

# REQUEST FOR STATEMENTS OF QUALIFICATIONS

## FEASIBILITY STUDIES AND DESIGN & ENGINEERING FOR NEW HAMPSHIRE STATE PARKS CAMPGROUNDS EXPANSION PROJECT

AT MULTIPLE SITES

July 20, 2021

### 1. Project Description and Goals

The public demand for outdoor recreation increased dramatically during the Covid 19 pandemic. Usage of New Hampshire State Parks reached record levels and demand for campsites in the state park campgrounds now regularly exceeds the number of sites that are available. With the American Rescue Plan Act, federal funding for major improvements to the state parks is currently available. The New Hampshire Division of Parks and Recreation (NHDP&R) is planning to spend approximately \$7.5 million to increase the capacity of state park campgrounds at six sites that have been recognized to have potential to accommodate additional campsites.

The purpose of this Request for Statements of Qualifications is to select design consultants with particular expertise in recreational planning and campground design to complete two Project Phases:

- Undertake feasibility studies under the Phase 1 contract for campground expansion at the six state park campgrounds; and
- Based upon the results of Phase I enter into a contract for Phase II to complete full design, production of bid documents and contract administration services for campground expansion and improvement projects at each of the selected state park campgrounds.

DNCR reserves the right to select one or more consultants for design of one or more of the parks. Our intent is that for each park, the same consultant will undertake both the feasibility study and the design leading to bid documents.

The state park campgrounds under consideration are described in the following list. The design concept for each park as it stands so far is provided to illustrate the nature and extent of the improvements being contemplated. NHDP&R recognizes that the point of the feasibility studies is to reveal opportunities that may be available and challenges that are unforeseen and that the result may lead to substantial modifications in the final recommendations made for each park.

The following campgrounds are to be studied:

#### A. **Jericho Mountain State Park**, Berlin, NH

This park was established with the specific intention of providing recreational opportunities for use of Off Highway Recreational Vehicles (OHRVs). The park, which

surrounds the lake, includes 75 miles of trails designated for use by OHRVs and connects to over 1,000 miles of trails in the region.

#### Existing park facilities:

- 20 campsites including 5 camping cabins, and 15 camping sites.
- Bathhouse constructed in 2016 (1472 sf) with toilet facilities, showers, laundry facilities, pot washing station, and park store.
- Visitor center staffed year round and currently used by visitors during the non-winter seasons
- Beach on Jericho Lake and associated pavilion.

#### Concept for campground expansion

- Develop a new camping area west of the beach to provide approximately 10 tent sites, 4 winterized camping cabins, and 4 RV sites with water and electrical hook-ups.
- State Park pit toilets located to supplement the existing bathhouse in closer proximity to the campsites.
- Develop a new area for OHRV campers at the south end of the dam that crosses Dead River. Provide approximately 24 new remote campsites with water and electricity services and pit toilets to supplement the existing bathhouse in closer proximity to the campsites.
- Construct a new RV septic dump station. Locate the dump station to facilitate connection to the existing septic system. Confirm the capacity of the existing leach field to handle the load or extend the leach field to receive Department of Environmental Services (DES) approval.

#### **B. Crawford Notch State Park, Dry River Campground, Hart's Location, NH**

Dry River campground has always had the potential for future expansion. The site along the Dry River has room for two loops of campsites. The northern loop was built in the 1950s and the area for the southern loop was left undeveloped, available for future development.

#### Existing Facilities

- 35 campsites adjacent to the Dry River
- Bathhouse (1264 sf) built in 2000 providing toilet facilities, showers and laundry facilities

#### Concept for Campground Expansion

- Create a new camping loop south of the entrance drive off Route 302. Provide approximately 20 new campsites. Account for river flooding in the design.
- Construct a new bathhouse to service the new campsites with toilet facilities, showers, pot washing station, laundry and family bathroom.

#### **C. Mollidgewock Campground, Errol, NH**

This campground was built on a narrow shelf of land between the Androscoggin River and Route 16. It offers primitive camping supported by 4 pit toilets and no bathhouse.

### Existing Facilities

- 42 campsites including two lean-to shelters.
- 4 pit toilets.

### Concept for Campground Expansion

- Construct a new 2600 linear foot long “high road” in the steep terrain that rises above the Androscoggin River plain.
- Off the high road, provide approximately 6 new tent sites and 11 new camping cabins.
- Construct a new bathhouse located centrally to the campground with toilet facilities, showers, laundry and pot washing station.
- Construct a leach field perched on the high terrain out of the shoreline protection zone to serve the bathhouse, office and visitor center.
- Construct a new park office at the campground entrance including park store and visitor information.

