



REQUEST FOR PROPOSAL (RFP)

Wetlands Delineation

1 Project Summary

Services Required: Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as "INHS"), is seeking proposals from qualified companies to perform wetlands delineation services for government funded purchase and rehabilitation projects.

Project Description: the project will consist of residential homes and communities throughout Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties. (Note: if your firm cannot cover the full project area, please feel free to respond to this RFP and make a note of your geographic constraints.)

2 Qualifications

All work must be performed by firms qualified to provide wetlands delineation services in New York State.

Qualifications shall include:

1. Capability and experience in providing wetlands delineation services.
2. Capability and experience in providing wetlands delineation services in accordance with New York State Department of Environmental Conservation (NYDEC) requirements.
3. Required licenses and certifications to provide the specified services.

3 Scope of Services

1. Conduct desktop review using DEC and USACE mapping, aerial imagery, soil surveys, and topographic data.
2. Identify potential jurisdictional wetlands and regulated adjacent areas.
3. Perform field delineations during the growing season for complete accuracy.
4. Flag and GPS wetland boundaries and representative data points.
5. Document vegetation, soils, and hydrology indicators at each sampling location.
6. The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the wetlands delineation services. These services must be in accordance with applicable work practice standards of the state and as applicable where the services are provided. Wetland delineation will be carried out in accordance with criteria presented in the 1987 Corps of Engineers Wetland Delineation Manual, as supplemented by the Regional Supplement to the Corps of Engineers Wetland Delineation





Manual: Northcentral and Northeast Region, Version 2.0 and current EPA Clean Water Act regulations.

When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Applicable regulations are those that are in force when and where the wetlands delineation mapping is occurring, including, but not limited to, Federal, State, and local regulations

Minimum Report Requirements. The Wetlands Delineation Report shall include:

- a. Site Description and methods
- b. Data sheets for each sampling point
- c. Photographs and maps of delineated areas
- d. GIS shapefiles and boundary coordinates
- e. Field flag numbering and cross-references
- f. Wetland delineation map for site including wetlands and/or stream boundaries and location of applicable data points taken in the field.
- g. Wetland and Stream Delineations Report with all required documentation including photos, wetland data forms, and required mapping to support a USACE and/or NYSDEC Jurisdictional Determination of Joint Permit Application.

Contractor will be responsible for consultant request to NYSDEC and will act as the liaison for reviewing each potential wetland and its classification.

Project Schedule

The anticipated duration of the contract is anticipated to be three years and is anticipated to begin immediately upon award of the contract.

4 Proposals Submission and Selection

Proposals Due: **4:00 PM, February 9, 2025.**

Selection Process: Selection will be based on qualifications, firm experience as well as cost effective delivery of required services.

5 Submittal Requirements

1. General qualification of firm.
2. At least three references demonstrating firm experience with projects of similar size, scope and duration.
3. Unit Prices.
4. Accreditations.
5. The maximum number of days from initial request to provide completed report
6. Sample of completed wetlands delineation report within the past six (6) months





7. Because our service area is quite large and individual projects within this scope of work may vary, we understand that there may be additional charges in some cases. Please indicate under what circumstances you would add mileage or other fees and provide your standard unit charge for each.

6 General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this Request for Proposal will become the property of INHS when received.
3. Any specific questions regarding the Request for Proposal should be directed to Delia Yarrow, at (607) 288-3229 or darrow@ithacanhs.org. It is the responsibility of each firm responding to the RFP confirm the Project Manager and that INHS has accurate contact information for the firm/project manager.

