



# TOWN OF BOW

## Conservation Commission

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 223-3970 Fax (603) 225-2982

Website: [www.bownh.gov](http://www.bownh.gov)

Email: [conservation@bownh.gov](mailto:conservation@bownh.gov)

## Request for Qualifications and Proposal Natural Resources Inventory April 2019

The Conservation Commission of the Town of Bow, New Hampshire (hereafter referred to as the COMMISSION) is seeking the services of a Professional Consultant (hereafter referred to as the CONSULTANT) for the completion of a Natural Resources Inventory. ***See Scope of Services (Attachment A) for additional information.***

### **A. Submission Format and Deadline**

Six (6) copies of the qualifications/proposal, to include technical and cost proposals **as separate documents**, shall be addressed to:

Sandra Crystall, Chair  
Conservation Commission, Town of Bow  
10 Grandview Rd.  
Bow, NH 03304

**In addition to the hard copy submittal**, a digital version of the qualifications and proposal shall be provided on a flash/thumb drive.

Qualifications/Proposals must be received in the Town's Community Development Office no later than Thursday, May 2, 2019 at 4 pm to be eligible for consideration. Each proposal shall be submitted in a sealed envelope that is clearly marked "Request for Qualifications and Proposal: Natural Resources Inventory." **Provide proposed project costs in a separate sealed envelope.**

### **B. Inquiries**

All questions related to this Request for Qualifications/Proposal shall be provided in writing to Sandra Crystall, Chair, Conservation Commission, [conservation@bownh.gov](mailto:conservation@bownh.gov).

It is requested that any and all contact with the authorized contact person be made only by email. No contact with any other Town personnel other than the authorized contact person is allowed until such time as an award has been made. Violation of this provision may be grounds for immediate disqualification. CONSULTANTS may be contacted by the Town's authorized contact person with questions aimed at clarifying their submissions.

Following the receipt of the submissions to this RFQ&P, the COMMISSION will evaluate the submissions in accordance with procedures and methods of selection identified herein.

**C. Submittal Requirements**

The Qualifications/Proposal shall be a **maximum of 15 pages** including resumes and project examples.

The CONSULTANT shall provide a brief narrative describing the proposed technical approach and anticipated deliverables including maps and spatial data.

**D. CONSULTANT's Experience**

The CONSULTANT shall provide a description of up to five related projects completed within the Northeast region comparable to the Scope of Services (Attachment A). For each project listed, the CONSULTANT shall include the following:

1. Project or contract duration, including dates.
2. Services performed and fees for services.
3. Name, address, telephone number or email address of client contacts for projects identified.
4. Statement as to whether listed project was completed on time and within budget.

**E. Identification of Key Staff**

The CONSULTANT shall provide a list of key staff assigned to the project. For each key staff person, provide information regarding their education, experience working on this type of project (including past roles), and identification of the project component for which the staff person will be responsible.

**F. Proposed Project Costs**

The CONSULTANT shall provide proposed project costs broken out by the following categories:

1. Data review and analysis
2. Field surveys
3. Meetings and presentations
4. Mapping
5. Other

**G. Method of Selection**

**Scoring of Proposals**

The COMMISSION will review and evaluate all submittals and may request personal interviews with the highest-ranked CONSULTANTS/proposals. Selection will be based on submitted documentation,

references, an interview, and a rating system in which each of the following four criteria will be awarded points as shown below, for a maximum score of 100.

| Evaluation Criteria  | Point value |
|--|-------------|
| 1. Quality of proposal and written presentation that reflects understanding of project.        | 25          |
| 2. Qualifications - Technical ability and expertise (by CONSULTANT and assigned staff).        | 30          |
| 3. Past performance - Previous experience with similar projects and capacity to perform tasks. | 30          |
| 4. Availability/accessibility.   | 15          |

**H. Contract Negotiations**

The Town intends to enter into contract negotiations with the selected CONSULTANT, who shall be required to enter into a written contract (hereinafter, the “Contract”) with the Town in a form satisfactory to the COMMISSION.

