



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

REQUEST FOR PROPOSALS

ECONOMIC DEVELOPMENT CONSULTING SERVICES

The Town of Newmarket is seeking a part-time economic development consultant to help the town with specific projects. The contract would be for one year with starting date to be negotiated.

Desired deliverables include:

1. Real estate development; begin redevelopment efforts for Town owned parcels and other privately-owned parcels having development potential in town.
2. The marketing and branding of the Town's gateway districts, North Main St. (Rt. 108), Exeter Rd. (Rt.108) and Wadleigh Falls Rd. (Rt. 152.)
3. A regular presence on-site by the contractor, with additional time to be spent off site working on projects. The applicant must be able to represent the Town to various businesses, residents, and other public entities.
4. Implementation of economic and community development projects as assigned by the Town Administrator.

-Identify realistic and feasible opportunities for potential commercial, business, and industrial development within the community.

-Evaluate the development feasibility, economic and fiscal impacts, and costs and benefits, associated with various development proposals that are brought forward.

-Recommend zoning map and ordinance changes, capital investments, and other policy actions that are necessary to bring various economic development opportunities to fruition.

- Assist the Town's Planning Department in presenting and defending zoning proposals that are brought forward to the Planning Board and Town Council to implement Town's gateway districts and other economic development initiatives. This will include participating in the public hearing and adoption process.
- 5. Marketing and branding of the community as a preferred investment site.
- 6. Seeking and implementing grants and other resources for the Town's economic development.
- 7. Monthly progress reports submitted to the Town Administrator.

The Town seeks to contract these services by November 1, 2018 so that time-intensive projects will be completed. The contract would end October 31, 2019 with possible extensions.

Economic development firms or individuals interested should:

1. Send a brief outline as to their strategy to staff and implement these projects, indicate person(s) to be assigned, and their costs per hour as well as an upset cost for the project.
2. Send additional qualifying materials that demonstrate recent successful economic development work in similar settings. Please include resumes of all staff who will be working directly on this project as well as references.

Proposals are due no later than October 26, 2018; please mail to:

Mr. Stephen Fournier
Town Administrator
Newmarket Town Hall
186 Main Street
Newmarket, NH 03857

You may also send electronic versions to sfournier@newmarketnh.gov. The Town may select a number of respondents to interview or further review, possibly in a public session. The Town reserves the right to reject any and all applications based solely at its discretion.