



CITY OF TORRINGTON
REQUEST FOR PROPOSAL
CHARLENE SUSAN BESSE PARK FOREST MANAGEMENT PLAN
RFP #CFM-013-061215

The City of Torrington (hereafter referred to as the “CITY”) is seeking the services of a Connecticut certified Forester (hereafter referred to as the “Consultant, developer, bidder or any person or firm responding to this RFP”) lawfully engaged in the practice of these services for technical assistance with the preparation for the Forest Management Plan (FMP) for Charlene Susan Besse Park. It is the intent of the City to generate a comprehensive FMP for the City owned parcel known as Charlene Susan Besse Park.

The City has been awarded a grant from the Connecticut Department of Energy and Environmental Protection (DEEP) to fund a portion of this project. The grant will expire on December 31, 2015; all work must be completed by this date.

Charlene Susan Besse Park is approximately 110-acres and is located just on the outskirts of downtown Torrington on Riverside Avenue. The lower portions of this park are developed; this includes Major Besse Park with baseball fields, a playground and parking lot. The upper portion is mostly wooded with the remnants of hiking trails and old wood roads. This park was donated to the City with the requirement that it be used for recreational purposes only. The access road to the upper portion is existing; however, parts of it are deteriorating due to erosion. Due in part to the deterioration of the access road, the upper portion has been closed to the public. It is the City’s plan to make improvements to the upper portion of the property so that it can be re-opened to the public for recreational purposes.

The proposed Forest Management Plan should provide a master plan intended to guide re-development and management efforts for Charlene Susan Besse Park over a 10-year period. In addition to the management of forest vegetation, the FMP should include amenities such as trails, access roads, wildlife habitat, recreational opportunities and aesthetic values. The FMP should also evaluate the options of a forest clear cut and selling the generated saw timber at market, if possible. The economic viability of managing the forest through select clear cuts and subsequent marketing of saw timber is of importance to the FMP.

Interested firms are requested to submit **one (1) original and five (5) copies** to the Office of the Purchasing Agent, 140 Main Street, Room 206, Torrington, CT 06790, during normal office hours by no later than **11:00 A.M. on June 12, 2015**. Envelopes should be clearly marked: **“RFP #CFM-013-061215, CHARLENE SUSAN BESSE PARK FOREST MANAGEMENT PLAN”**. In the case where City Hall is closed for weather or some other emergency related circumstance, submittals shall be due the next day when City Hall reopens for business, no later than 11:00 a.m. on that day. Proposals received after this date and time will be rejected. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Faxed or e-mail proposals will not be accepted.**

Firms with experience in Forestry Management for municipalities are strongly encouraged to apply.

The City of Torrington reserves the right to accept or reject any or all Proposals; to waive any informalities, to negotiate and award a contract that it determines best meets their needs and best serve the interests of the City of Torrington.

All Proposals will be considered valid for a period of ninety (90) days from the date of opening. The ninety day period may be extended upon written mutual agreement.

Scope of Work

The consultant will prepare a comprehensive FMP for the Charlene Susan Besse Park. The FMP should include the following components:

- A complete assessment including a detailed Inventory of standing timber on the parcel;
- A recreational use assessment including a review of the existing trail system in the forest and its impacts/benefits on the exiting forest ecosystem;
- A complete assessment of the forest vegetation in order to quantify forest health and habitat diversity for wildlife management;
- Long Term Management: A minimum of a 10-year management program for Charlene Susan Besse Park including recommendations for tree harvesting, regeneration, invasive species management, wildlife habitat, trail construction/removal and related improvements.
- The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. A portion of the funding for this project is provided through Connecticut Department of Energy and Environmental Protection (DEEP). The consultant must take into account compliance with all applicable regulations. Applicants are advised to review all applicable regulations prior to submitting a proposal.

