



CITY OF DOVER

CONSERVATION COMMISSION AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Conference Room – 288 Central Ave, Dover, NH
Meeting Date: **Monday, November 3, 2008**
Meeting Time: **5:30 pm**

Commission Members: Tom Fargo, Chair; Bill McCann, Vice Chair; Britt Schuman; Alban Lobdell; Marcia Colbath; Chris Hunt.

1. Approval of minutes from September 8, 2008 meeting.
2. Approval of minutes from October 6, 2008 meeting
3. RE: Map K, Lot 19: Update on wetlands impact mitigation conservation easement for Varney Brook Lands (a.k.a. Thornwood Commons mixed-use development project) located off Dover Point Road. *Chairman's note: The project was reviewed in February 2008. See attached supporting documentation.*
4. RE: Tax Map 22, Lot 1; Considering a request from the Dover Community Services Department for a review proposed additions to the River Street pump station.
5. Considering a request from the Dover Planning Department for an expenditure from the Conservation Fund (up to approximately \$20,000) to hire a consultant to update the City's Open Space and Natural Resource Chapter of the Master Plan. Members are requested to provide input on scope-of-work/tasks. *See attached documentation.*
6. Other Business:
 - Open forum for concerns of the Commission
7. Adjournment:

February 6, 2008

RE: Dover Conservation Commission Action on Thornwood Commons, a.k.a. Elliot Rose Company of Dover (NHDES File#: 2007-00288)

To: Whom It May Concern

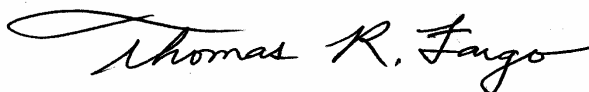
On Monday, February 4, 2008 the Dover Conservation Commission voted unanimously to accept stewardship responsibility for a conservation easement, described below, with the following conditions:

1. The Dover City Attorney reviews the proposed easement language and either finds it acceptable, or proposes changes that are mutually agreed upon by parties named in the easement.
2. The easement will contain conditions that requires the owner to complete earthwork associated with the proposed dam repairs, and restore impacted areas, by a mutually agreed upon date.
3. The applicant will complete a lot line adjustment so that the easement will be over only one parcel owned by a single entity.
4. The Dover City Attorney will review the liability of the City holding a conservation restriction over the pond. The pond will be subject to a NHDES-approved Remedial Action Plan to isolate contaminated soils present in the bottom sediments. The easement should clearly separate the City from any liability associated with the Remedial Action Plan or soil contamination.

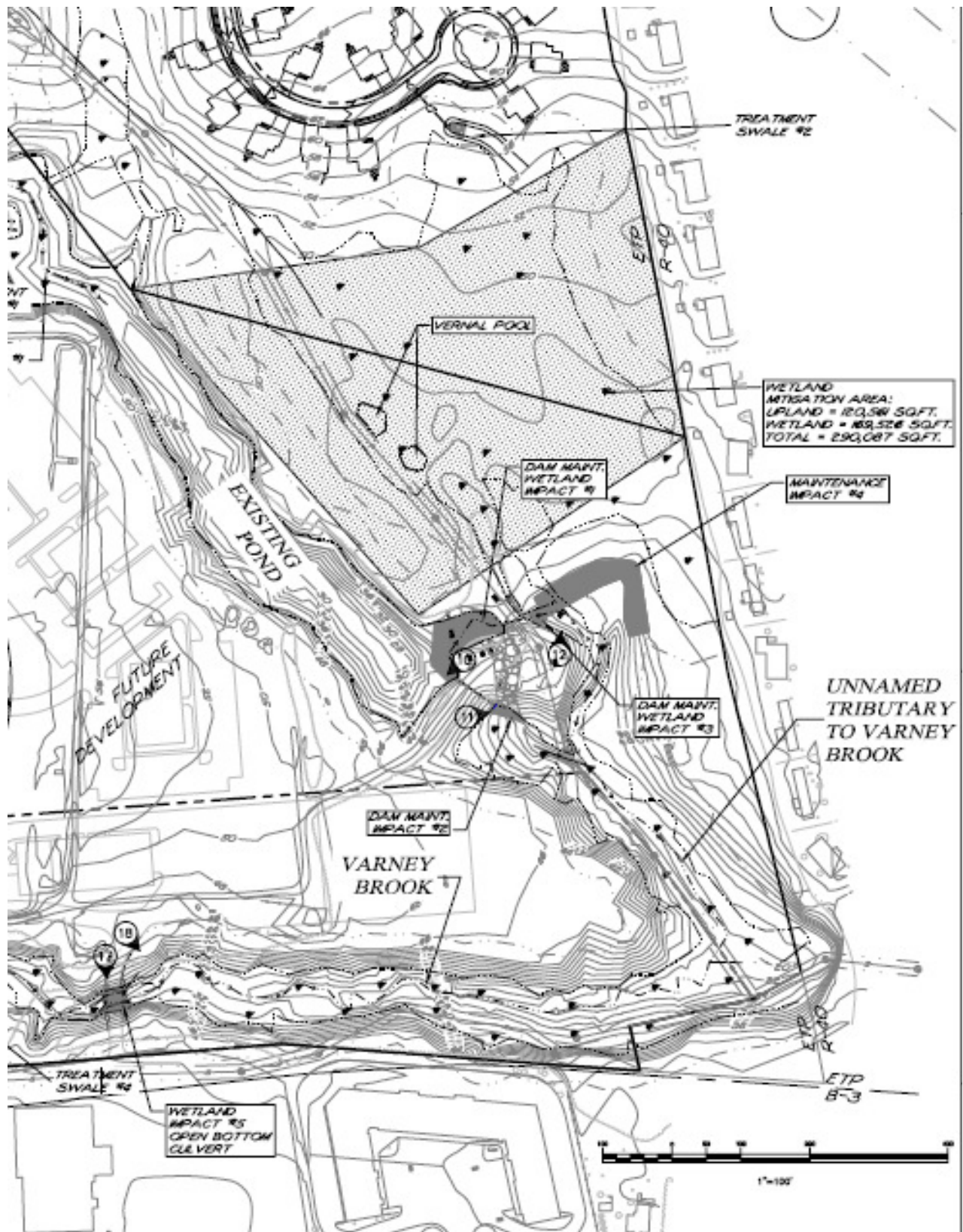
Project Description from the Meeting Agenda:

