



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Office of the City Manager –
288 Central Avenue, Dover, NH
Meeting Date: Thursday, October 9, 2008
Meeting Time: **4:30 PM**

- 1. Approval of Minutes**
 - a. 8/7/08 Minutes**

- 2. Old Business:**
 - a. Status Report:**
 - Marketing and Real Estate Services for Enterprise Park**
 - Downtown Parking Facility Finance Committee Report**
 - Waterfront Development**

- 3. New Business**
 - a. Approval of Economic Development Services Agreement**
 - b. Approval Economic Development Director Recruitment Process**
 - c. Approval of Enterprise Park Exclusive Listing Agreement Renewal**
 - d. New/Existing Business Contacts**
 - e. Other**

- 4. Non-Public Session as Per RSA 91-A:3 Acquisition, Sale, or Lease of Property (if necessary)**

- 5. Adjourn**



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Office of the City Manager –
288 Central Avenue, Dover, NH
Meeting Date: Thursday, August 7, 2008
Meeting Time: **4:30 PM**

Members Present: Chair Tim Dargan, Brian Gottlob, Peter Hamblett, George Maglaras, Michelle Sawyer, Marc Weinstein, Mayor Scott Myers, City Manager Mike Joyal

Members Absent: Steve Wyrsh, Bob Paolini, Phil Rinaldi, Mark Geuther, Bruce McEldowney

Others Attending: Wes Tator and David Choate of Grubb and Ellis

Meeting commenced at 4:45pm.

1. Approval of Minutes

a. 7/10/08 Minutes

Motion made Hamblett/Sawyer - Unan - to approve minutes

b. Authorization to unseal prior non-public minutes

Motion made Maglaras/Hamblett - Unan - to unseal minutes from 8/13/03, 6/10/04, 7/12/04, 9/30/04, 10/22/04, 12/16/04, 1/6/05, 2/8/05 non public sessions

2. Old Business:

a. Status Report re: Marketing and Real Estate Services for Enterprise Park

Grubb and Ellis continue to market Enterprise Park real estate with discussions continuing with 3 potential prospects. One prospect continuing to work on financing with Southeast Development Corporation. Second prospect has completed a corporate reorganization. Third prospect is considering ability to finance and construct access road to parcels behind Churchill Medical.

3. New Business

a. Ongoing Economic Development Activities/Contacts

Waterfront

Downtown Parking

New/Existing Business Contacts

Updates provided regarding continuing work of CWDAC to finalize site specs. Parking Facility Committee continues work on developing financial model for funding construction



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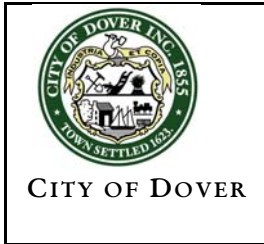
of downtown parking facility and meeting with stakeholders. Recent TAC recommendation to address traffic and parking along Henry Law Avenue advancing to Council. Children's Museum has opened with overwhelming number of visitors. Generally positive comments being received regarding impact of museum on downtown business however concern regarding parking supply continues.

4. Non-Public Session as Per RSA 91-A:3 Acquisition, Sale, or Lease of Property (if necessary)

None

5. Adjourn

Meeting adjourned at approximately 5:45 pm



288 CENTRAL AVENUE
DOVER, NH 03820
WWW.CI.DOVER.NH.US
603.516.6000

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY FUNDING AGREEMENT

NOW COMES, the DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, a business and industrial authority established pursuant to the terms of RSA 162-G located at 288 Central Avenue, New Hampshire 03820 (hereinafter referred to as ‘DBIDA’) and the **CITY OF DOVER, a municipal corporation located at 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as “City of Dover”)** who hereby agree as follows:

WHEREAS, the City of Dover requires the services and efforts of DBIDA to assist prospective and existing businesses who engage in, or desire to engage in, business activities within the City of Dover; and

WHEREAS, DBIDA consists of volunteer citizens and business leaders who have expertise to conduct an economic development program and to recruit, hire and supervise an Economic Development Director to assist the community with economic development; and

WHEREAS, an Economic Summit was attended by a diverse group of Dover citizens and business leaders who heard representatives of DBIDA advocate for the establishment of an economic development program and the employment of a “quarterback” to lead Dover in the area of economic development; and

