



Save the Sound[®]

Action for our region's environment.

Request for Proposal (“RFP”): Hutchinson River Watershed Plan – Phase II for The Bronx

1.0 PROJECT BACKGROUND

Save the Sound is preparing to finalize the development of a watershed-based plan for the Hutchinson River by completing planning for the Bronx portion of the watershed and is requesting qualifications from consulting firms to assist with the process. Phase II of the watershed plan in the Bronx will build off planning work in the upper watershed in Westchester County, completed in 2023 as Phase I ([Hutchinson River Watershed Plan - Save the Sound](#)). The selected consultant will work with Save the Sound to develop a final watershed-based plan for the Hutchinson River watershed and incorporate components of resilience and flood planning.

The project will:

- 1) Identify the causes and sources of water quality impairments and the risks associated with flooding and propose management, restoration, and design recommendations to improve water quality in Long Island Sound and reduce flooding in the watershed;
- 2) Identify implementable restoration and stormwater-mitigation projects within the watershed, prioritized using methodology established by a coalition of watershed stakeholders; this work shall include review and consideration of the Resilient NY program resources, including but not limited to the Hutchinson River Flood Mitigation & Resilience Report, and alignment of proposed project priorities with relevant recommendations therein;
- 3) Conduct a regulatory analysis for municipalities regarding water and conservation-related ordinances, relevant Climate Smart Community actions, and recommendations for strengthening regulatory protections;
- 4) Engage and educate municipalities and key stakeholders in the watershed; and
- 5) Advance one project, identified as a high priority through the planning process, to permit-ready design in order to carry momentum from planning to implementation.

The Hutchinson River Watershed Plan will provide a blueprint for future restoration of the River by prioritizing activities to reduce impairments and improve water quality. The identification of nonpoint sources of pollution in the watershed will help target management measures and activities to areas where they will have the biggest impact. Engaging a broad range of stakeholders and the general public will build capacity to protect the river, raise awareness of the problem, and increase opportunities for stewardship.

Save the Sound (www.savethesound.org) is the primary administrator of the US EPA Community Grant Program. STS is a non-profit organization, whose mission is to protect and improve the land, air, and water of the whole Long Island Sound region. The Applicant should also plan to seek guidance from the Watershed Steering Committee (to be formed and coordinated by Save the Sound), which will include municipal representation, local NGOs, State and Federal agencies, and interested individuals.

2.0 REQUESTED SCOPE OF SERVICES



Proposals should demonstrate the Applicant's understanding of the Project in addition to explaining its approach and shall include detailed descriptions of tasks required to meet those goals (i.e. Scope of Work). Applicants may include subtasks, additional tasks, or eliminate tasks deemed to be extraneous or redundant based on their best professional judgement. If additional tasks are included, please include a brief explanation as to how these specific additional tasks will further the objectives of the Project. If you eliminate tasks, please explain how the Project goals will be met without the task(s) that are being eliminated. Proposals shall include the Applicant's proposed schedule and proposed cost of the services being provided and shall also identify the deliverables that will be provided for each task/subtask.

Project Scope:

The anticipated scope is listed below; however, it is the responsibility of the consultants to provide a scope of work that will meet the project goals:

Task 1: Project Management

The selected Applicant will coordinate closely with Save the Sound and will have access to input and feedback from the Steering Committee for the duration of the project. The selected Applicant shall attend regular meetings pertaining to the Project, which may include, but are not limited to, an Initial Kickoff Meeting and Progress Meetings. All project team meetings are assumed to be virtual.

Task 1 Deliverables:

- a) Attend Project Team Kickoff Meeting organized by Save the Sound
- b) Attend Bi-Monthly Progress Meetings
- c) Consistent, timely communications outside of meetings

Task 2: Updated Quality Assurance Project Plan (QAPP)

The selected Applicant shall work cooperatively with Save the Sound to update an existing Quality Assurance Project Plan (QAPP) to include planning for the Bronx portion of the watershed that shall be subject to EPA approval. The existing QAPP, which was approved by the EPA and NYSDEC for the Westchester County portion of the watershed, is attached to this RFP for reference. The updated QAPP shall include all necessary and detailed information for each task. The review, collection, measurement, processing, compiling, modelling, analysis, or reporting of data shall be in accordance with the most current National and Regional requirement documents (<http://www.epa.gov/quality/> and <https://www.epa.gov/quality/managing-quality-environmental-data-epa-region-2>). No data can be collected prior to the approval of the QAPP. No later than sixty (60) days prior to the scheduled commencement of data collection and/or data generation activities, the selected Applicant will submit a QAPP to liew.kwock@epa.gov. The selected Applicant shall conduct all tasks in accordance with the approved QAPP to assure the quality of the data generated for this Project and to confirm the validity and integrity of the data produced.