RE: Tax Map K, Lots 19 and 26; and Map M, Lot 4; Consideration of a request by Elliott Rose Company of Dover and Thornwood Holdings, LLC. (agent: Trittech Engineering) for the City of Dover to accept stewardship responsibilities for a conservation easement for wetlands impact mitigation associated with a State of New Hampshire Dredge and Fill Permit Conditional Use Permit to impact > 10,000 sq. ft. of wetland to construct a Mixed Use Development consisting of 48 single family homes and various commercial and residential uses located off Dover Point Road and Middle Road.

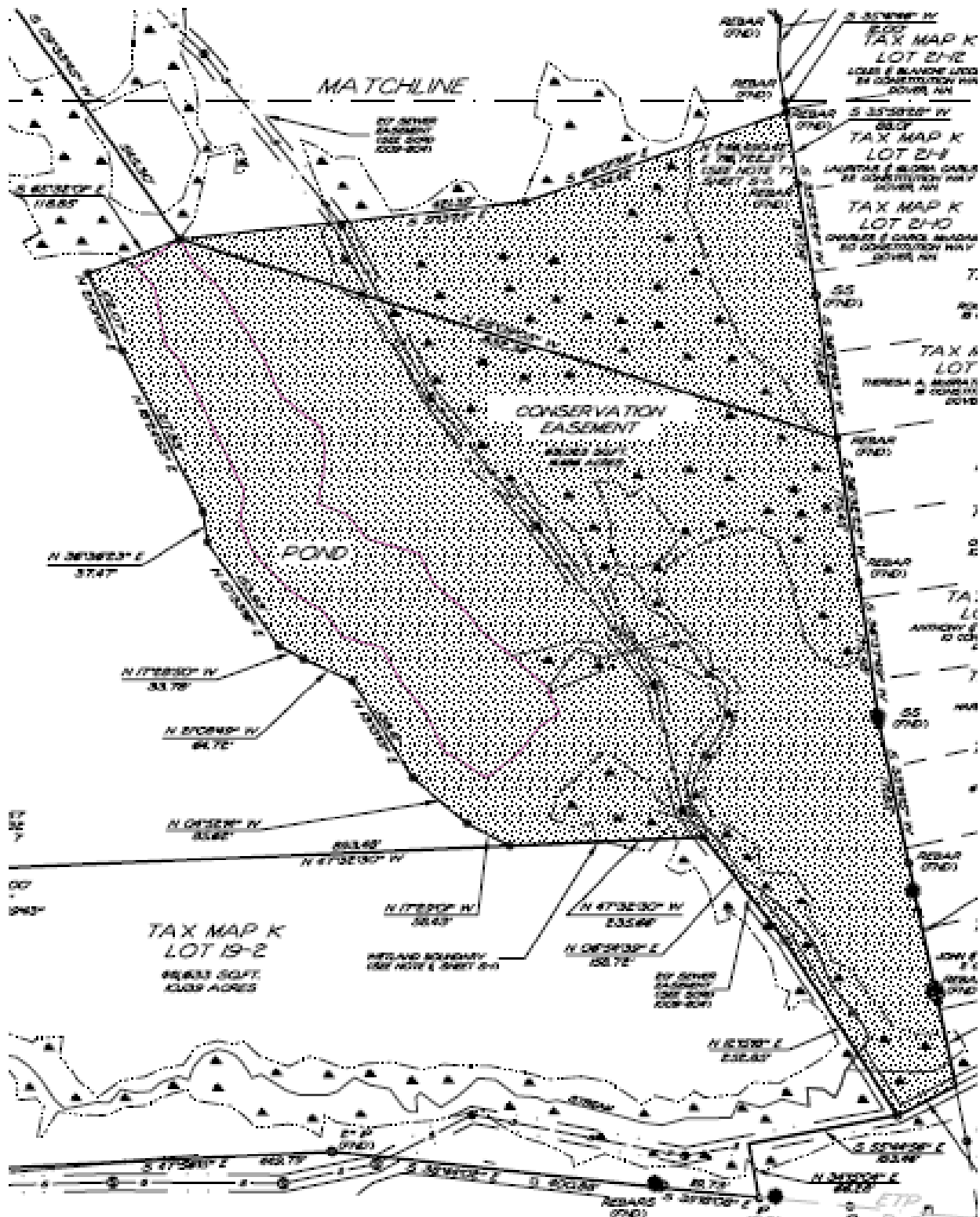
Sincerely,

A handwritten signature in black ink that reads "Thomas R. Fargo". The signature is written in a cursive, flowing style.

