

Town of Moriah
Bulwagga Bay Campground Shoreline Assessment and Remediation Plan
REQUEST FOR PROPOSALS
October 9, 2019

Introduction

The Bulwagga Bay stabilization project completed in 2015 was very effective in reducing the erosion problem, but further remedial measures and modifications to the existing plan are necessary to protect the shoreline and serve as an incentive to promote privatization and enhancement of the public campground

Bulwagga Bay Campground shoreline has continued to erode compromising the campground areas. We are requesting a consulting firm to conduct a study to assess approx. 2,000 linear feet of shoreline for erosion, prioritize stabilization efforts, recommend stabilization techniques, provide list of regulatory approvals and develop cost estimates for construction. The proposed planning for the Bulwagga Bay Campground improvements are meant to substantially reduce the rate of erosion and re-deposition of sediment farther south, which impacts water quality, destroys vegetation, and reduces land area. The vegetative enhancements implemented at the campground effectively provided a more pleasing aesthetic environment, the vegetative root systems prevent further erosion and provide habitat for wildlife.

Scope of Work and Project Schedule

Task 1: Second Project Meeting

In consultation with the Department, the Contractor shall hold a second project meeting with the consultant(s), and other project partners as appropriate, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project. The consultant(s) shall prepare and distribute a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products: Second project meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The Contractor or its consultant(s) shall conduct site-specific reconnaissance, in preparation for design. Work may include, identification and mapping of the following:

- Site survey showing extent of project boundary
- Existing conditions base map
- Manmade structures, buildings, or facilities on or adjacent to the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- Analysis of site constraints, needs and opportunities

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project initiation meeting. Maps and relevant data and information, submitted in either ArcGIS format, or similar product acceptable to the Department.

B. Schematic Designs

The Contractor or its consultant(s) shall prepare alternative schematic designs for the remediation considering and including a summary of the following, as applicable:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to state-designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

In consultation with the Department and the project advisory committee, the Contractor shall select the preferred schematic design~~s~~ as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. The Contractor or its consultant(s) shall prepare design, architectural, landscape architectural, or engineering construction plans and specifications based on the selected schematic design.

Products: Preferred schematic designs.

Task 3: Public Meeting

In consultation with the Department, a public information meeting shall be conducted to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Department for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared including any presentations or handouts and submitted to the Department.

Task 4: Construction Requirement Analysis

The Contractor or its consultant(s) shall prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits, reviews, and approvals, and a description of how these requirements will be satisfied by the design. This analysis shall be submitted to appropriate project partners and the Department for review. A pre-permitting meeting with the Department and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the Department approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

Task 5: Environmental Quality Review

The Contractor or its consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products: SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

Task 6: Design Development

The Contractor or its consultant(s) shall prepare draft and final designs based on the selected schematic design. The designs shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project initiation meeting. The designs shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. Department comments must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products: Draft and final designs and supporting materials.

Task 7: Certified Construction Documents

The Contractor or its consultant(s) shall prepare the final construction drawings, plans, specifications, and cost estimates. The final construction documents shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. Construction shall not commence prior to addressing the Department's comments. Final construction documents must be certified by a licensed professional

engineer, architect or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final construction documents, certified by a licensed professional engineer, architect or landscape architect.

- 1.) Spring-Summer 2020 - Existing Conditions Survey consisting of:
 - a.) As-built Field Survey
 - b.) Existing Conditions Base Mapping
- 2.) August 2019 - Shoreline Assessment & Post-Construction Analysis consisting of:
 - a.) A Site Visit and Shoreline Assessment
 - b.) Post-Construction & Shoreline Analysis Report
- 3.) December 2019 - Remediation Recommendations:
 - a.) Preliminary Design Drawings/Details
 - b.) Cost Estimates
 - c.) Permitting, as necessary
4. Spring-Summer 2021-Final Report, consisting of the above

MWBE Reporting and Participation

In accordance with New York State Department of State Contract C1001329, the hired contractor shall be required to obtain at least 15% WBE and 15% MBE Participation of their total contract value.

