



State of New Hampshire

Department of Administrative Services
Division of Procurement and Support Services
Fixed & Mobile Assets

REQUEST FOR BID

Real Property Appraisal Services

Bid # RFB FMA 2016-02

Optional Site Visit: By Appointment

Bid Submission Deadline: Tuesday, October 20, 2015 at 2:00 PM (ET)

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: _____

Bidder Name: _____

Address: _____

Submit to: **JARED NYLUND**
Telephone: (603) 271-7644
Email: real_property_DAS@nh.gov

Request for Bid: **REAL PROPERTY APPRAISAL SERVICES**
RFB FMA 2016-02

Bid Submission Deadline: **October 20, 2015 at 2:00 PM (ET)**

_____ [print name of bidder] ("Bidder") hereby submits the written Offer included herewith to the State of New Hampshire in response to RFB FMA 2016-02 (the "RFB") to provide REAL PROPERTY APPRAISAL SERVICES as specified in the RFB at the price quoted in the Offer.

By signing this Bid Transmittal Letter on behalf of Bidder in the space indicated below, the Signor hereby certifies as follows:

1. Bidder has read and understands the entire RFB and agrees to be bound by all of its terms and provisions.
2. The Offer shall remain effective for 180 days following the Bid Submission Deadline.
3. The price quoted in the Offer was established without collusion with any other bidder or vendor.
4. Bidder is duly authorized to submit the Offer and enter into any contract that may be awarded as a result.
5. The person signing on behalf of Bidder in the space indicated below is duly authorized to sign this Bid Transmittal Letter and the Offer submitted herewith on behalf of Bidder and to bind Bidder to the full and complete performance of any contract that may be awarded as a result.
6. Bidder's Vendor Number is _____.
7. None of the Certified General Appraisers named in the Offer are now or have ever been the subject of any past or present disciplinary proceeding before the New Hampshire Real Estate Appraiser Board (or its counterpart in any other state), except as fully disclosed in writing (together with descriptions of the outcomes and any resulting settlements, sanctions, or penalties) and submitted herewith.
8. Bidder's official contact person for purposes of the Offer is: _____

Telephone: _____

Email: _____

Print Name of Bidder: _____

Signature: _____

Print Name of Signor: _____

Print Title of Signor: _____

REQUEST FOR BID TO PROVIDE REAL PROPERTY APPRAISAL SERVICES

PURPOSE:

This is a Request for Bid (RFB) issued by the State of New Hampshire, Department of Administrative Services (the "Department"), Division of Procurement and Support Services acting through its Fixed & Mobile Assets office to provide real property appraisal services with respect to the State-owned land, buildings, and other improvements located at 1234 River Road, Manchester, New Hampshire (the "Property").

The Department is interested in contracting with one (1) qualified vendor that will offer such real property appraisal services to the Department as further described herein.

SPECIFICATIONS:

Complete specifications required are detailed in the **SCOPE OF SERVICES** section of this RFB. In responding to this RFB, the vendor shall address all requirements for information as outlined herein.

VENDOR RESPONSIBILITY:

The successful vendor shall be solely responsible for meeting all of the terms and conditions specified in this RFB and in any resulting contract(s).

TERMS OF SUBMISSION:

The State assumes no responsibility for understandings or representations concerning conditions made by its officers or employees prior to the execution of a contract, unless such understanding or representations are specifically incorporated into this RFB. Verbal discussions pertaining to modifications or clarifications of this RFB shall not be considered part of this RFB unless and until confirmed in writing. Any verbal information provided by the vendor shall not be considered part of that vendor's response.

All material received in response to this RFB shall become property of State and will not be returned to the vendor. The State reserves the right to use any information presented in or with that vendor's bid response. The content of each vendor's bid shall become public information after the contracts have been awarded.

Bids must be submitted in the **BID SUBMISSION** format included in this RFB. Vendors may submit additional paperwork with pricing information, but all pricing information must be included on the **BID SUBMISSION** form specified herein.

LIABILITY:

The State shall not be held liable for any costs incurred by the vendor in the preparation of its bid or for work performed prior to the effective date of any corresponding contract.

STATE OF NEW HAMPSHIRE VENDOR APPLICATION:

Prior to the bid submission deadline the vendor shall have a completed and filed a Vendor Application and Alternate W-9 Form with the New Hampshire Bureau of Purchase and Property. These forms may be downloaded from the Bureau of Purchase and Property website at: <http://www.admin.state.nh.us/purchasing>.

DEBARMENT AFFIDAVIT

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

NEW HAMPSHIRE SECRETARY OF STATE CERTIFICATE OF GOOD STANDING:

Any vendor 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 award of a contract a Certificate of Good Standing for the vendor issued by the New Hampshire Secretary of State. 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 Vote authorizing the entity to enter into the service contract with the State contemplated by this RFB and authorizing a designated officer or other representative of the entity to execute the contract and related documents on the entity's behalf.