IT IS AGREED:

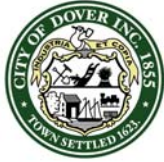
- 1. FUNDING: The City of Dover through funding approved by the City Council in its adoption of an annual budget shall provide funding for three (3) successive years to DBIDA for providing an economic development program utilizing the services of an Economic Development Director. Funding shall begin with the adoption of the annual budget for the Fiscal Year 2009 budget in June, 2008. The funding shall consist of:**



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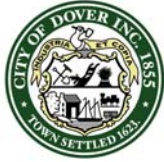
- a. **Fiscal Year 2009—80,000**
 - b. **Fiscal Year 2010--\$130,000**
 - c. **Fiscal Year 2011--\$130,000**
- 2. EMPLOYMENT RELATIONSHIP: DBIDA shall employ a full-time Economic Development Director to encourage business and industrial development in the City of Dover and to achieve the goals of the economic development program. The Economic Development Director shall be an employee of DBIDA upon terms and conditions determined by DBIDA. DBIDA shall supervise the performance of the Economic Development Director and perform periodic evaluations as determined by DBIDA. DBIDA may supply benefits including but not limited to insurance coverages to its employee in its discretion. Insurance programs may be available through the City of Dover. If insurance coverages are obtained through the City of Dover, DBIDA shall reimburse the City for the costs for such coverages. The City of Dover shall supply payroll services. DBIDA shall reimburse the City for all payroll taxes, employment taxes and worker's compensation payments made by the City.**
- 3. GOALS: The goals of the economic development program shall include:**
- a. **Stimulation of a diversified and strong economic climate in Dover that ensures job opportunities, an enhanced tax base and a superior quality of life for the citizens of Dover**
 - b. **Encourage local economic development and growth by interacting with local businesses and industries on issues pertinent to continued success**
 - c. **Recruitment of new businesses and industries**
 - d. **Retention of existing businesses**
 - e. **Continuation of a cooperative and coordinated partnership with the area economic leaders**
 - f. **Continuation and enhancement of communication between existing businesses and industries and the City of Dover**
 - g. **Working with local businesses and schools to insure Dover students have skills required to enter the work force**



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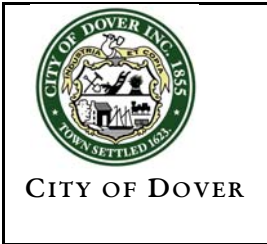
- 4. REPORTS:** DBIDA shall submit a written report with an oral presentation to the Dover City Council on a quarterly basis starting immediately to inform the Dover City Council of the economic development efforts of DBIDA and the Economic Development Director. The report shall include, but not be limited to, an accounting of activities and business visits performed by the Economic Development Director, a report on the local economic trends and conditions and the Economic Development Director's attendance at local, regional and national business events. The purpose of the reports is to provide information about economic development to the City Council. The City Council shall submit the requested format of the reports to the DBIDA within thirty (30) days after the Economic Development Director starts working. The City Council may amend the format of the report at any time to meet the information needs of the City Council.
- 5. SCHEDULE/RECOMMENDATION FOR EXTENSION:** DBIDA shall use its best efforts to meet the goals of the economic development program by hiring the Economic Development Director within ninety (90) days of the signing of this agreement. One year prior to the expiration of this agreement, DBIDA shall provide a recommendation to the City Council for extending the term of this agreement.
- 6. ADMINISTRATIVE SUPPORT:** The City of Dover shall provide administrative support to DBIDA for the economic development program effort and employment of the Economic Development Director including, but not limited to, office space, telephone, fax, payroll and computer services. All expenses for administrative support shall be funded pursuant to Paragraph 2 of this agreement so as not to increase spending for the function of economic development. DBIDA shall reimburse to the City the costs for administrative support.
- 7. PERFORMANCE MEASURES:** DBIDA shall establish with DBIDA written performance measures that are attainable and measurable to assist all parties in achieving a positive result regarding the economic development program. The written performance measures for DBIDA shall be presented



