

Lake Champlain Lake George Regional Planning Board
Request for Proposals (RFP)
GIS and Design Services for Green Infrastructure
Village of Whitehall, NY

Overview:

The Lake Champlain Lake George Regional Planning Board (LCLGRP) has been awarded a grant from the Lake Champlain Basin Program (LCBP) to complete a Village of Whitehall Green Infrastructure Plan (GIP). LCLGRP is seeking professional services for GIS mapping and green infrastructure design.

Submittal Requirements:

Proposals must be received no later than **4:00 pm (EST) on August 26, 2020.**

Proposals will be received at:

Lake Champlain – Lake George Regional Planning Board
PO Box 765
Lake George, NY 12845

- Two (2) hard copy and one electronic copy of the response to this RFP are requested.
- Include one original set of the non-collusive and notary forms found on the last two pages of this RFP.
- Please use a USB flashdrive clearly labeled with **RFP328-003**.
- Please mark “RFP 328-003” conspicuously on the outside of the sealed envelope.
- Due to COVID-19, no hand delivered proposals will be accepted. Proposals must be sent through the mail.
- Responses received after the deadline will not be considered.

Questions and Requests for Clarification:

For questions or clarifications, please contact Allison Gaddy, Senior Planner at 518-668-5773 or by email at Allison.gaddy@lclgrpb.org.

Deadline for questions is August 10, 2020. All questions and answers will be available to all interested parties upon request.

Scope of Services:

Introduction:

The Lake Champlain Lake George Regional Planning Board is developing a Green Infrastructure Plan (GIP) for the Village of Whitehall, Washington County, New York.

- Assistance in drafting a Quality Assurance Project Plan (QAPP) identifying the data and procedures to be used throughout the project and what metrics will be used to ensure the quality of the data used. **Approval of QAPP by funder is required before project can proceed.**
- Conduct a Runoff Analysis to determine where stormwater flow is concentrated within the Village of Whitehall. The analysis will be used to determine what sewer-sheds within the Village should be prioritized for green infrastructure project planning.
- Assist LCLGRP staff in determining the best locations for the placement and type of green infrastructure projects. Project placement will focus on public land and right-of-ways. Types of projects to be considered include but are not limited to: filter tree pits or underground wetland systems, rain gardens, porous pavement installations for sidewalks or municipal parking lots and cisterns/rain barrels on municipal buildings. Flow reductions calculations will be run to identify the appropriate size for each project and volume reductions needs.
- Using GIS, create maps showing the location of each project and its sewer-shed.

Project Timeline:

Work is anticipated to begin September 2020 and must be completed by November 2021.

Funding:

- Grant funding for this project is provided by the New England Interstate Water Pollution Control Commission (NEIWPCC) and the Great Lakes Fishery Commission (GLFC).
- The maximum amount available for Professional Services on this project is \$20,000.
- Priority for firms able to contribute at least 12.5% match through in-kind services.

Reporting requirements:

The consultant will prepare and submit quarterly reports of tasks accomplished no later than five (5) days after the end of each quarter. The consultant will provide any additional reporting and/or data as needed to satisfy grant requirements.

Billings and Payments:

Invoices shall be submitted along with descriptions of work completed. LCLGRP will fulfill payment requests following payment to LCLGRP by NEIWPCC. Per NEIWPCC requirements, payments will only be made following 100% completion of each task.

Deliverables:

The selected consultant will be responsible to provide all necessary labor, equipment and supplies required for the satisfactory completion of the work described within this RFP. The Consultant will stay on schedule and budget. Any change to the finalized schedule must be in writing and have the approval of the Project Manager. This RFP sets forth general requirements for the project and, should LCLGRP B award these tasks, is not intended to be a comprehensive list of tasks and deliverables. It is expected that the interested consultants will provide LCLGRP B with approaches, tasks and deliverables based on experience and expertise from past work on similar green infrastructure projects and submit these as part of their proposal.

- Assist LCLGRP B Staff with development of project QAPP and respond to any comments/questions provided by LCLGRP B and NEIW PCC Staff as needed until QAPP is approved.
- Stormwater Flow Analysis
- Work with LCLGRP B Staff to identify priority placement and design of green infrastructure
- Map(s) of identified green infrastructure project sites and that site's associated sewer-sheds.

Response Submissions:

Respondents must include the following:

- Proposal to complete Scope of Work outlined above including:
 - Price estimate
 - Staff to be assigned to this project
 - Deliverables to be created
- References of past clients for whom the respondent has completed similar work including brief descriptions of each project and achieved outcomes.
- Completed, signed and notarized non-collusion statement (attached to the end of this document).

Selection Process

Proposals will be reviewed according to the following criteria:

- Technical Capacity and Experience - Technical skills of the Consultant and individual staff members who will be assigned to this project.
- Cost Proposal - Cost to the County for the Proposed Services. Please identify any Subcontractors that will be utilized, if applicable.
- Additional information including interviews may be requested during the review and selection process.
- LCLGRP B reserves the right without prejudice to reject any or all proposals.

Title VI / Nondiscrimination Policy Statement

It is the policy of the Lake Champlain Lake George Regional Planning Board (LCLGRP) that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

LCLGRP will make every effort to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are Federally funded or not. This policy incorporates all of LCLGRP's operations.

LCLGRP firmly believes in, and subscribes to, fair employment practices and opens its facilities to every qualified person. In all employment practices, the County is committed to prohibiting discrimination on the basis of race, color, creed, national origin, sex, age, marital status, or disability. LCLGRP supports all federal and state laws, rules and regulations dealing with discrimination and specifically endorses all applicable provisions of Title VII of the Federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law and the Americans with Disabilities Act.

NON-COLLUSIVE BIDDING CERTIFICATE

State of _____ }

County of _____ }

_____, being duly sworn, deposes and says:(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor and;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, it must *be impressed with the corporate seal, signed by an officer of that corporation, or other person authorized by resolution of the Board of Directors, and in such case, a copy of the resolution must be attached*; if a partnership, it must be signed by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid or previously filed with the Washington County Purchasing Department.

I, hereby affirm under the penalties of perjury that the foregoing statement is true.

Individual Bidder

Co-Partnership

(Corporate Seal) By: _____
Partner

Corporation

By: _____
Corporate Office - Title