CERTIFICATES OF INSURANCE:

Any vendor awarded a contract shall be required to submit certificates of insurance evidencing the following types and amounts of insurance coverage prior to performing any services for the State:

- (1) 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.
- (2) 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.
- (3) Workers' compensation insurance and employers' liability insurance as required by law.

CONTRACT(S) TERMS AND CONDITIONS:

By signing a bid submitted in response to this RFB the vendor accepts and agrees to be bound by all of the terms and conditions set forth herein and in the sample Form P-37 Agreement General Provisions included herein.

The sample Form P-37 Agreement General Provisions included herein are part of this RFB and will be the basis for any contract(s) between the State and the successful vendor. Upon the award of any such contract the successful vendor and the State shall execute a Form P-37 Agreement incorporating the service requirements, pricing, and other terms and conditions established herein and by the vendor's bid.

The initial contract term shall run from the effective date of the contract through satisfactory completion of the work described herein, which must occur within not more than forty-five (45) days after the effective date of the contract.

PUBLIC DISCLOSURE OF BID SUBMISSIONS:

Any information submitted with or as part of a proposal in response to this RFB 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 RFB 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 a bidder believes that any information being submitted in response to this RFB should be kept confidential as financial or proprietary information, then the bidder must specifically identify that information in a letter to the Department to be submitted with its bid. The State shall have no obligation to maintain the confidentiality of any portion of a bid, proposal or related material that is not so identified. Identifying an entire bid, proposal, attachment, or sections thereof as confidential without adequately accounting for the public's general right of access to governmental records and meetings shall be considered arbitrary and improper and will either invalidate the designation of confidentiality or be grounds for rejection of the bid. Notwithstanding any provision of this RFB to the contrary, pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders, regardless of whether such pricing is marked as confidential. If a bid or proposal results in a purchase order or contract, whether or not subject to approval by the Governor and Executive Council, all material contained or incorporated by reference in, made part of, or submitted in connection with the contract or purchase order shall be subject to public disclosure.

If a request is made to the State by any person or entity to view or receive copies of any portion of a bid or proposal, and if disclosure is not prohibited by RSA 21-I:13-a, the bidder acknowledges and agrees that the State may disclose any and all portions of the bid, proposal or related materials which are not marked as confidential. In the case of

bids, proposals or related materials that contain portions marked as confidential: the State will first assess what information it believes is subject to release; the State will then notify the bidder that the request has been made and indicate what, if any, portions of the bid, proposal or related material will not be released, and it will further notify the bidder of the date upon which the State plans to release the materials. The State shall have no obligation to comply with a bidder's designation regarding confidentiality.

By submitting a bid or proposal the bidder agrees that unless it obtains (at its sole expense) and provides to the State, prior to the release date specified in the notice described in the foregoing paragraph, a valid court order enforceable in the State of New Hampshire enjoining the release of the requested information, the State may release the requested information on the date specified in the notice without incurring any liability to the bidder or its owners, officers, employees, or agents.

TERMINATION:

The State of New Hampshire reserves the unqualified right to unilaterally terminate any contract(s) resulting from this RFB for any or no reason at any time upon written notice to the vendor(s). In the event that the State terminates for no fault of the vendor a contract for which approved funding remains available, an effort shall be made to compensate the vendor for time invested in the performance of the contract at the appropriate hourly rate(s) specified in the Offer.

VENDOR CERTIFICATIONS:

All vendors must provide the following with their bids:

- (1) STATE OF NEW HAMPSHIRE VENDOR NUMBER: The vendor shall have completed and filed a Vendor Application and Alternate W-9 Form with the New Hampshire Bureau of Purchase and Property and received a State Vendor Number in return. The Vendor Number must be included in the vendor's bid. See the following website for information on obtaining and filing the required forms (no fee): <http://admin.state.nh.us/purchasing/vendor.asp>.
- (2) NEW HAMPSHIRE REAL ESTATE APPRAISER BOARD CERTIFICATION: The vendor must submit with its bid a copy of the current New Hampshire Certified General Appraiser certificate issued by the New Hampshire Real Estate Appraiser Board to each appraiser who will be performing the appraisal and issuing and signing the appraisal report described in the **SCOPE OF SERVICES** section of this RFB.

INVOICING:

Invoices shall be submitted to the Department after completion of work. Payment shall be made in full within thirty (30) days after receipt of the invoice and the State's acceptance of the work as completed to the State's sole satisfaction.

BID INQUIRIES:

All questions regarding this RFB, including clarifications and proposed specification changes, shall be submitted in writing to JARED NYLUND, Real Property Asset Manager, Department of Administrative Services at (603) 271-7644 (call for fax number or mailing address) or by email to: real_property_DAS@nh.gov. Due to the short bid period under this RFB, the Department cannot guarantee a timely response to all questions. Any responses will be posted as addenda to this RFB on the Bureau of Purchase and Property website as time permits after receiving such questions, but in any event not later than 4:00 PM (ET) on Friday, October 16, 2015.

BID DUE DATE:

All bid submissions must be received at the address indicated later in this RFB no later than the bid submission deadline specified on the cover sheet of this RFB. Submissions received after the date and time specified will be marked as "Late" and will not be considered for an award of a contract.