**I. Miscellaneous**

**1. Insurance**

Upon award, the successful CONSULTANT shall supply and maintain insurance which indemnifies and holds harmless the Town, its officers, employees, and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney’s fees, or loss arising directly out of acts or omissions related to the services provided hereunder by the successful respondent or third party under the direction or control of the successful CONSULTANT. The successful CONSULTANT must furnish the Town with Certificates of Insurance prior to commencement of work.

The CONSULTANT, at a minimum, shall provide and ensure maintenance over the course of the Agreement, the following insurance requirements:

- a. WORKER’S COMPENSATION INSURANCE - The CONSULTANT shall purchase and maintain such worker’s compensation insurance as required by the State of New Hampshire to protect them from claims under worker’s compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract.

b. **PROFESSIONAL LIABILITY AND GENERAL LIABILITY INSURANCE** - The CONSULTANT shall purchase and maintain professional liability and general liability insurance, including malpractice insurance, at a minimum of \$1,000,000 single limit per occurrence and \$2,000,000 in the aggregate, respectively.

c. **INDEMNIFICATION** – The CONSULTANT will indemnify the Town from any and all liability, loss, or damage including but not limited to bodily injury, illness, death, or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgments against the Town arising out of the CONSULTANT's actions or omissions.

**2. Equal Opportunity** - The Town is an Equal Opportunity Employer. The selection of a CONSULTANT shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

**3. Reservation of Rights** - The Town reserves the right to withdraw this RFQ/P, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

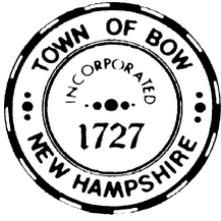
**4. Compliance with Law** - The selected CONSULTANT shall comply with all applicable federal, state, and local laws and regulations in the performance of service. The selected CONSULTANT must be certified to conduct business legally in the State of New Hampshire.

**5. Property of the Town** - All proposals submitted in response to this RFQ/P become the property of the Town. The Town has the right to disclose information contained in the proposals after an award has been made. All reports, documents and materials developed by the CONSULTANT for this project shall be considered public information and shall be the property of the Town. All products, both paper and digital, and borrowed materials shall be delivered to the COMMISSION Chair prior to final payment.

**6. Representation** - Each CONSULTANT, by submitting his/her proposal, understands, represents, and acknowledges that:

- a. The CONSULTANT has read and understands the terms and conditions of the Request for Qualifications/Proposals and the proposal submitted has been made in accordance with those terms and conditions.
- b. No attempt has been made or will be made to induce any potential CONSULTANT to refrain from submitting a proposal, or to submit any intentionally noncompetitive proposal or other form of proposal that would support the proposal of another CONSULTANT.
- c. The proposal is made in good faith and not pursuant to any agreement, discussion with, or inducement from, any bidder or potential bidder to submit noncompetitive bids.

If an award is made to the CONSULTANT, the CONSULTANT agrees that he/she intends to be legally bound to the Contract that is made between the Town and the CONSULTANT.



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## Natural Resources Inventory Request for Qualifications/Proposal Attachment A: Scope of Services

### A. Background

The Town of Bow covers 28.42 square miles. Town-owned land totals approximately 3,000 acres, which includes more than 2,200 acres of Town forests.

According to the NH Wildlife Action Plan (2015), approximately 2,936 acres (approximately 16%) of the Town's total land area is identified as Highest Ranked Wildlife Habitat in NH and approximately 17% (3,182 acres) of the Town's total land area is identified as Highest Ranked Habitat in the Biological Region.

Results of the Town's Community Survey and Visioning Session conducted as part of the 2017 Master Plan update indicate that residents consider stewardship of natural resources as an important investment to maintain the Town's rural quality.

