



**The Peconic Estuary Partnership
NEIWPCC**

REQUEST FOR PROPOSALS

Meetinghouse Creek Habitat Restoration Engineering Design and Permitting Services

UPDATED March 23, 2020

The New England Interstate Water Pollution Control Commission (NEIWPCC), in cooperation with The Peconic Estuary Partnership (PEP) and its partners, is inviting proposals for the **Meetinghouse Creek Habitat Restoration Engineering Design and Permitting Services**. The purpose of this project is to develop full engineering designs and construction drawings for a habitat restoration project at Meetinghouse Creek in Riverhead, NY, based on the conceptual design recommended in the [Suffolk County Peconic Estuary Partnership Conceptual Habitat Restoration Designs for Meetinghouse Creek \(Site MH-2\) Main Road Wetland Construction](#) (“Conceptual Design”), and secure all necessary permits for the project so that it is shovel-ready. The results of the project will improve management of stormwater runoff and stormwater-derived pollutants to Meetinghouse Creek, improving water quality in the downstream wetland and surface waters. Additionally, it will greatly increase the ecological quality of the freshwater wetland habitat and improve plant and wildlife diversity.

Due to the COVID-19 outbreak, we are extending the deadline for this request until April 30, 2020 at 12:00 EST (noon.) Please refer to red text throughout this document for updated information. We recognize that the pandemic has brought unprecedented challenges. Please contact [Emma Gildesgame](#), NEIWPCC project manager, with additional questions or requests regarding the closing date for this opportunity.

Revised Deadlines:	Original Date	New Date
Questions due to guarantee response by RFP deadline	March 24, noon EST	April 22, noon EST
Proposals due to NEIWPCC	March 31, noon EST	April 30, noon EST
Applicants notified of funding decisions	April 17	May 22
Anticipated project start date	July 31, 2020	August 31, 2020
Required project completion date	July 31, 2022	

This request for proposals (RFP) includes information on:

- I. Overview**
- II. Project Goal**
- III. Scope of Work**
- IV. General Guidelines for Applicants**
- V. Proposal Requirements**
- VI. Submission Process**
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Appendix A. [Title Page Format](#)

Appendix B. [Overall Budget Table Format](#)

Appendix C. [Task-Based Budget Format](#)

Appendix D. [Conceptual Design for Meetinghouse Creek Habitat Restoration](#)

This information is also available on NEIWPCC's website under "[Contractor Opportunities.](#)"

I. Overview

NEIWPCC

NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. Established by Congress in 1947, we engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. NEIWPCC strives to coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the management and protection of water quality.

Peconic Estuary Partnership (PEP)

The Peconic Estuary is one of 28 estuaries in the country designated by U.S. Environmental Protection Agency (EPA) as an "estuary of national significance" under Section 320 of the Federal Clean Water Act. The National Estuary Program (NEP) was established to protect and restore nationally significant estuaries threatened or impaired by pollution, development, and overuse. Congress formally accepted PEP as part of the NEP in 1992 and the program officially commenced in 1993. PEP includes numerous stakeholders, representing citizen and environmental groups, businesses and industries, academic institutions, and local, county, state and federal governments.

The PEP Comprehensive Conservation and Management Plan (CCMP) promotes a holistic approach to protecting, enhancing and restoring the Estuary and its watershed. Priority management topics for the Peconic Estuary are Brown Tide, nutrients, habitat and living resources, pathogens, toxic pollutants, and critical lands protection. These six priority topics, together with public education and outreach, financing, and post-CCMP management, form the basis for the CCMP action plans. In 2016, PEP embarked on an update of the CCMP, as recommended by US EPA. The revised 2020 CCMP will be the blueprint by which the PEP directs its resources and efforts at the region's priority problems and challenges over the next decade.

