

# REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Local Waterfront Revitalization Program  
Watershed Management Planning  
for the  
Agawamuck Creek Watershed  
Intermunicipal planning  
**VILLAGE OF PHILMONT, NY**  
with the intermunicipal participation of  
Town of Claverack  
Town of Ghent  
Town of Hillsdale  
Town of Austerlitz



Funding Provided By:  
The New York State Department of State  
under Title 11 of the Environmental Protection Fund  
Local Waterfront Revitalization Program  
C1001662

Tuesday 4<sup>th</sup> October 2022

Submissions Due: Tuesday 1<sup>st</sup> November 2022

**IMPORTANT NOTICE:**

A restricted period is currently in effect for this Procurement, and it will remain in effect until approval of the Contract. Proposers are prohibited from contact related to this procurement with any Village of Philmont or participating Town(s) employee other than the designated contacts listed below refer to:

Designated Contacts for this Procurement:

For Project Specific Clarifications: ..... Sally Baker, PBI, Project Management

For Public Procurement Process Clarifications: .....Rob Fitzsimmons, Esq., Village of Philmont

## PURPOSE

The Village of Philmont, NY is requesting proposals from qualified entities to provide planning, environmental, and engineering services to facilitate a Local Waterfront Revitalization Program (LWRP) Watershed Management Plan for an intermunicipal planning project with the participation of the Towns of Claverack, Ghent, Hillsdale, and Austerlitz serving on a Watershed Advisory Committee and project management services provided by Philmont Beautification, Inc. NYS-certified Minority-Owned Business Enterprises and Women Owned Business Enterprises are encouraged to submit proposals. This initiative is made possible through funds provided by the New York State Department of State, under Title 11 of the Environmental Protection Fund, Contract number C1001662.

Project Name: Agawamuck Creek Watershed Management Plan.

The watershed is approximately 14,656 acres (22.9 sq miles). Waterbodies included in the Agawamuck Creek Watershed are Summit Lake, Philmont Reservoir, Agawamuck Creek, and their tributaries.

This Agawamuck Creek Watershed Management Plan will include management recommendations for improving water quality and restoring critical natural resources throughout the watershed, identify measures to address invasive species, and incorporate information identified in the watershed analysis (e.g., waterways, stormwater runoff, invasive species, onsite wastewater treatment systems, road weather management best practices, watershed data compilation and baseline monitoring).

As part of the plan the consultant will prepare a description of watershed characteristics, produce a watershed map, analyze local law in the Village of Philmont and participating towns of Claverack, Ghent, Hillsdale, and Austerlitz, provide recommendations, and prepare an implementation plan to enhance the watershed, the Agawamuck Creek, tributaries, and all waterbodies - including restoration where appropriate of shorelines and waterfronts including the revitalization of Summit Lake, its waterfront and connection to the village downtown.

Watershed management issues identified in prior water quality and land use reports, maps, and studies conducted by the Village of Philmont, and participating towns of Claverack, Ghent, Hillsdale, and Austerlitz include streambank erosion, stormwater runoff, invasive species, other non-point source pollution, a large delta at inlet to Summit Lake and sedimentation, can be found here: <https://www.dropbox.com/sh/fxw0gm11czvjodp/AABswq3kmrknDCsECxuEUgkHa?dl=0>

Other management issues may be identified as the watershed management plan develops. The goals of the Agawamuck Creek Watershed Plan are to improve water quality, address management of invasive species, and restore critical natural resources.

## SCOPE OF WORK

The selected consultant will complete all tasks below in accordance with the Village of Philmont DOS Department Contract. Please note that the task numbers generally correspond to the DOS Contract. The selected consultant must comply with all terms and conditions of the DOS Contract for this work, including the M/WBE requirement.

Additionally, all products are to be satisfactory and will require approval by the Village of Philmont, the Watershed Advisory Committee (WAC), and the Department. Revisions will need to be done to meet this satisfactory approval.

