



Department of
Environmental
Conservation

Hudson River
Estuary Program



NEIWPCC
&
NYS DEC Hudson River Estuary Program
Request for Proposals (RFP)

Tributary Restoration for Culverts and Road Stream Crossings

March 2024

The New England Interstate Water Pollution Control Commission (NEIWPCC), in cooperation with the New York State Department of Environmental Conservation's (NYSDEC) Hudson River Estuary Program (HREP), is inviting proposals for projects that will help communities restore aquatic organism passage (AOP) and habitat connectivity, reduce localized flood risks, and improve water quality in and along Hudson River estuary tributaries. Specifically, this RFP seeks proposals to design and/or construct AOP improvements and road stream crossing (RSX) replacements and retrofits in the Hudson River estuary watershed. RSX include bridges, culverts, arches, and other similar structures that allow water to pass under infrastructure that would otherwise block the natural flow of rivers and streams. This RFP includes the following project types:

- **Type 1: RSX Final Engineering Design Plans to Replace or Retrofit a RSX** - Deliver final stamped ready-for-construction engineering plans, spec sheets, bid documents and completed application materials for all required environmental permits to replace or retrofit a RSX (e.g., grade controls, baffles, weirs, and other support structures) at a site that is the location of herring or eel habitat, or an aquatic barrier.
- **Type 2: RSX Replacement and Retrofit Projects** - Replace or retrofit a RSX (e.g., grade controls, baffles, weirs, and other support structures) at a site that is the location of herring or eel habitat, or an aquatic barrier.

Proposed projects will be one of these types and take place within the boundary of the Hudson River Estuary Program. Please visit the Hudson River Estuary Program [webpage](#) for a map of eligible project locations.

For applicants proposing to provide final design plans for RSX (Type 1), the NYSDEC Hudson River Estuary Program envisions the host municipality or landowner applying for and securing either federal or state implementation funding. Examples of state and federal funding sources for RSX construction and implementation are available [here](#).

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 contracts.

Available Funding. There is a total of \$200,000 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 NEIWPC and HREP and must be justified in the proposal.

Application Deadline. The deadline for applications is 12:00 PM on April 12, 2024.

I. Overview

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 seeks to achieve real progress by providing technical assistance, grants, contracts, and scientific research to empower citizens and communities to make informed choices.— a forward-looking plan developed through significant community participation up and down the river. HREP seeks to achieve 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](#) NEIWPCC Diversity, Equity, and Inclusion Commitment Statement

II. Project Goals

The overall goal of this project is to restore free-flowing conditions to tributary streams of the Hudson River estuary. NEIWPCC will award funds for up to two projects of any Type 1 or Type 2.

The selected applicant(s) for Type 1 will enter into a contract with NEIWPCC to produce final stamped engineering plans, construction bid documents, spec sheets and prepare all environmental permit applications necessary for a partnering stakeholder to implement the RSX improvement project.

The selected applicant(s) for Type 2 will enter into a contract with NEIWPCC to replace or mitigate a RSX that is a barrier to fish movement and is a priority in a municipal management plan.

Stream barrier mitigation projects are a priority of the NYSDEC's [Hudson River Estuary Action Agenda 2021-2025](#). This RFP seeks to further strategy 4 under the benefit *Healthy Tributaries*- "Implement priority projects in watershed plans or community plans to restore and protect tributary resilience and water quality, including streamside buffer and floodplain restoration, stormwater green infrastructure projects, wastewater improvements, habitat restoration, culvert replacement, dam removal, land acquisition, and land conservation practices. "This RFP also helps to implement the draft recommendations in New York's [Scoping Plan](#). This RFP also seeks to promote *Pledge Element 7: Culverts and Dams* under the [Climate Smart Communities \(CSC\) Certification program](#) and the [NYS Climate Smart Communities Program](#). .

III. Scope of Work

Type 1: RSX Final Engineering Design

The scope of work includes all necessary tasks for a New York State licensed engineering consultant to produce final stamped engineering plans, construction bid documents, spec

sheets and prepare all environmental permit applications necessary for a partnering stakeholder to implement the RSX improvement project.