For more information on PEP, please visit www.PeconicEstuary.org

II. Project Goal

The Main Road (MH-2) wetland is located on a 2.61 acre parcel owned by the Town of Riverhead, NY. This wetland is the upstream (northern) limit of Meetinghouse Creek. The Main Road wetland consists of a 1.5 acre *Phragmites australis* marsh, surrounded by a narrow fringe of forested freshwater wetland which conveys water into a small 0.15 acre pond. Immediately downstream of the Main Road wetland is the Crescent Duck Farm. Meetinghouse Creek is tidally-influenced approximately 4,400 feet downstream of the Main Road wetland. Meetinghouse Creek is listed as an impaired waterbody on the [NYSDEC Division of Water Priority Waterbodies List](#) due to low dissolved oxygen concentrations caused by excessive nutrient levels originating from agricultural runoff, stormwater/urban runoff, municipal discharges, and boat pollution. A 5.6 acre sub-watershed, consisting of residential, commercial, and agricultural lands bordering Church Lane and Route 25, contributes stormwater to the Main Road wetland. The stormwater from this contributing area discharges from Church Lane and Route 25 to the Main Road wetland through a 24-inch reinforced concrete pipe.

The Meetinghouse Creek (MH-2) Main Road Wetland Construction project was identified as a priority habitat restoration project by the Town of Riverhead and the Peconic Estuary Partnership. In 2019, the [Conceptual Design](#) was completed and recommended the construction of a 1.2 acre stormwater wetland to manage the runoff in the 5.6 acre contributing area of the Main Road. The goal of this stage of the project is to develop the engineering design plans and secure all necessary permits to complete the project recommended in the Conceptual Design. The results of the project will assist PEP in its goal to restore habitat within the Peconic Estuary watershed and improve management of stormwater runoff and stormwater-derived pollutants to Meetinghouse Creek.

III. Scope of Work

This RFP is for services to provide habitat restoration engineering design and permitting for the Meetinghouse Creek (MH-2) Main Road Wetland Construction project.

Project Tasks

Task 1: Quality Assurance Project Plan

Develop and submit a Quality Assurance Project Plan (QAPP) for the habitat restoration design and permitting services for Meetinghouse Creek Engineering Design and Permitting Services to the PEP, the EPA QAPP Officer and NEIWPC Quality Assurance Program Manager for review and approval.

The primary requirements for developing the QAPP are documented in:

- i. The EPA's "EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5, March 2001." More specific descriptions and guidance on the preparation of certain types of QAPPs can be found in the following EPA documents:
 - Guidance for Quality Assurance Project Plans, EPA QA/G-5, December 2002.
 - Guidance for Geospatial Data Quality Assurance Project Plans, EPA QA/G-5G, March 2003.
 - Guidance on Choosing a Sampling Design for Environmental Data Collection, EPA QA/G-5S, December 2002.
 - Guidance for Quality Assurance Project Plans for Modeling, EPA QA/G-5M, December 2002.
- ii. The NEIWPC Quality Assurance & Quality Control Requirements- see details in Quality Assurance & Quality Control Requirements section below.

QAPP approval can take up to four (4) months and should be incorporated into the project timeline required in paragraph 2.d.i. of this Section IV. No additional work shall commence until the QAPP is approved.

Task 1 Deliverables

- Develop and submit a QAPP for the habitat restoration design and permitting services for Meetinghouse Creek Engineering Design and Permitting Services to the EPA QAPP Officer and NEIWPC Quality Assurance Program Manager for review and approval. Submit electronically in Microsoft Word document format.
- Submit the approved QAPP to the PEP Program Office and NEIWPC Project Manager. Submit electronically in Adobe .pdf format.

Task 2: Steering Committee Collaboration

Coordinate, conduct and manage meetings with the PEP Program Office, project partners and stakeholders (Steering Committee), and interested public to discuss the conceptual habitat restoration design recommended in the [Conceptual Design](#) to formulate and review the project approach, schedule, requirements, and results. A Steering Committee member list will be supplied to the contractor. Telephone conferences with the PEP Program Office will be held routinely, as necessary. Conduct one (1) kickoff meeting, two (2) interim progress meetings, and one (1) 100% Design meeting with the PEP Program Office and Steering Committee. Provide meeting materials, handouts, and presentations, as necessary. Electronically submit a meeting summary to the PEP Program Office within one week of each meeting.

