

**State of New Hampshire**  
**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES**  
**REQUEST FOR QUALIFICATIONS**  
**Hampton Beach State Park**  
**Hampton, NH**

**INVITATION**

The State of New Hampshire, Department of Natural and Cultural Resources is soliciting qualification statements from consultants to conduct a feasibility study to improve accessibility for people with disabilities at Hampton Beach State Park.

**BACKGROUND**

In October 2022 the Hampton Beach Area Commission completed a feasibility study<sup>1</sup> for a new pier at Hampton Beach. The primary purpose of the study was to consider the feasibility of constructing a new pier on Hampton Beach for the general public, ADA, mobility impaired and elderly access to the water over the beach, and to provide for passive recreational uses (fishing, viewing, etc.). The study identified three proposed locations for a pier at Hampton Beach State Park.

As a result of the study, an appropriation<sup>2</sup> was made to the department of natural and cultural resources in 2023 to conduct a feasibility study on improving accessibility for people with disabilities at Hampton Beach State Park. Improving accessibility was not defined by the legislature but is understood to mean, facilities, programs, and amenities at Hampton Beach State Park.

The feasibility study shall include recommended locations and specified options for improving accessibility, including, but not limited to, the construction of an accessible walking pier. The study shall also include wildlife and environmental impacts for the recommended locations.

**ABOUT THE PARK**

This busy urban oceanfront park is made up of three areas, South Beach, Seashell and North Beach areas. The park hosts hundreds of thousands of visitors each year and during the summer months hosts nightly entertainment on the Seashell Stage and events year-round.

The Hampton Beach Patrol office at the Seashell area provides beach wheelchairs for public use on a first come, first served basis. Accessible beach mats are installed seasonally at 4 locations at the Seashell area and there is a ramp and viewing platform at 18<sup>th</sup> Street at the North Beach area. A concrete walkway located at South Beach provides access to the beach.

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<sup>1</sup> <https://hamptonnh.gov/DocumentCenter/View/5747/Hampton-Beach-Pier-Feasibility-Study>

<sup>2</sup> [https://www.gencourt.state.nh.us/bill\\_status/pdf.aspx?id=13642&q=billVersion](https://www.gencourt.state.nh.us/bill_status/pdf.aspx?id=13642&q=billVersion), p. 132, lines 11-16

The following activities are typical of park and beach use;

1. Swimming
2. Sunbathing
3. Picnicking
4. Shore bank fishing<sup>3</sup>
5. Pedestrian use
6. Games such as volleyball
7. Surfing<sup>4</sup>
8. Events

#### OBJECTIVE AND SCOPE OF WORK

Candidate firms will submit a statement of qualifications in support of completing a project that would address the following scope of work:

1. Conduct an accessibility assessment of public facilities at Hampton Beach State Park and provide a report assessing current facilities and programs.
2. Identify and make recommendations for locations and options to facilities, programs and amenities to improve accessibility and participation in programs. Recommendations shall be compliant with Chapter 195 of the laws of 2016<sup>5</sup> to ensure flood resilience.
3. Estimate the cost for selected improvements.
4. Facilitate between 5-8 public meetings with the advisory committee.
5. Final report.

#### SCHEDULE

RFQ Issue Date	October 30, 2023
Qualification Statements Due	November 22, 2023
Interviews	December 13, 2023
Anticipated Project Start Date	February 21, 2024
Final Report Submission Date	October 31, 2024

#### REQUIREMENTS FOR THE STATEMENT OF QUALIFICATIONS

The following information **shall** be included in each proposal:

1. A statement outlining your experience in conducting accessibility studies;
2. A statement outlining your expertise in recreation development and programming;
3. A statement outlining your expertise in assessing wildlife and environmental impacts;
4. Resumes of key project personnel and their professional experience;
5. List of three clients references for projects similar in scope. Include the name and phone number of the contact person.
6. Provide between 1 and 3 examples of relevant work products (Internet links are acceptable).

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<sup>3</sup>Restricted during the summer season, 7303.09(i)

<sup>4</sup> Restricted during the summer season, 7303.09(h)

<sup>5</sup> <https://legiscan.com/NH/text/SB452/id/1427001>

## EVALUATION PROCEDURE

Qualification statements will be reviewed by a selection committee consisting of member of the project advisory committee and division staff which will then invite selected firms to an interview on **December 13, 2023 in Hampton NH** at a time to be determined. The proposals will be ranked in order of preference based on the criteria listed below.

<u>Criteria</u>	<u>Maximum Score</u>
Accessibility Experience	40
Recreation Development Experience	30
Assessment Approach	20
References	10

## AWARDING OF CONTRACT

Since this is a qualifications-based consultant selection process, the short-listed candidates will be ranked in order of preference without consideration of the consultant's fee requirements. After the candidates have been ranked, fee negotiations will be opened with the top ranked candidate. If agreement on the fee amount can be reached, a contract will be issued for signatures and forwarded to the Commissioner of DNCR for approval. If the Commissioner approves and signs the contract, it will be forwarded to the Governor and Executive Council for approval after which the project can go forward. If no agreement is reached, negotiations with that candidate will be terminated and negotiations will be opened with the next highest ranked candidate. This process will continue until an agreement is reached or the Director of the Division of Parks and Recreation exercises his right to reject any or all proposals.

The contractor is expected to be able to adhere to the conditions outlined in the State of New Hampshire P-37 Contract Agreement<sup>6</sup>. Payment will be on a monthly basis in proportion to the work completed.

Work is expected to begin **February 21, 2024** and be completed by **October 31, 2024**.

## SUBMITTAL INSTRUCTIONS

Digital copy of the proposal must be submitted by **Wednesday, November 22, 2023** by 2:00 p.m.  
Johanna Lyons, State Park Planning and Development Specialist  
Johanna.Lyons@dncr.nh.gov

For more information: Johanna Lyons, 603-2713935

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<sup>6</sup> [https://www.nhstateparks.org/getmedia/8b4a2d85-dee5-4b3c-9f50-7883bb014b63/P-37\\_Contract-Form.pdf](https://www.nhstateparks.org/getmedia/8b4a2d85-dee5-4b3c-9f50-7883bb014b63/P-37_Contract-Form.pdf)

## **Appendix A Tentative Schedule**

1. February 21, 2024 – Contract Start Date
2. Meeting #1 - March X, 2024, Initial Meeting with Committee, Scope of Study
3. March- April 2024, Consultant Facilities Assessment
4. Meeting #2 – May X, 2024, Assessment Report to improve universal accessibility to facilities, programs, and amenities.
5. Meeting #3 – June X, 2024, Identification of and recommendations for locations and options for facility improvements and improvements to programs and amenities.
6. Meeting #4 – July X, 2024, Review of recommendation options for the report.
7. Meeting #5 – August 1, 2024, Initial Draft Review & Comment
8. August 15, 2024, Initial Draft Public Comments Due
9. Meeting #6 – August 15, 2024, review comments and recommend changes.
10. September 1, 2024, Final Draft Released for Public Comment.
11. September 15, 2024, Comments Due.
12. Meeting #7 – October 1, 2024, Review comments and recommend changes.
13. October 31, 2024 - Final Report Completed.