Town of Dover
Request for Qualifications

Summary
The Town of Dover requests Qualifications for Consulting Services for a Conservation Agent. The Conservation Agent is responsible for assisting the Conservation Commission administer the wetlands Protection Act and the Dover Wetlands Bylaw. Work includes review of applications to the Conservation Commission and interacting with other Town officials on development projects; and all other related work, as required/requested. The Conservation Agent is assisted by a Wetlands Scientist on an as-needed basis. Work is performed under the administrative direction of the Conservation Commission, Town Administrator, and Land Use Director in accordance with state and local laws and regulations.

Scope of Work
The Conservation Commission generally meets twice a month on Wednesday evenings. Routine applications generally include processing requests for Determinations of Applicability and Notices of Intent and other similar applications primarily related to improvements on residential lots. Nearly all construction activity is related to single-family home production; however, the rate of development is slow, typically with less than ten units of housing created a year. In addition to processing applications, the Conservation Commission oversees approximately 450 acres of local conservation land.

- Serves as the Conservation Agent to the Conservation Commission. Assists the Conservation Administrator as needed.
- Attends all Conservation Commission meetings, provides technical assistance and expertise on local and state wetlands regulations, background research, information for the meetings, and/or staff reports, on as needed/requested basis by the Conservation Commission, Conservation Administrator, or Land Use Director.
- Performs a variety of professional and technical tasks to assist the Conversation Commission with administering the Wetlands Protection Act (WPA) and the Dover Wetlands Bylaw and any other relevant land use related regulations as requested by the Conservation Commission.
- Enforces state and Town wetlands laws; prepares and issues Enforcement Orders.
- Participates in professional development; keeps current on important regulatory and legal developments; able to provide board-member trainings on regulations.
- Conducts site visits and prepares site assessments for members of the Commission, as requested/needed.

Time of Performance
During the term of the engagement, the Consultant shall perform required work upon authorization by and at the direction of the Conservation Administrator, Conservation Commission, and Land Use
Director, and shall complete the work on time to comply with deadlines mandated or such other deadlines set by the Commission. The Consultant’s services shall be performed as expeditiously as is consistent with professional skill and care.

**Compensation**
The agent shall be employed as a consultant, and shall be compensated on an hourly basis, commensurate with experience, up to a maximum of $40,000 per fiscal year.

**Qualifications**
Bachelor’s Degree preferred in Natural Resources Management, Environmental Sciences, Soil Science, etc., or a related field; and at least five (5) years of experience in the role of a municipal conservation agent. Possession of a valid motor vehicle operator’s license.

**Insurance Requirements**
The Consultant shall be required to maintain comprehensive general liability insurance in limits of $1,000,000 per occurrence/$3,000,000 aggregate during the term of this Agreement. All such insurance shall be provided by a company licensed to do business in the Commonwealth of Massachusetts and satisfactory to the Town. Such insurance policy shall name the Town as an additional insured and shall provide that the insurance shall not be cancelled without thirty days written notice to the Town. Certificates evidencing such insurance shall be provided to the Town upon request.

**Submission Requirements**
Responses to this RFQ shall be submitted via electronically via email to the Town Administrator, Chris Dwelley, at cdwelley@doverma.gov by 1pm on November 26, 2021. Submissions received after the deadline shall be rejected at the discretion of the Town Administrator.

- Transmission Letter and Contact Information
- Statement of Qualifications
- Staff Resume(s)
- References (Name, Title, Contact Information, Relationship)
- Work Sample - Conservation Commission Staff Report
- Work Sample - Conservation Commission Decision
- Hourly Rate Sheet (inclusive of travel, miscellaneous expenses, etc.)

**Contract Award**
Submissions will be reviewed by the Town Administrator. Finalists shall be selected for interviews with the Conservation Commission. References will be checked prior to the contract award. The successful proposer shall enter into a contract term of one-year within ninety (90) days of the contract award.