



Department of
Environmental
Conservation

Hudson River
Estuary Program



NEIWPCC
&
NYS DEC Hudson River Estuary Program
Request for Proposals
Community Waterfront Resiliency Design and Permitting
February 2024

The New England Interstate Water Pollution Control Commission (NEIWPCC) and the New York State Department of Environmental Conservation (NYSDEC) Hudson River Estuary Program (HREP) invite proposals from environmental engineering firms interested in partnering with high flood-risk Hudson River riverfront municipalities to design a shoreline resiliency project. The selected applicant(s) will enter into a contract with NEIWPCC to produce stamped engineering plans,¹ specification (spec) sheets, bid documents, a [Joint Application Form](#), and other materials needed for environmental permitting. The selected applicant(s) will work in partnership with a Hudson Riverfront municipality that has developed a conceptual shoreline resiliency project with significant stakeholder engagement using the Phase I and Phase II [Climate-adaptive Design \(CaD\)](#)² or a similar public outreach process.

The geographic scope of projects subject to this Request for Proposals (RFP) is the Hudson River Estuary shoreline from the Federal Dam at Troy, New York to the Mario M. Cuomo Bridge.

NEIWPCC and NYSDEC HREP anticipate making awards in **May 2024**, and the selected projects must be completed by **October 15, 2025**.

Although this RFP is designed to advance the shoreline component of conceptual design projects produced earlier using the Phase I and Phase II CaD process, NEIWPCC and HREP also will consider funding other shoreline resiliency conceptual projects that were developed with significant stakeholder engagement. The goal of this RFP is to render existing community-

¹ The final design plans must be stamped by a P.E. licensed by the State of New York.

² Climate-adaptive design is a three-phase process to inspire, advance and implement climate adaptation and resiliency projects in Hudson Riverfront communities. More information about the Climate-adaptive Design Process is available at this link: <https://cals.cornell.edu/water-resources-institute/watersheds/hudson-river-estuary/climate-change/climate-adaptive-design-process>.

supported, conceptual shoreline resiliency projects “shovel ready” for the host municipality to fund and implement.

In addition to demonstrating qualifications and experience performing similar types of work, applicants must provide a letter of support from a host municipal partner stating that the municipality is willing and able to participate in the design process and intends to complete the permitting process and implement the project if funding is obtained. The application must include a copy of the conceptual project plan and, if the proposed project is not a CaD conceptual project, a detailed description of the stakeholder and community engagement process used to complete the conceptual design.

To receive funding, a proposed project must further the goals of the [Hudson River Estuary Action Agenda 2021-2025](#) by increasing community resilience to sea-level rise and climate change. Additionally, the proposed project must be technically feasible, appropriate for the proposed location, supported by the community, cost-effective, and reasonably permittable.

The selected applicant(s) must be willing to collaborate with NEIWPCC, NYSDEC Hudson River Estuary Program, Hudson River National Estuarine Research Reserve, and state and federal regulatory agencies during development of the project.

NEIWPCC’s award decisions are contingent on the applicant’s successful negotiation of a contract with NEIWPCC. The successful applicant will negotiate a workplan and task-based budget with NEIWPCC for inclusion in NEIWPCC’s standard program contract. Applicants may request a copy of the contract template from NEIWPCC’s and NYSDEC Hudson River Estuary Program’s program contacts.

Available Funding. There is a total of \$400,000 available for this RFP. Up to two proposals will be selected for funding.

Indirect Cost Policy. NEIWPCC recognizes that in some instances, applicants may have costs that are not directly attributable to projects or activities being funded but that the recovery of those indirect costs is necessary to effectively implement the respective projects or activities. In those situations, the following indirect cost policy applies:

Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs (de minimis rate).

Applicants (including academic institutions) with a valid Negotiated Indirect Cost Rate Agreement (NICRA) with their cognizant federal agency can charge indirect costs to projects based on their negotiated indirect cost rate, but not to exceed 25% of the direct project cost, whichever is less.

A valid NICRA is one in which the effective period has not expired. Applicants must provide a copy of their valid NICRA with their application for indirect costs reimbursement to be considered. If the effective period of the NICRA has expired but the grantee has documented

evidence (via an indirect cost rate proposal) that they have reapplied for a new rate, the expired rate may be accepted.

Where an applicant has a NICRA higher than 25%, the difference may be applied to match if allowable under NEIWPCC's prime agreement with the funding entity.

Matching Funds. Although cost share or match is not required, projects providing non-federal cost share or match will receive favorable consideration over projects without cost share or match.

Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any such contributions must be clearly explained in the proposal and documented.

