

# Request for Proposals

## Wetland Mapping and Regulatory Amendments, Raymond, NH

Town of Raymond  
4 Epping Street  
Raymond, NH 03077

Posted September 5, 2018



## REQUEST FOR PROPOSALS

The Town of Raymond, NH (Town) is seeking to update its wetland regulations to ensure that there is an appropriate balance between sustaining the town's identity as a rural community, including its water resources and natural habitat and maintaining property owners' reasonable use of their land.

All questions related to this Request for Proposals may be presented in writing to Conservation Commission, 4 Epping Street, Raymond, NH 030277, sent by fax or e-mailed to:

Fax: 603.895.7064

E-mail: [conscomchair@raymondnh.gov](mailto:conscomchair@raymondnh.gov)

**Submittal Deadline: October 19, 2018 by 4:00 p.m.**

### Introduction

The citizens of Raymond greatly value the benefits of the rural town in which they live; it contains large tracts of conservation land, a downtown area with a mixture of residential and commercial use, industrial area, exemplary wildlife habitat and beautiful waterways. The Town's sense of community and sense of place is closely tied to this landscape. The Raymond Wetland Inventory is a community initiative that will continue work by the Planning Board and Conservation Commission to amend the existing Town wetland regulations. The [2009 Raymond Master Plan](#) (*this is a link to the Town of Raymond Community Development Department Web Page, which contains links to the Raymond Master Plan*) references public support for wetland and water resources protection with specific goals and objectives to:

- 1) Protect Raymond's lakes, rivers, and wetlands as well as wildlife habitats through land use controls and as part of the review of site plans and subdivisions and other planning activities.
- 2) Adopt zoning regulations to further protect the Town's wetlands.
- 3) Conduct a prime wetlands inventory and map and develop appropriate amendments to the zoning ordinance.

The project will inform and educate citizens about the importance of the Town's natural resources and clarify and simplify the permitting process for both the Town representatives and property owners. Project goals include:

- Inform and educate citizens on the importance of conserving natural resources.
- Utilize the expertise of a Certified Wetland Scientist to develop an accurate town-wide wetland map.
- Integrate the revised town-wide wetland map into the permitting process.
- Develop appropriate regulations to integrate the mapped wetlands into the existing land use regulations.
- Utilize enhanced wetland mapping to more accurately identify properties that may require more detailed wetland boundary assessments early in the permitting process to save property owners' and Town representatives' time and money.

- Identify and locate vernal pools, where possible, and develop standards for identifying and protecting vernal pools.
- Simplify administration of the wetland regulations; develop regulatory standards that are easy to understand by property owners and simple to enforce by Town representatives.

## CONSULTANT SCOPE OF SERVICES

The Town is seeking Consultant services to assist in achieving the above goals by working closely with Town representatives. The Consultant Proposal and Scope of Work shall include the following elements and anticipated schedule for completion of project tasks.

### Project Tasks

#### 1) Wetland Inventory

- A. Kickoff meeting with Raymond Conservation Commission to review project.
- B. Prepare map of wetlands utilizing National Wetlands Inventory data and all wetland areas over 5 acres utilizing most recent leaf-off aerial imagery.
- C. Aerial photo interpretation of targeted wetlands.
- D. Prepare a Wetland Composite Map.
- E. Prepare a Wetland Inventory Report

**Detail:** Research existing wetland and natural resource data available from the following resources: Town of Raymond tax parcels in GIS format and NH GRANIT Program at UNH Complex Systems Research Center.

#### 2) Wetland Evaluation

- A. Define wetland evaluation priorities and develop data form.
- B. Research existing natural resource studies in Raymond.
- C. Perform a field-based assessments of each wetland of 5 acres or larger.
- D. Identify wetland tiers for future regulation proposals.
- E. Prepare Wetland Evaluation Report

**Detail:** Discernible water bodies and wetlands within the Town of Raymond will be located and mapped using existing information gathered in the above task. Wetlands will be field-checked to the extent possible using a combination of roadside surveys and limited on-site assessments of selected properties. Wetlands evaluations will utilize selected functions from the *Method for Inventorying and Evaluating Freshwater Wetlands in New Hampshire* (latest revision). The Town's goal is to identify wetland mapping units of 5 acres and larger.

The Consultant will conduct field visits to verify wetland boundaries with property owner permission. The Town and Consultant will work with Town representatives to conduct property owner outreach and obtain permission to conduct field visits on private property. The Town is interested in efficient planning for the field assessments and encourages the Consultant to be explicit and creative approaches to this task.

### **3) Revise Wetland Ordinance**

- A. Digitize wetland boundaries.
- B. Prepare Wetland Overlay GIS layer and map with overlay on tax maps.
- C. Prepare presentation and coordinate with Conservation Commission to give presentation at a public education event.
- D. Prepare Zoning Amendments and present at to Planning Board/ Conservation Commission.

**Detail:** Consultant will develop a GIS-based enhanced wetlands map in a format compatible with the GIS system used by the Town. The map will identify observed wetlands and vernal pools based on the above mapping task. The Town will provide limited staff time to assist the Consultant in this task.

The Town and Consultant will work with the Planning Board and Conservation Commission to develop draft amendment language to the land use regulations, which will integrate recommendations of the Wetlands Committee Report, the enhanced wetland map and public input during the project.

### **Meetings**

The Consultant will attend approximately two (2) Planning Board meetings, two (2) Conservation Commission meetings, and one (1) public forum throughout the term of the project. The Consultant should also plan on regular communications and coordination with the Town throughout the project.