All applications for this project type must:

- Be at sites that are a location for herring or eel habitat, or are a barrier to fish movement as assessed through NAACC RSX protocols (rated severe, significant, or No AOP) or would qualify as such (See Appendix E).
- Be technically feasible and appropriate for the location, supported by the community, cost effective, financially sustainable.
- Must meet the goal of increasing community resilience to climate change while preserving or enhancing habitat.
- Be consistent with preliminary priorities from municipal RSX management or flood resiliency plans.
- Demonstrate that the hydraulic impacts of culvert mitigation on upstream and downstream properties have been adequately considered for the size, uses and condition of the affected area downstream and upstream of the culvert.
- Be designed to pass, at a minimum, a 1% annual chance storm (100-year flood).
- Provide an explanation of impacts resulting from the improvement of AOP and watershed connectivity that would result from each proposed project. This could include observational data or documentation from available literature.
- Attach a letter of support including any existing preliminary plans provided by the partnering municipality or other organization or description of prioritization process including stakeholder engagement are requirements.
- Be a bridge or bottomless arch. If, for some reason this isn't possible, the replacement culvert must follow NYSDEC stream crossing standards found at: https://www.dec.ny.gov/docs/permits_ej_operations_pdf/streamcrossing.pdf (new draft BMP Guidance currently in progress).
- If involving substantial stream bank disturbance, include a task for site restoration, including riparian tree and shrub plantings and bio-stabilization of streambanks.

Type 2: RSX Replacement/Mitigation

The project must include the mitigation of a RSX at a site that is a location for herring or eel habitat, or is a barrier to fish movement as assessed through [NAACC road-stream crossing protocols](#) (rated severe, significant, or No AOP) or would qualify as such, and is a priority of a municipal management plan.

All applications for this project type must:

- have all necessary permits in hand at the time of proposal submission.
- demonstrate that the hydraulic impacts of culvert mitigation on upstream and downstream adjacent properties have been adequately considered for the size, uses and condition of the affected area downstream and upstream of the culvert.
- Ensure that engineering plans submitted through this RFP are stamped by a NYS

licensed engineer **prior to applying.**

- be designed to pass, at a minimum, a 1% annual chance storm (100-year flood).
- Provide a detailed itemized construction estimate including materials, labor, equipment, etc.
- Follow the material procurement policies of the project sponsors (e.g. supporting municipality).
- Provide an explanation of impacts supporting the improvement of AOP and watershed connectivity that would result from each proposed project. This could include miles of stream re-connected, observational data, or documentation from available literature.
- Include an implementation plan describing project timeline, work sequence, staging and any additional construction planning needs.
- Projects that involve substantial disturbance to stream channels should include a task for site restoration, including riparian tree and shrub plantings and bio-stabilization of streambanks.
- As-Built Signature Sheet - a signature sheet where the municipality, partnering agencies, designer, engineer, and contractor need signed stating that they have reviewed the design, understand the scope of the project, and agree to providing as-built documentation upon completed construction.

IV. Summary of other requirements for selected applicants

- **Eligibility.** Applicants who are eligible to submit proposals in response to this RFP include: federal (non-EPA), state, local, or tribal government agencies; interstate agencies; private non-profit organizations and institutions; for-profit organizations; and academic or educational institutions. Partnerships are allowed.
- Type I project deliverables require sealed plans to be submitted by a NYS licensed engineer and landscape architects. **All final reports and paperwork must be received and approved by the NEIWPCC project manager by November 15, 2025.**
- **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):

Bidders Conference - RFP Presentation/Q&A with NEIWPCC Project Manager	March 15, 2024
Proposals Due to NEIWPCC	April 12, 2024 @ 12:00 PM (noon)
Applicants Notified of Funding Decisions (subject to change)	May 2024
Detailed Project Work Plans Due	30 Days from notification of funding decision
Anticipated Project Start Date (subject to change)	July 2024
Approved Final Report and all Approved Deliverables Due to NEIWPCC	November 15, 2025

- **Project Tasks and Deliverables:** Please see Appendix F.

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 will be 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 <https://www.epa.gov/quality/epa-quality-management-tools-projects#tab-2>

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).

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 (Type 2 only)

Project implementation sites must display a permanent sign indicating that the project has received funding through NEIWPCC, and the NYS EPF Fund as administered by the HREP. Signs will include the NEIWPCC and NYS DEC Hudson River Estuary Program logos. Signage should also identify other contributing partners.

Insurance Requirements

NEIWPCC requires its contractors (including sole proprietors) to maintain workers' compensation and liability insurance. More details will be provided to applicants selected for funding. If you cannot provide proof of insurance, please do not 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.

V. Proposal Requirements

Proposals must include the following:

- (1) Cover letter,
- (2) Title page with abstract,
- (3) Narrative with citations,
- (4) Map,
- (5) Timeline,
- (6) Project budgets (both overall and task-based budget formats),
- (7) Budget justification,
- (8) Description of qualifications, and
- (9) Letters of support from the municipality, property owners, and other key collaborators.

