

Onondaga County, Department Of Water Environment Protection
Community-Based Tree Planting and Maintenance Program RFP 19-3330-002
Addendum No. 1

The following summarizes the Green Infrastructure Maintenance RFP pre-proposal meeting held on 03/12/2019 at the Metropolitan Syracuse Wastewater Treatment Plant, including questions asked in the meeting and those submitted afterwards.

1. Introduction & Project Background

Onondaga County Department of Water Environment Protection (County) is soliciting proposals for professional services for a community-based organization to hire and train local youth and young adults on the process of planting trees for the Save the Rain Tree Planting Program. A portion of this workload shall be contracted with a Community Based Organization(s) (CBO) that will be responsible for hiring, training, and directing individuals to plant trees. The vendor must have the ability to work with community groups that hire and train local individuals from the community in which these trees will be planted.

2. Submittals of Questions Process

Questions must be submitted in writing to Mary Gates by mail or email per Section 4 of the RFP. All questions must be received by the date listed in Section 1.3 of the RFP (03/18/2019).

3. Addendum

Addendum Answering all Questions Issued by County: 3/22/2019 (Posted on our website)
The Addendum will include pre-proposal sign-in sheet, agenda, and all answered submitted questions.

4. Submission of Proposals

Sealed proposals, (one [1] original, one [1] copy and one [1] electronic copy), shall be submitted to WEP not later than April 4, 2019, 3:00 p.m. Note: Packages not containing the required number of copies will be rejected.

5. Scope of Work (7 of RFP)

In November 2009, Onondaga County submitted a proposal to amend the Amended Consent Judgment (ACJ) to include provisions for the addition of green infrastructure projects to the County's plan. The goal of the stormwater management plan is to reduce pollution entering Onondaga Lake. The use of green infrastructure will reduce the frequency and volume of combined sewer overflows (CSOs), thus improving the water quality in Onondaga Lake. The new consent order allows for the use of a combination of traditional "gray" solutions, which include storage facilities and pipes, and "green" solutions. These green infrastructure solutions use natural systems to capture stormwater and prevent stormwater run-off.

The Save the Rain program is Onondaga County's award-winning initiative to improve the water quality of Onondaga Lake and its tributaries. Onondaga County is a national model for the

implementation of a balanced approach to stormwater management – a combination of smart gray investments with innovative green infrastructure solutions. To date, the County has advanced more than 200 distinct green infrastructure projects on public and private property. Onondaga Lake has seen tremendous improvement in water quality and the ecosystem is thriving! As part of the Save the Rain program, the County has a goal of planting up to 1,000 trees annually. One of the greatest challenges related to successful tree planting is the loss of trees due to vandalism. Research demonstrates that engaging residents to plant and care for trees in their own neighborhood will significantly reduce vandalism, thereby improving survival.

Contract will be for one (1) year with four (4) possible one (1) year extensions requiring mutual consent of the County and the Vendor. On the Attachment B (Cost Proposal Summary Form) include the annual percent increase and dollar amount total for the additional four (4) year extensions.

Eligibility Requirements contained in Section 7 of the RFP; applicant teams (vendor) shall utilize a minimum of fifty percent (50%) of the proposed maintenance work and budget with a Community Based Organization.

Onondaga County encourages its contractors to make every good faith effort to promote and assist in the participation of New York State Certified Minority and Women-Owned Business Enterprises (M/WBE) as subcontractors and suppliers. MWBE and EEO compliance and participation will be a priority in evaluating responses to this RFP.

Onondaga County requires all respondents to this RFP for professional services: 1) to be a certified MWBE prime contractor, or 2) to subcontract services and/or purchase supplies from an MWBE partner (or MWBE partners) sufficient so that not less than 30% of the total value of the work and supplies purchased by the County from your company, or, if such 30% requirement is unattainable, to submit a written explanation for why the 30% requirement is unattainable, along with a description of any attempted efforts to meet the 30% requirement.

6. Costing Proposal

Proposal must contain all applicable price sheets in a clear format and in detail as prepared by the proposer as well as the fee proposal summary sheets as provided in RFP. Please include your pricing proposals for the Community-Based Tree Planting and Maintenance Program, RFP No. 19-3330-002 Cost Proposal Summary Form. Failure to fill out forms as provided will result in disqualification of the proposal.

Please include costs associated with any additional services you will provide to Onondaga County. Provide details of price components, including hours and allocation of skilled staff and subengineers. Include details on any increases (actual dollar amount, not percentage) in wage rates on an annual basis for the term of the contract. Details for sub-contractor hours must be provided. Current billing rates and bill rate ranges by title for all team members and subconsultants needs to be included with the proposal.

7. Award & Contract Dates

The schedule of events set out is the best estimate of the schedule that will be followed.

Expected Award Date: May 1, 2019

Expected Contract Start Date: May 1, 2019

8. Questions / Open Discussion

- a. Contract term will be for 1 year, with the possibility of four 1-year renewals. Any surplus funds will NOT roll into the following year(s) appropriation.
- b. Cost Summary Form should include annual % increase for additional years.
- c. Discussion concerning: If the proposer thinks that they will be unable to locate 800 tree planting sites in the specified area on a yearly basis given the requirements for locating trees.
- d. Question: What if the proposer (consultant) is unable to locate the specified number of trees?
Answer: It is the County's expectation that the consultant locate 800 tree planting sites per year. The proposer should make every effort to plan for, and account in hours, in the proposal for the level of effort required to meet this deliverable.
- e. Question: How will risks to vendor be assessed – pricing will be based upon 800 sites. Will contract award be decreased if 800 sites are not found?
Answer: The proposer should include the total cost to the County for completing all the services identified in this RFP, including all services performed by others and reimbursable direct expenses. It is the responsibility of the Vendor to stay within the total project budget and individual work task item budgets. If the contractor does not believe they can deliver the scope of work as specified, the reasoning and explanation should be included in the proposal. If the proposer does not believe they can find the 800 proposed tree sites per year they need to provide a unit costs reduction for each tree below 800. The bid sheet has been updated to include this change.
- f. Question: If contract term is to be 5/1/2019 thru 4/30/2020, some of this year's spring planting will be missed. How should this be accounted for in cost proposal?
Answer: It is the County's expectation that this contract will not be in place by May of 2019, but rather June or July missing all of the 2019 spring planting season. The contract will be one year from the start of the contract which would then cover this fall and next spring planting season.
- g. Question: If OEC is providing all the trees, is there still a 30% MWBE goal? Does 30% apply only when using subcontractors?
Answer: MWBE goal is 30%. If 30% goal is not attainable, a written explanation needs to be provided with proposal. The 30% MWBE requirement is for the contract as a whole, see Section 1.7.1 of the RFP:

1.7.1 Onondaga County encourages its contractors to make every good faith effort to promote and assist in the participation of New York State Certified Minority and Women-Owned Business Enterprises (M/WBE) as subcontractors and suppliers. MWBE and EEO compliance and participation will be a priority in evaluating responses to this RFP. Onondaga County requires all respondents to this RFP for professional services: 1) to be a certified MWBE prime contractor, or 2) to subcontract services and/or purchase supplies from an MWBE partner (or MWBE partners) sufficient so that not less than 30% of the total value of the work and supplies purchased by the County from your company, or, if such 30% requirement is unattainable, to submit a written explanation for why the 30% requirement is unattainable, along with a description of any attempted efforts to meet the 30% requirement. The County will consider M/WBE contractors that have applied for New York State Certification. Onondaga County will consider on a case by case basis City of Syracuse or other M/WBE certifications your company has attained.