### **Deliverables**

Consistent with the Project Tasks project deliverables include, but are not limited to:

- 1) Refined geospatial data of wetlands with an associated wetland attributes; data shall be compatible with the Town of Raymond GIS system. The data shall be provided on CD or other appropriate media storage device with appropriate descriptive information and documentation on methods used during data development.
- 2) Descriptive report of the methodology and findings from the wetlands mapping exercise.
- 3) Guidelines (including appropriate reference to existing documentation) to aid Town representatives in identifying potential wetland areas and vernal pools during a site visit.

## **SUBMISSION REQUIREMENTS**

Five (5) copies of the proposal, to include technical and cost proposals as separate documents, shall be submitted to Project Manager:

Faxed or e-mailed proposals will not be considered. The proposals must be in a sealed envelope and clearly labeled with the firm's name and the title "Raymond Wetland Project Consultant Proposal"

### **Proposal Outline**

#### ***Summary***

The Summary shall include a brief description of the Consultant's understanding of the project, and examples of relevant knowledge/experience. Provide information on all collaborators if more than one firm is involved.

#### ***Work Plan***

The Work Plan shall include an outline of the approach proposed to accomplish the scope of services and the manner in which the Consultant will work with the Town in coordinating the project. Suggestions for additional work, which may be beneficial to the project, may be considered. Creative approaches to completing the project are encouraged.

#### ***Qualifications***

The Qualifications shall include a description of the Consultant's capabilities, and organizational structure. Identification of the project team including experience, and specific responsibilities of the project manager and staff that will be assigned to the project (include a resume for each person).

#### ***Relevant Work Experience and References***

Include three (3) examples of projects similar in scope and scale completed by the Consultant (and by the staff that would be assigned to this project if possible). Provide a brief description including completion date, type and scope of project, and contact person with telephone number for reference.

#### ***Work Schedule***

The work shall begin on or around April 1, 2019, and the project must be complete by June 30, 2019.

#### **Project Cost**

The cost must include a breakdown of project cost by task for each staff/team member and hours assigned to each staff/team member. While cost alone will not be the main basis for selection, comparative costs of the qualified proposals will be a consideration.

#### **Additional Options Required**

In addition to the proposal for 5 acres or larger, please provide proposals for mapping wetlands of:

- a. 2 acres or more
- b. 8 acres or more

## **Modifications**

Modifications to proposals received prior to the submission deadline will be accepted, and must be submitted in a sealed envelope identifying the name and address of the Consultant and clearly marked "Modification to Proposal – Raymond Wetland Project"

Five (5) copies of modifications to the proposal shall be submitted. Modifications shall include insertion pages or replacement pages and a transmittal letter explaining and indexing the modifications.

## **SELECTION PROCESS**

Town representatives will review submitted proposals as the selection committee. All Proposals will be opened after the Submittal Deadline, in the presence of one or more witnesses, and a register of all applications will be prepared.

Proposals will be evaluated based on technical merit and on the criteria listed below. Finalists may be interviewed as part of the evaluation process. After the evaluation and interviews are completed, the selection committee will rank the finalists and a contract will be awarded to the Consultant submitting the proposal most favored by the selection committee.

### **Proposal Evaluation**

The Town of Raymond will form a selection committee of representatives from the Conservation Commission and the Planning Board, which will analyze information provided in the proposals. Respondents should be available for interviews prior to the selection of a Consultant, if the Town decides that interviews will be necessary. The Town reserves the right to negotiate the scope of work with any respondent or other qualified party.

The selection committee will review and evaluate all proposals based on the following criteria (Total of 100 points):

- 1) Qualifications of the firm and the personnel to be assigned to this project. (30 Pts.)
- 2) Clarity of the proposal in addressing the scope of work. (25 Pts.)
- 3) Overall firm experience and past performance on similar projects, as well as demonstrated experience of assigned personnel. (20 Pts.)
- 4) Demonstration of overall project understanding and insights into local conditions and potential issues. (15 Pts.)
- 5) Additional creative suggestions from the Consultant firm (10 Pts.)

## **TOWN RESPONSIBILITIES**

As Project Manager the Town will be responsible to:

- Facilitate the formation and activities of the Selection Committee responsible for reviewing and selecting a project Consultant.
- Coordinate administrative tasks with regarding meetings, agendas, and related tasks.

- Enter into an agreement with the selected Consultant; manage and administer project activities, as necessary.
- Help coordinate public participation throughout the duration of project.
- Review draft documents and provide recommendations.

## MISCELLANEOUS

### Liability Requirements

Upon award, the successful respondent 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 here under by the successful respondent or third party under the direction or control of the successful respondent. The successful respondent must furnish the Town with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

- Workers Compensation-Statutory Requirements
- New Hampshire State Disability-Coverage Statutory Requirements
- General Liability/Property Damage-\$2,000,000 combined single limit policy Automobile Liability-\$1,000,000
- Contractual Liability-must be stated on Certificate of Insurance
- Errors and Omissions-\$1,000,000

**INSURANCE CERTIFICATES SHALL NAME THE TOWN OF RAYMOND AS ADDITIONALLY INSURED PARTY AND SHALL STATE THAT ALL COVERAGE SHALL BE PRIMARY TO ANY COVERAGE HELD BY THE TOWN.**

- 1) **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.
- 2) **Reservation of Rights** - The Town reserves the right to withdraw this Request for Proposals, 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.
- 3) **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.
- 4) **Property of the Town** - All proposals submitted in response to this RFP 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 Project Manager prior to final payment.
- 5) **Representation** - Each Consultant, by submitting its proposal, understands, represents, and acknowledges that:
  - a. The Consultant has read and understands the terms and conditions of the Request for Proposals and the proposal are 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.
  - d. If an award is made to the Consultant, the Consultant agrees that it intends to be legally bound to a contract that is made between Town and the Consultant.

**END OF DOCUMENT**