

**Request for Proposal**  
Development of the  
Clay Pond Easements I and II Stewardship Plan  
**May 15, 2013**





*Above: View of wetland in Clay Pond area*

*On cover: Stream that drains into Clay Pond*

# Request for Proposal

## Development of the Clay Pond Easements I and II Stewardship Plan

### May 15, 2013

TOWN OF HOOKSETT  
35 Main Street  
Hooksett, NH 03106  
[www.hooksett.org](http://www.hooksett.org)

## Executive Summary

The Town of Hooksett's Clay Pond headwaters conservation area, near the Hooksett/Candia town line, borders both Bear Brook State Park and land managed by Manchester Water Works for a public drinking water supply. The Hooksett Conservation Commission and the Bear-Paw Regional Greenways joined forces to permanently protect the Clay Pond headwaters area for two main reasons:

1. Its advantageous size and location (the Clay Pond headwaters area and surrounding public and privately owned lands total more than 18,000 acres of unfragmented natural habitat).
2. The **N.H. Wildlife Action Plan** identifies the area as some of the highest-ranked (most valuable) wildlife habitat in the state.

The Clay Pond Conservation Easement Deeds I and II ([Attachment A](#) and [Attachment B](#)) protect approximately 733 acres of high-value wildlife habitat and wetlands. This project will permanently protect over 50 wetlands totaling 129 acres, ranging in size from 0.2-acre vernal pools to a 30-acre beaver pond. Rare wetland communities include a great blue heron rookery and two fens. The property contains several documented occurrences of state-endangered Blanding's turtles.

The Hooksett Conservation Commission and the Bear-Paw Regional Greenways acquired funding through various grants, including the Land and Community Heritage Investment Project, the Open Space Institute's Saving New England's Wildlife program, and the Department of Environmental Services' Aquatic Resources Mitigation Fund, all of which use the **Wildlife Action Plan** to prioritize which conservation projects to fund.

The Hooksett Conservation Commission and the Bear-Paw Regional Greenways seek to partner with the State of New Hampshire, Manchester Water Works, local businesses, residents, civic organizations, and non-governmental organizations to undertake the preservation of the Clay Pond headwaters area through a Stewardship Program. This program ensures compliance with the terms of the Clay Pond Conservation Easement Deeds I and II and includes the following components:

- The protection and enhancement of habitat for native plant and animal species, including endangered species and natural communities
- Trails and access points to the Clay Pond area, including maintenance or enhancement of scenic quality
- The maintenance and enhancement of forestland through a forestry management plan
- The protection of surface waters, ground water, and wetlands
- The maintenance of soil productivity
- A project schedule and detailed budget providing short- and long-term costs associated with the land management and operations as described in the Stewardship Plan

The Stewardship Plan will be prepared by a licensed forester, a certified wildlife biologist, or other qualified person and approved by representatives from the Hooksett Conservation Commission and the Bear-Paw Regional Greenways.

# Request for Proposal

## Development of the Clay Pond I and II Stewardship Plan

### May 15, 2013

#### I. REQUIRED PLAN SUBMISSIONS

Each entity (herein called the “Consultant”) will submit a proposal package to the Hooksett Conservation Commission that includes the following components:

- Project team members, qualifications, roles, and expected level of participation
- A technical proposal that describes project approach and scope of work
- A project schedule
- A project budget
- At least three references, including client contact names, addresses and phone numbers, and email addresses

All questions should be submitted to [Cindy Robertson](mailto:Cindy.Robertson@hooksett.org), acting Conservation Commissioner, Hooksett Conservation Commission at ([www.hooksett.org](http://www.hooksett.org)) no later than **May 31, 2013, by 4:00 PM**. Responses to all questions will be emailed by **4:00 PM on June 14, 2013**.

Each Consultant will submit four (4) hard copies of all documents and one (1) PDF version by close of business on **June 28, 2013, at 4:00 PM to:**

[Jodi Pinard](mailto:jpinard@hooksett.org), Conservation Commission (email: [jpinard@hooksett.org](mailto:jpinard@hooksett.org))  
Town of Hooksett  
35 Main Street  
Hooksett, NH 03106

Representatives from the Town of Hooksett Town Council, the Hooksett Conservation Commission, and the Bear-Paw Regional Greenways will review proposal packages and generate a short-list of firms based upon qualifications. Candidate firms will then be interviewed to discuss relevant experience, project approach, and budget. Interviews will be scheduled **on or after July 22, 2013**. The selected firm will be invited to develop a scope of services and to negotiate a contract.

#### **Selection Timeline (all dates are by the close of business at 4:00 PM ET).**

RFP issued: May 15, 2013

Questions from prospective firms due: May 31, 2013

Responses posted by the HCC: June 14, 2013

Proposal Deadline: June 28, 2013, 2013

Interview notification: July 12, 2013

Interviews scheduled: July 22, 2013

*Complete and timely submittal of documents is required for the proposal package to be considered.*

## I. IV. PROJECT TEAM MEMBERS AND ROLES

The specialized experience of the project team provides one of the most important aspects of the selection criteria. The proposal package will contain the following information with regards to project team members:

- Key roles and the names of individuals responsible for managing the project and conducting specific project tasks
- Qualifications of each team member and anticipated level of involvement
- An organization chart showing lines of communication and decision-making hierarchy
- A matrix that outlines the expected level of participation in hours for each team member and projected tasks

## II. PROJECT APPROACH/DESCRIPTIVE INFORMATION

The Stewardship Plan must contain descriptive information regarding the Clay Pond headwaters area and overall stewardship responsibilities.

