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Syracuse, New York 13204
Phone: 315-472-2150

Request for Proposals

Water Quality Improvement Project
Restoration of a Polluted Urban Stream: Ley Creek (Onondaga County)

1.0 INTRODUCTION

Onondaga Environmental Institute (OEI) is issuing a request for proposals (RFP) to design new, or redesign existing, stream and wetland conditions that will benefit the ecological integrity of the watershed. This project is being carried out as part of OEI's Water Quality Improvement Project (WQIP) funding by the NYS Environmental Protection Fund (EPF) administered by the New York State Department of Environmental Conservation (NYSDEC) under Contract No. C305153. This RFP summarizes the proposed plan for the design of stream and wetland conditions.

Ley Creek is on the NYS 303(d) list for impairment by pathogens, ammonia, nutrients, and cyanide. Public bathing, aquatic life, and recreation are impaired; fish consumption and aesthetics are stressed for the entire watershed. Urban runoff, municipal and industrial pollution, CSOs, and airport runoff are primary sources of impairment. Historically, the Ley Creek watershed was a low-gradient hardwood swamp. Agriculture and urban development have resulted in channelization of Ley Creek and majority of the surrounding wetlands are lost or fragmented. The main objectives of this project seek to restore Ley Creek to natural conditions and help remediate or alleviate effects of urban runoff and pollution.

Once candidate sites have been selected (prior to and separate from this RFP scope), subcontractor will design new or redesign existing, site-specific stream and wetland conditions aimed to benefit the ecological integrity of the watershed. This may include, but not be limited to in-stream structures such as cross veins, j-hooks, coarse substrate placement that will restore the stream to a more natural flow pattern, decrease sediment deposition, reduce streambank erosion, and increase stormwater capacity. Similarly, depending on the sites ultimately selected for restoration, the constructed wetland features may also be included in designs.

- 1.1 **Onondaga Environmental Institute.** OEI is an independent not-for-profit institution with the mission to advance environmental research, education, planning, and restoration in Central New York. OEI has administered grants and conducted research projects pertinent to its mission for over 20 years. OEI's grant administration for the NYSDEC and USEPA has involved managing a cumulative total of more than \$12 million in subcontracts to a wide variety of private for-profit and non-profit firms, academia, and agencies.

1.2 **Tentative Administrative Schedule.** The anticipated schedule for the subcontract is as follows (subject to modification):

Date	Item
Wednesday, March 30, 2016	OEI distributes RFP
4:00 PM, Wednesday, April 13, 2016	Deadline for submitting questions to OEI concerning this RFP
4:00 PM, Wednesday, April 20, 2016	OEI distributes email response to inquiries concerning this RFP
4:00 PM, Wednesday, April 27, 2016	Proposals due to OEI (via email and/or hardcopy delivery)
4:00 PM, Friday, May 6, 2016	Respondent notification
Friday, May 13, 2016	Contract execution between OEI and prospective contractor
Friday, May 20, 2016	Commence work and consultation with project team
4:00 PM, Friday, June 17, 2016	Final deadline for completion of project

2.0 SCOPE

The successful RFP respondent (hereafter referred to as respondent) will work closely with the project team throughout the duration of the subcontract.

Once candidate sites have been selected, subcontractor will design new or redesign existing stream and wetland conditions that will benefit the ecological integrity of the watershed. A maximum of three sites will be selected for restoration (one North Branch, one South Branch, and one mainstem). The subcontractor will also be expected to prepare design documents for, and assist with, permit applications; including the NYS Joint Application Permit for stream restoration.

Response to this RFP certifies that the respondent will make best efforts to conserve natural resources and protect the environment in carrying out the Project Scope.

3.0 BUDGET

The respondent’s proposed budget must cover all costs, including labor, travel and purchase of all necessary supplies, materials and equipment. The proposed budget must be itemized, detailing all associated project costs. Payment shall be made on a time and materials basis.

4.0 RESPONSE TO INQUIRIES

All requests for information pertinent to the preparation and submission of a proposal are to be made via email (sjohnson@oei2.org) or phone (315.472.2150 x12) to Stephanie Johnson, and are to be received at OEI no later than 4:00 PM, Wednesday, April 13, 2016. No other OEI employees are to be contacted during the procurement process.