Thomas Fargo, Chairman
Dover Conservation Commission

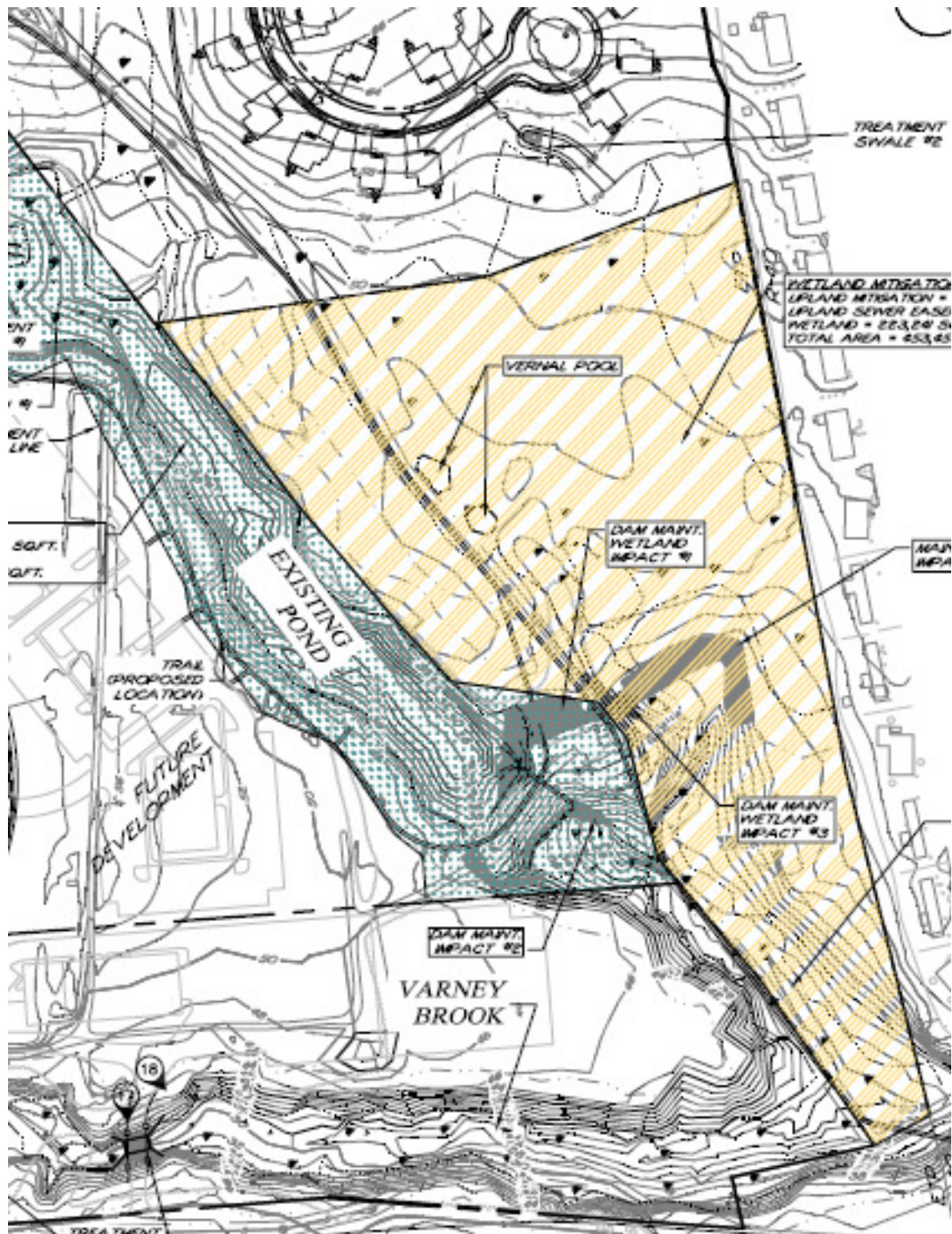


Original proposed conservation easement area, Thornwood Commons - Nov. 2007



Revised proposed conservation easement area, Thornwood Commons - June. 2008

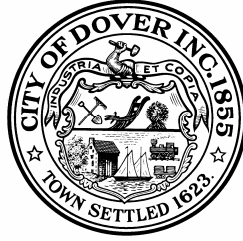
This wetlands impact easement area is specified in NHDES Wetlands permit #2007-00288.



Second revision proposed conservation easement area, Thornwood Commons – Sept. 2008

This revised easement area has been proposed to respond to City of Dover concerns about potential liability associated with the dam and the contaminated sediments in the pond.

DANIEL R. LYNCH
Finance Director
d.lynch@ci.dover.nh.us



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.ci.dover.nh.us

City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

October 31, 2008

REQUEST FOR PROPOSAL #B080XX

Professional Consulting Services – Open Space and Natural Resources Master Plan Update.

You are cordially invited to submit a proposal for **Professional Consulting Services – Open Space and Natural Resources Master Plan Update** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Five (5) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

“RFP #B080XX – Professional Consulting Services – Open Space and Natural Resources Master Plan Update”

City of Dover, Purchasing Office
288 Central Avenue
Dover, NH 03820-4169

All proposals/bids must be received by **August 1, 2008 at 2:00 p.m. EST**

Ann M. Legere
Purchasing Agent

AML:kjn
Attachments

****IMPORTANT:*** *If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a NO BID indication. Failure to respond in this manner will result in deletion from our bid list.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type	Proposal	Number:	B080XX
Title	Professional Consulting Services – Open Space and Natural Resources Master Plan Update.		
Date	Tuesday, November 6 2007		

I. INTRODUCTION

