



**REQUEST FOR PROPOSALS (RFP)  
CITYWIDE NATURAL RESOURCES INVENTORY (NRI)  
CITY OF PEEKSKILL, NEW YORK**

**DUE: APRIL 23, 2021 – 4PM**

Responses must be submitted in a sealed package to:

Office of the City Clerk  
RE: Natural Resources Inventory RFP Response  
840 Main Street  
Peekskill, NY 10566

**I. PROJECT DESCRIPTION**

The City of Peekskill (“City”) is a vibrant community situated along the Hudson River with a variety of natural resources adding to the beauty and quality of life of Peekskill residents. The goal of the City’s Natural Resources Inventory (“NRI”) is to identify areas of local and area importance including but not limited to water resources, bedrock geology and soils, scenic and cultural resources, climatology, etc. The NRI will become a valuable resource to the city and its residents by serving as a foundation for comprehensive land use planning and future environmental programs and projects.

As such, the City of Peekskill seeks a qualified specialized firm or individual (the “Consultant”) experienced in the preparation and development of NRIs in the Hudson River Valley with relevancy in data collection and fieldwork, websites and mapping, scientific writing, and public engagement. The Scope of Services is detailed in Section 3.

This NRI is made possible through a grant from the Hudson River Valley Greenway Association. The selected Consultant will work with the City Planner and the Conservation Advisory Council (“CAC”) to complete the NRI within the allotted grant timeframe.

There are no previous plans or inventories available for resource reference.

## **II. PROJECT AREA**

The City of Peekskill.

## **III. SCOPE OF WORK**

### **A. EXECUTIVE SUMMARY**

The Executive Summary will provide a concise summary of all NRI components and analyses as outlined in Section III.

### **B. INVENTORY COMPONENTS**

#### Narrative

The NRI will consist of a variety of chapters focusing on the City's natural resources. The consultant will complete the necessary online and/or in-person data collection in order to complete narratives for the following major chapters. The subsets of each major chapter must be completed as outlined by the New York State Department of Environmental Conservation ("DEC") in their publication "[Creating a Natural Resources Inventory: A Guide for Communities in the Hudson River Estuary Watershed.](#)"

- Geology and Soils
- Water Resources
- Habitats and Wildlife
- Climate
- Cultural Resources
- Land Use and Zoning

Additionally, the written chapters will incorporate references to supporting published studies and reports completed by New York State agencies or affiliates, e.g. Department of Environmental Conservation, Department of State, Scenic Hudson, and similar.

The narratives will directly align with the prepared maps.

#### Maps

The Consultant will not be responsible for any mapping requirements related to the preparation of the NRI unless agreed upon between the Consultant and the City Planner.

**C. PUBLIC ENGAGEMENT**

The Consultant will be responsible for developing and executing a platform for public outreach and feedback via either a website, online survey, online meetings, or other acceptable method, including COVID-safe protocols if in-person events resume. The City will provide the Consultant with relevant contacts and handle the announcement.

The Consultant will also be responsible for two (2) presentations to the City Council, after completion of the draft NRI and prior to adoption of the final NRI.

**D. ANALYSIS**

The Consultant will complete analyses for each of the NRI chapters including summaries of the data/data collection. The Consultant will also work with the City Planner and CAC to highlight areas of significant resource value, prioritize areas with overlapping resources, areas of significant resource value, identify possible threats to the continued availability of resources, and note natural resources that extend beyond the local boundaries.

**E. MEETINGS**

In addition to regular (working) meetings with the City Planner and/or CAC, the Consultant will be required to attend a minimum of two (2) public meetings with at least one (1) presentation to the City Council but not to exceed three.

All additional meetings, phone calls, video calls, and other communication forms are not reimbursable. Travel is not reimbursable.

**IV. WORK PRODUCTS SUBMISSION**

The Consultant is responsible for preparing all working NRI draft reports as well as the final NRI.