All offers shall remain valid for a period of one hundred eighty (180) days after the bid submission deadline. A vendor's disclosure or distribution of bids other than to the Department will be grounds for disqualification. No more than one (1) bid per vendor may be submitted.

BIDDER'S OPPORTUNITY:

Bidders are responsible for ascertaining pertinent local conditions for the assignment, such as condition of buildings, location and accessibility of the property, and general character of the site, and for gaining knowledge of conditions affecting performance. By submitting a bid the vendor acknowledges that it is familiar with the conditions and requirements of these specifications.

BIDDER'S RESPONSIBILITY:

The bidder is responsible for reviewing this RFB in its entirety prior to preparing a bid. Add your pricing information in the **OFFER** section of this RFB and prepare all other information required for your bid. Also complete the **BID TRANSMITTAL LETTER** section of this RFB and sign the bid in the space provided on that page.

All State of New Hampshire RFBs and addenda to such RFBs are posted on the Department's Current Bidding Opportunities website at: http://admin.state.nh.us/purchasing/bids_posteddte.asp?sort=PostedDate DESC. It is a prospective bidder's responsibility to access that website to determine any RFB under which it desires to participate. It is also the bidder's responsibility to access that website periodically prior to the Bid Submission Deadline for any posted addenda to this RFB. The website is update several times per day. It is the responsibility of the prospective bidder to access the website frequently to ensure that no bidding opportunity or addenda are overlooked.

It is the prospective bidder's responsibility to submit a signed copy of any addendum (if the form has a signature block) together with the bid response.

INSTRUCTIONS TO BIDDER(S):

Read the entire RFB prior to preparing your bid response. Any failure to follow the instructions below and elsewhere in this RFB shall be grounds for rejection of your bid. In the preparation of your bid response you must:

- (1) Complete the pricing information in the **OFFER** section;
- (2) Complete all other required information on the **BID TRANSMITTAL LETTER**;
- (3) Sign the **BID TRANSMITTAL LETTER** in the space provided;
- (4) Register as a New Hampshire Vendor and include the Vendor Number on the **BID TRANSMITTAL LETTER**;
- (5) Include with your bid the debarment affidavit provided with this RFB, completed and signed under oath as required by RSA 21-I:11-c;
- (6) Include with your bid a photocopy or scan of the current New Hampshire Certified General Appraiser certificate issued by the New Hampshire Real Estate Appraiser Board to each appraiser who will perform the appraisal services described in this RFB; and
- (7) Include with your bid a written description of the appraisal qualifications of each appraiser who will perform the appraisal services described in this RFB, especially including appraisal assignments involving institutional dormitory or school buildings that are similar to the Property and names of the clients for whom such appraisals were completed.

IF AWARDED A CONTRACT:

The successful vendor must complete the following prior to performing any work for the State:

- (1) Complete the following sections of the attached Form Number P-37 Agreement:

- Section 1.3 Contractor Name
- Section 1.4 Contractor Address
- Section 1.5 Contractor Phone Number
- Section 1.11 Contractor Signature
- Section 1.12 Name & Title of Contractor Signor
- Section 1.13 Acknowledgment
- Section 1.13.1 Signature of Notary Public or Justice of the Peace

Section 1.13.2 Name and Title of Notary Public or Justice of the Peace

- (2) Provide certificates of insurance with the minimum coverage limits required as described above on Page 4 of this RFB.
- (3) Provide a Certificate of Good Standing issued by the New Hampshire Secretary of State if the vendor is a registered business entity (such as a corporation, limited liability company, or limited liability partnership) and not a sole proprietor or general partnership.
- (4) If the vendor is a registered business entity (such as a corporation, limited liability company, or limited liability partnership) and not a sole proprietor or general partnership, then provide a duly executed Certificate of Vote properly authorizing the vendor to enter into the service contract with the State contemplated by this RFB and authorizing a designated officer or other representative of the entity to sign the contract and related documents on the entity's behalf.

BID SUBMISSION:

This RFB may have been provided to you in an electronic format. The vendor must print the necessary portions of this RFB and **submit an original hardcopy bid response by mail or in person to:**

**NH DAS Bureau of Purchase & Property
State House Annex – Room 102
Attn: JARED NYLUND, Real Property Asset Manager
25 Capitol Street
Concord, NH 03301**

Bid responses must be marked as:

Fixed & Mobile Assets RFB FMA 2016-02
Submission Deadline: October 20, 2015 at 2:00 PM
Real Property Appraisal Services

Complete bid responses must be received at or prior to the bid submission deadline specified on the cover sheet of this RFB. Any bid responses, or portions thereof, received after the bid submission deadline shall be rejected as late submissions. Any incomplete bid responses and any bid responses that are not submitted in hardcopy form bearing original signatures will be rejected as nonconforming submissions.

OPTIONAL: In addition to the required hardcopy bid response, all bidders are strongly encouraged to submit scanned electronic copies of their complete bid responses in "PDF" file format by email to: real_property_DAS@nh.gov.