The City of Dover, New Hampshire, with a population of approximately 29,000, is in the process of updating its existing Master Plan. In 2007, the Land Use Analysis Chapter was adopted by the Planning Board. Dover last completed a comprehensive update of the remaining chapters of the Master Plan in 2000. Since that time, the City and the region have undergone many changes.

Additionally, the City has established a practice of preserving open space through bonded funds. The City has a Conservation Commission as well as an Open Lands Committee which works with landowners to preserve and protect natural resources. This update of the Master Plan will assist the City in most efficiently and effectively making decisions about preserving these resources.

While, the Planning Department will be responsible for the organization and coordination of all aspects of the Master Plan, some areas of the plan are being contracted out to experts in their particular field of interest.

It is important to note that all work must be completed in coordination with the City of Dover, and other groups working on the Master Plan concurrently.

II. GENERAL REQUIREMENTS

The objective of the project is to update the Conservation and Natural Resources chapter of the City's Master Plan. More specifically, the project is to study the specific topics contained in the 2000 chapters, update the information as necessary, and add new topics or issues that have arisen since 2000. The Conservation and Natural Resources chapter will cover a wide range of topics. Natural resources studied will include forest resources, fish and wildlife resources, and agricultural resources. Water resources covered will include surface water, watersheds, water supplies, groundwater resources, threats to water resources, water resource protection regulations, and non-regulatory programs and policies to protect water resources. The Open Space section will examine open space and protected lands.

