

AGENDA

Subject:	Kickoff Meeting Hampton Beach State Park Accessibility Feasibility Study GEI Project No. 2403202
Date/Time:	Wednesday, March 27, 2024; 2:30PM
Location:	Microsoft Teams Click here to join the meeting
From:	Travis Pryor, PLA – Project Manager, GEI Consultants Alison Brady, EI – GEI Consultants Carolyn Radisch, AICP – Greenman-Pedersen, Inc. Robert White, Senior Landscape Architect – Greenman-Pedersen, Inc.
Invited:	Johanna Lyons – NH DNCR State Park Planning & Development Specialist Meredith Collins – NH DNCR State Park Seacoast Regional Supervisor Brian Wilson – NH DNCR State Parks Director Kirsten Howard – NH DES Coastal Program Resilience Program Coordinator Laura Morrissey – NH DNCR State Park Administrative Staff Paul Kelley – NH Governor’s Commission on Disability Thomas Manning – NH Governor’s Commission on Disability Pat Bushway – Hampton Beach Area Commission Bob Preston – Hampton Beach Area Commission Julia Callahan – NE Passage Accessibility Specialist Jen Kennedy – Blue Ocean Society Executive Director

Contact information and communication protocols:

- Travis Pryor – GEI/GPI Team / tpryor@geiconsultants.com / (207) 797-8901
- Johanna Lyons – DNCR Div. of Parks & Rec. / johanna.lyons@dncr.nh.gov / (603) 271-3935

Scope of Work:

The follow is a brief summary of scope of work tasks and associated schedule timeframes. For full detail, the contract agreement scope of work is provided at the end of this Agenda for reference.

Project Management (Ongoing for duration of project)

This task will occur for the duration of the project.

- Travis Pryor will be the project manager for the GEI/GPI team.
- GEI will be responsible for all project deliverables.
- GEI will retain the services of Greenman-Pedersen, Inc.

Committee Meetings (Throughout project as noted below)

GEI will facilitate all committee meetings (MTG) and NH DNCR will provide meeting facilities.

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GPI will be leading the public outreach campaign and will record meeting minutes and provide summaries to NH DNCR.

GEI / GPI will be attending meetings indicated as “Virtual” by video call. NH DNCR will provide in-person meeting space for the Committee / Public.

Kickoff Meeting (MTG 1 - Virtual – March 27th)

- Confirm readily available data and reports:
 - a. Prior GEI / GPI / State Parks projects
 - b. Readily available local, state and federal resources (Town zoning ordinance, FEMA Flood Maps, NH DOT Route 1A improvement plans, prior NH DNCR Hampton Beach State improvements project plans, etc.)
- Additional plans / reports identified by NH DNCR / Committee?

Public outreach campaign (Ongoing Throughout Project)

- Relevant public input collected by NH DNCR / Town of Hampton / HBAC / Village District / Others?

- What public outreach practices have been most effective during prior recent and concurrent planning initiatives by NH DNCR / Others?

- Who are the key community stakeholders and interest groups that we should focus on for general public input survey responses, and for focused interview input?

Site Visit (In-Person - April)

- Full day site visit by GEI / GPI staff.
 - a. Preferred week of April? _____
 - b. Back up week? _____
- Start at Seashell Building? _____ followed by walks at North Beach, Main Beach, South Beach / Hampton Beach State Park campground.
- GEI would like assistance from NH DNCR / Committee to invite mobility impaired - access/visual/hear spectrum person(s) - to the site walks.
- GEI will also be documenting site conditions observed on the ground by photograph and limited field measurements to supplement readily available data and prior GEI 2022 drone imagery.

