



Hudson River Estuary Program (NYSDEC)

**Request for Proposals
Planning for River Access Resiliency in the Hudson River Watershed**

January 2019

The New England Interstate Water Pollution Control Commission (NEIWPC), in cooperation with the New York State Department of Environmental Conservation’s (NYSDEC) Hudson River Estuary Program, is inviting proposals for a project that will assist communities with river access sites in making capital investments to promote flood resilient land use and adjust to trends in temporary inundation due to flooding from precipitation events and storm surge. Specifically, the project will result in development of a planning guide/handbook for river access sites, both along the Hudson River mainstem and its tidal tributaries, with suggestions for flood risk assessment, design principles and improvements, and decision-making principles that can be adopted to: reduce capital expenses resulting from repeated flood damage; improve the way river access sites withstand flooding; and anticipate the changes that will be necessitated due to a projected increase in frequency and severity of storm events as well as the impacts from rising sea levels as is occurring now. The geographic scope of this study is the shoreline of the Estuary and the tidal portion of its tributaries from the Troy dam to the southern border of Westchester and Rockland counties. The project will incorporate best environmental practices and universal design principles and will include the use of natural and nature-based approaches as much as possible, where suitable. The project is expected to be awarded in early 2019 and to be completed no later than August 31, 2020. Extensions will not be granted. The deadline for applications is February 15, 2019.

There is a total of \$50,000 available for this request for proposals (RFP). This RFP includes information on:

- I. Overview**
- II. Project Goal**
- III. Scope of Work**
- IV. General Guidelines for Applicants**
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I. Overview

Virtually every community along the tidal Hudson River has some form of public river access. Some of these sites have been severely impacted by storms such as tropical storms Irene and Lee and Superstorm Sandy, which destroyed infrastructure, caused erosion, and damaged recreational resources. Other river access sites are low-lying and regularly experience flooding during exceptionally high tides. Impacts from flooding and temporary inundation are expected to increase as the frequency and severity of heavy precipitation events and coastal storms are also expected to increase. These trends have already been documented along the Hudson and are expected to continue as the climate warms and sea level rises. Combined, these factors will increasingly be a problem for many river and tidal tributary access sites, especially those in low-lying areas. Communities need help to plan and adjust to the “new norm” of existing conditions and become aware of longer-term implications for shore land areas and associated park land infrastructure.

This project will produce a handbook/planning guide and associated outreach. The guide and outreach will provide communities and site managers with resources to help them assess risk and plan for flooding and temporary inundation associated with storms to improve resiliency of shoreline park lands and river access sites. This has been identified as a priority of the NYSDEC’s *Hudson River Estuary Action Agenda (2015-2020)*. For purposes of this study, river access sites will include sites that provide access to the tidal Hudson and the tidal portion of its tributaries for fishing, swimming, boating, river viewing, and/or wildlife-dependent recreation.

NEIWPCC

NEIWPCC is a not-for-profit interstate agency, established by Congress in 1947 to serve and assist its member states individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality in the New England states and New York. 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.

Hudson River Estuary Program

The Hudson River Estuary Program of the New York State Department of Environmental Conservation helps people enjoy, protect, and revitalize the Hudson 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 the Estuary Program is built around six key benefits people receive from the results of our work:

- Clean Water
- Resilient Communities
- Vital Estuary Ecosystem
- Estuary Fish, Wildlife, and Habitats
- Natural Scenery
- Education, River Access, Recreation, and Inspiration

The Estuary Program collaborates with many partners: nonprofit organizations, businesses, local governments, state and federal agencies, and interested citizens to deliver these benefits. It helps to develop knowledgeable and effective stewards of the estuary, using an understanding of ecology as a foundation for all its work. The program is guided by New York State’s *2015-2020 Hudson River Estuary Action Agenda*—a forward-looking plan developed through significant community participation up and down the river. The Hudson River Estuary Program achieves real progress by providing technical assistance, grants, contracts and scientific research to empower citizens and communities to make informed choices. We coordinate with state and federal agencies.

Using available resources, the successful applicant(s) will help achieve Benefit 6, Target 3 Outcome B of the *Hudson River Estuary Action Agenda*, which states that by 2020: “Information and training to implement the principles of universal design and coastal storm resiliency have been developed and are available to park planners and access providers.” This project will focus on coastal and tributary flooding and resiliency, because other program resources are already being focused on universal access. However, universal design is a key aspect of all access sites and should be factored into the results of this project.

