

REQUEST FOR QUALIFICATIONS (RFQ)

LOCAL WATERFRONT REVITALIZATION PROGRAM
TOWN OF SCHROEPPEL, NEW YORK

DUE: October 10, 2024

Responses must be submitted as a PDF via email to:

Offices of the Town Clerk
dowens@townofschroeppel.com

For questions about this RFQ, please contact Town Clerk Darlene Owens at

(315) 695 –4473 or

dowens@townofschroeppel.com

A digital copy of this document is available online at:

<https://www.townofschroeppel.com/districtpage.cfm?pageid=3465>

A. INTRODUCTION

The Town of Schroepel is requesting qualifications from experienced consultants to assist in the completion of a Local Waterfront Revitalization Plan (LWRP) for the Town.

B. PROJECT DESCRIPTION

The Town of Schroepel, located on the Oswego and Oneida River waterfronts, will develop a Local Waterfront Revitalization Program that will establish a community vision for the waterfront, primary commercial corridors that link up with the Village of Phoenix downtown area, and adjacent neighborhoods. The existing Comprehensive Plan and new LWRP will work together to guide future growth and development, enhance waterfront access, leverage commercial growth, improve river-related tourism and recreation, and celebrate the Town's scenic resources.

This project involves the preparation of a Local Waterfront Revitalization Program (LWRP) pursuant to the provisions of New York State Executive Law, Article 42, and 19NYCRR Parts 600-603, for the Town of Schroepel in Oswego County. This LWRP is on an inland waterway designated in Article 42 of the Executive law. Completion of this project includes preparation of a harbor management plan (HMP) as set forth in 19 NYCRR Part 603.3 and further described in guidelines prepared by the Office of Planning and Development.

The Town's primary waterways contain the confluence of the Oswego and Oneida Rivers and lies in proximity to the Erie Canal. The primary waterfront issues to be addressed by the Town in the LWRP have been preliminarily identified as prioritized projects that advance long-term community revitalization goals to benefit all residents, private businesses, and public entities within the Town. These initiatives include the following: Enhance the physical and visual public waterfront access/opportunities through traditional and alternative transportation improvements; support downtown revitalization through streetscape enhancements and form-based codes; improve the ability of the community to take advantage of river-related tourism through appropriate development; and protect the Town's character as a scenic rural community through form-based codes and encourage compatible economic growth.

The local match for the proposed project will be provided through cash municipal funds.

C. PROJECT ORGANIZATION

A Waterfront Advisory Committee (the Committee) will be formed by the Town Board to provide direction to the Consultant and will act as a primary decision making body for the Project. The Committee shall be representative of project stakeholders and non-governmental and community-based organizations. The Consultant will work closely with project staff from the Department of State.

D. SCOPE OF WORK

The consultant must comply with all terms and conditions of the Town’s contract with the NYS Department of State (NYSDOS) for this work (C1002634). The consultant will complete the tasks outlined in the attached Work Plan for the preparation of the LWRP (task numbers coincide with the work program contained in the NYSDOS contract). In addition to the listed public meetings, the consultant should anticipate attending monthly meetings with the Waterfront Advisory Committee and others as necessary.

E. BUDGET

The budget for “contractual services” on this project is **\$125,000.00**. The Town is looking for the consultant who has the most relevant experience and can provide the most extensive product for **\$125,000.00**. The Town reserves the right to authorize all or part of the work requested in this RFQ.

F. QUALIFICATIONS SUBMISSION

Applicants shall submit one (1) digital copy of their qualifications via email by **5:00 p.m., October 10, 2024**. If submission file size is excessively large, applicants may submit an email with a link that allows for the download of the submission. Any submission received via email after the deadline time will be not be accepted. Submissions shall be submitted via email to the following:

Office of the Town Clerk
Town of Schroepfel
Darlene Owens
dowens@townofschroepfel.com

QUESTION & ANSWER PERIOD

Questions about this RFQ must be submitted in writing, via email to dowens@townofschroepfel.com no later than **5:00 p.m. on Thursday, October 10, 2024**.