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 NEIWPCC and HREP and must be justified in the proposal.

Application Deadline. The deadline for applications is COB on April 12, 2024.

I. Overview of NEIWPCC and NYSDEC Hudson River Estuary Program

NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. 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. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states. NEIWPCC's vision is for clean and sustainable water throughout the Northeast. We base our work on the core values of leadership, collaboration, education, service, and science.

[NYSDEC HREP](#) helps people enjoy, protect, and revitalize the Hudson River estuary. Created in 1987 through the Hudson River Estuary Management Act (ECL 11-0306), the program focuses on the tidal Hudson and its surrounding watershed from the federal dam at Troy to the Verrazano Narrows in New York City. The mission of HREP is built around eight key benefits people receive from the results of our work:

- Sustainable estuarine fisheries
- Robust river habitats
- Clean Hudson River water
- Healthy tributaries
- Climate-adaptive communities
- Conserved natural areas for wildlife, source water, climate resilience, and scenery
- An informed and engaged public
- An accessible Hudson River for people of all ages and abilities

HREP collaborates with many partners: nonprofit organizations, businesses, local governments, state, and federal agencies, and interested community members to deliver these benefits. It develops knowledgeable and effective stewards of the estuary, using an understanding of ecology as a foundation for all its work. HREP is guided by New York State's [Hudson River Estuary Action Agenda 2021-2025](#) — a forward-looking plan developed through significant community participation up and down the river. HREP achieves real progress by providing technical assistance, grants, contracts, and scientific research to empower citizens and communities to make informed choices.

Diversity Equity, Inclusion and Justice (DEIJ)

NEIWPCC and HREP recognize the importance and necessity of Diversity Equity, Inclusion and Justice (DEIJ) in the field of environmental conservation. Historically, Black, Indigenous and People of Color (BIPOC) have been under-represented in watershed conservation, protection and restoration efforts, and individuals with disabilities have been underserved by outdoor recreation opportunities. Low-income communities and rural low-income communities have also been historically left out of the environmental decision-making process. Communities with linguistic isolation, such as refugee communities, are also vulnerable to being left out of environmental conversations.

Applicants should refer to the following websites and definitions of diversity, equity, inclusion and environmental justice at:

[NYSDEC Workforce Diversity and Inclusion Strategic Plan 2021-2026](#)
[NYSDEC Office of Environmental Justice](#)
[NEIWPCC Diversity, Equity, and Inclusion Commitment Statement](#)

II. Project Goals

The goal of this RFP is to render existing community-supported, conceptual shoreline resiliency projects “shovel ready” for the host municipality to fund and implement. The selected applicant(s) will enter into a contract with NEIWPCC to produce stamped engineering plans, specification (spec) sheets, bid documents, a substantially complete [Joint Application Form](#), and any other materials reasonably necessary for environmental permitting.

Implementing climate resiliency projects by Hudson River waterfront communities is a priority of the NYSDEC’s [Hudson River Estuary Action Agenda 2021-2025](#). This RFP seeks to further the key strategy under the benefit *Climate Adaptive Communities*. Adaptation and Resilience of [New York’s Scoping Plan](#). This RFP also seeks to promote *Pledge Element 7: Enhance community resilience to climate change* under the [Climate Smart Communities \(CSC\) Certification program](#) and the [NYS Climate Smart Communities Program](#).

III. Summary of other requirements for selected applicants

- **Workplan.** Successful applicants must submit a detailed project Workplan to NEIWPCC and HREP within thirty days of grant award notification. The Workplan must identify the tasks necessary to produce stamped engineering plans, specification (spec) sheets, bid documents, a substantially complete [Joint Application Form](#), and any other materials reasonably necessary for environmental permitting. The Workplan should describe the project methods, tasks, timeline, outputs, and include a task-based budget. The Workplan is subject to NEIWPCC’s and HREP’s approval before NEIWPCC issues a contract. See Appendix D: “Workplan Template Guidelines”
- **Quarterly Reporting.** Successful applicants will prepare and submit brief quarterly reports 10 days after the end of each calendar quarter (by April 10 for January-March, by July 10 for April-June, by October 10 for July-September, and by January 10 for October-December). Quarterly reports will document progress on each task.
- **Final Report.** The submittal of a final report, including an executive summary, fully documenting the project outputs and results is required on project completion. The applicant must agree that the Final Report may be published on NEIWPCC’s and HREP’s respective websites and may be used by NEIWPCC and HREP for public education and outreach purposes.
- The successful applicant(s) is expected to provide draft deliverables to NYSDEC, NEIWPCC, and the municipal partner for review and approval (excluding approval of design

plans) and to make revisions, as appropriate, to the deliverables. *The successful applicant should plan for at least one month for review of comments and any revisions to the final deliverables in the proposed project timeline.*

