

Request for Proposals

Natural Resources Inventory Update

Town of Henniker, NH

I. PROJECT GOAL

The Town of Henniker Conservation Commission invites qualified natural resource professionals experienced in the preparation and development of natural resource inventories with relevancy in data collection, fieldwork, mapping, scientific writing, and public engagement to submit proposals to develop an updated resource inventory for the town of Henniker, New Hampshire. This updated document will provide the foundation for comprehensive land-use and conservation planning and will allow for natural resource information to be included in local planning and zoning.

II. MAJOR TASKS

- a.** Map and describe current and newly identified resources to those listed in the 2002 Henniker Natural Resources Inventory
- b.** Identify resource-rich focus areas defined by the co-occurrence of important natural resources
- c.** Develop data/map layers for use in the Town's web-based GIS to include, but not be limited to:
 - Geology and soils
 - Bedrock and surficial geology
 - Soils
 - Slope
 - Water resources
 - Groundwater and aquifers
 - Watersheds
 - Streams and water bodies
 - Floodplains
 - Wetlands
 - Potential and known contaminated sites
 - Wildlife habitats
 - Significant biodiversity areas
 - Stream and riparian habitat
 - Wetland habitat
 - Forests
 - Grasslands and shrublands
 - Rare plant and animal species
 - Cultural resources
 - Historic resources
 - Scenic resources
 - Recreation resources
 - Land use
 - Zoning and tax maps
 - Land use and land cover
 - Conservation and public lands
 - Farmlands

- d. Climate, Resiliency, and Adaptation
- e. Provide a written analysis of existing natural resources and written recommendations for consideration by town officials
- f. Deliverables for the project are as follows:
 - Written Report
 - Maps will be prepared in both digital and hard-copy format using ArcGIS or similar software and using the best available digital orthophotography or mapping as base maps. Documentation of the data source, standards, and scale used for the inventoried resources will be included in metadata descriptions.
 - Data layers will be delivered in ESRI.shp file format.

III. RFP SUBMISSION PROCEDURE

a. Procedure

Any questions or requests for additional information regarding this RFP must be sent by email to secretary@henniker.org by March 31, 2023 at 4:00pm. Subject line must include: **Town of Henniker RFP Question** Any question or request must include the applicants name, address, phone number, and company.

An electronic copy of the proposal may be sent to secretary@henniker.org by 4:00pm on May 1, 2023. Subject line must include: **Town of Henniker NRI Proposal**. If applicant prefers to submit a hard copy, please submit it in a sealed envelope to:

Town of Henniker
Conservation Commission NRI Proposal
18 Depot Hill Rd
Henniker, NH 03242

b. Required materials

- Cover page
- Executive summary
- Project approach
- Consultant experience
- Professional references (3)
- Fee schedule
- Project timeline
- Additional information
- Disclosure statement

IV. RFP REVIEW AND SELECTION PROCESS

a. Selection

It is the policy of the Town of Henniker to select vendors on the basis of the best overall value to the Town. Some of the factors considered when determining the best overall value are: Price, Quality, Warranty, Service, Availability, Past Performance with the Town of Henniker, and References.

b. Award

It is the policy of the Town of Henniker that contracts are awarded only to responsible vendors. In order to qualify as responsible, a prospective vendor must

meet the following standards as they relate to this request: have adequate financial resources for performance or have the ability to obtain such resources as required during performance; have the necessary experience, organization, technical and professional qualifications, skills and facilities; be able to comply with the proposed or required time of completion or performance schedule; and have a demonstrated satisfactory record of performance. Proposal shall include a description of your credentials including resume, licenses/certifications, professional affiliations, Liability Insurance, contact information, etc.

c. Insurance

The successful Contractor, prior to the execution of the contract, must produce a certificate of insurance, naming the Town an Additionally Named Insured, for the following types and levels of coverage:

Coverages	Limits of Liability
Workmen's Compensation	500,000/500,000/500,000
Employer's Liability	1,000,000 each occurrence 2,000,000 aggregate
Bodily Injury Liability Except Automobile	500,000 each occurrence 1,000,000 aggregate
Property Damage Liability Except Automobile	500,000 each occurrence 500,000 aggregate
Automobile Bodily Injury Liability	500,000 each occurrence 1,000,000 aggregate
Automobile Property Damage Liability Excess Umbrella Liability	500,000 each occurrence 2,000,000 each occurrence

V. RFP SCHEDULE

Posting of RFP	March 3, 2023
All questions by email	March 31, 2023 4:00 pm
Responses to questions	April 7, 2023
Proposals due	May 1, 2023 4:00 pm
Bid opening	May 3, 2023 7:15 pm
Contract awarded	June 2023
Project start date	TBD