

REQUEST FOR PROPOSAL
HARDWICK CONSERVATION COMMISSION
NATURAL RESOURCES INVENTORY

The Town of Hardwick Conservation Commission (HCC) seeks proposals from qualified consultants to create a Natural Resource Inventory for the Town of Hardwick, Vermont. Proposals shall be submitted by email or in writing. Emailed proposals may be sent to: amanda.fecteau@hardwickvt.gov . Proposals may also be mailed to: Hardwick Town Manager David Upson, Town of Hardwick, PO Box 523, Hardwick, VT 05843. Proposals are due by Friday, September 16, 2022 at 1:00 pm. Any proposals received after that date may be rejected at the sole discretion of the HCC.

The HCC has been awarded American Rescue Plan Act (ARPA) funds from the Town of Hardwick to assist in completing a natural resource inventory.

The HCC was organized in 2019 and has as its mission to “establish community responsibility for Hardwick’s natural resources.” The Commission sees this project to complete a Natural Resources Inventory as a foundational step toward meeting that goal.

Study Goals and Deliverables:

The overall deliverable of the consultant shall be a Natural Resources Inventory (NRI) describing naturally occurring resources in the Town of Hardwick. NRI maps and supplemental information will be used to evaluate the status of resources in the Town and serve as a foundation for comprehensive land use planning and future environmental programs and projects. The report will provide citizens information about the natural and wildlife value of our land, waters and woodlands and how they can be sustained.

Specific methodologies for the creation of a Natural Resource Inventory as described above shall be left up to the consultant and further described in the proposal. However, as general guidance, proposals shall address the following minimum requirements. The consultant will:

- 1) Compile mapping and natural community data about Hardwick that is currently available from state and other sources.
- 2) Meet with the HCC to outline the strategic plan for the project.

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3) Conduct an initial public meeting to provide background information on natural communities and the scope of the project.

Conduct two field trips for the public to natural communities of interest.

Conduct a public presentation at the completion of the project with results and recommendations.

4) In consultation with the HCC, conduct fieldwork on public lands and private lands (with landowner permission) to identify habitat blocks, connectivity information, wildlife corridors.

Identify natural communities.

Gather information about waterways and riparian areas, wetlands and vernal pools.

Survey for rare and threatened species, deer wintering areas, and road crossings.

5) Meet with the HCC an additional three times during the project to report on project fieldwork findings and remaining project deliverables.

6) Produce a final report that documents results of the fieldwork and other gathered information and provides recommendations. Make a presentation of this report to the Hardwick Selectboard.

.Proposal Content:

Proposals shall include the following:

1) A “total not to exceed” budget broken down by tasks with associated costs by task. (A sum not to exceed \$15,000 has been budgeted for this project.)

2) A statement describing how the consultant’s proposed methodology will address the minimum requirements listed above.

3) A proposed timeline by task for the project.

4) A brief description of key individuals involved in the project and their experience in preparing similar plans.

5) At least three references with contact information, which the consultant acknowledges will be contacted. References should be parties for whom the consultant has performed work similar to the work HCC is seeking here.

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Proposal Evaluation:

Proposals will be evaluated, and a consultant selected regarding the overall quality of proposal, including but not limited to project understanding, methodology, timeline, budget, experience, and references.

The Town of Hardwick reserves the right to waive informalities in, or reject any or all proposals, or to accept any proposal deemed to be in the best interest of the Town.

Hardwick Conservation Commission

Rachel Kane, Chair

Ken Davis

Ben Pougner

Jerry Schneider, Treasurer

Norma Wiesen, Secretary

Judy Bellairs, Volunteer