AWARD:

The award will be made to the bidder meeting all of the qualification criteria established in this RFB that submits a conforming bid response and provides the lowest proposed total cost for the real property appraisal services sought. The State reserves the right to reject any or all bids or any parts thereof. Any resulting contract shall become effective on the date approved by the Governor and Executive Council of the State of New Hampshire if applicable. Otherwise, the effective date of any resulting contract shall be the date upon which said contract is signed by the last party to do so.

NOTIFICATION AND AWARD OF CONTRACT(S):

Bid results will not be disclosed by telephone. Specific bid response information will not be disclosed. Bid results will be made available to the public only after final approval of the contract(s) and shall be provided by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

SCOPE OF SERVICES:

The purpose of this bid is to provide all labor, mileage, parking, tolls, transportation, lodging, meals, materials, equipment, tools and report preparation as necessary to provide the required level of services as described herein. The scope of work shall include **REAL PROPERTY APPRAISAL SERVICES** at 1234 River Road, Manchester, New Hampshire. The REAL PROPERTY APPRAISAL SERVICES sought shall be completed within a reasonable time

frame as mutually agreed upon by the State and the vendor not to exceed forty-five (45) days after the effective date of the contract.

By submitting a bid the vendor acknowledges and agrees that it is familiar with, or has had ample opportunity to become familiar with, the conditions and requirements of this RFB, the bid response requirements and work specifications contained herein, the minimum applicable vendor qualifications, and pertinent local conditions for the assignment, such as condition of buildings, location and accessibility of the property, and general character of the site.

All services performed under the contract(s) awarded hereunder which require full access to the buildings on the Property shall be performed only during regular business hours by advance arrangement with the State. No premium charges will be paid for any off-hour work. The vendor agrees that any damage or injury to buildings, materials, equipment or to other State property caused by the vendor or its employees, officers, principals, or agents while performing services on site at the Property will be fully repaired at the vendor's sole expense.

To aid the bidders in formulating their offers, an optional site visit may be scheduled as time permits upon request. To request a site visit, please call Jared Nylund at: (603) 271-7644. Bidders should allow up to 60 minutes for a full walk-through of the premises.

Neither the vendor nor its personnel shall represent themselves as employees or agents of the State. While on State property the vendor's personnel shall be subject to control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All vendor personnel shall observe all agency regulations or special restrictions in effect while on site at the Property. Vendor personnel shall be allowed only in areas where work is being performed. The use of State telephones by vendor personnel is prohibited.

SCOPE OF WORK: Real Property Appraisal of land and improvements at 1234 River Road, Manchester

PROPERTY: Land, buildings, and other improvements located at 1234 River Road, Manchester, New Hampshire (Tax Map 420, Proposed Lot 1C), as recently subdivided; the subject property is shown as "Proposed Lot 1C" on Sheet 2 of that certain plan entitled "Subdivision Plat prepared for State of NH Division for Juvenile Justice Services, Project Location: Map 420, Lot 1, 1234 River Road, Manchester, NH" dated March 2, 2015, revised May 20, 2015, prepared by Richard D. Bartlett & Associates, LLC, recorded in the Hillsborough County Registry of Deeds as Plan Number 38568 (the "Plan"), primarily consisting of approximately 2.14 acres of land, a 7,976 square foot (more or less) single-story wood frame building constructed in 1987, and a 6,000 square foot (more or less) paved driveway and parking area. Additional property information is included in the exhibits attached to this RFB. The State has no present plans to further improve or redevelop the property.

APPRAISAL: The bid price shall include all research and inspection services required to perform a highest and best use analysis and a current market value appraisal, a draft appraisal report to be provided to the State for review and preliminary approval, a verbal discussion with the State of preliminary conclusions of current market value and the key underlying assumptions made in arriving at those conclusions, and a final written Summary Appraisal Report prepared in accordance with the current version of the Uniform Standards of Professional Appraisal Practice (USPAP). For all purposes relating to the appraisal and this RFB the term "market value" shall have the meaning defined in the current version of USPAP. The purpose of this appraisal is to aid the State in determining an asking price for a potential sale of the Property.

QUALIFICATIONS:

The successful vendor must be a Certified General Appraiser with a current certification issued by the New Hampshire Real Estate Appraiser Board (the "Appraiser Board") or a business entity offering the services of one or more employees, principals, or agents that are Certified General Appraisers bearing such certifications. **Each bidder must disclose any past or present disciplinary proceedings before the Appraiser Board or its counterpart in any other state involving the bidder or any appraiser named on the bidder's Offer. If no such proceedings have ever been brought against the bidder or any such appraiser, then the bidder must include a signed statement to that effect with its bid.** The State reserves the right to reject any bid submitted by or on behalf of an appraiser who has been the subject of any such proceeding.

The successful bidder will be an appraiser, or a business entity offering the services of one or more appraisers, who can demonstrate at least five (5) years of professional experience appraising complex non-residential properties

consisting of land, institutional dormitory, and/or school buildings, especially including appraisal assignments involving buildings that are similar in size and style to those on the Property.

