

TOWN *of* HANOVER

Request for Proposals (RFP)

Consultant Services for Design, Cost Estimation, Financing Strategy, and Public Outreach for the West Wheelock and South Main Street Corridor Improvements

Issue Date: May 20, 2025

Proposals Due: June 20, 2025

I. Introduction

The Town of Hanover is soliciting proposals from qualified consulting firms to provide planning, design, financial, and public outreach services in support of proposed improvements to the West Wheelock and South Main Street corridors. These improvements aim to support multi-modal transportation, pedestrian accessibility, safety, and future development while aligning with community sustainability and livability goals.

The selected consultant will develop preliminary designs, construction cost estimates, and a comprehensive analysis of funding and financing options, including, but not limited to, General Fund Bonds, Tax Increment Finance (TIF) Districts, and municipal Impact Fees. A key element of the scope is an analysis of the financial implications of a TIF District on local school funding. The consultant will also create and help implement a robust public education and outreach strategy.

II. Scope of Work

The consultant will be responsible for the following:

1. Preliminary Design & Cost Estimation

- Develop preliminary design plans for streetscape, utility, and transportation improvements on West Wheelock and South Main Streets.
- Identify potential phasing of improvements.
- Provide itemized construction cost estimates for each phase and the overall project.

2. Funding and Financing Options

- Identify and evaluate potential funding sources and financing mechanisms, including:
 - General Fund bonds
 - Tax Increment Financing (TIF) Districts
 - Impact fees
 - State and federal grants

- For each option, provide pros/cons, legal considerations, and estimated fiscal capacity.

3. Financial Impact Analysis of Funding Options

- Assess the fiscal impact of all funding options identified in Scope Item #2, including opportunity costs to the General Fund, school district, and other municipal services.
- Include comparative estimates for short and long-term costs and benefits across each funding mechanism.
- Provide clear recommendations based on fiscal sustainability, community impact, and alignment with municipal goals.

4. Public Outreach and Education Program

- Develop and help implement a community outreach plan, including:
 - Public presentations and open houses
 - Stakeholder meetings (e.g., school district, residents, business owners, Dartmouth College)
 - Communication tools (web, print, and social media)
 - Visualizations and simplified summaries to convey tradeoffs and options
- Provide regular updates to the Town Manager and Selectboard throughout the process.

III. Proposal Requirements

All proposals must include:

- Firm qualifications and relevant project experience
- Names and qualifications of project team members
- Approach to the scope of work and timeline
- Examples of similar corridor or downtown redevelopment/revitalization efforts
- References from past municipal clients
- Cost proposal and fee schedule (lump sum or hourly, by task)

IV. Selection Criteria

Proposals will be evaluated based on:

- Demonstrated experience with corridor planning, municipal finance, and public outreach
- Understanding of New Hampshire municipal law for all funding options
- Approach to addressing the project goals
- Clarity and completeness of the proposal
- Cost competitiveness

V. Submission Instructions

Submit proposals electronically (PDF format) to:

Robert Houseman, Town Manager
Email: Robert.Houseman@hanovernh.org
Phone: 1-603-643-0701

Submissions must be received no later than 2:00 PM on June 20, 2025.

VI. Questions

All questions regarding this RFP must be submitted in writing to the Town Manager in the email above no later than 2:00 PM on June 6, 2025.

VII. Reservation of Rights

The Town of Hanover reserves the right to reject any or all proposals, waive minor irregularities, and negotiate scope or cost modifications with any qualified consultant.