

Southern Tier West Regional Planning and Development Board (STW) is inviting written proposals which provide consultant qualifications for assistance in the creation of source water protection plan reports for multiple municipalities within our region. Funding is authorized through Southern Tier West RP&DB which received funding through the New York State Department of Environmental Conservation and their 2018 Baseline Clean Water Act, Section 604(b) Water Quality Management Planning Program.

These funds are a source of support for drinking water protection plan projects in the three counties of Chautauqua, Cattaraugus, and Allegany located in the Southern Tier West region of New York State.

Any questions you may have regarding this invitation must be submitted in writing, or by email to the Executive Director, to the address below no later than March 25, 2021. All questions and their answers will be posted on the STW website by March 29, 2021. Final written proposals must be submitted to the STW **office by 12:00 PM Thursday April 8, 2021**. Please direct all questions and requests and proposals to:

Richard Zink, Executive Director
Southern Tier West RP&DB
4039 Route 219, Suite 200
Salamanca, NY 14779
Telephone: (716) 945-5301 ext. 2203
Website: www.southerntierwest.org
Email: rzink@southerntierwest.org

Request for Qualifications

Consultant qualification proposals will be reviewed by staff at STW with consultants recommended for board approval at the April 15, 2021 Southern Tier West RP&DB board meeting.

Timetable:

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| March 25, 2021 | All questions regarding this invitation must be received in writing. |
| March 29, 2021 | All written questions regarding this invitation and their answers will be posted on the STW website or mailed to potential applicants that specifically request such. |
| April 8, 2021 | Proposals, including a DUNS number, must be received at the Southern Tier West office by 12:00 PM of this due date. |
| April 15, 2021 | Proposals will be reviewed and selected by the Southern Tier West RP&DB Board of Directors. |

GENERAL PROGRAM INFORMATION

In 2018, The New York State Department of Environmental Conservation (DEC) announced funding for programs that will implement regional comprehensive water quality management planning activities as described in Section 604(b) of the federal Clean Water Act. Clean Water Act, Section 604(b) funding provides the financial resources for states and territories to pursue water quality planning under Sections 205(j) and 303(e) of the Clean Water Act. This program authorized the awarding of funds through the Environmental Protection Agency to states for water quality assessment and management planning grants. The 1987 amendments to the Clean Water Act mandated that 40% of each state's award be granted to Regional Public Comprehensive Planning Organizations (RPCOs) and Interstate Organizations (IOs).

604(b) funds are to be used for water quality management planning activities, including tasks to determine the nature, extent and causes of point and nonpoint source water pollution problems, and to develop plans to resolve these problems. Southern Tier West RP&DB was awarded funds to assist with the creation and implementation of local community Source Water Protection Plans for communities that operate their own water system. The tasks associated with this project are detailed below:

Objective 1. Help Develop and Implement Source Water Protection Programs

Task 1. Develop a municipal level source water protection plan program(s) using State Source Water Protection approved tools, templates and guidance:

1a. Work with a municipality to develop a source water protection program.

1b. Work with the municipalities surrounding a waterbody used by multiple municipalities as their source of drinking water to develop an area-wide source water protection program. At a minimum work with the municipalities that are using the waterbody as their drinking water source; preferably work with all municipalities surrounding the waterbody.

1c. Work with a municipality whose source of drinking water lies partially or fully outside its municipal jurisdiction, and the municipality(ies) that own(s) the source of the public drinking water supply, to develop an area-wide source water protection program.

Task 2. Implement source water protection program(s) by: helping municipality(ies) prioritize areas for protection; helping municipality(ies) identify and apply for funding to protect identified priority areas; and/or working with municipality(ies) to identify other mechanisms to protect priority areas, such as zoning changes and educating elected officials on the importance of source water protection.

Task 3. Prepare and give source water-related training to municipal officials, consultants working for municipalities and other stakeholders. Training topics can include, for example, land use controls to protect source water, how to prepare a source water protection plan using State Source Water Protection approved tools, templates and guidance, using GIS for source water protection, and how to implement a source water protection plan. Awardees can use training modules prepared by other entities with prior approval from DEC.

