

# **Request for Proposals**

**For Town of Henniker Forester  
Services**

**RFP No. 09-2023**

## **Request for Proposals**

### **Town of Henniker — Town Forester Services**

Proposals due: July 31, 2023 at 4:00 p.m.

The Town of Henniker Conservation Commission (the Town) is soliciting proposals for Town Forester Services, for the creation and administration of forest management plans for Town-owned properties with conservation easements.

### **Scope of Work**

The Town seeks proposals from qualified firms to act as its Town Forester for Forest Management Services.

#### A. Forest Management Services

Town Forester services shall include developing forest management / stewardship plans for Town-owned properties as recommended by the Forester and determined by the Town. Once forest management / stewardship plans for properties are developed, the Town Forester, in consultation with Conservation Commission, may oversee and coordinate logging and harvesting operations conducted in a responsible manner. The goal of the forest management / stewardship plans shall be to promote long term stewardship of the full array of forest resources by developing useful, easily read documents that adheres to landowner objectives and provide management recommendations that are specific to the property and that relate to field data. The Town is looking to develop plans that include management of timber, promotion and or protection to diverse forest habitat, protection of wetland resources, and plans for recreational resources. Refer to 2015 Town of Henniker Master Plan. List of Town Forest & Conservation Land on page 5. Forest management plans are expected to typically include:

1. Timber stand maps for each parcel
2. Forest health (including insect, disease, invasive species)
3. Soil
4. Water
5. Timber resource management, including timber volumes by species and products for both stand and tract level
6. Aesthetic quality
7. Riparian and wetlands
8. Wildlife and fish habitat
9. Forest protection (including wildfire and catastrophic risk reduction and rehabilitation where appropriate)
10. Forest recreation
11. Rare, threatened and endangered plant and animal species and exemplary natural communities
12. Unique and/or significant individual trees.
13. Perform tree marking services for forested lands to be harvested.
14. Provide recommendations on timing of any harvest to maximize revenues for the Town.
15. Negotiate on the Town's behalf for compensation of harvested resources based on knowledge of timber markets.

## General Information

**Award of Contract** — 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.

**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.

**Proposal Requirements** - The purpose of all submitted proposals is to demonstrate the qualifications, competence, depth and capability of the firms seeking to provide Town Forester Services to the Town in conformity with the requirements of this request for proposals.

**References** - All respondents shall include with their proposal a list of at least three (3) current municipal references. This list shall include municipality name, contact person, address and telephone number. Failure to include references may be ample cause for rejection of proposal as non-responsive.

**Governing law** — All contracts entered into by the Town shall be governed by the laws of the State of New Hampshire. Any claims arising out of the contract shall be brought only in the Merrimack County Superior Court.

**Cost Proposals** — Each interested firm shall submit a detailed cost proposal which responds to the following minimum requirements:

1. Pricing information for Forest Management Services, such as hourly basis, by acre, negotiated fee for service per project, or some other methodology.
2. Pricing for a five year contract, renewable for a year at a time after the five years.

**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:

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:	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

### Submission Information

An electronic copy of the proposal may be emailed to [secretary@henniker.org](mailto:secretary@henniker.org) by 4:00 pm on July 31, 2023. Subject line must include: Town of Henniker Forester Services. A hard copy is not required but must arrive by July 31, 2023 and submitted in a sealed envelope to: Town of Henniker Conservation Commission NRI Proposal 18 Depot Hill Rd. Henniker, NH 03242. Proposals will be opened at the regularly scheduled Conservation Commission meeting on August 2, 2023. The Conservation Commission will review proposals and award the contract at the September 6, 2023 Conservation Commission meeting. Notification of the award will occur on September 7, 2023. As a contingency, the Commission will award the contract at the Conservation Commission meeting scheduled for October 4, 2023, if Commission is unable to make a decision at the September 6 meeting.

The Town of Henniker reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost, but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.

All questions regarding this request for proposals can be submitted to Town Administrator Diane Kendall via email [diane.kendall@henniker.org](mailto:diane.kendall@henniker.org) by 4 pm on July 31, 2023.

This RFP posted at: Town Hall, Town website, NH Municipal Association, and direct mailed/emailed to directory of licensed foresters in Merrimack County.

## **Town of Henniker**

### **Town Forester Services Property List**

Town Forest & Conservation Land	Lot #	Acres
Buehler/Salmen Forest	739	55.41
Chase Brook Conservation Area	583	61.12
Colby Hill Road	86	113.50
Watman Conservation Area	47, 48, and 50	36.60, 17.3, 20.8

#### **RFP Schedule**

Posting of RFP	June 15, 2023
All questions by email	July 3, 2023 4:00 pm
Responses to questions	July 10, 2023
Proposals due	July 31, 2023 4:00 pm
Bid opening	August 2, 2023 7:15pm
Contract awarded	September 7, 2023
Project start date	TBD

**TOWN OF HENNIKER**  
**Town Forester Services**  
**Cost Proposal**

**Proposal:**

Pricing information for Forest Management Services:

Additional information:

**References (provide at least 3):**

	Name / Contact	Phone Number	Year(s)
1.			
2.			
3.			
4.			
5.			

By signing below you certify the rates above and a full understanding of the services as proposed and outlined in the scope of services.

Name and Title of Authorized Signatory: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_