

# Holderness Conservation Commission

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## Howe Town Forest Natural Resources Inventory

### Request for Proposal

The Howe Town Forest property is a 25-acre parcel located in the central section of Holderness abutting Beede Road. The Town of Holderness via a warrant article designated the property as a Town Forest in March of 1972. A five acre parcel was later removed from the forest for the Town of Holderness Department of Public Works base. This parcel is designated by granite boundary posts. A forest plan was commissioned from Feather Ledge Forestry in 2002 and subsequently up-dated for Thomas Hahn of FORECO in 2015. A regular biological inventory has not been done on the property and to better manage the property since a forest cut has just been completed on the property, now is a suitable time to do a natural resource inventory.

### Details

A map of the property is attached to the proposal. Bidder can obtain more information by going to the Holderness Town website and clicking on the Tax Map button and searching for parcel 222-015-000. The property is a forested hillside property bisected by an old farm road that passes through the middle of the property. There is a creek along one boundary of the property.

The person or company who is successful in the bidding on this proposal will carry out the following activities:

1. Basic biological inventory of common plants and animals
  - a. This will be carried out over four seasons, beginning with the fall of 2018 and ending the beginning of fall 2019.
  - b. Search of the NH Natural Heritage bureau's database as to whether any rare or endangered species occur on the parcel.
2. Production of GIS layers showing:
  - a. General boundaries of hydric and other soils. Soil layers can be done from the NRCS maps, but field confirmation of the hydric soils is requested
  - b. Layer showing stonewalls, streams, springs, vernal pools or "marshy areas".
  - c. Distribution of general vegetation types on the property
  - d. Layer showing areas of interest to the public and how they might be reached using the existing trail system.
3. Organization of two half-day workshops that will:
  - a. Introduce to the Commission members the natural attributes of the site and indicating what aspects of the site are needed for a management plan that emphasizes the natural resources associated with the property.

- b. Introduce to the public the natural attributes of the site by leading them on a hike through the property.

### **Timeline of Proposal**

Bids will be due at the Holderness Town Office by noon on the 1<sup>st</sup> of October. Successful bidder will be notified within three weeks of the closing date.

December 2018—First biological inventory of property indicating what interesting natural history aspects have been determine by the early study of the property. This will essentially be a presentation at the monthly meeting of the commission.

Seasonal updates—Short written reports due at the end of each season of study, indicating observations and progress made during that season.

1 November 2019—Final Report. This will include general narrative of the property describing ecological and biological features; species lists indicating seasonality; general statement as to how the commission and the town residents might best use the property for recreation and nature study; and the GIS layers described in Section 2 above and other maps mutually agreed upon by the Commission and the successful bidder.

Fall 2019—Scheduling of the two separate workshops, one for the commission and one for the public.

Successful bidder will supply seven paper copies of the Final Report and will copy all files used in completing the report in digital form on a standard DVD.

Questions as to financial and other legal matters will be through Michael Capone, Town Administrator, Town of Holderness ([administrator@holderness-nh.gov](mailto:administrator@holderness-nh.gov)). Questions as to scientific matters will be through Larry Spencer, Chair, Holderness Conservation Commission ([Its@plymouth.edu](mailto:Its@plymouth.edu)).

### **Proposal Filing and Review Process**

Sealed proposal shall be mailed (PO Box 203, Holderness) or delivered to the Town Administrator at the **Holderness T**own Office on or before noon on the 1<sup>st</sup> of October. Faxed or e-mailed proposal will not be accepted. Proposal shall be submitted in a sealed envelope, addressed to the Town of Holderness at the above address, bearing on the outside the name of the Proposer and clearly captioned "Proposal for Howe Town Forest property." Proposals will become part of the Town's files without obligation on the Town's part.

Awards shall be made based on the proposal that in the opinion of the Town is in the best interest of the Town and any award made will be made to the firm, which in the opinion of the Town is best qualified. The Town reserves the right to reject all proposals.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information for clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting a proposal may be requested to make oral presentations as part of the evaluation process.

### **Review Criteria**

Review of all proposals will include but not be limited to an assessment of the responsiveness of the proposal to the criteria set forth herein and to professional standards by clearly stating an understanding of the work to be performed. Examples of such include but are not limited to the following:

- Samples of work and reports furnished
- Appropriateness and adequacy of proposed procedures
- Orderliness of presentation for ease of comprehension
- Necessity of procedures
- Reasonableness of time estimates
- Appropriateness of assigned staff levels
- Timeliness of expected completion
- An assessment of the technical experience of the firm and qualifications of the staff

### **Proposal Elements**

1. State the maximum fee for which the services will be performed. The fee shall include all costs for which the firm expects to be compensated. This statement shall include the payment terms and discount feature, if any. Payment terms to stipulate that final payment is not due until after all reports have been submitted.
2. Proof of adequate insurance acceptable to the Town is required
3. The names of three references of New Hampshire municipalities and/or conservation commissions previously served.
4. Identify and list the qualifications/experiences of the staff that will be carrying out the fieldwork and report writing.