

CITY OF ROCHESTER, NEW HAMPSHIRE

BID "Forest Management Planning"

The City of Rochester, New Hampshire, will accept qualifications and sealed price proposals for "Forest Management Planning". Submissions must be submitted in a sealed envelope plainly marked:

Bid Request for Statement of Qualifications AND Price Proposals for "Forest Management Planning"

Bid # "10-29"

***City of Rochester, New Hampshire, Purchasing Office
31 Wakefield St.
Rochester, NH 03867
Attn: Purchasing Agent***

All Qualifications and Price Proposals must be received no later than 2:45 pm EST March 4, 2010. Statement of Qualifications opening will be at 3:00 pm EST. **Price Proposals will be opened at a later date.** Bid specifications may be obtained by visiting www.rochesternh.net or by emailing the Purchasing Agent at purchasing@rochesternh.net or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid submittals must be made on the forms supplied and must be fully completed when submitted.

ROCHESTER, NEW HAMPSHIRE

Rochester, New Hampshire, a rapidly growing city north of Boston, MA, is seeking the services of a licensed NH professional forester to assist in creating a forest management plan for the City's forested lands. The City and the Department of Public Works in conjunction with the Conservation Commission wish to develop forest management plans to assist in Rochester over the next few decades. It is anticipated that the development of the forest management plans may take several years to complete and the City wishes to create self-funding sustainable plans for each property.

The objectives of the management plans are to accomplish the following:

1. Improve the health, quality, growth and value of the forests.
2. Create recreational opportunities for the public to enjoy.
3. Manage and improve wildlife habitat on the properties.
4. Manage for forest aesthetics and the protection of water resources.
5. Manage for a sustained and periodic yield of forest products which will create revenue for the City while improving forest growth.
6. Management Plan for Hanson Pines shall comply with the conditions of the land when originally donated to the City.

I) BID SPECIFICATIONS

A) Statement of Qualifications (SOQ) and Price Proposal specifications:

- 1) Statement of Qualifications (SOQ): must include the following information:
 - (a) Fully completed SOQ form submitted with complete bid packet;
 - (b) Resumes of key personnel to participate in the project including educational background and employment history, not to exceed two pages per person;
 - (c) Past experience with developing forest management plans for the past five (5) years with references, contact names and telephone numbers;
 - (d) Specific evidence of familiarity with development of forest management plans;
 - (e) Statement of availability and location of key personnel to work on the Rochester assignment;
 - (f) Brief description of how consultant would approach each subject parcel for the forest management plan and what elements should be included;
 - (g) Qualifications statement must NOT include cost information.

- 2) Price Proposal: must include the following information submitted on form provided in a **SEALED AND SEPARATE ENVELOPE:**
 - (a) Fully completed Price Proposal Form;
 - (b) Cost based on the Scope of Work and separated into discrete tasks for each property;
 - (c) An expected timeline for completion by task;
- 3) Price Proposal Alternate: Provide any recommended changes with associated time and cost additions or deductions.
- 4) Quantities:
 - (a) Five (5) bound copies of Statement of Qualifications to include the provided SOQ form;
 - (b) One (1) copy of the Price Proposal Form in a separately sealed envelope.

II) SCOPE OF WORK

- A) For the purpose of reviewing qualifications and price proposals the Scope of Work is as follows:
 - (a) Review any existing or prior forest management plans;
 - (b) Prepare an assessment of the condition of the forests on the following properties:
 - Water Department property located in Rochester and Barrington located adjacent to the reservoir between Route 202A and Dry Hill Road – consists of 4 parcels in Barrington encompassing approximately 49 acres and 5 parcels in Rochester encompassing approximately 150 acres;
 - Hanson Pines, Tax map 116 lot 173. Approximately 30 acres;
 - City Forest - 16 acre parcel in East Rochester adjacent to the Salmon Falls River, Tax map 213 lot 1;
 - (c) Prepare a forest inventory and habitat analysis as appropriate for each parcel.
 - (d) Prepare recommendations specific to the parcel with respect to the stated objectives;
 - (e) Preparation of final reports with recommended action plan to be implemented;
 - (f) Work with Conservation Commission and the Department of Public Works, as well as the Trustees of the Trust Fund for Hanson Pines;
 - (g) Make presentation of final documents to the Conservation Commission and City Council;
 - (h) Additional City properties may be added in the future;

- (i) Other tasks as may be required or recommended.