Additional Information

- A. Questions must be submitted by 12:00 noon on May 28, 2015. Questions will be answered through an addendum which will be posted on the City of Torrington website. Interested firms should check the website 48 hours before the closing date. Responses may be hand delivered, mailed, or delivered via courier service. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Faxed or e-mailed responses will not be accepted.**
- B. Issuance of this RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. All respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the Torrington City Council in a public meeting.
- C. Civil Rights Compliance: Where applicable, firm must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.
- D. News releases pertaining to this RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the City.
- E. The contents of the successful proposal may, at the City's option, become part of the contract entered into by the successful firm and the City.
- F. Reports and materials developed by the successful applicant under a contract that may result from this RFP are considered public information and may not be copyrighted.

- G. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded. All proposal submissions and materials become property of the City and will not be returned.
- H. The successful applicant will assume sole responsibility for the complete project as required in this RFP. Torrington will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Applicants who intend to subcontract one or more elements of this project to other firm/individual shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications and fees. Subcontractors may not be substituted, nor any portion of the contract assigned to other parties, after contract award without the written consent of the City of Torrington.

Information to be provided by the City of Torrington

- A. Aerial Photography at 1" = 100
- B. Additional Maps and Surveys as available in Engineering or Conservation Department
- C. Property Boundaries will be delineated and marked by the City

Questions Concerning this RFP

- A. All questions relevant to the development of a proposal are to be directed in writing via e-mail to:
Pennie Zucco, Purchasing Agent
City of Torrington
Pennie_Zucco@torringtonct.org
- B. All question relevant to the Scope of Work are to be directed in writing via e-mail to:
Rista Malanca, Zoning & Wetlands Enforcement Officer
City of Torrington
Rista_Malanca@torringtonct.org
- C. Any questions determined to be on interest to all prospective firms will be answered in writing and posted on the City of Torrington website as an addendum under the bid invitation. Except as authorized by Ms. Zucco, no vendor may contact any other employee or elected or appointed official of the City of Torrington with respect to the RFP or the submission of a bid.

Proposal

All proposals received by the City in response to this RFP will be retained. Submissions must meet the following criteria to be considered:

Proposal Organization:

- A. Constitute a complete response to this RFP, including all general and specific criteria outlined in this document and the cover letter form provided on page 8 of this document;
- B. Include one (1) original and five (5) copies of proposal, including all supporting documents and signed original. **The price proposal and/or fee structure must be submitted in a separate sealed envelope from the base proposal and clearly marked.**
- C. Sealed proposals must be received by:
Pennie Zucco
City of Torrington Purchasing Agent

Proposals Due by: Friday, June 12, 2015 at 11:00 A.M.

- D. Envelopes must be clearly marked “**RFP #CFM-013-061215, Charlene Susan Besse Park Forest Management Plan**”. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. All proposals received after the advertised opening date and time shall be disqualified.
- E. In the event of the closure of City Hall, the bid will be opened on the following business day that City Hall is opened.
- F. Submission of any proposal indicates acceptance by the firm of the terms and conditions contained herein, unless otherwise specifically noted in proposal itself and confirmed in resulting contracts; therefore, the proposal must be signed by an official authorized to bind the firm to its provisions.
- G. Must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission;
- H. Brief statement as to the firm’s particular abilities and qualifications related to this project;
- I. List of municipalities, companies or individuals for which the firm has provided similar services in the last three to five years. Please also include the name and contact information for these references;
- J. Resumes of key personnel who would be assigned to this project. Consultant must be licensed and insured and will be required to submit paperwork if awarded contract.
- K. Responses must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.
- L. Information concerning any suits filed, judgements entered or claims made against the firm during the last five years with respect to employee assistance program services provided by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contracts.
- M. **Non-Collusion Affidavit, Appendix A & B and any additional forms the City may require.**
- N. Additional information or documentation that may be useful and applicable to this project.

Specific Criteria

- A. A base price for a FMP, which meets the criteria described in this document, as well as a time and materials costs for any additional work required in this project. The project cost should include costs associated with the delivery and provisions of the final product. The final product will include: two (2) printed and one (1) electronically formatted copy of the final FMP.
- B. Estimated time and completion date shall be included along with any additional tasks that the consultant finds will enhance the final study.