CITY OF DOVER

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- to the City Council for information purposes within ninety (90) days after the Economic Development Director starts working.
- 8. PRE-EMPLOYMENT MEASURES:** DBIDA shall perform all standard pre-employment measures including but not limited to a criminal background check, motor vehicle record check, and contacting references for all employees.
 - 9. INSURANCE:** DBIDA shall require the Economic Development Director to maintain automobile liability insurance protection in the amount of One million (\$1,000,000) dollars.
 - 10. INDEMNIFICATION:** DBIDA agrees to indemnify the City of Dover for all claims paid as the result of negligence of the employee of DBIDA.
 - 11. DBIDA ACCOUNTABILITY TO THE CITY COUNCIL:** The parties acknowledge this agreement is designed to fund an economic development program and to achieve the goals of the program. DBIDA is accountable to the City Council to periodically report as provided in Paragraph 3 and to provide information and evidence of successful progress toward performance measures. The failure of DBIDA to provide reports and other information as requested is deemed a substantial breach of this agreement.
 - 12. DBIDA EMPLOYEE RESPONSIBILITY TO THE CITY COUNCIL:** Due to the employment relationship of the Economic Development Director as an employee of DBIDA, there is no direct responsibility of the Economic Development Director to the City Council. The parties acknowledge the ability of the City Council to determine future funding of DBIDA. Day to day supervision of the Economic Development Director shall be conducted by DBIDA.
 - 13. TERMINATION AND SEPARATION:** If the Economic Development Director selected by DBIDA terminates employment or otherwise separates, DBIDA shall solicit and replace the position within a reasonable time frame.
 - 14. DISPUTE RESOLUTION:** All disputes between the parties regarding performance of the terms of this agreement shall be addressed in workshop session to allow the parties to thoroughly explore areas of concern. DBIDA shall address personnel matters pursuant to the provisions of New Hampshire law.



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15. COPY TO EMPLOYEE: DBIDA shall supply a copy of this agreement to the person employed by DBIDA as the Economic Development Director.