#### **D. Pawtuckaway State Park, Big Island Campground, Nottingham, NH**

When the Big Island Campground of Pawtuckaway State Park was developed in 1974, a portion of the campsite loop roadway was left with no campsites. The road and water line were built but the rest of the original plan was not carried out.

### Existing Facilities

- 192 campsites and 5 camping cabins
- 9 toilet buildings
- Registration and Park Office building
- Beach with parking lot and bathhouse
- Playground
- Park store
- Group use pavilion

### Concept for Expansion

- Complete the original concept for the northeast camping loop on Big Island
- Construct 3 spur roads for campsite access as per original plan and extend one spur for walk-in sites with either a view of Pawtuckaway Lake or actual frontage on the lake.
- Add approximately 25 new campsites
- Construct a new toilet building with showers, pot washing station, and family bathroom
- Construct 2 additional pit toilets near walk in/remote sites

#### **E. Bear Brook State Park, Catamount Pond Area, Allenstown, NH**

Bear Brook has 60 miles of multi-use trails suitable for equestrian use. There is interest in creating a campground that can accommodate equestrians and their horses. A proposal to develop a former picnic area with an existing toilet building and pavilion into a horse camping area is under consideration.

### Existing Facilities

- At Beaver Pond Campground: 101 sites, 3 toilet buildings, park store, playground and beach
- At the Catamount Pond Area: Beach with bathhouse and pavilion, and a large picnic shelter pavilion

### Concept for Expansion

- Construct a new campground loop road to provide access to approximately 18 new horse camping sites, each to be constructed with room for tent platforms, picnic table, fire ring, and horse corral.
- Renovate an existing toilet building and pavilion
- Add showers and dishwashing stations to the existing toilet building.
- Extend the existing water service around the campground loop road to provide water spigots at each site
- Upgrade the existing gravel parking lot.

#### **F. Bear Brook State Park, Bear Hill Camp, Deerfield, NH**

Bear Hill camp was originally built by the Civilian Conservation Corp (CCC) in 1939 as an “organized camp” to be used by youth groups and family groups. The UNH Cooperative Extension operated a 4 H Club summer program there from the 1940s through 2005. For a dozen years, the camp was unused, but in 2018 NHDPR tried a pilot program of cabin camping which was well received. Now NHDPR would like to revitalize the Bear Hill camp to provide both cabin camping and facilities for group use.

### Existing Facilities

There are 51 buildings in the Bear Hill camp at present including:

- Four pods of camping cabins each consisting of one lodge, 8 cabins, and a latrine building.
- Dining Hall
- 3 Activity Halls
- Administration Building
- Infirmary and other miscellaneous programmatic buildings
- Maintenance garage
- Beach and swimming area on Bear Hill Pond.
- Extensive hiking, equestrian and mountain bike trail system.

### Concept for Revitalization

- One pod of camping cabins is in current use. Renovate and re-furbish the other three pods including the lodges and latrines for cabin camping.
- Plans are underway to renovate an existing toilet building at the south end of the camp. Renovate or construct new toilet facilities to serve the north end including showers, family bathroom and pot washing station.
- Renovate the dining hall and kitchen to accommodate group use and events.
- Re-furbish the garage as a park maintenance shop.

- Re-use other existing buildings as appropriate for rental cabins, a store, or other needed support functions.
- Improve the site, including the beach, for optimal recreational use.
- Upgrade water, electrical and sewer utilities.
- Add pit toilets to the site to provide back up and allow for winter use.

## **2. Invitation to Submit a Statement of Qualifications**

Landscape Architects, recreational planners, and engineering firms are invited to submit a statement of qualifications for performing feasibility studies for expanding campgrounds at six New Hampshire state parks. The studies will involve creating accurate site plans of the existing campgrounds or project areas to serve as base plans for development proposals, identifying opportunities for recreational development, clearly enumerating restrictions and regulatory limitations on each site, providing design options, and working up cost estimates for options under consideration.

Qualifications for carrying out selected design proposals in a second phase of the project will also be considered. This phase of the work will include design development of the selected design options from phase one, production of bidding documents, construction administration tasks including submittals review, and participation in construction supervision.