- **Project Schedule:** The successful applicants are required to complete their projects according to the following schedule (subject to change):

Proposals due to HREP	April 12, 2024
Applicants notified of funding decisions	May 2024
Detailed project workplan due	30 days from notification of funding decision
Project start	July 2024
Project deliverables and final report due on or before	October 15, 2025

- **Project Tasks and Deliverables:** Please see Appendix E
- **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). For projects that involve environmental data operations, the contractor is responsible for developing the project QAPP and submitting it to 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 NEIWPCC Project Manager and the NEIWPCC Quality Assurance Program Manager or their designee prior to any data collection or analysis. If your proposed project includes environmental data operations, development of the QAPP can 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 60 days for the review and approval of your QAPP by NEIWPCC.* 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://neiwpcc.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).
- **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 and the NYSDEC Hudson River Estuary Program in the formats in which it is stored or maintained. NEIWPCC and the NYSDEC Hudson River Estuary Program 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 and the NYSDEC Hudson River Estuary Program for any work completed under the award.

- **Project Informational Signage.** Project implementation sites must display, where appropriate and practicable, a permanent sign indicating that the project has received funding through NEIWPCC and the New York State EPF fund administered by the Hudson River Estuary program. Any signs will include the NEIWPCC and NYS DEC Hudson River Estuary Program logos. Signage should also identify other contributing partners.
- **Insurance Requirements.** Prior to the start of work, NEIWPCC requires its contractors to procure and maintain, at their sole cost and expense, General Liability, Automobile, Workers' Compensation insurance and, if required by state law, Disability Benefits coverage. Please note that NEIWPCC's insurance specifications are required elements of NEIWPCC's contracts. Please review the insurance specifications carefully before you decide whether to apply for this funding opportunity.
- **Compliance Reporting Requirements.** In addition to the quarterly reporting described above, the successful applicant must submit NYS DEC's "MBE Workforce Employment Utilization Report (Form EO162)" and "Consultant Disclosure Report (Form B)" on a quarterly basis. The MBE Workforce Employment Utilization Report shall be submitted by the 6th day after the end of each calendar quarter. NEIWPCC will provide copies of forms and instructions with the fully executed contract.
- **Vendor Responsibility Questionnaire.** If at any time during project performance the total compensation to the successful applicant (or its subcontractor) exceeds or is expected to exceed \$100,000, or as otherwise requested by NYS DEC, the successful applicant shall be required to certify and submit a Vendor Responsibility Questionnaire.
- **Ethics Requirements.** The successful applicant and its subcontractors (if any) shall not engage any person who is, or has been at any time, in the employ of the State of New York to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the "Ethics Requirements.") The successful applicant will make sure that its employees and its subcontractors' employees who are former employees of the State of New York comply with all applicable laws and prohibitions.
- The State of New York may request that the successful applicant provide it with whatever information the State deems appropriate about each such person's engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. The State shall have the right to withdraw or withhold approval of any subcontractor if utilizing such subcontractor for any work performed as part of the project would be in conflict with any of the Ethics Requirements. The State shall have the right to terminate any agreement resulting from this

process at any time if any work performed hereunder is in conflict with any of the Ethics Requirements.

IV. Proposal Requirements

Proposals must include the following:

- (1) a cover letter;
- (2) a title page with abstract;
- (3) a project narrative with citations;
- (4) a site map;
- (5) a project timeline;
- (6) project budgets (in both an overall and a task-based budget format);
- (7) a budget justification;
- (8) a description of qualifications; and
- (9) letters of support from the host municipality, property owner(s), and key collaborators, if any.

NEIWPCC and HREP recommend that applicants review the partnering municipality's preliminary waterfront resiliency and shoreline plans and accompanying reports to gain a reliable understanding of the scope of work needed to produce the deliverables for proposed projects.

Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all the information requested and/or do not meet the format requirements may be eliminated from consideration. Proposals that exceed the maximum number of pages specified for each section may not be reviewed.

Cover Letter

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

- are applying for funds under HREP;
- acknowledge that funding will be provided on a reimbursement basis;
- are committing to the match you are proposing; and
- acknowledge that funding is provided per a task-based schedule for tasks completed.

Title Page

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.

Project Team Leader Name and Contact Information: Provide the name, title, and affiliation of the project team leader, 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, and affiliations for each of the additional project partners or support staff who will significantly contribute to the project.

Funds Requested: Provide the amount of money you are requesting from NEIWPC for the project.

