

# Central New York Regional Planning and Development Board

## REQUEST FOR PROPOSALS

### Syracuse Urbanized Area MS4 System Mapping

#### INTRODUCTION

The Central New York Regional Planning & Development Board (CNY RPDB) seeks to retain a consultant firm, or team of firms, to develop a complete online geospatial inventory of, as well as an online management platform for, the Municipal Separate Storm Sewer System (MS4) within the Syracuse Urbanized Area using Esri ArcGIS. The contract is for 18 months.

The purpose of the project is to:

1. Review existing data, including coordinating with municipal officials, to complete a gap analysis.
2. Convert the existing online geodatabase to an online asset management and tracking system.
3. Conduct the fieldwork necessary to have a complete digital inventory of MS4 infrastructure.
4. Compile a comprehensive, online map of the Municipal Separate Storm Sewer System (MS4) for municipalities in the Central New York (CNY) Stormwater Coalition in accordance with conditions of the NYS GP-0-24-001.
5. Document the processes used to complete this project and develop training materials to ensure that data collection and system maintenance can continue after the life of this project (i.e., develop a user's manual).

The MS4s in the Syracuse Urbanized Area have engaged in storm system mapping at different levels and in differing formats, ranging from ArcGIS to Google Earth files to paper maps. The mapping protocols used vary at the same scale. In 2015, the CNY RPDB, working with the CNY Stormwater Coalition, received a Water Quality Improvement Program (WQIP) grant to begin the process of coordinated mapping for many, but not all, of the MS4 operators in the Syracuse Urbanized Area. At that time outfalls, catch basins and some flow lines were mapped and are available through an online, interactive ArcGIS Online map that can be found at this link: <https://bit.ly/3MzT4Z3>.

This project will build on that data and platform to synthesize all existing documentation on stormwater systems from each participating MS4 operator into an ArcGIS geodatabase. Following this synthesis, a gap analysis will determine the remaining information, including unique points and additional attributes, that are needed to comply with the requirements of the NYS General MS4 permit (NYS GP-0-24-001). The remaining data will be collected through fieldwork in partnership with each MS4 operator. The project supports the synthesis and collection of data on a regional basis to provide the greatest benefit to the most MS4s while advancing DEC's concept of a comprehensive system map containing all required and additional map elements.

## INSTRUCTIONS

### 1. GENERAL

1.1. Designated Staff for Contacts: This RFP includes and imposes certain restrictions on communications between the CNY RPDB and anyone contacting the CNY RPDB with respect to the RFP. No one may contact the CNY RPDB or any of its officers, directors or employees, other than the specifically designated staff, with respect to the RFP during the period starting with the issuance of the RFP through final award and approval of the contract (called the “Restricted Period”). The following are the “Designated Staff” for this RFP and all contacts with respect to this procurement must be made in writing only to the Designated Staff.

Aaron McKeon, Environmental Program Manager  
[amckeon@cnyrpdb.org](mailto:amckeon@cnyrpdb.org)  
Central New York Regional Planning and Development Board  
126 North Salina Street  
Suite 200  
Syracuse, NY 13202

Lauren Darcy, Senior Planner  
[ldarcy@cnyrpdb.org](mailto:ldarcy@cnyrpdb.org)  
Central New York Regional Planning and Development Board  
126 North Salina Street  
Suite 200  
Syracuse, NY 13202

1.2. RFP Amendment and Cancellation: The CNY RPDB reserves the right to amend this RFP in writing at any time. The CNY RPDB also reserves the right to cancel or reissue the RFP at its sole discretion. Consultants shall respond to the final RFP and any exhibits, attachments, and amendments. Official changes to this RFP will be shared with all consultants that receive notification from the CNY RPDB regarding availability of the RFP on the New York State Contract Reporter. The CNY RPDB is not responsible for sharing such changes with any firm that did not receive notification directly from the CNY RPDB.

1.3. Schedule of Events: The schedule of events described herein represents the CNY RPDB’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate.

Release date:	4/2/2024
Final date for submission of questions and EOIs:	4/26/2024
Addendum answering all questions	5/03/2024
Proposal submission deadline:	5/10/2024
Expected award date:	6/7/2024
Expected contract start date:	7/1/2024
Anticipated contract length:	18 months

**1.4. Submission of Proposals:**

- 1.4.1. All proposals will be received by Aaron McKeon, 126 N. Salina St., Suite 200, Syracuse, NY 13202 until 5/10/2024, 4:00 p.m. EST.
- 1.4.2. Proposals must be submitted in PDF format to: [amckeon@cnyrpdb.org](mailto:amckeon@cnyrpdb.org), with the subject line “RFP Response – MS4 System Mapping”.
- 1.4.3. No proposal will be considered that is not accompanied by price sheets and signed by an authorized official of the firm.
- 1.4.4. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
- 1.4.5. Proposal information is restricted and not publicly available until after the award of the Contract by the CNY RPDB.