**APPROVED BY THE DOVER CITY COUNCIL AT ITS REGULAR MEETING
ON August 27, 2008.**

**APPROVED BY THE DOVER BUSINESS AND DEVELOPMENT AUTHORITY
AT ITS MEETING ON _____.**

DATE: _____

**DOVER BUSINESS AND INDUSTRIAL
DEVELOPMENT AUTHORITY
By it authorized representative**

DATE: _____

**CITY OF DOVER
J. Michael Joyal
City Manager**

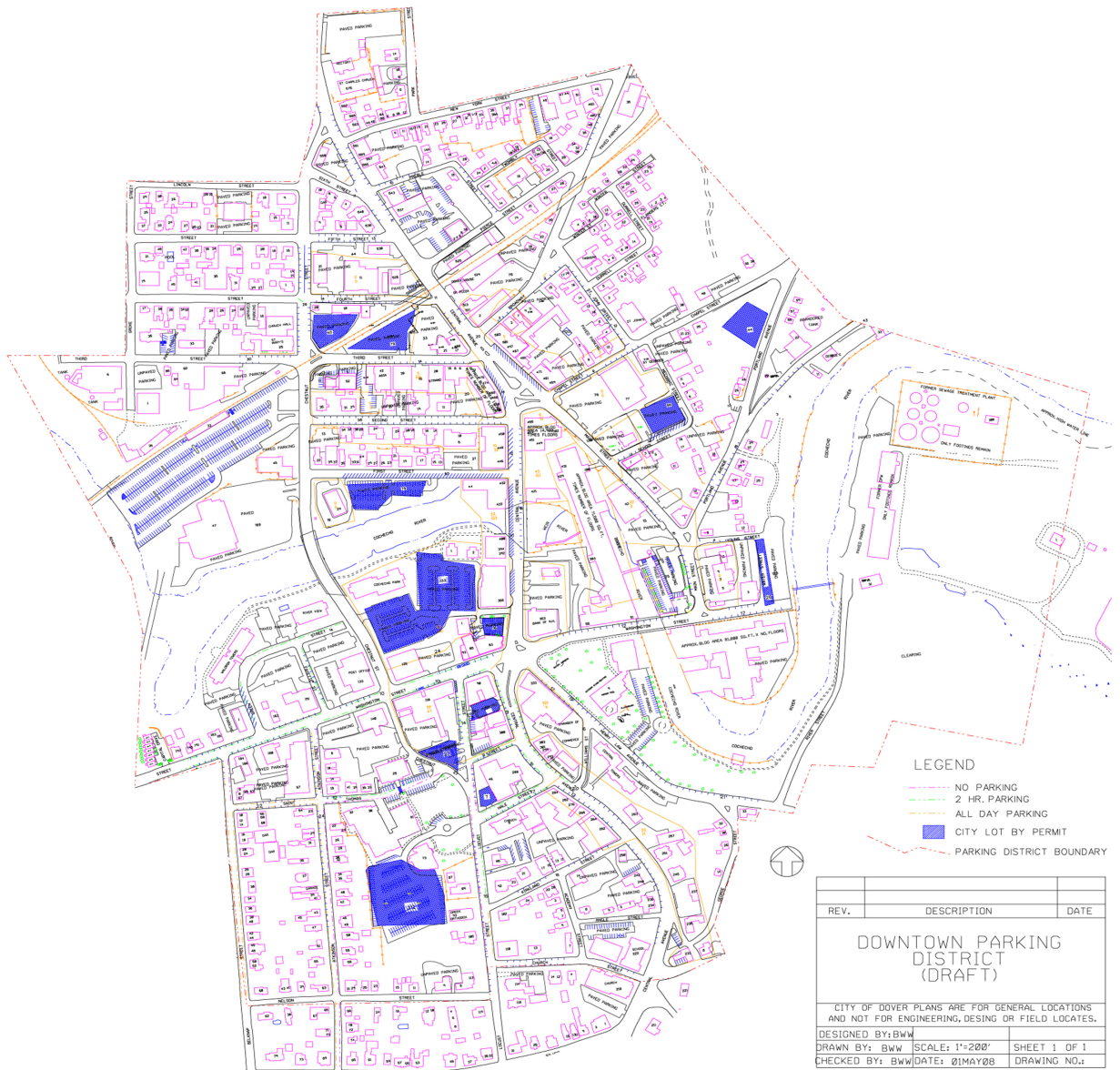


Summary of Recommendations

- 1. Establish a Parking Authority w/ dedicated professional parking manager**
- 2. Define a Downtown Parking District**
- 3. Establish a Parking Enterprise Fund**
- 4. Revision of Permit Rates**
- 5. Revise fine structure and increase enforcement**
- 6. Institute paid on-street parking & establish parking zones within the district for short term free, paid on- and off-street and time limited parking.**
- 7. Establish a consistent approach to signage and marketing of the Parking System.**
- 8. Revise zoning to institute density bonuses for private development of parking structures**
- 9. Revise zoning to institute payment in-lieu of providing onsite parking**
- 10. Establish Authority to impose a Parking Assessment within the Parking District**
- 11. Continue to Explore the possibility of Public/Private Partnerships in the Parking District**



Proposed Parking District



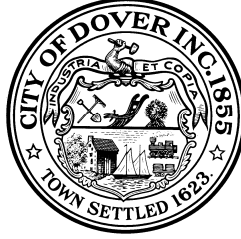
LEGEND

- NO PARKING
- 2 HR. PARKING
- ALL DAY PARKING
- CITY LOT BY PERMIT
- PARKING DISTRICT BOUNDARY

| REV. | DESCRIPTION | DATE |
|---|----------------|--------------|
| | | |
| DOWNTOWN PARKING DISTRICT (DRAFT) | | |
| CITY OF DOVER PLANS ARE FOR GENERAL LOCATIONS AND NOT FOR ENGINEERING, DESIGN OR FIELD LOCATES. | | |
| DESIGNED BY: BWB | | |
| DRAWN BY: BWB | SCALE: 1"=200' | SHEET 1 OF 1 |
| CHECKED BY: BWB | DATE: 01MAY08 | DRAWING NO.: |

DANIEL R. LYNCH
Finance Director
d.lynch@ci.dover.nh.us

ANN M. LEGERE
Purchasing Agent
a.legere@ci.dover.nh.us



288 Central Avenue
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City of Dover, New Hampshire OFFICE OF THE FINANCE DIRECTOR

September 2, 2008

REQUEST FOR PROPOSAL #B09016 **Commercial Building Project Management Services**

You are cordially invited to submit a Proposal for **Commercial Building Project Management Services** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal. All Proposals will be considered confidential and not available for public review until after a vendor has been selected.