The Hudson River Estuary Action Agenda and a description of the Estuary Program and links to background information are available at <http://www.dec.ny.gov/lands/5104.html>.

II. Project Goal

The overall goal of this project is to improve river access by helping communities and river access site owners prepare for and adapt to current and projected flooding and temporary inundation from rain and coastal storm events and sea level rise. To accomplish this goal, we are soliciting proposals that take a regional approach to providing guidance to communities along the tidal Hudson and tidal portions of its tributaries. The starting point for this project is a handbook produced by NYC Department of Parks (NYC Parks), "Design and Planning for Flood Resiliency; Guidelines for NYC Parks", which will be modified and expanded to address the specific geography of the tidal Hudson north of New York City. NYC Parks has agreed to allow us to use their handbook text and illustrations as long as the agency is properly credited. (<https://www.nycgovparks.org/planning-and-building/planning/resiliency-plans>)

To accomplish this project goal, we are soliciting proposals that provide guidance and outreach, as identified in the scope of work below.

Helpful reference materials that may be useful in preparing your proposal and your project include:

- NYSDEC map of existing public Hudson River access sites and natural resources of the Hudson Valley: <https://www.dec.ny.gov/lands/112137.html>
- Hudson River National Estuarine Research Reserve Sustainable Shorelines website: <https://www.hrner.org/ Hudson-river-sustainable-shorelines>
- NYS sea level rise projections: <https://www.dec.ny.gov/energy/45202.html>
- New York Protected Areas Database (NYPAD) (<http://www.nypad.org>)
- NYS Department of State Local Waterfront Revitalization Program (LWRP) coastal reviews, LWRP: <https://www.dos.ny.gov/opd/programs/lwrp.html>
- Cornell Climate Adaptive Design Program resilient waterfront designs for Hudson River Communities (<https://wri.cals.cornell.edu/ Hudson-river-estuary/climate-change-hudson-river-estuary/climate-adaptive-design/> and available from the Hudson River Estuary Program)
- Scenic Hudson's Sea Level Rise Mapper: <http://www.scenichudson.org/slr/mapper>

III. Scope of Work

The Project Tasks are as follows:

- A. Project Management:** At least two consultations with the Estuary Program staff should be scheduled at key decision points to review and adjust project plans and progress. Quarterly project reports are required to be submitted to both NEIWPC and the DEC project manager.
- B. Stakeholder Engagement:** Engage stakeholders, site managers, and the NYSDEC Hudson River Estuary Program throughout the project duration, including a kick-off meeting describing project goals and seeking feedback on the project approach. Additional stakeholder meetings should be scheduled after the kick-off meeting, including, at a minimum, an intermediate presentation of findings and recommendations and a wrap up meeting to present the findings and report to NEIWPC, NYSDEC, and interested stakeholders. The Hudson River Valley Greenway and NYS Office of Parks, Recreation, and Historic Preservation (NYS OPRHP) are key stakeholders to be included. The applicant should identify other key stakeholders to be potentially included. Additional stakeholders may be added upon execution of the contract. For budgeting purposes, it is estimated that the stakeholder group will be about 20 members. Given the large geographic reach of the project areas, applicants should describe how stakeholder participation will be organized and facilitated for maximum impact.
- C. Reconnaissance of existing Hudson River access locations:** Examine and describe waterfront property owner experiences to date with flooding and coastal storms to:
 - gain insight into common practices and problems with access, best practices, drivers of decision-making and opportunities to influence implementation of best practices;
 - inform the development of a handbook that will be most useful to waterfront property owners and managers in a variety of conditions and contexts; and
 - facilitate waterfront property owner/manager engagement in the process and in the development and execution of solutions.

D. Handbook Development. The applicant will produce a handbook. The format should be suggested by the applicant and should be designed to facilitate the widest possible use and adoption of the principles and best practices best suited for the Hudson River tidal shoreline. It may use the same general format as the NYC Parks handbook or a new format, however, it should, at a minimum:

1. Provide recommendations for flood risk assessment, principles to improve design, and criteria for decision-making that can be adopted by decision makers to reduce the vulnerability of river access infrastructure to current and projected future flood risk from sea-level rise and strong storms, while minimizing negative effects on natural features. Content should be consistent with NYS draft Flood Risk Management Guidance and Natural Resilience Measures guidance developed to implement the Community Risk and Resiliency Act. This content should include recommendations to:
 - adapt existing access infrastructure,
 - design and construct new access infrastructure, and
 - maintain river access infrastructure over time.