Community Open House (In-Person and Virtual - April)

- a. Preferred week of April? _____

Existing Conditions Assessment (March – May)

- Readily available data review
- Summary list of relevant resources
- Base mapping
- In person GEI / GPI staff observations of facilities
- Collection of input from organizers of events at Hampton Beach, and Hampton Beach Park Staff
- Existing Conditions Assessment Review (MTG 2 - Virtual – May 2024)
 - a. Preferred week of May? _____

Draft Recommendations (June – September)

- Improvement options brainstorming session and site tour (MTG 3 – In-Person – June 2024)
 - a. Preferred week of June? _____
 - b. Back up week? _____

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- c. Initial concepts will be presented by GEI / GPI to NH DNCR / Committee for prioritization during the brainstorming and site tour meeting.
- Draft improvement options review (MTG 4 – Virtual – July)
 - a. Preferred week of July? _____

GEI / GPI will develop initial concept plans, elevations and illustrative renderings of the proposed improvements based on the NH DNCR / Committee prioritized selections.
- Improvement Options Pop-Up (In-Person and Virtual – July 2024)
 - a. Preferred week of July? _____
 - d. Back up week? _____
- GEI / GPI will include public outreach input and develop:
 - a. Refined concept plans, elevations and illustrative renderings of the proposed improvements
 - b. Written narrative describing the need for the improvements, site constraints, opportunities and anticipated implementation steps
 - c. Planning level construction cost estimates
- Draft report review (MTG 5 – Virtual – August)
 - a. Preferred week of August? _____

Final Feasibility Study Report (October 31st)

- GEI / GPI will refine the draft report materials based on NH DNCR / Committee input.
- GEI / GPI will present the final report for public input.
 - a. Preferred week of October? _____
 - b. Public input on the final report will be included in an appendix to the final report
- The final report will include:
 - a. Written narrative report describing the project approach, findings and recommendations
 - b. Conceptual design materials
 - c. Planning level implementation costs

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- d. Summary of relevant data and information resources
- e. A decision matrix with action items for consideration towards implementation of the accessibility improvements
- f. A list of potential funding resources

Other discussion / questions?

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Project Understanding

Based on our review and response to CLIENT Request for Proposals, subsequent CLIENT interview and prior planning and project implementation work at Hampton Beach, we understand the following project background and goals:

- The State of New Hampshire made appropriations to CLIENT, following the 2022 New Pier Feasibility Study, to conduct a Feasibility Study focused on improving accessibility for people with disabilities at Hampton Beach State Park including:
 - Facilities
 - Programs
 - Amenities
- Hampton Beach State Park is an oceanfront park in the Town of Hampton, New Hampshire made up of three areas (South Beach, Seashell and North Beach), providing a variety of public park and beach use activities including:
 - Pedestrian use.
 - Passive outdoor recreational activities (swimming, sunbathing, picnicking, shore bank fishing, games such as volleyball, surfing, camping, horseback riding, etc.)
 - Public gathering events.
- The Feasibility Study shall:
 - Conduct an accessibility assessment of public facilities at Hampton Beach State Park and provide a report assessing current facilities and programs.
 - Identify and make recommendations for locations and options to facilities, programs, and amenities to improve accessibility and participation in programs. Recommendations shall be compliant with Chapter 195 of the laws of 2016 to ensure flood resilience.
 - Estimate the cost for selected improvements.
 - Facilitate between five to eight (5-8) public meetings with the advisory committee (Committee).
 - Produce a Final Report.

Assumptions

- Public accessibility to be studied includes physical, in-person site access to Hampton Beach State Park facilities. It does not include virtual accessibility, accessibility inside buildings, or socioeconomic accessibility.
- The limits of the project area are within Hampton Beach State Park properties (including South Beach, the Main Beach (Seashell Area), and North Beach), in Hampton, NH.
- CLIENT will provide GEI with access to all Hampton Beach State Park facilities.
- The Feasibility Study will not provide recommended improvements and associated implementation cost estimates for adjacent facilities owned by the Federal Government, State, or Town of Hampton.