## **3. 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:

- Produce surveyed site plans of the areas under consideration for development in each park
- Assess opportunities for expansion of recreational opportunities in each of the subject parks.
- Identify restrictions in force at each site including wetlands protection regulations, shoreline protection setbacks, alteration of terrain regulations, rights of way and easements, limitations involved in providing electrical, water and sewage disposal utilities, historic easements and preservation concerns, and possible abutter concerns.
- Assist with meeting the requirements of Section 106 of the National Historic Preservation Act. Perform Historic District Area Surveys and archaeological surveys. Establish APEs (Area of Potential Effects). The consulting team should include cultural resources management specialists who are 36 CFR 61 qualified. Archaeologists must be listed on the NH Division of Historical Resources' Archaeological Consultants list as qualified to conduct archaeological investigations on both pre- and post-contact sites (Archaeology, New Hampshire Division of Historical Resources)
- Present design options for various approaches to campground expansion and enhancement of recreational opportunities in each park.
- Provide cost estimates to assist in the evaluation of options

- Present proposed designs to DNCR and at public information meetings.
- Develop the design of selected options for campground expansion and other forms of park development.
- Produce detailed plans and specifications suitable for public bidding and contracting
- Respond to requests for information during bidding
- Review contractor submittals
- Respond to contractor requests for information during construction
- Participate in job meetings on an as-needed basis.
- Make site visits to supervise construction.

#### 4. Schedule

RFQ issue date.....	July 21, 2021
Qualifications Statements due date.....	August 25, 2021
Interviews of short listed candidates.....	September 14, 2021
Contract award.....	September 21, 2021
Governor and Council meeting for approval.....	November 10, 2021
Anticipated project start date.....	November 15, 2021
Phase 1 feasibility studies complete.....	October 12, 2022
Governor and Council approval of phase 2 contract.....	December 14, 2022
Phase 2 design and contract documents complete.....	August 15, 2023

#### 5. Requirements for the Statement of Qualifications

- **DESCRIPTION OF SERVICES TO BE PROVIDED:** Provide a formal letter describing how the firm would carry out and manage the campgrounds expansion project. Indicate if there is interest in completing the work for all of the sites or if the preference is to work only on a limited number of the sites.
- **STRATEGY** for how the firm would manage a project with six separate sites, what sort of project timeline is envisioned, and what invoicing and payment schedule is proposed to cover your fee. **Do not make a fee proposal in your Statement of Qualifications.** The letter should provide a written commitment to participate in the project as described in your letter, if selected. The firm principal who will manage the project must sign it.

- **EXPERIENCE:** Provide a description of the firm’s experience or the principal’s experience with similar types of projects that would provide insight valuable in carrying out this project. Recreational planning and campground design experience will be of particular interest. Provide resumes of the firm members who would work on this project. Where you may not have in-house experience in a particular area, explain how that expertise will be acquired to carry out the project. Indicate the role of each team member and describe the relevant experience each will bring to the project.
- **LIST OF PROJECTS:** Provide a list of projects completed by the firm within the last 10 years that are similar or relevant to this project.
- **REFERENCES:** Provide a list of at least three clients for projects of similar character or scope who will provide a reference for your firm. Include the name, telephone number and email address of the contact person.

## **6. Instructions for submitting a Statement of Qualifications**

- Submit 5 copies of the Statement of Qualifications to:  
NH Division of Parks and Recreation  
Department of Natural and Cultural Resources  
172 Pembroke Road  
Concord, NH 03301  
Attention: Thomas Mansfield, Department Architect
- Email an electronic version of the Statement of Qualifications to:  
[thomas.c.mansfield@dncr.nh.gov](mailto:thomas.c.mansfield@dncr.nh.gov)
- Statements of Qualifications should be delivered in a sealed envelope labeled:  
“Qualifications Statement for Campground Expansion Projects.”
- Statements of Qualifications must be received by 2:00 pm on Wednesday, August 25, 2021.
- For more information contact: Tom Mansfield, tel: 603 271 3972 Email:  
[thomas.c.mansfield@dncr.nh.gov](mailto:thomas.c.mansfield@dncr.nh.gov)

## **7. Evaluation Procedure**

Statements of Qualifications will be reviewed by a selection committee that will include:

- Director of the Division of Parks and Recreation or designated representative
- Administrator of the Division of Public Works or designated representative
- Assistant Administrator of DPW
- DPW contract administrator
- DNCR Department Architect
- DPR Park Planner

From review of the submissions received, the selection committee will designate a short list of the most suitable candidates for this project. Usually, the short list has three candidates, but the number selected is up to the committee. The short listed candidates will be invited to be interviewed. The interview date will be Tuesday, September 14, 2021 and the interviews will be conducted at DNCR's office at 172 Pembroke Road in Concord.

Firms will be ranked by the selection committee in order of preference based on the following criteria with each category weighted in the scoring as indicated:

○ Capability of carrying out this type of project at these sites	50
➤ Project experience in recreational planning and campground design	
➤ Capabilities in landscape design and site engineering	
➤ Qualifications of personnel and roles assigned in the project team	
○ Proposed approach to the feasibility studies and preliminary design	30
○ References	<u>20</u>
Max. Total points	100

## 8. Award of the 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.