2. Provide guidance that is useful in a variety of river conditions and environmental and land use contexts to help waterfront property owners evaluate risk to their property and assets and consider options to design for and manage that risk over time, including:
 - a. Information on how to estimate current and future flood risk
 - Information on the most current FEMA Flood Insurance Rate Maps
 - Information on how to find and use Sea Level Rise/flood risk mappers for the Hudson
 - Information on how to estimate future flood risk on tidal tributaries in the watershed
 - Information on how to evaluate erosion and/or erosion risk to land and assets (when is erosion OK, when is it a problem)
 - b. Information on relevant NYSDEC and NYSDOS regulatory jurisdictions
 - c. Information on planning and design alternatives to manage flood and erosion risk to river access infrastructure including the following:
 - Information on relevant regulatory jurisdictions
 - Methods to consider the planning horizon, evolving site uses, and design life based on hazards
 - Methods to implement flood proofing, flow through or elevated structures
 - Methods to adjust the structure or land use footprint, elevating new structures, or creating removable structures
 - Methods to conserve, develop or utilize natural features on the site to reduce erosion risk (e.g. wetlands, SAV, riparian buffers, swales, “green infrastructure”)
 - Nature-based approaches to managing erosion
 - Methods to consider long-term migration of uses/structures or parkland up slope over time to adjust to sea level rise

- d. Methods to ensure that projects are consistent with and reference the draft NYS Community Risk and Resiliency Act Flood Risk Management Guidance and Natural Resilience Measures Guidance (to be provided if not publicly released)
 - e. Methods to address the intersection of waterfront access sites with other relevant considerations (roads, railroad tracks, universal access etc.)
3. Provide case studies of sites that showcase a variety of design features found throughout the estuary. Highlight features that sustained relatively less damage during recent storms and provide information on how they mitigated flooding-related impacts. Compare with sites found to be significantly vulnerable and recommendations for strategies to improve these sites. Case studies should showcase the opportunities and challenges faced by Hudson riverfront access sites and provide graphic examples of good design principles from implemented projects.
 4. Include illustrations: Photographs, images, and/or design graphics of flood resilient structures and inspirational visuals from the Cornell Climate Adaptive design program (<https://wri.cals.cornell.edu/ Hudson-river-estuary/climate-change-hudson-river-estuary/climate-adaptive-design/>), where appropriate.
 5. Provide links to reference or resource materials that may be useful to river access site managers, including but not limited to:
 - NYS, FEMA, and other official guidance that park and river access managers should be aware of
 - Reference to the NYS Community Risk and Resiliency Act guidance
 - Reference to the NYSDOS Natural and Nature Based Features (NNBF) metrics and monitoring project
 - The Waterfront Alliance’s Waterfront Edge Design Guidelines (WEDG)
 - NYC Parks resilience plan guidelines <https://www.nycgovparks.org/planning-and-building/planning/resiliency-plans/flood-resiliency>.
 - Sustainable Shorelines Handbook <https://www.hrnerr.org/doc?doc=273743856>
 6. Provide links to funding sources that may be available to support access site improvements.
 7. Provide prominent credit and acknowledgment of key providers of information and source material

The successful applicant will be expected to review drafts with NYSDEC and a small number of selected stakeholders and revise as needed. The Estuary Program must approve drafts before the final product is produced.

The handbook incorporating the above elements will be made available in print and digital formats suitable for distribution by NYSDEC to waterfront access site owners and managers, municipalities and other relevant stakeholders (e.g., land trusts, conservation groups).

E. Conduct Outreach: Design and conduct an outreach program in partnership with the Hudson River Estuary Program to facilitate use of the handbook by waterfront access site owners and managers. Outreach should be designed for maximum impact in promoting adoption of the principles and practices within the Hudson Valley region.

F. Reporting: Produce quarterly and final project reports and complete any remaining deliverables. Deliver the final product(s) to NEIWPC. The handbook should be delivered in 200 print copies as well as PDF(s) easily down loadable online, in a print on-demand format and in original digital format (e.g. MS Word or MS Publish). The document(s) should be capable of being easily updated online by NYSDEC if additional information becomes available. Any supporting information and project findings should provide data in the form of an ArcGIS geodatabase and Microsoft Excel workbook. Complete final project reports.