Draft NRI

It is anticipated that the working draft report will be digital and intended for digital publication. The draft report presented to the City Council must be submitted in both digital (Word and PDF format, 600 dpi or greater) and hard copy formats. All accompanying tables, graphs, photos, etc. must be included.

Final NRI

The final work product will be the completed NRI. This must be submitted in both digital (Word and PDF format, 600 dpi or greater) and hard copy formats. The final work product will include the final written NRI report with accompanying tables, graphs, photos, and appendices, as needed, to respond fully to the Scope of Work.

The final work product must be placed on a flash drive labeled “City of Peekskill - Natural Resource Inventory” with date of submission and submitter. The flash drive must contain the complete NRI document; all tables, charts and graphics; all maps; and all appendix documents into a compiled PDF binder with digital chapter tabs.

Three (3) sets of colored paper copies are required for the final NRI work product and must include all appendix information in collated and organized professional 3-ring binders containing a cover sheet, index, and page tabs of the following:

- Executive Summary
- NRI Chapter Narratives
- Analyses
- Meeting Minutes
- Folded maps with visible title block that easily unfold to their full size (provided by the City)

## **V. RFP SCHEDULE**

The anticipated schedule for this RFP is below:

Posting of RFP	April 2, 2021
All questions due by mail/email	April 15, 2021, 4PM
Responses to questions posted on City website	April 16, 2021
Proposals due	April 23, 2021, 4PM
Interviews conducted	Week Of April 26, 2021
Consultant recommendation to City Council	May 3, 2021
Contract Award	Week Of May 10, 2021
Project Start	Week Of May 17, 2021

**Continue to Next Page**

## **VI. RFP SUBMISSION PROCEDURE**

### **A. PROCEDURE**

Applicants will submit eight (8) sealed copies and two (2) flash drives of the proposal by 4:00 P.M. on April 23, 2021 containing the original signature and date. Any submission sent by any form of transmission after the deadline will not be accepted.

Submissions must be sent to the following address:

Office of the City Clerk  
RE: Natural Resources Inventory RFP Response  
City of Peekskill  
840 Main Street  
Peekskill, NY 10566

Any questions or requests for additional information regarding this RFP must be in writing via mail or e-mail directed to Jessica Youngblood, City Planner, received by 4PM on April 15, 2021. E-mail inquiries must include the subject line “City of Peekskill Natural Resources Inventory RFP.” All questions or requests for additional information must include your name, company affiliation, address, phone number, and e-mail address. The City of Peekskill is not responsible for any failure in the delivery of an inquiry

### **B. REQUIRED MATERIALS**

The following requirements must be included in the proposal submission:

- Cover Page: Signed, company letterhead with “City of Peekskill Natural Resources Inventory RFP” in the title. As part of the request for proposals (RFP) submission, the Consultant will provide an Executive Summary clearly indicating understanding of this RFP’s purpose; the Consultant’s experience and ability to fully execute all requirements of this RFP; if any subcontractors will be used; and proposed fee schedule (See Section VIII.)
- Project Approach: Describe intended approach to meet the objectives of this RFP.
- Consultant Profile: Provide a brief history and description of the firm or individual submitting the proposal as it relates to this RFP.
- Consultant Experience: Provide a description of five (5) previous NRI projects. If a sub-consultant is part of the Consultant’s team, a list of their approach and experience with relevant project experience is also required. Also, provide experience or evidence as related to public meetings and public engagement
- Personnel Descriptions: A description of each Consultant and sub-consultant, if needed, who will be directly involved with this project and a description of their role in the project. This description should identify the Project Manager and the primary contact person overseeing daily operations.
- References: A minimum of three (3) professional references for similar project work completed within the past six (6) years, including three (3) separate

references for a sub-consultant, if included. Provide the name, phone number and email address of professional contact.