Task 2 Deliverables

- Complete one (1) kickoff meeting with the PEP Program Office, project partners and stakeholders (Steering Committee) to discuss the conceptual habitat restoration design recommended in the Conceptual Design to formulate the project approach, schedule and review the results of the research and site analysis conducted in Task 2. Provide meeting materials, handouts, and presentations, as necessary. Electronically submit a meeting summary to the PEP Program Office and NEIWPC Project Manager for the meeting.
- Complete two (2) interim progress meetings with the PEP Program Office and Steering Committee to discuss the 90% Draft Design and the 90% Final Design for the project. Provide meeting materials, handouts, and presentations, as necessary. Electronically submit meeting summaries to the PEP Program Office and NEIWPC Project Manager for the meeting.
- Complete one (1) 100% Design meeting with the PEP Program Office and Steering Committee to review the final engineering design for the project. Provide meeting materials, handouts, and presentations, as necessary. Electronically submit a meeting summary to the PEP Program Office and NEIWPC Project Manager for the meeting.

Task 3: 30% Draft Engineering Design

- i. Assess existing site conditions at the Meetinghouse Creek (MH-2) Main Road Wetland Construction project site and the information provided in the [Conceptual Design](#).
- ii. Conduct additional research, site analysis and survey work necessary to complete the engineering design and permitting services for the project according to the approved QAPP. Develop narrative descriptions, maps, diagrams and figures for analysis. At a minimum, the following information must be collected, analyzed and organized for use in the design:
 - United States Department of Agriculture, Natural Resources Conservation Service (NRCS) Hydrologic Soil Groups (HSGs) and soil types located within the constructed wetland and within the subwatershed.
 - Subwatershed delineation and time of concentration based on Suffolk County GIS data.
 - Subwatershed area and time of concentration values confirmed in the field.

- A survey of drainage structures shown on the drainage plan for Church Lane and which have no data included, i.e., pipe lengths, sizes, types and inverts, and drainage structure types and sizes. These structures are located largely on the north side of State Route 25. The survey must be supervised, and the resulting document signed and sealed by a Land Surveyor licensed to practice in the State of New York.
- A survey of the site and include property boundaries, one-foot topographic contours, the existing wetland boundary delineated by a Registered Landscape Architect licensed to practice in the State of New York, limits of any water bodies, limits of wooded areas/stands of trees as well as any other relevant site features. The site survey must be supervised, and the resulting document signed and sealed by a Land Surveyor licensed to practice in the State of New York as well as by a New York State Registered Landscape Architect (NYSRLA).
- An inventory of existing drainage structures which are shown on the drainage plan with associated hydraulic data, i.e., diameter and depth of leaching pools, size and types of catch basins, and inverts of piping connecting drainage structures. Inverts may be determined from GIS topography combined with field measurements.
- An inventory of wetlands plants to remain in place. Provide a plant list of proposed plants and associated quantities. Develop a planting plan showing proposed and existing wetlands plants located within the site. The existing wetland boundary must be shown on the planting plan and signed and certified by a NYSRLA.
- Calculations for sizing all hydraulic elements of the proposed practice. The USDA Soil Conservation Service Technical Release 55 computer model (TR55) shall be employed to design the constructed wetland and to model all existing drainage structures that contribute to the wetland.
- All hydraulic elements of the design must comply with New York State Department of Environmental Conservation (NYSDEC), 2015 New York State Stormwater Management Design Manual (the SWMDM).

Task 3 Deliverables

- Submit a narrative summary report detailing the 30% draft engineering design, research, site analysis and all survey work completed and the associated created maps, diagrams and figures for analysis for the engineering design and permitting services in electronic format to the PEP Program Office and NEIWPCC Project Manager for review and approval.
- All hydraulic data identified above as required for the completion of Task 3 collated and arranged per the Work Sheets typically utilized for drainage design with TR55. All required information shall be submitted in hard copy and DVD format.
- Separate AutoCAD files with: The land surveys required for the site and for existing off-site drainage structures; the proposed planting plan; and an updated drainage plan with all related information collected as detailed in Task 3. All required information shall be submitted in hard copy and DVD format.
- Field logs of work conducted at and around the site as described in Task 3. All required information shall be submitted in hard copy and DVD format. Hard copies must be approved and signed by the appropriate licensed personnel.

