Town of Exeter website at: <https://www.exeternh.gov/rfps>, on or after Wednesday, April 23, 2025.

Proposals shall be sealed and clearly marked, "Proposal for Community-Centered Approach for Enhancing Climate Resilience in Exeter's Swasey Parkway", and shall be submitted no later than 3:00 p.m., Wednesday, May 21, 2025 to the **Town of Exeter Department of Public Works, Attn: Stephen Cronin, Public Works Director, 13 Newfields Road, Exeter, NH 03833**. Only one (1) original copy of the proposal is required for submission.

Proposals will be opened by the Select Board at their next scheduled meeting following the proposal due date. The Select Board will return the bids to the Town Managers Office for review and approval by the Public Works Water Department. Upon approval, the Town Manager will forward the highest qualified bid to the Select Board through the Permits and Approvals portion of the next Select Board meeting for award.

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. The Town may cancel this Request for Proposals at any time for any reason.

The Town of Exeter  
By: Stephen Cronin, Director of Public Works

## **PROJECT OVERVIEW**

The goal of this project is to engage the Trustees for Swasey Parkway, the Exeter Select Board, Exeter residents, Town staff, and community stakeholders in creating a collaboratively developed, climate-resilient plan to meet the current and future needs of Swasey Parkway. This effort should result in community-supported, site-specific designs and recommendations to strengthen the park's resilience against frequent tidal inundation and inform future funding, permitting and construction needs.

## **BACKGROUND**

Swasey Parkway is an approximately 7.5-acre, 0.58-mile, waterfront park and boulevard that lies within the Coastal Zone of New Hampshire, along the tidal Squamscott River, a major tributary to Great Bay. This open-air park is often referred to as the 'Jewel of Exeter. It is walkable to Exeter's historic Downtown and a key community gathering space for public events throughout the year. The Parkway was gifted to the Town by Ambrose Swasey in 1929, and is managed through an agreement between the Exeter Select Board and Board of Trustees for Swasey Parkway.

The property contains an existing sea wall, roadway, storm drains/outfalls, grassy lawn areas, mature trees, and is intersected by Norris Brook, a freshwater tributary. Currently, during large storms or extreme tides, portions of the Parkway will remain flooded for several hours.

The Exeter Select Board, Trustees for Swasey Parkway, and Town Departments anticipate an increase in the regularity of flooding due to climate change-related storm intensity and sea level rise. To anticipate, prepare for, and accommodate these circumstances, the Town wants to prioritize a list of innovative solutions that consider the current and future site conditions. Given the deep community connection to the Parkway, it is of utmost importance these designs are developed collaboratively with input and guidance from the community.

The Town received a Coastal Resilience Grant from the State of New Hampshire's Department of Environmental Services (NHDES) Coastal Program to fund this project. All aspects of the project must be completed with the intent to comply with the associated executed Scope of Work for this grant-funded project.

## **PROJECT AREA**

Swasey Parkway is located along the westerly side of the Squamscott River in Exeter, NH, between Water Street and Newfields Road. It is comprised of the public way and two parcels, identified on Town of Exeter Tax Map 064 as Lots 36 & 45. (see attached maps)

## **SCOPE OF WORK**

The selected consultant will be responsible for:

### **Task 1: Initial Assessment**

- Conduct a site visit to assess existing conditions and location characteristics.
- Research engineering and utility documents and existing studies (CAPE, C-RiSe).

### **Task 2: Project Coordination**

- Conduct a project kickoff meeting with Town staff and officials to discuss project goals, objectives, and timelines.
- Conduct monthly meetings with Town staff and officials, and as needed throughout the duration of the project.
- Integrate existing data and studies into the planning process.

### **Task 3: Public Input & Engagement**

- Conduct stakeholder mapping to inform messaging and maximize public engagement.
- Organize public input events and surveys to gather feedback on design goals and alternatives, and to inform the selection of a preferred alternative.
- Develop and implement engagement strategies to broaden stakeholder participation.
- Present design alternatives to key stakeholders and the public.
- Develop and provide a public input summary report.