- Fee Schedule (Section VIII): The Fee Schedule will be lump sum. Each submission should include a proposed not-to-exceed price. Billing rates for each personnel member must be included in a separate table or sheet as supplied by the responder. Please specify any out-of-scope budget items in the 'Fee Schedule', if proposed. If a task is labor-intensive and comprises a significant portion of the budget, the Specialist may subdivide the costs for the tasks shown on the table.
- Additional Information: Provide any additional information which would serve to distinguish the proposal submission from other submissions.
- Additional Work Products: If additional work products are proposed by the Consultant, provide an accompanying fee schedule as in Section VIII.
- Disclosure Requirement: Provide disclosure statement of any recent, existing, or upcoming connections or business contracts related to this RFP.

## **VII. RFP SUBMISSION REVIEW AND SELECTION PROCESS**

### **A. RATING AND SELECTION CRITERIA**

The City will review proposals, conduct interviews, and hire a Consultant to perform the required work, based on the items in this section and detailed in Section VI above. The City will award the contract to the Consultant who is the most qualified and whose proposal best achieves City needs. The City will evaluate submission based upon experience, professional expertise, scope, schedule, budget, and comprehensiveness to evaluate the proposals and select the preferred Consultant.

The City reserves the right to authorize all or part of the work requested in this RFP.

The City will use the following criteria to evaluate the submissions:

- Proposal quality and completeness
- Approach to completing the Scope of Work
- Qualifications and applicability of previous projects
- References
- Familiarity with the Hudson River Valley, the City of Peekskill, Westchester County
- Communication and presentation skills

### **B. INTERVIEWS**

The City Planner will schedule interviews with prospective candidates to permit further evaluation on or near the week of April 26, 201.

**C. AWARD**

The City of Peekskill will award a contract to the candidate that best meets the RFP's needs and requirements. The City of Peekskill reserves its right to reject any or all proposals in the best interest of the City. The successful candidate must be ready, willing, and able to proceed and sign an agreement satisfactory in form by Corporation Council.

**D. INSURANCE**

Respondents will provide the following insurance requirements listed below.

1. Commercial General Liability including contractual liability - \$1,000,000 per occurrence and \$2,000,000 policy aggregate
2. Automobile Liability (if applicable)- \$1,000,000 combined single limit
3. Umbrella/Excess Liability - \$2,000,000 per occurrence/policy aggregate
4. Workers' Compensation - Statutory
5. Employers Liability - Minimum \$500,000 (not required for an individual)
6. Professional Liability (Errors and Omission) - \$2,000,000

Further, the insurance certificates must include the following provisions:

- The City of Peekskill and related agencies and affiliates are named as additional insured under coverages Numbers 1 and 2 above (if applicable).
- A waiver of subrogation provision is included in Workers' Compensation (if applicable)
- The consultant's insurance would apply as primary and non-contributory of certificate holder's insurance.

**Continue to Next Page**

### III. FEE SCHEDULE AND TIMELINE

Each responder must complete the table below and fill in all blank components.

<b>Proposed Project Fee</b>	\$ _____
<b>Additional Work Products (if any)</b>	
<i>Product A</i>	\$ _____
<i>Product B</i>	\$ _____
<i>Product C</i>	\$ _____
<i>Product D</i>	\$ _____
<i>Printing</i>	\$ _____
<b>TOTAL PROJECT FEE</b>	<b>\$ _____</b>
<b>PROJECT TIMELINE</b>	_____ Total Weeks
<i>Data Collection</i>	Week _____
<i>Narratives Completed</i>	Week _____
<i>Final Product Completed</i>	Week _____

**Continue to Next Page**

**IX. EXPENSES INCURRED BY RESPONDER**

The City of Peekskill is not responsible for any expenses or costs incurred by any responding firm, individual or organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.

**X. ADDITIONAL INFORMATION**

For questions about this RFP, please contact Jesica Youngblood at (914)-293-0916 or [jyoungblood@cityofpeekskill.com](mailto:jyoungblood@cityofpeekskill.com).

This RFP is available on-line at [www.cityofpeekskill.com/bids-rfps](http://www.cityofpeekskill.com/bids-rfps).