Submissions shall include the following:

1. A full description of how the Scope of Work will be completed along with a schedule detailing when each task will be completed, with a cost for each task. Please note that the Town and the Department of State must respond to each task submission before the consultant may proceed.
2. Documentation on the firm, including qualifications to prepare this plan.
3. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work. Name, phone number and email address of client contact.
4. A description of each staff member of sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
5. Budget and expense information which details all costs include:

- a. Personnel expenses which state the name and title of each individual (including all subcontractors) assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project.
 - b. Costs for each of the tasks. Administrative costs for travel, postage, telephone and other related expenses should be included in the cost for each task.
 - c. Please note that payment will be made to the consultant as each task is completed and approved. If a task is labor intensive and comprises a significant portion of the budget, the consultant may subdivide the task.
6. Minority and/or Women-Owned Business Enterprises (M/WBE) Requirements:
- a. Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% (\$31,875.00) for M/WBE participation, 15% (\$15,937.50) for Minority-Owned Business Enterprises (“MBE”) participation and 15% (\$15,937.50) for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). For the purposes of meeting these participation goals, please identify whether the M/WBE will be the consultant, sub-consultant, or through a combination.

G. REVIEW PROCESS

Incomplete submissions that do not address all of the requested components and meet the minimum qualifications standards will not be accepted for review and consideration. The qualification submissions shall be evaluated as follows:

1. The Town Board shall assemble a Review Committee of three to five individuals.
2. Each committee person shall review the qualification statement of each firm and rate them using the following criteria:
 - a. Familiarity of the firm with the Town of Schroepfel;
 - b. Experience of the firm with assignments of similar scope, size and complexity;
 - c. Special knowledge relevant to project, including geographic area;
 - d. Quality and completeness of the response;
 - e. Technical approach;
 - f. Creativity including innovation and added value;
 - g. Qualifications of the project team;
 - h. Extent of participation by MBE/WBE firms;
 - i. References.
3. The Committee shall meet and rank the firms from the most qualified to the least qualified. Issues and concerns raised during the ranking process will be discussed and firms will be contacted to clarify any questions or issues (if needed).
4. The Committee may then (if desired) invite the most qualified firm for a brief presentation and interview.
5. Following satisfactory responses to any outstanding concerns and New York State Department of State approval, the most qualified firm will be notified of their selection.

6. After approval, the Town shall enter into negotiations with the number one ranked firm to finalize the project scope of work, project approach and project fee. Once the scope of work has been settled upon, then the consultant shall present a detailed fee schedule. If the fee is not acceptable, the scope of work shall be renegotiated. Changes in the proposed scope of work are subject to review and approval by the New York State Department of State.
7. If the Town and the Consultant cannot reach an agreement on the scope or work and/or fees, then the Town reserves the right to terminate negotiations and initiate negotiations with the second ranked firm.

The following schedule identifies the anticipated submission/award schedule:

Issuance of RFQ: September 21, 2024

Qualifications Due Date: October 10, 2024

Interviews: Week of October 14, 2024

Recommendation to Town Board and DOS: **On or about** October 22, 2024

Contract Award: **On or about** November 1, 2024

H. PROJECT COMPONENTS

Preparation of the Local Waterfront Revitalization Program (LWRP), shall, at a minimum, involve the following tasks and provisions:

The Tasks below are extracts from the NYSDOS Work Plan from the Town's contract with NYSDOS and pertain to work that is to be undertaken by the Consultant chosen from this RFQ.

NOTE: The numbering below matches the numbering of tasks in the NYSDOW Work Plan. The Consultant's responsibilities begin with Task 5.

A complete list of tasks is available in Appendix 1: Department of State Attachment C – Work Plan

Task 5: Waterfront Advisory Committee Meetings

In consultation with the Department, the Contractor shall hold a second project meeting with the consultant(s), and Waterfront Advisory Committee, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project.

The Waterfront Advisory Committee (WAC) shall meet regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Waterfront Advisory Committee meetings. Written meeting summary of each meeting.

Task 6: *Preparation of a Community Outreach Process and Plan*

The Contractor or its consultant(s), the Waterfront Advisory Committee, and other partners as appropriate, shall prepare a method and process to encourage community participation in development and implementation of the LWRP. The community outreach plan shall identify key individuals, organizations, and entities to be involved, and shall identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings and other public engagement activities such as social media, workshops, charrettes, etc. All public meetings will be advertised in the community through press releases, announcements, individual mailings, digital media, municipal website postings, and any other appropriate means. Meetings and public engagement shall be scheduled in a manner that maximizes attendance and participation from community members. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities.

Meeting and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Workshops shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach session will be made available in written form and through other appropriate means, such as website or social media.

The draft and final community outreach plan shall be submitted to the Department for review, comment, and approval.

Product: Draft and final versions of the community outreach plan.