### Task 8: Initial Vision and Watershed Goals

The Selected Consultant, in collaboration with PBI Project Management and the Watershed Advisory Committee, shall prepare an initial vision statement that expresses an idea of what the watershed will become, and clearly describes what the participating communities hope to accomplish. The vision will set the tone of the watershed plan and will be used throughout the planning process. In addition, an initial set of watershed goals and objectives will be created to provide a realistic framework for achieving the vision as well as help focus limited resources. See the Department's guidebook: Watershed Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 3, for more information.

**Products:** Draft initial vision statement, goals and objectives submitted to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval.

### Task 9: Description and Assessment of the Waterbodies and Watershed Resources

The Selected Consultant, shall conduct an inventory of the waterbody and watershed data based on existing (e.g., DEC Waterbody Inventory and Priority Waterbody List, DEC Water Quality Classifications, and state, county, regional or local planning and monitoring programs), and new information collected specifically for this project, as necessary. The scale for which the primary unit of analysis, presentation and recommendations for protection and restoration shall be at the subwatershed level. Based on the inventory, the selected consultant will prepare a description and assessment that:

- Conducts a non-comprehensive literature review that entails assessing and exploring existing plans, reports, and studies on the watershed.
- Delineates the watershed and its constituent subwatersheds determined by an analysis of topography, existing drainage infrastructure, surface hydrology, field observation, and other factors as appropriate.
- Identifies and describes the geographic setting and features of the watershed, including topography, geology, hydrography, floodplains, soils, areas of erosion, and precipitation.
- Identifies, describes and maps infrastructure (e.g., roads and bridges; stormwater infrastructure including outfalls; dams, and other impoundments or flow constriction structures).

- Identifies and describes well heads and public water supplies. Identifies and describes groundwater recharge areas contributing to aquifer replenishment, stream baseflow, and wetland hydrology.
- Describes demographics, and historic, current, and projected population density.
- Describes historic, current and projected land uses and land cover.
- Describes zoning and current land use practices.
- Identifies water quality classifications for all segments of the waterbody.
- Identifies and describes impairments to water quality and living resources.
- Identifies point sources and hot spots (i.e. NPDES Phase I & II permittees, septic and underground storage tanks, landfills and superfund sites).
- Describes living resources (e.g., fish, macroinvertebrates), and overall watershed habitat.
- Describes key water and habitat resources warranting special protection or restoration.
- Describes a projected build-out for the community(ies) based on current land use plans and regulations.
- Estimates impervious cover for each subwatershed.
- Estimates runoff and pollutant loadings for each subwatershed under current conditions, and anticipated pollutant loads resulting from new or expanded uses in the watershed.
- Prioritizes of subwatersheds based on data analysis.

The Selected Consultant, shall submit the draft Waterbody and Watershed Inventory Report to PBI Project Management and the Watershed Advisory Committee and Department for review and approval, and shall incorporate the DOS Department's comments in the final watershed characterization.

**Products:** Written Description and Assessment of the Waterbody and Watershed Resource supported by maps, tables, and graphics. Spatial data submitted in either ArcGIS format, or similar product acceptable to the Department, as appropriate. New, updated map of Agawamuck Creek Watershed.

#### Task 10: Conduct a Site-Specific Biological Survey Study and Literature Review

PLEASE NOTE: This Task has been completed by the Hawthorne Valley Farmscape Ecology Program and consists of a site-specific Biological Survey Study of Summit Lake and Adjacent Areas. The Selected Consultant, may incorporate the Survey Study into the final Watershed Management Plan as a stand-alone document. Where appropriate, information may be incorporated into the characterization chapter of the watershed plan. The Biological Survey Study can be accessed [here](#).

#### Task 11: Description and Assessment of the Ability of Local Laws and Programs to Implement Best Management Practices to Protect Water Quality.