Selection Process

All Proposals will be reviewed by a committee comprised of the Superintendent of Parks and Recreation, Public Works Director, Zoning and Wetlands Enforcement Officer and Purchasing Agent.

The City of Torrington reserved the right to reject any or all proposal of any part thereof, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the City.

Proposals will be evaluated based on what is deemed to be in the best interest of the City, including such factors as the bidder's experience and expertise, clarity and creativity of the proposal, recommendations of entities for which the bidder previously provided services and the total proposed cost. Cost will not be the sole factor in evaluating bids.

A short list of finalists will be developed and firms may be interviewed by the Selection Committee after proposals are received, if needed. If interviews are required, the bidder will be notified of the time, date and information to be presented.

The Selection Committee expects to recommend a firm for approval by the City Council no later than July 6, 2015. If necessary, the City reserves the right to extend the review period.

Selection of the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall occur only if and when the City and the firm execute a binding contract. The City reserves the right to negotiate with the successful firm in any manner necessary to best serve the interest of the City. If the City fails to reach an agreement with the successful bidder, the City may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.

Rejection of proposal

- A. The City of Torrington reserved the right to reject any or all proposal of any part thereof, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the City.
- B. Proposals which fail to include complete responses to all of the information requested may be disqualified.
- C. Issuance of this RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. All respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the Torrington City Council in a public meeting.

Prior to contract, the awarded firm will be required to show evidence of insurance coverage as follows:

Certificate of Insurance: All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogated against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the additional insured and

filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

Workman's Compensation Insurance: The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

Liability Insurance: The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

Vehicle Insurance: The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverages of \$1,000,000.00 each for both liability and under insured and uninsured motorist as well as any other coverages required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

Additional Security: The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the City and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish either of the services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the City or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this Article V shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

NON-DISCRIMINATION

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

APPENDIX A

**CITY OF TORRINGTON
CHARLENE SUSAN BESSE PARK FOREST MANAGEMENT PLAN
RFP # CFM-013-061215**

Acceptance of Terms of this Agreement

Name of Proposer:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

APPENDIX B
CITY OF TORRINGTON
CHARLENE SUSAN BESSE PARK FOREST MANAGEMENT PLAN
RFP # CFM-013-061215

The undersigned has read, understands, and affirms his compliance with requirements contained in the Request for Proposal for Consulting Services for Charlene Susan Besse Park Forest Management Plan for the City of Torrington, Connecticut. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

