RFP#08-15

REQUEST FOR PROPOSALS

PLANNING for the FORGE RIVER WATERSHED

December 2008

The Town of Brookhaven in Suffolk County, New York, is requesting proposals from qualified consultants to assist in completing the following tasks:

1. The preparation of a *watershed management plan* for the Forge River. The content of the plan and the procedures required for developing the plan are described herein.
2. The development of a *community outreach plan* that will facilitate local community involvement in the implementation of the *watershed management plan*.
3. The initiation of preliminary steps in the development of a *nitrogen Total Maximum Daily Load (TMDL)* for the Forge River, including the establishment of a target load for this pollutant and the drafting of an RFP to enable the completion and approval of the TMDL.

The total amount for this proposal should not exceed $200,000. This project will be funded by a New York State Environmental Protection Fund Local Waterfront Revitalization grant, and will include work products specified by contract between the Town of Brookhaven and New York State.

The project components are described in detail in the Scope of Work (Section 1.2) below.

1.1 Project Description

Background

The Forge River, a sub-estuary of Moriches Bay, is located on the south shore of Long Island between the hamlets of Moriches and Mastic. The tidal portion of the Forge River is approximately 3 miles long and includes four branches off its main stem on the west side and two on the east side. The freshwater portion of the Forge River encompasses two millponds located north of Montauk Highway. As is typical of Long Island streams, a significant portion of its freshwater flow is derived from groundwater sources. Both the surface drainage area and the groundwater contributing area for the Forge River watershed lie entirely within the boundaries of the Town of Brookhaven.

The Forge River has a history of water quality impairments and since 2005 has experienced chronic hypoxia and significant fish kills. The cause of the hypoxia has been attributed to excessive nitrogen. Nitrogen sources include stormwater discharges, submarine underflow carrying effluent from unsewered high density residential development, wastewater from an active duck farm, atmospheric deposition, and the

river's sediments which were deposited during decades of extensive duck farming that employed minimal waste treatment.

In 2005, the Town of Brookhaven established a task force to address the water quality and ecology of the river. The task force, chaired by the regional director of the NYSDEC, resolved to seek watershed management planning to prioritize early action pollution mitigation projects, and to involve the local community in the long-term protection and restoration of this resource.

In 2006, using methodology established by the federal Clean Water Act, the river was categorized as a water body that did not meet water quality standards, and was placed on New York State's "303d list". In response to this listing, the task force advocated for the initiation of a Total Maximum Daily Load (TMDL) for nitrogen so that a long-term strategy for the restoration of the stream's ecological health could be formulated.

Watershed Management Plan

This project will result in the creation of a *watershed management plan*, a document that will serve to guide the Town in both short-term actions and a long-term strategy to protect and restore the watershed.

The primary goals of the *watershed management plan* will be to characterize the watershed and the problems that afflict it, and to develop a set of early, readily implemented, and cost effective actions that can begin the process of ecological restoration. Other community specific goals for the *watershed management plan* may be established and enumerated by the Watershed Advisory Committee.

The *watershed management plan* should follow the methodology suggested in *Guidebook: Watershed Plans* (NYSDOS, 2007). The planning process will seek to involve the local community in both short-term pollution mitigation projects, and in the continuing role of developing a long-term restoration strategy.

A draft of the *watershed management plan* will be reviewed the New York State Department of State, Office for Coastal, Local Government and Community Sustainability (NYSDOS OCLGCS). The Town of Brookhaven will ensure that the final draft of the *watershed management plan* meets NYSDOS approval. The final document will be brought before the Town of Brookhaven Town Board and adopted by formal resolution .

Watershed Advisory Committee

The Forge River Task Force, established by Town Board Resolution Number 36 of 2005, will act as the watershed advisory committee for this project. The advisory committee will establish the goals of the Watershed Management Plan and will provide guidance in the drafting of the *watershed management plan* and the *community outreach plan* documents. The Forge River Task Force is comprised of: representatives from the New

York State Department of Environmental Conservation (NYSDEC) as task force chair; Suffolk County Departments of Health Services, Public Works, and Planning, and the Suffolk County Soil and Water Conservation Service; Town of Brookhaven Divisions of Environmental Protection and Planning; the South Shore Estuary Reserve office; Peconic Baykeeper; Save the River; Ducks Unlimited; the Poospatuck Indian Nation; Waterways Homeowners Association; the Mastic Fire Department; a local representative from the marine trade; and elected officials from the Suffolk County Legislature and the Town Council that serve the Forge River area.