III PROJECT REQUIREMENTS

The objective of this project is to study the Open Space and Natural Resources in Dover, and make recommendations for protecting and improving these assets. The selected consultant should be able to perform the following tasks:

- Public Participation
 - Work with the Planning Department staff to hold a public forum to solicit input from interested parties and the general public regarding Open Space and Natural Resources. Invited groups would include the Conservation Commission, City Department representatives, local conservation groups, Planning Board members, City Councilors, and the general public.
 - Form a working group to work with the consultant and Planning Department. The working group would be comprised of volunteers and would provide a local perspective and feedback to the consultant.
 - Utilize other methods, as recommended by the consultant, to gather public input during the master plan update process.

Work Product:

Documentation of Public Participation Process



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type	Proposal	Number:	B080XX
Title	Professional Consulting Services – Open Space and Natural Resources Master Plan Update.		
Date	Tuesday, November 6 2007		

- Prepare a Forests, Fish and Wildlife, and Agriculture Section
 - Develop a list of goals and objectives for the Forests, Fish and Wildlife, and Agriculture section.
 - Gather existing information and studies related to forests, fish and wildlife, and agriculture and detail the existing conditions of these resources.
 - Work with City staff to prepare necessary maps depicting the resources.
 - Analyze the status of each resource and make recommendations for preserving and protecting the resources.
 - Other tasks as recommended by consulting firm

Work Product:

Prepare final report on the existing conditions of the city's forests, fish and wildlife, and agriculture resources and provide recommendations for the preservation of these resources.

All reports to be supported by detailed maps, plans, renderings, and photographs with references to data contained in records, reports, and studies which will be part of the appendices and/or exhibits.

- Prepare a Water Resources Section
 - Develop a list of goals and objectives for water resources.
 - Gather existing information and studies related to groundwater and surface water resources and detail the existing conditions of these resources.
 - Gather information on the threats to water resources and analyze the adequacy of existing regulations and ordinances to protect the water resources.
 - Work with City staff to prepare necessary maps depicting water resources.
 - Analyze the status of each water resource and make recommendations for preserving and protecting the resources.
 - Other tasks as recommended by consulting firm.

Work Product:

Prepare final report on the existing conditions of the city's water resources and provide recommendations for regulatory and non-regulatory measures to be taken for the protection of these resources.

All reports to be supported by detailed maps, plans, renderings, and photographs with references to data contained in records, reports, and studies which will be part of the appendices and/or exhibits.

- Prepare an Open Space and Conservation Section
 - Develop a list of goals and objectives for the open space and conservation section.
 - Gather existing information and studies related to open space and conservation areas and detail the existing conditions of these resources.
 - Gather information on the threats to open space and conservation areas and analyze the adequacy of existing regulations and ordinances to protect these areas.
 - Work with City staff and the Conservation Commission to prepare necessary maps depicting open space and conservation areas.
 - Make recommendations for preserving and protecting open space and conservation areas.



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type	Proposal	Number:	B080XX
Title	Professional Consulting Services – Open Space and Natural Resources Master Plan Update.		
Date	Tuesday, November 6 2007		

- Other tasks as recommended by consulting firm.

Work Product:

Prepare final report on open space and conservation and provide recommendations for regulatory and non-regulatory measures to be taken for the protection of these resources.

All reports to be supported by detailed maps, plans, renderings, and photographs with references to data contained in records, reports, and studies which will be part of the appendices and/or exhibits.

- Prepare a Community Trail Section
 - Develop a list of goals and objectives for the Community Trail section.
 - Gather existing information and studies related to the community trail and how it integrates with open space and conservation areas.
 - Work with City staff and the Conservation Commission to prepare necessary maps depicting community trail areas.
 - Make recommendations for promoting use of and trail head development for the community trail.
 - Other tasks as recommended by consulting firm.

Work Product:

Prepare final report on open space and conservation and provide recommendations for regulatory and non-regulatory measures to be taken for the protection of these resources.

All reports to be supported by detailed maps, plans, renderings, and photographs with references to data contained in records, reports, and studies which will be part of the appendices and/or exhibits.

