

**REQUEST FOR PROPOSAL TO PROVIDE REAL ESTATE SERVICES
NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES
(RFP FMA 2015-01)
July 31, 2014**

PART I – INTRODUCTION

1.1 PURPOSE

The New Hampshire Department of Administrative Services (the “Department”), acting on behalf of the New Hampshire Department of Health and Human Services (DHHS), has issued this Request for Proposal (RFP) in order to select and contract with one real estate broker or firm licensed by the New Hampshire Real Estate Commission to assist the Department in marketing and selling the State-owned land, building, and other improvements located at **84 Iron Works Road, Concord, New Hampshire** (the “Property”). The successful broker will provide integrated listing and marketing services including, but not limited to, multiple listing service (MLS) listings, appropriately placed advertising, targeted marketing, advice for maximizing curb appeal, pitching redevelopment potential to developers and investors, showing the Property to prospective buyers, and procuring offers to buy the Property.

1.2 ISSUING OFFICE & BUYER

This RFP is issued by the NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES, 25 Capitol Street, Concord, NH 03301, Attention: Jared Nylund. The point of contact for all questions or requests for additional information is:

Jared Nylund, Real Property Asset Manager
New Hampshire Department of Administrative Services
25 Capitol Street
Concord, NH 03301
TEL: 603-271-7644
Email: real_property_DAS@nh.gov

FROM THE RELEASE OF THIS RFP, ALL CONTACT WITH PERSONNEL EMPLOYED BY THE STATE, EXCEPT FOR THE CONTACT PERSON NAMED ABOVE AND IN SECTION 2.5 OF THIS RFP, SHALL BE PROHIBITED. IMPROPER CONTACT MAY CONSTITUTE COMPLETE GROUNDS FOR REJECTION OF YOUR PROPOSAL.

1.3 KEY DATES AND DEADLINES; AMENDMENT AND CANCELLATION OF RFP

7-31-2014	RFP issue date
8-7-2014	Optional Site visit at 10:00 AM (ET) (see Directions to the Property attached as an Exhibit hereto)
8-15-2014	End of vendor inquiry period: deadline for receipt of written questions and requests to amend or modify the RFP is 2:00 PM (ET) (emailed questions will be accepted)

- 8-18-2014 Posting of written responses to vendor questions, and any amendments or modifications to the RFP resulting from vendor requests, on the Department's Current Bidding Opportunities web site (see addenda posted under Bid # RFP FMA 2015-01 at: http://admin.state.nh.us/purchasing/bids_posteddte.asp?sort=PostedDate%20DESC)
- 8-22-2014 Deadline for receipt of proposals is 2:00 PM (ET) (faxed proposals will NOT be accepted)

The Department reserves the right to change any of the foregoing dates and times and to otherwise amend the RFP at any time prior to the deadline for receipt of proposals indicated above. If any changes are made to the original RFP, then the changes will be posted on the Department's Current Bidding Opportunities web site (see addenda posted under Bid # RFP FMA 2015-01 at: http://admin.state.nh.us/purchasing/bids_posteddte.asp?sort=PostedDate%20DESC). **Respondents shall be responsible for monitoring this website for changes throughout the RFP process and shall further be responsible for full compliance with the RFP as amended or supplemented by any addenda that may be posted on this website prior to the deadline for receipt of proposals indicated above.**

The Department reserves the right to cancel the RFP at any time for any reason, whether prior to or after the deadline for receipt of proposals indicated above.

1.4 BACKGROUND: STATUTORY DISPOSITION PROCEDURE

RSA 4:40 governs the disposal of surplus real property owned by the State of New Hampshire, with some limited exceptions that are not applicable to the Property. The statute sets forth the general procedure to be followed by any State agency that finds itself responsible for real property for which it no longer has any need or use. The individual steps described or referenced in RSA 4:40 are summarized below in chronological order.

- A. The process begins when the head of the agency responsible for the property makes a determination that the agency no longer has any need or use for the property. In this case, the Property has been vacant for over two years prior to the issue date of this RFP.
- B. Once a determination of surplus has been made, the agency must request a review of the proposed disposal of the property by the interagency Council on Resources and Development (CORD). During a thirty (30) day comment period following the agency's request for review, CORD solicits and compiles comments and questions from numerous State agencies, commissions, and committees on the proposed disposal, which it then uses to develop its recommendations. These recommendations are to be considered and, to the extent possible, complied with by the disposing agency. Whether and to what extent the agency complies with CORD's recommendations will be considered by the Long Range Capital Planning and Utilization Committee in its review of the proposed disposal during the next step in the process. In this case, the proposed sale of the Property has been recommended for approval by CORD.

- C. Any disposal of State owned real property must first be reviewed and approved by the legislative Long Range Capital Planning and Utilization Committee (LRCPUC). This involves submitting thorough documentation of the proposed disposal for consideration at least two (2) weeks in advance of the scheduled LRCPUC meeting. By the time that a sale of State property is proposed to the LRCPUC, several other actions usually have already been taken. First, the property will have been evaluated by the New Hampshire Division of Historical Resources (DHR) for historical or archeological significance, and DHR will have made recommendations regarding the preservation of any historical or archeological value. Second, the agency will have estimated the approximate market value of the property, usually by commissioning an independent market value appraisal. Third, the agency will have determined how it intends to market the property. If it intends to use a broker, then the putative broker will have been tentatively selected by the agency and the proposed terms of the broker's engagement defined as between the agency and the broker. In this case, the Property has been reviewed by DHR, and an independent appraisal of the Property has been commissioned.
- D. After the LRCPUC approves the proposed disposal, including an acceptable selling price range deemed to approximate current market value along with any marketing or brokerage arrangement, the property must first be offered at market value to the town, city, or county in which the property is located. Only after the town, city, or county has refused the offer may the property be offered for sale on the open market. The broker does not earn a commission if the town, city, or county buys the property.
- E. The final authorization to dispose of any State owned real property comes from the Governor and Executive Council (G&C) after all of the details of the proposed sale have been finalized between the agency and the buyer, and after any contingencies have been satisfied or waived, when the only step left to consummate the transaction is the closing. The submission deadline is usually at least two (2) weeks in advance of the scheduled G&C meeting, and prior approval must be obtained from the Attorney General's Office and the Department of Administrative Services before the submission deadline (which can take an additional two (2) weeks).

PART II – RFP INSTRUCTIONS AND GENERAL CONDITIONS

2.1 CONTRACT TERM

The initial term of the contract resulting from this RFP shall begin on the earlier of: (a) the first business day following the date upon which the City of Concord refuses to buy the Property as offered, or (b) on the thirty-first (31st) day after the Property is offered to the City of Concord if the City fails to respond to the offer within thirty (30) days. The initial term shall be for a period of six (6) months. The contract may be renewed, at the option of the Department, for six (6) additional months upon the same terms and conditions (except that the established asking price may be adjusted at the discretion of Department) for a total contract period not to exceed one (1) year.

2.2 DURATION OF PROPOSAL

Unless otherwise agreed, all proposals shall be binding for 180 calendar days from the proposal due date.

2.3 SUBCONTRACTING

Subcontractors may not be used in providing the services requested in this RFP.

2.4 NEWS RELEASE

Respondents shall not issue any news releases or make any statement to the news media pertaining to this RFP, proposal, contract, or any work resulting therefrom without the prior written consent of the Department.

2.5 RFP INQUIRIES

All questions regarding this RFP, including requests for clarification or additional information and proposed modifications or amendments to the RFP, must be submitted by email only to Jared Nylund, Real Property Asset Manager, Department of Administrative Services at: real_property_DAS@nh.gov. All such inquiries must be received no later than 2:00 PM (ET) on August 15, 2014. Each inquiry must include the inquirer's name, firm, telephone number, fax number, and email address. The State shall attempt to provide any assistance or additional information of a reasonable nature that might be required by interested Respondents. Questions or requests and corresponding responses, modifications, or amendments will be consolidated in one or more written addenda to this RFP and posted on the Department's Current Bidding Opportunities web site (see addenda posted under Bid # RFP FMA 2015-01 at: http://admin.state.nh.us/purchasing/bids_posteddte.asp?sort=PostedDate%20DESC).

2.6 OPTIONAL SITE VISIT

In order to aid Respondents in preparing their proposals, an optional site visit to the Property has been scheduled for all interested parties at 10:00 AM on Thursday, August 7, 2014. Please plan to arrive at the meeting location described in the exhibit to this RFP entitled "DIRECTIONS TO THE PROPERTY." Allow up to sixty (60) minutes for a full tour of the Property including building interiors.

PART III – QUALIFICATIONS AND OBLIGATIONS OF RESPONDENT

3.1 GENERAL REQUIREMENTS

It is important that the Successful Respondent is able to meet in person with Department personnel easily and on short notice, although it is expected that a great deal of the communication and transfer of materials will occur electronically. To that end, the Department requires that the Successful Respondent must have an office location in New Hampshire within sixty-five (65) miles of Concord. Any key individuals of the Successful Respondent who are assigned to this contract shall be located at the above described office. Respondents must indicate office and personnel location in writing should they be awarded a contract pursuant to this RFP.

3.2 EXPERIENCE, CAPACITY, AND REFERENCES

The Successful Respondent must have experience providing the services specified in this RFP and must furnish proof of that experience to the satisfaction of the Department. Such proof shall include: demonstrated past success in marketing properties similar in size, type, character, and location to the Property, especially any rehabilitation properties sold subject to historical preservation restrictions or easements; demonstrated experience and expertise with redevelopment consulting and/or the successful marketing of government, special use, or agricultural properties to private developers and/or investors; a description of the Respondent's staffing and resources in New Hampshire (and elsewhere) available to assist in marketing the Property; identification of key personnel to be assigned to this contract and a description of their relevant qualifications and experience; and a description of any past projects completed for the State of New Hampshire within the past five (5) years. In addition, all Respondents shall provide the Department with a minimum of two (2) and no more than four (4) references, utilizing the form provided as an exhibit to this RFP, for which the Respondent performed services similar or relevant to those sought by this RFP within the past five (5) years. By submitting its references to the Department, the Respondent specifically permits the Department to contact each reference to discuss the Respondent's work and its working relationship with the reference.

Finally, please provide a list of any awards that the Respondent has received in the last three (3) years, as well as any community involvement programs or pro-bono accounts during the same time frame. Provision of this information shall constitute Respondent's permission for the Department to contact the client to discuss Respondent's work and working relationship with them.

3.3 CURRENT STRATEGIC APPROACH WITH OTHER CLIENTS

- A. Describe your experience with marketing and selling rehabilitation properties, especially any that are/were subject to historic preservation restrictions or easements.
- B. Describe your experience with advocating the repurposing or redevelopment potential of aging agricultural or special use properties to developers and/or investors.

3.4 LICENSURE BY REAL ESTATE COMMISSION

The successful Respondent, or at least one senior key individual assigned to the contract who is employed by or formally affiliated with the Respondent, must be currently licensed by the New Hampshire Real Estate Commission (the "Commission") as a Real Estate Broker, must be in good standing with the Commission, and must provide certification from the Commission to document both of the foregoing requirements.

3.5 INDEMNIFICATION

Each Respondent shall indemnify, hold harmless and forever defend the Department, the State of New Hampshire, their respective officers, directors, and employees from losses, claims, damages, costs (including attorney fees and court costs), expenses and all liability of any nature arising out of or relating to the Respondent's proposal or the Successful Respondent's performance or failure to perform under any contract which may result from this RFP. This clause shall survive the cancellation of this RFP, the award of a contract to the Successful Respondent or a third party, or the termination of any subsequent offer. Under no circumstances shall the State be held liable for any

costs incurred by the Respondent in the preparation of its proposal or for work performed prior to the effective date of any corresponding contract.

The Successful Respondent will be responsible for any cost incurred in conjunction with services provided on behalf of the Department which are deemed unacceptable by the Department, or services rendered in a manner inconsistent with the Respondent's proposal and/or the requirements set forth in this RFP.