Technical Advisory Committee

The TAC will be established as a subcommittee of the WAC, and will oversee all aspects of the project in cooperation with municipal officials, the project administrator, and the project consultant.

TMDL Initiation

This project will advance the development of a *nitrogen TMDL* for the Forge River Watershed by establishing the pollutant load limit that will enable the attainment of dissolved oxygen levels necessary for ecological health. The determination of the pollutant load limit will follow methodology approved by the United States Environmental Protection Agency (US EPA) and will be developed in consultation with the NYSDEC Division of Water. The pollutant load limit will be utilized in subsequent steps for TMDL development, after this project is completed.

In order to advance TMDL progress, the consultant for this project will assist the Town by drafting a written Request for Proposals (RFP) for the completion of a nitrogen TMDL for this watershed. The RFP will establish a scope of work that will include all components of a TMDL that are required for US EPA approval. The TMDL RFP will provide guidance and/or recommendations regarding the selection of a water quality model and the most appropriate data to be used in populating the model. The RFP will be developed in consultation with the NYSDEC Division of Water, the Town of Brookhaven, and Suffolk County, and will reflect funding available for the completion of the TMDL. Water quality model recommendations will also involve consultation with the U.S. Army Corps of Engineers and consideration of modeling efforts that are being planned by them.

Public Outreach

A community outreach plan will be prepared and implemented for this project. This plan will prepare a methodology to encourage community participation in the watershed planning process, and will identify key individuals, organizations, and entities to be involved. The plan will describe the coordination of the entire outreach process, logistics and the proposed outreach methods and schedule of meetings. A draft community outreach plan will be submitted to the Town and will be circulated to the NYSDOS DCR, and the advisory committee for comments.

Implementation of the outreach plan will include the development of information to be posted on the Town's web site informing the public about general watershed processes and issues, and the specific issues affecting this watershed, including the plan to develop a TMDL. The website will be a repository of watershed specific information, including the watershed management plan, and other information that can inform the public on how their actions affect the watershed, and how they can take steps to protect and restore the watershed. The outreach process will include three public workshops to be conducted as part of the waterfront visioning and consensus-building process and to inform stakeholders on the content and use of the web-site material.

Available Information

The following information will be available as reference material for the creation of the watershed management plan:

- Water quality data and/or summaries of water quality data from testing undertaken by the Suffolk County Department of Health Services.
- Hydrological studies completed by the United States Geological Survey (USGS) and the Suffolk County Water Authority (SCWA).
- Community based water quality sampling undertaken by the Peconic Baykeeper.
- A bathymetric study of the Forge River System, commissioned by the Town of Brookhaven.
- A preliminary watershed delineation completed for the *Long Island South Shore Estuary Reserve Comprehensive Management Plan*.
- A map of stormwater infrastructure assets, including catchbasins and outfalls undertaken by the Town of Brookhaven.
- The Suffolk Department of Health Services (SCDHS), *Comprehensive Groundwater Management Plan.*
- 7 descriptive reports commissioned by the Suffolk Department of Health Services and undertaken by the School of Marine and Atmospheric Sciences, SUNY Stony Brook, as follows:

    1. Data report on benthic flux study measurements, including measures of oxygen demand and loss from water column, and measures of remineralization rate of organic matter based upon pore water measurements.
    2. Data report on the relative role of sediments in the tidal Forge in affecting oxygen and nutrient concentrations, including a preliminary comparison of sediment fluxes and water column respiration in controlling oxygen depletion and depletion rates noted in the water column under summertime conditions.
    3. Data report on sediment properties, including depths to sand; textural properties with depth from sediment cores, organic carbon, organic nitrogen, and total sulfur concentrations, and grain size.
    4. Data report on water column metal concentrations and distributions.
    5. Data report on sediment metal concentrations in surficial sediments and sediment core samples.
    6. Data report on surficial sediment concentrations of semi-volatile organic

compounds in sediments, including PAHs, halogenated pesticides, and PCBs.
7. Data report on sediment core profiles of semi-volatile organic compounds in sediments, including PAHs, halogenated pesticides, and PCBs.