Task 7: *Draft Section I - Waterfront Revitalization Area Boundary*

The Contractor or its consultant(s) shall prepare a narrative description and map of the waterfront revitalization area which includes surface waters and underwater lands. The waterfront revitalization area should include those portions of the water body within the municipality, as well as adjacent upland which affects the water body through drainage, watershed, and any other factors. References to the Inventory and Analysis section justifying the inclusion of particular areas should be included in this section if beneficial for increased understanding. The narrative must be accompanied by a boundary map showing the proposed waterfront area and the waterside of the proposed waterfront area, which is also the extent of the Harbor Management Area boundary. For the New York State Coastal Boundary and other data that may be useful for preparing the LWRP boundary see the Geographic Information Gateway at: <http://opdgig.dos.ny.gov/#/map>. See Department staff for additional tools and guidance to complete this section.

The narrative description must include the size in acres or square miles of the existing or proposed waterfront revitalization area (WRA) and any changes to the size of any previously approved WRA.

Draft Section I shall be submitted to the Department for review and comment. Comments from the Department must be addressed in the next version of Section I submitted to the Department.

Submit GIS boundary information in appropriate format, which will be utilized to map the LWRP boundary on the state's Geographic Information Gateway.

Products: Draft Section I - Description of the Waterfront Revitalization Area Boundary in Word Format, including the WRA map. GIS Shapefile of the WRA, the HMA boundaries, and associated spatial data in either ArcGIS format, or similar product acceptable to the Department.

Task 8: Draft Section II - Inventory and Analysis

A. The Contractor and its consultant shall develop the narrative, maps, and other illustrations of Draft Section II, which includes a thorough inventory of existing upland, waterside, and underwater land uses and resources; and an analysis of conditions, issues, opportunities, and constraints to economic development and resource protection within the proposed waterfront revitalization area (WRA). This section will also provide an assessment of the vulnerable resources and potential risks associated with storms, flooding, and the effects of climate change. The inventory and analysis must be broad enough to ensure consideration of important problems and opportunities related to the natural and cultural resources within the proposed WRA, including the relationship between water-dependent uses within the harbor management area (HMA) that have the potential for conflict, congestion, and competition, and be detailed enough to support development of a specific and realistic LWRP.

Overarching topics to be addressed, commensurate with the local conditions, should be addressed in the Inventory and Analysis Checklist, include but are not limited to:

- Community Profile (focused on the WRA)
- Existing Land and Water Uses and Public Access
- Natural Resources
- Flooding and Erosion (Risk and Resiliency)
- Historic and Cultural Resources
- Harbor Management Plan Inventory
- Existing Authorities of Federal, State, Regional, and Local Agencies that have Jurisdiction in the Waterfront Revitalization Area
- Summary of existing Plans, Projects and Initiatives that effect the waterfront area such as the municipal comprehensive plan, All-Hazard Mitigation Plans, watershed management plans, downtown revitalization plans, community resiliency plans.

A detailed Inventory and Analysis Checklist is available from the Department to assist in development of Section II.

Draft Section II shall be submitted to the Department for review and comment. Comments from the Department must be addressed in the next version of Section II submitted to the Department.

Products: *Draft Section II - Inventory and Analysis with accompanying maps to depict the municipality's waterfront area resources, issues, and opportunities. Electronic data for all Geographic Information System-based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department.*

- B. Read and provide existing local land use laws/ regulations/ ordinances that will implement the LWRP. See the LWRP Preparation Guidance on local laws for additional information.

Products: *List of current existing local land use laws/ regulations/ ordinances related to LWRP implementation.*

Task 9: First Public Information Meeting

Following completion of the initial drafts of Section I - Waterfront Revitalization Area Boundary and Section II - Inventory and Analysis, the Contractor or its consultant(s) shall conduct a public information meeting

to inform the public about the extent of the proposed WRA boundary and the findings of the inventory and analysis of the existing conditions within the WRA, discuss key local conditions illustrated on the draft maps and described in the narrative, and solicit public input on Draft Section I and Draft Section II.

Products: *Public information meeting held. Meeting announcement, agenda, presentation, handouts, sign-in sheet and minutes.*

Task 10: Draft Section III - Local Waterfront Revitalization Program Policies

~~A.~~—The Contractor or its consultant(s) will receive a template of the State waterfront revitalization policies from DOS staff which includes the approved State waterfront revitalization policy statements, standards and explanations. The municipality may add information to the policy explanations, however any additional guidelines inserted in a policy explanation should be supported by local laws or the principles or guidelines recommended in regional/State-wide plans, and reflect information provided in Section II: Inventory and Analysis. A policy explanation may also reference specific and applicable geographic or topical information to inform the review of the proposed action for consistency with the approved LWRP policies. Additional guidance may be requested from the Department.

Submit Draft Section III to the Department for review and comment. Comments from the Department must be addressed in the next version of Section III submitted to the Department.