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. Pages that exceed the maximum number specified for each section may 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 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 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 NEIWPC for the project.

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

Unique Entity Identifier (UEI) Number: All eligible U.S. applicants must have a Unique Entity Identifier ("UEI") number. Contractors can obtain 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 DBE.

Project Type: State the project type(s) that you are applying for (i.e. Type 1: RSX Final Engineering Design, or Type 2: RSX Replacement/Mitigation)

Project Location Description (City, State): Provide the state and city or cities where of the primary location where work will be completed.

Project Location Coordinates (Latitude, Longitude): (for Task 1 and 2) Provide the latitude and longitude coordinates for the primary location where work will be completed.

Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits to Hudson River estuary. The abstract must fit within the title page.

Proposal Narrative

The proposal narrative must not exceed 10 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 10-page narrative must include all the following information:

- **Project Description:** Describe the project and its relevance to the Healthy Tributaries benefit of the [Hudson River Estuary Action Agenda](#). This section can also include brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goal 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:** Brief description of site(s) or regions under consideration for the project(s).
- **Description of documented permission and support from the municipality or landowner**
- **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. Briefly discuss the process to be used to evaluate the effectiveness and success of the project.
- **Existing management plans or other documentation that identifies the project location/region as a priority** and any accompanying reports that describe the proposed actions and the process used for developing the plans including stakeholder engagement. [\(This should accompany the project narrative and will not be included in the 10-page maximum.\)](#)
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **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 November 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 to be on or about May 1, 2024, with an estimated start date of July 1, 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.

Budget

The project budget 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 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. **As you develop this budget, keep in mind that contractual payments will be made based on this task-based budget, once tasks are completed.** Matching funds should not be included in the task-based budget.

Qualifications

The applicant chosen for this project should possess the academic and professional expertise and certifications in the relevant subject areas and have a strong track record in delivering projects of this nature. Applicants should have experience and capacity to conduct and manage effective meetings with agency staff, partners. Depending on the project, 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. Any members of the applicant's team that are former employees of New York State need to be listed as such in this section. The qualifications section, including resumes, descriptions of past projects, etc. must not exceed 6 pages.

For Type 1 and 2 projects, Applications must include identification of a New York State licensed engineer as the project co-lead. Applicants must be able to demonstrate extensive experience, as relevant to the project, in RSX design, flooding and erosion causes and processes, and engineering conditions of the Hudson Valley.

Permits (Type 2 only)

Refer to the NYSDEC Region 3 environmental permits website/staff to ensure required permits are obtained **prior** to submission and are included in the proposal.
<https://dec.ny.gov/regulatory/permits-licenses/environmental-permits/regional-information/region-3-environmental-permits>

Letters of Support/Testimonials

The applicant must secure and document permission and support from the partner municipality that has completed management plans. This letter should clearly show that the partner municipality will be a key project partner and active member of the project team, by dedicating a minimum of 25 hours to attend meetings/calls, provide design feedback and generally advance the project. It should also identify a municipal liaison that will be the primary point of contact (e.g., highway superintendent, sustainability manager, planner, or other municipal staff).

The letter should express commitment to actively engage in the design process and statement of intent to submit completed permit applications and pursue implementation once the final designs and construction documents are delivered.

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. Applications including letters from stakeholders or clients from projects of a similar nature that provide compelling testimonials as to the applicant's ability to complete the tasks identified in this RFP are not required but could receive added points in the evaluation and scoring process. There is no page limit for letters of support.

VI. Submittal Process

*The range of content and amount of detail will be highly variable across communities that have preliminary planning documents available. It is highly recommended that applicants thoroughly review the partnering municipality's preliminary management plans as well as accompanying reports to gain a reliable understanding of the scope of services needed to produce the deliverables identified in this RFP.

Proposals must be submitted by no later than **12:00 PM (noon) on April 12, 2024**. No late submissions will 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: **"Healthy Tributaries_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 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.

VII. Proposal Evaluation Process

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

NEIWPCC will screen all proposals to ensure that they meet all requirements of this RFP. All projects will be evaluated under the same criteria. If a proposal is found to be incomplete, the proposal may be eliminated from the competition. If a proposal is eliminated, NEIWPCC will notify the applicant. To be considered complete, proposals must include all of the components described in Section V. Proposal Requirements. Pages in excess of the 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 100 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.