3.6 INSURANCE

The successful Respondent shall provide to the Department a certificate of insurance naming the State of New Hampshire as an additional insured and evidencing: (A) comprehensive general liability coverage against all claims of bodily injury, death, or property damage in amounts not less than \$250,000 per claim and \$2,000,000 per incident, or \$1,000,000 per occurrence and \$1,000,000 umbrella coverage; (B) professional liability coverage in an amount not less than \$1,000,000 per occurrence and in the aggregate (if coverage is "claims made," the period to report claims shall extend for not less than three (3) years from the date of substantial completion of the contract; no retention (deductible) shall be more than \$25,000); and (C) workers' compensation insurance and employers' liability insurance as required by law.

3.7 QUALIFICATION TO DO BUSINESS IN NEW HAMPSHIRE

The Successful Respondent that is a registered business entity (such as a corporation, limited liability company, or limited liability partnership) and not a sole proprietor or general partnership must submit upon the execution of a contract a Certificate of Good Standing for the Respondent issued by the New Hampshire Secretary of State, and also by the Respondent's state of formation if the Respondent is not a New Hampshire entity. Please visit the following website for information and forms regarding business entity formation and registration with the New Hampshire Secretary of State and to learn how to obtain a Certificate of Good Standing: <http://www.sos.nh.gov/corporate>. Any entity required by this paragraph to submit a Certificate of Good Standing shall also be required to submit a duly executed Certificate of Authority or Vote authorizing the entity to enter into the service contract with the State contemplated by this RFP and authorizing a designated person who is an officer or representative of the entity to sign the contract and any ancillary documents on the entity's behalf.

3.8 PENDING LITIGATION

Respondents must list and summarize all pending or threatened litigation, administrative or regulatory proceedings, or similar matters. A Respondent must also list and summarize any past, present, or anticipated disciplinary proceedings or actions involving the Respondent before the New Hampshire Real Estate Commission, or its counterpart real estate broker licensing authority in any other state, regardless of whether they did or may result in any penalties or sanctions. This disclosure obligation extends to any licensed brokers employed by, formally affiliated with, or otherwise retained by the Respondent who would be assigned to this contract. The Successful Respondent shall have a continuing obligation to disclose any such actions during the period of this RFP process and any contract resulting from this RFP.

3.9 STATE OF NEW HAMPSHIRE VENDOR APPLICATION

Prior to the proposal submission deadline the Respondent shall have completed and filed a Vendor Application and Alternate W-9 Form with the New Hampshire Bureau of Purchase and Property. This may be done online at, or the form(s) may be downloaded from, the Bureau of Purchase and Property website at: <http://www.admin.state.nh.us/purchasing>.

3.10 DEBARMENT AFFIDAVIT

IN ACCORDANCE WITH RSA 21-I:11-c, EACH RESPONDENT MUST COMPLETE, SIGN UNDER OATH IN THE PRESENCE OF A NOTARY PUBLIC OR JUSTICE OF THE PEACE, AND SUBMIT WITH ITS PROPOSAL THE ORIGINAL “STATE OF NEW HAMPSHIRE BID AFFIDAVIT FORM” THAT HAS BEEN PROVIDED AS AN EXHIBIT TO THIS RFP. FAILURE TO DO SO SHALL CONSTITUTE COMPLETE GROUNDS FOR REJECTION OF THE RESPONDENT’S PROPOSAL.

3.11 CONFIDENTIAL INFORMATION

Any information submitted with or as part of a proposal in response to this RFP may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the Transparent NH web site (<http://www.nh.gov/transparentnh/>). However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe that any information being submitted in response to this RFP should be kept confidential as financial or proprietary information, then you must specifically identify that information in a letter to the Department.

PART IV – EVALUATION OF PROPOSALS

4.1 EVALUATION COMMITTEE

The Department intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. All proposals will be evaluated using the evaluation criteria listed below. All proposals that are properly submitted will be evaluated by a Committee consisting of a team of designated Department employees that shall make recommendations for award to the Deputy Commissioner of the Department.

4.2 EVALUATION CRITERIA

This set of criteria will be used to evaluate each Respondent’s proposal. The criteria and the weights to be used by the Evaluation Committee shall consist of the following:

A. TECHNICAL (NON-COMMISSION)

1. Form and Content of Response **PASS/FAIL**
 - Does the proposal meet the submission requirements of the RFP as summarized in Part VI?

2. Client List/References **20 POINTS**
- How similar are the services performed for each client to those sought by the RFP? (8 points)
 - How similar is the Property to the clients' properties in terms of size, type, character, and location? (6 points)
 - How favorable are the references? (6 points)
3. Experience and Capacity **30 POINTS**
- How well has the Respondent demonstrated past success in marketing properties similar in size, type, character, and location to the Property? (6 points)
 - How well has the Respondent demonstrated past success in marketing properties subject to historic preservation restrictions or easements? (12 points)
 - How well has the Respondent demonstrated sufficient experience and expertise with redevelopment consulting and/or the successful marketing of aged agricultural or special use properties for restoration and repurposing to developers and/or investors? (6 points)
 - How well has the Respondent demonstrated that it has adequate staffing and resources available to adequately market the Property and that the specific staff members likely to work with the Property are adequately qualified to do so? (6 points)
4. Proposed Strategy **30 POINTS**
- How dynamic, customized, and appropriate for the Property is the Respondent's proposed marketing strategy? (12 points)
 - Has the Respondent included a list of suitable media outlets that it proposes to use? (6 points)
 - How well has the Respondent demonstrated an understanding of the particular challenges that the Property may present to a prospective buyer and how certain unique characteristics of the Property may enhance its value (e.g. the availability of certain grants and state and federal tax credits to offset the cost of a historical building restoration project)? (12 points)
5. Market Analysis **20 POINTS**
- Has the Respondent included appropriate and convincing comparable sales in its analysis? Did the Respondent use any other appropriate methodologies (e.g. income or cost approach) to derive or support a proposed asking price for the Property? How well did the Respondent explain, justify, and apply the methodologies employed? (5 points)
 - Has the Respondent proposed an asking price (or attainable sale price opinion) that is based on a reasonable estimate of the market value of the Property? Were all of the relevant assumptions, value adjustments, and valuation factors identified, applied, and reasonably well justified? (10 points)
 - Has the Respondent included a reasonably thorough highest and best use analysis of the Property that reaches a convincing conclusion? Were all of the valuation methodologies, comparable transactions, valuation factors, value adjustments, and assumptions employed consistent with the Respondent's highest and best use conclusion? (5 points)

B. COMMISSION/FEEES

100 POINTS

The successful Respondent will be compensated out of the gross sale proceeds at closing. Although the Respondent is free to propose whatever fee, commission rate, or compensation structure it chooses, such fee or commission ultimately must be approved in advance by the legislative Long Range Capital Planning and Utilization Committee (LRCPUC). There are certain consistent limits on the commission rates and structures that the LRCPUC has approved in the past which are set forth in Section 5.2.C of this RFP. The Respondent is strongly advised to adhere to these limits in formulating its proposal. In any event, any proposed fee or commission, or any component thereof, which exceeds an effective rate of six percent (6%) of gross sale proceeds shall constitute a complete basis for rejection of the entire proposal. The proposed commission structure shall be evaluated comparatively on the basis of where the proposed effective rate from the commission structure being evaluated falls in the range of rates spanning from a rate of two percent (2%) up to a rate of six percent (6%) (assuming in each case a sale at the appraised value), where a proposed effective rate of six percent (6%) would receive zero (0) points and a proposed effective rate of two percent (2%) or less would receive the maximum possible score of one hundred (100) points. A sample scoring calculation follows this paragraph. The Department reserves the right to negotiate a different fee or commission structure in the event that the LRCPUC rejects the commission structure proposed by the successful Respondent.

Sample Commission Proposal Evaluation

(property values were randomly chosen for example purposes only)

Appraised Value: \$11 million

Proposal 1

Proposed Rate: 4%

Fee (4% x \$11 million) = \$440K

Effective Rate (ER) = Proposed Rate = 4%

Score = $100 \times (6\% - ER) / (6\% - 2\%) = 100 \times (6\% - 4\%) / (4\%) = 50$ points

Proposal 2

Proposed Rate Structure: 5% up to \$5 million
 4% of second \$5 million
 3% of value exceeding \$10 million

Fee (5% x \$5 million + 4% x \$5 million + 3% x \$1 million) = \$250K+\$200K+\$30K = \$480K

Effective Rate = $100 \times (\$480K / \$11 \text{ million}) = 4.36\%$

Score = $100 \times (6\% - ER) / (6\% - 2\%) = 100 \times (6\% - 4.36\%) / (4\%) = 41$ points

Proposal 3

Proposed Rate Structure: 6% up to \$5 million
 5% of second \$5 million
 4% of value exceeding \$10 million

Fee (6% x \$5 million + 5% x \$5 million + 4% x \$1 million) = \$300K + \$250K + \$40K = \$590K

Effective Rate = $100 \times (\$590K / \$11 \text{ million}) = 5.36\%$

Score = $100 \times (6\% - ER) / (6\% - 2\%) = 100 \times (6\% - 5.36\%) / (4\%) = 16$ points

4.3 INITIAL PASS/FAIL REVIEW

Each proposal will be evaluated for general conformity to the submission requirements summarized in Part VI of this RFP. The foregoing submission requirements shall be evaluated on a “Pass/Fail” basis. Proposals that are incomplete or otherwise do not meet the submission requirements summarized in Part VI may be rejected as non-responsive and eliminated from further consideration.

4.4 TECHNICAL EVALUATION

Proposals that meet the pass/fail criteria as stated above will be distributed to the members of the Evaluation Committee for a technical evaluation using the weighted criteria set forth above. **PRICING WILL NOT BE A FACTOR IN THE TECHNICAL EVALUATION.** Proposals that do not receive a minimum technical score of 70% of the total technical points available shall be disqualified from further consideration during the technical evaluations. In addition, failure to score at least 70% of total points available on any one of the technical criteria may result in disqualification of the proposal.

4.5 COMMISSION/FEE EVALUATION

Evaluation of proposed commissions will occur after technical scoring and will involve only proposals that receive the minimum technical score. The Evaluation Committee will award the points available for commission proposals, using the objective formula set forth in Section 4.2.B above that takes into consideration the total cost of the proposal being evaluated in relation to the maximum allowable effective commission rate of six percent (6%).

4.6 COMBINING SCORING

The Evaluation Committee will combine all technical and commission points to determine the total score for each proposal, and the proposals shall be ranked accordingly.

4.7 FURTHER INQUIRIES

At any point during the process, the Department may contact a Respondent to clarify a substantive question, so as to ensure full understanding of the submission.

4.8 RECOMMENDATION FOR AWARD

After the final ranking of proposals the Evaluation Committee shall recommend to the Department the Successful Respondent, which shall be the Respondent that submitted the top ranked proposal, as determined by the proposal evaluation procedures set forth in Part IV of this RFP.

4.9 CONTRACT DISCUSSIONS

Upon approval by the Commissioner of the Department, the Department shall enter into contract discussions with the Successful Respondent from Section 4.8. If the tentative conditions and price of a contract cannot be successfully established within a reasonable amount of time (as determined by the Department), then contract discussions will be terminated and contract discussions with the next

highest ranking Respondent will commence. Negotiations shall continue at the sole option of the Department until a contract is signed or all proposals are rejected and the RFP is withdrawn.

4.10 TENTATIVE CONTRACT

A tentative contract will be made with one (1) responsive and responsible Respondent whose proposal is determined in accordance with the evaluation procedures set forth in this RFP to be the most advantageous to the State. A signed tentative contract does not constitute the award of the contract. The tentative contract shall be submitted to the Long Range Capital Planning and Utilization Committee (LRCPUC) for approval together with the proposed marketing strategy and asking price ranges, as applicable. Upon approval by the LRCPUC, the Property will be offered for sale to the City of Concord at the market value price determined by the LRCPUC. Only if and after the City declines the offer of the Property will the successful Respondent proceed to market the declined Property pursuant to the tentative contract. Any transfer of title or payment obligations of the State of New Hampshire set forth in the tentative contract are subject to the prior explicit approval of the Governor of the State of New Hampshire and the Executive Council (G&C).