Five (5) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

RFP #B09016 – Commercial Building Project Management Services

**Purchasing Office
City of Dover
288 Central Ave
Dover NH 03820**

All proposals/bids must be received by **September 23, 2008 at 2:00 p.m. EST**

Ann M. Legere
Purchasing Agent

AML:kjn
Attachments

***IMPORTANT:** *If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

*Vendors **may** be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.*



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

| | | |
|---------|---|---------------|
| Request | Proposal | Number: B9016 |
| Type | | |
| Title | <u>Commercial Building Project Management Services</u> | |
| Date | August 22, 2008 | |

I. INTRODUCTION

The Dover Business and Industrial Development Authority (DBIDA) is requesting proposals from qualified firms and/or professionals for construction project services required to coordinate, administer and verify all aspects of the design and construction of an approximate 10,000 square foot commercial building as owner's independent representative. General information, scope of services required and miscellaneous information is as follows.

II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

All proposals must be received no later than 2:00 pm on Tuesday September 23, 2008 by the office of the Purchasing Agent at:

Municipal Building
288 Central Avenue
Dover, NH 03820

Proposals must be plainly marked "**B09016 Commercial Building Project Management Services**". The submittal package shall include five (5) copies of the proposal. No late, telephone or facsimile or email proposals will be accepted.

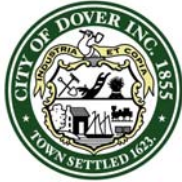
Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The City of Dover and/or DBIDA reserve the right to select or reject any consultant firm that it deems to be in the best interest to accomplish the project specified. The City and/or DBIDA reserve the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City and/or DBIDA reserve the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The City and/or DBIDA reserve the right to waive defects and informalities of the proposals.

The vendor selected **shall** be required to execute an Agreement for Professional Services, reflecting the scope of services required by this solicitation and those proposed by vendor.

Questions should be directed to either J. Michael Joyal, City Manager at (603) 516-6023 or Ann M. Legere, Purchasing Agent, at (603) 516-6030.

III. PROJECT REQUIREMENTS

Vendor shall serve as independent owner representative for DBIDA working in conjunction with prospective tenant to supervise and coordinate all aspects of project required to design/build an approximate 10,000 square foot commercial building at Enterprise Park located in Dover, NH. In addition to performing all usual and customary general construction administration and project management services on behalf of owner/tenant, vendor shall specifically:



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Title Date

Proposal

Number: **B9016**

Commercial Building Project Management Services

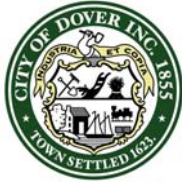
August 22, 2008

1. assemble documentation and fulfill reporting requirements associated with financing, including developing, monitoring, and reporting progress in relation to approved work plan and budget throughout duration of project on behalf of owner and tenant;
2. develop understanding of and assemble owner/tenant requirements for site and building to be constructed and prepare bid specifications for approval;
3. assist with soliciting for design/build services, review bid responses and make recommendations for selection and contracting with design/build contractor by owner/tenant;
4. coordinate and assist design/build contractor with securing required permits and other regulatory approvals for site development and building construction;
5. monitor, supervise and regularly report upon budget, activity and progress of design/build construction project to owner/tenant;
6. seek input and prior approval of owner/tenant for any significant project change requirements that deviate from original owner/tenant approved design/build specifications;
7. represent owner/tenant interests at all times independently of those of design/build contractor and others in completing site development and construction of building;
8. coordinate with design/build contractor to ensure required certificate of occupancy is secured and building is made available for owner/tenant occupancy within approved timeframe;
9. coordinate and verify satisfactory commissioning of all building systems by design/build contractor prior to, immediately after and 6 months following occupancy by owner/tenant;
10. coordinate and verify satisfactory completion by design/build contractor of all warrantee repairs for period of 6 months following occupancy by owner/tenant;
11. coordinate assembling and ensure delivery to owner/tenant of technical, maintenance and warranty documentation relating to all materials and building systems prior to final project completion.