**1.5. Award and Contract Information:**

- 1.5.1. The CNY RPDB hereby notifies all consultants that Minority/Women-Owned Business Enterprises (MBE) and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability.
- 1.5.2. The consultant also agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, national origin, or disability.
- 1.5.3. The successful consultant will be required to enter into and sign a formal Contract with the CNY RPDB. The Contract will have control over any language contained within this RFP that conflicts with the signed and fully executed Contract.
- 1.5.4. The successful consultant shall comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act (1973).

1.6. Preparation of Proposal:

1.6.1. Consultants are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the consultant's risk.

**2. PROPOSAL SUBMITTAL**

2.1. Original Proposal: The complete proposal must be submitted via email to [amckeon@cnyrpdb.org](mailto:amckeon@cnyrpdb.org) as a PDF, with subject line **RFP Response – MS4 System Mapping**. Consultants shall include all documents necessary to support their proposal in the sealed package. Consultants shall be responsible for the delivery of proposals during business hours.

The CNY RPDB reserves the right to reject any and all proposals, for any reason, and reserves the right to re-solicit proposals in the event no response to the RFP is acceptable to the CNY RPDB.

2.2. All proposals must include the following:

2.2.1. *Firm Identification:* A description of the consultant firm, including its size, organizational structure, number of full-time and part-time employees, area(s) of practice, and number of years in the business of conducting the described services.

2.2.2. *Project Understanding:* A description of the consultant's understanding of the project and proposed approach to the scope of services.

2.2.3. *Scope of Services:* A detailed description of the proposed plan for completing the Scope of Work. Submittals should be explicit in terms of the consultant's responsibilities and the presumed responsibilities of the CNY RPDB.

2.2.4. *Proposed Staffing Plan:* A description of the personnel, including resumes, who will be working on this project, including the number of hours per staff position that will be working on each task.

2.2.5. *Rate Schedule:* Eligible Costs include: salary and fringe benefits, contractual costs, travel, administrative costs. Ineligible costs include: equipment (e.g., hardware), software or GIS licenses, or development of materials already available through the CNY Stormwater Coalition.

2.2.6. *Qualifications:* A description of the consultant's qualifications for this project, including the firm's background, resources (financial and personnel), and capabilities in areas relevant to this project. History of the firm's experience on similar projects is required. Staff assigned to the project must be knowledgeable regarding: ESRI ArcGIS, MS4 Infrastructure.

2.2.7. *References:* Include a list of, at minimum, the three (3) most recent clients for whom the consultant has provided similar services. The list should include the name, address, telephone number, and e-mail of the client contact persons. Also identify the type and date of work performed.

All proposals are due by 4:00 p.m. EST on May 10, 2024.

### **3. QUESTIONS AND EXPRESSIONS OF INTEREST**

3.1. All questions and Expressions of Interest (EOI) regarding the RFP must be submitted in writing via postal mail or email to the “Designated Staff” identified in Section 1.1 of this RFP by 4/26/2024. All questions and answers shall be sent to any consultant submitting an EOI and/or questions.

### **4. REIMBURSEMENT/GIFTS**

4.1. Denial of Reimbursement: The CNY RPDB will not reimburse consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

4.2. Gratuity Prohibition: Consultants shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of CNY RPDB for the purpose of influencing consideration of this proposal.

### **5. GENERAL PROVISIONS**

5.1. Proprietary Information: All RFP materials are subject to a Freedom of Information Request from other consultants and the general public. Some of the information requested may be proprietary and covered under an exemption to the Freedom of Information Laws (FOIL). If any request is received regarding this RFP, you will be allowed to submit justification to exempt any section you have marked as proprietary. All other sections will be released, pending approval by the CNY RPDB. The CNY RPDB will not accept any request by a potential consultant to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary.

5.2. Effective Dates of Proposal: All terms, conditions, and costs quoted in the consultant's response will be binding on the consultant for 180 days from the effective date of the proposal.

5.3. Interview: After reviewing proposals, the CNY RPDB may develop a short list of consultants. These short-listed firms may be required to participate in an interview. Interviews may be conducted in Syracuse at the consultant’s expense or via video conference at the CNY RPDB’s sole discretion.