SUB-CONTRACTORS:

The vendor may not use any sub-contractors in the performance of the services sought by this RFB.

OBLIGATIONS AND LIABILITY OF THE VENDOR:

The vendor shall do all of the work and furnish all of the materials necessary to perform in the manner and within the time specified in this RFB. Vendor shall complete all work to the satisfaction of the State and in accordance with the specifications herein described. All of the work to be done and work products to be furnished pursuant to the contract contemplated by this RFB shall be done and furnished strictly pursuant to, and in conformity with, the specifications described herein and with any directions given from time to time by the State representative during the progress of the work. The vendor shall take full responsibility for the work requested in this RFB and for preventing injuries to persons and damage to property and utilities on or about the Property or other work sites. The vendor shall in no way be relieved of its responsibilities as set forth in this RFB by any right of the State to give permission or issue orders relating to any part of the work requested herein, or by any such actual permission given or orders issued by the State, or by any failure of the State to give such permission or issue such orders. The vendor shall bear all losses resulting from the amount or character of the work, or from how the nature of the area in which the work is to be done differs from what was estimated or anticipated, or from the weather, the elements, or other natural causes.

The vendor agrees that any damage or injury to buildings, materials, equipment, or other property caused by the vendor or by vendor personnel during the performance of the services requested by this RFB will be repaired at the vendor's sole expense.

[OFFER SHEET ON NEXT PAGE]

OFFER:

The undersigned hereby offers on behalf of the Bidder named below to perform the requested real property appraisal services to the State of New Hampshire as described in this RFB at the total price quoted below and in complete accordance with the general and detailed specifications included in and with this RFB.

TOTAL BID PRICE FOR THE APPRAISAL: \$_____

CERTIFIED GENERAL APPRAISER(S) TO PERFORM SERVICES:

Name: _____ NH License/Certificate No. _____

Hourly appraisal rate: \$_____ Hourly court or expert witness rate: \$_____

Name: _____ NH License/Certificate No. _____

Hourly appraisal rate: \$_____ Hourly court or expert witness rate: \$_____

Name: _____ NH License/Certificate No. _____

Hourly appraisal rate: \$_____ Hourly court or expert witness rate: \$_____

BIDDER:

_____ (print name of bidder entity)

Signature

Date

Print name and title of duly authorized person signing above: _____

EXHIBIT LIST

DEBARMENT AFFIDAVIT

SAMPLE FORM P-37 AGREEMENT (SUCCESSFUL VENDOR WILL BE REQUIRED TO COMPLETE AND RETURN)

LOCATION MAP OF PROPERTY

AERIAL "BIRD'S EYE" VIEW OF BUILDING

ASSESSOR CARD (BUILDING ONLY)

ADDITIONAL PROPERTY INFORMATION SHEET

SUBDIVISION PLAT – 1234 RIVER ROAD (FINAL DRAFT)

**STATE OF NEW HAMPSHIRE BID AFFIDAVIT FORM – SUBMIT ORIGINAL WITH BID
RFB FMA 2016-02**

Date: _____

Company Name: _____

Address: _____

In accordance with RSA 21-I:11-c, the undersigned bidder certifies that neither the bidder nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the 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 Bidder 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 _____, 2015, 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)

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AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Administrative Services		1.2 State Agency Address 25 Capitol Street, Room 113A Concord, NH 03301	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number See EXHIBIT B	1.7 Completion Date 30 days after Effective Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency Jared Nylund		1.10 State Agency Telephone Number (603) 271-7644	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory	
1.13 Acknowledgement: State of _____, County of _____ On _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature <div style="text-align: right;">Date:</div>		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (<i>if applicable</i>) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (<i>if applicable</i>) By: _____ On: _____			
1.18 Approval by the Governor and Executive Council (<i>if applicable</i>) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A (*"Workers' Compensation"*).

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A
SCOPE OF SERVICES

SCOPE OF WORK: Real Property Appraisal of the land and buildings at 1234 River Road, Manchester, NH

PROPERTY: Land, buildings, and other improvements located at 1234 River Road, Manchester, New Hampshire (Tax Map 420, Proposed Lot 1C), as recently subdivided; the subject property is shown as “Proposed Lot 1C” on Sheet 2 of that certain plan entitled “Subdivision Plat prepared for State of NH Division for Juvenile Justice Services, Project Location: Map 420, Lot 1, 1234 River Road, Manchester, NH” dated March 2, 2015, revised May 20, 2015, prepared by Richard D. Bartlett & Associates, LLC, recorded in the Hillsborough County Registry of Deeds as Plan Number 38568 (the “Plan”), primarily consisting of approximately 2.14 acres of land, a 7,976 square foot (more or less) single-story wood frame building constructed in 1987, and a 6,000 square foot (more or less) paved driveway and parking area.

