

**REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT SERVICES  
RELATED TO THE DEVELOPMENT REVIEW OF THE TUSCAN VILLAGE  
PROJECT**

The Town of Salem, New Hampshire is requesting qualifications from qualified person, firm or organization to provide project management services related to the Tuscan Village project. Information about the Town of Salem is available on the Town of Salem website at [www.townofsalemnh.org](http://www.townofsalemnh.org).

Any change to the provisions or specifications of this RFQ shall be made by written addendum issued no later than five (5) working days prior to the RFQ acceptance date. Prospective vendors shall have complete responsibility for being aware of any and all addenda.

All proposals must be received by **12:00 PM** prevailing time on the Town of Salem Purchasing Department clock on **Tuesday, March 15, 2017**. **Qualifications received after that date and time shall not be considered.** Interested parties must submit three (3) sealed copies of the proposal, on double-sided pages to: Town of Salem Purchasing Department, 33 Geremonty Drive, Salem, NH 03079, and be clearly labeled as '**RFQ – TUSCAN VILLAGE PROJECT MANAGER**'.

Copies of the Specifications may be obtained through our website [WWW.townofsalemnh.org](http://WWW.townofsalemnh.org) go to purchasing under current bids and proposals.

Any questions regarding this project should be directed to Andre Garron at [agarron@ci.salem.nh.us](mailto:agarron@ci.salem.nh.us).

Following review of all proposals by a review committee, a recommendation will be made to the Town Manager, and that official will award the contract to the best responsible Proposer. The Town Manager's judgment shall be final and the right is reserved by the Town, through its Town Manager, to reject any or all proposals as he may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

**TOWN OF SALEM, NEW HAMPSHIRE**  
**REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT RELATED TO**  
**THE TUSCAN VILLAGE PROJECT SUPERVISION**

**A. BACKGROUND**

Phase III of the Tuscan Village project consists of redeveloping a 120 acre site (former Rockingham Park Racetrack) into a mixed-use complex containing 2.1 million square feet of retail, office, restaurant, hotel, and residential development. The Tuscan Village project manager will lead the management of Salem's development review process for this project. The position's office will be at Salem Town Hall.

**B. SCOPE OF SERVICES**

The successful candidate shall meet the following schedule and provide project management services in accordance with state and local laws, standards and regulations associated with the following:

**1. Schedule**

- Up to and including the Conceptual Approval to the final approval of each site plan associated with phase III of the Tuscan Village project. Estimated timeline: 3-5 years.

**2. Primary Duties and Responsibilities**

- Manage the development review process of the Tuscan Village project
- Work with the Community Development Director, Planning Director, and Town staff in multiple departments, Town Boards, the Tuscan Village project team, as well as the Town's outside review consultants, to ensure the development review process proceeds in a timely and efficient manner
- Coordinate the submission and review of plans, reports, and correspondence relating to the project
- Maintain public files, records, and correspondence
- Coordinate communication between all parties involved with development of the Tuscan Village plans, documents, reports, etc., including parties responsible to review the project for compliance with all applicable state and local laws, rules, procedures and regulations
- Develop and monitor project schedules and timelines
- Work with Inspectional Services Division and Engineering Division to facilitate timely building permit reviews and construction inspections

**C. SELECTION PROCESS:**

A review committee comprised of Town staff will review all statements and select a number of Applicants for formal presentation and interview. Interviews will be held the week of March 20, 2017. The selection will be based upon a combination of factors including, but not limited to:

- Experience of appointed staff
- Leadership abilities
- Schedule and time to perform work
- Experience and knowledge of state and local developmental review process

- Experience and capabilities of the person, firm or organization
- Management approach and capacity to perform the work
- Experience with large scale development project within a municipal setting
- Successful completion of similar scope of work
- References

Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following date received. The Town Manager's judgment shall be final and the right is reserved by the Town, through its Town Manager, to reject any or all statements as he/she may determine incomplete, and to waive defects in form or minor irregularities where the best interest of the Town would be served.

General questions regarding this RFQ may be addressed to:

Andre Garron

Community Development Director/Assistant Town Manager

Town of Salem

33 Geremonty Drive

Salem, NH 03079

603-890-2190

[agarron@ci.salem.nh.us](mailto:agarron@ci.salem.nh.us)