### **6. SCOPE OF SERVICES**

#### **6.1. Tasks:**

##### **I. Review Existing Data**

- a. Compile and review MS4 system data from the existing online map for Central New York (<https://bit.ly/3MzT4Z3>), data provided by municipalities, and other available data sources.
- b. Compare this data with New York State’s General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit (MS4 Permit; NYS GP-0-24-001) to

establish an inventory of the information needed for each municipality to comply with the MS4 Permit.

## II. Asset Management System

- a. Consultant will convert the existing online geospatial database into an Asset Management System in ESRI's ArcGIS Online platform. This will include the development of:
  - i. Municipal dashboards, to allow individual municipalities to review and update system data.
  - ii. Field Editor update capabilities.
  - iii. Data access privileges, with data quality control measures.
- b. Consultant will develop a recommendation and cost estimate for ESRI licensing strategies for the CNY RPDB and members of the CNY Stormwater Coalition, including data viewing, data maintenance, and system editing capabilities.

## III. Data Collection

- a. Data collection will require coordination with members of the Central New York Stormwater Coalition, including the following:
  - i. Village of Baldwinsville
  - ii. Town of Camillus
  - iii. Village of Camillus
  - iv. Village of Central Square
  - v. Town of Cicero
  - vi. Town of Clay
  - vii. Town of DeWitt
  - viii. Village of East Syracuse
  - ix. Village of Fayetteville
  - x. Town of Geddes
  - xi. Town of Hastings
  - xii. Town of LaFayette
  - xiii. Village of Liverpool
  - xiv. Town of Lysander
  - xv. Town of Manlius
  - xvi. Village of Manlius
  - xvii. Town of Marcellus
  - xviii. Village of Marcellus
  - xix. Village of Minoa
  - xx. Village of North Syracuse
  - xxi. Town of Onondaga
  - xxii. Village of Phoenix
  - xxiii. Town of Pompey
  - xxiv. Town of Salina
  - xxv. Village of Solvay
  - xxvi. Town of Sullivan

- xxvii. Town of Van Buren
- xxviii. Portions of the City of Syracuse
- xxix. And infrastructure owned by Onondaga County.
- b. CNY RPDB staff will assist with municipal coordination to ensure that data collection is done in a manner that is minimally burdensome to municipal staff.
- c. DEC Requirements
  - i. This RFP seeks proposals for a firm or firms that can complete the fieldwork and online mapping tasks required of CNY Stormwater Coalition members, as defined in the New York State [General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit](#) (NYS GP-0-24-001).
  - ii. For the municipalities listed in 6.II.a, the completed MS4 system inventory must include the mapping components listed below within the municipality's automatically designated area, or an additionally designated area subject to Criterion 1 or 2 of the MS4 Permit's Additional Designation Criteria (Attachment 1).
  - iii. For the municipalities listed in 6.II.a, the completed MS4 inventory will include a complete inventory of:
    1. MS4 outfalls
    2. Interconnections
    3. Preliminary storm-sewershed boundaries
    4. MS4 infrastructure, including:
      - a. Conveyance system
      - b. Type (closed pipe or open drainage)
      - c. Conveyance description for closed pipes (material, shape, dimensions)
      - d. Conveyance description for open drainage (channel/ditch lining material, shape, dimensions); and
      - e. Direction of flow
    5. Culvert crossings (location and dimensions)
    6. Stormwater structures
      - a. Type (drop inlet, catch basin, or manhole); and
      - b. Number of connections to catch basins, and manholes;
    7. Publicly owned/operated post-construction stormwater management practices
    8. Privately owned/operated post-construction SMPs
    9. Retail and wholesale plant nurseries (including big box stores)
    10. Commercial lawn care facilities
    11. Golf courses
    12. Commercial or industrial yard waste storage areas (e.g., yard waste composting and disposal areas)
    13. Basemap information, as described in the Stormwater Permit.

iv. All fieldwork will utilize available technology to ensure sub-meter accuracy.

#### IV. Post-Processing, Upload, and Pipelines

- a. Ensure that data points taken in the field are post-processed, based on survey reference stations or other known benchmarks.
- b. Upload points to the online system.
- c. Add lines representing the flow lines connecting system elements; this is likely to require the manual development of a polyline dataset, based on data collected in the field.
- d. As needed, add lines representing roadside ditches and other open channel conveyances.