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- CLIENT will provide readily available, relevant studies, data and development records of Hampton Beach State Park facilities.
- No specialized environmental studies will be required beyond review of readily available information from Town, State and Federal agencies (i.e. shellfish surveys, habitat characterizations, geotechnical investigations, etc.).
- CLIENT will select the Committee.
- CLIENT will provide facilities (in-person and virtual) for all project meetings.
- CLIENT will provide a webpage for the Feasibility Study that will serve as a central location for public information about this project.
- Stakeholder Interviews (Virtual)
- State Parks staff may join the **Beach Area Pop-Up** session to assist with public engagement.
- After GEI submission of the final Feasibility Study report to CLIENT, CLIENT will be responsible for submission of the final report to others as may be required.

Scope of Work

Based on GEI's project understanding and assumptions, we recommend the following scope of services:

Project Management

GEI will execute the contract agreement with CLIENT, be responsible for submission of all project deliverables and project invoicing to CLIENT. GEI's project manager will be the primary point of contact with CLIENT, keeping them apprised of project process for the duration of the work.

GEI will retain the services of Greenman-Pedersen, Inc. under a separate subconsultant agreement.

Committee Meetings

GEI will facilitate all project meetings and CLIENT will provide meeting facilities. GEI will provide CLIENT with meeting advertisement and agenda materials for CLIENT distribution. GPI will record meeting minutes and provide CLIENT with written meeting summaries.

Kickoff (Virtual)

- To initiate the project, GEI will facilitate a Kick-Off meeting with CLIENT and the Committee by videoconference. This meeting will serve to:
 - Establish a clear means of communication.
 - Confirm project goals and schedule objectives.
 - Confirm readily available, relevant data and reports available from the State and other CLIENT identified sources, for assistance with evaluating the Hampton Beach State Park facilities.
 - Review the proposed public outreach campaign in our proposed scope of work and discuss:

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- What relevant information has been collected by the State to-date.
- What public outreach practices have been most effective during prior recent and concurrent planning initiatives by the State.
- Who the key community stakeholder and interest groups are that we need to target for general public input survey responses, and for focused interview input.

Site Visit

- GEI will conduct a site visit, anticipated to be attended by CLIENT and the Committee for a portion of the visit. The site visit is anticipated to take a full day to:
 - Meet with CLIENT and Committee and conduct a walking tour of the facilities.
 - Photo document the project area on-the-ground. Drone flight imagery captured by GEI during 2022 will also be utilized for the project, along with other relevant photos provided by CLIENT.
 - Make field observations of the existing facilities present, documented by notes on project base mapping.
 - Conduct a walking tour with community mobility impaired representative(s) if available. GEI will work with CLIENT to identify and invite these access/visual/hear spectrum person(s).

Existing Conditions Assessment Review (Virtual)

- GEI will facilitate a videoconference with CLIENT and the Committee to present the draft findings of the Existing Conditions Assessment.

Improvement Options Brainstorming and Site Tour (In-Person)

- GEI will facilitate an in-person meeting with CLIENT and the Committee at an indoor facility provided by CLIENT. GEI will facilitate a discussion of potential improvement options based on the existing conditions assessment findings, with further discussion and guidance from the CLIENT and the Committee on potential goals for new facility improvements.
- After the discussions, GEI will conduct a site tour with CLIENT and the Committee to observe physical Hampton Beach State Park facilities in-person and describe what improvement options might be needed / desired.

Draft Improvement Options Review (Virtual)

- GEI will facilitate a videoconference with CLIENT and the Committee to present the draft Improvement Options. GEI will facilitate a discussion of the proposed improvement options, with further discussion and guidance from the CLIENT and the Committee to reach consensus approval and prioritization of the improvements by ranking, for inclusion in the Final Report.

Draft Report Review (Virtual)

- GEI will facilitate a videoconference with CLIENT and the Committee to present the draft Final Report for general review and comment.

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Final Report Presentation (In-Person)

- GEI will present the final Feasibility Study report materials at a facility provided by CLIENT.

Public Outreach Program

GPI will facilitate all public outreach programs and CLIENT will provide meeting facilities, distribute surveys and host information on a website. GPI will provide CLIENT with meeting advertisement, agenda and survey materials for CLIENT distribution. GPI will record meeting minutes, summarize survey results and provide CLIENT with written meeting summaries.