### **Task 4: Conceptual Design Development**

- Prepare a Basis of Design Report summarizing site conditions, constraints, permitting requirement, and NH Coastal Flood Risk Guidance.
- Develop a set of design goals with Town staff and officials, informed by public and stakeholder input.
- Create and refine at least three conceptual design alternatives with cost estimates, including drawings or renderings, draft materials/planting lists, rough cost analysis; an evaluation of long-term maintenance impacts; wetland and habitat migration impacts, permitting assessments, etc.
- Alternative analysis will also identify any potential co-benefit project enhancements such as invasive species control, habitat and buffer restoration, stormwater retrofits, and/or other nature-based solutions.

- Develop final conceptual design of the preferred alternative, final summary report with alternatives analysis, summary of public response, and justification for preferred alternative and approximate cost.

#### Task 5: Project Reporting

- Submit semi-annual progress reports and a final cumulative report summarizing all project activities with all deliverables completed by May 2026.

### **PRE-PROPOSAL SITE WALK**

The Town will hold a site walk on Thursday, May 8, 2025 at 10:00AM to discuss this project and answer questions. Firms submitting proposals are required to attend the site walk. The site walk will commence at the Newfields Road entrance to Swasey Parkway.

### **TIMELINE**

The Consultant Selection Schedule is as follows:

Request for Proposals	April 23, 2025
Pre-proposal Site Walk	May 8, 2025 at 10:00 a.m.
Consultant Proposals Due	May 21, 2025 at 3:00 p.m.
Consultant Selection & Contract Approval	June 2025

### **INFORMATION AVAILABLE**

Information and previous climate studies may be found on the Town of Exeter website at: [https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/52621/climate\\_documents\\_all.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/52621/climate_documents_all.pdf), on the Swasey Parkway Trustees webpage at <https://www.exeternh.gov/sp>, or on the Town of Exeter Online GIS Viewer at <https://www.mapsonline.net/exeternh/>.

### **SUBMISSION REQUIREMENTS**

Proposals shall include the following elements in the order in which they are listed:

1. Project understanding and approach.
2. The project team, including qualifications and responsibilities of key personnel.
3. Technical capabilities of the project manager and years of service working with the project team.
4. Project schedule.
5. Experience with similar projects.
6. Cost Proposal

Proposals must present evidence of the firm's qualifications and experience completing three similar projects.

Submissions should be limited to 15 pages, single-sided (double-sided pages shall be accepted, but each side shall count). Resumes of key personnel shall be included as an appendix to the proposal and will not be included in the page limit.

A cover letter (1-page maximum) shall be provided that clearly states the firm's willingness and ability to undertake the project and execute a contract for a project of this size. Cover letters shall not be included in the page limit.

### **EVALUATION CRITERIA**

The Town of Exeter will review the proposals based on the following criteria:

1. Understanding of the project.
2. Approach to accomplishing the work.
3. Similar experience of the firm.
4. Schedule for completing the work.
5. Quality of the proposal.
6. Quality of the Project Manager
7. Cost

### **TOWN ROLE**

The Town will provide access to all available plans and reports that are pertinent to this project. Town staff and officials will be responsible for administering the project and overseeing the consultant's work on this project.

