**Request for Proposals**

**Damariscotta River Association**

**Conservation Easement Baseline Documentation Report**

***Preserving and promoting the natural, cultural, and historical heritage of the Damariscotta River, its watershed, and surrounding lands for the benefit of all.***

This is our mission at the Damariscotta River Association (DRA), established in 1973 as a community based, membership driven conservation organization. In 1987, we became a land trust.

We have partnered with other conservation groups, private landowners, and public agencies to protect and steward:

* More than 2,900 acres of land
* 23 miles of shoreline
* Several river and sea islands.

DRA is seeking a consultant to prepare conservation easement baseline documentation reports for 15 conservation easements that collectively cover approximately 250 acres of land in the Damariscotta River area. These easements are all held by DRA and range in size from 0.2 to 40 acres in size.

Conservation easement baseline documentations are critical to the monitoring and enforcement of conservation easements. DRA holds a total of 41 conservation easements of which 15 lack adequate baseline documents. DRA is seeking to upgrade the quality of its easement stewardship and is applying to become an Accredited Land Trust under the standards of the Land Trust Accreditation Commission (LTAC).

DRA is seeking a consultant to develop 15 conservation easement baselines by [DELIVERY DATE] including all the LTAC minimum contents and selected desired contents as follows:

***Baseline Documentation Report* – *Minimum Contents***

 Date of completion.

 Documentation of the conservation values and public benefits, including written descriptions along with related maps and photographs.

 Documentation of existing conditions that relate to the easement’s restrictions and reserved rights including written descriptions along with related maps and photographs. This includes the location and condition of any manmade improvements, data that would influence the exercise of reserved rights, pre-existing conditions that are otherwise prohibited by the easement and/or other features that may threaten the conservation values. For easements with navigable water frontage photographs from the water will be included. DRA can assist the consultant with boat transport.

 Dated and notarized signatures of the landowner and land trust acknowledging that both attest to the accuracy of the information contained in the report. If the landowner is receiving tax benefits for a donated easement, the acknowledgement must be compliant with the Treasury Department regulations [§1.170A-14(g)(5)(i)(D)]. *Please note that DRA has a notary public on staff and can provide notary services in the DRA service area.*

 Information on the location of the easement.

 Property description.

***Baseline Documentation Report* – *Desired Contents***

 Title page stating that the document is a baseline documentation report.

 Statement of the purpose of the baseline documentation report (e.g., to provide an accurate representation of the protected property at the time of the grant of the easement, to aid in the enforcement of the conservation easement, etc.)

 Background information on the project that would help in easement monitoring or enforcement.

 The authorship and qualifications and/or experience of the baseline preparer.

 Other acknowledgements that would make the material admissible as a business record in court.

 Baseline or easement map(s) that contain the following:

o clear property boundaries;

o north arrow and scale;

o date map created;

o identification of map preparer.

 Copy of the easement.~~.~~

Two originals of each baseline document will be prepared. One copy will be delivered to the landowner and the other to DRA. Additionally an electronic copy will be provided to DRA in MicrosoftWord2010 on a CD, DVD or USB compatible storage device. Multiple baselines can be provided on the CD, DVD or USB device but each easement must be a separate file.

The complete working files for each easement are available for perusal by appointment at the DRA office.

**Proposal Content**

1. ***Consultant or Firm***– Include complete name, address, phone and fax numbers and email address.

2. ***Anticipated Scope of Work and Time Frame***– Specify the activities, format, and time

frame required to complete the required task. Provide a timeline that includes each phase

of the project. Include a description of expected time commitments of staff

3.***Cost****-*Provide the total price for the project. DRA is seeking a single bid for a set amount from qualified consultant(s) for completion of all 15 baseline documents by the March 1st 2012 completion date. No bids will be accepted for a portion of this work. DRA will negotiate a payment schedule with the successful bidder.

4. ***Resumes of Personnel***– Provide resumes of each consultant who will work on the

project, and their respective responsibilities for this project. Include a summary of

relevant experiences of each of the consultants in working on similar projects with similar

agencies.

5. ***Reference****s* – Provide a list of references for each of the consultants assigned to the

project. Briefly describe the scope of the work for these references, the year completed

and a contact name and phone number for each one.

**Proposal Selection Criteria**

The successful bidder will be selected based on DRA’s evaluation of the bidder’s ability to complete quality work in a timely manner as well as total project cost. DRA reserves the right to reject any and all bids based on its sole discretion.

**All proposals shall be submitted in printed and signed format by**

**[DATE]**

Please submit questions and proposals (proposals due [DATE]) to:

Steve Spencer, Stewardship Director

Damariscotta River Association

PO Box 333

Damariscotta, Maine 04543 tel (207) 563-1393

[sspencer@damariscottariver.org](mailto:sspencer@damariscottariver.org)

The DRA office is located at 110 Belvedere Road, Damariscotta, Maine.

Our web site is damariscottariver.org