- 6 interpretive reports commissioned by the Town of Brookhaven and undertaken by the School of Marine and Atmospheric Sciences, SUNY Stony Brook, as follows:

1. A characterization of the ecological problems affecting the Forge River, and the importance of this problem to the community at large.
2. Interpretative report on what has been learned about water circulation/hydrography in the Forge River to date.
3. Report on calculations of freshwater flows into the Forge River from ponds, streams, and groundwater based upon measurements and modeling of salt balance over tidal cycles, and watershed calculations.
4. Report on initial nitrogen balance estimates in Forge River based upon combination of Stony Brook and Suffolk County measurements; the report will include estimates of external inputs from air, streams, ponds and groundwater, and contributions and what is known about source of nitrogen in groundwater from different sources; recommendations will be made for filling data gaps and how to better constrain or estimate nitrogen loadings and sources.
5. Report on interpretation of sediment quality issues associated with ecological risks and sources of any contaminants identified as being of concern; will also include an initial assessment of any issues related to sediment dredging issues.
6. Report providing an historical review of water quality and sediment quality data in the Forge River and assess what existing data tells us about changes in the system and possible changes in nutrients and nutrient sources over time.

1.2 SCOPE OF WORK

The watershed management plan will include the following components:

- characterization of the watershed, including storm-sewer-sheds, land use and land cover, demographics, natural resources, infrastructure, socioeconomics;
- evaluation and assessment of available information, including water quality data, contaminant reports, ecological studies, bathymetric reports, sediment flux studies, groundwater studies, regulatory consent orders, topography, mapped stormwater infrastructure, and atmospheric data;
- identification of data gaps or data quality issues related to the quantification of nitrogen loads from pollutant sources;
- characterization of Forge River hypoxia problems, including the identification of pollutant sources, their relative contributions, ecological effects, and the determination of a preliminary nitrogen mass balance equation for the Forge River aquatic system based upon the best available information;
- development and implementation of a community education and outreach program communicating watershed issues in general, the cause and effects of ecological impairment, the particular problems affecting this watershed, the

various roles of government agencies in water quality protection, and the use of a TMDL to restore this aquatic system to acceptable water quality standards;
- establishment of a comprehensive prioritized list of recommended stormwater infrastructure improvements with preliminary cost estimates for the top 5 projects;
- analysis of municipal operations within the watershed, and recommendations for improvements;
- identification and discussion of other possible management strategies appropriate for the protection and restoration of this watershed, including alternative decentralized sanitary systems, phased sewering, dredging for ecological benefit, mechanical oxygenation, or other innovative techniques;
- identification of land and water use controls for water quality management and roles and responsibilities of governmental and non-governmental organizations;
- development of an implementation strategy, including the identification of funding sources, projects and actions necessary to protect and restore water quality.
- Reports, maps, brochures, final plans and illustrations;
- Compliance with the State Environmental Quality Review Act (SEQRA).

The Forge River watershed planning process will involve the following tasks:

Project Scoping Meeting

The Town of Brookhaven, the Forge River Technical Advisory Committee, the Department of State and the consultant will hold a meeting 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. If a proposed U. S. Army Corps of Engineers Forge Watershed Study is moving forward, then the ASACOE will also be invited to participate in the scoping meeting in order to coordinate the respective watershed efforts and to avoid duplication. The consultant will prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting.

Preparation and Implementation of Community Outreach Plan

The consultant will prepare and implement a plan to involve the community in the planning process. The outreach plan will identify key individuals, organizations, and entities to be involved, and will identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings. The plan will include the design of web pages to be posted on the Town's internet server. The web pages will provide educational material about watershed issues, and specific information about the issues and planning processes occurring in this watershed. Drafts of the outreach plan and web pages will be submitted to the Town of Brookhaven, and comments will be solicited from the advisory committee, and the NYSDOS. The outreach process will also include at least three public workshops to be conducted as part of the waterfront visioning and consensus-building process.