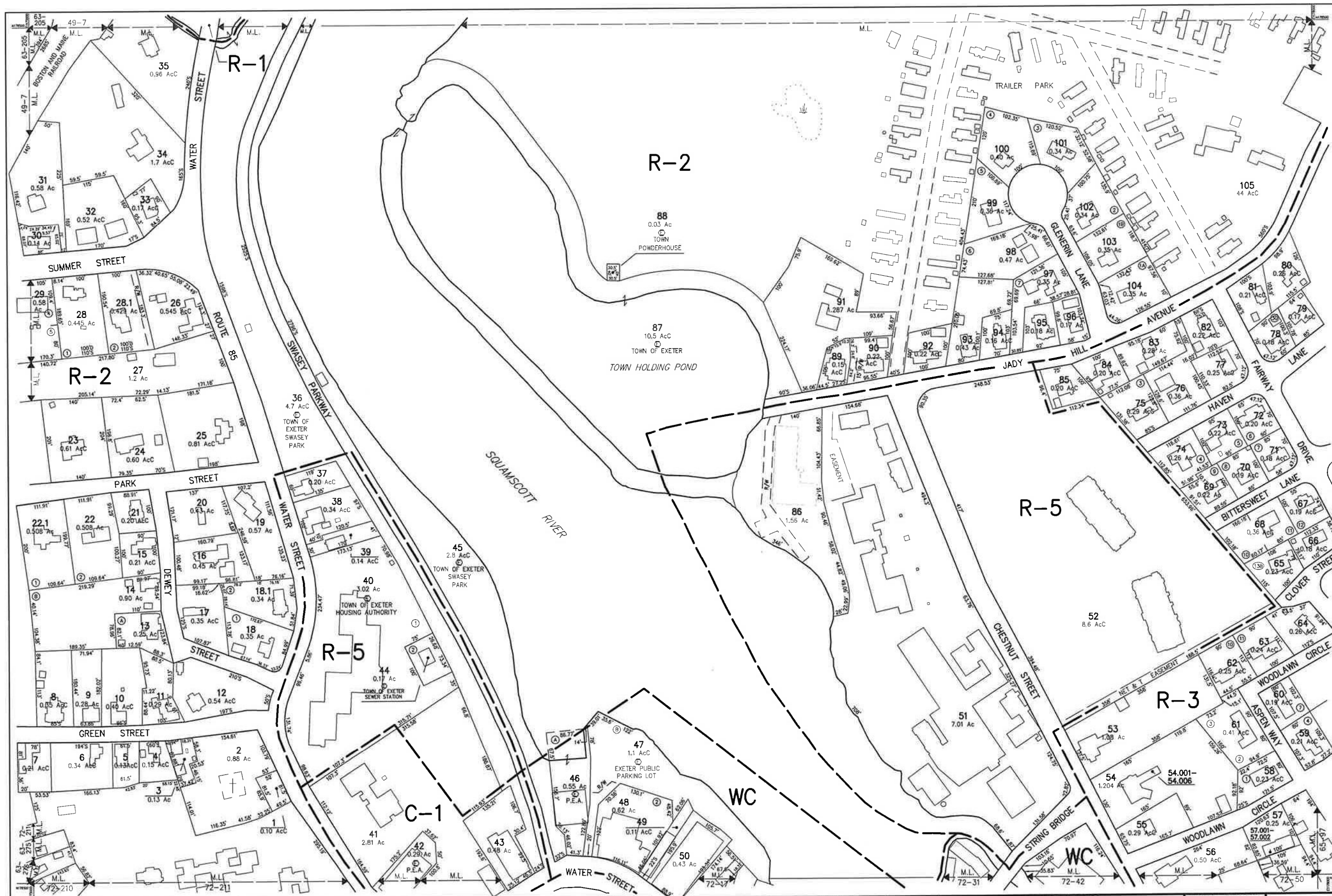
### **RESERVATION OF RIGHTS**

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

The Town reserves the right to negotiate directly with the firm selected for additional project work including but not limited to design, construction administration services, and/or additional project engineering and design services.

### **CONTACT INFORMATION**

If you have any questions regarding this RFP, please contact Stephen Cronin, Public Works Director at (603) 773-6157 or [scronin@exeternh.gov](mailto:scronin@exeternh.gov).



<p>THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.</p> <p>THE HORIZONTAL DATUM IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM.</p> <p>PHOTOGRAPHY DATE: APRIL 25, 1995</p> <p>COMPLETION DATE: MARCH 29, 1996</p>	<p>PRODUCED IN 1996 BY</p> <p><b>CAI Technologies</b></p> <p><small>Forerunners Mapping, Geographical Solutions</small></p> <p>11 PLEASANT STREET, LITTLETON, NH 03581 800.322.4540 • WWW.CAITECH.COM</p>	<p>LEGEND</p> <p>AREA SURVEYED ..... Ac</p> <p>AREA CALCULATED ..... Ac</p> <p>RECORD DIMENSION ..... 100'</p> <p>SCALED DIMENSION ..... 100'S</p> <p>WATCH LINE ..... M.L.</p> <p>WATER ..... M.L.</p> <p>EXEMPT PROPERTY, SUBDIVISION LOT NO., ZONE LIMIT, RIGHT OF WAY, COMMON OWNERSHIP, BUILDING, WETLANDS</p>	<p>SCALE 1" = 100'</p> <p>FEET 0 50 100 200 300</p> <p>METERS 0 25 50 75</p> <p>REVISED TO: APRIL 1, 2024</p>	<p>PROPERTY MAPS</p> <p><b>EXETER</b></p> <p>NEW HAMPSHIRE</p>	<p>INDEX DIAGRAM</p> <p>54 53 52 63 65 73 72 71</p>	<p>MAP NO.</p> <p><b>64</b></p>