Stakeholder Interviews (Virtual)

- GPI will conduct virtual interviews with stakeholders and disabilities communities in the Hampton Beach area to gather information regarding accessibility concerns and considerations at Hampton Beach State Park. The stakeholder meetings may involve focus groups or individuals. For purposes of budgeting six (6) interviews are assumed.

Public Input Surveys

- GPI will prepare public input surveys to be distributed to the public and online as described below. It is anticipated that the surveys will be distributed in tandem with the outreach events, however the survey will remain 'open' for several weeks:
 - **Public Input Survey #1: Concerns and Ideas.** The initial survey will ask for input regarding concerns and ideas for accessible facilities and programs at Hampton Beach State Park. The draft questions will be reviewed by CLIENT and the Committee prior to distribution by CLIENT. The survey may be made available to the public in paper and digital form. The results of the survey will be summarized by GPI in a document that is suitable for posting by CLIENT on a website.
 - **Public Input Survey #2: Improvement Options.** A public input survey will be developed to gauge public sentiment regarding improvement options to improve identified accessibility concerns at Hampton Beach State Park. Following the process for the initial survey, draft survey questions will be reviewed by CLIENT and the Committee prior to distribution by CLIENT. The survey may be made available to the public in paper and digital format. The results of the survey will be summarized by GPI in a document that is suitable for posting by CLIENT on a website.

Community Engagement Events

- GPI will organize and facilitate in-person and virtual public engagement events to obtain public feedback on the development of the accessibility study. The following events are anticipated:
 - **Community Open House: Concerns and Ideas.** A public informational open house will be held to provide information to the community regarding the accessibility feasibility study and to obtain public input on accessibility concerns and ideas for Hampton Beach State Park. GPI will prepare a flyer for the event (to be distributed by CLIENT), a PowerPoint presentation and materials for the open house (i.e., mapping, pens, paper, surveys, etc.).

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- **Virtual Open House:** A virtual open house will be held using the same presentation as provided at the in-person open house. The virtual meeting can be recorded and posted on a CLIENT website if desired.
- **Beach Area Pop-Up: Improvement Options.** An in-person ‘pop-up’ at Hampton Beach State Park will be held to obtain public input on the draft improvement options. GPI will prepare appropriate boards, supply materials, and facilitate the ‘pop-up.’ GPI will work with CLIENT to identify timing (i.e. during shows at the Seashell, on weekend days, etc.). Staff budgeting assumes two people at one ‘station’ for two days. The Pop-Up session is anticipated to take place during the late afternoon / evening around concert events and will be determined with CLIENT. State Parks staff assistance would be helpful at this in-person event.
- **Improvement Options Virtual Meeting:** A virtual meeting to gain public feedback on possible improvement options will be facilitated by GPI. GPI will prepare a flyer (to be distributed by State Parks), and a PowerPoint presentation. The virtual meeting can be recorded and posted on the State Parks website if desired.

Existing Conditions Assessment

Readily Available Data Review

- There have been numerous relevant, recent assessment studies, planning initiatives and project development efforts at Hampton Beach State Park and the greater Hampton Beach Area of Hampton. These are anticipated to include the State’s Route 1 improvement plans, Town of Hampton Master Plan, and the Hampton Beach Area Master Plan for example.
- A summary list of these relevant resources and their relevance to the Feasibility Study will be provided to CLIENT.

Base Mapping

- Base mapping will be developed by combining project information previously developed by GEI and GPI respectively, along with readily available information provided by CLIENT, and other Town and State documents as may be readily available. This base mapping will also include readily available mapping data from Town State and Federal resources such as:
 - Municipal zoning and tax map parcels.
 - State / Federal LiDAR topographic data.
 - FEMA flood mapping.
 - State / Federal sensitive wildlife areas, etc.
- This base mapping will be supplemented with limited field measurements recorded by staff during project site visits. These may include detailed topographic spot grades, at-grade level measurements, and horizontal and vertical measuring tape data collected to confirm accessibility of existing facilities in association with Town, State and Federal regulatory requirements.
- Base mapping will be provided to CLIENT for review and comment.