APPRAISAL SERVICES: Appraisal services shall include all research and inspection services required to perform a highest and best use analysis and a current market value appraisal, a draft appraisal report to be provided to the State for review and preliminary approval, a verbal discussion with the State of preliminary conclusions of current market value and the key underlying assumptions made in arriving at those conclusions, and a final written Summary Appraisal Report prepared in accordance with the current version of the Uniform Standards of Professional Appraisal Practice (USPAP). For all purposes relating to the appraisal and this agreement the term “market value” shall have the meaning defined in the current version of USPAP. The purpose of this appraisal is to aid the State in determining an asking price for a potential sale of the Property.

1. The Contractor agrees to provide appraisal services to the State of New Hampshire, Department of Administrative Services in accordance with Request for Bid # RFB FMA 2016-02 (the “RFB”) and as described herein. Conforming copies of the RFB (without exhibits) and the Contractor’s bid (the “Bid”) are attached hereto as Exhibit D and incorporated into this agreement by reference. The Contractor hereby agrees to abide by the provisions, terms, and conditions set forth in the RFB and the Bid as additional provisions of this agreement; provided, however, that in the event of any conflict between the provisions of this agreement and the provisions of the RFB, this agreement shall control.
2. The State of New Hampshire shall have the right to terminate the contract at any time by providing written notice to the Contractor.
3. The Contractor hereby certifies that each appraiser performing services under this agreement is a Certified General Appraiser with a current certification issued by the New Hampshire Real Estate Appraiser Board (the “Appraiser Board”), and that each such appraiser is in good standing with said Appraiser Board and not presently involved in any disciplinary proceedings before it or its counterpart in any other state.
4. The Contractor agrees to provide the final appraisal report in both hardcopy and electronic PDF formats.
5. The Contractor shall make advance arrangements through the State Contracting Officer for access to the Property. Access to the building interiors on the Property shall be by advance arrangement only.

EXHIBIT B
PRICING AND PAYMENT TERMS

1. The total contract price for the appraisal services to be performed pursuant to this agreement is _____ (\$ _____), which amount includes, without limitation, any and all expenses, travel time, equipment, and materials. The account from which the State will pay the contract price is: Account Number _____.
2. An invoice shall be submitted to the Department after completion of work. Payment shall be made in full within thirty (30) days after receipt of the invoice and the State's acceptance of the work as completed to the State's sole satisfaction.
3. The invoice shall be submitted to the following address:

JARED NYLUND, Real Property Asset Manager
NH DAS Fixed & Mobile Assets
State House Annex – Room 113A
25 Capitol Street
Concord, NH 03301

EXHIBIT C
SPECIAL PROVISIONS

1. Replace Section 14.1.1 in its entirety with the following:

“14.1.1 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; and”

2. Replace the period (“.”) at the end of Section 14.1.2 with a semicolon (“;”) followed by the word “and”.

3. Add a new Section 14.1.3 as follows:

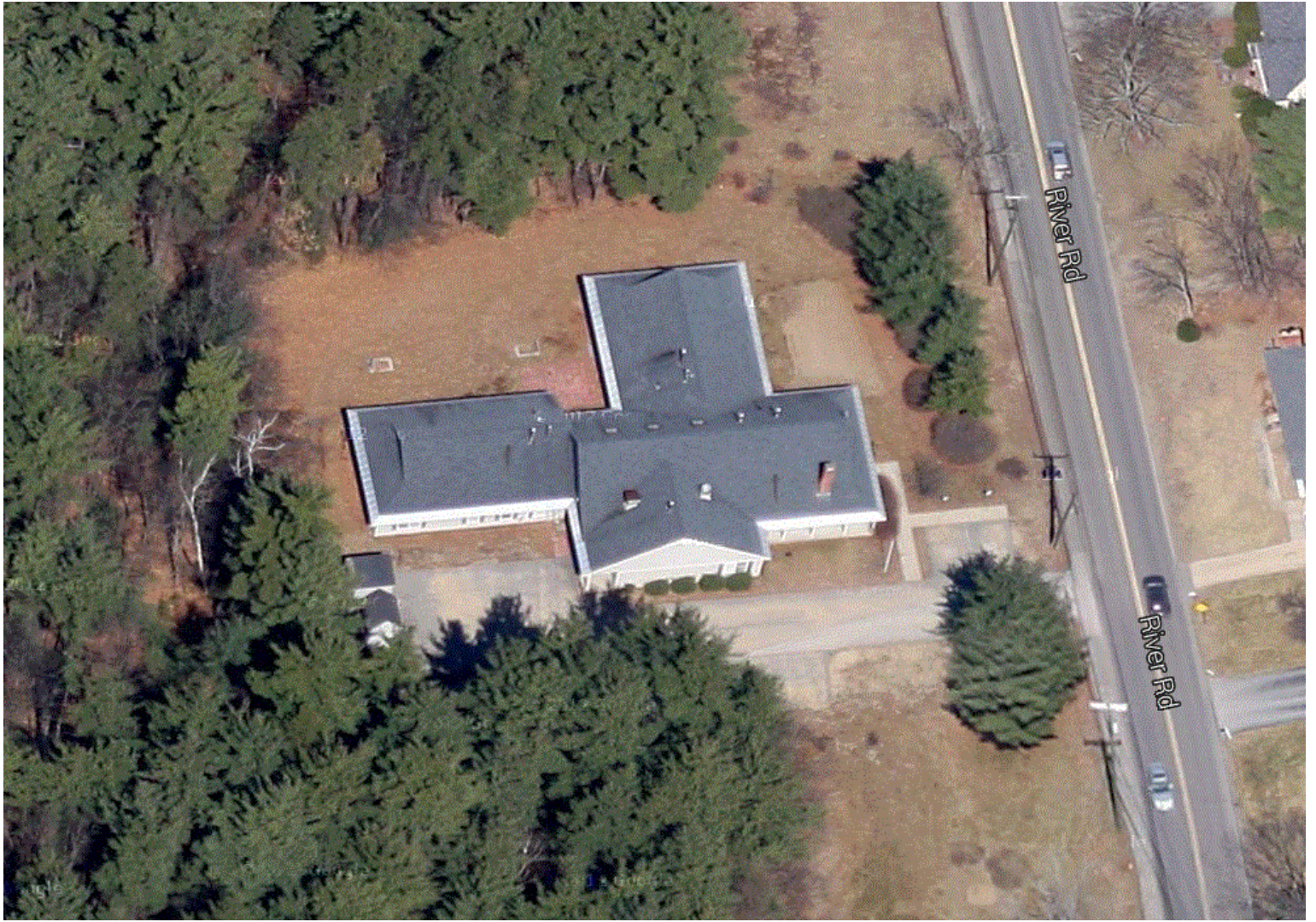
“14.1.3 professional liability coverage in an amount not less than \$1,000,000 per occurrence and in the aggregate. If coverage is “claims made,” the period to report claims shall extend for not less than three (3) years from the date of substantial completion of the contract. No retention (deductible)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