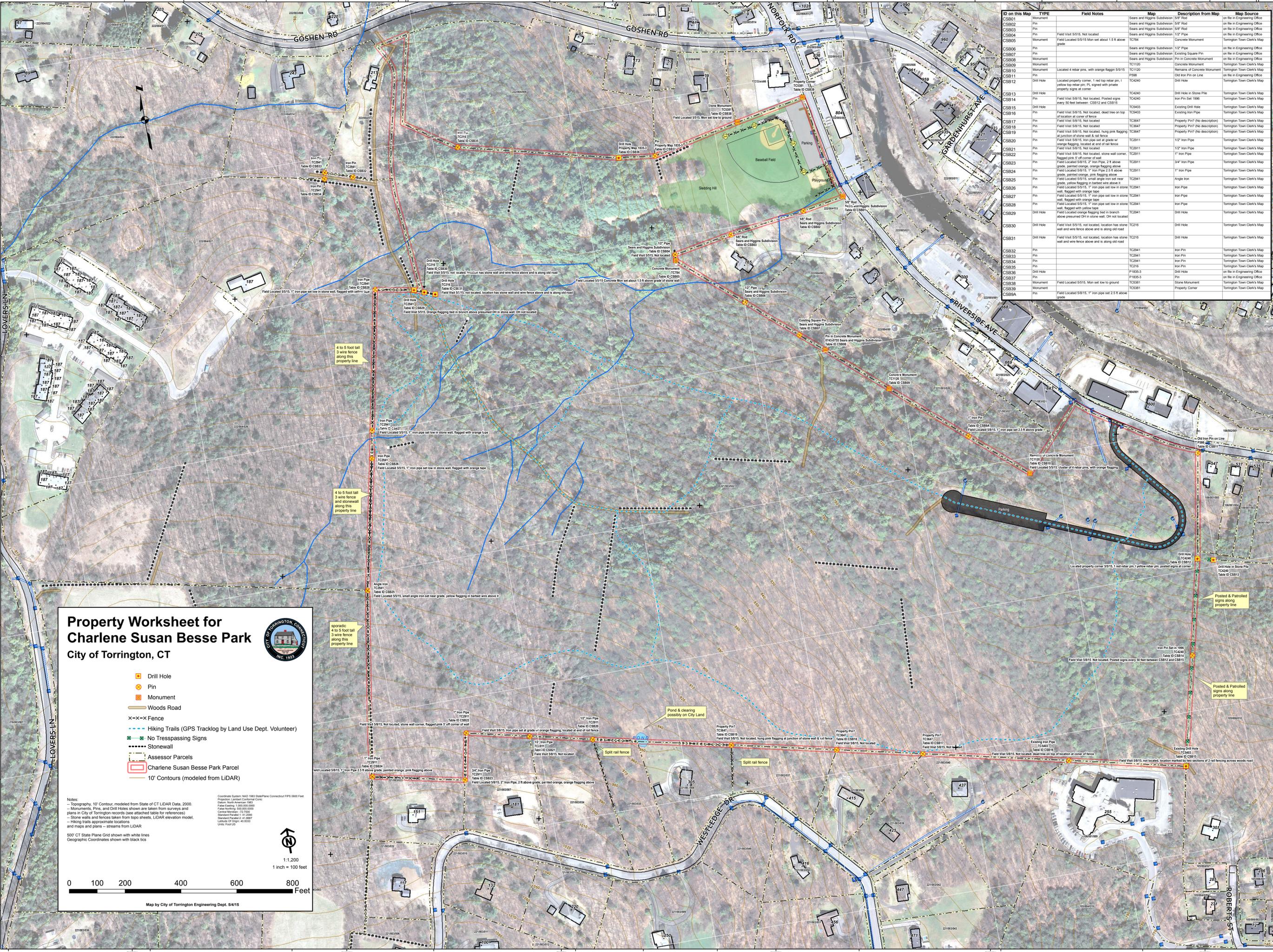
Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Name and Signature of Authorized Representative:

(Attach and number additional sheets as necessary)

