

Request for Proposals Natural Resources Inventory Update

Town of Moultonborough
November 2015

The Town of Moultonborough Conservation Commission invites qualified natural resource professionals to submit proposals to develop an updated resource inventory for the Town of Moultonborough, New Hampshire, to include computerized data reports, co-occurrence maps and GIS services.

I. Major Tasks/Deliverables for the Project Are:

1. Compare, map and describe current and newly identified resources to those listed in the 2007 Moultonborough Natural Resources Inventory (NRI.)
2. Identify resource-rich focus areas defined by the co-occurrence of important natural resources.
3. Analyze Moultonborough’s remaining developable lands with respect to partial development constraints lands (*this analysis has already been completed*) and high resource co-occurrence to identify priority lands for protection and for development.
4. Develop a strategic conservation plan that highlights priority areas for protection of important natural resources.
5. Develop data/map layers for use in the Town’s web-based GIS to include:
 - Important Farm and Forest Resources
 - Water Resources
 - Wildlife Habitats
 - Historical and Cultural Resources
 - Co-occurrence map with priority protection lands identified
 - Watershed boundaries
6. Provide a written analysis of existing natural resources and written recommendations for consideration by Town officials.
7. One (1) initial meeting, three (3) Project working meetings, one (1) Draft Review meetings, and two (2) public presentations/informational meetings minimum.
8. Deliverables for the project are as follows:
 - Written Report (12 hard copies-three sets of electronic media)
 - Map/Data Layers (one hard copy set of large format and three sets of electronic media)
 - Data layers shall be delivered in ESRI.shp file format.

II. Please respond to this RFP by providing a synopsis of your approach to a final product and by providing the following information:

1. Name(s) of the principal(s) assigned to the project.
2. Examples of work in similarly sized towns in New Hampshire.
3. A specific timeline to completion.

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QUALIFICATIONS

Applicants should have demonstrated expertise in GIS analysis, map production or provide copies of an acceptable contract with a qualified GIS subcontractor. Strong communication and public speaking, collaboration, and writing skills are also required.

III. Experience and References for Section III

1. The prospective consultant shall provide a summary of experience that pertains to the proposed scope of services described in Section II. The consultant shall provide a summary of the location and scope of similar type work performed and provide an example of a similar work product completed for another municipality.
2. List of at least three references for which the firm/individual has performed work of a similar nature. Include names of contact persons with addresses, telephone numbers, and e-mail addresses so that the Town can contact them. At least one of similar size and complexity should be from New Hampshire.

IV. Compensation Proposal

All prospective consultants shall include in a sealed envelope, separate from the proposal submittal, a sheet showing the proposed hourly rate that will be charged to the Town for the consultant(s) along with a total cost to complete the project. The sealed envelope shall have the word “**Compensation**” and the name printed or typed prominently on the front.

V. Use of This Information and Selection Process

The Town of Moultonborough will use the information provided to develop a shortlist of candidates/firms from which to contact and conduct interviews. Town officials will review the proposals and select those firms/individuals who appear to be the most qualified to meet the Town’s needs/objectives to meet with the panel to discuss a range of topics including the consultant’s experience, qualifications, and objectives. Following the interview process the selection team will review the information received and impressions generated by the interview and potentially select the leading candidate(s) for a follow up interview. Town Officials will meet with the final candidate to discuss expectations and negotiate compensation, work parameters, and related topics.

VI. Independent Contractor

- A. The selected consultant(s) will be an independent contractor and will at no time be considered an employee of the Town of Moultonborough. The selected consultant is expected to carry and maintain insurance as stipulated below.
- B. The consultant shall provide his/her own transportation.

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VII. Insurance

The consultant shall include evidence of insurance including but not limited to general liability, property and casualty, errors and omissions, and worker's compensation insurance in the amount specified in the general contract/terms and conditions attached herein. This evidence shall be shown on a Certificate of Insurance issued by the firm's insurance carrier(s).

Prior to commencing work, engineer(s)/engineering firm(s) shall furnish to the Town a Certificate of Insurance and an endorsement demonstrating that the Town, its officials, agents, volunteers, and employees are named as additional insured on the general liability and automobile liability insurance coverage.