Task 2 Deliverables:

- a) Assist staff in edits and addressing technical comments for the resubmitted QAPP (up to 2 revisions)



- b) An approved QAPP specifying the review, collection, measurement, processing, compiling, modelling, analysis, and reporting of data

Task 3: Watershed Baseline Assessment

The selected Applicant shall review existing local, municipal, county, state and federal data (eg. relevant plans, reports, maps, GIS data, imagery), and characterize the watershed and identify the major sources of bacteria, nutrients, pollutants and other impairments within subwatersheds delineated by the Applicant. As part of the baseline assessment, the selected Applicant shall review and incorporate findings from the Resilient NY program, including the Hutchinson River Flood Mitigation & Resilience Report. Relevant flood-mitigation needs, recommended project types, priority areas, and resilience considerations identified in these resources shall be integrated into the watershed characterization and reflected in the Baseline Assessment memo.

Task 3 Deliverables:

- a) Watershed Baseline memo that will serve as the first chapter of the watershed plan
- b) Raw data, reports, files
- c) Completed Data inventory table (appendix D in existing QAPP)

Task 4: Pollutant Load Modeling

The development of pollution load modeling will help to produce a clearer picture of watershed health. The selected Applicant shall develop a pollutant load model using the Watershed Treatment Model (preferred) or equivalent with prior approval from Save the Sound. This will focus on sources of nonpoint source pollution associated with stormwater runoff and will identify the relative contribution of nonpoint source pollution from various land uses, sources, and subwatersheds. The pollutant load model will provide estimates of the annual pollutant loads from each of the subwatersheds and the relative contribution from various land uses, primary sources, and secondary sources. Utilizing the pollution load model results, estimate the load reductions necessary to remove the river from the NYSDEC list of impaired waters.

Task 4 Deliverables:

- a) Pollutant load model
- b) Estimated pollutant loads from each subwatershed
- c) Estimated load reduction targets for each subwatershed
- d) Maps depicting results

Task 5: Identification of Watershed Improvement Opportunities

The selected Applicant will conduct field assessments throughout the project area, with emphasis on the target areas identified during the baseline watershed assessment. The selected Applicant shall consult the Resilient NY website and the Hutchinson River Flood Mitigation & Resilience Report to ensure that field assessments, opportunity identification, and subsequent prioritization align with documented flood-mitigation needs and resilience recommendations for the Hutchinson River watershed. Findings from these resources shall directly inform the identification of watershed improvement opportunities and shall be referenced in the Task 5 technical memo. Specific watershed assessment activities may include but are not limited to the following:

- Stream assessment (using the Unified Stream Assessment or comparable protocol) of identified priority corridors to evaluate physical riparian and floodplain conditions and opportunities for restoration or other improvements.
- Evaluation of upland stormwater retrofit opportunities in the public right-of-way, on public properties such as schools, parks, and government complexes, and on properties with large impervious areas such as institutional campuses and parking lots.
- Assessment of existing ecological resources, such as wetlands, forests, and large pervious areas, focused on identifying opportunities for habitat enhancement, restoration, or improved recreational opportunities.
- Conceptual designs (8) that help visualize improvement recommendations, such as a rain garden installation or riparian buffer restoration, at specific locations within the watershed to highlight priority projects in the watershed plan.

The resulting inventory of watershed improvement opportunities will be evaluated using the pollutant load model to calculate the water quality and runoff reduction potential of each project. Watershed improvement opportunities will also be prioritized based on metrics determined from input provided by the project team, Steering Committee, and members of the public.

Task 5 Deliverables:

- a) Inventory of watershed improvement opportunities
- b) Prioritization of watershed improvement opportunities
- c) Technical memo describing assessment methods
- d) Photo documentation
- e) Pollutant load reduction potential for each project
- f) Identify eight (8) potential projects to advance to conceptual design based on input from the Steering Committee and the activities of Task 5

Task 6: Final Watershed Management Plan

The selected Applicant will work with Save the Sound and the Steering Committee to combine the Phase I Watershed Plan developed in 2024 for Westchester County with the Phase II Watershed Plan developed as part of this project for the Bronx into one cohesive document that covers the full watershed.

Task 6 Deliverables:

- a) Final Hutchinson River Watershed Plan document
- b) Raw files, eg. photos, GIS map files, tables, appendices, metadata

Task 7: Priority Project Design

The selected Applicant along with Save the Sound will guide stakeholders through a prioritization process for watershed improvement opportunities identified, described above under Task 5. One project that is ranked as high priority will be advanced to permit-ready design. This will ensure momentum towards implementation of the plan.

Task 7 Deliverables:

- a) Attendance of three stakeholder engagement meetings related to the priority project design
- b) Eight (8) conceptual designs for potential projects with the input of the Steering Committee for the Hutchinson Watershed.



- c) Design for one priority project, including identification of all state, local, and federal permits required for construction. Design iterations shall include the following and will each be reviewed and commented on by Save the Sound:
 - a. Preliminary 30% engineering design
 - b. Interim 60% engineering design
 - c. Permit ready 90% engineering design

Task 8: Stakeholder Engagement

The selected Applicant is expected to attend three Public Meetings throughout the plan development. They will provide presentation materials and will co-present with Save the Sound staff at select meetings to present technical content and help to answer questions from the audience. At least one public meeting is assumed to be in-person.