Total Additional Sheets: #_____



ID on this Map	TYPE	Field Notes	Map Description from Map	Map Source
CSB01	Monument	Sears and Higgins Subdivision	5/8" Rod	on file in Engineering Office
CSB02	Pin	Sears and Higgins Subdivision	5/8" Rod	on file in Engineering Office
CSB03	Pin	Sears and Higgins Subdivision	5/8" Rod	on file in Engineering Office
CSB04	Field	Field Vial 5/815, Not located	1/2" Pipe	on file in Engineering Office
CSB05	Monument	Field Located 5/815, Mon set about 1.5 ft above grade	1/2" Pipe	Torrington Town Clerk's Map
CSB06	Pin	Sears and Higgins Subdivision	1/2" Pipe	on file in Engineering Office
CSB07	Pin	Sears and Higgins Subdivision	Existing Square Pin	on file in Engineering Office
CSB08	Monument	Sears and Higgins Subdivision	Pin in Concrete Monument	on file in Engineering Office
CSB09	Monument	Sears and Higgins Subdivision	Concrete Monument	Torrington Town Clerk's Map
CSB10	Monument	Located 4 rebar pins, with orange flag 5/815	1/2" Pipe	Remains of Concrete Monument
CSB11	Pin	Located property corner, 1" top rebar pin, 1 yellow top rebar pin, PL signed with private property signs at corner	1/2" Pipe	Old Iron Pin on Line
CSB12	Drill Hole	Field Vial 5/815, Not located	TC2440	Drill Hole
CSB13	Pin	Field Vial 5/815, Not located. Posted signs every 50 feet between CSB12 and CSB15	TC2440	Drill Hole in Stone Pin
CSB14	Pin	Field Vial 5/815, Not located. Posted signs every 50 feet between CSB12 and CSB15	TC2440	Iron Pin Set 1996
CSB15	Drill Hole	Field Vial 5/815, Not located	TC5403	Existing Drill Hole
CSB16	Pin	Field Vial 5/815, Not located. dead tree on top of location at corner of fence	TC5403	Existing Iron Pipe
CSB17	Pin	Field Vial 5/815, Not located	TC3647	Property Pin? (No description)
CSB18	Pin	Field Vial 5/815, Not located	TC3647	Property Pin? (No description)
CSB19	Pin	Field Vial 5/815, Not located. hung pink flagging at junction of stone wall & rail fence	TC3647	Property Pin? (No description)
CSB20	Pin	Field Vial 5/815, Not located. location has stone wall and wire fence above and is along old road	TC3647	1/2" Iron Pipe
CSB21	Pin	Field Vial 5/815, Not located. location has stone wall and wire fence above and is along old road	TC3647	1/2" Iron Pipe
CSB22	Pin	Field Vial 5/815, Not located. stone wall corner, flagged pink 9" off corner of wall	TC3647	1" Iron Pipe
CSB23	Pin	Field Vial 5/815, Not located. 2" iron pipe, 2 ft above grade, painted orange, orange flagging above	TC3647	3/4" Iron Pipe
CSB24	Pin	Field Vial 5/815, Not located. 1" iron pipe, 2 ft above grade, painted orange, pink flagging above	TC3647	1" Iron Pipe
CSB25	Pin	Field Vial 5/815, Not located. small angle iron set near grade, yellow flagging in barbed wire above it	TC2941	Angle Iron
CSB26	Pin	Field Vial 5/815, Not located. 1" iron pipe set low in stone wall, flagged with orange tape	TC2941	Iron Pipe
CSB27	Pin	Field Vial 5/815, Not located. 1" iron pipe set low in stone wall, flagged with orange tape	TC2941	Iron Pipe
CSB28	Pin	Field Vial 5/815, Not located. 1" iron pipe set low in stone wall, flagged with yellow tape	TC2941	Iron Pipe
CSB29	Drill Hole	Field Located 5/815, 1" iron pipe set 2.5 ft above grade	TC2941	Drill Hole
CSB30	Drill Hole	Field Vial 5/815, Not located. location has stone wall and wire fence above and is along old road	TC216	Drill Hole
CSB31	Drill Hole	Field Vial 5/815, Not located. location has stone wall and wire fence above and is along old road	TC216	Drill Hole
CSB32	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB33	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB34	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB35	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB36	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB37	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB38	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB39	Pin	Field Vial 5/815, Not located	TC2941	Iron Pin
CSB9A	Monument	Field Located 5/815, 1" iron pipe set 2.5 ft above grade	TC5361	Property Corner

Property Worksheet for Charlene Susan Besse Park

City of Torrington, CT



- Drill Hole
- Pin
- Monument
- Woods Road
- X-X-X-X Fence
- Hiking Trails (GPS Tracklog by Land Use Dept. Volunteer)
- No Trespassing Signs
- Stonewall
- Assessor Parcels
- Charlene Susan Besse Park Parcel
- 10' Contours (modeled from LIDAR)

Notes:
 - Topography, 10' Contour, modeled from State of CT LIDAR Data, 2000.
 - Monuments, Pins, and Drill Holes shown are taken from surveys and plans in City of Torrington records (see attached table for references).
 - Stone walls and fences taken from topo sheets, LIDAR elevation model, and maps and plans - streams from LIDAR.
 - Hiking trails approximate locations and maps and plans - streams from LIDAR.

50' CT State Plane Grid shown with white lines
 Geographic Coordinates shown with black ticks

Scale: 1:1,200
 1 inch = 100 feet

Map by City of Torrington Engineering Dept. 5/4/15