

SULLIVAN COUNTY, NH



REQUEST FOR PROPOSALS FOREST LAND ASSESSMENT AND MANAGEMENT PLAN

**PROPOSALS ARE DUE NO LATER THAN 12:00 NOON
ON MONDAY, APRIL 9, 2018
AND SHALL BE ADDRESSED TO:**

Lionel Chute
Natural Resources Director
95 County Farm Road
Unity NH 03743
(603) 542-4891
lchute@sullivancountynh.gov

Sullivan County, with 2,170 acres of land surrounding the County Complex in Unity, New Hampshire, seeks proposals from qualified forest management individuals and organizations to prepare a written forest stewardship plan for a ten-year planning period.

Project Description:

Sullivan County owns 6 parcels of land in Unity, New Hampshire, of which approximately 2,000 acres are forested and undeveloped. The County's forest lands are managed to meet three primary objectives: safeguarding soil, water, and wildlife resources for present and future generations; providing outdoor recreational and educational opportunities for the public, and; the sustainable production of timber and other forest products. The County seeks a broad-based master plan to help guide management efforts for Sullivan County lands over a 10-year period. In addition to the management of timber and other wood products, the plan must meaningfully address other land values, including trails and access roads, fish and wildlife habitat, wetland features, recreational uses and aesthetic considerations.

The County seeks a contract beginning no later than May 15, 2018 and concluding no later than December 1, 2019. The final product shall be a written report, submitted in hardcopy as well as electronically in an editable Microsoft Word format with editable charts, tables, and maps. The content of the final report shall include:

- 1) Classification of the parcels into Management Units, described in terms of forest and/or natural community type, average age and size classes, stand quality/health/vigor/stocking levels, wildlife habitat features, operability, estimated time since last entry and desired future stand condition.

- 2) Recommendations for management, including tree harvesting, regeneration, invasive species management, trail construction/removal, scenic maintenance/enhancement, wildlife habitat improvement, native plant conservation and natural area designation. All management recommendations must include estimates of costs and/or revenues and be presented in a 10-year timeframe.

PROPOSAL REQUIREMENTS

1. Proposals must be submitted in an envelope addressed to the Natural Resources Director as noted above, and clearly labeled “PROPOSAL – FOREST MANAGEMENT PLAN” *Faxed or emailed submissions will not be accepted.* The deadline to submit a proposal is 12:00 NOON on Monday, April 9, 2018, at which time all submissions will be opened in the Natural Resources Director’s Office. The public is welcome to attend, although a contract will not be awarded on that date.
2. Proposals must include the following:
 - a. Contractor’s name, address, and name of primary contact person.
 - b. Statement of qualifications and experience.
 - c. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project.
 - d. List of any intended subcontractors.
 - e. List of three (3) commercial or government references with contact information.
 - f. Proposed fee structure for the work to be performed, including costs from all anticipated subcontractors.
 - g. A statement from the contractor that clearly identifies any and all exclusions, deviations, or limitations to the proposal specifications. Any exceptions not stated in Contractor’s proposal shall be assumed by the County to be provided by the contractor, regardless of the cost to the Contractor
 - h. A complete description of the proposed work, including the types and extent of field data to be collected and a description of the intended written report.

GENERAL INFORMATION

- A. Contractors are expected to familiarize themselves with the site and scope before submitting a proposal. Maps for all parcels can be found on Sullivan County’s website, under the Natural Resources and County Lands tabs (http://www.sullivancountynh.gov/index.php?n=county_lands). The submission of a proposal shall be deemed to represent that a contractor has reviewed and is satisfied with the conditions to be encountered in performing the work. Contractors must determine for themselves as to the methods and quantities of materials necessary. No allowances will be made for loss of anticipated profits or unanticipated expenses due to any errors or inaccuracies in the estimated quantities or project expenses incurred by the contractor.

- B. Contractors are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding worker safety and licensing requirements.
- C. The successful contractor will be required to comply with all terms and conditions as set forth in this RFP and Agreement, except as may be specifically exempted by the County in writing, and to execute a written contract. Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award.
- D. It is anticipated that the Board of Commissioners will award this project during a regular public business meeting.
- E. Contractors shall assume all costs and expenses associated with the preparation and submission of a proposal.
- F. The contractor shall use every precaution to prevent injury or damage to County property. The contractor shall be responsible for all damage and injury to persons and/or property during the execution of the work resulting from any act, omission, neglect, and/or misconduct in the manner or method of performing the work, to include the acts of any subcontractors and work done as part of any warranty service. The contractor shall promptly restore to the satisfaction of the County, at the contractor's expense, any property that may be damaged during the execution of the work, including warranty work.
- G. To the fullest extent permitted by law, the Contractor shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Contractor or anyone directly or indirectly employed by Contractor or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Contractor or its officers, employees, or agents.
- H. Prior to commencing work, the Contractor shall demonstrate that
 1. Contractor carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the contract agreement.
 2. Contractor carries automobile insurance coverage in the amount of \$1,000,000.
 3. Contractor shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The Contractor's workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.

The Contractor will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage. The County shall not be required to insure the Contractor, any subcontractor or any professional service provider.

- I. No Contractor of services under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, sex, sexual orientation, age, disability, or national origin.

EVALUATION AND SELECTION

The following factors will be considered as the basis for award of the proposal, with priority to be determined solely by the County:

- a. Experience/expertise
- b. References
- c. Overall methodology
- d. Cost
- e. Ability to Meet Project Schedule

Sullivan County is aware of the time and effort required to prepare responses to proposals and invites vendors to let us know of any proposal requirements that are unclear and/or create difficulty in responding. Questions regarding this request for proposals should be directed to Lionel Chute, Natural Resources Director, at (603)542-4891 or lchute@sullivancountynh.gov.

The County reserves the right to reject any and/or all proposals, to waive any technicalities, informalities or irregularities, to accept or reject all or part of a proposal, and to be the sole judge of the suitability of the proposals offered.