

**REQUEST FOR PROPOSAL**

**FY24-0065**

**TITLE:**

**Environmental Water & Infrastructure  
Consulting Services**

**ISSUE DATE:**

**May 21, 2024**

**ISSUING AGENCY:**

Syracuse University  
Purchasing Department  
640 Skytop Road, Suite 120  
Syracuse, NY 13244

**ISSUING AGENT:**

Anthony Russo  
Strategic Sourcing Specialist  
Purchasing Department  
[arusso@syr.edu](mailto:arusso@syr.edu)

The respondent may request clarification of additional information via email from the issuing agent until **4:00 pm on Friday, May 24, 2024**.

Proposals subject to the conditions made a part hereof will be received until **4:00 pm on Friday, June 14, 2024**, for consulting services described herein.

**SEND ALL PROPOSALS ELECTRONICALLY VIA EMAIL DIRECTLY TO THE ISSUING AGENT**

**IMPORTANT NOTE:** Indicate company name in the subject line of each Proposal submittal, along with the date for receipt of Proposal specified above.

Direct all inquiries concerning this RFP to:

Anthony Russo  
Strategic Sourcing Specialist  
Purchasing Department  
(315) 443-2283  
[arusso@syr.edu](mailto:arusso@syr.edu)

No Proposal will be accepted after 4:00 pm (EDT) on **Friday June 14, 2024**.

**It is the respondent's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.**

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## I. Introduction

Syracuse University (“the University”) is seeking proposals from experienced and qualified Consultants (“Consultants”) to provide Consultation and Professional Services, as described in the Scope of Services section of this document. This Request for Proposal (“RFP”) is not a contract offer, as the University makes no representation or warranty that any proposal will be accepted or that the work described in this RFP will be undertaken. The University reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any proposer, the right to negotiate with any vendor, whether or not they submitted a proposal, including but not limited to the right to request a “best and final” offer, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend in part or entirety, the RFP.

The proposer is solely responsible for any costs incurred in the preparation and submission of a proposal. Under no circumstances will the University reimburse or be responsible for the reimbursement of any such costs.

Submission of a proposal as provided herein shall neither obligate nor entitle a proposer to enter into an agreement with the University. The University has broad rights with respect to the procurement and contracting process as detailed in this proposal. The University reserves the right to enter into a contract with a single proposer, multiple proposers or to reject all proposals. The University reserves the right to request additional data, oral discussion or a presentation in support of any written proposal.

This RFP outlines the services, procedures and requirements that have been set forth by the University for the selection of Consultants to complete the work described herein (the “Scope of Work”).

### A. About Syracuse University

Founded in 1870, Syracuse University is a private research university dedicated to advancing knowledge and promoting student success through teaching excellence, rigorous scholarship, and interdisciplinary research. The University has a long legacy of excellence in the liberal arts, sciences, and professional disciplines that prepares students for the complex challenges and emerging opportunities of a rapidly changing world. Students enjoy the resources of a beautiful 270-acre main campus; extended campus venues in major metropolitan hubs such as New York City, Washington, DC, and Los Angeles; and study abroad centers on three continents. The University also has a long legacy of supporting the needs of veterans and is home to the nationally recognized Institute for Veterans and Military Families, the first university-based institute in the U.S. focused on addressing the unique needs of veterans and their families. Connected to this commitment, the University has also constructed the National Veterans Resource Complex which opened in the Spring of 2020.

Syracuse University consolidates most academic, administrative, and some housing facilities on Main Campus and utilizes nearby South Campus to provide additional student housing, administrative buildings, and athletics and recreation facilities. There are also satellite facilities in downtown Syracuse.

### B. Objective

The objective of this RFP is to create a list of Professional Service providers that the Center for Sustainable Community Solutions/Environmental Finance Center (“CSCS/EFC”) may utilize

through the term of the Agreement. Initial Agreements to awardees will be through June 30, 2026. Consultants should consider becoming prequalified to facilitate the smooth provision of services to support CSCS-EFC projects; consultants not in the prequalified pool may be subject to a much more complicated procurement process in order to qualify to work with the CSCS-EFC and the communities it serves

Projects for which a vendor will be engaged may range from very short-term consultation or longer-term consultation and provision of services. Each engagement will require an agreed upon scope of work, work plan, timeline, assignment of personnel, and pricing.

## II. PURPOSE

The Center for Sustainable Community Solutions/Environmental Finance Center (CSCS-EFC) at Syracuse University, is seeking individuals, firms, including but not limited to nonprofits, University partners, Native-led organizations, and community-based organizations qualified to provide consultant services in one or more of the areas described in detail in Section III below. CSCS-EFC's primary service area is EPA Region 2 (New York, New Jersey, Puerto Rico, and the USVI), and employs staff in Syracuse, New York and San Juan, Puerto Rico. CSCS-EFC also seeks to support Native Nations that share geography across this region and their environmental goals. Responses to this RFP should identify which specific service(s) under the three categories (Technical & Managerial, Financial, and Outreach & Engagement Services) the Consultant would like to be considered a provider of. Please note, if it is not immediately apparent from the service description below, all service provision will be in the context of environmental or climate change-related projects, which may be related to water, materials management, or another relevant environmental challenge.

## III. SCOPE of WORK

### 1. Technical & Managerial Services

- a. Environmental reviews and assessments
- b. Environmental impact assessment
- c. Soil surveying
- d. Water quality sampling/monitoring
- e. Land surveying.
- f. Lead service line inventory development.
- g. Cybersecurity/risk assessment for water systems
- h. Ordinance/bylaw review
- i. Watershed characterization
- j. Waste characterization.

### 2. Planning and design

- a. Asset management
- b. Capital improvement planning.
- c. Operations and maintenance (O&M) planning
- d. Nature-based solutions and green infrastructure site/project design
- e. Climate action planning
- f. Preliminary engineering reports
- g. Map, Plan, Report (MAP) for water and sewer districting or consolidation.
- h. Quality Assurance Project Planning (QAPP)
- i. Cybersecurity planning for water systems
- j. Developing RFQs in alignment with federal A/E requirements

3. **Modeling (e.g., hydraulic & hydrologic, water quality, air quality)**
4. **Data management, analytics, and visualization**
5. **Environmental engineering (including designs, plans, specifications) for**
  - a. Drinking water infrastructure (including wells)
  - b. Wastewater infrastructure (including decentralized/septic)
  - c. Stormwater infrastructure
  - d. Organics recycling facilities (e.g., compost, anaerobic digestion)
  - e. Other facility siting and design (eg: transfer stations)
6. **Project and/or construction management**
7. **Monitoring and evaluation (both strategy development and implementation)**
8. **Financial Services**
  - a. Financial analysis and planning (e.g., feasibility studies, budgeting, utility rate analysis, income surveying, identifying funding sources/tax credits, pay-as-you-throw analysis)
9. **Funding application support/grant preparation**
10. **Sequencing funding/financing opportunities and managing funding stacks**
11. **Developing/implementing sustainable financing mechanisms (e.g., enterprise fund, resilience financing)**
12. **Outreach & Engagement Services.** The CSCS-EFC is particularly interested in outreach and engagement services tailored to small, rural, underserved, disadvantaged, or environmental justice communities. CSCS-EFC also seeks to engage Native Nations and Native-led organizations. We are seeking consultants/firms with experience in inclusive engagement strategies that reach these audiences, in pursuit of more equitable implementation of environmental and climate-related projects and infrastructure investments.
  - a. Community outreach and engagement planning/implementation (e.g., stakeholder consultations, charrettes, workshops, focus groups, and other nontraditional/creative ways to engage communities, both in-person and virtual)
  - b. Translation services (Spanish and English are our two primary languages, though other languages would also be helpful).
  - c. Communications (e.g., marketing, graphic design, web development)

#### **IV. GENERAL INFORMATION**

- A.** Syracuse University invites your company to submit a Proposal for Consulting Services.
- B.** The successful Consultant will execute a definitive Master Services Agreement between the University and Consultant which shall include the terms and conditions of this solicitation and all such other covenants, terms and conditions as may be required by the University (the “contract”). No contract or agreement, express or implied, shall exist or be binding on the University before the execution of the contract by both the University and the Consultant.
- C.** The University reserves the right to request additional information from Consultants and request clarification from Consultants with respect to their proposals.
- D.** All exceptions to the specifications must be individually listed on the appropriate proposal form. Exceptions requested after the proposal date will not be allowed. Those exceptions included will be evaluated as part of the proposal and negotiated independently with the Consultant. No

extraneous terms included as part of or that accompany a bid, whether material in nature and regardless of their form (e.g., separate pre-printed forms and product literature, contracts, etc.), shall be incorporated into and made part of the contract unless expressly set forth in the contract.

- E. The University reserves the right to reject any or all proposals and to waive all formalities and is not bound to accept any proposal, and to accept or further negotiate costs, terms and/or conditions of any proposal, in the University's sole discretion. Any Consultant may withdraw its proposal prior to the scheduled time for receipt of proposals. This is not a public solicitation, accordingly, neither this solicitation nor the University are subject to any federal, state, or local laws relating to public bidding, procurement, lobbying or contracting.
- F. All bids must be signed by an authorized person of the Consultant. By signing, the Consultant is certifying that he or she has the authority to sign on behalf of the Consultant and that all information provided is true, accurate and complete.
- G. The contract for consulting services awarded by the University to the successful Consultants cannot be assigned or delegated in whole or in part by the Consultant without the express written consent and authorization of the University. Unless the Consultant has included within its proposal the names of all proposed subcontracted Consultants and the successful scope of work to be performed by such subcontracted Consultants in the award of the contract as agreed to in writing by the University in the contract, no part of the consulting services to be performed under the contract shall be subcontracted to any person or entity.

## V. RFP TIMELINE & SCHEDULE

### A. **Timeline:**

The schedule for the Proposals process is shown below.

NOTE: CONSULTANTS ARE HEREBY ADVISED THAT THESE DATES ARE SUBJECT TO CHANGE AS UNIVERSITY OFFICIALS DEEM APPROPRIATE AND NECESSARY FOR PROPER FULFILLMENT OF THE INTENTIONS OF THE PROPOSAL PROCESS.

**5/21/2024:** Solicitation document (RFP) issued to invited Consultants.

**5/24/2024:** Cut-off date for questions no later than 4:00 p.m. via email to the Issuing Officer, Anthony Russo: arusso@syr.edu. ALL QUESTIONS RECEIVED FROM PARTICIPATING CONSULTANTS AND RESPONSES FROM THE UNIVERSITY WILL BE ISSUED TO ALL PARTICIPANTS OF THIS RFP

**5/29/2024:** Responses to questions due back to Consultants by the University.

**6/14/2024:** Due date for proposals. All proposals are due by 4:00 p.m.

**7/2/2024:** Evaluation of Proposals by the Selection Committee completed.

**7/15/2024:** Executed Contract(s) - Official Award

Awarded contract will commence by the 29<sup>th</sup> of July 2024 . Awarded Consultant is required to meet all necessary set-up requirements in advance of contract commencement.

## VI. QUESTIONS AND ANSWERS

Questions regarding clarification to the contents of the RFP will be accepted, in writing, only from the time of RFP receipt by prospective Consultants to no later than 4:00 p.m. (EST), 5/24/2024.

1. All inquiries **MUST** be made via e-mail to Anthony Russo at arusso@syr.edu.
2. All communication from Consultants during this entire RFP Process must be with Anthony Russo.
3. Any questions received from Consultants and the University's responses will be distributed to all recipients of this RFP.

### A. Proposal Receipt

1. Proposals received by 4:00 p.m. (EST), **6/14/2024**, will be considered. Proposals received after the time and due date will not be considered. All Proposals must be executed by an authorized officer of the prospective Consultant. Proposals must be submitted electronically to:

Anthony Russo  
Strategic Sourcing Specialist  
Syracuse University  
(315) 443-2283  
arusso@syr.edu

Hard copy Proposals will not be accepted. The University will maintain confidentiality of all Proposals.

## VII. RESPONSE SUBMITTAL REQUIREMENTS

All proposals must be accompanied by completed, and if appropriate signed, attachments and information as described below. Please prepare your response and submit using the sections outlined below.

### A. Transmittal Letter - Submit as Exhibit A

A transmittal letter prepared on the Consultant's business stationery should accompany the proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind the Consultant to all statements, including services and prices, contained in the proposal.

### B. Firm's Background, Profile and Qualifications - Submit Exhibit B

Provide a description of the overall qualification of the Consultant to perform the services outlined in the RFP and in the context of answers to these specific questions below.

Submission of a proposal will be considered an assurance that the successful Consultant will employ qualified, trained, and licensed (where appropriate and/or required) personnel and will not employ anyone for work at Syracuse University who is not skilled in the tasks assigned.

### C. Response Content - Consultant Staffing, Rates & Fees - Submit as Exhibit C

Provide a list of "hourly" billing rates by title for individuals to be involved in the plan, preparation, and performance of the Scope for Services identified above for the duration of the agreement. *(submit a response to 1-4)*

1. The hourly rates that are provided in the proposal will represent the Full Burden Labor Rate for each staff member, stated in dollars per hour. Describe additional aspects of your fee schedule as relevant.

2. Payments for each SOW will be based on Consultant's actual time & materials. Consultant may be required to submit detailed time sheets and material cost sheets at the request of the University.
3. The University is a New York not-for-profit educational institution. It is exempt from state and local taxes. Consultants shall not add any such taxes to the prices or rates quoted in their proposals. The University will furnish a copy of its certificate of exemption prior to execution of the contract.
4. Preference will be given to those proposals that incorporate a nonprofit discount on the services or some other creative sponsorship opportunity to decrease overall costs. Please keep in mind that the SU CSCS-EFC directly works with local government audiences.

**D. Submit all Attachments below:**

1. Signed Mutual Confidentiality Agreement as set forth in **Attachment A**
2. Conflict of Interest Questionnaire - Complete and sign the conflicts questionnaire included as **Attachment B**.
3. **Submit All Exceptions for the RFP & MCA**
  - a) Agree to and acknowledge acceptance of the terms set forth within the RFP. To the extent that a Consultant objects to any terms contained therein, the proposal must include proposed revisions (redline modification) together with an explanation (comment). Otherwise, the terms will be deemed to be acceptable to the respondent for purposes of incorporation (in substance) into any such agreement.
  - b) Review the key terms set forth in **Attachment C - ("Master Services Agreement")**. These and other customary terms will form the basis of any agreement entered into between the University and the selected service provider. To the extent that a Consultant objects to any terms contained in **Attachment C**, the proposal must include proposed revisions (redline modification) together with an explanation for the objection (comment). Otherwise, the terms will be deemed to be acceptable to the Consultant for purposes of incorporation (in substance) into any such agreement.
  - c) Submit the tracking form **Attachment D** and ensure all sections are properly filled in.
4. References - Please fill out and submit the form Reference List, in **Attachment E**

The Consultant shall submit with its proposal a minimum of three (3) references for which it has continuously and actively provided similar multi-unit services within the last three (3) years. References shall include company names, contact persons, phone numbers, and brief narratives describing the nature and scope of services performed.
5. Submit Exhibit B - Consultant Information Request Form
6. Submit as Exhibit C - Consultant Staff, Rates, and Fees



## VIII. ADDITIONAL ELEMENTS of the PROPOSAL

### A. Diverse and Inclusive Purchasing

The University strives to promote the development of business relationships with diverse and local suppliers. The University is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran-owned, HUB zone, LGBTQ and local business enterprises. Syracuse University is interested in purchasing products from diverse, disadvantaged and small businesses as part of their diversity spend goals. Please explain how your company can work with the University on assisting with this goal and also what reporting capabilities your company has in this area. University users must be able to clearly see products and services offered from minority/woman owned supplier when ordering on the supplier's web page.

Also, provide details pertaining specifically to your Tier 1 and Tier 2 Diversity Spend program and outline your reporting mechanism.

### B. Sustainable Purchasing

The University is committed to the purchase and use of environmentally and socially responsible materials, goods, and services that conserve energy and natural resources and minimize damage to the environment and human health. This encompasses all stages of a product's life cycle, including production, use, and disposal. Individuals expending University funds should select ecologically friendly products whenever reasonably practical.

### C. University Partnership and Support

The University is interested in working with vendors who support the University and optimize the value back to the institution. This partnership may take many voluntary forms (ex. Athletic Program Marketing Partners, Annual Scholarships, etc.). As part of the value of the partnership, the Respondent is encouraged to provide in the proposal, mutually agreed upon benefits to promote and support the University over the term of the contract.

### D. Accessibility

The University is committed to ensuring that all responses or deliverables, associated with and as a result of this RFP, be in an accessible format. Please refer to the [Information and Communication Technology policy](#) as this page documents the required information for different types of requests. For additional information see the guide on applying WCAG 2.0 Level A and AA to non-web ICT, which addresses explicitly non-web documents and software. Additional how-to information may be found in the [Accessible Technology Toolkit](#) that provide guidance on creating accessible documents.

## IX. EVALUATION AND SELECTION CRITERIA

The award will be made to the Consultant(s) who, in the opinion of the Selection Committee, offers the best overall value. The evaluation will include, but will not necessarily be limited to, the following:

- Experience working with municipalities, Native Nations, public water systems/utilities, nonprofits, community-based organizations, Native-led organizations, intertribal organizations, University centers, and/or small businesses in New York, New Jersey, Puerto Rico, and the USVI;
- Experience engaging with small, rural, underserved, disadvantaged, or environmental justice communities in environmental infrastructure projects;

- Demonstrated commitment to increasing the equitable implementation of environmental and climate-related projects and infrastructure investments, as evidenced by prior project work;
- Ability to assist communities not only to implement a project, but also to build local capacity to perform a similar task or project independently in the future; and
- Have a degree of flexibility in how and where services are delivered and can tailor content and delivery methods to meet the specific needs of CSCS-EFC projects/communities.

Interviews may be conducted as part of the RFP process. However, respondents will be judged primarily by their Proposals. The University operates under the general policy that it will not disclose Proposals except to those with a need to know. The University reserves the right to accept or reject any or all responses to this Request for Proposals and act in its best interest.

### **X. VERIFICATION OF INFORMATION CONTAINED IN THE PROPOSALS PACKAGE**

By submitting its Proposal, the respondent authorizes the University to request from any individual or firm any information it deems necessary to verify information provided by the respondent in its Proposal. In addition, the University may use this information to determine the respondent's capacity and responsibility as a prospective respondent with the University. Interviews may be conducted as part of the RFP process. However, respondents will be judged primarily by their Proposals. The University operates under the general policy that it will not disclose Proposals except to those with a need to know. The University reserves the right to accept or reject any or all responses to this Request for Proposals and act in its best interest.