4.11 FINAL CONTRACT/NOTICE OF AWARD

The final details of a proposed sale of the Property to a specified buyer shall be submitted for final G&C approval as the last step prior to closing. Upon such approval the tentative contract shall become fully effective. The Respondent shall earn no commission on any sale of either Property to the City of Concord or County of Merrimack.

All Respondents submitting a response to this RFP will be notified in writing of the award of a contract, if and when an award is made. If no award is made, all Respondents will be notified accordingly. For purposes of this RFP, an award shall be deemed to have been made upon LRCPUC approval of a tentative contract.

PART V – SCOPE OF WORK

5.1 BACKGROUND

84 IRON WORKS ROAD, CONCORD, NEW HAMPSHIRE (“RUSSELL FARM”)

The Department of Health and Human Services (DHHS) has asked the Department of Administrative Services (“DAS” or “the Department”) to dispose of the Property by selling all of the State’s interest as-is, where-is, in its current condition. The Property is comprised of a recently subdivided parcel of land approximately 3.20 acres in size with approximately 600 feet of frontage along Iron Works Road, a 2-story wood frame building with approximately 5,180 square feet of above grade space, and a 5,049 square foot (more or less) attached 2-story timber frame barn. The Property is located at 84 Iron Works Road in Concord, New Hampshire (Tax Map 93, Block 1, Lot 2, as recently subdivided and renumbered). The house has been vacant for over two years. Most recently it had been leased for several years to Crotched Mountain Rehabilitation Center’s Assistive Technology Services (ATECH) program. DHHS no longer has any need or use for the Property. The buildings on the Property have been determined by the New Hampshire Division of Historical Resources (DHR) to be eligible for listing on the National Register of Historic Places. As a result, the Department has agreed with DHR to market the Property subject to a historical preservation easement restricting renovations to the building exteriors, so as to preserve and maintain certain historical architectural

features and characteristics of the buildings. The proposed easement does not prevent exterior renovations, but it does require that they be approved in advance by DHR and done in a manner that incorporates historically consistent designs, materials, and techniques to the extent reasonably possible. Contact Tanya Krajcik, Records Coordinator for the Division of Historical Resources, at (603) 271-6568 to arrange to review the historical documentation of the Property and any other relevant DHR files. In addition, the City of Concord Planning Board requires as a condition of its recent subdivision approval that the buyer must satisfy the following outstanding conditions within 90 days after acquiring title (with a limited possibility of extension upon approval by the Planning Board Clerk): (1) six trees must be planted on the Property along the Iron Works Road frontage, as shown on the subdivision plat (included as an exhibit to this RFP), and (2) the existing driveway entrance must be reduced in width from 85 feet to no more than 24 feet where it meets Iron Works Road.

5.2 MINIMUM PROPOSAL SPECIFICATIONS

THE FOLLOWING SPECIFICATIONS ONLY ESTABLISH THE MINIMUM STANDARDS WITH WHICH EACH SERVICE PROPOSAL, MARKET ANALYSIS, AND COMMISSION/FEE PROPOSAL IS EXPECTED TO COMPLY. RESPONDENTS ARE STRONGLY ENCOURAGED TO PROPOSE STRATEGIES OR SERVICES OR TO PROVIDE MARKET ANALYSES THAT EXCEED THE MINIMUM SPECIFICATIONS. INNOVATIVE STRATEGIES OR SERVICES MAY BE PROPOSED AS AN OPTION. Respondents must certify in their proposals that the proposal meets the specifications listed below and describe how it meets them. Respondents shall respond with as much detail as they feel would be helpful to the Department in determining the Respondent's ability to meet the specifications. Each Respondent's response must address each subsection listed below in the same order as it appears.

A. SERVICES

Each Respondent must describe in its proposal its comprehensive strategy for identifying a ready, willing, and able buyer for the Property, and for eliciting from that buyer the best firm offer to purchase the Property as-is, where-is, in its current condition, at the highest price not less than its current market value. Such strategy shall include proposed advertising methods, likely and most effective media outlets, selection and identification of target investor/buyer groups, preparation of one or more offering memoranda or investor information packages, direct solicitation of investors, specific media outlets to be utilized, proposals for highlighting specific value-enhancing characteristics of the Property (including, for example, the availability of certain grants and state and federal tax credits to offset the cost of a historical building restoration project), proposals for addressing specific challenges presented by the Property (including, without limitation, any redevelopment concepts likely to be proposed to or discussed with potential buyers), recommendations for showing the Property to prospective buyers, and reasonable justification for each strategy component.

Each Respondent must also describe in its proposal any other services to be provided, which shall at a minimum include serving as the State's default agent for communications with prospective buyers, providing ongoing advice to the Department regarding marketing strategy (including recommending adjustments as appropriate) and terms of sale, and attending meetings or hearings of the Department, interagency commissions or councils, legislative committees, and the Governor and Executive Council, upon request of the Department or as needed to obtain approval for the contract contemplated by this RFP and/or any proposed sale of the Property.

The proposal shall be entirely focused on selling the Property and customized accordingly. Please do not submit preprinted marketing materials with any proposal.

B. MARKET ANALYSIS

The proposal must include a description of the Property adequate to identify it by specific location and to illustrate its key asset components, features, shortcomings, defining characteristics, and known title issues.

Each Respondent shall include with its proposal a highest and best use analysis of the Property based in part on the Respondent's experience with similar properties and current knowledge of the relevant real estate markets. Such analyses shall minimally consider the likely relative market value of the Property as improved versus as vacant land for some form of redevelopment, taking into account zoning, the physical characteristics of the Property, the financial feasibility of renovation and/or redevelopment, and the likely profitability of the proposed use (if applicable).

Each Respondent shall also include with its proposal an opinion as to the maximum price at which the Property can be reasonably expected to sell "as-is" within twelve (12) months or less, together with the analyses upon which the opinion is based. The use of a comparable sales analysis is highly encouraged. The valuation methodologies employed in the pricing analyses, and all assumptions, adjustment factors, and/or comparable transactions, must be identified, explained, and justified. Finally, the Respondent must include a statement of the Respondent's estimate of the amount of time needed to sell the Property, not to exceed twelve (12) months.

C. COMMISSION/FEE STRUCTURE

The Respondent shall include with its proposal its proposed compensation structure for this contract, keeping in mind that it is anticipated that such compensation will be paid out of the gross sale proceeds from the Property. Past acceptable commission structures for the sale of other surplus State properties have included a uniform rate of five percent (5%) and a declining rate scale with a bottom-tier rate of six percent (6%) of the first million dollars (\$1,000,000) of the sale price, a second-tier rate of five percent (5%) of the second million dollars (\$1,000,001 - \$2,000,000), a third-tier rate of four percent (4%) of the third million dollars (\$2,000,001 - \$3,000,000), a fourth-tier rate of three percent (3%) of the fourth million dollars (\$3,000,001 - \$4,000,000), and a fifth-tier rate of two percent (2%) of the portion of the sale price exceeding four million dollars (\$4 million). **ANY PROPOSED COMMISSION RATE STRUCTURE, OR ANY COMPONENT THEREOF, WHICH EXCEEDS AN EFFECTIVE RATE OF SIX PERCENT (6%) OF GROSS SALE PROCEEDS SHALL CONSTITUTE A COMPLETE BASIS FOR REJECTION OF THE ENTIRE PROPOSAL.**

5.3 COMPLIANCE

Respondents are expected to comply with all of the provisions of this RFP as amended or supplemented by any addenda posted on the Department's Current Bidding Opportunities website prior to the deadline for receipt of proposals as indicated in Section 1.3 of this RFP. **THEREFORE, EACH RESPONDENT MUST SIGN AND SUBMIT WITH ITS PROPOSAL THE CORRESPONDING CERTIFICATION SET FORTH IN SECTION 7.1.B OF THIS RFP. FAILURE TO SO MAKE SUCH CERTIFICATION SHALL CONSTITUTE COMPLETE GROUNDS FOR REJECTION OF THE RESPONDENT'S PROPOSAL.**

PART VI – SUBMISSION REQUIREMENTS

Each Respondent's proposal shall be loosely bound and indexed according to the RFP outline. Each Respondent responding to this RFP must submit the following:

- A. Location and personnel assigned to project as required in Section 3.1
- B. Experience, References, and Awards as required in Section 3.2
- C. Strategic Approach as required in Section 3.3
- D. Certification of Licensure as required in Section 3.4
- E. Pending Litigation as required by Section 3.8
- F. State of New Hampshire Vendor Number, issued after filing a Vendor Application and W-9 Form as required by Section 3.9
- G. Debarment Affidavit, completed and signed under oath as required by Section 3.10
- H. Proposed Marketing Strategy and Services as required by Section 5.2.A
- I. Market Analysis as required by Section 5.2.B
- J. Proposed Commission as required by Section 5.2.C which does not exceed six percent (6%) of gross sale proceeds
- K. Compliance Certification required by Section 5.3 (Section 7.1.B of Proposal Certification)
- L. Completed and signed Proposal Certification from Section 7.1
- M. Original or electronic proposal and copies as required by Section 8.1 or 8.2
- N. Any additional documentation or information as may be required by any addenda to the RFP posted on the Department's Current Bidding Opportunities website prior to the deadline for receipt of proposals as indicated in Section 1.3

PART VII – COMPLETION REQUIREMENTS

7.1 PROPOSAL CERTIFICATION

By submitting a proposal in response to RFP FMA 2015-01 (the “Proposal”) and signing below, the Respondent hereby certifies as follows:

- A. The Respondent has been duly authorized to submit the Proposal, to make and sign this Proposal Certification, and to enter into any contract that may be awarded as a result. The person signing on behalf of the Respondent below is duly authorized to sign this Proposal Certification on behalf of the Respondent and to bind the Respondent to the full and complete performance of any contract that may be awarded as a result of this RFP.
- B. The Respondent understands and agrees to comply with and be bound by all of the terms and conditions of this RFP and any attachments, exhibits, addenda, amendments, or supplements hereto.
- C. The Proposal shall remain effective for 180 days following the submission deadline set forth in this RFP.
- D. The commission or fee structure included in the Proposal was established without collusion with any other vendor.
- E. The Respondent’s Vendor Number is _____.
- F. None of the Real Estate Brokers or Real Estate Firms named in the Proposal are now or have ever been the subject of any past or present disciplinary proceeding before the New Hampshire Real Estate Commission (or its counterpart in any other state), except as fully disclosed in writing and submitted herewith, together with descriptions of the outcomes and any resulting settlements, sanctions, or penalties.

Respondent Name: _____

By: _____
(Signature) (Date)

Name and Title of Person Signing: _____

Respondent Contact Person: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

PART VIII – DELIVERY REQUIREMENTS

8.1 DELIVERY OF PAPER PROPOSALS TO THE DEPARTMENT

The Respondent’s original proposal with SEPARATELY SEALED PROPOSED FEE STRUCTURE plus one (1) hard copy and one (1) electronic copy (CD or DVD) of the proposal must be placed in a sealed envelope. **Do not submit the electronic copy of a paper proposal by email (see instructions below for submitting a proposal by email). The original commission/fee structure proposal (without copies) shall be clearly labeled and placed in a separate, sealed envelope inside the envelope containing the original proposal and must not be included on the electronic copies.** All proposals must be labeled as follows:

“CONFIDENTIAL SEALED BID DO NOT OPEN”
“RFP FMA 2015-01”

From: (name of Respondent)

Addressed to: NH Department of Administrative Services
Attention: Jared Nylund
25 Capitol Street, Room 102
Concord, NH 03301

(If an overnight courier is used, the name of the Respondent should also be placed on the outside of the overnight courier envelope.) **Proposals must be received at the reception desk in Room 102 at the above address by 2:00 PM on August 22, 2014. Do not attempt to deliver the proposal directly to the contact person identified in Section 1.2. Any proposal that has not been delivered to the front desk in Room 102 at the above address by 2:00 PM on August 22, 2014 shall be disqualified from further consideration.** The Department reserves the right to time stamp the proposal to record the time of receipt.

