



5 Vision Principles

- *A vibrant, livable Downtown*
- *Neighborhoods served by walkable villages*
- *Preservation and access to the natural environment*
- *Economic vitality*
- *Transportation that serves the community*

**RE: Request for Letters of Qualification
Downtown Legacy Project - Main Street, Concord, NH
Winter 2010**

To Whom It May Concern:

Concord 20/20, in cooperation with the City of Concord and Main Street Concord, Inc., is seeking qualified professionals to develop a conceptual design of the City's historic Main Street. The selected firm will work with Concord 20/20's Downtown Legacy Project Task Force and the public to expand upon an existing design concept for this important civic space and develop design ideas for traffic patterns, sidewalks and street amenities. It is envisioned that a consultant team would include expertise in historic preservation, urban design, engineering, landscape architecture and other experts as a proposer feels are appropriate.

The preliminary scope of services includes the coordination of community forums, the synthesis of viable options generated from the public's input and the compilation and delivery of a conceptual consensus design.

Concord 20/20 assures you will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

Please include the following information in your Letter of Qualification:

1. Name, address, brief history and description of firm.
2. Résumés of key personnel to be assigned to this project.
3. Related projects / areas of expertise / experience.
 - a) Description of other projects designed by this firm similar to this project.
 - b) Include reference contact information.
4. A statement of current workload and the ability to undertake this project in the required timeframe.
5. A brief description of the firm's approach to planning, designing and implementing the project.
6. A statement regarding fiscal stability.
7. One page of information not covered above, which explains the consultant's approach to the project and any other information they want considered.



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www.concord2020.org Email: info@concord2020.org

Applicants must submit five (5) copies of the qualification package, along with an electronic submission, to Concord 20/20. Submissions must be received no later than **3:00 p.m. on January 29, 2010**. Any package received after this deadline will be rejected as not having met the requirements of this RFQ.

Responses should be addressed to:

Jennifer Kretovic, Executive Director
Concord 20/20
PO Box 2403
Concord, NH 03302-2403
603.228.0220
Jennifer@concord2020.org

The Downtown Legacy Task Force will use an evaluation committee to evaluate all qualifications. Submittals received will be evaluated according to the criteria listed below:

1. Specialized experience and competence of the firm, including joint venture-partners and sub-consultants;
2. The strength of the key personnel who will be dedicated to this project;
3. Related experience working with sensitive commercial districts and historic districts
4. Related experience and on projects with complicated construction phasing;
5. Creative and suitable approach to engaging public input;
6. Proposed methods and overall strategic plan to provide the services in a timely and competent manner;
7. Firm's perception of project requirements and project approach;
8. Knowledge and understanding of the local environment;

The Downtown Legacy Project Task Force will prepare a short list of 3 consultants. It is anticipated that interviews of shortlisted consultants will occur during the week of **February 12, 2010**. After review and rating, shortlisted firms will be notified of the results and the selected firm will work with Concord 20/20 to finalize the Scope of Services and negotiate a contract agreement. Final contract approval is by Concord 20/20 after review and concurrence by the NH Department of Transportation on behalf of the Federal Highway Administration. Concord 20/20 anticipates a commencement date of **March 15, 2010**.

The purpose of this letter, along with its attachments, is for the acquisition of service information and should not be construed as a commitment on the part of Concord 20/20 to contract or purchase any of the outlined services. Concord 20/20 reserves the right to accept or reject any or all submissions for any or no reason.

Sincerely,

Brent Todd, President



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REQUEST FOR LETTERS OF QUALIFICATIONS

DOWNTOWN LEGACY PROJECT – MAIN STREET CONCORD, NH

INTRODUCTION:

Concord is the state capital, so Concord's Main Street is really "New Hampshire's Main Street" for every resident and visitor to our state. (See Project Area Map) The proposed Project Area is a ten block section of Main Street, bounded by Pitman Street to the north, Storrs Street to the east, Perley Street to the south, and North / South State Streets to the west. A study of potential streetscape improvements in this area was completed 2006 and has served as the driver for this more in-depth design project.

Main Street functions as the City's civic and cultural heart, in addition many gather here to work, shop, eat, and socialize. There are many eclectic stores, restaurants and cafés, theaters, and art galleries that offer visitors a variety of entertainment, cultural, shopping, and dining alternatives. Throughout the year Main Street serves as the site for various concerts and festivals that bring thousands of people to the City from around the region, the state, and beyond. For these reasons the public has a large interest in the outcome of this design.

In recent years, interest has been raised to create a new "urbanized" Main Street with an expanded pedestrian environment, new mixed-use development and an enhanced sense of place, while preserving the authentic historic character of our downtown. The overarching goal of the Project is to stimulate economic vitality through increased retail activity, decreased storefront and office vacancy and to renew interest in upper story housing development.

In seeking to create a Downtown Legacy Project, the Task Force utilized the recommendations of the 2006 Main Street Concord - Downtown Streetscape Improvement Plan. The report presents conceptual design recommendations with a focus on pedestrian safety, as well as other goals. The Downtown Legacy – Main Street Redesign Project should focus on safety as well as stimulating economic vitality. The selected consultant should become familiar with the recommendations of the Streetscape Plan. Additional studies may also be pertinent such as the 1997 Downtown Master Plan, 2006 Opportunity Corridor Study and a recent parking study created for an upcoming development project. **Electronic Copies of these studies are available at www.concord2020.org.**

Elements proposed as part of this corridor project shall achieve the following goal:

- Preserve and enhance the economic vitality of downtown Concord by creating a Main Street that is a destination for residents and visitors alike. The project should identify opportunities for new and existing businesses, promote Main Street as a friendly and safe place to be and an attractive place to shop, dine, and live. The project should also enhance opportunities for cultural events and gatherings within the downtown.



