# CITY OF PORTSMOUTH, NH

## RFP #42-09

# REQUEST FOR PROPOSALS PLANNING AND ENVIRONMENTAL SERVICES

# PUBLIC UNDEVELOPED LANDS ASSESSMENT CITY OWNED LANDS

The City wishes to conduct an assessment of a select set of parcels within the City of Portsmouth in order to determine their natural resource value, current limitations and the degree to which these parcels provide natural resource functions beyond their boundaries

**Sealed Request for Proposals, plainly marked RFP #42-09, "Public Undeveloped Lands Assessment" on the outside of the mailing envelope,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 p.m. on Friday March 6, 2009.

#### MANDATORY PRE-PROPOSAL MEETING

There will be a mandatory pre-proposal meeting on Wednesday February 18, 2009 at 10:00 a.m. at City Hall, 1 Junkins Avenue, Portsmouth, NH in Conference Room A. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

#### BACKGROUND/PURPOSE

The Conservation Commission is interested in developing a better understanding of the conservation values of undeveloped lands in the City. This project will look closely at City owned undeveloped lands. This project is also intended to identify corridors of undeveloped land which may be privately owned or owned by another public entity. The details about properties not owned by the City of Portsmouth will be used to the extent they are able to define important wildlife corridors, and areas where important habitat or vegetation extends beyond the identified City owned parcels. The information collected about adjacent and adjoining parcels will be used for future work in enhancing protection for upland areas, important plant communities and wildlife corridors throughout the City.

While some of this information has already been collected, the consultant will be responsible for consolidating the existing information, collecting the identified information and updating information as needed to have a centralized database and report to be used as the source material for various implementation measures. The implementation efforts will include future zoning ordinance revisions, open space planning, conservation land acquisition, public access, and passive recreation.

#### SCOPE OF WORK

The City of Portsmouth Planning Department is requesting proposals from qualified firms to work with the Conservation Commission and Planning Staff to develop a Public Undeveloped Lands Assessment. The Conservation Commission and Planning Department have conducted a review of Citywide Conservation Parcels and have come up with a list of 91 parcels, which the successful firm will visit and assess. The work is divided into five tasks described in detail below. These are the minimum tasks required, consultants are not limited to providing only the tasks outlined below.

## Task 1 Develop Comprehensive Baseline Inventory

The baseline inventory shall include, but not be limited to:

- Date of City acquisition for each parcel
- Consultant shall review with PULA committee list of parcels
- Registry of Deeds book and page number with a copy of deed
- Deed restrictions, for example use limitations of preceding owner
- Parcel size and the source of that data (i.e. deed, survey plan, City files, GIS)
- existing public access and use
- potential public access improvements for each parcel
- adjacent land uses that might affect/impact each parcel
- existing land uses structures on each parcel
- suitability for accessible access.

The City will provide GIS data for this task as well as any paper copies of property records that are available at City Hall or the Department of Public Works. There will be some research at the Rockingham County Registry of Deeds necessary in order to evaluate the property information. The City has copies of the majority of the deeds and easements which will be provided for the consultant's use.

**Deliverable:** The consultant will be responsible for compiling the information into an easy to use database which will be delivered as distinct GIS layer as well as web formatted pages, which will be accessible to staff, the Conservation Commission and the general public. The consultant will not be responsible for publishing this information to the web but the format should be compatible with the City's website.

#### Task 2 -- Detailed Natural Resource Assessment

The consultant will perform a natural resource assessment of each parcel to include:

• Functional assessment of habitat types describing the habitat in comparable terms with other properties to include quantity and quality of each habitat. This assessment should include wildlife as well as vegetative habitat with special focus on upland habitat areas, slope

information, soil assessment and unique geological information. Prime Wetland, Vernal Pool, and Citywide Wetland GIS layers will be provided to the consultant by the City.