Characterize the Waterbody and its Watershed

The consultant will prepare a written characterization of the study area supported by maps and other data as appropriate, that describes (a) the upland watershed and (b) the condition of natural resources. Topics to be addresses under each include, but are not limited to, the following:

A. Upland watershed

- Watershed, subwatershed, and storm-sewer-shed delineation. Storm-sewer-shed is defined as the drainage area associated with individual outfalls of the municipal storm sewer system draining to surface water.
- Demographics, historical, current, and projected population density.
- Historic, current, and projected land uses and land cover of the watershed. Land use may include but not be limited to residential, commercial, industrial, agricultural, recreational, etc. The land use description will include lands protected through fee title acquisition, easement or other means. Land cover may include but not be limited to wooded, wetland, riparian corridors, etc. The land cover description will include an assessment of impervious cover associated with each subwatershed.
- Current land use plans and regulations including zoning, site plan review, subdivision regulations, stormwater management, and wetlands, watercourse and floodplain regulations.
- Projected build-out for the community based on current land use plans and regulations.
- Geographic setting, topography, geology, hydrography, floodplains, soils, areas of erosion, precipitation, related infrastructure (roads, bridges, stormwater outfalls, dams, water supply and wastewater treatment, etc.).
- Estimate runoff volume and pollutant loadings for each storm-sewer-shed under current conditions at various rainfall events, and anticipated pollutant loads resulting from new or expanded uses in the watershed.
- Potential threats to water quality and watershed ecology.

B. Assessment of natural resources

The assessment of natural resources will describe the ecological condition (including water, sediment, and biological quality) of aquatic and terrestrial communities, including riparian and wetland communities based on available information and new information collected specifically for this project. The assessment of natural resources will include descriptions and maps that:

- Identify water quality classifications for all segments of the waterbody.
- Identify impairments and threats to water quality and living resources.
- Inventory data on living resources (e.g., fish, macroinvertebrates).
- Identify key water and habitat resources warranting special protection or restoration.

- Establish the ecologically based target for dissolved oxygen, and the pollutant loading of nitrogen that will accommodate that parameter.

Draft and Final Characterization Report

The consultant will prepare a Draft and Final Characterization Reports based on the characterization work described above. Drafts of the characterization report will be submitted to the Town of Brookhaven, and comments will be solicited from the advisory committee, and the NYSDOS.

Prioritization of, Storm-sewer-sheds, and Draft and Final Reports

The consultant will, based on the characterization of the waterbody and its watershed, evaluate and rank storm-sewer-sheds according to impairments and/or threats to water quality and habitat, and identify priority storm-sewer-sheds for focused nonpoint source pollution management action. Draft and final reports will be prepared. A draft of the storm-sewer-shed prioritization report will be submitted to the Town of Brookhaven, and comments will be solicited from the advisory committee, and the NYSDOS.

Ranking evaluation will be based on, but may not necessarily be limited to:

- Nitrogen loading
- Other nutrient loads
- % Impervious Cover
- % Forest Cover
- % Turf Cover
- % Riparian Cover
- Public Ownership
- "Hotspot" Density*
- Industrial land
- Development potential
- % within designated growth area
- % within recharge area
- Sewer system condition
- # Road crossings
- Stormwater outfall density
- Habitat and biota scores
- Violations of water quality standards
- # Large parcels/willing owners
- Connection with downstream waters

* "Hotspot"- land areas having high relative risk of contributing pollution to ground or surface waters due to presence of pollutants on site or activities conducted (i.e.- Commercial, Industrial, Institutional, Municipal, and/or Transport related operations including disposal of vehicle fluids into storm drains, spills/leaks from dumpsters, improper storage of outdoor materials, etc.)

Evaluation of the Regulatory and Programmatic Environment

The consultant will compile a report that describes and evaluates the roles and responsibilities of governmental and non-governmental groups. Available upon request is a nonpoint assessment tool developed by the New York State Department of State to identify gaps in local programs, policies and practices.

A. Evaluation of governmental roles

Identify and describe the existing roles, responsibilities and effectiveness of federal, state, county, and local agencies as they affect point and nonpoint source pollution, including stormwater management, and wetland, stream corridor and habitat protection and restoration, and watershed hydrology. Specifically, this evaluation should include a determination of the status of the proposed U.S Army Corps of Engineers Forge River Watershed Study that will determine the feasibility of future federal projects within the watershed. Governmental roles that would enable the completion of a nitrogen TMDL for this watershed will also be identified.

