

Request for Proposals
Natural Resources Inventory
Manchester, New Hampshire

INTRODUCTION

The City of Manchester (City), New Hampshire, by and through its Conservation Commission (Commission), is soliciting proposals for professional services from qualified Consultants to assist the Commission in developing a city-wide Natural Resources Inventory (NRI). The completed NRI will help guide the City in its land use and properly manage and conserve its natural resources.

COMMUNITY PROFILE

Manchester is the largest city in New Hampshire with a population of approximately 115,000 residents. It encompasses an area of 22,000 acres (+/-). The City is located in the southern tier of the state bisected by the Merrimack River and is approximately 50 miles north of Boston, Massachusetts. Within the City's corporate boundary, there are several urban ponds, wetlands of varying sizes, vernal pools, forest lands, parks, Lake Massabesic (regional water supply), the Merrimack River, the Piscataquog River, a beach, and numerous brooks and streams.

SCOPE OF PROJECT

The Commission will select a Steering Committee to work with the winning Consultant during the development of the NRI. The Commission will be involved but will be looking to the Consultant to lead the effort and eventually provide a finished product in the form of an NRI to be presented to the Commission during a scheduled public monthly meeting, date to be determined.

The Commission desires to:

- Balance the development of the City with preservation of the natural resources for wildlife and recreation use,
- Identify City-owned land that may warrant protection by easements or other means,
- Identify additional land that may warrant protection,
- Identify current or potential threats to these resources in order to make land-use decisions on a parcel basis or inform changes to current land-use regulations,
- Identify challenges and projects that should be a focus to the Commission,

- Identify locations of invasive species (plant and animal) that warrant the Commission's attention,
- Identify endangered and threatened species and their approximate location, and,
- Identify and rank potential mitigation projects that could be used to offset future development or maintenance projects.

The Consultant shall, at least, consider the following areas in preparing the NRI:

1. Water Resources
 - a. Watersheds
 - b. Surface Waters
 - i. Lakes and Ponds
 - ii. Rivers and Streams
 - iii. Wetlands and Vernal Pools
 - c. Aquifers / Groundwater
 - d. Floodplains
 - e. Recommendations for Adversely Threatened or Impacted High-Value Water Resources (exclude Lake Massabesic if the water district is performing their own due-diligence)
2. Wildlife and Habitats
 - a. Wildlife Habitats
 - b. Highest Ranked Habitats
 - c. Natural Heritage Bureau Data
 - d. Wildlife Conservation Priority Areas
 - e. Recommendations for Threatened or Impacted Wildlife and Habitats
3. Agriculture and Forestry
 - a. Agricultural Soils and Active Farmlands
 - b. Forest Soils and Forestry
4. Scenic Resources
5. Historic and Cultural Resources
6. Public Conserved and Recreational Lands
7. List of Potential Conservation Trails to help Educate the Public

The Consultant can build on existing information from current resources at the local, state and federal levels, to include: the 2009 Master Plan: Chapters on Trails, Greening Manchester, Recreational Opportunities and Sustainable City, as well as the Manchester Wetland Inventory. Adjacent town reports and public sources from non-governmental organizations can be checked for information.

PROJECT BUDGET / SCHEDULE

Upon selection of the Consultant, it is the intention of the Commission to have the NRI completed within 12 months, having the public presentation of the final NRI made during a scheduled Commission meeting. Forty-five (45) days prior to the public presentation, the Consultant will be required to submit a draft NRI for comments. In responding to the RFP, interested consultants will provide a proposed schedule describing the steps to be taken to complete the NRI within the 12-month timeframe.

The Consultant shall provide the Commission with a proposed budget with a breakdown of costs associated with the various work elements. The budget should include the submittal of the draft NRI and the final presentation of the completed NRI at the scheduled Committee public meeting. The budget should also include reimbursable expenses such as but not limited to copies and travel expenses.

The Consultant shall submit a brief monthly electronic update to the steering committee for presentation to the Commission during scheduled meetings.

The Consultant should be prepared to make a presentation to the Board of Mayor and Aldermen, if requested.

PROJECT DELIVERABLES

The Consultant shall be responsible for delivering all materials, including drafts of sections of the NRI for review and comment to the Commission's Steering Committee. Such material shall be submitted in electronic form to the Steering Committee unless otherwise stated, or agreed to by both parties to the contract.

The Consultant shall be responsible for presenting the completed NRI to the Commission at a monthly public meeting. Any final comments arising from the meeting may be incorporated into the final document, at the direction of the Steering Committee.

Upon completion of the project, the Consultant shall provide the Commission, through its staff, the following:

- One reproducible hard copy of the final NRI, including all narratives, graphics, charts, maps, and photographs,
- One electronic copy in PDF format, including all narratives, graphics, charts, maps, and photographs,

The City shall assume the cost of printing any additional copies of the finalized adopted NRI.

The Consultant shall provide to the Commission staff any electronic document draft or costs as requested by the Steering Committee in order to carry out its over-site of the project's direction and budget. Additionally, the Consultant shall maintain and provide a record of public comments received as a result of any citizen participation.

REQUIREMENTS OF THE PROPOSAL

To be considered for the project, four (4) hard copies of the proposal, concurrently with an electronic copy in PDF format, shall be submitted. The following information must be included with the proposal:

- *Letter of Introduction*;
- *Technical Qualifications* – provide an organizational chart of the project team/firm, the experience of team members, identification of assigned lead consultant and the team's experience with other similar projects, preferably including projects of similarly sized government entities;
- *Understanding of the Project* – provide a detailed summary of the Consultant's approach to the project, including an outline of services to execute the requirements of this RFP,
- *Proposed Schedule* – provide an outline detailing estimated timeframes for project milestones, with an anticipated project duration of 12 months;
- *Cost Proposal* – submit a cost estimate to complete the project, including billing rates of all members associated with the project. The budget should also include reimbursable expenses such as but not limited to copies and travel expenses, and other items previously identified in **Project / Budget Schedule** section of this RFP;
- *References* – provide contact information for other communities for which the Consultant has provided similar services. Include information on the timeliness of each project completion and if the project was completed within budget.

PROPOSAL SUBMISSION

Interested firms should submit proposals that address the requirements stated above. Proposals received that do not contain the required information may be determined to be incomplete and may not be considered.

The deadline for submissions is: **Monday, December 23, 2019 by 4 PM**. Proposals submitted after the deadline will not be accepted. Submit proposals to:

City of Manchester
Conservation Commission
195 McGregor Street
Suite 201
Manchester, NH 03101
Attn: Jeffery Belanger, Senior Planner
Manchester Planning and Community Development
Please indicate "RFP - Natural Resources Inventory" on the outside of the sealed packet.

CONSULTANT SELECTION PROCESS

The Commission will choose the Consultant based on the quality and thoroughness of the submitted proposal, the demonstrated ability of the Consultant to perform the required services, the availability of the Consultant to perform the services in the expected timeframe, and the proposed fee for said services. It is expected that the winning proposal will be awarded during the first scheduled Commission meeting of 2020.

Any questions and inquiries regarding the RFP, shall be submitted to the point of contact listed below 14 days prior to the submission deadline. Questions will be submitted to: Jeffrey Belanger at: jbelanger@manchesternh.gov. Mr. Belanger will ensure that all interested parties have the same information to complete the proposal.

SCORING OF PROPOSALS

The Commission will review and evaluate all submittals. Selection will be based on submitted documentation and a rating system in which each of the following four criteria will be awarded points as shown below, for a maximum score of 100.

Evaluation Criteria Point value

1. Quality of proposal and written presentation that reflects understanding of project = 30
2. Qualifications - Technical ability and expertise (by Consultant and assigned staff) = 35
3. Past performance - Previous experience with similar projects and capacity to perform tasks = 25
4. Cost of the NRI = 10

After review of the proposals, the Steering Committee, at its discretion, may interview the top applicants if the proposals are similar to help the Commission determine the Consultant who best fits the needs of the City. Otherwise, the Commission will select the Consultant who best fits the needs of the City to conduct the NRI.

RIGHT TO REJECT PROPOSALS

The City and the Commission reserve the right to reject any and all proposals. The City and the Commission reserve the right to negotiate the terms of the agreement with the Consultant so as to best serve the interests of the City before entering into a contract.

EEO / AFFIRMATIVE ACTION

The City is an equal employment opportunity / affirmative action agency. All individuals, qualified firms and consultants will receive consideration without regard to race, color, religion, creed, age, sex or national origin, marital status, actual or perceived sexual orientation, gender identity, or physical or mental disability.