- Identification of Citywide wildlife corridors which describe areas within which wildlife are likely to travel focusing on the identified City owned parcels and connections to and across private parcels.
- Analysis of open space connections beyond habitat where passive recreational connections can be made
- Identify degraded habitats or threats to habitats and provide information about nature of threat, abuse of restrictions or degradation, for example invasive species, stormwater runoff, encroachment, and dumping.
- Identify restoration opportunities that would improve wildlife and vegetative habitat
- Identify high quality habitat areas, which should be preserved
- Identify areas where hunting currently is allowed and provide recommendations for appropriateness of hunting on each parcel
- Identify areas which receive stormwater and areas appropriate for stormwater infiltration

**Deliverable:** Consultant will be responsible for compiling the above information for this task into a report format, which will be easily incorporated into a final report for the project.

# **Task 3 Develop Recommendations**

- Consultant shall develop a comprehensive report including tables of each parcel, background information about each parcel from task 2 above, maps showing size and location of each parcel and future steps necessary for updates to this work.
- The consultant will be responsible for providing recommendations for prospective uses of each parcel, which would include recommendations for future use and/or protection.
- The consultant will identify any apppropriate educational use of property.
- The consultant will identify areas appropriate areas for community gardens
- The consultant will identify potential for alternative energy siting i.e. wind, solar, and wood lots
- The consultant will identify appropriate level of public access for each parcel
- The consultant will identify opportunities for natural/passive recreation areas

**Deliverable:** Consultant will be responsible for compiling the above information for this task into a report format, which will be easily incorporated into a final report for the project.

#### **Task 4 Meetings**

The consultant will meet with City staff and the Public Undeveloped Lands Assessment Committee, as needed for a minimum of three times and not more than six times to ensure successful project

completion. In addition, the Consultant will be responsible for two public meetings to present their findings and solicit comments from the public on a draft version of the report and a final meeting to present the results to the public.

## Task 5 Report and Maps

The consultant will develop and draft the final report of the City of Portsmouth Public Undeveloped Lands Assessment. This report will include the information from tasks 1-3 above including tables and maps. The report will also include a set of recommendations for appropriate uses for each parcel as well recommended level of protection for each parcel based on the collected information. The consultant shall provide 5 hardcopy final reports and a digital copy of the report. Additionally, final tables, and maps will be provided in an editable format other than .pdf for future edits. The report will also include a formatted set of maps which can be used on the City website to provide public access to the information.

#### SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all project work in its entirety by the end of February, 2010 including final City review and approval. Contract award and execution is anticipated within one month of proposal submission.

#### CITY ROLE

Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Planning Department and Public Undeveloped Lands Assessment Committee will review work products prepared by the consultant.

The following information is available for the Consultant's review at Portsmouth City Hall, 1 Junkins Avenue Portsmouth, NH from 8:00 a.m. to 4:30 p.m. Monday through Friday. Please contact Peter Britz at 610-7215 to make an appointment to review information:

- Citywide GIS data layers:
  - o City owned properties identified for this study
  - Wetland Inventory 2003
  - o Vernal Pool Survey 2008
  - o Prime Wetland Study 2008 (draft)
  - o Citywide Parcel
  - o Citywide Streets
  - o Citywide Conservation
  - o Digital Orthophotophotos 2000, 2003, 2005, 2006
- Collected Set of City Owned Conservation Lands Deeds/Easements

#### SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the required elements as section headings in the order in which they appear below:

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization.
- B. Project Team- Provide names and resumes of key professionals who would be assigned to the project only resumes of key project personnel shall be included. Each team member's education and experience shall be listed. The project manager shall be designated and a description of relevant previous projects, and the project staff that have played a central role in the project. Any subconsultants shall be identified and a description of relevant previous projects provided.
- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D. Scope of Services- Describe the consultant's approach and technical plan for accomplishing the work listed herein broken out by task. The consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted.
- E. The Consultant shall submit a detailed schedule by task.
- F. A lump sum proposal price itemized by task shall be provided. Hourly rates of project personnel shall also be provided.
- G. Three (3) references, including <u>current</u> contact name and phone number for similar projects which the project manager has managed.