8.2 DELIVERY OF PROPOSALS TO THE DEPARTMENT BY EMAIL

As an alternative to submitting a paper proposal, the Respondent may instead submit a proposal by email. The Respondent’s proposal shall be in Adobe PDF electronic file format with scanned original signatures. **THE PROPOSED FEE STRUCTURE MUST BE IN A SEPARATE PDF FILE WITH THE PHRASE “PROPOSED FEE STRUCTURE” INCLUDED IN THE FILENAME. DO NOT INCLUDE THE PROPOSED FEE STRUCTURE IN THE PRIMARY PROPOSAL FILE.** Submit the proposal file and the proposed fee structure file as attachments to an email message to be sent as follows:

Email subject line to read: “CONFIDENTIAL SEALED BID - RFP FMA 2015-01”

Send to this email address: PRCHWEB@NH.GOV

Be sure to identify the Respondent by name in the body of the email message. **Proposals must be received in the above email account no later than 2:00 PM on August 22, 2014. Do not attempt to deliver the proposal directly to the contact person identified in Section 1.2 or to any other email address. Any proposal that has not been received in the above email account by 2:00 PM on August 22, 2014 shall be disqualified from further consideration. Email messages that have**

been automatically rejected or “bounced” by the State mail server for any reason shall be deemed not received. The Department shall not be responsible for any automatic rejection of any email submission by the State mail server or for any other failure to receive any email submission for any other reason. The Department shall not be responsible for confirming receipt of an email submission. Please be advised that the above email account cannot receive an email message exceeding 25 megabytes (MB) in size including attachments. In order to minimize the likelihood of any problem with an oversized email submission, the Department strongly recommends making email submissions well in advance of the proposal deadline and keeping the total email message size less than 15 megabytes (MB). The Department shall deem the “Received” time stamp added to the submission email by the State mail server as conclusive evidence of the official time of receipt. In the case of an email submission, the Department reserves the right to require the apparent Successful Respondent to verify its proposal by providing the paper proposal pages bearing original signatures.

8.3 AMENDMENT OF DELIVERY REQUIREMENTS; NO FAXED SUBMISSIONS

As with any part of this RFP, the foregoing delivery instructions may only be amended by a written addendum posted on the Department’s Current Bidding Opportunities web site (see addenda posted under Bid # RFP FMA 2015-01 at:

http://admin.state.nh.us/purchasing/bids_posteddte.asp?sort=PostedDate%20DESC).

FAXED PROPOSALS WILL NOT BE ACCEPTED.

EXHIBIT LIST

DIRECTIONS TO THE PROPERTY

REFERENCE FORM

DEBARMENT AFFIDAVIT

SAMPLE LISTING AGREEMENT

AERIAL VIEW OF PROPERTY (SHOWING PRE-SUBDIVISION TAX PARCEL BOUNDARIES)

AERIAL "BIRD'S EYE" VIEW OF BUILDINGS

ASSESSOR CARD (PRE-SUBDIVISION)

ADDITIONAL PROPERTY INFORMATION SHEET

SUBDIVISION PLAT – 84 IRON WORKS ROAD

FUNDING SOURCES FOR HISTORIC PRESERVATION PROJECTS (INFORMATION SHEET COMPILED BY THE NH DIVISION OF HISTORICAL RESOURCES)

DIRECTIONS TO THE PROPERTY

84 Iron Works Road
Concord, New Hampshire

From Interstate 89:

1. Follow Interstate 89 to Exit 2 (Clinton Street/Concord)
2. At the end of the off ramp, merge or turn Right onto Clinton Street (NH Route 13)
3. Just past the Park and Ride lot (on the right), turn Right onto Iron Works Road
4. Follow Iron Works Road for about 0.7 miles
5. 84 Iron Works Road will be on the Left just before the road crosses the Turkey River; park on the dirt area next to (to the right of) the barn

From South Street in Concord:

1. Turn onto Iron Works Road next to Cimos South End Deli (formerly Ordway's Market)
2. Follow Iron Works Road for about 0.7 miles
3. 84 Iron Works Road will be on the Right just after the road crosses the Turkey River; park on the dirt area next to (to the right of) the barn

From Clinton Street in Concord:

1. Follow Clinton Street (NH Route 13) westward toward Bow/Dunbarton/Weare
2. Just before the Park and Ride (on the left) and the Interstate 89N on ramp (on the right), turn Left onto Iron Works Road
3. Follow Iron Works Road for about 0.7 miles
4. 84 Iron Works Road will be on the Left just before the road crosses the Turkey River; park on the dirt area next to (to the right of) the barn

EXHIBIT – BUSINESS/CORPORATE REFERENCE

This form must be completed by a person providing a reference for the Respondent. For purposes of this form, the Respondent is the person or business entity that has previously provided services to you or your organization and is currently submitting a bid or proposal in response to a solicitation. Upon completion of this form, please return the original to the Respondent.

NOTE TO RESPONDENT: the Department reserves the right to contact the reference, if deemed necessary.

This business reference is for (Respondent's Name): _____

Name of person providing the reference: _____

Title of person providing the reference: _____

Name of organization of person providing the reference: _____

Telephone number of person providing the reference: _____

Please identify your or your organization's relationship with the Respondent (e.g., subcontractor, customer, etc.).

How many years have you done business with the Respondent? _____

Please provide dates: _____

If a customer, please describe the service(s) that the Respondent has provided and identify the subject property.

Did the Respondent act as a primary provider or as a subcontractor? _____

Do you have any other business, personal, or ownership interest in the Respondent? Does your organization? If yes to either, what is that interest?

Have you experienced any contract performance or service problems with the Respondent?

Would you conduct business with the Respondent's organization again? _____

Are there any additional comments you would like to make regarding the Respondent's organization?

Dated this _____ day of _____, 2014.

Name of Organization: _____

Signature: _____

Print Name: _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

State of _____

County of _____

Signed and sworn to (or affirmed) before me this _____ day of _____ by the signor named above.

Notary Public: _____

My Commission Expires:

STATE OF NEW HAMPSHIRE BID AFFIDAVIT FORM – SUBMIT ORIGINAL WITH PROPOSAL
RFP FMA 2015-01

Date: _____

Bidder Name: _____

Address: _____

In accordance with RSA 21-I:11-c, the undersigned certifies that neither the Bidder nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management authority for a business entity or association):

- (1) Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
- (2) Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
- (3) Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
- (4) Is currently debarred from performing work on any project of the federal government or the government of any state;
- (5) Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
- (6) Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
- (7) Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
- (8) Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
- (9) Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
- (10) Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

The person signing as or on behalf of the Bidder below has read and fully understands this form.

Authorized Signor's Name Printed _____

Authorized Signor's Signature _____

Authorized Signor's Title _____

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: _____ STATE: _____ ZIP: _____

On the ____ day of _____, 2014, personally appeared before me, the above named _____, in his/her capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.

(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PLANT & PROPERTY MANAGEMENT
FIXED & MOBILE ASSETS**

EXCLUSIVE MARKETING AGREEMENT

1. The STATE OF NEW HAMPSHIRE, acting by and through its Department of Administrative Services, having an address of 25 Capitol Street, Concord, New Hampshire 03301 (“SELLER”), hereby grants to the undersigned _____ (“AGENT”), effective as of _____, 20__, in consideration of AGENT’S agreement to list, market, and promote the sale of real property formerly known as _____ located at _____, owned by SELLER, primarily consisting of _____, as more particularly described in _____ Deed of _____ dated _____, recorded in the _____ County Registry of Deeds at Book _____, Page _____, and including any other property, real or personal, subsequently added thereto (the “PROPERTY”), the exclusive right to market, list, and solicit offers to purchase said PROPERTY at a minimum price of _____ (\$_____)

on the terms herein stated, or at any other price and terms to which SELLER may authorize or consent. If, during the term of this Agreement, an individual or entity is procured who is ready, willing and able to purchase at or above said price on such terms and conditions as are acceptable to SELLER, or upon another price and terms to which SELLER may agree, then SELLER agrees to pay AGENT a commission of _____ of the contract sale price. Any commission due under this Agreement shall be paid out of the sale proceeds at closing.

2. THIS AGREEMENT SHALL BE IN EFFECT for six (6) months, commencing _____ and ending _____, and, unless terminated on said ending date by the Department acting in its sole discretion, shall be automatically renewed for six (6) consecutive additional months upon the same terms and conditions (except that the minimum price established in this Agreement may be adjusted at the discretion of the Department) for a total contract period not to exceed one (1) year. Upon full execution of a contract for sale and purchase of the PROPERTY, all of the terms and provisions of this Agreement shall extend through the date of closing as specified in such purchase and sale agreement. The commission as provided above shall also be due if the PROPERTY is contracted to be or has been sold, leased, conveyed, exchanged or otherwise transferred within six (6) months after the expiration or rescission of this Agreement to anyone whom AGENT has procured, unless the PROPERTY has been listed with another licensed broker on an exclusive basis. “Procurement” shall include, but not be limited to, providing information about the PROPERTY, showing the PROPERTY, or presenting offers on the PROPERTY, provided that anyone so procured must be identified to SELLER by AGENT in writing not later than fifteen (15) days after the termination of this Agreement. Should an escrow deposit on a fully executed purchase and sale agreement and deposit receipt be forfeited, one-half shall belong to the undersigned SELLER and one-half shall belong to the above named AGENT as a fee for professional services.

AGENT’S initials _____

3. DUTIES OF AGENT. AGENT owes SELLER the fiduciary duties of loyalty, obedience, disclosure, confidentiality, reasonable care, diligence, and accounting.

4. DUTIES OF SELLER. SELLER acknowledges a duty to disclose to AGENT all known pertinent information about the PROPERTY, adverse or otherwise, upon request, and SELLER understands that all such information will be disclosed by AGENT to potential purchasers. If any pertinent fact, event or information about the PROPERTY comes to SELLER'S attention between signing this Exclusive Marketing Agreement and the Property Disclosure, and the closing, then SELLER will immediately notify the potential purchaser and AGENT of the same in writing. SELLER agrees to cooperate with AGENT in effecting the sale of the PROPERTY and to immediately refer to AGENT all inquiries of interested parties. Unless otherwise directed by SELLER, AGENT shall be the default point of contact for all inquiries, negotiations, or offers regarding the PROPERTY.

5. COOPERATION WITH OTHER BROKERS. SELLER authorizes the following forms of cooperation:

(a) AGENT may cooperate with other brokers or other real estate firms who will represent the interest of the buyer(s).

(b) AGENT may cooperate with other brokers or other real estate firms who are not acting on behalf of a client or customer either as a seller agent or buyer agent.

6. SPECIAL CONDITIONS. SELLER hereby agrees that:

(a) A "For Sale" sign may be placed on the PROPERTY.

(b) The PROPERTY will be advertised at AGENT'S discretion in a manner consistent with its successful proposal to market the PROPERTY as submitted to SELLER.

(c) Keys to any building(s) will not be on file with AGENT. Access to the buildings must be arranged with SELLER in advance.

(d) Exterior pictures of the PROPERTY may be taken.

(e) Interior pictures of the PROPERTY may be taken.

(f) Video/virtual tour photography is allowed at AGENT'S discretion.

(g) AGENT may disclose the existence of other offers.

(h) The PROPERTY listing data may be submitted to MLS and may be used for comparables.

(i) The PROPERTY address and information may be displayed on public web sites.

AGENT'S initials _____

- (j) SELLER'S name may be submitted to any electronic database or MLS that may be accessed by persons other than SELLER'S broker.
- (k) AGENT is authorized to accept a deposit with any prospective offer to purchase the PROPERTY.