EXHIBIT D
REQUEST FOR BID # RFB FMA 2016-02
AND
CONTRACTOR'S BID

1. Request for Bid # RFB FMA 2016-02 and the Contractor's Bid are attached hereto and incorporated by reference into this agreement.



USGS Manchester North Quadrangle



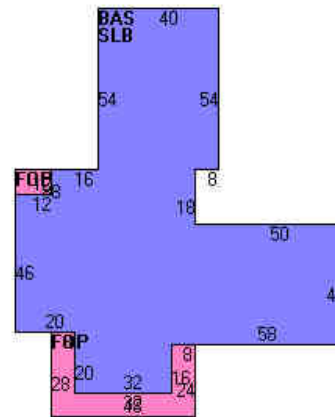
**1234 River Road (Stark House)
Sununu Youth Services Center (SYSC) Campus
Manchester, New Hampshire**

“Bird’s Eye View” Photo of Stark House

Year Built:	1993
Living Area:	7976
Replacement Cost	
Less Depreciation:	\$447,400

Building Attributes : Bldg 15 of 17	
Field	Description
STYLE	Office Bldg
Stories:	1
Occupancy	1
Exterior Wall 1	Clapboard
Exterior Wall 2	
Roof Structure	Gable/Hip
Roof Cover	Asph/F GlS/Cmp
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Floor 1	Vinyl/Asphalt
Interior Floor 2	
Heating Fuel	None/Cl/Wd
Heating Type	Forced Air-Duc
AC Type	None
Total Rooms	
Total Bedrms	00
Total Baths	0
Heat/AC	NONE
Frame Type	WOOD FRAME
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	8
% Comn Wall	

Building Layout

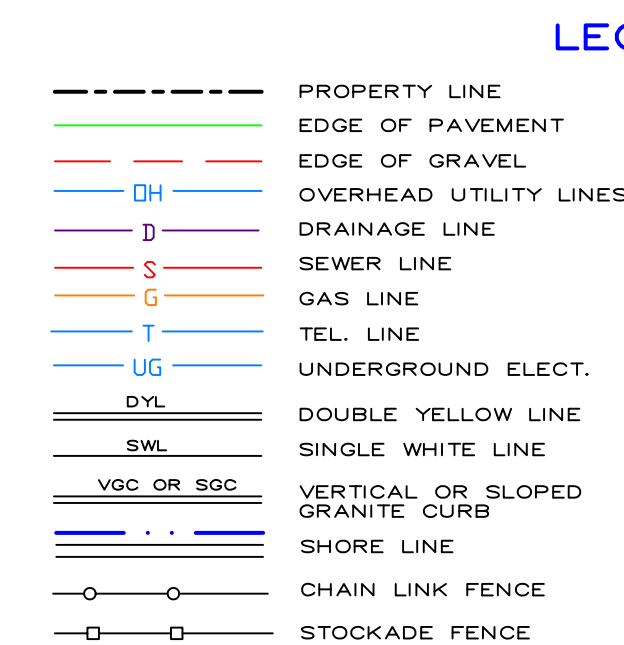















Building Sub-Areas			
Code	Description	Gross Area	Living Area
BAS	First Floor	7976	7976
FOP	Porch, Open	768	0
SLB	Slab	7976	0
		16720	7976