Four (4) hardcopies and a digital copy, in a PDF format, of the proposal shall be submitted in a two sided format. Please limit number of pages/material used in submittal. Specifically, no more than one page cover letter, proposal not to exceed ten pages, company information not to exceed 20 pages and document should not have a plastic cover.

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#### **EVALUATION CRITERIA**

Proposals will be evaluated by a team of City staff and Conservation Commission member(s) according to the following:

- 1. Responsiveness to submission requirements.
- 2. Qualifications of firm and project team members including any proposed subconsultants. Particular attention will be given to the experience and ability of the project manager.
- 3. Previous related work.
- 4. Understanding of project goals and issues.
- 5. Proposal price.

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

The City reserves the right to undertake such investigation as it deems necessary to verify qualifications.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

#### **CONTRACT DOCUMENT**

Upon selection, the successful Consultant will be sent a contract for execution. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth.

#### **PAYMENT**

Contractor will be paid on a lump sum basis upon approved completion of each task.

#### **ADDITIONAL INFORMATION**

Requests for additional information should be directed to Peter Britz, Environmental Planner/Sustainability Coordinator at (603)610-7215.

## **INSURANCE REQUIREMENTS**

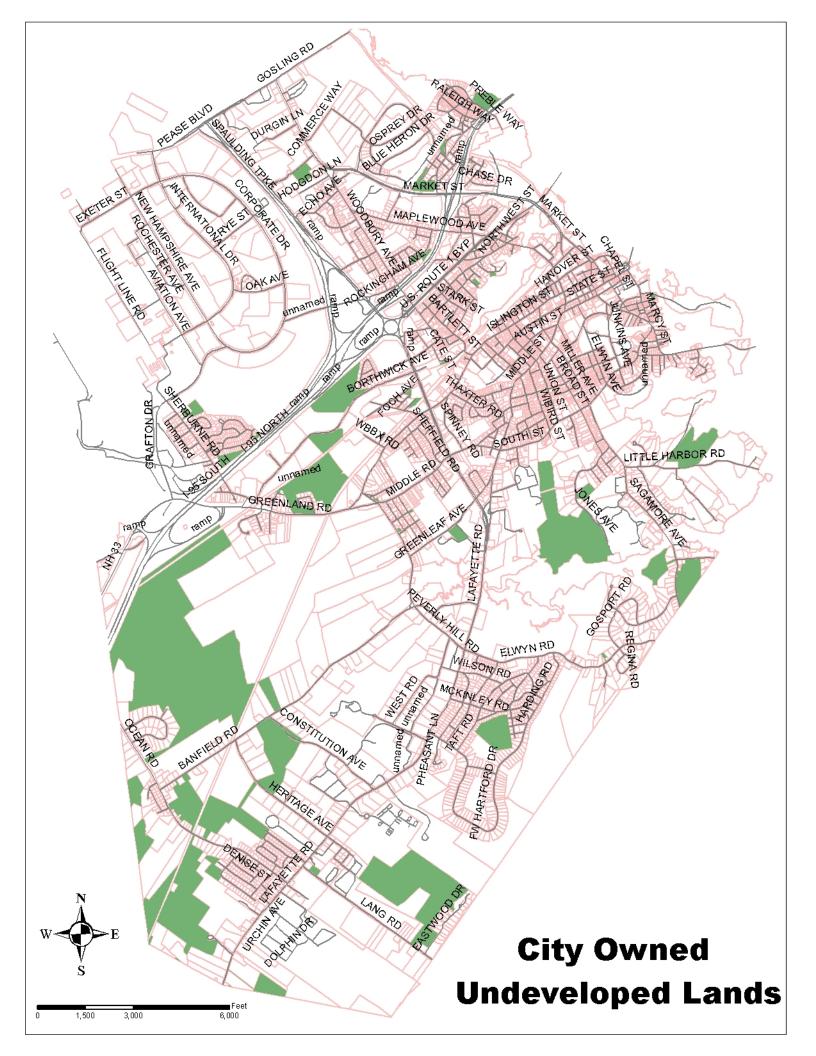
Insurance shall be in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

#### **Evidence of Insurance**

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

#### Indemnification

The Consultant agrees to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.



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