### B. Need

The COMMISSION has basic geographic information system (GIS) natural resource information for the Town. The Natural Resources Inventory (NRI) is needed to provide more detailed information to support the following COMMISSION goals:

- Better management of Town-owned land for wildlife and recreation, including land currently protected;
- Identification of Town-owned land that may warrant protection by easements or other means;
- identification of additional land that may warrant protection based on significant natural resource value;
- Identification of threats to resources to inform parcel-based land use decisions or changes to current land use regulations;
- Support outreach to citizens about the importance of the Town's natural resources.

### **C. Natural Resources Inventory**

In the development of the NRI, the CONSULTANT should gather and review existing natural resource studies and information applicable to the Town, including, but not limited to the following:

- Timber Cruise and Forest Management Plan of the Bow Town Forest System, 2011
- Bow Prime wetland study & map (1989/designated 1990)
- NH Natural Heritage Bureau information
- Turee Pond – NHDES VLAP and Exotic species (variable milfoil) information
- NH Fish and Game Dept – Turee Pond Fish survey (2000 and 2017)
- Bow Master Plan, 2017 and 2004
- UMLAC monitoring and other data (one Merrimack River site in Bow)
- Eversource shoreline management plan (FERC-Garvins Falls hydroelectric dam permit)
- Open Space Trail System Plan, July 2000 and current maps
- Tax map information (CAI Query manager online)

The CONSULTANT will prepare and provide a Natural Resources Inventory (NRI) to include maps and data (including spatial data) that can be used to support COMMISSION recommendations on conservation land purchases, conservation easements and other land use recommendations to preserve and protect Bow's natural resources; minimize the negative environmental impact of development, and contribute to Bow's rural character and recreational enjoyment of its residents.

The NRI shall include the following :

- Mapping that identifies areas of significant natural resource value (a more detailed one than that provided by the New Hampshire Fish & Game Wildlife Action Plan, 2015) and baseline habitat requirements for umbrella species.
- An assessment of Bow's significant open space areas and habitats, rare species, exemplary natural communities, geologic resources, agricultural and forest soils, vernal pools, riparian habitat, and floodplains.
- A more detailed land cover representation based upon the different habitat types identified within the New Hampshire Fish & Game Wildlife Action Plan (2015).
- A prioritization scheme from the information generated that will identify:
  - Town-owned land or portions of Town-owned land that would benefit from a conservation easement in order to protect identified resources;
  - Privately-owned parcels that would benefit from conservation easements;

- Recommendations for stewardship plans;
- Areas where trails should be established, improved, or eliminated in order to protect flora, fauna, surface water, soils or other important natural resources or unique landscape features.

**D. Meetings/Presentations**

**At a minimum, the CONSULTANT shall provide the following three meetings:**

1. Scoping /Kickoff meeting - The CONSULTANT will meet with the COMMISSION before the start of the project to discuss and come to agreement on project approach, proposed methods, and schedule.
2. Draft Presentation to the COMMISSION of final draft NRI.
3. Presentation of the final draft NRI and maps at a joint meeting of the COMMISSION and Planning Board with invitation to the public.

**E. Field Surveys**

Field surveys of selected Town-owned parcels shall be conducted based on a prioritization scheme to be determined.

**F. Status reports**

The CONSULTANT will provide monthly status reports on work progress, by email, conference call, or other agreed-upon method(s).

**G. Final Deliverables**

The CONSULTANT shall provide the following final deliverables within 30 days of the presentation to the COMMISSION, Planning Board and public.

- Ten copies of the final NRI report and 11" x 17" maps.
- A final NRI narrative report in hard copy and digital format (pdf). The digital version of the final NRI report shall include user-friendly links to guide document navigation.
- Maps, which shall be no smaller than 11" x 17". Digital data for maps shall be provided at a resolution suitable for printing in a standard large format (at least 22" x 34").
- Relevant spatial data in standard shapefile format.

**H. Duration of Project**

The COMMISSION anticipates the NRI will take no more than one year to complete.