III) INSTRUCTIONS TO BIDDERS

A) Preparation of Bids

- 1) The bidder shall submit his/her SOQ and price proposals upon the forms (attached) furnished by the City. The SOQ's shall be in a sealed envelope marked "Forest Management Planning." The bidder shall specify the unit price or price proposal base amount, and / or price proposal alternate amount, as is applicable both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- 2) If an amount entered by the bidder on the Price Proposal Form is to be altered it should be crossed out with ink, the new unit price or price proposal amount entered above or below it, and initialed by the bidder, also with ink.
- 3) The bid must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the consultant legally qualified and acceptable to the owner. If the bid is made by an individual, his name and post office address must be shown; by a corporation, the name of the corporation and it's business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary and Treasurer.
- 4) All questions shall be submitted in writing to and received by the Purchasing Agent at purchasing@rochesternh.net a minimum of seven (7) days prior to the scheduled bid opening. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders and post it on the City's website.
- 5) All materials submitted in response to this invitation will become the property of the City of Rochester. All expenses incurred by responding to this invitation shall be the responsibility of the bidder.

B) Irregular Bids

- 1) Bids will be considered irregular and may be rejected for any of the following reasons:
 - (a) If the bid is on a form other than furnished by the City, or otherwise specified, or if the form is altered or any part thereof is detached.
 - (b) If there are unauthorized additions, conditional or altered bids, or irregularities of any kind which may tend to make the bids incomplete, indefinite, or ambiguous as to its meaning.
 - (c) If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
 - (d) If the price proposal does not contain a unit price for each pay item listed except in the case of altered authorized pay items.

C) Interpretations

- 1) No oral interpretations will be made to any bidder as to the meaning of the specifications or terms and conditions of this sealed bid invitation.

D) Delivery of Bids

- 1) When sent by mail, the sealed qualifications and price proposals shall be addressed to the owner at the address and in the care of the official whose office the bids are to be received. All qualifications and price proposals shall be filed prior to the time and at the place specified in the invitation for bids. Qualifications and price proposals received after the time for the opening of the bids will be returned to the bidder unopened. Faxed or emailed bids are NOT acceptable.

E) Withdrawal of Bids

- 1) A bidder shall be permitted to withdraw his/her bid unopened after it has been deposited if such request is received in writing prior to the time specified for opening the bids.
- 2) No bid may be withdrawn, for a period of sixty (60) days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

F) Public Opening of Bids

- 1) Statement of Qualifications submittals will be opened and read publicly at the time and place indicated in the invitation. Bidders, their authorized agents and other interested parties are invited to be present.
- 2) Opening of the sealed Price Proposal Forms will NOT occur at the same time as the opening of Statement of Qualifications. Price Proposals will be opened once a review of the qualifications, through examination of submittals and / or interviews, has been conducted.

G) Disqualification of Bidders

- 1) Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of his/her submittal:
 - (a) More than one bid for the same work from an individual, firm, or corporation under the same or different name.
 - (b) Evidence of collusion among bidders.
 - (c) Failure to supply complete information as requested by bid specifications.

IV) BID EVALUATION

- A) The following factors shall be considered as an integral part of the bid evaluation process to include, but are not limited to:
 - 1) Bidder's ability, capacity and skill to perform within specified time limits.
 - 2) Bidder's experience, reputation, efficiency, judgment and integrity.
 - 3) Bidder's last performance.

- 4) Sufficiency of bidder's resources to fulfill the contract.
- 5) Bidder's ability to provide future professional services.
- 6) Other applicable factors as the City determines necessary or appropriate.