As stated in Attachment A-1, Part I, Section M, Paragraph 6, Contractor shall be required to use the New York State Contract System (“NYSCS”) to record payments to subcontractors (including a breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement. Contractor shall be required to submit utilization plans in paper format until such time as submission is made available through the NYSCS and notification of such availability is provided to Contractor by the State. Upon such notification by the Department, Contractor shall submit required utilization plans through the NYSCS. So long as Contractor complies with the reporting requirements stated above in the manner directed by the Department, the requirement of Attachment A-1, Part I, Section M, Paragraph 6 for paper filing of Quarterly Reports shall be waived. Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

In the event Contractor does not have the capacity to use the NYSCS in the manner required above, an exception may be granted by the Department of State upon Contractor’s written request and showing of good cause to allow for paper reporting. If such an exception is granted by the Department of State, paper reporting in a manner and form directed by the Department shall be required including but not limited to the submission of Quarterly MWBE Contractor Compliance Report (Form F) forms in accordance with Section M, Paragraph 6, of Attachment

A-1.

Products: Ongoing reporting through NYSCS during the life of the contract.

Project Status Reports

The Contractor or its consultant(s) shall assist in the preparation of the reports with the Essex County Office of Community Resources to meet NYS DOS reporting requirements. This will include routine updates to the Project Coordinator with tasks and deliverables made throughout the project. The following reports shall include the project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to DOS during the life of the contract.

Final Project Summary Report and Measurable Results forms

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms submitted to DOS.

Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub-consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products, M/WBE forms, and payment requests including backup documentation.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.

- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in project initiation meeting and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.

Consultation Selection

Consultant selection will be made by a selection committee consisting of representatives from the Town of Moriah on or about **November 5, 2019**.

The selection of a consultant will be made without regard to race, color, sex, age, religion, national origin or political affiliation.

A. Evaluation Criteria

Consultants will be chosen primarily on the basis of qualifications described in the proposal. Please note that the total funding award has not been disclosed in this RFP as the Town of Moriah will select a Consultant through a qualifications-based selection process. Once selection of a consultant has been made, the Town of Moriah will conduct negotiations in order to develop a contract which defines the services/products to be completed at a fair and reasonable cost. The selection will be based on the consultant's experience, education and abilities in the following areas:

- Qualifications of the firm and the personnel assigned to this project (15 pts.)
- Experience of the consultant personnel working together as a team to complete similar projects (15 pts.)
- Experience in working with Easements Restrictions, Regulatory Agency Requirements and working with non-profit organizations. (10 pts.)

- Demonstration of overall project understanding and insight into local conditions and potential issues (15 pts.)
- Extent of participation by MBE/WBE firms; 30% of total contract value (15 pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the Scope of Work (20 pts.)
- Quality of representative work sample (5 pts.)
- Adequate assigned staffing and resources to complete the work by **12/31/2021**. (5pts)

B. Proposals

FOUR (4) hard copies of the proposal and one electronic version on CD or USB flash drive are requested by **4:00 P.M. on Tuesday, November 5, 2019**.

The proposal shall contain the following sections:

1. A cover letter expressing the firm's interest in working with the Town of Moriah.
2. A description of the general approach to be taken to complete the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights gained as a result of developing the proposal
3. A scope-of-work that aligns with the request and includes detailed steps to be taken, including any products or deliverables resulting from each task
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task, including hourly fee schedules (Sub-consultants, if any, shall also be included), and a total project cost for each individual strategy.
5. A proposed work schedule, including dates for milestones and deliverables
6. Resumes of individuals that will be committed to the project (including sub-consultants)
7. Demonstrated success on similar projects, including a brief project description and a reference contact
8. A representative work sample similar to the work being requested
9. The respondent's efforts to comply with New York State's MBE and WBE goals.

Items 2-5 should be limited to fifteen pages. Resumes, professional qualifications and work sample(s) are not included in this total.

The electronic version must be in a PDF format, divided into two (2) or more PDFs as described below:

1. First PDF – Project Letter of Interest, proposal with résumés, summary of previous relevant work, proposed budget and schedule.
2. Second PDF - Examples of previous relevant work.

The total of all electronic files must not exceed 10 megabytes.

Please submit your response by Tuesday, November 5, 2019:

Labeled as “Bulwagga Bay Remediation” to:

Thomas Scozzafava, Town Supervisor
Moriah Town Hall
38 Park Place
Port Henry, NY 12974

For questions or comments, please contact:

Thomas R. Scozzafava, Town Supervisor at 518-546-8631

OR

Anna Reynolds, Director of Community Resources at 518-873-3895

Proposals and/or modifications received after **Tuesday, November 5, 2019** will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of Moriah reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if in the best interest of the Town. This solicitation in no way obligates the Town of Moriah to award a contract.