

**TOWN OF EASTHAM  
REQUEST FOR PROPOSAL  
EASTHAM CONSERVATION LAND ANALYSIS PROJECT CONSULTANT**

The Town of Eastham together with the Open Space committee and Conservation Commission seeks expressions of interest from qualified firms and/or individuals to conduct an analysis of parcels perceived to be held for conservation purposes and/or under the custody of the Town of Eastham Conservation Commission, and all other protected open space in Eastham (not including land owned by the federal government within the Cape Cod National Seashore). This land analysis process is referred to as the Eastham Conservation land Analysis Project.

Consultants, for consideration, must include five (5) copies of the work proposal and three copies of the price proposal as required below. Furthermore, consultant submissions must include references of previous similar analysis and have at least five years of general consulting experience. All submissions for consideration must be received at Town of Eastham, 2500 State Highway, MA 02642, by **December 29, 2011**, at 3:00 p.m. at which time and place the RFP Non-Price Proposal will be opened and recorded.

Submissions for consideration must be sent in the following way:

- 1) An original work proposal with five copies in a sealed envelope clearly marked: **“Eastham Conservation Land Analysis Project – NON-PRICE PROPOSAL”**
- 2) An original price proposal with three copies in a sealed envelope clearly marked: **“Eastham Conservation Land Analysis Project - PRICE PROPOSAL”**

All of the aforementioned submissions should be addressed as follows:

Sheila Vanderhoef  
Chief Procurement Officer;  
Eastham Town Hall  
2500 State Highway  
Eastham, MA 02642

All proposals for consideration must be received by the date and time indicated, and in the manner prescribed. Late, fax or other electronic submissions will not be considered. The Town Administrator reserves the right to accept and/or reject any and all proposals and waive any informalities to the extent allowed by law and make the award as may be deemed to be in the best interest of the Town. AA/EOE

Full specifications are available on line at [www.eastham-ma.gov](http://www.eastham-ma.gov) or by calling Vicky Anderson at 508-240-5900, Monday through Friday, from 8:00 a.m. – 4:00 p.m.

## **I. BACKGROUND**

Eastham has a long and active history (50 years) in acquiring land, through gift and purchase, for conservation and open space purposes. Yet, there is still no central, comprehensive, agreed-upon inventory of conservation lands. The incomplete inventory has caused problems including lack of knowledge about custodial authority and the actual legal protections for some conservation properties. The Town of Eastham, Open Space Committee and the Conservation Commission recognizes the need for a focused effort to organize and evaluate existing information as well as consider next steps to ensure the long-term protection of valuable Conservation assets.

## **II. SCOPE OF WORK**

The objective of this RFP is to obtain professional assistance to create a comprehensive, inventory of town-owned conservation lands, and other protected open space, as well as to provide recommendations to clarify conservation and custodial responsibilities, and further to assist the town in developing a land protection and acquisition plan to ensure the long term protection of individual parcels, wildlife corridors, and special habitats and flora. The Town is committed to the protection of its land and water resources.

The selected consultant would in general, analyze deeds, legislative history, and other legal information for parcels commonly understood to be municipally owned or owned or under the control of private non profits whose mission includes the conservation of land. The selected consultant will also identify land with legally binding conservation restrictions attached to the parcel deeds.

The final report will include the collection and presentation of the data, but will also provide some recommendations of methods and tools to increase the protection of land.

## **III. WORK PROGRAM**

Develop, using Assessors' data, a listing of all town owned parcels and all parcels owned by non profits and listed as tax exempt in the assessors' records, including but not limited to parcels owned by Eastham Conservation Foundation Trust, Audubon Society, and Orenda Wildlife Trust. Analyze all data to determine the below listed characteristics of each parcel, and develop a spreadsheet showing data for each parcel. As necessary conduct additional research as needed to complete the data required on the spreadsheet.

- 1) Deed Reference, Book and Page include date of recording;
- 2) Acquisition method ( How acquired e.g. tax title, eminent domain, or other);
- 3) Indicate purpose of acquisition; e.g. general municipal, open space etc.
- 4) Town Meeting Acceptance where applicable;
  - a. (date and year of meeting; e.g. May 2010 Special Town Meeting Article #3)



**VI. CERTIFICATE OF NON-COLLUSION/ TAX COMPLIANCE CERTIFICATION**

In accordance with State law, all respondents are required to sign and submit the attachment in Exhibit A (Statement of Tax Compliance and Certificate of Non-Collusion).

**VII. EVALUATION CRITERIA**

All proposals will be judged based on complete accordance with criteria below as:

*Highly Responsive:* Exceeding the requirements or criteria;  
*Responsive:* Meeting the requirements or criteria;  
*Unresponsive:* Does not meet the requirements or criteria.

All proposals will be ranked and evaluated based on the following criteria:

1. Technical Approach:

Proposals will be evaluated based on the Consultant's understanding of the Scope of Work; thoroughness of the proposed work program and clarity of the work program.

2. Qualifications:

Professional qualifications of the respondent (training/educational background appropriate to the project described herein) and of all project personnel. All key project personnel must have a minimum of five (5) years experience in this work, preferably for municipalities.

Consultant must be proficient with the GIS system of the Cape Cod Commission.

Consultant must be proficient with the GIS system of the Town of Eastham.

3. References:

A minimum of three (3) references for related work shall be provided. All references shall include the complete address and recently verified telephone number, as well as the name and title of the individual who is familiar with the firm's performance on the project (Form provided in Exhibit B).

Preference will be given to proposers providing at least one (1) municipal reference.

References shall be for projects performed by key project personnel who will be involved in this work.

4. Readiness to proceed:

The Town expects the consultant to complete all work within one hundred twenty (120) days of the award.

**VIII. BASIS OF AWARD**

The Town will select the proposal that ranks “Highly Responsive” or “Responsive” and where the project schedule and key personnel appear best suited.

Once an award is made, the consultant should be prepared to begin work within four (4) weeks.

**IX. SUBMISSION REQUIREMENTS**

All responses shall include the following:

1. General applicable experience of the firm;
2. A description of the approach to be taken by the firm and the expected time required for completion, and start date after award.
3. Completion of List of References Form (Exhibit B);
6. Experience with similar projects on Cape Cod and/or Massachusetts and
7. Completion of Statement of Tax Compliance and Certificate of Non-Collusion (Exhibit A).

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If possible, one (1) copy of the complete work submission, on disc or flash drive, would be appreciated.

**X. INQUIRIES:**

Any questions concerning this RFP must be in writing.

*No questions will be answered after the close of business on December 19, 2011.*

All questions pertaining to this RFP should be directed **in writing to:**

Sheila Vanderhoef  
Town Administrator  
Town of Eastham  
2500 State Highway  
Eastham, MA 02642

**On December 22, 2011** a single response will be prepared for all questions received, and circulated to all recipients of this RFP.

**XI. MISCELLANEOUS**

Any correction or amendment may be submitted in writing prior to the time the RFP is due in a sealed envelope appropriately labeled.

The Consultant may not subcontract the work without the prior written approval of the Town of Eastham. The Consultant may not substitute for the person identified to undertake the work without the prior written approval of the Town of Eastham. It is expected the person named for each phase or section of the contract will remain with the project for its duration.

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**EXHIBIT A**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
(Signature of individual signing bid or proposal)

\_\_\_\_\_  
(Name of business)

**STATEMENT OF TAX COMPLIANCE**

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal  
Identification Number

\_\_\_\_\_

Signature of Individual signing  
bid or proposal

\_\_\_\_\_

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**EXHIBIT B**

LIST OF REFERENCES

1. Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
2. Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
3. Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_