Technical review (0-25 points)

Applicant should describe in detail the approach that will be used to implement each of the tasks identified in this request for proposals. The technical evaluation will be based on the appropriateness and feasibility of the approach and methods, including the following factors, with up to 5 points assigned to each factor, as follows: adequate = 1 point, average = 3 points, exceptional = 5 points, inadequate = 0 points:

- Overall approach (0-5 points)
- The proposed project meets all guidelines and best management practices for RSX (see Project background in Appendix E.) (0-5 points)
- Permitting considerations and process (0-5 points)
- Consideration of community goals (0-5 points)
- Practicality to fully implement project (0-5 points)

Project Team Experience and qualifications (0-15 points)

Team experience will be evaluated to ensure that the team 1) meets the minimum criteria listed in the mandatory requirements above and 2) will receive a ranking based on the following criteria with up to 5 points assigned to each, as follows: adequate = 1 point, average = 3 points, exceptional = 5 points, inadequate = 0 points:

- Overall experience and success of the team members conducting the type of work described in all tasks (0-5 points)
- Relevant technical knowledge as it applies to practical applications (0-5 points)
- Experience and success of the team engaging and working with community, municipal, and state and federal agency stakeholders (0-5 points)

Location of Project Proposal (0-25 points):

Points will be awarded based on the degree to which the selection of barrier location will benefit aquatic connectivity, watershed protection and how that is detailed in proposal:

- The location is on high-quality stream habitat which can be benefited by the project. (0-1 point)
- The number of stream miles reconnected by the project. (0-4 points)
- The proximity via tributaries to the Hudson River, closer to the Hudson River ranking higher (0-4 points)
- Is at a site that is a location for herring or eel habitat; or are a barrier to fish movement as assessed through NAACC RSX protocols (rated severe, significant, or No AOP) or would qualify as such. Priority will be given to sites with documented eel or herring. (0-4 points)
- The potential for flood reduction. (0-3 points)
- Level of priority of the site in local municipal RSX management plan. (0-3 points)
- Preliminary plans for the watershed and municipality are well developed with significant details with designs identifying present conditions, proposed conditions and cross-sectional views. (0-5 points)
- Documentation of community engagement during the preliminary planning process. (0-1 points)

- Preliminary plans include climate considerations as described in Appendix E. (0-1 points)

Proposal clarity and readability (0-10 pts)

The overall proposal and scope of work is clear, logical and well explained (up to 5 points: adequate = 1 point, average = 3 points, exceptional = 5 points, inadequate = 0 points). The deliverables are described clearly (up to 5 points: adequate = 1 point, average = 3 points, exceptional = 5 points, inadequate = 0 points).

Letters of support (0-10 points)

Letters of support are provided by the municipality, any key landowner and/or regional stakeholders required to complete the tasks and ultimately implement the project and letters of support from other entities. Letters of support and testimonials about the capability of the applicant from stakeholders or clients from projects of a similar nature (up to 10 points: adequate = up to 5 points, average = 5 to 10 points, exceptional = 10 to 15 points, no letters of support = 0 points).

Cost effectiveness and feasibility (0-15 points)

The financial evaluation will be based on cost effectiveness from the standpoint of cost, balance, value and justification (up to 15 points):

- Project provides exceptional value for the cost. Project provides cost-share or match. All the project costs are eligible expenses, and the proposal contains an exceptional level of budget detail to assess cost-effectiveness = 10-15 points,
- Project provides reasonable value for the cost. All the project costs are eligible expenses, and the proposal contains sufficient budget detail to assess cost-effectiveness = 5-10
- Project is not reasonably cost effective. There are one or more ineligible costs included in the budget and/or there is an inadequate level of detail to assess that project costs are eligible = 0-5 points.

VIII. Notification of Awards

Award notification to applicants is anticipated to be on or around May 1, 2024. 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. If your project includes environmental data operations, this work may not begin until the QAPP is approved. **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.

IX. Contacts

NEIWPCC and NYSDEC Hudson River Estuary Program will accept questions about the RFP topic by email through 12:00 PM (noon) on March 29, 2024. In addition, NYSDEC Hudson River Estuary Program will hold a virtual meeting on March 15, 2024, at 12:00 noon

to review the RFP. To submit questions or register for the virtual meeting, please contact the NYS DEC Hudson River Estuary Program Project Manager:

Jim Katz
(845) 633-5449
Jim.Katz@dec.ny.gov

Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be directed to the NEIWPCC Project Manager:

Jim Katz
(845) 633-5449
Jim.Katz@dec.ny.gov

For information regarding the application process, contact:

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