V. Sewersheds: All proposals should include a cost estimate specific to resources required to comply with the MS4 Permit requirement that MS4 operators map “preliminary sewersheds”. Note that no sewershed mapping has been completed to date.

#### VI. MS4 Map and Asset Management System

- a. The result of this project will be a comprehensive, online map of the Central New York Stormwater Coalition’s MS4 system (for participating municipalities), developed as an asset management system that allows municipalities to update and edit data, as needed.
- b. Asset Management System features should include options such as:
  - i. Dashboards for individual municipalities
  - ii. Ability for system owners to note changes in infrastructure.
  - iii. Ability for system owners to update the system with data from inspections and other fieldwork utilizing electronic resources in the field (e.g., Survey 1, 2, 3).

#### VII. Document Project Process & Release Data

- a. The consultant will document the tools and techniques used to develop project deliverables (i.e., develop a user’s manual), as well as training materials to ensure that the system can be updated in the future.
- b. The consultant will ensure that all relevant data, including fieldwork data, is transferred to the CNY RPDB prior to the conclusion of the project.

## 7. References

In 2015 the CNY RPDB undertook a project to map MS4 infrastructure. The results of the effort are available to view online and will be the basis of work have identified in this RFP. The project was completed using methods identified in “Stormwater Systems: Uniform Mapping Protocol” - a manual developed by the Herkimer-Oneida Counties Comprehensive Planning Program (Attachment 2).

In summer 2022, each of the municipalities participating in this inventory completed a survey identifying their data gaps. The forms for each of the municipalities are available upon request and show the scale of data collection still needed.



The existing MS4 inventory includes the following data:

Municipality	Catch Basins	Culverts	Infiltration Basins	Manholes
City of Syracuse	387			442
Town of Camillus	2458	21		7
Town of Cicero	1585	26	3	8
Town of Clay	1237			9
Town of DeWitt	1055	32	6	12
Town of Geddes	293	7	7	1
Town of LaFayette	29			
Town of Manlius	159			1
Town of Marcellus	90			7
Town of Onondaga	442			3
Town of Pompey	308			14
Town of Salina	2555	1	3	2
Town of Sullivan	221			2
Town of Van Buren	771		8	
Village of Camillus	159		3	
Village of East Syracuse	354	1		13
Village of Fayetteville	499		15	9
Village of Liverpool	467	1		9
Village of Manlius	420	2	12	26
Village of Marcellus	271			14
Village of North Syracuse	500	11	21	1
Village of Phoenix	186			5
Village of Solway	412			38

Given past fieldwork and ongoing surveys of outfalls by the Onondaga County Soil and Water Conservation District, the City of Syracuse, and individual municipalities in Oswego and Madison Counties, the locations of most stormwater outfalls in Onondaga County are believed to be known. Additional fieldwork may be needed in the Oswego and Madison County coalition municipalities to add outfalls in these communities to the geodatabase.

A precise estimate of the number of features that must be mapped in the field to complete this effort is not available. However, the CNY RPDB has made a preliminary desktop survey of the largest and most densely populated areas in Central New York that have yet to be inventoried at the field level. Based on this review, we estimate that approximately 10,000 individual features need to be inventoried in the field (see the infrastructure and data collection parameters defined in Section 6.III.c, above).

## 8. Data Review and Long-term Licensing Coordination

### 8.1. Deliverables:

- Complete georeferenced inventory of participating municipalities' MS4 system, per the requirements of the New York State General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit.
- MS4 Asset Management System, utilizing ESRI ArcGIS tools.
- Quarterly summary of work completed.
- Data completion worksheet for each municipality.
- Documentation of process and data collection methodologies.
- Plan for Esri licensing levels and user types/capabilities for municipal staff.
- Creation of document/training materials for RPDB and municipal staff to maintain and update system.

### 8.2. Term of Contract and Schedule:

This contract is expected to begin in July 2024 and run until December 31, 2025.

## 9. EVALUATION METHODOLOGY

9.1. The CNY RPDB will evaluate the proposals based on several evaluation criteria. The following criteria are listed in order of ranked priority:

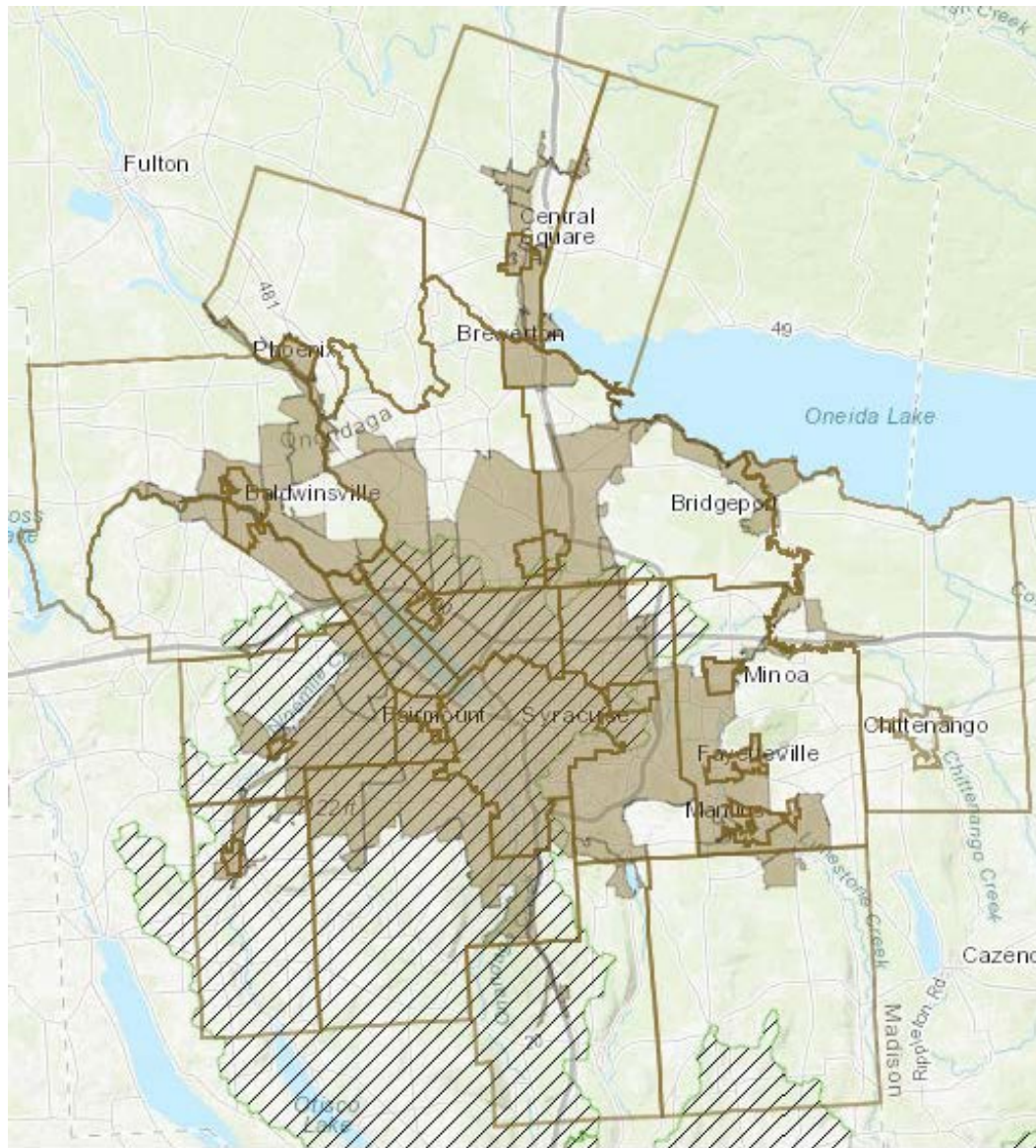
- Experience and Qualification of the Consultant completing similar efforts.
  - Recent relevant experience (number and quality of similar scoped studies).
  - The extent to which the firm has personnel to perform the scope of work.
- Qualifications of the Project Team
  - The quality and experience of the proposed staff, including sub consultants, with the proper balance of relevant skills.
  - Proposals will be evaluated for their demonstrated understanding of the requirements of this RFP. This will include:
    - Project understanding
    - Clarity of the proposal
    - Proposed scope of work and approach.

Additionally, proposed fees will be taken into consideration.

## **10. CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES TEMPLATE**

10.1. This project is being progressed with funding from the New York State Department of Environmental Conservation. By submitting a Proposal in response to this RFP, if selected, you agree to proceed to execute a contract that follows this template including all terms and conditions therein and all New York State and Federal clauses or requirements.

# ATTACHMENT 1 – REGULATED MS4s MAP



- Impaired Waterbodies for MS4 GP
  - Rivers and Streams
  - Estuaries
  - Lakes
- TMDL Watersheds for MS4 GP
- Regulated MS4s
  - Municipal Separate Storm Sewer System (MS4) Automatically Designated
  - MS4 Additionally Designated Area (Criterion 3)