IV TIMELINE

The vendor shall commence the project immediately upon notice of award of bid and shall adhere to all approved schedules, as may be reasonably amended from time to time.

| | |
|---|-----------------------------|
| Proposals due: | Tuesday, September 23, 2008 |
| Interviews, selection, negotiation: | Week of September 29, 2008 |
| Anticipated DBIDA Award: | Thursday, October 2, 2008 |
| Anticipated Notice of Award and Contract signing: | Friday, October 3, 2008 |



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

| | | |
|---------|---|---------------|
| Request | Proposal | Number: B9016 |
| Type | | |
| Title | <u>Commercial Building Project Management Services</u> | |
| Date | August 22, 2008 | |

V SUBMITTAL REQUIREMENTS

Statement of Project Requirements

State in succinct terms the vendor's understanding of what is required by this Request for Proposal. In doing so, the vendor shall demonstrate their knowledge of the project requirements and experience in performing services of similar nature.

Scope of Services

Describe in narrative form the vendor's approach and technical plan for accomplishing the work listed herein. Identify and explain any additional work activities vendor believes are required or desirable in completing this project.

Team

Identify all individuals who will be assigned to work on this project. Identify the project lead who will supervise and be the person responsible for communicating directly with owner/tenant, financing representatives and contractors throughout duration of project. Include a detailed resume of project lead and for each person identified as being assigned to work on this project. Identify all current and previous relationships with design/build contractors that could potentially be solicited to bid during the course of this project. Include an organizational chart showing vendor's corporate structure, relationship of project lead to corporate executives, immediate superior and subordinates.

Costs

Submit a cost proposal outlining proposed cost or fee structure.

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$2,000,000.00, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover and DBIDA shall be listed as additional insured. The City and DBIDA has the option to request increase in coverage requirements depending upon an analysis of the risk of activities of the vendor

Bonds Required for Construction Projects over \$25,000.00

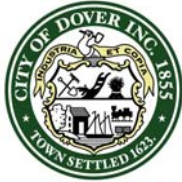
Bid Price Bonds at minimum 10% of bid price, Performance Bonds at 100% of contract and labor/material bonds at 100% of the contract.

Commitments

Provide a discussion of how the vendor will assure adequate and timely completion of this project. Submit a description of the firm's overall capability, resources and assurance that it can meet its' commitment to successfully complete this project within the proposed cost or fee structure and approved timeframe. Provide description of current projects that may overlap or will be ongoing throughout this project.

VI SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance as well as costs.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Title Date Proposal Number: B9016
Commercial Building Project Management Services
August 22, 2008

BID, RFP AND QUOTE TERMS AND CONDITIONS

- BID ACCEPTANCE AND REJECTIONS:** The City of Dover and DBIDA reserve the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City and/or DBIDA"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
- FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
- PAYMENT TERMS:** It is the custom of the City of Dover and DBIDA to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
- SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover and DBIDA reserve the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
- PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
- BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and their total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by

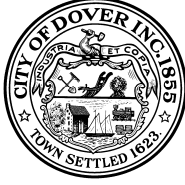


CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

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| Request | Proposal | Number: B9016 |
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| Date | August 22, 2008 | |

visiting our website at www.ci.dover.nh.us, or by sending a written request for the bid analysis along with a **self-addressed stamped envelope.**



DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY

POSITION DESCRIPTION – EXECUTIVE DIRECTOR

JOB SUMMARY: Performs professional work supporting the activities of the Dover Business and Industrial Development Authority in encouraging and implementing orderly economic development for the City; attracts new businesses and industries to Dover and assists existing business and industry with attempts to develop and/or expand for the purpose of strengthening the local economy.

ACCOUNTABILITY: Works under the direction of the Dover Business and Industrial Development Authority (DBIDA) Board of Directors which will establish policy and long-range goals and objectives. Works independently on day-to-day activities; confers with DBIDA Board routinely on policy review questions.

SUPERVISION EXERCISED: None.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; copy and facsimile machines; motor vehicles.