REPORT SCHEDULE:

- Documentation of selection of consultant [August 22, 2008] (1 copy)
- Draft of Forests, Fish and Wildlife, and Agriculture Section [September 12, 2008] (20 copies)
- Draft of Water Resources Section [September 26, 2008] (20 copies)
- Draft of Open Space and Conservation Section [October 10, 2008] (20 copies)
- Draft of Community Trail Section [October 24, 2008] (20 copies)
- Conservation Commission Public Hearing presentation [November 3, 2008]
- Planning Board Public Hearing presentation [November 25, 2008]
- Final revised report [December 5, 2008] (1 camera ready copy, 25 regular copies)

PROGRAM ADMINISTRATION:

The program will be administered by the City of Dover through a qualified consulting firm. Consulting firms will be required to interface with other ongoing sections of the Master Plan. In addition to the initial public forum and the public hearing and the normal coordination meetings, consultants will be required to meet with the working group a minimum of three (3) times at the discretion of the Planning Department.

IV BUDGET/TIMELINE

Based on requirements of this project, funding is expected to be between fifteen and twenty thousand dollars (\$15,000 - \$20,000).



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type	Proposal	Number:	B080XX
Title	Professional Consulting Services – Open Space and Natural Resources Master Plan Update.		
Date	Tuesday, November 6 2007		

The contract time period will be from the date of contract approval by the City of Dover, (projected to be January 23, 2008) to June 3, 2007.

The consultant shall receive compensation in the following manner:

- 30% after the City of Dover's receipt and approval of drafts of the Forests, Fish and Wildlife, and Agriculture Section and Water Resources Sections
- 30% after the City of Dover's receipt and approval of drafts of the Open Space and Conservation and Community Trail Sections
- 40% after the certification by the City of Dover of satisfactory completion of all work.

V SUBMITTAL REQUIREMENTS

Five (5) copies of the proposals prepared in response to this solicitation must be submitted on or before August 1, 2008, to:

City of Dover Purchasing Office
Municipal Building
288 Central Avenue
Dover, New Hampshire 03820
Attn.: Ann Legere

The following general framework should be used in the proposals:

- I. Introduction
- II. Proposed Work Plan for Work Tasks
- III. Tasking and allocation of personnel including expertise and qualifications of key team members assigned to the work project. The consultant should identify a program manager who will be the contact person for all activities.
- IV. The consultant shall prepare a budget for the categories under the Project Requirements and shall indicate all time and costs, including subcontractors when required, for individual work products. The consultant shall develop a close working relationship with the City of Dover, and other groups working on the Master Plan, such as citizen groups, and boards and commissions, including the Conservation Commission and Open Lands Committee.
- V. Provide one or two samples of a similar project completed by the consultant, and names and telephone numbers of references familiar with the consultant's work. (Executive summaries are acceptable)

In order to be considered, submission must comply with all required information/data in the Request for Proposal. Proposals will be judged according to the standards listed in the following Evaluation Criteria section. A maximum of five proposals will be selected for detailed evaluation. All consultants will be promptly notified. The selection committee reserves the right to accept or reject any or all proposals at its sole discretion.

VII SELECTION



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type	Proposal	Number: B080XX
Title	Professional Consulting Services – Open Space and Natural Resources Master Plan Update.	
Date	Tuesday, November 6 2007	

Proposals will be judged by the selection committee on their relative performance in the following areas:

- 1) Conformance with submission requirements;
- 2) Consultants' ability to meet the required time schedule;
- 3) Applicant qualifications, including relevant experience, financial capacity, and staff capabilities;
- 4) Detailed schedule showing the cost to the City of each individual work task/products; and
- 5) Creativity of additional work tasks you feel might be relevant to the study based on your expertise and the objectives of this project.
- 6) Background investigations, reference checks and work samples.

Selection of a consultant shall be on a non-discriminatory basis without regard to race, color, national origin, sex, age, or handicap.

If any additional information is required or if there are any questions, please call Christopher Parker, Planning Director or Steve Bird, City Planner at (603)516-6008.

Submitted by:		FOB Information:	
Address:			
		Availability:	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**
Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type	Proposal	Number:	B080XX
Title	Professional Consulting Services – Open Space and Natural Resources Master Plan Update.		
Date	Tuesday, November 6 2007		

BID, RFP AND QUOTE TERMS AND CONDITIONS

- 1. BID ACCEPTANCE AND REJECTIONS: The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.**
- 2. FINAL BID PRICE: Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.**
- 3. LATE PROPOSALS/BIDS: Any bids received after specified date and time will not be considered, nor will late bids be opened.**
- 4. PAYMENT TERMS: It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.**
- 5. BRAND NAMES: When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.**
- 6. SUBCONTRACTORS: Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.**
- 7. PROPER DOCUMENTATION: Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.**
- 8. BID RESULTS: The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.ci.dover.nh.us, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.**