

REQUEST FOR PROPOSAL
for
NEW HAMPSHIRE TIMBER AVAILABILITY STUDY

The State of New Hampshire, Department of Resources and Economic Development, Division of Forests and Lands & North Country Council are seeking the services from qualified individuals or firms to conduct a Timber Availability Study for New Hampshire and portions of Maine, Vermont, New York and Canada.

Background

The North Country Council, Inc was awarded a grant from the Economic Development Administration, US Department of Commerce to support the development of an economic adjustment strategic plan and related technical assistance activities in response to sudden and severe mill job losses in Coos County.

As part of this grant North Country Council and the NH Department of Resources and Economic Development, Division of Forests and Lands agreed to fund the development of a Timber Availability Study. The goal of the Study is to determine the long-term availability of timber species, products, and volume for a wood products facility sited in Coos County, NH.

Scope of Services

Study Question

What is the outlook for the short and long-term availability of timber species, products and volumes to sustain new and existing wood products facilities sited in Coos County New Hampshire? The study would cover all products but would focus on wood availability for a facility or facilities to replace the market lost with the closure of the mills in Groveton and Berlin, New Hampshire. The study would be based on the perspective of a larger public interest rather than the perspective of an individual investor/operator. The study would not include a specific analysis of the cost of wood to facilities.

Study Area

Study area to include those areas of New Hampshire as well as surrounding states and portions of Canada, including Maine, Vermont & New York and Canada (Southern portion) that are within or affecting the wood basket for wood using facilities Coos County.

Deliverables

The final product will be a report addressing the following elements, at a minimum:

- 1) Executive Summary.
- 2) Introduction.
- 3) Analysis of factors affecting the availability of timber within the study area including:
 - a) Composition of the forest including species, volume (total above ground), structure including an accounting for economically merchantable stands;

- b) Productivity of the forest including growth, species and products (hardwood, softwood, sawlogs, pallet logs, pulpwood, chips, firewood);
 - c) Ownership categories (i.e. federal, state, easement, timber investment companies, non government organizations);
 - d) Historic harvest levels and trends by products and species;
 - e) Land ownership trends and projected ownership patterns; and
 - f) Available land base and limitations on harvest and timber supply based upon physical characteristics, access, and social limitations (social limitations includes: regulation, legal and institutional restrictions, landowner attitudes and projected management direction);
- 4) Competition for the resource including:
 - a) Existing consumers within and affecting the study area;
 - b) Long term wood supply agreements;
 - c) Existing proposed wood using projects;
 - d) Future changes in consumption patterns; and
 - e) Impact of new consumption on existing markets and mills of all types.
 - 5) General discussion of logging and trucking capacity.
 - 6) General discussion of impacts or issues regarding non timber forest benefits (wildlife habitat, recreation, water quality, and aesthetics).
 - 7) Determination of a range of net available volume of species and products based upon the above. The analysis will include:
 - a) Variables modeled;
 - b) Assumptions used and impacts of those assumptions on the range of results;
 - c) Spatially referenced data;
 - d) Data limitations; and
 - e) Interpretation and discussion of results.
 - 8) Data and information references.
 - 9) Appendices as appropriate.

Key Assumptions

- A projected delivered price to facilities is not included in the report. Prices paid will be assumed to be sufficient to cover logging and trucking costs and stumpage payments to landowners.
- Wood availability will not be based on assumptions that substantially alter the supply to existing wood using facilities.

Data Sources

Sources of information for the report may include, but are not limited to:

- USDA Forest Service Forest Inventory and Analysis.
- USDA Forest Service Timber Products Output reports.
- Timber Tax Reports of Cut for the state from the Division of Forests and Lands.
- State Sawmill Reports.
- Northeast State Foresters Association forest-modeling project.
- Northeast State Foresters Association wood flow reports.
- Maine Future Forest Products Economy Project (Innovative Natural Resource Solutions)
- The NH Timberland Owners Association timber availability study.

- Vermont Wood Fuel Supply Study (Biomass Energy Resource Center).
- A remote sensing analysis of forest conditions in the northern portions of the state by Society for the Protection of NH Forests (to the extent available).
- Geographic information from GRANIT.
- Publicly available management plans.

Additional Information/Requirements

- The contractor will hold one meeting in Coos County with the Wood Technical Review Committee of the Coos Economic Action Plan during the preparation of the report to review progress and preliminary results.
- The Division of Forests and Lands Forest Resource Analyst will be available to assist the contractor in collection of data. The role of the analyst should be included in the proposal.

Preferred Experience

Experience in timber resource research & modeling, preparing presentation material, and report writing.

Working knowledge of forests, forestry, environmental policy, wood procurement and forest industry.

Project Duration

The proposed completion date should be included as part of the proposal, however the final report shall not be submitted later than October 30, 2008. The timing of the completion of the project shall include a one (1) month review period in which additions or suggestions to the final product may be requested.

Project Budget

The budget for this project is not to exceed \$30,000. All project needs must fall within or below this amount and MUST include both a hardcopy and CD version. The bidder shall agree that the budget is firm and shall remain so throughout the performance of the work.

Proposal Procedures

All proposals shall contain, but not be limited to the following:

1) Consultant's Qualifications

- General statement identifying the consultant's experience and technical competence for the project.
- Statement of consultant's qualifications to accomplish the project objectives and tasks as described in this RFP.
- The name, address, email address, fax number, and telephone number(s) of the individual who may be contacted during the period of proposal evaluation.
- Examples of similar projects consultant has done.

2) Technical Specification:

- A detailed statement on how the tasks required in the *Scope of Services* section will be accomplished and organized. Final methodology, topics to include, and format will be decided on by mutual agreement of the contractor and agency.

3) Bid Requirement:

- A project budget and cost estimation for meeting the proposed work needs and the timeframe needed to accomplish these services. The budget should address the tasks to be undertaken by the consultant and will provide a breakdown of costs associated with each task.
- A listing of hourly rates assumed by the consultant to include fees, overhead, and taxes.

4) Disclosure Statement:

- Disclosure of any specific financial or advocacy interests in the subject matter being researched.

Terms and Conditions

- Project supervision will be provided by the New Hampshire Department of Resources and Economic Development, Division of Forests and Lands. Project contracting agency will be North Country Council Inc (NCC).
- Project contract will comply with all terms and conditions set forth in the federal grant awarded to NCC from the US Dept of Commerce, Economic Development Administration.
- In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 97 for Windows as needed for problem-free transfer, copying, and editing of files between contractor and the NH Division of Forests and Lands. Prior to the contract closing date, the contractor will provide all necessary computer files to the division.
- Any and all documents produced as a part of this contract shall become the property of the North Country Council and the New Hampshire Department of Resources and Economic Development, Division of Forests and Lands.
- The State and NCC shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- The Department and NCC reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- North Country Council and the State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by North Country Council.

Criteria for Proposal Evaluation

- Experience (25%)
- Demonstrated knowledge of the subject matter (25%)
- Completeness, quality, and methodology of services proposed. (30%)
- Completion Date (10%)
- Cost (10%)

Submittal of Project Proposal

The Project Proposal shall be due by 4:00 pm on May 30, 2008.

1) Bidders must submit five (5) copies of the Project Proposal and Budget. The proposal shall be signed by the consultant interested in bidding for these services.

2) The proposal shall include consultant's name, title, address, email address, and telephone number(s).

3) Proposal envelopes shall be labeled "FRP Timber Availability Study".

Submit Proposal or Direct Inquiries To:

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NH Division of Forests and Lands
PO Box 1856
Concord, NH 03302-1856
603-271-2214