7. ADDITIONAL PROVISIONS.

(a) AGENT acknowledges and agrees that any sale, lease, or exchange of the PROPERTY and any payment obligation of SELLER under this Agreement shall be subject to prior approval by the Governor and Executive Council of the State of New Hampshire. AGENT further acknowledges and agrees that no commission or fee shall be due under this Agreement in the event that the PROPERTY is sold to the City/Town of _____, New Hampshire or to the County of _____, New Hampshire.

(b) AGENT has obtained a current State Vendor Code from the Division of Plant & Property Management, Bureau of Purchase & Property and provided it to SELLER. If AGENT is a corporation, limited liability company, or other business entity required to register with the New Hampshire Secretary of State, then AGENT has provided to SELLER a current original Certificate of Good Standing issued by the New Hampshire Secretary of State. If AGENT is a foreign corporation or other business entity organized under the laws of another state, then AGENT has further provided to SELLER a current original Certificate of Good Standing issued by AGENT'S state of organization.

(c) If AGENT is a business entity other than a sole proprietor, then AGENT certifies that it has all requisite authority to enter into this Agreement and to perform its obligations thereunder, and that the undersigned officer or agent of AGENT is duly authorized to execute this Agreement on behalf of AGENT.

(d) AGENT certifies that it is duly licensed to sell real estate by the New Hampshire Real Estate Commission.

(e) AGENT agrees to defend, indemnify, and hold harmless SELLER and all of its officers, agents, and employees from and against any and all claims, liabilities, or suits arising from (or which may be claimed to arise from) or in connection with any acts or omissions of AGENT or its sub-agent in the performance of AGENT'S obligations under this Agreement.

(f) AGENT agrees that at all times during the effective term of this Agreement AGENT shall maintain the following types and amounts of insurance coverage:

- (i) Comprehensive general liability coverage against all claims of bodily injury, death, or property damage in amounts not less than \$250,000 per claim and \$2,000,000 per incident, or \$1,000,000 per occurrence and \$1,000,000 umbrella coverage.

AGENT'S initials _____

(ii) Professional liability coverage in an amount not less than \$1,000,000 per occurrence and in the aggregate. If coverage is "claims made," the period to report claims shall extend for not less than three (3) years from the date of substantial completion of the contract. No retention (deductible) shall be more than \$25,000.

(iii) Workers' compensation insurance and employers' liability insurance as required by law.

THIS PROPERTY IS OFFERED PURSUANT TO FAIR HOUSING REGULATIONS, WITHOUT RESPECT TO RACE, COLOR, RELIGION, SEX, MENTAL AND OR PHYSICAL DISABILITY, FAMILIAL STATUS, SEXUAL ORIENTATION, OR NATIONAL ORIGIN. (I) (WE) HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT.

STATE OF NEW HAMPSHIRE ("SELLER")
By and through its
DEPARTMENT OF ADMINISTRATIVE SERVICES

By: _____ Date: _____
Linda M. Hodgdon, Commissioner

("AGENT")

By: _____ Date: _____

Name (print): _____

Title (print): _____

AGENT'S initials _____



**Russell Farm
84 Iron Works Road
Concord, New Hampshire**

Aerial View (showing pre-subdivision tax parcel boundaries)



**Russell Farm
84 Iron Works Road
Concord, New Hampshire**

“Bird’s Eye View” Photo of Buildings

MBLU : 93/ 1/ 2/ /
Location: 84 IRON WORKS RD
Owner Name: STATE/NH
Account Number:

No Image

Parcel Value

Item	Appraised Value	Assessed Value
Buildings	360,500	360,500
Xtra Bldg Features	4,400	4,400
Outbuildings	96,900	96,900
Land	330,400	330,400
Total:	792,200	792,200

Owner of Record

STATE/NH
 C/O SECRETARY OF STATE
 107 N MAIN ST
 CONCORD, NH 03301

Ownership History

Owner Name	Book/Page	Sale Date	Sale Price
STATE/NH	0808/0441	6/26/1957	0
STATE/NH	0574/0414	3/28/1940	0

Land Use

Land Use Code	Land Use Description
9011	STATE-NH MDL-96

Land Line Valuation

Size	Zone	Neighborhood	Appraised Value	Assessed Value
13.15 AC	RO	0403	330,400	330,400

Construction Detail

Building # 1		
STYLE Light Indust	MODEL Industrial	Grade Average +20
Stories: 1.5	Occupancy 1	Exterior Wall 1 Clapboard
Roof Structure Gable/Hip	Roof Cover Asph/F Gls/Cmp	Interior Wall 1 Plastered
Interior Wall 2 Plywood Panel	Interior Floor 1 Hardwood	Interior Floor 2 Inlaid Sht Gds
Heating Fuel Oil	Heating Type Hot Water	AC Type None
Bldg Use STATE-NH MDL-96	Total Bedrms 00	Total Baths 2
1st Floor Use: 9011	Heat/AC HEAT/AC PKGS	Frame Type WOOD FRAME
Baths/Plumbing AVERAGE	Ceiling/Wall SUS-CEIL & WL	Rooms/Prtns AVERAGE
Wall Height 8	% Comn Wall 0	

Building Valuation

Living Area: 9,308 square feet	Replacement Cost: 600,790	Year Built: 1880
Building Value: 360,500		

Print Summary

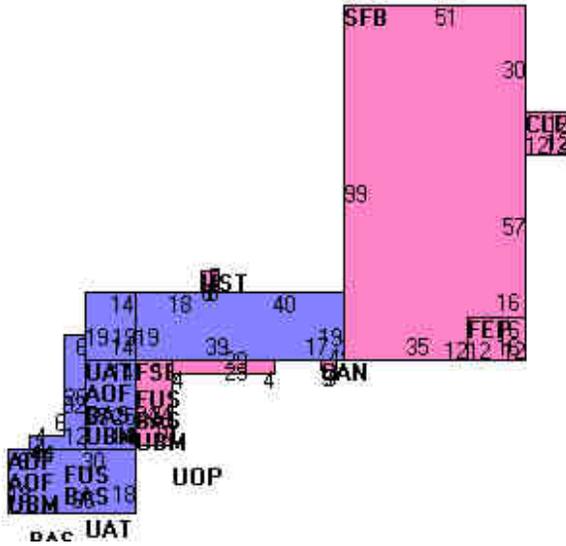
Extra Features

Code	Description	Units	Appraised Value
FPL3	FIREPL 2 STORY	2 UNITS	4400

Outbuildings

Code	Description	Units	Appraised Value
BRN5	BARN-2 STORY	5049 S.F.	96900

Building Sketch



Subarea Summary

Code	Description	Gross Area	Living Area
AOF	Office	1646	1646
BAS	First Floor	1950	1950
CAN	Canopy	12	0
CLP	Loading Platform, Finished	144	0
FEP	Porch, Enclosed, Finished	192	0
FSP	Porch, Screen	240	0
FUS	Upper Story, Finished	1584	1584
SFB	Base, Semi-Finished	4857	4128
UAT	Attic, Unfinished	616	0
UBM	Basement, Unfinished	2366	0
UOP	Porch, Open, Unfinished	116	0
UST	Utility, Storage, Unfinished	30	0

ADDITIONAL PROPERTY INFORMATION

84 Iron Works Road, Concord, New Hampshire

- Tax Map 93, Block 1, Lot 2 (as recently subdivided; the subject property is the subdivided parcel shown on the subdivision plat provided herewith which retains most of the frontage along Iron Works Road and includes the buildings)
- Source Deed to State: Merrimack County Registry of Deeds Book 574, Page 414 (the subject parcel is only a small portion of the original parcel conveyed to the State by this deed)
- Subdivision Plat: Merrimack County Registry of Deeds Plan # 201400008842
- Zoning District: Open Space Residential (RO)
- Land, farmhouse, and barn (but not the office space “connector” portion of the building between the house and barn) were acquired from George Carroll Cilley in 1940
- “Connector” portion of the building between the house and barn was constructed circa 1945, shortly after the property was acquired by the State
- Located close to Exit 2 on Interstate 89 via Clinton Street

MERRIMACK COUNTY RECORDS *Kath L. Gray* CPO, Registrar

ADDITIONAL ABUTTERS
MAP 93, BLOCK 1, LOT 6
STATE OF NEW HAMPSHIRE
c/o State of NH-DRED
PO Box 1856
Concord, NH 03302
V. 808 P. 441

MAP 93, BLOCK 1, LOT 19
ROBERT AND KATHY HILDRETH
58 Mandevilla Lane
Concord, NH 03301
V. 2628 P. 1203

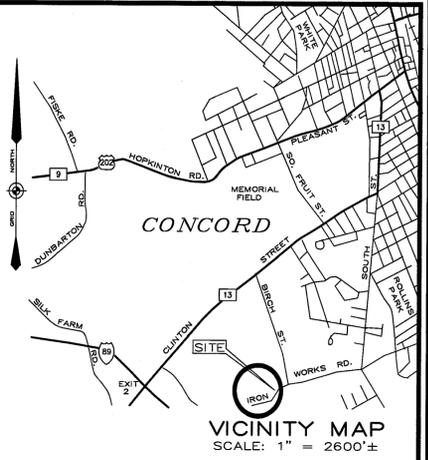
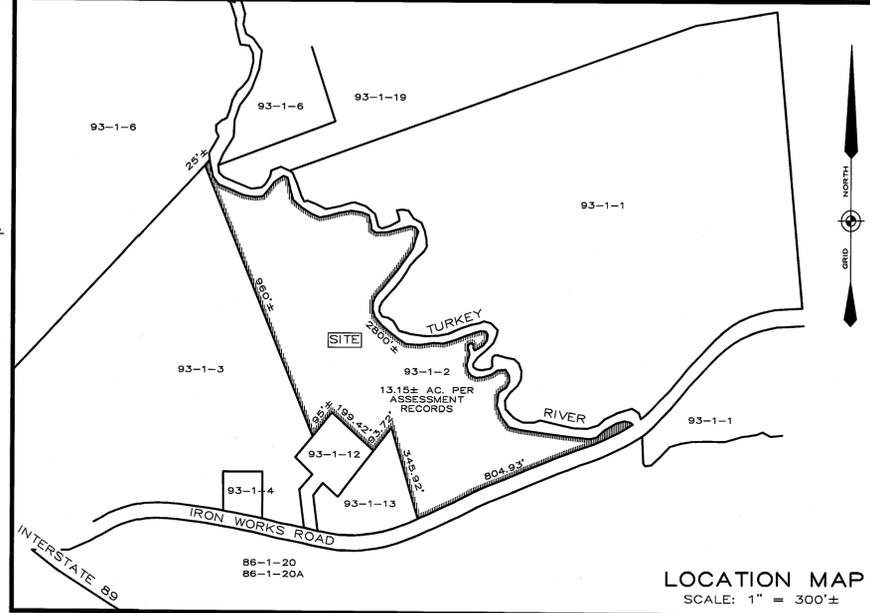
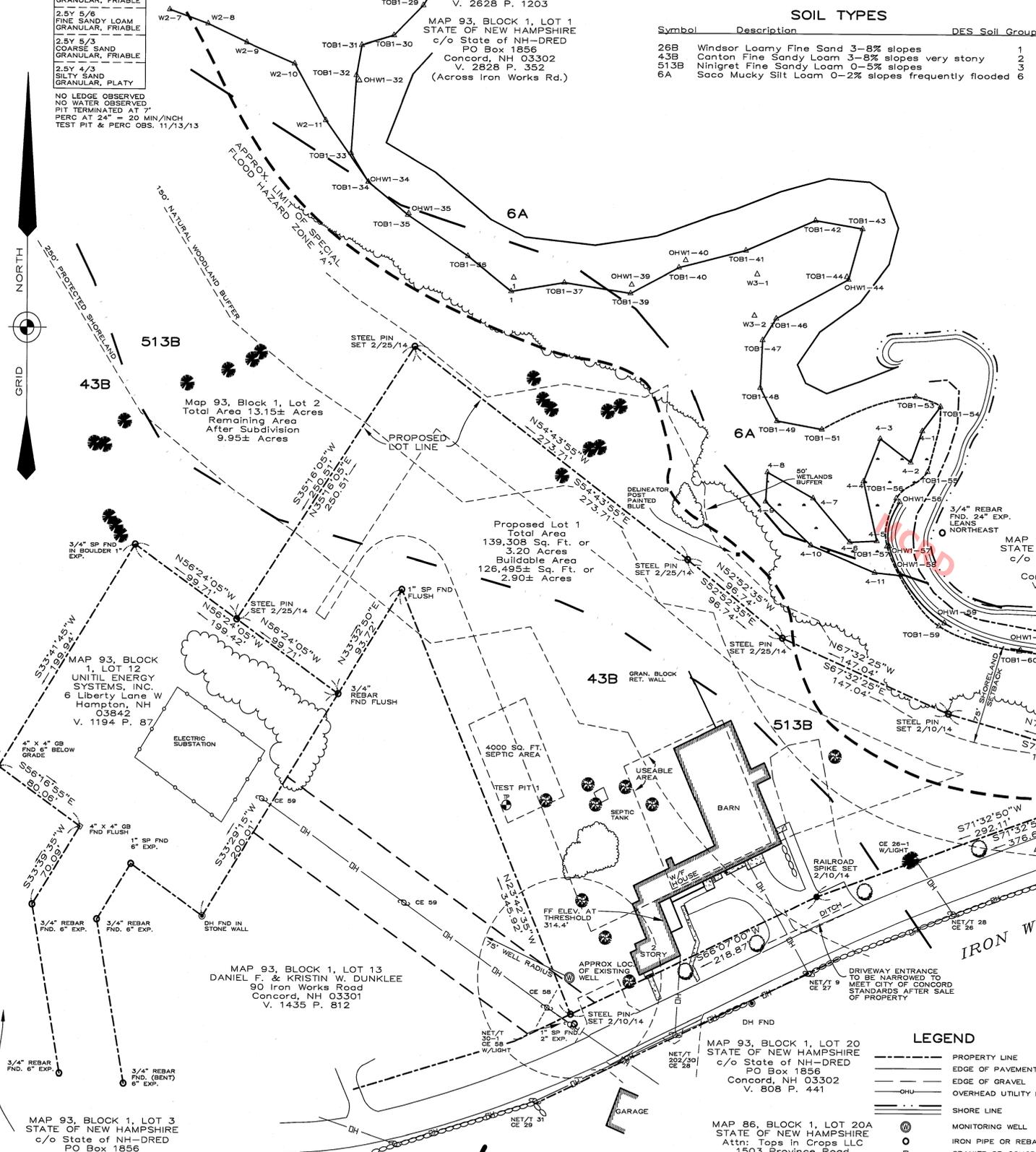
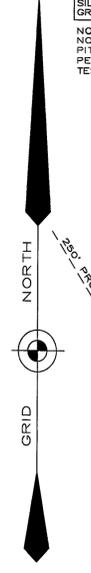
MAP 93, BLOCK 1, LOT 1
STATE OF NEW HAMPSHIRE
c/o State of NH-DRED
PO Box 1856
Concord, NH 03302
V. 2828 P. 352
(Across Iron Works Rd.)

