



TOWN OF MILAN

Community Forest Committee

P.O.Box 300 - 20 Bridge Street - Milan, NH 03588-0300

Phone 603-449-2484 fax 603-449-2142

Web: www.townofmilan.org e-mail:

townofmilan@gmail.com

November 18, 2025

Request for Qualifications - Forest Property Surveys for the Milan Community Forest

Dear Surveyor,

The Milan Community Forest Committee is seeking a professional, licensed land surveyor to support our ongoing efforts in acquiring and managing forest land in the Town of Milan, New Hampshire. The Town currently owns over 3500 acres across multiple parcels. Our goal is to expand the Community Forest to a minimum of 5,000 acres through future land acquisitions. We use multiple funding sources and often work with organizations such as the Conservation Fund during the acquisition process. We are actively pursuing new parcels and anticipate continued acquisitions.

We are requesting Surveyor Qualifications toward the purpose of meeting our ongoing land survey needs. We wish to establish a relationship for future projects as determined by the Committee. We seek qualifications from licensed surveyors experienced in large forest land surveys within our region.

The successful candidate will demonstrate expertise in forest parcel surveys, the ability to collaborate with community volunteers, and the capacity to respond to tight deadlines driven by land sales, appraisals, and acquisitions. See the attached Scope of Services for full requirements.

Submission Deadline: 3:00 p.m., Tuesday, December 9, 2025.

Qualification Package Requirements:

1. History of experience with large forest parcel surveys.
2. Identification of primary staff or team members, including credentials.
3. References and testimonials, including at least one from a public/community ownership project.
4. A current services terms and rate sheet.

Submission Instructions:

- By Email: Submit one package with "Survey RFQ" in the subject line to milancommunityforest@gmail.com; **AND**
- By Mail: Submit five hard copies to: Town of Milan Survey, P.O. Box 300, Milan, NH 03588.

Respondents will be notified of their preliminary standing within four weeks of submission. Finalist(s), will be selected, at the discretion of the Committee, based on qualifications. Finalists may be invited to present to the Milan Community Forest Committee. A final decision will be made at the sole discretion of the Committee. Work may begin as soon as practical in Spring 2026. The Committee reserves the right to change the anticipated schedule if as necessary.

Thank you for your interest in the Milan Community Forest. If you have questions, please contact me at 603-723-8927 or email the Town of Milan at the above address.

Sincerely,

James A. Wheeler, Member
Milan Community Forest

Attachments (2):

- Scope of Services
- Map of Community Forest Lots

cc: Milan Board of Selectmen

Scope of Services

General

1. All surveys, documentation, and recordings must comply with NH law and Chapter Lan 500 Ethical Standards of the New Hampshire Code of Administrative Rules. Surveys shall follow Rural Survey Specifications in Chapter 500.
2. All property corners must include GPS references based on the NH State Plane Coordinate System.
3. Final plans must be submitted in paper (3 copies), mylar (suitable for recording at the Registry of Deeds), PDF, and digital formats.
4. A brief written report must accompany surveys, noting property line conditions, encroachments, or non-conforming issues.
5. The surveyor is responsible for all required Registry of Deeds recordings and associated fees.

Corners and Lines

1. Corner monuments shall be iron pipes or pins with appropriate caps.
2. Corners must be witnessed with three blazes, stacked vertically and facing the corner. Two witness trees should be used when available.
3. Surveyed property lines must be brushed out approximately 3 feet horizontally (1.5 feet on each side) and 6 feet vertically, removing brush, limbs, and saplings so the line is clearly visible.
4. Property lines must be blazed by the surveyor. Blazes must cut into sapwood, removing bark. Blazes shall be approximately 4–5 inches long and 2–3 inches wide.
5. Blazing must follow a straight line as closely as possible:
 - a. Fore-and-aft blazes will be used on line trees.
 - b. $\frac{3}{4}$ blazes (two blazes side by side facing the line) will be used on trees within 2 feet of the property line.
 - c. Side blazes (single blaze facing the line) will be used on trees 2–4 feet from the line. Old blazes found outside the 4-foot limit should not be refreshed.
6. Surveyor must paint blazes at least one month after cutting, ensuring sapwood is dry enough for paint. If after November 1, painting must be delayed until early summer of the following year. Paint must be BLUE, applied neatly by hand with a brush, fully covering sapwood and bark around the blaze.

Business, Billing, and Payment

1. Insurance: The surveyor must maintain Workers' Compensation insurance and professional liability insurance and the Town of Milan must be named an additional insured. Coverage levels must be stated in the submission, with certificates available upon request.
2. Ownership of Drawings: The Owner, or Owner's Representative, may reproduce and distribute the surveyor's drawings for official purposes without incurring additional costs.
3. Payment: The surveyor shall invoice upon completion of fieldwork and delivery of maps and documentation. If significant time is required between survey completion and blaze painting, a partial invoice (up to $\frac{2}{3}$ of total) may be submitted. Separate invoices may be issued for each lot. Payment will be made within 30 days.

Milan, NH Regional Map



Milan Community Forest Lands, 2025