Matching Funds (if any): Provide the amount of matching funds you and/or your partners commit to contributing to the project.

Federal Tax Identification Number (FID)

Unique Entity Identifier (UEI) Number: All eligible U.S. applicants must have a Unique Entity Identifier (“UEI”) number. Contractors can obtain a UEI through the System for Award Management (SAM). This SAM-generated number will become the official identifier for doing business with the U.S. Government and NEIWPC.

Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a certified DBE.

Project Location Description: Provide the state and city of the primary location where work will be completed.

Project Location Coordinates (Latitude, Longitude): Provide the latitude and longitude coordinates for the primary location of the project.

Abstract: The abstract must describe the proposed project, including: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project; and (4) how the project addresses the goals of this RFP. The abstract must fit within the title page.

Proposal Narrative

The proposal narrative must not exceed five consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 5-page narrative must include the following information:

- **Project Description:** Describe the project and its relevance to the Resilient Communities benefit of the [*Hudson River Estuary Action Agenda 2021-2025*](#). This section can also include brief background or introductory information.
- **Objectives:** State how the project will achieve the goals of this RFP.
- **Methodology:** Outline the project’s design and describe the methods and techniques that will be used to meet the project’s goal and tasks.
- **Site Identification:** Identify the site(s) proposed for the project.
- **Identify the municipal partner and describe the extent of its support for the project.**

- **Expected outputs and outcomes:** Describe the project’s expected tangible outputs and outcomes, and list and describe each of the specific deliverables and end products.
- **Existing preliminary shoreline plans** and any accompanying reports that describe the proposed project and the process used for developing the preliminary plans, including stakeholder and community engagement. (This should accompany the project narrative and will not be included in the 5-page maximum.)
- **Roles and Responsibilities:** Describe the roles and responsibilities of the 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 **October 15, 2025**. All timelines should be stated in terms of Month #1, #2, #3, etc. rather than specific dates, e.g., “March 5, 2021.” The project award notification is anticipated **in May, 2024**, with an estimated start in **July, 2024**. The actual start date may change based on the time required to negotiate the contractual agreement. The timeline must be no more than one 8.5” x 11” page with 1-inch margins and 11-point font.

Budgets

The project budgets must be provided in two formats. First, provide a complete, detailed budget using the format provided in Appendix B. The budget must be no more than one 8.5” x 11” page with 1” margins and 11-point font. Along with this budget, provide a brief justification (one page 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 non-federal cost share or matching funds that are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must also submit 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. **As you develop this budget, keep in mind that contractual payments will be made based on this task-based budget, after tasks are completed.** Matching funds should not be included in the task-based budget.

Qualifications

The selected applicant must possess academic and professional expertise, certifications in the relevant subject areas, and a strong track record in delivering similar projects. Applicants should have experience and capacity to conduct and manage effective meetings. Applications must identify a NYS-licensed engineer as the project team lead or co-lead. Applicants must be able to demonstrate experience relevant to the proposed project (e.g., climate-adaptive strategies and design, natural and nature-based shoreline solutions, sea-level rise, coastal and inland flood and erosion causes and processes, and waterfront design), and possess an understanding of the current

and future projected physical conditions of the Hudson River estuary. Legal expertise may also be needed on the project team. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. Applicants must submit a resume for the team leader and additional technical support staff showing level of experience and educational background. List any members of the applicant's team who are former employees of New York State in this section. The qualifications section, including resumes and descriptions of past projects, must NOT exceed 6 pages.

Letters of Support/Testimonials

The applicant must secure and document permission and support from a host municipality that has completed or approved the preliminary waterfront and shoreline resiliency plans. This letter should clearly state that the municipality will be a project partner and active member of the project team and is committing to dedicate a minimum of 25 hours to attend meetings/calls, provide design feedback, and advance the project. This letter must identify a municipal liaison that will be the municipality's primary point of contact (e.g., sustainability manager, planner, or other municipal staff).

The letter must express commitment to actively engage in the design process and a statement of intent to pursue funding for project implementation and submit completed permit applications after the final designs and construction documents are delivered.

Additional letters of support to document organizational, state legislative, and/or community support for the project and/or for the applicant's qualifications may also be attached but are not required.

V. Submittal Process

Proposals must be submitted by no later than **12:00 PM (noon) on April 12, 2024**. Late submissions will not be considered. Applicants **must submit their proposals electronically** through the NEIWPCC website. Proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to <http://neiwpcc.org/about-us/working-with-neiwpcc/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 several files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all the files you wish to submit. The file name should be in the following format: **“Community Waterfront Resiliency Design and Permitting _NAME OF YOUR ORGANIZATION.”** After 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 your application was submitted successfully, you will receive an email from NEIWPCC (mail@neiwpcc.org) with the subject line “RFP Submission Confirmation” confirming receipt of your submission.