SUBDIVISION REGULATION WAIVERS GRANTED
1. A waiver to Section 28.04(6) which requires street trees to be installed prior to the recording of the plat, or be secured by a financial guarantee.
2. A waiver to Section 20.09 to defer the reduction of the driveway width from 85' to 24' prior to the recording of the plat, or the provision of a financial guarantee.
3. A waiver to Section 15.03 to not show for the entirety of the remnant parcel (Lot 2), dimensions of all property lines, topography, and natural features.

SOIL TYPES

Symbol	Description	DES Soil Group
26B	Windsor Loamy Fine Sand 3-8% slopes	1
43B	Canton Fine Sandy Loam 3-8% slopes very stony	2
513B	Ninigret Fine Sandy Loam 0-5% slopes	3
6A	Saco Mucky Silt Loam 0-2% slopes frequently flooded	6

TEST PIT 1
10YR 3/4
FINE SANDY LOAM
GRANULAR, FRIABLE
10YR 5/8
FINE SANDY LOAM
GRANULAR, FRIABLE
2.5Y 5/6
FINE SANDY LOAM
GRANULAR, FRIABLE
2.5Y 5/3
COARSE SAND
GRANULAR, FRIABLE
2.5Y 4/3
SILTY SAND
GRANULAR, PLATY
NO LEDGE OBSERVED
NO WATER OBSERVED
PIT TERMINATED AT 7'
PERC AT 24" = 20 MIN/INCH
TEST PIT & PERC OBS. 11/13/13



EASEMENTS OF RECORD
1. 50' wide license to Concord Electric Company as described in V. 1420 P. 759.

- NOTES**
- Survey by total station between the dates of October 28 through November 5 2013. Control Traverse error of closure is 1' in 42,695'.
 - Horizontal datum is based on NH State Plane Coordinates NAD 83.
 - Vertical datum is based on NAVD 1988.
 - Owner of record: State of New Hampshire C/O Department of Health & Human Services, Office of the Commissioner 129 Pleasant Street Concord, NH 03301 - Map 93, Block 1, lot 2 - V. 574 P. 414.
 - Parcel is zoned RO-Open Space Residential; building setbacks: front and rear 50', side 40'. Minimum frontage 200', Minimum lot size = 2 Acres, Maximum lot coverage = 10%.
The parcel is also subject to the provisions of the Shoreland Protection (SP) Overlay district and Flood Hazard (FH) district.
 - The underground utilities depicted hereon have been located from field survey information and plotted from existing drawings. The surveyor makes no guarantee that the underground utilities depicted comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although they are located as accurately as possible from the information available. The surveyor has not physically located the underground portion of the utilities. All contractors should notify, in writing, any utility company and appropriate governmental agencies prior to any excavation work and call DIG-SAFE at 1-888-344-7233.
 - The intent of this plat is to create a new lot encompassing the existing buildings on the property having an area of 3.20 acres and leaving a remaining lot area of 9.95± acres.
 - The premises is subject to the provisions of the Shoreland Water Quality Protection Act RSA 483-B.
 - A portion of the premises adjacent to the Turkey River is located within the Special Flood Hazard Zone "A" (no base flood elevation determined) as shown on the Flood Insurance Rate Map for Merrimack County, NH Map Number 33013C0541E effective date April 19, 2010.
 - The right of way width of 49.5 feet for Iron Works Road was taken from Concord Town Records dated 1732-1820 page 353.
 - The subject premises are not serviced by municipal sanitary sewer, potable water, or natural gas.

CONDITIONS OF PLANNING BOARD APPROVAL
1. The entirety of Lot 2 shall be officially incorporated into the Russell State Forest, in a manner which demonstrates that the land will be protected in perpetuity in accordance with Section 28-4-7(g)(2) of the Zoning Ordinance.
2. Within 90 days after transfer of the title to proposed Lot 1, the six required street trees shown on the plat shall be installed. The Clerk of the Board may extend this time frame appropriately, if the transfer occurs during the winter. The applicant shall advise the Clerk of the date of the conveyance of the property within 30 days following the date of transfer.
3. Within 90 days after transfer of the title to proposed Lot 1, the existing driveway shall be reduced from 85' in width to 24' in width. A driveway permit from the City Engineering Division shall be required for the work, and the Clerk of the Board may extend this time frame appropriately, if the transfer occurs during the winter. The applicant shall advise the Clerk of the conveyance of the property within 30 days following the date of transfer.

WETLANDS NOTES
1) Wetlands were field delineated by Kristopher Wilkes, Certified Wetland Scientist #288, in October, 2013.
2) Wetland delineation was performed to the standards in the "Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region", USACE October 2009.
3) Hydric soils were determined in accordance with the protocol in "Field Indicators for Identifying Hydric Soils in the United States-A Guide for Identifying and Delineating Hydric Soils", NRCS, version 7.0, 2010.
4) Dominance of wetland vegetation was assessed using the "Nationals List of Wetland Plant Species that occur in Wetlands-Northeast", Region 1, USFWS, 1988.
5) Wetlands were classified using the USFWS methodology "Classification of Wetlands and Deepwater Habitats" Cowardin, et al, 1979.

LEGEND

---	PROPERTY LINE
---	EDGE OF PAVEMENT
---	EDGE OF GRAVEL
---	OVERHEAD UTILITY LINES
---	SHORE LINE
○	MONITORING WELL
○	IRON PIPE OR REBAR
□	GRANITE OR CONCRETE BOUND
○	UTILITY POLE
○	STONEWALL
---	EDGE OF WOODS
---	CONCRETE

MAP 93, BLOCK 1, LOT 12
UNITIL ENERGY SYSTEMS, INC.
6 Liberty Lane W
Hampton, NH 03842
V. 1194 P. 87

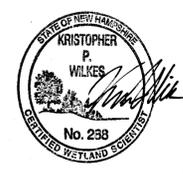
MAP 93, BLOCK 1, LOT 13
DANIEL F. & KRISTIN W. DUNKLEE
90 Iron Works Road
Concord, NH 03301
V. 1435 P. 812

MAP 93, BLOCK 1, LOT 20
STATE OF NEW HAMPSHIRE
c/o State of NH-DRED
PO Box 1856
Concord, NH 03302
V. 808 P. 441

MAP 86, BLOCK 1, LOT 20A
STATE OF NEW HAMPSHIRE
Attn: Tops in Crops LLC
1503 Province Road
Gilmanton, NH 03237
V. 2765 P. 1548

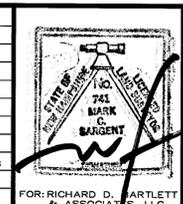
"I HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY ME OR THOSE UNDER MY DIRECT IMMEDIATE SUPERVISION, AND DEPICTS A SURVEY CONDUCTED WITH A TOTAL STATION HAVING AN URBAN CLASSIFICATION AND A MINIMUM ERROR OF CLOSURE LESS THAN 1:10,000."

SIGNATURE: [Signature] LICENSE NO. 741 DATE: 3/25/14



APPROVED
UNDER THE PROVISIONS OF R.S.A. 674:35 & R.S.A. 674:36
CITY PLANNING BOARD
CITY OF CONCORD, NEW HAMPSHIRE
In accordance with vote of the board dated:
FEBRUARY 19, 2014
Approval of this plat is limited to the date as shown.
[Signature] Clerk [Signature] Chair

NO.	DATE	REVISION
1	2/10/14	ADDRESS CITY COMMENTS
2	3/26/14	CONDITIONS AND WAIVER NOTES



RICHARD D. BARTLETT & ASSOCIATES, LLC
214 North State Street
Concord, N.H. 03301
Tel.: (603) 225-6770
Fax.: (603) 224-6261
info@richarddbartlett.com
www.richarddbartlett.com
LICENSED LAND SURVEYORS

SUBDIVISION PLAT prepared FOR THE STATE OF NEW HAMPSHIRE
C/O DEPT. OF HEALTH & HUMAN SERVICES, OFFICE OF THE COMMISSIONER
129 PLEASANT ST. CONCORD, NH 03301
PROJECT: MAP 93, BLOCK 1, LOT 2
LOCATION: 84 IRON WORKS RD., CONCORD NH
GRAPHIC SCALE: 0' 50' 100'
DATE: JANUARY, 2013
JOB NO.: 1013.176
SHEET 1 OF 1

FUNDING SOURCES AND INFORMATION RESOURCES FOR NH HISTORIC PRESERVATION PROJECTS

compiled by the NH Division of Historical Resources -- April 2005 -- (web links corrected May 2006)

The New Hampshire Division of Historical Resources has available a variety of publications and fact sheets on technical preservation topics, and DHR publications and resource materials are also available in alternate formats on request. Contact the DHR at 603-271-3558 or Voice/TTY Relay Access 1-800-735-2964, or by FAX at 603-271-3433, or go to our web site, <http://www.nh.gov/nhdhr> for more information.