Project Scope of Work

Southern Tier West is seeking qualified consultant(s) to assist with the development and adoption of Source Water Protections Plans for multiple municipalities within our three-county region. Southern Tier West is utilizing the **Drinking Water Source Protection Program (DWSP2)** as created by the NYS DEC.

Over the next 24 months Southern Tier West has a goal of creating 6 Source Water protections plans. This number

may increase or decrease depending on the budget approved. The anticipated budget for all communities is between \$90,000 and \$110,000. Consultant work is expected to begin in early May 2021 and must be concluded for all communities by March 2023.

The DWSP2 framework is available to help municipalities and their partners develop their community-specific protection plans.

Key components of a protection plan include:

- Form a stakeholder group
 - To oversee the process and ensure the community is involved.
- Establish goals and formulate a vision
 - Designed to be unique to the community and guide their drinking water source protection planning.
- Develop an overview of the water system o Beginning of the technical portion of the plan. Communities will need to gather basic information about their systems, including analyses of both water quality and water quantity.
- Update the drinking water source protection map
 - Inventory potential contaminant sources and create protection areas to help communities identify areas needing protection. The document provides a methodology to delineate protection areas for either surface water (lakes, reservoirs, and rivers) or groundwater sources of public drinking water.
- Prioritize potential contaminants sources
 - The document provides communities with information to aid with the prioritization process of potential contaminant sources.
- Identify protection methods
 - The document provides information on both regulatory and non-regulatory protection methods communities can choose to use, such as intermunicipal agreements and encouraging best management practices, to protect their source of drinking water.
- Develop an implementation timeline
 - Once protection measures are identified, the next step is for the community to develop a timeline of how they are going to implement the protection measures and make use of the different funding sources that are currently available.
- Designate a plan management team
 - This team is responsible for ensuring the community-specific drinking water source protection plan is completed, and the previously identified protection methods are being implemented.
- Create a revision schedule
 - To be successful, a community's protection plan needs to be kept up-to-date. The document recommends methods to track changes in the community and ensure the protection plan is updated on a regular basis.

More details on the SWSP2 program can be found at <https://www.dec.ny.gov/chemical/115250.html>

PROPOSAL FORMAT AND REQUIRED INFORMATION

The following format and information is required for all proposals. Failure to use this format or to furnish the information requested may disqualify the proposal from funding consideration.

PROJECT PROPOSALS FORMATTING MUST:

- A. Not exceed 10 pages;
- B. Formatted for 8.5" X 11" paper
- C. Use 11 pt or larger type with single-spaced sentences, and 1" margins.

SUBMIT ORIGINAL PROPOSAL TO SOUTHERN TIER WEST RP&DB

- Please provide Authorized Contacts.
- A statement of qualifications for your organization, including an organization chart, a statement of size organization, a description of services provided by your organization, and a statement of the extent of experience/history providing the services proposed by this application.
- A description as to why you are interested in this project and why your organization is qualified to successfully perform the work proposed by this RFP.
- A description as to the approach that your company will utilize in developing a plan that brings municipal departments and adjacent entities, municipalities, as required.
- A proposed budget per community served (with narrative) and timeline for the work. Include staff time, staff titles, programmatic expenses, and travel-related expenses.
- A description of how many communities your firm can work with over the next 2 years. Is your firm able to work on all Source Water Protection Plans or only a certain number of plans during this time frame?

Expectations:

The following expectations are defined to assist individuals/firms in understanding the scope of the desired planning initiative which should help with the development of the planning team, budget and required outreach strategies.

Delineation of protection areas: Though assistance maybe provided by the county health departments it should be expected that the delineation of the specific protection area will need to be completed by the consultant.

Municipal Meetings -The consultant will be expected to hold meeting with vested parties within each community engaged in this process. Typically, there are 1 possibly 2 evening meeting per month. Though there is potential for daytime meetings these will be infrequent.

Regular updates and reports: Quarterly progress reports will be required. The NYS DEC has provided templates that should be utilized in completing the reports. These can be located on the website referenced above.

Final Plan / Written Report - The goal is to provide the community with a source water protection plan as well to maintain and implement this plan. This may include updated local laws being provided to the communities involved.