DESIGN COMPONENTS:

Phasing:

Main Street is a vital commercial district as well as the cultural heart of Concord. As such, its continued success is critical to the long-term. Many of the retailers have been impacted by the economic downturn. It is essential that the redesign and reconstruction be planned in such a manner that the impacts to visitors and businesses can be minimized to the greatest extent possible. Concord 20/20 will show preference to consultants that can demonstrate prior experience working with sensitive commercial districts, historic districts, consensus building with diverse groups of stakeholders, and on projects which involve complicated construction phasing.

Integration:

The Consultant will be expected to work with the City, the Downtown Legacy Task Force, Main Street Concord, the Concord Merchants Downtown Round Table, the public, and others on a design that works both aesthetically and practically with the downtown and supports the current commercial district while also encouraging new business, residential, cultural, and entertainment activities.

PRELIMINARY SCOPE OF SERVICES:

Task 1: Kick-off Meeting/ Project Meetings

Meet with Concord 20/20's Downtown Legacy Project Task Force to discuss project goals, scheduling, and data needs. Concord 20/20 will name a single point of contact for communication with the Consultant, and the Consultant will also name a single point of contact for the duration of the project.

The Consultant will be expected to provide periodic updates to the full Downtown Legacy Task Force, City Council, City staff and other Boards and Commissions if necessary.

Task 2: Data Collection and Review of Existing Information

To avoid duplications and to reduce costs, the Consultant will rely on existing data whenever possible. The City, Concord 20/20 and Main Street Concord will make available to the Consultant all relevant documents in its possession or available to it concerning the area under study. These will include:

- Data layers from the City's Geographic Information System, including parcels, buildings, parking lots, topography (2' contours), digital geo-referenced aerial photographs, utility layers (water, sewer, steam), etc.
- City assessing records (as needed).
- As-built drawings for previously completed City projects in the study area (as needed); and,
- Copies of other pertinent City studies.

Task 3: Public Process

With assistance from the Downtown Legacy Project Task Force, the Consultant will be expected to lead the public information process. The Task Force will show preference to a firm who can approach the public process in a creative manner that would allow for greater public inclusion. It is intended to have the firm



propose and outline the public process including marketing, graphics and format for public sessions. Concord 20/20 or the City will work with the selected firm on securing appropriate venues for any public forums / events associated with this Project.

Task 4: Conceptual Design Recommendation

The Consultant will prepare at least five (5) comprehensive conceptual design options for the project area based on data collection, best management practices, as well as comments and concerns from the public and review them with the committee. They will then proceed to develop a preferred Conceptual Design that is generally viewed as viable for engineering, although not engineered and develop a presentation for various groups and the public. It is intended for the firm to propose a format for this presentation, but it anticipated it would include printed as well as electronic formats.

Task 5: Program, Project Schedule and Cost Estimates, and Final Report

The Consultant shall refine the preferred conceptual design as well as prepare a comprehensive report which shall encompass the process and work products generated by the scope of work set forth within this request for qualifications. The report shall be reviewed by the Downtown Legacy Project Task Force, and the Consultant shall be responsible for making any edits or adjustments resulting from the review.

As part of the final report, the Consultant shall include comprehensive and detailed cost estimates for implementation of the preferred conceptual design, including, but not limited to, final design, construction, utility relocations, contingencies and other expenses likely to be incurred during final design and construction. The Consultant shall also include preliminary schedules for the completion of final design and construction.

When refining the final conceptual design and drafting the report, the consultant shall also recommend approaches for minimizing construction impacts on downtown businesses and other stakeholders. It should also address recommendations for any potential impacts to the utilities on Main Street.

Contact Information: Address all questions, comments and submissions to:

Jennifer Kretovic
Concord 20/20
PO Box 2403
Concord, NH 03302-2403
603-228-0220
jennifer@concord2020.org

ABOUT CONCORD 20/20

Concord 20/20 is a non-profit organization of community volunteers structured to facilitate public discussion of development, conservation and community needs within the City of Concord, New Hampshire. Concord 20/20's primary source of funding is the Federal Highway Administration (FHWA) under its TCSP program. Additional funding is sometimes received from the City of Concord, private foundations and citizen donations.



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Concord 20/20's mission historically has been reduced to five core community values, or the "Five Vision Principles".

- A vibrant, livable downtown
- Neighborhoods served by walkable villages
- Preservation and access to the natural environment
- Economic vitality
- Transportation that effectively serves the community

As a non-profit organization receiving federal funding, Concord 20/20 does not discriminate on the basis of race, creed, national origin, sexual orientation, or disability. Concord 20/20 complies with applicable laws relating to the protection of civil rights.

Concord 20/20 reserves the right to accept or reject any or all submissions for any or no reason. All materials submitted to Concord 20/20 in response to this request shall become the unrestricted property of Concord 20/20.

ABOUT MAIN STREET CONCORD, INC.

Main Street Concord, Inc. is a non-profit, tax exempt organization formed in 2001 to revitalize downtown Concord while building on its historic character. It operates with a Four Point Program developed by the National Trust for Historic Preservation that produces fundamental changes in the downtown's economic base.

The mission of Main Street Concord, Inc. is to preserve, revitalize and enhance historic downtown Concord and to foster economic growth and development in downtown Concord within the context of historic preservation. The mission is accomplished by:

- Improving commercial, employment, housing, cultural and recreational opportunities in downtown;
- Promoting downtown as an exciting place to work, live, play, do business and invest;
- Encouraging cooperation, leadership and volunteerism in the community; and
- Preserving, restoring and improving the appearance, safety and accessibility of downtown.