Written response to all inquiries will be provided via email by 4:00 PM, Wednesday, April 20, 2016 to all respondents requesting information. OEI is responsible for responding to questions only from those persons or firms who have obtained the RFP document from OEI. Persons or firms obtaining the RFP document from sources other than OEI without notifying OEI, bear sole responsibility for obtaining any response to questions about the RFP. If it is necessary to revise

the RFP after the submission date, revisions will be provided only to individuals or firms who have submitted a proposal in response to this RFP package.

5.0 SUBMISSION STIPULATIONS

OEI has circulated this RFP via its website and via electronic mail/postal service to a Solicitation List of potential qualified respondents serving Onondaga County.

Respondents should submit completed proposals to OEI by 4:00 PM, Wednesday, April 27, 2016. Proposals may be submitted either electronically or in hardcopy. Electronic submissions must be in either .pdf or MSWord format, include "Water Quality Improvement Project RFP" in the subject line, and be delivered as an email attachment to the email address below by the proposal deadline. Hardcopies must be received by the proposal deadline at the address below. For hand delivery, please call Stephanie Johnson at 315.472.2150 x12 to arrange a date and time prior to the aforementioned deadline.

Stephanie Johnson
Onondaga Environmental Institute
102 West Division Street, 3rd Floor
Syracuse, New York 13204
sjohnson@oei2.org

All information and materials submitted will become the property of OEI, but respondents will retain full ownership of intellectual property submitted as part of their applications. All supporting application materials will be kept confidential and will never be used for any purposes other than this RFP. Nevertheless, respondents should not submit proprietary or confidential business information other than that which is critical to their proposals. Such information should be clearly identified. OEI will protect proprietary or confidential information to the extent possible under applicable laws.

Respondents will be notified on or before 4:00 PM, Friday, May 6, 2016.

6.0 PROPOSAL EVALUATION

The respondent must provide the following documentation as part of its proposal:

- Itemized budget detailing all associated project costs.
- Proposed schedule for product planning, development, review, and completion
- At least three samples of past work. If submitting proposal electronically, work samples should be accessible via links to online repositories (e.g. FTP site, YouTube, client websites etc.)
- Three references (must be former clients). The list must include complete addresses, email addresses, and telephone numbers.
- Description of how you propose to work with the project team to ensure the scope is met.
- Statement of litigation history and court rulings
- Statement of insurance coverage, insurance required consists of the following:
 - (a) Workers' compensation insurance for all of respondent's employees engaged in work at work sites.

(b) General liability and property damage insurance taken out and maintained for the duration of the contract by respondent to protect respondent and all of its approved subcontractors from claims for damages for personal injury, accidental death, and to property. The amounts of such insurance shall be as follows:

- General Liability Insurance. Not less than one million dollars for injuries including wrongful death to any one person and subject to the same limits for each person, in an amount not less than one million dollars on account of one accident, and an annual aggregate not less than two million dollars.
- Property Damage Insurance. Not less than one million dollars per incident.
- All insurance documented under the terms of this item must be obtained through an insurance company authorized to do business in the State of New York. Certificates of insurance that name OEI as co-insured will be due upon contract. Certificates of such insurance shall be filed with OEI, and made part of an Appendix to the contract.
- Conflict of Interest Statement

6.1 Exclusion Criteria

These criteria will be used to facilitate the process of proposal review and to minimize unnecessary effort on the part of interested parties. At OEI's discretion, OEI may eliminate from further consideration respondents who meet any of the following exclusion criteria:

- No relevant technical experience
- Negative litigation determination is on record indicating business or professional negligence
- Respondent's insurance inadequately protects OEI's interests

6.2 Evaluation Overview

Proposals will be evaluated by the project team. Evaluators will consistently apply selection criteria across all proposals. Proposals must address each of the following categories (% weight in selection process is in parentheses): Business Experience and Professionalism (20%), Technical Qualifications and Proposed Approach (30%), Cost Estimate (40%), and Schedule (10%).

It is OEI's policy to make positive efforts to utilize minority and/or women-owned business enterprises (MBE/WBE) in all solicitations. Quality proposals by MBE/WBEs may be favored in the selection process.

DISCLAIMER

OEI reserves the right for any reason at its sole discretion to accept or reject any or all proposals received in response to this request, to negotiate with qualified respondents, to cancel in part or in its entirety this RFP and/or discontinue discussions with a particular respondent. OEI reserves the right to modify and issue addenda to terms and conditions of this RFP. Upon receipt of proposals, OEI may request clarifications and additional information.