

**State of New Hampshire
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
REQUEST FOR PROPOSALS
New Hampshire State Inventory Form
And
Historic Property Management Plan
Fire Tower Facilities**

Section 1 Overview and Schedule

A. Overview

The State of New Hampshire, Department of Natural and Cultural Resources is soliciting proposals from qualified parties to prepare a [Historic District Area Form](#) for each site listed below and one Historic Property Management Plan to include all sites for fire tower facilities at the following sites;

1. Belknap Mountain, Gilford NH
2. Blue Job, Farmington NH
3. Cardigan, Orange NH
4. Croydon, Newport
5. Federal Hill, Milford NH
6. Green Mountain, Effingham NH
7. Kearsarge Mountain, Wilmot NH
8. Magalloway Mountain, Pittsburg NH
9. Milan Hill, Milan NH
10. Pack Monadnock, Peterborough NH
11. Oak Hill, Loudon NH
12. Pawtuckaway, Nottingham NH
13. Pitcher Mountain, Stoddard
14. Prospect Mountain, Lancaster NH
15. Warner Hill, Derry NH

B. Schedule

The following table provides a Schedule of Events for this RFP through contract finalization and approval. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

EVENT	DATE	LOCAL TIME
RFP Released to Proposers (Advertisement)	9/1/21	12:00 PM
Proposers Submit Proposals	9/29/21	2:00 PM
Estimated Notification of Selection and Begin Contract Negotiations	10/15/21	12:00 PM
Estimated Notification to Proceed	12/22/21	12:00 PM

Section 2 - Description of Agency/Program Issuing the Request for Proposals

The Department of Natural and Cultural Resources, Division of Forests and Lands is the manager of the state fire tower program. The history of fire towers in NH started in 1910 when the NH Forestry Commission met with timberland owners in the state to discuss the best way to protect forestlands from

fire. Fire towers were built across the state and by 1980, only 22 towers were in operation. Currently there are 15 sites are managed by the Division of Forests and Lands.

Resources:

[NH Fire Lookout Towers – A Short History](#)

[NH Forestry Commission Reports](#)

[Alba Architect Conditions Assessment](#)

Section 3 – Proposed Scope of Work

The Division of Forests and Lands seeks a consultant to prepare a Historic District Area Form and a Historic Property Management Plan for 15 sites. The consultant shall:

1. Review existing documents at the Divisions of Forests and Lands and Historical Resources;
2. Conduct site visits to assess the fire tower facilities at 15 sites;
3. Provide the Division of Forests and Lands with a [Historic District Area Form](#), for each site, which includes the identification of the character defining features of the individual fire tower sites and context to the other sites, as well as an assessment of the property’s eligibility for listing in the National Register of Historic Places, prepared in accordance with the guidance of the NH Division of Historical Resources Consultants;
4. Provide the Division of Forests and Lands with one Historic Property Management Plan to include all sites to provide general guidance for the administration of historic properties, and site-specific treatment.
5. Provide two print copies with original photographs and one electronic copy of the final report.

Section 4 – Process for Submitting a Proposal

A. Submission

Proposals submitted in response to this RFP must be received by the Department of Natural and Cultural Resources, no later than the time and date specified in the Schedule section, herein. Proposals may be submitted by U.S. Mail, Delivery Service, In Person, and Electronically.

Proposals must be clearly marked as follows:

**STATE OF NEW HAMPSHIRE
RESPONSE TO RFP for Fire Tower Facilities**

Proposals must be addressed to:

**Johanna Lyons
State of New Hampshire
Department of Natural and Cultural Resources
172 Pembroke Road, Concord NH 03301**

And submitted electronically to: Johanna.Lyons@dncr.nh.gov

Late submissions will not be accepted and will be returned to the proposers unopened. Delivery of the Proposals shall be at the Proposer’s expense. The time of receipt shall be considered when a Proposal has been officially documented by the Agency, in accordance with its established policies, as having been received at the location designated above. The Agency accepts no responsibility for mislabeled

mail or mail that is not delivered or undeliverable for whatever reason. Any damage that may occur due to shipping shall be the Proposer's responsibility.

All Proposals submitted in response to this RFP must consist of at least:

- a) One (1) original and 2 clearly identified copies of the Proposal, including all required attachments;
- b) One emailed electronic copy of the Proposal, including all required attachments;

Proposers who are ineligible to bid on proposals, bids or quotes issued by the Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this proposal.

B. Restriction of Contact with Agency Employees

From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, all communication with personnel employed by or under contract with the Agency regarding this RFP is forbidden. Agency employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential contractor during the selection process, unless otherwise authorized by the RFP Points of Contact. Proposers may be disqualified for violating this restriction on communications.

C. Validity of Proposal

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of Proposals in Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.

SECTION 5 - Content and Requirements for a Proposal

The following information **shall** be included in each proposal:

1. Company Profile: Provide an overview of your company including years in business, number of employees, and expertise.
2. Experience: A statement outlining your experience in conducting historic resource surveys and preparation of [Historic District Area Forms](#) and Historic Property Management Plans;
 - a. Historic resources survey approach description and project timeline;
 - b. Historic Property Management Plan approach and project timeline;
3. Key personnel: Resumes of key project personnel and their professional experience;
4. References: List of three clients references for projects similar in scope. Include the name and phone number of the contact person.
5. Attachments: Provide between 1 and 3 examples of relevant work products (internet links are acceptable).