Task 4: 90 % Draft Engineering Design and Final Engineering Designs

- i. Develop a full set of construction plans and specifications for the Meetinghouse Creek (MH-2) Main Road Wetland Construction project; designs must include all studies and surveys required to obtain permits. The SWMDM must be followed for the specifications, where applicable. The design must also comply with the NYSDEC, 2016 New York State, Erosion and Sediment Control Manual (ESCM).
- ii. Develop a detailed construction estimate for the project.
- iii. Develop an Operation and Maintenance Plan (O&M Plan) that is guided by the SWMDM and ESCM in conjunction with the Steering Committee. The Plan shall describe the operation practices and

maintenance protocols for the living and structural components of the stormwater management wetland and reference the applicable sections of the SWMDM and the ESCM. Also included shall be a list of potential monitoring techniques that can be used to track the success of the project over time.

Task 4 Deliverables

- Complete and submit a full 90% Draft Engineering Design including construction drawings and specifications, construction cost estimate and O&M Plan as indicated in Task 4 to the PEP Program Office and NEIWPCC Project Manager for review and approval.
- Complete and submit a full 90% Final Engineering Design which includes incorporation of review comments from the 90% Draft Engineering Design.
- All required construction documents must be submitted in hard copy and in DVD format including AutoCAD drawing files and Word specifications files. Hard copies of drawings must be signed and sealed by a Professional Engineer licensed to practice in the State of New York.

Task 5: Permitting Services and 100% Engineering Design

- i. Communicate with the appropriate agencies and acquire the necessary environmental permits to complete the habitat restoration project. The appropriate permits that will be required for the Meetinghouse Creek (MH-2) Main Road Wetland Construction project **include but are not limited to** the following:
 - United States Army Corps of Engineers:
 - Section 404 of Clean Water Act
 - Section 10 of Rivers and Harbors Act
 - New York State Department of Environmental Conservation:
 - Article 24 (Freshwater Wetlands)
 - Article 15 (Protection of Waters)
 - SPDES General Permit for Stormwater Discharges from Construction Activity. This includes developing an Erosion and Sediment Control Plan (ESCP) in compliance with the General Permit, SWMDM and ESCM. A Notice of Intent must be developed and submitted to the NYSDEC as part of ESCP development.
 - New York State Department of Transportation
 - Highway Work Permit
 - Town of Riverhead:
 - Conservation Advisory Council Review under Chapter 295 Wetlands of Town Code.
 - Building Permit
- ii. Incorporate review comments from regulatory agencies and finalize plans and specifications for 100% Engineering Design submittal.

Task 5 Deliverables

- Complete and submit the permit applications, as indicated in Task 5, to the PEP Program Office and NEIWPCC Project Manager for review and approval.
- Submit approved permit applications to the appropriate agencies.
- Submit all permit comments from the corresponding agencies to the PEP Program Office and NEIWPCC Project Manager.
- Submit approved permits to the PEP Program Office and NEIWPCC Project Manager.
- Submit 100% Engineering Design to the PEP Program Office and NEIWPCC Project Manager.
- All required construction documents must be submitted in hard copy and in DVD format including AutoCAD drawing files and Word specifications files. Hard copies of drawings must be signed and sealed by a Professional Engineer licensed to practice in the State of New York. The PEP will provide the Boiler Plate specifications and Contract for combining with the technical specifications and subsequent bidding.