ADDITIONAL PROPERTY INFORMATION

1234 River Road, Manchester, New Hampshire

- Tax Map 420, Proposed Lot 1C (as recently subdivided; the subject property is the subdivided parcel shown as “Proposed Lot 1C” on Hillsborough County Registry of Deeds (HCRD) Plan # 38568 and on the final draft subdivision plat provided herewith)
- Source Deed to State: HCRD Book 690, Page 218 (the subject parcel is only a small portion of the original parcel conveyed to the State by this deed)
- Subdivision Plat creating subject parcel recorded as HCRD Plan # 38568 (City of Manchester Planning Board granted subdivision approval on June 18, 2015)
- Zoning District: Residential One Family Medium Density (R-1A)
- Land is part of a larger parcel acquired from Peter J. Connolly in 1911
- Stark House building was constructed in 1987
- Parcel has over 310 feet of frontage on River Road



- | | |
|---|--------------------------------------|
|  | STONE WALL |
|  | EDGE OF WOODS |
|  | CONCRETE |
|  | MONITORING WELL |
|  | IRON PIPE OR REBAR |
|  | GRANITE OR CONCRETE BOUND (GB OR CB) |
|  | UTILITY POLE |
|  | SEWER MANHOLE |
|  | DRAIN MANHOLE |
|  | CATCH BASIN |
|  | HYDRANT |
|  | WATER SHUTOFF |
|  | WATER VALVE |
|  | GAS SHUTOFF |

NOTES

1. Original survey by total station between the dates of September 24 and November 4, 2002. Control traverse error of closure is 1" in 106,331". Supplemental survey was performed February 4 and 5, 2015 utilizing existing control with approximately 12" of snow cover.
2. Horizontal datum is based on New Hampshire State Plane Coordinate System NAD 83.
3. Vertical datum is based on NAVD 88.
4. Owner of record: State of New Hampshire Division for Juvenile Justice Services-1056 North River Road Manchester, NH 03104-Map 420 Lot 1
V. 1520 P. 188, V. 690 P. 218, V. 888 P. 506, V. 1814 P. 414, V. 793 P. 129, V. 1218 P. 129, V. 464 P. 241, V. 299 P. 155, V. 874 P. 149, V. 767 P. 44, V. 308 P. 296.
5. Parcel is zoned R-1-A One Family Medium Density District.

For <u>One Family detached dwelling:</u>	For <u>other single structure principal use:</u>
Min. Lot size=12,500 sq. ft.	Min. Lot size=25,000 sq. ft.
Min. Frontage=100'	Min. Frontage=200'
Setbacks: front 25', rear 30', side 20'	Setbacks: front 25', rear 30', side 40'
Max. Lot Coverage=40%	Max. Lot Coverage=60%
Max. Building Height=35'	Max. Building Height=35'
6. 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.
7. The intent of this plat is to subdivide one lot, encompassing the "Stark House", from Map 420, Lot 1.
8. There is municipal water and sewer available at the site. There are no municipal gas services.
9. The portion of the property proposed to be subdivided lies within Zone X, areas determined to be outside of the 0.2% annual chance of floodplain, as shown on the Flood Insurance Rate Map Hillsborough County, New Hampshire of 701, Map Number 33011C0238D with an effective date of September 25, 2009.

REFERENCES

1. "Boundary Plat of the Manchester Youth Development Center", dated October 3, 2003 by Richard D. Bartlett & Associates, Inc. on file at this office.
2. "Subdivision Plan Map 420 Lot 1 River Road Manchester, NH prepared for State of NH Division for Juvenile Justice Services", dated December 11, 2008 and revised through Jan. 27, 2009 by Duval Survey, Inc. recorded at the HCRD as plan no. 36366.

SUBDIVISION SYNOPSIS

Lot No.	Total Area	Steep Slopes	Wetlands	Easement Area	Buildable Area
1D	93,287 sq. ft. 2.14 ac.	788 sq. ft. 0.02 ac.	0 sq. ft.	0 sq. ft.	92,499 sq. ft. 2.12 ac.

CERTIFICATIONS

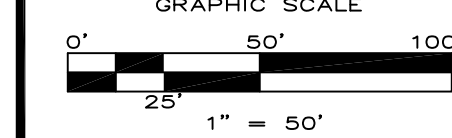
"I HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY ME OR THOSE UNDER MY DIRECT IMMEDIATE SUPERVISION, AND DEPICTS A SURVEY CONDUCTED WITH A TOTAL STATION HAVING AN URBAN CLASSIFICATION AND A MINIMUM ERROR OF CLOSURE LESS THAN 1:10,000.

SIGNATURE	LICENSE NO.	DATE
-----------	-------------	------

***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
STATE OF NH DIVISION FOR
JUVENILE JUSTICE SERVICES

PROJECT: MAP 420, LOT 1
LOCATION: 1234 RIVER ROAD MANCHESTER, NH



DATE: MARCH 2, 2015

JOB NO.: 1241.220

SHEET 2 OF 2