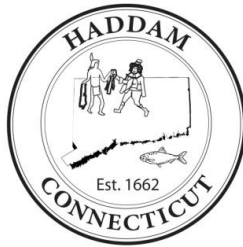


TOWN OF HADDAM REQUEST FOR PROPOSALS



MAPPING OF CONSERVATION EASEMENTS TO GIS STANDARDS

DEADLINE EXTENDED TO MARCH 16 at Noon.

1. PURPOSE

The Town of Haddam, CT is accepting proposals from qualified teams to conduct a review of and mapping of conservation easements in the Town of Haddam. Some of these easements are held by the Town and others by non-profit organizations such as the Haddam Land Trust, the Connecticut Forest and Park Association, private land owners and others by subdivision homeowner associations. The deliverable will be a GIS vector layer that incorporates all conservation easements in a projection format compatible with the Town's GIS implementation. This layer will augment the view of all property that is conserved in fee within the Town of Haddam, and will assist the Land Use Department in appropriate protection of these lands.

2. OVERVIEW

Since the 1980's many conservation easements have been granted to the Town of Haddam. The majority of conserved land in Haddam is owned in fee by the Haddam Land Trust, Middlesex land Trust, several other conservation organizations and subdivision homeowner associations. The State of CT, Eversource, (formerly CT Light and Power) and New Haven Regional Water Authority also own conservation land in Haddam.

All of the conservation easements recorded in the Town of Haddam land records are available on line through a subscription service. Most survey maps and site

plans are also available on line. It is likely that much of the work may be conducted remotely, although some on site research will probably be necessary.

3. SCOPE OF SERVICES

The work program and final scope of the project, including deliverables, will be clarified once a consultant is selected. The final deliverable will be a GIS vector layer that incorporates all conservation easements in a projection format compatible with the Town of Haddam's GIS implementation. The web based GIS can be found at haddam.org. This layer will augment the view of all property conserved in fee within the Town of Haddam. This project was started in 2010 by a town volunteer with a background in both GIS and conservation. In 2015, the Town hired an intern with similar experience. To date, about 100 conservation easements granted to the Town have been mapped. The Town anticipates that there are fewer than ten conservation easements since 2015 to map. The Town suggests that a reasonable means to achieve a GIS mapping layer of all conservation easements would include some or all of the following steps:

1. Spot check some of the existing land records vs. the list of conservation easements provided by our volunteer and intern for any easements that may have been missed.
 - a. The majority of easements are granted to the Town of Haddam. Other conservation easements may have been granted to the Haddam Land Trust (3), The Humane Society of the United States (1), Connecticut Forest and Park Association (1), The Nature Conservancy (1), CT DEEP (1), US Fish and Wildlife several subdivision set-asides
 - b. Determine if any conservation easements have been extinguished
2. Map the easements in GIS
 - a. Incorporate the easements that are mapped to date.
 - b. Map any other easements found.
 - c. Create a GIS layer of all conservation easements
 - d. Have each easement polygon have a path to view online the language of the specific easement
3. Create a paper version containing each easement map accompanied by the specific language for that easement

5. Project Schedule

The Consultant should be prepared to enter into a contract and begin work within 30 days of selection. The project timeline should conclude within 90-180 days of contract ratification.

8. SUBMITTAL DOCUMENTATION FOR RFP

Submittal Letter

Interested consultants shall submit a cover letter addressed to Liz Glidden, Town Planner, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the proposal, as well as the name, title, phone and email address of the person to whom questions may be directed.

History and Resumes

The consultant/firm must include a brief history of the company including:

- Consultant/firm size and organization
- Length of time the consultant/firm has been in business
- Products and services offered
- Resumes of key individuals that will be assigned to this project.

Scope of Services and Estimated Costs

The consultant/firm shall provide a detailed Scope of Work which outlines various services it will provide for the project and the associated costs. A final project cost should be provided. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal. If the scope of work exceeds the project funding it is possible the project will be divided into phases.

Key Issues, Experience, and Ability to Perform

Provide examples of previous work on similar projects to demonstrate the consultant's understanding and familiarity with projects of this type, including documents filed with on the land records, survey mapping and GIS.

9. SUBMISSION

The information required for this Request for Proposal must be submitted with two paper copies and one electronic copy sent via email. Hard copies should be sent to Liz Glidden, Town Planner, Town of Haddam, 30 Field Park Drive, Haddam, CT 06441, **no later than March 14, 2018 at 3:00pm**. They shall also be emailed to the Town Planner at townplanner@haddam.org. Late proposals will not be considered. All costs incurred in the preparation and presentation of the

RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of Haddam and is available for review under the Freedom of Information Act. Interviews with qualified candidates will occur on March 22 in the afternoon.

**** Due to pending snow storm this date is extended to March 16, 2018 at noon.**

10. POINT OF CONTACT

Questions may be directed to Liz Glidden, Town Planner at 860-345-8531 x 219, or to Gail Reynolds, chairman of the Conservation Commission at gail.kalison.reynolds@aya.yale.edu.