Task 6: Reporting

- i. Submit Quarterly reports delivered to the NEIWPC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
- ii. Submit a draft final report electronically to the PEP for review. The draft final report must include:
 - Executive summary;
 - Summary of all methods used, analytical techniques and results;
 - Final design drawings and specifications appropriate for construction contracting;
 - The Operation and Maintenance Plan agreed to by the Steering Committee with suggested monitoring techniques to be used to track the success of the project.
- iii. Amend the draft final project report, as necessary, in response to comments provided by the PEP and steering committee.
- iv. Submit a final report to the NEIWPC Project Manager, and PEP Program Office. Submission of the final report must be in the form of five (5) color paper copies, and a .pdf file of the final report, and all associated data layers and files.

Task 6 Deliverables

- Submit Quarterly reports delivered to the NEIWPC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
- Submit a draft final report electronically to the PEP for review and amend draft final report as necessary, as indicated in Task 6.
- Submit a final report to the NEIWPC Project Manager and the PEP Program Office, as indicated in Task 6.

Anticipated Project Meetings

Meeting Type	Purpose	Potential Participants
Kickoff Meeting	Formulate the project approach, schedule and review the results of the research and site analysis.	PEP Program Office and Steering Committee
90% Draft Design Meeting	Discuss the 90% Draft Design for the project.	PEP Program Office and Steering Committee
90% Final Design	Discuss the 90% Final Design for the project	PEP Program Office and Steering Committee
100% Design Meeting	Review the 100% Design for the project.	PEP Program Office and Steering Committee

Desired Outcome

100% Design and completed permitting for the Meetinghouse Creek (MH-2) Main Road Wetland Construction project.

IV. General Guidelines for Applicants

Eligibility

Applicants who are eligible to submit proposals in response to this RFP include: federal (non-EPA), state, or local government agencies; interstate agencies; private non-profit organizations and institutions; for-profit organizations; and academic or educational institutions. Partnerships are allowed.

Schedule

The estimated project is duration is 24 months, with all final reports and paperwork received by July 31, 2022. However, it is desirable for projects to be completed earlier. **[Note: the project completion date has not been changed.]**

The schedule* for this RFP is as follows:

RFP Released	February 14, 2020
Proposals Due to NEIWPC	March 31 , April 30 , 12:00 PM EST (noon)
Applicants Notified of Funding Decisions	April 17 , May 22
Anticipated Project Start Date	July 31 , August 31 , 2020

*Schedule is subject to change.

Funding

One successful contractor will be chosen for this project. All applicants must submit comprehensive budgets; cost will be an important factor in the selection decision. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding, but requires pre-approval (prior to proposal submission) by NEIWPC and must be justified in the proposal. Indirect costs are allowed, but must be in line with the following procedures: Applicants with a valid Negotiated Indirect Cost Rate Agreement with their cognizant federal agency must use that rate, and must provide documentation of the negotiated rate. Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs.

Deliverables

The primary deliverables for this project will be the following:

1. **Quarterly reports** delivered to the NEIWPC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
2. **Approved Quality Assurance Project Plan for Task 1.** See below for additional information about this deliverable.
3. **Meeting materials for Task 2** in Adobe .pdf format.
4. **Summary report of Task 3** including:
 - a. Narrative summary report of all activity (Adobe .pdf file format in hard copy and DVD format).
 - b. 30% draft engineering design, description of existing conditions, research, site analysis and all survey work completed and the associated created maps, diagrams and figures for analysis for the engineering design and permitting services. Maps and figures shall be submitted in hard copy and GIS and/or AutoCAD format via DVD.
5. **90% and 100% Engineering Design must be provided in hard copy and AutoCAD format via DVD, the specifications and O&M Plan must be provided in hard copy and Word Format, and the Construction Estimate must be provided in hard copy and Excel or equivalent for Task 4 and 5.**

6. **Approved Permits for Task 5** in hard copy and Adobe .pdf file.
7. **Final report** in hard copy and Adobe .pdf format, as described in Task 6.
8. **Project team calls and meetings** as described in Task 2.