Descriptive information includes the following components:

### A. Stewardship responsibilities

\_\_\_ Property-specific management goals and objectives consistent with the purpose and values for which these Easements were granted

\_\_\_ Management activities conducted in accordance with all applicable local, state, and federal laws and regulations

\_\_\_ Management activities follow generally accepted best practices for the sites, soils, and terrain of the property

\_\_\_ Communications plan for interacting with the public and various stakeholders

### B. Location and Description

\_\_\_ A boundary map showing access roads, parking, trails and trail access points, and natural cover types

\_\_\_ A description of the natural features of the property, including land cover, topography, soils, geology, wetlands, streams, and ponds

### C. History of the Property

\_\_\_ Landowners, deeds, surveys

### D. Conservation Easements

\_\_\_ Descriptions of the Clay Pond Easements I and II. See attachments A and B

E. Ecological Features

\_\_\_\_\_ Identification of plants, wildlife species, and natural communities of conservation concern, and a management plan to enhance, or avoid detrimental impacts to, those elements

### III. PROJECT APPROACH/SCOPE OF WORK

The Stewardship Plan must contain a scope of work as conveyed in the Clay Pond Easements I ([Attachment A](#)) and II ([Attachment B](#)).

Specifically, the scope of work will contain a Wildlife Management Plan, a Trail Management Plan, a Forestry Management Plan, and a Watershed Management Plan.

A. Wildlife Management Plan

The Wildlife Management Plan will satisfy the terms of the Easements, includes the protection of Tier 1 habitats, as ranked in the **New Hampshire Wildlife Action Plan** as "most critical wildlife habitat" in the state.

\_\_\_\_\_ The protection of significant natural habitat, including "tier 1" hemlock-hardwood-pine and Appalachian oak-pine forests, marshlands, and peat lands.

\_\_\_\_\_ The preservation of biological diversity, native flora and fauna, and the environments, natural habitats, and ecological processes which support them, now and as they may evolve in the future.

B. Trail Management Plan

The Trail Management Plan will satisfy the terms of the Easements and includes the following components:

\_\_\_\_\_ Parking

\_\_\_\_\_ Access points

\_\_\_\_\_ The preservation of the property for the scenic enjoyment and the low-impact, noncommercial, outdoor educational or recreational use of the general public for such activities as hiking, wildlife observation, cross-country skiing, fishing, and hunting.

C. Forestry Management Plan

The Forestry Management Plan will provide for the following:

\_\_\_\_\_ Planting, growing, cutting, and sale of forest trees, including the long-term protection of the property's capacity to produce economically valuable forestry

\_\_\_\_\_ Production and sale of products produced on the property including Christmas trees and maple syrup

\_\_\_\_\_ Enhancement or protection of wildlife habitat

\_\_\_\_\_ Construction of roads or other access ways for the purposes of removing forest products from the property and for improving non-commercial recreational opportunities

#### D. Watershed Management Plan

The general court declares and determines that the water of New Hampshire whether located above or below ground constitutes a limited and, therefore, precious and invaluable public resource.

The Watershed Management Plan will provide for the following:

\_\_\_\_The perpetual protection of the quality and sustainable yield of surface water and groundwater resources on and under the property to safeguard present and future community drinking water supplies, including Lake Massabesic watershed, and the environmental values of the property which are dependent on water quality and quantity.

#### IV. PROJECT SCHEDULE

The Consultant will provide a schedule to start and implement management activities. The schedule will include project tasks as identified in the Scope of Work. Project tasks will be laid out in a flow chart identifying the anticipated days to complete each task and the interrelationship of conducting and completing these tasks.

#### V. PROJECT BUDGET

The Consultant will provide a budget to start and manage the project tasks as identified in the Scope of Work.

#### VI. REFERENCES

The Consultant will provide three references that may be contacted regarding the Consultant's expertise and capabilities. The references include client contact names, addresses and phone numbers, and email addresses. The Consultant should provide at least one copy of or reference to a similar plan in which the Consultant had considerable participation or oversight.

#### VII. SELECTION CRITERIA

Selection will be based on both the written proposal package and an interview. Consultants will be assessed based on the following criteria.

##### 1. *Specialized Experience of the Project Team (40 Percent)*

The Consultant will be rated on its demonstrated experience, as follows:

- (a) developing project plans that satisfy the conditions of the Easements
- (b) completing work within the required schedule and budget
- (c) effectively soliciting, assessing, and using comments and suggestions from stakeholders during project development



(d) experience incorporating and implementing the US Environmental Protection Agency's (EPA) nine elements of watershed planning

**2. *Project Personnel* (30 Percent)**

The Consultant will be rated on the principal team members' role and participation level, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

- Project Manager 20 Percent
- Task Managers 10 Percent

**3. *Project Approach* (10 Percent)**

The Consultant will be rated on the approach to the project scope outlined in this RFP, the understanding of the project scope and schedule of work and the interfacing of tasks.

**4. *Project Budget* (20 Percent)**

The Consultant will be rated on the overall budget and budget breakdown within the interfacing tasks.

Upon completion of the review process, interviews, and reference checks, the Hooksett Conservation Commission will negotiate with the top-ranked consultant for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

**VIII. DISCLAIMER**

This RFP does not commit the Hooksett Conservation Commission to award a contract or pay any costs incurred during the preparation of the qualifications package. The Hooksett Conservation Commission reserves the right to reject any or all of the qualifications packages. The Hooksett Conservation Commission also reserves the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks.