

# Request for Proposals

## ***Project Name: Clinton County SWCD Contracted CNMP Development***

### **1. Background/Introduction**

Clinton County SWCD is a Conservation District in Clinton County NY. The mission of the District is to protect and improve the lakes, rivers, streams, soils and other natural resources of Clinton County through locally-led conservation projects and programs.

### **2. Project Goals and Scope of Services**

Clinton County SWCD is seeking the services of a Certified CNMP Planner to cooperatively develop and deliver a comprehensive nutrient management plan for one (1) dairy farm in Clinton County, NY. The ultimate goal is to have a plan that can be used to pursue grant funding opportunities to address identified resource concerns.

- The selected firm will be responsible for the development and delivery of a NYS certified Comprehensive Nutrient Management Plan (CNMP) that addresses all resource concerns on the selected farm.
- The District Technician will be available to assist the planner with information gathering and soil sampling at no cost. The cost of required soil/manure testing will be paid for by the District separately.
- The award will be made to a responsive and responsible firm based on the best value and professional capability
- The farm is located in Ellenburg, NY, milks roughly 150 cows and owns/operates about 400 acres of cropland and 150 acres of pasture.

### **3. Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

Request for proposals: May 1, 2019

Deadline for proposals: May 15<sup>th</sup>, 2019

Selection of Top Proposal / Notification to Unsuccessful Proposals: May 17, 2019

Contract Award: May 17, 2019

Contract Delivery Deadline: 12/31/2019

#### **4. Time and Place of Submission of Proposals**

The Request for Proposals will be posted on our website, [www.Clintoncountyswcd.org](http://www.Clintoncountyswcd.org), and can be downloaded from there directly as of 10 a.m. on May 1, 2019.

Respondents to this RFP must submit one original proposal to Peter Hagar, District Manager at [peter.hagar@ccsoil-water.com](mailto:peter.hagar@ccsoil-water.com)

Responses must be received no later than May 15<sup>th</sup>, 2019 at 4:00 pm. Responses should be clearly marked "RFP-Contracted CNMP Development" and emailed to the contact person listed above.

#### **5. Timeline**

- Clinton County SWCD needs the project completed within 7.5 months with a deadline of 12/31/2019
- Payment will be made by the Clinton County Soil & Water Conservation District upon delivery of the completed plan

#### **6. Elements of Proposal**

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of planning team.
- A short narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to Clinton County SWCD and the proposed project
- Provide a competitive quote for cost of services
- A detailed list of the services included/or not included in the proposal

#### **7. Evaluation Criteria**

The successful respondent will:

- Have been operating continuously as an agricultural environmental planning firm for a minimum of 24 months and possess full-service, in-house capabilities for producing an NYS Certified CNMP

- Have experience working with similar customers.

## **8. Questions**

Contact Peter Hagar, District Manager @ 518-561-4616 ext 3 or email [peter.hagar@ccsoil-water.com](mailto:peter.hagar@ccsoil-water.com)

## **9. Proposals subject to District Board Approval**

- CCSWCD reserves the right to reject any and all proposals prior to Board Approval.