For questions regarding submittal of proposals, contact Emily Bialowas, NEIWPCC, ebialowas@neiwpcc.org (978) 349-2531.

VI. Proposal Evaluation Process

Please read the scoring system for evaluating proposals (below) as you develop your proposal to ensure that you are meeting expectations as well as possible and that your proposal is structured so that review teams can easily find answers to scoring questions.

NEIWPCC will screen all proposals to ensure that they meet the requirements of this RFP. All eligible projects will be evaluated using the same criteria. If a proposal is found to be incomplete, the proposal may be eliminated from consideration. If a proposal is eliminated, NEIWPCC will notify the applicant. To be considered complete, proposals must include all the components described in [Proposal Requirements](#). Submittals that exceed the page limits specified for each component may not be reviewed.

Proposals will be evaluated based upon the following criteria. Some criteria will be scored on a sliding scale of points. Up to 90 points are available per proposal. If two or more reviewers assign a score of zero in any category, as described below, the project will be disqualified. The top scoring project(s) will be funded.

Project Goals (0-20 points)

Applicant should describe how the proposed project furthers the goals of the [Hudson River Estuary Action Agenda 2021-2025](#) by increasing community resilience to sea-level rise and climate change.

Adequate = 1 to 5 points, Average = 6 to 15 points, Exceptional = 16 to 20 points

Technical Feasibility (0-25 points)

Applicant should describe in detail the approach that will be used to implement each of the tasks identified in Appendix E. The Technical Feasibility evaluation will be based on the appropriateness and feasibility of the approach and methods, including consideration of the following factors, with up to 5 points assigned to each factor, as follows:

Inadequate = 0 points, Adequate = 1 point, Average = 3 points, Exceptional = 5 points

The overall approach (0-5 points)

The proposed use of existing data, and the collection of additional data, if needed, to understand the baseline pre-construction conditions (0-5 points)

The demonstrated understanding of environmental conditions of the Hudson River Estuary, including currents and tidal influences (0-5 points)

Permitting considerations (0-5 points)

The potential for the proposed project site to become more adaptive or resilient to climate risks (0-5 points)

Project Team Experience and Qualifications (0-20 points)

Team experience will be evaluated to ensure that the team meets the minimum criteria listed in the mandatory requirements above. The Project Team Experience and Qualifications will be based on the following criteria for each listed factor:

Inadequate = 0 points, Adequate = 1 point, Average = 3 points, Exceptional = 5 points.

- The experience of team members conducting the types of work described in the project tasks (0-5 points)
- The experience of team members on other Hudson River waterfront projects (0-5 points)
- The experience of team members working with municipalities and state and federal agencies on similar projects (0-5 points)
- The team members' history of working successfully with the partnering municipality (0-5 points)

Quality of existing preliminary plans and consistency with the principles of CaD and the Sustainable Shoreline projects (0-15 points)

Points will be awarded based on the degree to which preliminary plans have been developed, the level of community engagement in the plan development process and the plan's compatibility with the principles of CaD and Sustainable Shorelines projects.

Inadequate = 0 points, Adequate = 1 point, Average = 3 points, Exceptional = 5 points:

Preliminary plans provided by partner municipality are well developed with significant details identifying present conditions, proposed conditions, and cross-section details of proposed shoreline treatments (0-5 points)

Documentation of inclusive community stakeholder engagement during the preliminary planning process (0-5 points)

The extent the preliminary plans include nature-based shoreline and flood resiliency elements (0-5 points)

Project cost-effectiveness and feasibility (0-10 points): The cost-effectiveness of the proposed project will consider the project costs and benefits and whether the project is likely to be permittable.

Adequate = 1 to 3 points, Average = 4 to 7 points, Exceptional = 8 to 10 points

VII. Notification of Awards

Award notification to applicants is anticipated **May 2024**. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Please see Appendix D "Workplan Template Guidelines." 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 NEIWPCC. **Note: NEIWPCC 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.

VII. Contacts

NEIWPCC and NYSDEC Hudson River Estuary Program will accept written questions about this RFP via email through 12:00 PM (noon) on **March 8, 2024**. A summary email reply to all questions submitted by the above deadline will be sent on or about **March 15, 2024**. Questions should be emailed to the NYS DEC Hudson River Estuary Program Project Manager:

Daniel Miller:
Daniel.miller@dec.ny.gov
(845) 889-4745 x110

For information regarding the application process, contact:

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