

SULLIVAN COUNTY, NH



REQUEST FOR QUOTATION FORESTRY SERVICES

**PROPOSALS ARE DUE NO LATER THAN 12:00 NOON
ON MONDAY, JUNE 22, 2020
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 seeks quotations for professional consultant forestry services.

Scope of Services:

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 by the Natural Resources Department to meet seven primary land management goals: demonstrate exemplary forest management that protects soil and water resources; promote and conserve wildlife habitat and native biodiversity; support and encourage outdoor recreation; support and encourage outdoor education; encourage community involvement through maintaining and promoting sense of place; provide opportunity for traditional land uses such as hunting and fishing; and facilitate scientific research. A 10-year forest management plan details stand descriptions, silvicultural prescriptions and a recommended harvesting schedule. The entire plan may be viewed on the Sullivan County Natural Resources website at <https://www.sullivancountynh.gov/1225/Forest-Management-Plan>.

Provided services shall be in accordance with the County's forest management plan, recognizing that ground conditions, weather, markets and silvicultural factors may necessitate plan

modifications. All work to be performed will be in consultation with the Director of Natural Resources. Services shall include, but not be limited to:

1. Laying out the boundaries of timber sales and the location of skid roads and log landings consistent with environmental constraints.
2. Marking and estimating timber and other forest products in accordance with the Forest Management Plan. Calculating the volume of marked trees in the sale area.
3. Preparing and distributing sale prospectus which display the volume and quality of marked trees as well as a summary of the conditions under which it will be sold. Conduct showings of the sale areas for approved prospective bidders.
4. Soliciting sealed bids for marked trees and advising the Natural Resources Department on the selection of a buyer.
5. Working with the Natural Resources Department to prepare timber sale contracts to be entered between the County and the buyer.
6. Preparing and submitting Intent to Cut notices, wetland permit applications, Report of Wood Cut forms, and other requirements under New Hampshire law. Also obtaining local permits as may be required by the Town of Unity.
7. Supervising the buyer's harvest operation to insure proper execution of the contract.
8. Conducting final inspection of sale area after completion of harvesting. Arranging, if necessary, for correction of any deficiencies by utilization of the buyer's performance deposit or other means.
9. Maintaining a permanent record of all harvest operations including updating the Natural Resources Department's GIS to graphically document harvest operations and resulting changes to forest management units.
10. Maintaining regular contact with the Natural Resources Department and preparing a written annual report of accomplishments for submission to the County Commissioners.
11. Supporting public relations concerning the management of Sullivan County lands.

QUOTATION REQUIREMENTS

1. Quotations must be submitted in an envelope addressed to the Natural Resources Director as noted above, and clearly labeled "FORESTRY SERVICES QUOTATION" *Faxed or emailed submissions will not be accepted.* The deadline to submit is 12:00 NOON on Monday, June 22, 2020, 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. Quotations 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 projects that would serve as examples of experience and expertise necessary for providing these services.
 - d. List of any intended subcontractors.
 - e. List of three (3) governmental client references with contact information.
 - f. Proposed fee structure for all services to be performed, including costs from any anticipated subcontractors.

GENERAL INFORMATION

- A. The initial contract period shall start on date of award and shall terminate five years from that date. Sullivan County may renew this contract for one additional five year period, subject to satisfactory performance and vendor acceptance.
- B. Contractors are expected to familiarize themselves with the Forest Management Plan before submitting a quotation. The submission of a quotation shall be deemed to represent that the vendor has reviewed and is satisfied with the conditions to be encountered in performing the work.
- C. Vendors are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required, including but not limited to federal and state laws regarding worker safety and licensing requirements.
- D. The successful vendor will be required to comply with all terms and conditions as set forth in this RfQ, except as may be specifically exempted by the County in writing, and to execute a written Service Agreement. Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the quotation acceptance and award.
- E. It is anticipated that the Board of Commissioners will award the Service Agreement during a regular public business meeting.
- F. Vendors shall assume all costs and expenses associated with the preparation and submission of a quotation.
- G. The vendor shall use every precaution to prevent injury or damage to County property. The vendor 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.
- H. To the fullest extent permitted by law, the Vendor 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 the Vendor or anyone directly or indirectly employed by the Vendor 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 Vendor or its officers, employees, or agents.
- I. Prior to commencing work, the Vendor shall demonstrate that
 - 1. Vendor 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. Vendor carries automobile insurance coverage in the amount of \$1,000,000.
3. Vendor shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The Vendor's workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.

The Vendor 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 Vendor, any subcontractor or any professional service provider.

- J. No Service Provider under this RfQ 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 Service Agreement, with priority to be determined solely by the County:

- a. Experience/expertise
- b. References
- c. Overall methodology
- d. Cost
- e. Knowledge of and access to markets for timber products
- f. Ability to meet the County's land management goals and objectives

Sullivan County is aware of the time and effort required to prepare quotations and invites vendors to let us know of any requirements that are unclear and/or create difficulty in responding. Questions regarding this request for quotations 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 quotations, 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.