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Existing Conditions Assessment

- In addition to the base mapping, physical site documentation of Hampton Beach State Park facilities and amenities accessibility conditions will be observed in-person. These observations will be made in-person on-site as weather conditions allow after snow/ice cover melts.
- A review of Hampton Beach State Park events, including discussions with facilitators of the events such as concerts at the Seashell Pavilion, will be conducted to document their respective accessibility needs and concerns.
- In addition to an assessment of the existing Hampton Beach State Park facilities, observations of adjacent facilities providing access to the State Park including by pedestrian access routes and parking along immediately adjacent roadways and parking areas outside of Hampton Beach State Park facilities will be made.
- Findings of the Existing Conditions Assessment will be recorded on project maps and in a written report and provided to CLIENT and the Committee in draft format for review and discussion.

Draft Recommendations

- After receipt of comment on the Existing Conditions Assessment, a range of initial accessibility improvement concepts will be developed for CLIENT and the Committee to review. Facilities will be prioritized based on Committee and public input.
- These initial concepts will be presented as locations for improvements on project maps, with supporting illustrative examples of improvement concepts from other representative projects outside of Hampton Beach State Park, as appropriate.
- After prioritized improvements are identified, the project maps and develop conceptual design materials (plans, elevations, illustrative renderings as appropriate) will be refined to visually communicate the improvement goals at the Hampton Beach State Park facilities.
- Written narrative describing the need for the proposed improvements, site constraints and opportunities, and anticipated implementation steps will be developed.
- Planning level construction cost estimates to implement the improvements will be included.
- A draft report will be provided for CLIENT and committee review and comment.

Final Feasibility Study Report

- After receipt of CLIENT and committee comment on the draft report, the final report will be revised and presented for public comment.
- After the presentation of the final report public comment will be recorded and incorporated along with all other public input collected as an appendix to the final report.
- The final report submission will include:
 - Written narrative report describing the project approach, findings and recommendations.
 - Conceptual design materials.
 - Planning level implementation costs.
 - Summary of relevant data and information resources.

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- A decision matrix with action items for consideration towards implementation of the accessibility improvements.
- A list of potential funding resources.

Deliverables

GEI will provide CLIENT with electronic, PDF files of all project deliverables.

Schedule

Based on our understanding of the project schedule goals as stated in the Request for Qualifications, the anticipated project start date is February 21, 2024 and the Final Report submission date is no later than October 31, 2024. The following is an estimated schedule by GEI to complete the above scope of work. If the schedule varies significantly (more than two weeks per task), GEI will provide CLIENT with schedule update(s) as needed throughout the project.

The scope of work anticipates five to eight public meetings with the advisory committee. Six Committee meetings are anticipated to occur from March through September as noted above and may be subject to adjustment as agreed to mutually by GEI and CLIENT.

Public input survey and stakeholder interviews will be conducted throughout the project schedule as agreed to mutually by GEI and CLIENT.

GEI Proposal Submission Deadline.....	January 31, 2024
Contract Award.....	February 22, 2024
Project Management.....	Ongoing for duration of project*
Kickoff (Virtual) (MTG 1)	March 2024
Site Visit (In-Person).....	April 2024
Community Open House (In-Person and Virtual).....	April 2024
Existing Conditions Assessment Review (Virtual) (MTG 2).....	May 2024
Improvement Options Brainstorming and Site Tour (In-Person) (MTG 3)	June 2024
Draft Improvement Options Review (Virtual) (MTG 4).....	July 2024
Improvement Options Pop-Up (In-Person and Virtual)	July 2024
Draft Report Review (Virtual) (MTG 5).....	August 2024
Final Report Presentation (In-Person) (MTG 6) ... week of September 30 - October 4, 2024	
Existing Conditions Assessment	March – May 2024
Draft Recommendations.....	June – September 2024
Final Report.....	October 31, 2024