V) AWARD AND EXECUTION OF CONTRACT

A) Consideration of SOQ

- 1) SOQ's will be made public at the time of opening and may be reviewed only after they have been properly recorded. Price proposals will be opened at a later date following selection of consultant based upon SOQ. In the case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the bid and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- 2) The right is reserved to reject any or all bids, to waive technicalities or to advertise for new bids, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

B) Award of Contract

- 1) If a contract is to be awarded, the award will be made to the qualified bidder whose bid complies with all the requirements prescribed in the bid specifications page(s) and bid evaluation section of this document, and at the sole discretion of the City, demonstrates that selection of said bidder is in the best interest of the City, as soon as practical after the bid opening. The successful bidder will be notified at the address listed that the bid has been accepted and contract negotiations shall follow.
- 2) The City will rank firms or consultants based upon bid evaluations. The City will negotiate final compensation with the highest ranked firm or consultant. If an agreement cannot be reached, the City will then negotiate with the next highest ranked firm or consultant.
- 3) The final scope of services agreed upon may not be identical to the scope of work set forth in the "Scope of Work" section in the invitation.

C) Cancellation of Award

- 1) The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

VI) EXTRAS

- A) Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the same has been ordered, in writing, by the City of Rochester.

VII) DEFAULT AND TERMINATION OF CONTRACT

- A) Cause - Any of the following reasons, but not limited to, may be cause for termination of the contract or agreement entered into between the City and Consultant.
- 1) Fails to begin work under Contract within the time specified in the notice to proceed.
 - 2) Fails to perform the work in such a manner as to assume prompt completion of said work.
 - 3) Performs the work unsuitably or neglects or refuses to redo the work.
 - 4) Discontinues the execution of work.
 - 5) Fails to resume work, which has been discontinued, within a reasonable time after notice to do so.
 - 6) Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency.
 - 7) Makes an assignment for the benefit of creditors.
 - 8) For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing to the Consultant for such delay, neglect and default.
 - (a) If the Consultant does not proceed in accordance with the notice, then the City of Rochester will have the full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Consultant. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.
 - (b) All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Consultant. If such expenses exceed the sum which would have been payable under the Contract, then the Consultant shall be liable and shall pay to the City of Rochester the amount of such excess.

VIII) OBTAINING BID RESULTS

- 1) Bid results for the Statement of Qualifications will be posted 48 hours after opening on the City website at www.rochesternh.net or will be available by request via email at purchasing@rochesternh.net.

CITY OF ROCHESTER, NEW HAMPSHIRE

STATEMENT OF QUALIFICATIONS FORM

"Forest Management Planning"

Bid # 10-29

(To be filled out completely and attached to qualifications packet)

Legal Business Name: _____

Address: _____

Phone: _____

Email: _____

Print Name and Title: _____

Authorized Signature: _____

Date: _____

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

CITY OF ROCHESTER, NEW HAMPSHIRE

PRICE PROPOSAL BID FORM

"Forest Management Planning"

Bid # 10-29

(To be filled out completely and sealed separately from qualifications)

Legal Business Name: _____

Address: _____

Phone: _____

Email: _____

**PRICE PROPOSAL FOR WATER DEPARTMENT LAND
(based on Scope of Work)**

Price Proposal in words: _____

Price Proposal in figures: \$ _____

Project completion date: _____

Print name and title: _____

Authorized Signature: _____

Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed)

**PRICE PROPOSAL FOR HANSON PINES
(based on Scope of Work)**

Price Proposal in words: _____

Price Proposal in figures: \$ _____

Project completion date: _____

Print name and title: _____

Authorized Signature: _____

Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed)

**PRICE PROPOSAL FOR CITY FOREST – TAX MAP 213 LOT 1
(based on Scope of Work)**

Price Proposal in words: _____

Price Proposal in figures: \$ _____

Project completion date: _____

Print name and title: _____

Authorized Signature: _____

Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed)

PRICE PROPOSAL ALTERNATE:

Please provide details of recommended alternates, if any, to the price proposal along with time and cost additions or deductions. This is to be included with bid submittal if changes are recommended.

List description below:

PRICE PROPOSAL ALTERNATE AMOUNT:

Addition to price proposal in words: _____

In figures: \$ _____

Deduction to price proposal in words: _____

In figures: \$ _____

Project completion date: _____

Authorized Signature: _____

Date: _____