B. Analysis of programs and practices affecting the watershed, including those focusing on point and nonpoint source pollution management and watershed ecology

Summarize local laws, ordinances, programs and practices that affect point and nonpoint source pollution in the watershed and assess their adequacy and utility. The analysis will identify strengths and weaknesses of local laws, programs, and practices as they relate to management of point and nonpoint source pollution and protection of watershed hydrology and ecology. It will identify specific amendments to local laws and needed changes to municipal practices and programs to better protect and restore the watershed and water-related resources.

Draft and Final Regulatory and Programmatic Environment Reports

The consultant will prepare draft and final Regulatory and Programmatic Environment Reports based on the evaluation of governmental roles (described in A above) and analysis of programs and practices affecting the watershed, including those focusing on point and nonpoint source pollution management and watershed ecology (described in B above.). The drafts regulatory and programmatic environmental report will be submitted to the Town of Brookhaven, and comments will be solicited from the advisory committee, and the NYSDOS

Final Prioritization of Subwatersheds and Storm-sewer-sheds

The consultant will, based on the preliminary prioritization of storm-sewer-sheds and the evaluation of the regulatory and programmatic environment, evaluate and rank storm-sewer-sheds according to impairments and/or threats to water quality and watershed hydrology and ecology, and identify priority subwatersheds for focused actions to control

point and nonpoint source pollution and protect and restore water-related resources.

Establishment of Pollutant Load Limit

Through consultation with the NYSDEC and the US EPA and research of approved TMDL's for similar ecological systems, the consultant will determine the target level of dissolved oxygen necessary to sustain this system's ecological health, and will establish the preliminary total pollutant load limit that will guide the development of a TMDL for nitrogen.

Identify and Describe Management Strategies for Watershed Protection and Restoration

Based on the characterization of the waterbody and its watershed, the evaluation of the regulatory and programmatic environment, and the final prioritization of subwatersheds, the consultant will identify and describe watershed-based management strategies to protect and restore the resources of the Forge River and its watershed.

A. Management strategies for watershed protection

Watershed protection strategies may focus on, but will not be limited to:

- Land use planning techniques.

- Alternative sanitary system designs.

- Land conservation strategies for the protection of wetlands, stream corridors and important habitats.

- Erosion and sediment control measures.

- Stormwater management practices.

- Identification of monitoring and research needs to advance watershed management in the waterbody.

- Training, education, and stewardship programs.

B. Management strategies for watershed restoration

Watershed restoration strategies may focus on, but will not be limited to:

- Watershed-level and site specific actions to restore 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).

- Sanitary system maintenance districts, or sewage treatment alternatives.

- Non-stormwater discharges including the reduction of illicit discharges.

- Potential sites for fish and wildlife habitat restoration including areas within streams, stream corridors, freshwater and tidal wetlands, and ponds for potential improvement to ecological integrity (e.g., habitat structure, dynamics, connectivity, and quality).

- The development of a nitrogen TMDL, to address the identified impairment of this watershed.

Draft and Final Forge River Watershed Management Plan, Executive Summary

In collaboration with the project partners and the technical advisory group, the Consultant will prepare the Draft Forge River Watershed Management Plan, which will include the elements described in the previous tasks.

The final product will include a web-ready electronic version and 10 paper copies and of a written report, with accompanying figures, tables, and maps.

Draft and Final RFP for a Forge River Nitrogen TMDL

In collaboration with the project partners and the technical advisory group, the Consultant will prepare the Draft RFP for a Forge River Nitrogen TMDL, as described in this document.

The final document will be provided to the Town of Brookhaven in electronic form.

2.0 SUBMISSION OF PROPOSALS

Interested respondents must submit five (5) paper copies of their proposals and one (1) electronic versions of their proposal no later than **4:30 p.m January 9, 2009**. Proposals should be submitted to: Anthony T. DeMaio, Director of Purchasing,Town of Brookhaven Division of Purchasing.

Proposals received after the scheduled time and date will not be accepted.

2.1 PROPOSAL CONTENT AND CONDITIONS

Each proposer must submit a complete proposal which addresses each component of the RFP.

- A full description of how the Scope of Work will be completed along with a

schedule detailing when the items will be completed.