Quality Assurance & Quality Control Requirements

The NEIWPCC Quality Management Plan requires that Quality Assurance Project Plans (QAPPs) are developed and approved for all projects involving environmental data operations (i.e., collection, analysis, and/or manipulation of environmental data). The contractor will be responsible for developing the project QAPP and submitting it to EPA and NEIWPCC staff for review after the start of the contract period. NEIWPCC will provide guidelines for QAPP development. The QAPP must be approved by the EPA, the NEIWPCC Project Manager, and the NEIWPCC Quality Assurance Program Manager prior to any data collection or analysis. Development of the QAPP should be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NEIWPCC and EPA QA officers. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists.

For more information about QAPPs, see <http://neiwpc.org/our-programs/assessment-and-research/quality-management/> and <http://www.epa.gov/quality/qapps.html>.

Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be directed to the NEIWPCC Project Manager (see contact information in Section IX) by **April 22, 2020**.

Deliverables, Ownership, and Credit Due

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with NEIWPCC shall be made available to NEIWPCC, Peconic Estuary Partnership, and the U.S. EPA in the formats in which it is stored or maintained. NEIWPCC, Peconic Estuary Partnership, and the U.S. EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCC, Peconic Estuary Partnership, and the U.S. EPA for any work completed under the grant award.

Geographic Information System (GIS) Data Requirements

GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to NEIWPCC as a deliverable.

Insurance Requirements

NEIWPCCC requires its contractors to maintain Workers Compensation, General Liability, Property Damage, and Professional Errors and Omissions insurance. More details will be provided to applicants selected for funding. Note this applies for all contractors, including sole proprietors. If you cannot provide proof of insurance, please do not apply for this funding opportunity.

V. Proposal Requirements

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) timeline, (5) budgets (both overall and task-based budget formats), (6) budget justification, and (7) description of qualifications. Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

Cover Letter

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You acknowledge that funding is provided on a reimbursement basis.

Title Page

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://neiwpc.org/about-us/working-with-neiwpc/> and as Appendix A of this request. The title page must adhere to the format provided in Appendix A and include all of the following information, using a maximum of one single-spaced, one-sided, typed 8.5" x 11" page with 11-point font and 1-inch margins:

- Project Name: Use the exact project name as it appears throughout the proposal.
- Primary Investigator Name and Contact Information: Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- Financial Contact Name and Contact Information (if applicable): Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.
- Project Partners (if any): Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- Funds Requested: Provide the amount of money you are requesting from NEIWPCCC for the project.
- Federal Tax Identification Number (FID)
- DUNS Number¹: A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPCCC with a DUNS number to comply with an administrative condition of NEIWPCCC's EPA grant (individuals are exempt).
- Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a DBE.

Proposal Narrative

The proposal narrative must not exceed 8 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 8 page narrative must include all of the following information:

¹ Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

- **Proposed Approach:** Briefly describe the proposed approach to this project, including background or introductory information as needed.
- **Methodology:** Outline the project’s design and describe the methods and techniques that will be used to meet the project’s goal and tasks.
- **Expected outputs and outcomes:** Describe the project’s expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- Briefly discuss the **process to be used to evaluate the effectiveness and success** of the project.
- **Roles and Responsibilities:** Define the roles, responsibilities, and qualifications of all project participants.
- **Description of Similar Services:** Provide information about projects completed to date which involved services similar to those requested in the RFP. Descriptions should include environmental outcomes of the projects, how any project challenges were addressed and remedied, and the roles and responsibilities of personnel on similar projects who will be assigned to this project team.
- **Citations:** Include references as appropriate within the proposal narrative.

Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than **July 31, 2022**. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. “March 5, 2021.” Although the project start date is anticipated to be on or about July 31, 2020, this date may change based on the time the actual agreement is established. **[Note: The project completion date has not been changed.]**

Budget

The project budget must be provided in two formats:

First, provide a complete, detailed budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://neiwppc.org/about-us/working-with-neiwppc/>. The budget must be no more than two 8.5” x 11” pages with 1” margins and 11-point font. Along with this budget, provide a brief justification (two pages maximum) for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for any non-federal cost share or matching funds that are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must provide documentation of their rate. This documentation does not count toward the page limit.