The Selected Consultant, shall identify and assess the ability and effectiveness of local laws and programs to implement best management practices to protect surface and groundwater quality and habitat from point and nonpoint source pollution, including those related to new and existing development, road and bridges, onsite wastewater treatment systems, marinas, forestry and agriculture, habitat and hydrologic modification (such as channelization of streams), and riparian area management. The assessment shall be based on the nonpoint assessment tool developed by the Department to identify gaps in local programs and practices, and follow the methodology explained in Section 2, Nonpoint Assessment and Gap Analysis of Protecting Water Resources through Local Controls and Practices: An



Assessment Manual for New York Municipalities at:

[https://webgen1files.revize.com/geneseeny/Document%20Center/Archive/2006/protecting\\_water\\_resources.pdf](https://webgen1files.revize.com/geneseeny/Document%20Center/Archive/2006/protecting_water_resources.pdf)

or equivalent tool determined to be acceptable to the DOS Department. The assessment shall identify and document any gaps in data or information. The assessment tool is intended to result in the identification of strengths and gaps in a municipality's ability to effectively manage pollution, as related to local regulations, routine operation and maintenance practices, training, and outreach programs.

The assessment of the ability of local laws and programs to implement best management practices shall be conducted in an interactive manner and include the following:

- A description of county, and local agencies as they affect nonpoint source pollution, including stormwater management, habitat protection, and restoration in the watershed. A narrative of federal and state roles will be provided by the Department for incorporation into this task. The selected consultant shall identify and describe the roles of county and local agencies.
- A description and comprehensive assessment of the ability of local land use plans, regulations, (including zoning, site plan review, subdivision regulations, stormwater management, and wetlands, watercourse and flooding regulations), programs and practices, (including road de-icing practices, basin maintenance schedules, salt storage placement and volumes, ditch maintenance, etc.), to implement best management practices to control point and nonpoint source pollution and protect habitat, including an analysis of their strengths and weaknesses as they relate to the implementation of management practices.
- Completed municipal assessment forms (see Appendix F, of Protecting Water Resources through Local Controls and Practices: An Assessment Manual for New York Municipalities)
- A listing of municipal representatives who were actively engaged by the Selected Consultant in completing the assessment forms.

The Selected Consultant, shall submit the draft Assessment of the Ability of Local Laws, Programs and Practices to Implement Best Management Practices to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval and shall incorporate the Department's comments in the final assessment report.

**Products:** Written Description and Assessment of the Ability of Local Laws and Programs to Implement Best Management Practices to Protect Water Quality

#### Task 12: Draft Watershed Characterization Report

The Selected Consultant, shall prepare, and submit to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval a single Watershed Characterization Report including the written description and assessment of the waterbody and watershed as well as assessment of local laws programs and practices to control nonpoint source pollution and habitat degradation. The report will include current management strategies in the subwatersheds, where appropriate.

The characterization will be supported by maps and other data as appropriate that describe the physical, biological and ecological condition of lakes, rivers, streams, wetlands, riparian areas, and upland portions of the watershed. See the Department's guidebook: Watershed

Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 3, for more information.

**Product:** Draft Watershed Characterization Report.

#### Task 13: First public participation/outreach meeting

In consultation with the PBI Project Management and the Watershed Advisory Committee and the Department, a public information meeting shall be conducted during the watershed and waterbody characterization phase of the project, to solicit public input in defining and characterizing the nonpoint source pollution issues in the waterbody, refine the watershed vision, goals and objectives, and review and discuss water quality and watershed protection and restoration issues. A written summary of public input obtained at this meeting shall be prepared and provided to the Department for review and comment.

**Products:** First public information meeting held. Minutes/summary of meeting prepared including any presentations or handouts and submitted to PBI Project Management and the Watershed Advisory Committee and the Department.

#### Task 14: Refinement of Vision and Watershed Goals

Based on information gathered from the characterization and comments from the public, the Selected Consultant, shall refine the initial vision statement and watershed goals and objectives, as needed. Any changes shall be submitted to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval.

**Products:** Refined vision statement, goals and objectives, submitted to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval.

#### Task 15: Final Watershed Characterization

The Selected Consultant, shall submit the draft and final Watershed Characterization Report to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval. The draft Watershed Characterization Report shall incorporate the Description and Assessment of the Waterbody and Watershed Resources, the Description and Assessment of Local Laws, Programs and Practices, and the statement of Vision and Watershed Goals into one cohesive document that discusses the relationships among these components. The final report shall be supported by maps, tables, and graphics as appropriate. The final report shall incorporate the Department's comments in the final Watershed Characterization Report.

**Products:** Final Watershed Characterization Report

#### Task 16: Watershed Management Recommendations to Achieve Goals and Objectives

##### A. Identify and Describe Management Strategies and Recommendations

Based on the characterization of the waterbody and its watershed, the Selected Consultant, will identify management strategies and recommendations to protect and restore the resources of the waterbody and its watershed. See the Department's guidebook: Watershed

Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 5 & 6, for more information.

Regulatory and Programmatic actions may include:

- Land use management, such as: comprehensive plans, zoning, site plan review, erosion and sediment control.
- Improved stormwater management practices, including Low Impact Development and Green Infrastructure, and recommendations for each of the subwatersheds, if appropriate.
- Onsite wastewater treatment system management.
- Wetlands and watercourse protection (including buffer area establishment).
- Groundwater and aquifer protection, floodplain management.
- Open space protection and land conservation and protection and forest management.
- Training, education, and stewardship programs.
- Identification of related monitoring and research, gaps, and appropriate programs (i.e. water quality monitoring program) needs to advance watershed management goals and management strategies.

Restoration and Protection Projects may include:

- Watershed-wide and site-specific actions to restore and protect water quality and living resources/habitat.
- Stormwater remediation measures to reduce pollutant loadings in each subwatershed (e.g., wetland creation, vegetative treatment systems, retrofitting, reduction of impervious surfaces).
- Identifying potential sites for fish and wildlife habitat restoration including areas within streams, streamcorridors, freshwater and tidal wetlands, and ponds for potential improvement to ecological integrity (e.g., habitat structure, dynamics, connectivity, and quality).
- Structural activities such as stream restoration or stormwater treatment system retrofits
- Establishing education programs to build awareness and stewardship. This could involve activities such as storm drain stenciling that are implemented on-the-ground and are identified during field assessments.

Available resources include: (1) Watershed Plans; Protecting and Restoring Water Quality <https://dos.ny.gov/system/files/documents/2020/04/watershedplansguidebook.pdf> (New York State Department of State, 2009); (2) Guidance Specifying Management Measures for Sources of Nonpoint Pollution in Coastal Waters, issued under Section 6217(g) of the Coastal Zone Act Reauthorization Amendments of 1990; (3) Management Practices Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State (Department of Environmental Conservation, 1994); (4) Watershed Planning Handbook for Control of Nonpoint Source Pollution (rev. 1996); (5) New York State Stormwater Management Design Manual (2015) <http://www.dec.ny.gov/chemical/29072.html> (6) New York Standards and Specifications for Erosion and Sediment Controls (2005) <http://www.dec.ny.gov/chemical/29066.html> ; (7) New York State Department of Health Source Water Assessment Program, [www.health.state.ny.us/nysdoh/water/swap.htm](http://www.health.state.ny.us/nysdoh/water/swap.htm) ; and other structural, regulatory, or institutional management options derived from literature searches, interviews with knowledgeable individuals, and other sources.

The Selected Consultant, shall submit the draft management strategies and recommendations to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval, and shall incorporate the Department's comments in the final management strategies.

**Products:** Identification and written descriptions of specific management strategies and

recommendations for water quality and habitat protection and restoration.

#### B. Prioritize Recommended Projects and Actions and Key to Map(s)

The Selected Consultant, shall develop, and submit to PBI Project Management and the Watershed Advisory Committee and the Department for review, a prioritized list of recommendations, with supporting justification, and linked to maps and should include photographs showing project locations and conditions. See the Department's guidebook: Watershed Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 5, for more information. The prioritization process will include:

- Evaluating subwatersheds according to impairments and/or threats to water quality and habitat.
- Identifying priorities within subwatersheds for focused nonpoint source pollution management action.
- Ranking projects and actions within each subwatershed according to anticipated reduction in nonpoint source pollution or protection of unimpaired resources. Potential ranking factors may include:
  - watershed goals, subwatershed priority, and vulnerability
  - pollutant reduction/protection afforded, water resources and/or habitat value
  - cost, permitting, and maintenance
  - land owner cooperation, public access and visibility
  - partner involvement and innovation

**Products:** Draft list of prioritized recommendations, keyed to maps and photographs

#### Task 17: Second Public Participation/Outreach Meeting

In consultation with PBI Project Management and the Watershed Advisory Committee and Department, a second public outreach/participation meeting shall be conducted to allow for public review and comment on the Watershed Management Recommendations and Prioritization. A written summary of public input obtained at this meeting shall be prepared and provided to the Department for review and comment. Public input shall be incorporated into the Final Watershed Management Plan to the satisfaction of the Department prior to finalization and/or publication of the plan.

**Products:** Public information meetings held. Minutes/Summary of meeting including any presentations or handouts.

#### Task 18: Watershed Management Recommendations Report

The Selected Consultant, shall submit the draft and final Watershed Management

Recommendations Report to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval. The draft shall incorporate the management recommendations, and the prioritization and potential recommendations into one cohesive chapter. The final report shall incorporate the Department's comments in the final Watershed Characterization Report.

**Products:** Draft and Final Watershed Management Recommendations Report



## Task 19: Implementation Strategy and Schedule

The Selected Consultant, shall prepare a strategy and schedule to implement the identified watershed management practices and approaches, including the specific projects and other actions that were identified through analysis and public participation. See the Department's guidebook: Watershed Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 5, for more information.

The implementation strategy will:

- Clearly articulate priorities, measurable objectives and steps to implement the identified protection and restoration strategies.
- Include cost estimates, potential funding sources, and a phasing schedule noting lead/involvement organizations for each action.
- Include a schedule for periodically updating the plan.
- Articulate the ongoing role of the Watershed Advisory Committee.

The Implementation Strategy will include a matrix of prioritized projects and other actions for advancing the implementation of the goals and objectives of the watershed plan, including steps needed to implement the specific projects (e.g., feasibility, design, permitting, construction), timeframe for implementation; short-term (e.g., immediate to 1 year), medium term (e.g., greater than 1 year, up to 5 yrs), or long-term (e.g., greater than 5 years), cost estimates, potential funding sources, regulatory approvals needed, and likely project sponsor (agency or organization lead) and project partners. The Selected Consultant, shall submit the draft Implementation Strategy to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval, and shall incorporate the Department's comments in the final Implementation Strategy.

**Products:** Draft and Final Implementation Strategy and Schedule Report

## Task 20: Tracking and Monitoring

The Selected Consultant, shall prepare a plan that includes strategies for tracking implementation of projects and other actions, and monitoring water and related resources to measure success in achieving project goals and objectives. The tracking and monitoring plan shall identify methods to track implementation of projects and other actions and gather baseline data on watershed conditions toward assessing the effectiveness of implementation over time. See the Department's guidebook: Watershed Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 6, for more information.

The plan would include a method for tracking the implementation of projects and actions, and periodic monitoring of water and related resources. In addition, the plan may include identification of potential parties to conduct monitoring activities, potential funding sources, and methods of data management. The Selected Consultant, shall submit the draft tracking and monitoring plan to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval, and shall incorporate the Department's comments in the final monitoring and tracking plan.

**Products:** Draft and Final Monitoring and Tracking Plan

## Task 21: Draft Watershed Management Plan

In collaboration with PBI Project Management and the Watershed Advisory Committee and

the Department, the Selected Consultant, shall prepare the Draft Watershed Management Plan, which shall include the elements described in the previous tasks. The Draft Plan shall reference all sources of information and identify any information gaps and issues requiring further study. The watershed management plan will contain six main sections: Executive Summary, Introduction, Characterization, Watershed Management Recommendations, Implementation Strategy, Monitoring and Tracking.

**Executive Summary** - The executive summary will provide a concise reference for the entire document. It will present key points of the watershed plan, provide a brief overview of the purpose of the watershed plan, who was involved in the planning process, and highlight the vision, main findings, and list watershed goals, and recommendations.

**Introduction** - The introduction will describe the watershed plan (including where the watershed is located, general facts about the watershed and the communities within its boundaries, and general demographics) and provide a basic understanding of the planning process (including partners involved and how they contributed, methodologies used to prepare the plan) to give the reader an understanding of the watershed and why watershed planning is important. The introduction will also contain the watershed vision - what it means to the participating communities and how it will shape the future of the watershed.

**Characterization** - The characterization will provide an inventory and analysis describing the current state of the watershed and assessment of programs and practices in place for controlling pollution. This section will delineate the watershed and subwatershed boundaries and describe its waterbodies, describe physical and biological characteristics, including how the watershed functions, explain existing land use and land cover patterns, and identify trends within the watershed. The characterization will include an identification of sensitive resource areas, water quality issues, pollutants, and corresponding activities impacting water resources. This section will also assess the programs and practices in place for controlling pollution, describe the assessment process used and discuss the gaps found during the assessment. The characterization is the basis for the development of watershed management recommendations.

**Watershed Management Recommendations** - This section will explain how water quality will be protected and restored within the watershed through a series of projects and actions developed to correct existing impairments and prevent future impacts to water quality. The Selected Consultant should explain how they arrived at these specific recommendations and include a discussion of the assessments conducted which support the recommendations. While recommendations should be supported by data, consider moving extensive technical information into an appendix or supplemental report.

**Implementation Strategy** - This section will set the stage for implementation by identifying the actions needed to address the problems and opportunities in the watershed. It will set out an implementation schedule, lay out priorities, establish realistic expectations for partner involvement, and outline budget needs.

**Monitoring and Tracking** - This section will outline a proposed long-term monitoring and tracking plan, describe indicators and performance criteria for monitoring restoration projects, establish milestones and tracking mechanisms to evaluate progress over time, and propose mechanisms for reporting progress and updating the watershed plan. Creating a plan for observing changes in water quality will help you understand how well certain practices work and how to adapt your plan to continue to provide water quality improvement. See the Department's guidebook: Watershed Plans; Protecting and Restoring Water Quality on Watershed Planning, Chapter 5, for more information.

The Selected Consultant, shall submit the Draft Watershed Management Plan to PBI Project

Management and the Watershed Advisory Committee and the Department for review and approval.

**Products:** Draft Watershed Management Plan

#### Task 22: Third Public Participation/Outreach Meeting

In consultation with PBI Project Management and the Watershed Advisory Committee and the Department, a public participation/outreach meeting shall be conducted prior to preparation of the final Watershed Management Plan to allow for public review and comment on the draft document. The Selected Consultant, shall prepare a written summary of public input obtained at this meeting and provided to PBI Project Management and the Watershed Advisory Committee and the Department for review and comment.

Public input shall be incorporated into the Final Watershed Management Plan to the satisfaction of the Department prior to finalization and/or publication of the plan.

**Products:** Public information meetings held. Minutes/Summary of meeting including any presentations or handouts.

#### Task 23: Final Watershed Management Plan

The Selected Consultant, shall complete the Final Watershed Management Plan, which shall incorporate and reflect comments received from the Department, the Watershed Advisory Committee, and the public. Comments and revisions suggested by Department must be incorporated into the plan to the satisfaction of the Department prior to finalization and/or publication of the document.

**Products:** Final Watershed Management Plan. Electronic data for all Geographic Information System- based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products.

#### Task 24: Watershed Monitoring Protocol and Pilot

The Selected Consultant, shall draft a Watershed Monitoring Protocol to capture water quality data and sampling methodology using guidance from the New York State Department of Environmental Conservation and the U.S. Environmental Protection Agency, where appropriate. The monitoring protocol will be implemented for up to one year as a pilot in order to incorporate testing in the field for practicality, identify needed improvement to the protocol, and identify missing components.

Revisions will be made based on the field testing and a final Watershed Monitoring Protocol will be drafted. The selected consultant shall submit the draft Watershed Monitoring Protocol to PBI Project Management and the Watershed Advisory Committee and the Department for review and approval, and shall incorporate the Department's comments and field pilot findings into the final Watershed Monitoring Protocol. This protocol can be used as a standalone document and will be incorporated into the Agawamuck Creek Watershed Plan.

**Products:** Draft Watershed Monitoring Protocol. Final Watershed Monitoring Protocol incorporating the Department's comments and field pilot findings.

## **Project Attribution and Number of Copies**

The Selected Consultant, must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

*"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."*

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

Unless otherwise specified in the Work Plan tasks, the selected consultant shall submit products in the following formats:

Draft products: one digital copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.

- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

## **TERM OF CONTRACT**

The contract period for the service contemplated by this RFP will be two (2) years. The Village of Philmont reserves the right to extend the agreement for extension one (1) additional one-year period upon budget approval.

The selected proposer(s) will be required to execute a contract with the Village of Philmont. A sample Village of Philmont Professional Services Agreement is available upon request. The Village of Philmont will have the right to terminate the contract at any time, with or without cause, upon thirty (30) days written notice.

# COST PROPOSAL

Please provide a cost proposal for providing all of the services referenced above.

The total project budget is as follows:

LWRP Agawamuck Creek Watershed Management Plan Contract No: C1001662	\$129,380.00
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The requirement for MWBE participation is as follows:

**LWRP (Contract No. C1001662)**

MWBE Goals:

State funds subject to MWBE goals		\$166,380.00
MBE Goal:	15%	\$24,957.00
WBE Goal:	15%	\$24,957.00

## SUBMISSION REQUIREMENTS

Interested firms shall submit their qualifications which should include the following:

- A full description of how the chosen firm will complete each item in the Scope of Work, as well as a schedule that lists all milestones for developing and executing project deliverables;
- A narrative explaining the firm’s qualifications for the project, and a summary of the firm’s recent experience in similar projects;
- Include reference links to access as examples of prior watershed management plan(s) the firm or consultant has completed or equivalent water quality and land use plans. LWRP watershed management plans are strongly preferred as examples.
- A description of each staff member or sub-consultant who will be involved with this project and a description of his or her role in the project. The proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience;
- References: names and contact information of previous clients with a detailed description of the type of project completed. The proposer must submit three references from projects of similar scope and nature. Each reference should include a contact person, email address and phone number along with a statement describing the project;
- A budget, including a cost for each task and a lump sum cost for the entire project. In addition, a timeline for the completion of the project by task should be included. A Cost proposal outline must accompany the submission. It should break down each task in the Scope of Work and show the ability to complete all project tasks within the allotted budget;
- A statement of the respondent’s effort to comply with the State’s Minority and Women Owned Business Enterprise (M/WBE) goals of 15% Minority-owned Business Enterprise (“MBE”) participation and 15% Women-owned Business (“WBE”) participation (based on the current availability of MBEs and WBEs);
- The successful firm will be required to provide proof of General Liability Insurance in the amount of not less than \$1,000,000.00 for each occurrence and in an amount not less than \$2,000,000.00 general aggregate.
- Proposals are limited to a maximum of twenty (20) pages, not including proposal compliance documents.



# PROJECT SCHEDULE

The following is the anticipated project schedule for key milestones of the Work Plan:

Request for Proposals issued by the Village of Philmont : Tuesday 4<sup>th</sup> October 2022

Proposals Submitted by Qualified Firms: Tuesday 1<sup>st</sup> November 2022

Firm Selection Wednesday 23<sup>rd</sup> November 2022

Firm Contract Tuesday 12<sup>th</sup> December 2022

Project Kick-Off Meeting with Watershed Advisory Committee (WAC) Wednesday 14th December 2022

Initial Vision and Watershed Goals Friday 30<sup>th</sup> December 2022

Draft Watershed Characterization Report, 2023

First public participation/outreach meeting, 2023

Final Watershed Characterization Report, 2023

Second Public Participation/Outreach Meeting, 2023

Watershed Management Recommendations Report, 2023

Implementation Strategy and Schedule, 2024

Tracking and Monitoring, 2024

Draft Watershed Management Plan, 2024

Third Public Participation/Outreach Meeting, 2024

Final Watershed Management Plan, 2024

## EVALUATION CRITERIA AND PROCEDURES

A successful respondent should understand the requirements of the RFP and communicate that understanding in its proposal. The Village of Philmont is seeking candidates with strong qualifications in several areas of planning, including intermunicipal planning experience, inland waterways and coastal policies, watershed and waterfront planning, engineering planning, community participation and working alongside a local community development organization to reach high levels of community outreach and participation including the participation by the towns of Claverack, Ghent, Hillsdale, and Austerlitz serving on the Watershed Advisory Committee.

The successful candidate will demonstrate prior experience in preparing LWRP's or similar watershed management plans. In addition, the candidate should demonstrate the ability to integrate diverse needs and perspectives – environmental and water resource planning, economic development requirements, transportation issues, etc. – into a single planning document. The successful candidate should also present a well-organized approach to preparing the LWRP Watershed Management Plan document.

Additional selection criteria include:

- 1.) Knowledge of the various local, state and federal regulations and regulatory issues.
- 2.) Prior experience drafting local laws, GEIS's and ordinances guiding land use and resource management.
- 3.) Familiarity with the Village of Philmont and participating towns of Claverack, Ghent, Hillsdale, and Austerlitz.
  - Quality and completeness of the response: The Village of Philmont, assisted by recommendations received from the Watershed Advisory Committee, will evaluate proposals based on their quality, clarity, and demonstrated understanding of the project objectives;
  - Implementation Schedule: The Village Philmont, assisted by recommendations received from the Watershed Advisory Committee, will also evaluate proposals based on their ability to complete the project within the timeframe the firm describes in its submission;
  - Cost-effectiveness of the proposal;
  - Qualifications and relevant experience with respect to the tasks to be performed;
  - Reputation among previous clients and previous experience;
  - Ability to satisfy MWBE requirements.

## SPECIFICATION CLARIFICATION:

All inquiries with respect to this Request for Proposals shall be **in writing** directed to the following **email address**:

For project specific clarifications:

Sally Baker, Project Management, Philmont Beautification, Inc.  
[contractorbids@pbinc.org](mailto:contractorbids@pbinc.org)

For public procurement process clarifications:

Rob Fitzsimmons, Esq., – Village of Philmont.  
[rjf@fitzattorney.com](mailto:rjf@fitzattorney.com) - Include a cc to PBI at [contractorbids@pbinc.org](mailto:contractorbids@pbinc.org)

All questions about the meaning or intent of the specifications shall be submitted **in writing**.

Replies will be posted via the Village of Philmont website:

<https://philmont.org/local-waterfront-revitalization-project/> along with the electronic version of this RFP. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

In addition, any changes, additions or deletions to this RFP will also be posted on the Village's website: <https://philmont.org/local-waterfront-revitalization-project/>, along with the electronic version of this RFP. Respondents are urged to check the Village's website frequently for notices of any clarification of or changes, additions, or deletions to this RFP.

## SUBMISSION DEADLINE

Responses are due by 12 Noon, Tuesday November 1st 2022. Responses received late will not be considered as eligible to be reviewed.

Responses shall include two (2) paper copies to be delivered to:

Village of Philmont Clerk Treasurer (518 672 7032)  
Village of Philmont  
124 Main Street, Philmont, NY 12565

**and by email in PDF format. The email must be less than 20 megabytes. Back up materials can be provided by a link to a cloud storage.**

**Sent to:**

Village of Philmont Clerk  
[clerk@philmont.org](mailto:clerk@philmont.org)

**with a cc to:**

Sally Baker – Project Management, Philmont Beautification, Inc.  
[contractorbids@pbinc.org](mailto:contractorbids@pbinc.org)

## NOTIFICATION OF AWARD

The Village of Philmont will notify the successful respondent by phone, followed by written confirmation on Monday 28<sup>th</sup> November 2022. Each respondent whose proposal is not accepted will receive notification by email.

After notification of award, the Village and the successful respondent will work together to develop a contract for the project. The Village of Philmont Attorney will then present the finished contract to the Village Board of Trustees for approval, after which the project can begin. In the event that a contract cannot be finalized within thirty (30) days of the award, the Village reserves the right to enter into negotiations with another respondent.