

Town of Alexandria, New Hampshire Conservation Commission

Request for Proposal

Natural Resource Inventory

The Alexandria Conservation Commission (ACC) is seeking proposals from qualified natural resource consultants to assist the commission in preparation of a Natural Resource Inventory (NRI) of the town of Alexandria, NH. This project will involve working with the ACC to develop maps, data and a written report. The NRI will cover the following topics: Overview, Water Resources, Land Resources, Open Space, and Biodiversity of Plants and Animals. It will include data, maps, and photographs to accompany a narrative regarding each topic. The Commission seeks assistance, at minimum, with Geographic Information System (GIS) analysis; additional assistance may be contracted, depending on budgetary limits, for field work and preparation of the final report. Please provide price estimates for each item included in section A, Scope of Work.

A. Scope of Work:

1. Meet on three occasions with Alexandria Conservation Commission to discuss goals of the project, progress report, and final presentation of deliverables.
2. Customize and perform basic Geographic Information System (GIS) analysis of 10+/- existing publicly available map layers for statistical information regarding natural resources of the Town of Alexandria, NH. An example might be to calculate the number of acres of prime agricultural soils and the percentage of total town acreage occupied by such. Specific layers to be agreed upon by the parties. Create Alexandria-specific digital copy of each layer and document the content and source of each layer analyzed. Deliver the customized layers, including underlying data, in GIS digital format.
3. Create 5+/- new Alexandria-specific digital maps from multiple existing GIS layers indicating areas of co-occurrence of certain natural features or resources. An example might be a map highlighting areas unsuitable for development due to steep slopes, wetlands or other obstacle. Maps to be documented and delivered in GIS digital format as well as PDF. Contents of maps will be specified and agreed upon by the parties.
4. Spend 1-3 days in the field, one on a general tour/survey of town, one each for ground-truthing available map information in two targeted areas of interest.
5. Write narrative to accompany data tables, photos, and maps.

B. Deliverables:

1. All deliverables, individual customized data and GIS files as well as document files will be conveyed to the ACC on compact disc and if applicable, in printed format. Maps, data tables, and photos should be incorporated into the body of the narrative (if contracted), and each chapter as well as the total document delivered in both Word and PDF formats. All customized deliverables become the property of the town of Alexandria.
2. If field work is contracted, provide written field notes.
3. If narrative work is contracted, a draft of the narrative will be delivered to the ACC for approval before final product is produced. Narrative to be produced in MS Word format with accompanying maps, tables or photos.

C. Proposal Process

1. Written proposals should be submitted, preferably via email at alexandrianh@metrocast.net or to Alexandria Conservation Commission, 47 Washburn Road, Alexandria, NH 03222 by end of business March 1, 2012. Questions may be addressed to the Chairperson via e-mail at janet.towse@dartmouth.edu.
2. Consultant selection will be based upon:
 - Qualifications of personnel. Please provide staff resumes.
 - Experience with similar projects. Please provide references and examples of other NRI work done in New Hampshire.
 - Ability to work with local volunteers, which could include night or weekend meetings
 - Ability to meet project schedules
 - Ability to work within our budget.
3. The Alexandria Conservation Commission reserves the right to reject any or all bids.