- Writing samples demonstrating the ability to condense and concisely present large amounts of information.
- A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project.
- A client list for similar projects in the last five years, including contact name and phone number, and a brief description of projects.
- Budget and expense information which details all costs including:
    - Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
    - Administrative costs for travel, postage, photocopying, telephone, printing and other related expenses must be detailed.
    - Estimates of expense for each of the tasks with assumptions.

2.2 CONDITIONS GOVERNING PROPOSALS

- Only those proposals which contain complete information and are responsive to the RFP will be considered.
- Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the Committee's attention.
- The Town of Brookhaven reserves the following rights:
    - to accept or reject any or all proposals;
    - to waive or modify minor irregularities in proposals received;
    - to negotiate with proposers, within the proposal requirements, to best serve the interests of the watershed communities and the Department of State;
    - to amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
    - to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
    - to award a contract for any or all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s).
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The Town of Brookhaven will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State must approve all consultants and sub-contractors.

The consultant must comply with all provisions in the Contract between the New York

State Department of State and the Town of Brookhaven, including all appendices. A copy of the contract is available upon request.

2.3 INQUIRIES

All inquiries regarding the RFP should be made in writing and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to: Alan Svoboda, Town of Brookhaven Department of Environmental Protection, One Independence Hill, Farmingville, NY 11738.

2.4 PRESENTATION BY PROPOSERS

Presentations will be conducted for the three highest scoring proposals.

The presentations will be made to provide the Town of Brookhaven and the Forge River Advisory Committee with an opportunity to obtain an understanding of:

- the extent of the firm's depth of knowledge of the subject matter of the RFP;
- whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- the firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- to allow proposers to further define the primary features and benefits of their proposal;
- to evaluate the public presentation skills of the proposers.

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

2.5 LIABILITY

The Town of Brookhaven is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Watershed Advisory Committee is not liable for any costs incurred prior to approval of the contract.

3.0 EVALUATION PROCESS

The Watershed Advisory Committee will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals and present its findings to the Town of Brookhaven. The intent is to select the consultant having the

technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required. The Town of Brookhaven will make the final selection of consultant for this project. The Town's selection must be approved by the NYSDOS DCR.

3.1 SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

1) Technical Proposal: Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.

2) Relevant Experience: The proposer must provide a list of all projects of similar scope and nature completed in the last five years. The proposer must demonstrate experience with New York State-based land use and watershed planning, local laws and regulations. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.

3) Implementation Schedule: Proposals will be evaluated based on their ability to complete the project within the time frame described in this RFP. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.

4) Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work must be submitted. Proposers must break down each task in the Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.

5) Team Composition and Resumes: 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.

a) Team members will be evaluated based on relevant education, work experience and professional accreditation.

b) The proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.

6) Presentation Skills: The proposer will be evaluated based on their knowledge of the subject material, their ability to relay the message in a clear, concise and timely fashion

and their ability to field questions posed to them. The proposer will also be evaluated on form and format of their presentation, its professional nature, and the ability to captivate the audience and keep their attention. The proposer may be asked to demonstrate their presentation skills, both written and oral, by providing samples of previous presentations and written material.

3.2 SUBMISSION REQUIREMENTS

1) References: The proposer must submit five references from projects of similar scope and nature. Each reference should include a contact person and phone number along with a statement describing the project. The Town of Brookhaven reserves the right to obtain information from other sources.

3.3 NOTIFICATION OF AWARD

The Town of Brookhaven will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The Town of Brookhaven will authorize the award of a contract to the successful proposer upon consideration of the evaluations and recommendations of the Advisory Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the Town of Brookhaven reserves the right to enter negotiations with the consultant which received the second highest evaluation.

The New York State Department of State must approve all consultants and sub-contractors.

Proposal Due: January 9th , 2009 4:30 PM

Contract Term: January 1, 2009 to December 31, 2009

Location: Forge River Watershed Brookhaven Town,
Suffolk County

Contact: Alan Svoboda
Stormwater Manager
Department of Environmental Protection
Brookhaven Town Hall
One Independence Hill
Farmingville, NY 11738
Tel. 631-451-6002

Submit To: Anthony T. DeMaio

Director of Purchasing
Town of Brookhaven
Division of Purchasing
One Independence Hill
Farmingville, NY 11738