PLANNING HISTORIC PRESERVATION PROJECTS, FUND-RAISING & PROGRAMMING

- **Preservation: An Ethic for Planning**, is a citizen's guide published in 1980 by the New Hampshire Charitable Fund for the State Historic Preservation Office. If a copy can't be found locally, the State Library and its depository libraries have loan copies available. Although many of the names, addresses, agencies, programs and legislation mentioned in the manual have changed or disappeared in the intervening years, the overall philosophy (and the practical "how-to" advice for encouraging local preservation efforts) remains valid, and effective.
- **Barn Assessment Grants:** The New Hampshire Preservation Alliance's Historic Barn Grant Program provides matching funds for an expert in the field of barn restoration to conduct an assessment of a barn's needs, and prepare an in-depth report. The assessment can help address immediate stabilization issues, re-use strategies and budgeting. For more information, contact the NH Preservation Alliance, PO Box 268, Concord NH 03302-0265 (603-224-2281; FAX 603-226-9368); <http://www.nhpreservation.org>.
- **Preservation Project Development Grants:** The Preservation Alliance's program is designed to assisting local organizations in developing successful preservation projects by providing funding for specialized assistance from preservation professional. The small, matching grants range from \$500 to \$1,000. Contact the NH Preservation Alliance (above) or see <http://www.nhpreservation.org/html/howto0.htm>.
- The New Hampshire General Court enacted the **Conservation License Plate Program ("Moose Plate")** to supplement existing state conservation and preservation programs with additional funding through voluntary public purchases of the plate. Revenues from the sale of the plate are distributed through five state agencies to preserve and/or purchase significant, publicly-owned historic properties, works of art, artifacts, and archaeological sites; research and manage non-game wildlife species and native plant species and educate the public regarding these species; provide grants to counties, municipalities, and non-profits for resource conservation projects; expand the roadside wild flower planting; and administer the established Land and Community Heritage Investment Program. For more information, go to <http://www.mooseplate.com> or <http://www.nh.gov/nhdhr/>.
- **The New Hampshire Coastal Program**, funded by the US Department of Commerce and administered by the NH Environmental Services, provides matching grants for technical assistance grants, planning/management projects and construction/acquisition projects. The 17 cities and towns bordering the Atlantic Ocean are eligible to apply, as are the Rockingham and Strafford Regional Planning Commissions, state agencies, and non-profit organizations; recipients' non-federal matching share may be either cash or in-kind services. For more information, contact the Coastal Program Seacoast Office, 50 International Drive, Suite 200 Pease Tradeport, Portsmouth, NH 03801 (603 559-1500; FAX 603-559-1510), or the NH Department of Environmental Services, PO Box 95, Concord, NH 03302-0095 (603-271-8811, FAX 603-271-7894), or see <http://www.des.state.nh.us/Coastal>.
- **New Hampshire Land & Community Heritage Program:** The LCHIP program was created by legislation in 2000 to provide matching grants to public entities (other than state agencies) and non-profit organizations, to help communities acquire and preserve natural, cultural and historical resources. Contact LCHIP at 10 Dixon Avenue Concord, NH 03301 (603-224-4113; FAX 603-224-5112); <http://www.lchip.org>, and visits its Conservation & Preservation Corner at <http://www.lchip.org/cpcorner.htm>.
- **Transportation Enhancement Act (TEA) projects:** The TEA program helps to develop "livable communities" by selecting projects that preserve the historic culture of the transportation system and/or enhance the operation of the system for its users. Project categories include acquisition of scenic easements and scenic or historic sites; scenic or historic highway programs (including tourist and welcome center facilities); landscaping and other scenic beautification; historic preservation; rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals); preservation of abandoned railway corridors; archaeological planning and research; and establishing transportation museums. For more information, contact the NH Department of Transportation or go to <http://www.nh.gov/dot/municipalhighways/tehome.htm>.
- The **Winthrop L. Carter Fund** for Historic Preservation of the Greater Portsmouth Community Foundation, supports the preservation or restoration of historic structures and artifacts in the GPCF region. For more information, and to determine whether your community is in the foundation's region, contact the Greater Portsmouth Community Foundation, Unit 2B, Nobles Island, 500 Market Street, Portsmouth, NH 03801 (603-430-9182; FAX 603-431-6268).
- **Public Service of New Hampshire** makes community development grants in the PSNH service territory throughout the year. Contact Doris Burke, Community Development Manager, PSNH, 780 North Commercial Street, Manchester, NH 03101 (603-634-2442), <http://www.prospernh.com>; select "PSNH advantage."
- At the regional level, the **National Trust for Historic Preservation** -- <http://www.nationaltrust.org> -- has several grant programs. The "**Preservation Services Fund**" provides small grants for technical studies, historic structures reports, fundraising assistance, architectural/engineering plans, and other non-construction activities. The **Hart Family Fund for Small Towns** will assist preservation and revitalization projects in towns with populations of 5,000 or less. The Trust's regional office staff may also be able to suggest other sources of encouragement and assistance, including new National Trust grants for preserving historic buildings. For more information, contact the Northeast Regional Office, National Trust for Historic Preservation, 7 Faneuil Hall Marketplace, 5th Floor, Boston, MA 02109 (617-523-0885; FAX 617-523-1199); nero@nthp.org.
- **The Kresge Foundation** makes large capital grants for acquisition of real estate, and for construction work, both for new buildings, and for preservation or rehabilitation work. For more information, contact the Program Office, Kresge Foundation, 3215 Big Beaver Road, PO Box 3151, Troy MI 48007-3151 (313-643-9630); <http://www.kresge.org>.

- **Reconnecting America (formerly The Great American Station Foundation)** was created in 1996 to revitalize communities through new construction or conversion and restoration of existing rail passenger stations, and the possible conversion of historic non-railroad structures to active station use. These railroad stations will improve rail access and intermodal connections as well as stimulate community development. As the organization has grown and evolved, it has set a goal to become the national intermediary organization not only for station revitalization, but also for community revitalization in areas surrounding intercity, commuter and urban rail stations. For more information, go to <http://www.reconnectingamerica.org>.
- **Save America's Treasures** is a joint program of the National Park Service and the National Trust for Historic Preservation to preserve nationally significant intellectual and cultural artifacts, and historic structures and sites. For more information, contact Save America's Treasures, Save America's Treasures, Heritage Preservation Services, National Park Service, 1201 "Eye" Street, NW, 6th Floor (ORG> 2255), Washington, DC 20005 (202-513-7370, ext. 6); or go the web site at <http://www.saveamericastreasures.org>.
- **The 1772 Foundation** focuses on historic preservation, especially buildings related to farming, industrial development, transportation and unusual historical structures. Grants of %15,000 to \$50,000 are made to non-profit organizations throughout the nation. Letters of inquiry are considered throughout the year. For more information go to <http://www.1772foundation.org/1772/index.jsp> and click on "Inquiries."

INFORMATION ABOUT OTHER FUNDING SOURCES

- The federal **Advisory Council on Historic Preservation** maintains a comprehensive reference site, "Sources of Financial Assistance for Historic Preservation Projects" at <http://www.achp.gov/funding.html>. The **Preserve America** initiative -- <http://www.achp.gov/preserveamerica.html> -- is a special program of recognition and grants developed by the ACHP and First Lady Laura Bush. The ACHP is located at 1100 Pennsylvania Avenue, NH, Suite 809, Old Post Office Building, Washington, DC 2004 (202-606-8503); <http://www.achp.gov>.
- The "**Foundation Center Library**" collection for New Hampshire is located at the Concord Public Library and the Plymouth State College Library; make an appointment to use the library and its computerized data base search system for researching yet other possible funding sources. The New Hampshire library addresses are: Concord Public Library, 45 Green Street, Concord NH 03301 (603-225-8670); and Herbert H. Lamson Library, Plymouth NH 03264 (603-535-2256). Or go to <http://fdncenter.org/findfunders/> to access the Foundation Center's "Online Librarian," providing a wide range of services.
- The **Charitable Trusts Unit of the NH Department of Justice** maintains a comprehensive searchable web site for online research; go to <http://doj.nh.gov/charitable/consumers.html> and use the various data bases.
- The **New Hampshire State Council on the Arts** has posted an excellent collection of **Grant Writing Tips** and links on its web site at <http://www.nh.gov/nharts/grants/index.htm>.

BUILDING CONSERVATION & TECHNICAL ASSISTANCE

- The **Preservation Institute** is a non-profit organization that is helping contractors, architects, building tradespeople and property managers in New Hampshire and Vermont (and nationally, through cooperative training with the National Park Service) to develop specialized preservation expertise through courses, workshops, tours, and lectures. The Institute also maintains lists of consultants, contractors, and craftspeople with preservation skills, and for a minimal fee will provide names of qualified specialists. In addition, it presents a series of on-site training workshops (learning-by-doing) that provide preservation expertise

to benefit historic properties. The Preservation Institute's address is PO Box 1777, Windsor, VT 05089-0021 (802-674-6752; FAX 802-674-6179); <http://www.preservationworks.org>. E-mail: histwininc@valley.net.

- **Historic New England (formerly the Society for the Preservation of New England Antiquities / SPNEA)** employs experts in architectural conservation; historic carpentry, masonry, and plaster; historic paint color analysis; and furniture and upholstery conservation. Other staff members offer special expertise in architectural history, historic house furnishings, and textiles and wallpaper. Historic New England's offices are at 141 Cambridge Street, Boston MA 02114 (617-227-3956); the Conservation Center's address is 185 Lyman Street, Waltham MA 02154 (617-891-1985); <http://www.historicnewengland.org/index.htm>.
- If historic preservation restoration, repair, or rehabilitation work is contemplated, any alterations or additions to historic structures should be planned and built in conformance with **The Secretary of the Interior's Standards for the Treatment of Historic Properties**, which are available from the Division of Historical Resources on request. A booklet describing the "Rehabilitation" standards, with do/don't guidelines, is also available from the DHR. Also visit the standards online, beginning with the "home page" at http://www.cr.nps.gov/hps/tps/standards_guidelines.htm. The **National Park Service** provides a wealth of educational information and links at <http://www.cr.nps.gov/hps/index.htm>, including online education, training, and technical information. An especially useful resource is the *Preservation Briefs* series of leaflets at <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>. Other topics are at <http://www.cr.nps.gov/hps/tps/publications.htm>, offering illustrated guidance on topics such as building materials, structural systems and health/safety. Much of this information is also available through the DHR.
- There are increasing numbers of **historical architects** who have experience in sympathetic restoration and rehabilitation of historic buildings; the DHR keeps a file listing architects and building conservators with special historic preservation interests and expertise. The list is maintained as an aid for those seeking professional assistance; it is not an endorsement of those listed, nor it is intended to limit a client's choice. Consultants must ask to be included, and the DHR is not responsible for a consultant's scope of work or work performance.
- Although the **Division of Historical Resources** has no funds for financial assistance, it can sometimes provide technical assistance (subject to staff workloads and other commitments) and review conceptual and preliminary plans for municipal and non-profit preservation projects. Such a review would determine whether the proposed work meets *The Secretary of the Interior's Standards for Rehabilitation*, or what would be needed to meet the standards; the DHR can also recommend less costly and damaging alternatives for work that would not comply with the standards.

DOCUMENT CONSERVATION

- The **Northeast Document Conservation Center (NEDCC)** is the largest nonprofit regional conservation center in the United States, and specializes in the treatment of paper and related materials, including photographs, books, architectural drawings, maps, posters, documents, and art on paper. NEDCC provides consulting services and performs surveys of preservation needs. It also does paper conservation, book binding, preservation microfilming, and duplication of photographic negatives. It can also advise museums and historical organizations about sources of conservation assistance and funding. For details, contact NEDCC, 100 Brickstone Square, Andover, MA 01810-1494 (978-470-1010; FAX 978-475-6021); <http://www.nedcc.org> or e-mail nedcc@nedcc.org.