Second, prepare a budget that is broken down by project tasks as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <http://neiwppc.org/about-us/working-with-neiwppc/>. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget must be no more than two 8.5” x 11” pages with 1” margins and 11-point font.

Qualifications

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas, and have a strong track record in delivering projects of this nature and facilitating successful working relationships with municipal governments and stakeholders. Applications must include identification of a New York State Licensed Engineer, Registered Landscape Architect, and surveyor as part of the project team. Applicants must be able to demonstrate extensive experience in stormwater management project design, habitat enhancement, the physical conditions and biota of Long Island, NY, community planning and outreach. Applicants should have experience and capacity to conduct and manage effective public meetings. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed 3 pages.

VI. Submission Process

Proposals must be submitted by no later than **12:00 PM EST (noon) on April 30, 2020**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPCP website. Unless prior approval is given, proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to <http://neiwpcp.org/about-us/working-with-neiwpcp/contractor-proposal-submissions/> and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: "Meetinghouse Creek Engineering Design_NAME OF YOUR ORGANIZATION." Once you have clicked the "submit" button, please allow adequate time for your submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page. If submitted successfully, you will receive an email from NEIWPCP (mail@neiwpcp.org) with the subject line "RFP Submission Confirmation" confirming your submission. For questions regarding submission of proposals, contact Emma Gildesgame, NEIWPCP, egildesgame@neiwpcp.org, (978)349-4318. To ensure that questions are answered prior to the proposal deadline, please submit them by **April 22, 2020** at 12:00 pm EST (noon).

VII. Proposal Evaluation Process

NEIWPCP will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from the competition and NEIWPCP will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Complete and eligible proposals will be reviewed by a panel composed of scientists and managers from Peconic Estuary Partnership partner agencies. Proposals may also be submitted for external peer reviews. The review team will evaluate the proposals based upon the following criteria:

- 1. Addresses Desired Outcomes (0-25 points):** Degree to which the proposal can accomplish the desired outcomes. Clarity and measurability of the deliverables/outputs within specific reasonable timeframe(s), including relationship of expected results/benefits to addressing this RFP's topic.
- 2. Technical Merit (0-25 points):** Adequacy of the proposed methodology to accomplish the stated project tasks and objectives.
- 3. Performance Capability (0-25 points):** Ability of the applicant to accomplish the proposed project on schedule with quality given its history of past performance, experience, expertise, qualifications, facilities, and resources. Evaluators will consider the qualifications of the project team and ability of the proposed team to complete project tasks effectively and on time. It is expected that hours contributed by all team members will total at least one full time equivalent for the duration of the contract.
- 4. Appropriate and Cost-Effective Budget (0-15 points):** Proposal submissions will be evaluated based on cost and the relative value of work products. Adequacy of the proposed budget to accomplish objectives and adequacy of justification in explaining the need for resources for this project will be evaluated.
- 5. Project Schedule (0-10 points):** Practicality of proposed project schedule and ability to meet project tasks within desired project timeframe.
- 6. Transferability of Results (0-10 points):** Deliverables will be presented and produced in formats that can be easily understood and utilized by project partners and stakeholders.

Proposals will be ranked and evaluated based upon the review panel’s recommendations. The recommended project proposal, selected by the review panel via consensus, is subject to approval by the PEP Management Committee.

VIII. Notification of Awards

Award notification to applicants is expected by **May 22**, 2020. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is signed by both parties and all mandatory documentation, including proof of General Liability Insurance and Worker’s Compensation, is received by NEIWPC. If your project includes environmental data operations, this work may not begin until the QAPP is approved. NEIWPC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

IX. Contacts

NEIWPC and the Peconic Estuary Partnership will accept questions about this RFP by email through **April 22** at 12:00 pm EST (noon).

For information regarding the application process, contact **Emma Gildesgame**, the NEIWPC Project Manager:

Emma Gildesgame
New England Interstate Water Pollution Control Commission
650 Suffolk Street, Suite 410
Lowell, MA 01854
978-349-4318
egildesgame@neiwpc.org

For information regarding the RFP topic, contact **Joyce Novak**, the PEP Director:

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