

LISW-RCPP Request for Proposals

For Appraisals

Proposal Deadline: June 22, 2018

The Long Island Sound Regional Conservation Partnership Program (LISW-RCPP) Forest Land Protection Technical Committee is requesting proposals from professionally qualified appraisers to prepare appraisal reports for five properties within the Long Island Sound watershed in the states of Connecticut, Massachusetts, and New Hampshire.

Background

The Long Island Sound Watershed Regional Conservation Partnership Program (LISW-RCPP) is a landscape scale initiative that covers the geographic area of Long Island Sound and its watershed. A \$10 million grant from the US Department of Agriculture, Natural Resources Conservation Service (NRCS) under the Regional Conservation Partnership Program was received in 2015 to development and implementation a comprehensive working lands program to address nitrogen leaving the watershed and impacting Long Island Sound. This program is comprised of three working areas: 1) nutrient management and soil health, 2) protection of non-industrial forest land and 3) working lands adaptation/resilience.

The LISW-RCPP Forest Land Protection Technical Committee administers a pre-screening application process to advance high-quality applications for NRCS Healthy Forests Reserve Program (HFRP) funding. The HFRP assists landowners, on a voluntary basis, in restoring, enhancing and protecting forestland resources on private lands through permanent conservation easements. The LISW-RCPP has developed this application process to help NRCS direct \$2.8M in HFRP funding to:

- Promote the recovery of endangered and threatened species under the Endangered Species Act (ESA)
- Improve plant and animal biodiversity
- Enhance carbon sequestration
- Protect drinking water supply resource areas

For more background on the LISW-RCPP project, read more at <http://www.lisw-rcpp.com/>

Scope of Services

The Forest Land Protection Technical Committee is seeking professional appraisers to generate appraisal reports for five properties/eight parcels in the LI Sound watershed. The selected appraiser must seek input from and work with appropriate state NRCS staff and Highstead Foundation, as needed. The applicant may submit a proposal to generate appraisal reports for all or a portion of the properties listed below.

State	# Parcels	Acres Under Easement	Address of Property to be Appraised	Assessors Map-Block-Lot Number
CT	4	734	Old Hollow Rd., Litchfield, CT	118/79/2; 119/80/3; 99/80/1
CT	1	42	155 Pautipaug Hill Rd, Baltic, CT	Map 72, Lot 786
MA	1	157	205 Lower Hampden Rd., Monson, MA	Map 77, Lot 77-1
MA	1	83.4	40 Loudville Road, Easthampton, MA	Map 139-2
NH	1	92.1	Off Windsor Rd., Claremont, NH	Map 12 Lot 1

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Appraisal Report Elements

- Meets all Healthy Forest Reserve Program appraisal specifications (attached)
- Takes into consideration the current restoration plan associated with the property (these will be provided to the selected appraiser)
- The final appraisal report(s) must be concise and readable to the average citizen
- Submit final electronic copy in pdf format and three bound color hard copies

Resources

- Appraisal Specifications for Appraising Real Property for the Healthy Forests Reserve Program (HFRP) (attached)
- Healthy Forest Reserve Program (HFRP) [easement](#) and background information

Eligible Applicants

- Must be a State-certified general real property appraiser or obtain a temporary practice permit in the State or States where the subject property is located.
- Must have demonstrated competency in compliance with USPAP in conducting appraisals of agricultural properties with and without conservation easements of the requested type.
- Must be in good standing with the licensing authority where the credential was issued.

Application Procedures

Complete applications will include:

- A one-page letter of interest
- A description of proposed approach/response to the scope of services requested
- Synopsis of the team or individual qualifications, how team's qualifications and experience relate to project; similar projects performed
- A list of all training courses completed to include month/year and who provided the training;
- Copies of all licenses for those state(s) in which you are interested in doing work
- Names and contact information of six clients you've conducted assignments for within the past three years
- A list of the geographic areas where you or your firm practices appraisal work
- Cost summary (hourly wages, the estimated number of hours and total dollar amount of project)
- Project manager and primary contact*
- Sample of work
- Certificate of liability insurance
- Not to exceed 15 pages, excluding attachments/samples of work

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* The selected consultant must deliver all services outlined in this request for no more than the proposed amount. All costs associated with the development of this proposal (e.g., meeting, travel, research, administration/project management, etc.) shall be included in this amount. The payment schedule will be established, with final payment contingent upon approval of the appraisal report. A penalty may be assessed if agreed-upon deadlines are not met.

Selection

Please read through all the application materials (including links provided in Resources) for program details and eligibility. The LISW-RCPP Forest Land Protection Technical Committee will select the final applicant based on these criteria and forward their list to the CT Council on Soil and Water Conservation for processing.

- Applicant eligibility
- Quality of information provided
- Experience
- References
- Cost

Terms and Conditions

- The LISW-RCPP reserves the right to reject any or all proposals or to accept any proposal deemed to be in the best interest of the NRCS and the LISW-RCPP.
- Proposals shall remain valid for a minimum of 60 days
- Changes to the RFP document will be by written addendum only
- There is no expressed or implied obligation for the LISW-RCPP to reimburse responding providers for any expenses incurred in preparing proposals in response to this request
- Proposals submitted are considered public information
- Any contract shall contain a provision for cancellation of the contract by either party with a required 90-day written notice to the other party

Timeline

- Release Request for Proposal: April 23, 2018
- **Deadline for Proposals:** June 22, 2018, 5:00 p.m.
- Evaluation of Proposals: by July 13, 2018
- Interviews (if needed): by July 27, 2018
- Notification of Award of Bid to Successful Consultant(s): July 27, 2018
- Final Appraisal Reports due: 45 days after signed contract received by NRCS; no later than September 15, 2018

Where to Submit Proposal

Please email the completed proposal and any associated materials to Bill Labich, Chair of the LISW-RCPP Forest Land Protection Technical Committee, and Highstead Foundation's Senior Conservationist at blabich@highstead.net before June 22, 2018, by 5:00 p.m.

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For more information about this program, and or for assistance, please contact Bill Labich at blabich@highstead.net