TAX CREDITS, AFFORDABLE HOUSING & COMMUNITY FACILITIES

- **The New Hampshire Housing Finance Authority** is the state's housing advocacy agency, and administers a variety of funding sources, including federal and state loans and grants, to support housing programs and projects. For more information about its programs and services, and about other funding sources for housing-related initiatives, contact: New Hampshire Housing Finance Authority, PO Box 5087, Manchester, NH 03108-5087 (603-472-8623; FAX 603-472-8501); <http://www.nhhfa.org>.
- **The New Hampshire Community Development Finance Authority (CDFA)** provides financial and technical assistance to community development corporations, worker cooperatives, and certain municipal entities. The Authority is unable to assist a for-profit business directly, but can work with a nonprofit partner. CDFFA funds major community development projects primarily with the Community Development Investment (Tax Credit) Program. It has proven to be a major source of support for affordable housing and economic development and is one CDFFA's of the most successful initiatives. For more information, contact CDFFA at 14 Dixon Avenue, Suite 102, Concord NH 03302 (603-226-2170); <http://www.nhcdfa.org> e-mail webmaster@nhcdfa.org.
- **The New Hampshire Community Development Finance Authority** administers the "Community Development Block Grant" (CDBG) program, which provides federal funds to communities for housing, economic development, and public facilities targeted so that they primarily benefit low and moderate income people. The program is complex and highly competitive, but well worth the effort invested in planning a project and submitting an application. CDBG Feasibility Grants are available for project planning (including feasibility studies, surveys, and professional architectural and engineering services); CDBG Implementation Grants provide substantial funding for construction and rehabilitation work. For more information, contact Community Development Block Grants (603-226-2170) or <http://www.nhcdfa.org>.
- The New Hampshire Division of Historical Resources manages New Hampshire's **Historic Preservation Investment Tax Credit Program** for income-producing properties for the National Park Service. Contact DHR at 603-271-3558 for more information.
- To learn more about New Markets Tax Credits and eligible communities, check http://www.crdc-nh.com/NewMarketsTaxCredits_eligiblecommunities.pdf. OEP has posted maps of all census tracts in the state and other census data at <http://nh.gov/oep/programs/DataCenter/index.htm>.
- The **New Hampshire Rural Development Council** is a public/private partnership that acts as a "catalyst for community vitalization," removing organizational barriers and facilitating a team approach to rural development. The Rural Development Council fosters communication, cooperation, and information-sharing between the regional, state, and federal programs that offer development assistance to New Hampshire's rural communities; its process emphasizes listening and learning from communities, and engaging existing resources in more effective and less narrowly focused ways. For more information about the council and its activities, contact: Nancy DuBosque Berliner, Executive Director, NH Rural Development Council, 2 1/2 Beacon Street, Concord NH 03301 (603-229-0261; FAX 603-228-4827); E-mail: nhrdc@mcctelecom.com; <http://www.ruralnh.org/pages/849942/index.html>.

ARTS & CULTURAL FACILITIES

The "Cultural Facilities Grant" program of the NH State Council on the Arts provides matching grants for planning and capital projects to New Hampshire non-profit organizations with cultural facilities. Historic preservation projects are eligible only if the purpose of the project is to make the facility adequate for arts programming, but several grants have been awarded to historic cultural facilities because those projects met the program criteria. Facilities must meet minimum standards for

architecturally barrier-free entrance before organizations may apply for a Cultural Facility Grant for any need other than to assist them in meeting those standards. For more information, contact Yvonne Stahr (603-271-0791) at e-mail ystahr@nharts.state.nh.us or via <http://www.nh.gov/nharts>.

COMMUNITY PRESERVATION PROJECTS

- **The Townscape Institute, Inc.** is a public interest design, planning, education and advocacy organization which helps communities to recognize and preserve their townscape assets. Enhancing the quality of the visual environment and all its component parts, particularly in urban and village centers, is a primary focus of the institute. For more information, contact Ronald Lee Fleming, AICP, President, The Townscape Institute, Eight Lowell Street, Cambridge, MA 02138 (617-491-8952; FAX 617-491-3734); <http://www.townscape-inst.com>.

COVERED TIMBER BRIDGES

- **The National Society for the Preservation of Covered Bridges** promotes covered bridge preservation with research, structural analysis, graphic recording, and publications; through collecting artifacts and archival material relating to covered bridges; and by encouraging "restoration schemes employing devices and techniques dating from the period the spans in question were initially constructed." For more information, contact David W. Wright, President, National Society for the Preservation of Covered Bridges, Inc., PO Box 171, Westminster, VT 05158 (802-722-4040).

MUSEUMS

- **The American Association for State & Local History (AASLH)** has a variety of programs and services (including consultant grants) for member organizations; for more information, write to the AASLH, 1717 Church Street, Nashville TN 37203-2991 (615-255-2971; FAX 615-327-9013); <http://www.aaslh.org/>; e-mail membership@aaslh.org.
- The federal **Institute of Museum & Library Services** funds a broad range of museum and library projects. Its address is: Institute of Museum and Library Services, Office of Public and Legislative Affairs, 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506 (202-606-8339; FAX 202-606-8591); <http://www.ims.gov> and imlsinfo@ims.gov.
- **The National Endowment for the Arts** promotes excellence in design fields and has a variety of grant programs, but it does not fund capital construction. For more information, contact the National Endowment for the Arts, 1100 Pennsylvania Avenue NW, Washington DC 20506 (202-682-5437); <http://arts.endow.gov/>; e-mail webmgr@arts.endow.gov.
- **The National Endowment for the Humanities** also has a broad range of grant programs to support projects in the humanities; and it also does not fund capital construction. For more information, contact: National Endowment for the Humanities, 1100 Pennsylvania Avenue NW, Washington DC 20506 (202-786-0438); <http://www.neh.gov/> and <http://www.neh.gov/grants/grantsbydivision.html>; e-mail info@neh.gov.

PUBLIC LIBRARIES

The New Hampshire State Library administers a federal program of "LSCA" (Library Services and Construction Act) grants for New Hampshire public libraries; to find out more about the program, contact: Janet Eklund, Administrator of Library Operations, NH State Library, 20 Park Street, Concord, NH 03301 (603-271-2393) or jjeklund@library.state.nh.us.

RELIGIOUS PROPERTIES

- **Partners for Sacred Places (National Center for the Stewardship and Preservation of Religious Properties)** is a non-profit organization created to help congregations and communities continue the use and vitality of religious buildings and sites. Their "Information Clearinghouse" which conducts research, maintains a reference/referral library (including unpublished materials), and answers questions by telephone or mail; PSP also sponsors an annual national conference; publishes self-help guides; supports a program of advocacy, outreach, public awareness and education; and in some circumstances provides consulting services and offers a traveling workshop series. PSP's address is 1700 Sansom Street, Tenth Floor, Philadelphia, PA 19103 (215-567-3234; FAX 215-567-3235); <http://www.sacredplaces.org>.

SMALL BUSINESSES

- The federal **Small Business Administration** doesn't target assistance to historic preservation projects; but some of its grants, loans, business development or business management programs may assist the property owners' overall enterprise, and as a by-product also help achieve their historic preservation goals. The SBA is at 143 North Main Street (PO Box 1257), Concord, NH 03302-1257 (603-225-1400; FAX 603-225-1409).

THEATERS

- The **League of Historic Theaters** is the one national organization devoted exclusively to the needs of historic theaters. Its address is 1511 K Street, NW, Suite 923, Washington DC 20005 (202-783-6966); <http://www.lhat.org>.

PERIODICALS

- The **Association of Preservation Technology International**, "an interdisciplinary...organization dedicated to the practical application of the principles and techniques necessary for the care and wise use of the built environment" publishes technical (and very practical) articles in its quarterly *Bulletin* (in print or microfiche). APT's address is: The Association for Preservation Technology International, PO Box 8178, Fredericksburg, VA 22404 (703-373-1621); <http://www.apti.org>.
- **The Old-House Journal** is a bi-monthly magazine devoted exclusively to user-friendly technical and practical articles (and advertisements) on building preservation philosophy, techniques, tools, materials, supplies, and services. OHJ's address is: Old-House Journal Corporation, 435 Ninth Street, Brooklyn, NY 11215 (718-788-1700). A variety of articles and features are available online at <http://www.oldhousejournal.com/index.shtml>.
- **Small Town** magazine, although no longer published, remains an excellent source of information and contacts on a wide variety of issues--especially economic development, planning, and social concerns--viewed as they affect smaller communities. (Despite its name, **Small Town** considered any municipality with population under 50,000 a "small town.") The magazine was published by the Small Towns Institute, PO Box 517, Ellensburg, WA 98926 (509-925-1830). Copies are available at many libraries and academic institutions.
- **Traditional Building**, "the professional's sources for historical products," is published bimonthly by Historical Trends Corporation,

69A Seventh Avenue, Brooklyn, NY 11217 (718-636-0788; FAX 718-636-050); <http://www.traditional-building.com>. Each issue includes feature articles, book reviews, classifieds, extensive product advertising, and access to a FAX product information service.

PUBLICATIONS

- **Catalog of Historic Preservation Publications: Guidance on the Treatment of Historic Properties** is published by the **National Park Service** to broadly share technical information and assistance; the current edition lists more than 100 books, leaflets, videotapes, and data bases which are available at low or no cost. Single copies of the catalog are available from the Preservation Assistance Division, National Park Service, 1849 C Street, NW, Washington D.C. 20240; <http://www.cr.nps.gov/hps/bookstore.htm> and <http://www.cr.nps.gov/hps/tps/publications.htm>.
- **Preserving Community Character: Ways to Reconcile Change with the Character of a Place** is a manual published by the New Hampshire Association of Historic District Commissions in 1988. This guidebook is the single most useful reference for communities that are interested in or have established a Historic District Commission. It has two parts: planning options and strategies for preserving community character, and detailed step-by-step instructions for establishing a local historic district (including a model ordinance and regulations). It has received a lot of favorable attention (and use) both in New Hampshire and nationwide. Copies are available from the DHR.

INTERNET SITES

New Hampshire Division of Historical Resources: <http://www.nh.gov/nhdhr>
NH Conservation License Plate Program: <http://www.mooseplate.com>
NH Land Conservation Investment Program: <http://www.lchip.org>
NH Historical Society: <http://www.nhhistory.org>
NH Main Street Center: <http://www.nhcdca.org/mainstreet.html>
New Hampshire Preservation Alliance: <http://www.nhpreservation.org>
State of New Hampshire: <http://www.nh.gov>
Advisory Council on Historic Preservation: <http://www.achp.gov>
American Institute for Conservation of Historic and Artistic Works: <http://aic.stanford.edu>
Government Printing Office: <http://www.access.gpo.gov>
Great American Station Foundation [Reconnecting America] <http://www.reconnectingamerica.org/>
HABS/HAER: <http://lcweb2.loc.gov/ammem/hhhtml>
Library of Congress: <http://thomas.loc.gov>
Livable Communities Task Force: http://www.rurdev.usda.gov/nrdp/national/taskforces/livable/livable_rural_communities.html
National Alliance of Preservation Commissions: <http://www.sed.uga.edu/psa/programs/napc/napc.htm>
National Center for Preservation Technology and Training: <http://www.ncptt.nps.gov>
National Conference of State Legislatures Data Base: <http://www.ncsl.org/programs/arts/statehist.htm>
National Transportation Enhancements Clearinghouse: <http://www.enhancements.org>
National Trust for Historic Preservation: <http://www.nationaltrust.org>
National Park Service Cultural Programs: <http://www.cr.nps.gov>
Preservation Action: <http://www.preservationaction.org>
Scenic America: <http://www.scenic.org>
Society for American Archaeology: <http://www.saa.org>
Society for Commercial Archeology: <http://www.sca-roadside.org>
Sprawl Watch Clearinghouse: <http://www.sprawlwatch.org>
Surface Transportation Policy Project [tea3.org]: <http://www.istea.org>

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