VIII. Proposal Preparation and Submission Requirements

A. General Requirements

1. Sealed proposals must be received by the Office of Development Services, Town of Moultonborough, 6 Holland Street, Moultonborough, NH 03254 no later than **December 7, 2015 2:00 p.m.**
2. Questions and requests for clarification must be in writing and received by the Town Planner, at 6 Holland Street, Moultonborough, NH 03254 or bwoodruff@moultonboroughnh.gov by **November 30, 2015**. All responses will be e-mailed or faxed by **December 2, 2015** to each consultant who has obtained a copy of the RFP and has provided an e-mail address or fax number.
3. The proposal should be mailed or delivered directly to:

Town of Moultonborough
Attn: Bruce Woodruff
6 Holland Street
Moultonborough, NH 03254
4. Proposals and Compensation should be submitted in two separate, sealed envelopes. One envelope should include *Technical Proposal* material and the other envelope should include *Compensation* material. The *Technical Proposal* will be comprised of the engineer/firm's experience and qualifications of its personnel in performing municipal engineering and/or professional land use – plan review. There should be no dollar units or total costs included in the *Technical Proposal*. The *Compensation Proposal* will consist of the engineer/firm's cost proposal.
5. Four (4) hard copies and one (1) electronic copy of the proposal shall be submitted by placing them in a suitably sized envelope or shipping box and labeling with the words: **“Town of Moultonborough – Request for Proposal –Natural Resource Inventory.”**
6. The Town requests that no Town officials be contacted during the process. The Town Planner may be contacted only to clarify questions concerning the RFP.

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7. The Town reserves the right to reject any or all proposals if there is good cause; to cancel the solicitation, waive technicalities; request clarification or additional information and be the sole judge of suitability of the services for its intended use and further specifically reserves the right to make the award and negotiate the final contract in the best interest of the Town considering cost effectiveness. Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the proposal. The Town reserves the right to retain all submitted proposals.

B. Other Information

1. Describe liability insurance coverage arrangements to assure that it is sufficient to cover claims.
2. Describe any regulatory action taken by any oversight body against the proposing engineering firm or local office, if any.
3. Identify any potential difficulties, along with the firm’s proposed resolution and any additional assistance expected from Town staff.
4. Provide any other information you believe relevant to the decision of selection of the best engineering firm for the Town.

C. Compensation Proposal

The Compensation Proposal should address the requested information in Section V of this request.

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PROPOSAL CERTIFICATE

The undersigned represents that they are authorized to bind the consultant to the proposal amount specified and hereby offers to provide to the Town of Moultonborough the commodities and services as contained in the attached competitive sealed proposal specifications at the price stated in complete accordance with all conditions of the proposal specifications. Furthermore,

The undersigned certifies that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

Signature/Title

Company

Date

Phone Number

Business Address _____

Town _____

State _____

Zip _____

Date

Phone Number

Check here if appropriate : _____ (X) NO PROPOSAL

Any deviations from the above stated specifications must be so noted and any proposal prices must be reflective o/these deviations.

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GENERAL TERMS AND CONDITIONS

Preparation of Proposals

Proposals shall be submitted on the forms provided and must be signed by the consultant or the consultant's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Proposal, the consultant agrees that the proposal shall be open for acceptance for sixty (60) calendar days from the date of submittal to the Town of Moultonborough.

Acceptance or Rejection of Proposals

The Town of Moultonborough reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the Town.

The Town of Moultonborough also reserves the right to reject the proposal of a consultant that has failed to perform properly or complete on time contracts of a similar nature.

Delivery of Proposals

Proposals must be submitted in a sealed envelope, and shall be addressed to the Town at the address and to the attention of the official as outlined in the proposal documents. All proposals must be submitted prior to the specified date and time. Any proposals received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than that within a sealed envelope shall not be considered.

Withdrawal of Proposals

A consultant will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Public Opening of Proposal/Proposals

Proposals will be publicly opened and read aloud at the time and place as indicated in the proposal documents. Any consultant, authorized agent, or other interested party may be present.

Proposal Ownership and Costs

Upon submission, Proposals become the property of the Town of Moultonborough. The cost of preparing and submitting a proposal is the sole responsibility of the consultant and shall not be chargeable in any manner to the Town. The Town will not reimburse any consultant for any costs associated with the preparation and submission of a proposal.

Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the consultant that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the proposal shall be considered after its submission on the grounds that the consultant was not fully informed as to any fact or

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condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The Town disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

Insurance Requirements

The successful consultant shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the consultant's sole expense. The successful consultant shall be required to present to the Town of Moultonborough a certificate of insurance in the amounts required naming the Town of Moultonborough as an additional insured.

Results

After the proposals are opened and read, the results will be available for the public. Consultants that desire a comprehensive list of the results may do so by attending the opening, viewing the results on the Town's website at http://www.moultonboroughnh.gov/Pages/MoultonboroughNH_Finance/currentopenings, or requesting such, in writing, to the Town Planner.

The award of a contract shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the Town of Moultonborough. No presumption of award shall be made by any consultant until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the consultant to assume otherwise is done so at their own risk and the Town will not be held liable for any expense incurred by a consultant that has not received an official award.

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