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

IV. General Guidelines for Applicants

Eligibility

Applicants who are eligible to submit proposals in response to this RFP include: for-profit organizations and consulting firms, academic institutions, non-profit organizations, state and federal agencies and municipalities.

To be eligible for this RFP, the project must include the Hudson River Estuary and tidal portions of its tributaries from the Federal Dam at Troy to the southern border of Westchester and Rockland counties.

It is up to the applicant to propose an appropriate and manageable scale to accomplish project objectives.

Schedule

The project should take no more than 17 months. All deliverables, including the final report, handbook and outreach products, must be approved by the project manager, and all final deliverables received by August 31, 2020.

The schedule for this RFP is estimated to be:

Informational Meeting Call for Applicants	January 30, 2019 10:00 AM
Proposals Due to NEIWPC	February 15, 2019 12:00 PM (noon)
Applicants Notified of Funding Decisions (subject to change)	March 1, 2019
Detailed Project Work Plans Due	March 15, 2019
Anticipated Project Start Date (subject to change)	April 1, 2019

Quality Assurance Project Plan (QAPP)	To be completed prior to data collection activities
Quarterly Report	April 10, 2019
Quarterly Report	July 10, 2019
Quarterly Report	October 10, 2019
Quarterly Report	January 10, 2020
Quarterly Report	April 10, 2020
Quarterly Report	July 10, 2020
Final Report and all Deliverables Due to NEIWPC	August 31, 2020

Applicants are encouraged to participate in the informational meeting that will be scheduled via conference call. Hudson River Estuary Program staff will be available to answer clarifying questions only during this call.

Funding

There is a total of \$50,000 available for one project through this RFP. 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. If submissions are inadequate, NEIWPC and the HREP reserve the right to make no awards under this RFP.

Indirect Cost Policy

NEIWPC 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 in order 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 minimus 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 in order 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 NEIWPC's prime agreement with the funding entity.

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**. See below for additional information about this deliverable.
3. **Handbook** (draft and final versions submitted and approved)
4. **Outreach Program and Products**
5. **Final Report** Final reports are to be submitted for review by the project manager (See Contact Information in Section IX) as draft in Microsoft word before being delivered in Adobe .pdf format as final. Final reports must include all GIS (geodatabase or shapefiles as applicable), and relevant field work related data. Applicants should be prepared to provide digital and paper copies to the Estuary Program and local partners.

Quality Assurance & Quality Control Requirements

The NEIWPCCC 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 NEIWPCCC staff for review after the start of the contract period. NEIWPCCC will provide guidelines for QAPP development. The QAPP must be approved by the NEIWPCCC Project Manager, and the NEIWPCCC Quality Assurance Program Manager prior to any data collection or analysis. If your proposed project will include 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 90 days for the review and approval of your QAPP by NEIWPCCC 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 NEIWPCCC 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 because of this solicitation and funded, in whole or in part, under an agreement with NEIWPCCC shall be made available to NEIWPCCC and the NYSDEC Hudson River Estuary Program in the formats in which it is stored or maintained. NEIWPCCC and the NYS DEC 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 NEIWPCCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCCC, NYC Department of Parks and Recreation and the NYS DEC Hudson River Estuary Program 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 http://www.epa.gov/geospatial/docs/National_Geospatial_Data_Policy.pdf). 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

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.

V. Proposal Requirements

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) map, (5) timeline, (6) budgets (both overall and task-based budget formats), (7) budget justification, (8) description of qualifications, and (9) letters of support from any 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 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://neiwpcc.org/about-us/working-with-neiwpcc/>. The title page must adhere to the format provided in Appendix A and include all 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 NEIWPC for the project.
- **Federal Tax Identification Number (FID)**
- **DUNS Number:** A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPC with a DUNS number to comply with an administrative condition of NEIWPC's EPA grant (individuals are exempt).
- **Certified Disadvantaged Business Enterprise (DBE):** Indicate if your organization is a DBE.
- **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 the Hudson River estuary. **The abstract must fit within the title page.**

Proposal Narrative

The proposal narrative must not exceed 5 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 12-point font and 1-inch margins. The 5-page narrative must include all the following information:

- **Project Description:** Briefly describe the project and any brief background or introductory information.
- **Objectives:** Outline 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.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.

Map

Provide a map of the proposed study area (one page).

Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a

completion date no later than August 31, 2020. All timelines should be stated in terms of Month #1, #2, #3, etc. rather than specific dates, e.g. “March 5, 2018.” Although the project award date is anticipated to be on or about March 1, 2019, with a start date of April 1, 2019. The actual start date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5” x 11” page with 1” margins and 11-point font.

Budget

The project budget must be provided in two formats:

First, provide a complete, detailed task-based budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. 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 multi-year budget that is broken down by project tasks split into 2019 effort and 2020 effort, as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. 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. Matching funds are not required, but if any are provided they should not be included in the task-based budget.

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 communities, and municipal and state government. 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 (noon) on February 15, 2019**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPC 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://neiwpc.org/about-us/working-with-neiwpc/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 the files you wish to submit. The file name should be in the following format: **“Hudson River Estuary Program River Access Resiliency Handbook 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 NEIWPC (mail@neiwpc.org) with the subject line “RFP Submission Confirmation” confirming your submission. For questions regarding submission of proposals, contact Peter Zaykoski, NEIWPC, pzaykoski@neiwpc.org, (978) 349-2526.

Pre-Application Conference Call

A conference call will be held on **January 30, 2019 at 10:00 AM EDT** to answer clarifying questions submitted by potential applicants. If you want to participate in the conference call, please send a request to participate to Sherri Mackey, NYSDEC, sherri.mackey@dec.ny.gov (845) 256-3016 by **close of business on January 25, 2019**. Your request should include: your name, affiliation, email, and phone number, and any questions you would like answered. Only questions submitted by email prior to the call will be answered and no additional questions will be answered after the conference call. It is not necessary to submit a question to participate in the call. All interested applicants will be contacted by email with details for joining the call.

VII. Proposal Evaluation Process

NEIWPC 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 will be eliminated from the competition and NEIWPC 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. Scoring will occur within each project type, with the top scoring projects for each project type being funded.

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.

A. Technical and review (0-55 points)

Applicants 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 following factors:

1. Overall quality of the proposal and approach and projected impact (up to 10 points)
2. Sequence of steps and content of the approach (up to 5 points)
3. Use of case studies and reconnaissance of existing access sites (up to 5 points)
4. Emphasis on natural and nature-based approaches to reduce erosion risk (up to 5

- points)
5. Reference to and appropriate integration with existing and ongoing studies, reports, legislation and regulations, and guidance documents relevant to the issue (up to 5 points)
 6. Consideration of the needs of people of all abilities and other relevant factors (up to 5 points)
 7. Incorporation of input from waterfront property owners/managers on content, layout and usability of handbook (up to 5 points)
 8. Stakeholder engagement during implementation of the project (up to 5 points)
 9. Overall approach to the development, format and structure of the handbook (up to 5 points)
 10. Overall approach to the Outreach Program to reach communities and river access site owners (up to 5 points)

B. Experience and qualifications (0-15 points)

All applicants must designate a team leader and submit, as part of their team qualifications, a resume for the team leader and up to two additional technical support staff showing level of experience and educational background. In addition to the resumes, a short narrative addressing the items listed below should also be included. 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:

1. Experience and success of the team conducting the type of work described in all of the tasks (up to 5 points)
2. Knowledge of flood resiliency principles and the use of nature-based approaches as it applies to estuarine and coastal public access sites (up to 5 points)
3. Experience and success of the team in preparing useful handbooks for municipal and conservation user groups and in incorporating public outreach /stakeholder engagement (up to 5 points)

C. Proposal clarity and readability (0-10pts)

1. Overall proposal clarity (up to 10 points)
 - a. Is the overall proposal and scope of work clear, logical and well explained? Is it a good example of the quality of work we expect the applicant will deliver? (up to 5 points)
 - b. Are clear deliverables described? (up to 5 points)

D. Cost Effectiveness (0-20 points)

1. Cost effectiveness from the standpoint of cost, balance, value and justification (up to 20 points)
 - a. The project budget is exceptionally cost-effective for the value provided, is well-balanced and does not contain extraneous expenses. Funding is accurately justified and described: (11-20 points) OR
 - b. The project budget is of average cost-effectiveness, and is appropriate for the complexity and size of the project: (1-10 points) OR

- c. The project budget is not cost-effective, is confusing, is extraneous or excessive, or is not well aligned with the project purpose: (0 points -Disqualified)

VIII. Notification of Awards

Award notification to applicants is anticipated to be on or around March 1, 2019. Award recipients will be asked to submit a full scope of work, timeline, and budget at this time. Projects cannot start until the contract is signed by both parties. 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

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

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