Task 8 Deliverables:

- a) Attend three Public Meetings
- b) Provide presentation materials

3.0 INSTRUCTIONS FOR APPLICATION SUBMISSION

Proposal Evaluation and Selection Process:

Save the Sound will evaluate all of the Applicants' proposals as a holistic proposal based on the best perceived value. STS will evaluate the following criteria:

1. The Applicants' demonstrated experience and technical competence of their assigned personnel. STS shall review the Applicants' references and examples of prior projects as listed in their proposals.
2. The Applicant's experience working within the Hutchinson River Watershed, or similar watershed.
3. The Applicants' demonstrated understanding of the Project goals through the submitted Project Understanding.
4. The Applicants' capacity and capability to perform the work within a reasonable schedule.
5. Clarity, organization, and effective presentation of submitted materials.
6. Proposal fee.
7. Inclusion of Minority and Women Owned Businesses in the scope of work.

Minimum Applicant Requirements:

Applicants should demonstrate the following:

1. Three (3) watershed management plans developed within the last 15 years;
2. Experience with pollution load modeling;
3. Experience presenting technical content to public audiences;
4. Three (3) permitted engineering designs and post-construction documentation of green infrastructure, riparian restoration, or wetlands restoration projects developed within the last 15 years; and
5. Familiarity with the Long Island Sound watershed and/or New York State.

Proposal Submission Requirements:

Proposals must be submitted electronically to Megan Lung at hutchinsonriver@savethesound.org prior to 5 PM on January 26, 2026.

The proposal should include the following:

1. **Project Understanding:** An explanation of the Applicant's understanding of the Project, its approach to the work, the key issues to resolve, and the level of detail that will be provided.
2. **Scope of Services:** A concise and complete description of the work to be performed and deliverables of the tasks provided by STS above. Explain any deviations from the above scope of services.
3. **Team Qualifications:** A list of personnel who will be assigned to the Project, including one-page resumes for key professionals. Also include a description of 3-5 relevant project examples that demonstrate the team's experience with watershed planning and engineering design. For each project example, please include a reference (which STS reserves the right to contract). Please limit project examples to one page per project.
4. **Budget and Schedule:** Itemized costs and schedule by task and staff for the services described in the scope of services above. Staff rates also need to be included in the budget.

The proposal should also include a transmittal letter signed by the appropriate officer of the Applicant offering the qualifications and certifying that the proposal will remain in effect for 120 days after the due date, as well as proof of adequate insurance.

Anticipated Proposal Timeline:

RFP Issued	December 5, 2025
Questions are due	December 22, 2025
Response to questions	January 9, 2026
Proposal due	January 26, 2026

All inquiries regarding this RFP must be submitted in writing via email to Megan Lung at hutchinsonriver@savethesound.org. Questions must be submitted to this email address prior to 5 PM on December 22, 2025.

Other Requirements:

Property

Applicants are advised that any and all materials submitted in response to this RFP shall become the property of STS.

Incurred Costs

This RFP does not commit STS to award a contract or to pay any costs incurred during the preparation of the proposal. STS reserves the right to reject any or all proposals. STS also reserves the right to selectively contract or self-perform specific tasks within the scope of work if such modification is an asset to Project timeline or budget.

Contract/ Agreement

Attached, please find the Design Services Agreement that the firm that is awarded this contract shall be expected to sign ("STS's Standard Contract").

Insurance

STS shall require the selected Applicant to provide and maintain minimum insurance coverages as stipulated in the attached STS Standard Contract that includes Workers Compensation, General Liability and Property Damage, and Automotive Liability. The Consultant(s) and subcontractors shall carry workman's compensation insurance. **Proof of adequate insurance must be included in the proposal.**

Personnel

The selected Applicant shall provide the professional services identified in this Scope of Services and requested by STS. The proposal must identify the primary staff who will be responsible for conducting the work as listed in this scope of services and include a copy of each primary staff member's resume. STS requests that a senior experienced person be the primary representative for the selected Applicant.

Acceptance or Rejection by STS

STS reserves the right to accept or reject any or all responses submitted for consideration, to waive any informalities and/or technicalities, or to negotiate separately in any manner necessary to serve the best interests of STS. Applicants whose responses are not accepted shall be notified in writing.

Amending or Canceling RFP

STS reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Affirmative Action

STS is an equal opportunity employer and requires an affirmative action policy from all consultants as a condition of doing business with STS. By responding to this STS, all consultants agree to fully comply with Federal Order 11246.

Minority-owned Business Enterprise (MBE)/ Woman-owned Business Enterprise (WBE)/ Small Business Enterprise (SBE)

It is the policy of STS to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal and selection will be based on and conditioned upon satisfying the requirements described in this RFP and Scope of Work. These requirements apply to all proposers, including those who qualify as an MBE, WBE or SBE. Contracts awarded under this RFP are encouraged to meet state and regional MBE, WBE or SBE goals.