TYPICAL WORK ENVIRONMENT: Inside: 98% Outside: 2%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Promote the City of Dover and its economic development climate by initiating contact with businesses, distributing economic and demographic information to a wide range of prospective business and industrial officials, and the media, responding to local citizen inquiries, addressing community and regional organizations and business groups.
2. Assist local businesses in their development and expansion problems by counsel relative to manpower resources, financial assistance, coordination of available federal, state, and local programs, building and zoning regulations, and various other need assessments.
3. Develops short- and long-range economic development plans; gather, interpret, and prepare data for studies, reports, and recommendations; coordinates activities with local, State and Federal agencies as needed.
4. Plan and execute necessary sales strategies and market emphasis to achieve the desired development of the City's commercial and industrial sector. Implements commercial development marketing program to generate industrial and commercial leads interested in locating in Dover. Informs potential clients of the opportunities within the City and follows up on interest expressed from initial contact to actual plant construction and operation.
5. Research, develop, and prepare graphics, charts, tables, promotional materials, etc. on economic development related resources such as business climate, current industries, utilities, transportation, zoning, labor market conditions, taxes, government, banks, housing, education, research, recreation, churches, cultural events, etc.
6. Arrange financial and development packages for economic development projects which benefit the City.
7. Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes.
8. Serve as a liaison and assist in coordination between public, private, and/or non-profit groups and associations interested in or engaged in economic development activities beneficial to sustaining and expanding the local economy.
9. Identify and coordinate the processing and issuance of revenue bonds or other local economic development financing tools.
10. Prepares planning reports and supporting data, including recommendations as required by DBIDA Board of Directors.

11. Prepares, writes, and administers grant applications related to economic development as approved by DBIDA Board of Directors.
12. Coordinate and manage professional service contracts, as may be procured on behalf of DBIDA.
13. Attend professional development workshops and conferences to keep abreast of field related trends and developments.
14. Maintains familiarity with and executes safe work procedures associated with assigned work.
15. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

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| <p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Not required -at shoulder height: Occasionally required. -below shoulder height: Rarely required.</p> | <p>PUSH/PULL: Rarely required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Not required. KNEELING: Not required. CROUCHING: Not required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Occasionally required. HANDLING: Occasionally required. TORQUING: Rarely required. FINGERING: Occasionally required.</p> |
|--|---|

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

| | |
|---|---|
| <p>CONSECUTIVE HOURS: Sit: 3 hours Stand: 3 hour Walk: 1 hour</p> | <p>TOTAL HOURS: Sit: 4 hours Stand: 3 hour Walk: 1 hour</p> |
|---|---|

COGNITIVE AND SENSORY REQUIREMENTS:

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| <p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p> |
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TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Computer; calculator; typewriter; telephone; copy and facsimile machines; telephone; and motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or hot/cold/humid conditions, or airborne particles. Employee may be exposed to conditions in the field prevalent during site and building construction projects.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of Economic Development, Financing, Marketing/Sales, and Public Relations. Thorough knowledge of the business climate and potential for development in New England. Ability to effectively discuss business and managerial issues with prospective clients. Ability to persuade business and industrial officials to relocate to develop in the City of Dover. Ability to establish and maintain effective working relationships with business and industrial leaders, governmental officials, and the general public. Ability to communicate effectively, verbally and in writing. Strong time management skills.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree from an accredited college or university with major course work in economic development, planning, business administration, finance, and/or marketing, plus minimum four (4) years related experience, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

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| <input type="checkbox"/> 1. None. | <input type="checkbox"/> 6. 1 to 2 years. |
| <input type="checkbox"/> 2. Short demonstration up to 30 days. | <input type="checkbox"/> 7. 2 to 4 years. |
| <input type="checkbox"/> 3. 30-90 days. | <input checked="" type="checkbox"/> 8. 4-10 years. |
| <input type="checkbox"/> 4. 91-180 days. | <input type="checkbox"/> 9. Over 10 years. |
| <input type="checkbox"/> 5. 181 days to 1 year. | |

OTHER CONSIDERATIONS AND REQUIREMENTS: Some interstate travel may be required. Job involves attendance at meetings held after normal business hours. Maintenance of motor vehicle operator's driver license and use of personal vehicle for business related travel required.