SECTION 6 – Evaluation of Proposals

A. Criteria for Evaluation and Scoring

Each responsive Proposal will be evaluated and considered with regard to the following criteria:

- Qualifications: Consultants shall be 36 CFR Part 61 qualified.
- Experience: Consultant shall demonstrate the ability to prepare [Historic District Area Forms](#) satisfy a Section 106 review and Historic Property Management Plans;
- Approach: Consultant shall provide an outline of tasks to be taken and research methods used to document the sites.

If the Agency, determines to make an award based on these evaluations, the Agency will notify the selected Proposer(s). Should the Agency be unable to reach agreement with the selected Proposer(s) during Contract discussions, the Agency may then undertake Contract discussions with the next preferred Proposer and so on, or the Agency may reject all proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

CATEGORIES	POINTS
Qualifications	20
Experience	40
Approach	40
TOTAL POTENTIAL MAXIMUM POINTS AWARDED	100

The Agency will select a Proposer based upon the criteria and standards contained in this RFP and from applying the weighting in this section. Oral interviews and reference checks, to the extent they are utilized by the Agency, will be used to refine and finalize scores.

B. Planned Evaluations

The Agency plans to use the following process:

- Initial screening to ensure that the Proposals are in compliance with submission requirements;
- Technical scoring of proposals; and
- Select the highest scoring Proposer (s) and begin contract negotiation.

C. Initial Screening

The Agency will conduct an initial screening step to verify Proposer compliance with the technical submission requirements set forth in the RFP and the minimum content set forth in Section 5 of this RFP. The Agency may waive or offer a limited opportunity to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the State.

D. Technical Scoring of Proposals

The Agency will establish an evaluation team to score the Technical Proposals. This evaluation team will review the technical proposals and give a score to the technical proposals under the guidelines set forth in Section 6.

E. Final Selection

The Agency will conduct a final selection based on the final evaluation of the proposals and begin contract negotiations with the selected Proposer(s).

F. Rights of the Agency in Accepting and Evaluating Proposals

The Agency reserves the right to:

- Make independent investigations in evaluating Proposals;
- Request additional information to clarify elements of a Proposal;
- Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
- Omit any planned evaluation step if, in the Agency's view, the step is not needed;
- At its sole discretion, reject any and all Proposals at any time; and
- Open contract discussions with the second highest scoring Proposer and so on, if the Agency is unable to reach an agreement on Contract terms with the higher scoring Proposer(s).

SECTION 7 – Terms and Conditions Related To The RFP Process

A. RFP Addendum

The Agency reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum to this RFP, the Agency, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

B. Non-Collusion

The Proposer's signature on a Proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and Work quoted have been established without collusion with other Proposers and without effort to preclude the Agency from obtaining the best possible competitive Proposal.

C. Property of the Agency

All material received in response to this RFP shall become the property of the State and will not be returned to the proposer. Upon Contract award, the State reserves the right to use any information presented in any Proposal.

D. Confidentiality of a Proposal

Unless necessary for the approval of a contract, the substance of a proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Proposer's disclosure or distribution of Proposals other than to the Agency will be grounds for disqualification.

E. Public Disclosure

Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the Agency will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services pursuant to this RFP, the Agency will post the name, rank or score of each proposer. In the event that the contract does not require Governor & Executive Council approval, the Agency shall disclose the rank or score of the Proposals at least 5 business days before final approval of the contract.

The content of each Proposer's Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). However, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL". A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The Agency will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The Agency will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the Agency to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Agency will notify the Proposer of the request and of the date the Agency plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Agency may release the requested information on the date specified in the Agency's notice without any liability to the Proposers.

F. Non-Commitment

Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a Contract. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

G. Proposal Preparation Cost

By submitting a Proposal, a Proposer agrees that in no event shall the Agency be either responsible for or held liable for any costs incurred by a Proposer in the preparation of or in connection with the Proposal, or for Work performed prior to the Effective Date of a resulting Contract.

H. Ethical Requirements

From the time this RFP is published until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

I. Challenges on Form or Process of the RFP

Any challenges regarding the validity or legality of the form and procedures of this RFP, including but not limited to the evaluation and scoring of Proposals, shall be brought to the attention of the Agency at least ten (10) business days prior to the Proposal Submission Deadline. By submitting a proposal, the Proposer is deemed to have waived any challenges to the agency's authority to conduct this procurement and the form and procedures of this RFP.

Section 8 – Contract Terms and Award

A. Award

If the State decides to award a contract as a result of this RFP process, any award is contingent upon approval of the Contract by Governor and Executive Council of the State of New Hampshire and upon continued appropriation of funding for the contract.

B. Standard Contract Terms

The Agency will require the successful bidder to execute a Not to Exceed Contract using the Standard Terms and Conditions of the [State of New Hampshire P-37 Contract Agreement](#).

To the extent that a Proposer believes that exceptions to the standard form contract will be necessary for the Proposer to enter into the Agreement, the Proposer should note those issues during the Proposer Inquiry Period. The Agency will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the Agency accepts a Proposer's exception the Agency will, at the conclusion of the inquiry period, provide notice to all potential proposers of the exceptions which have been accepted and indicate that exception is available to all potential proposers. Any exceptions to the standard form contract that are not raised during the proposer inquiry period are waived. In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

~ End ~