Product: *Draft Section III - Local Waterfront Revitalization Policies in Word format.*

Task 11: Draft Section IV - Proposed Land and Water Uses and Proposed Projects

—The Contractor or its consultant(s) shall describe and map proposed long-term land and water uses within the waterfront area, and proposed projects necessary to implement the LWRP. The proposed land and water uses of the LWRP translate the Policies into a cohesive, physical plan for the waterfront area. For guidance on what information is necessary to describe a proposed project see Appendix 8 of the LWRP Preparation Guidance found at: <https://dos.ny.gov/local-waterfront-revitalization-program>.

See Department staff for additional tools and guidance to complete this section.

—Draft Section IV shall be submitted to the Department for review and comment. Comments from the Department must be addressed in the next version of Section IV submitted to the Department

Products: Draft Section IV - Proposed Land and Water Uses and Proposed Projects in Word format. Maps and associated data of the proposed land use, water use, and proposed Zoning (if applicable), in PDF format.

Task 12: Second Public Information Meeting

Following completion of the initial draft of Section IV - Proposed Land and Water Uses and Proposed Projects the Contractor or its consultant(s) shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Section IV.

Products: Public information meeting held. Drafted meeting announcement, agenda, presentation, handouts, sign-in sheet, and minutes or meeting summary.

Task 13: Draft Section V - Techniques for Local Implementation of the Program

The Contractor or its consultant(s) shall describe existing local laws and regulations, as well as any new or amended laws or regulations which are necessary to both improve community resilience and implement the policies, strategies, proposed uses, and projects set forth in the LWRP. Relevant local land use controls may include, but are not limited to the zoning code, subdivision review, site plan review, design standards, stormwater management and flood damage prevention. The Contractor or its consultant(s) shall identify and review the local land and water use laws/regulations/ ordinances that implement the LWRP policies in Section III and the land and water uses proposed in Section IV and prepare a table or matrix listing the LWRP policies and the corresponding local laws that will implement each policy to legally uphold the LWRP. If applicable, draft new and amended local laws and regulations necessary to implement the LWRP. Full drafts of new or amended (existing) laws and regulations, including a local consistency review law, should be attached as appendices to the LWRP. Local laws, regulations, standards, and procedures essential to the implementation of the policies and purposes of the LWRP must be effective (locally adopted and filed with the Department) at the time of approval of the program by the Secretary of State.

The Contractor or its consultant(s) shall also describe other public and private sector actions necessary to implement the LWRP, including actions by federal and state agencies necessary in order to fully implement and advance projects in the waterfront revitalization area. These actions may include approving anchorage and mooring areas prior to designation, designating vessel waste no-discharge zones, dredging or maintaining major navigation channels and basins, constructing or maintaining breakwaters, funding certain studies, or providing technical assistance.

The Contractor or its consultant(s) shall also describe a local management structure for reviewing proposed waterfront projects for consistency with the approved LWRP, and the financial resources required to implement the approved LWRP. Implementation of the LWRP will be a continuing responsibility of the municipality. In preparing its LWRP, the municipality needs to consider the costs of implementing the program and whether the funds needed are, or can be reasonably expected, to be available.

Guidelines for Notification and Review of State Agency Actions Where Local Waterfront Revitalization Programs are in Effect may be included here or an Appendix (a template for the guidelines will be provided by the Department).

Draft Section V shall be submitted to the Department for review and comment. Comments from the Department must be addressed in the next version of Section V (and related appendices) submitted to the Department.

Products: Draft Section V - Techniques for Local Implementation of the Program in Word format. Drafts of new and/or amended local laws, and table of LWRP policies and corresponding local laws necessary to implement each LWRP policy in Word format. Comments from the Department must be addressed in Draft Section V and the appendices of the LWRP that include draft local laws.

Task 14: Draft Section VI - State Actions and Programs Likely to Affect Implementation of the LWRP

A. Section VI.1 - The Department shall provide an approved list of State agency actions and programs which are to be undertaken in a manner consistent with the LWRP. This approved list shall be inserted in Section VI.

B. Section VI.2 - The Contractor shall list specific State actions or programs necessary to further implementation of the LWRP (technical assistance, funding, procedural changes, etc.).

Products: Verification of the most up to date Section VI.1 list of State Actions and Programs Likely to Affect Implementation of the LWRP was received from the Department and has been inserted in the Draft LWRP. Section VI.2 listing specific programs and actions applicable to the community.

Task 15: Draft Section VII - Local Commitment and Consultation

Developing local support for the LWRP is the most critical factor determining the success of the program. The Contractor or its consultant(s) shall describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, and/or meetings with governmental agencies. All activities undertaken to consult and obtain local support and commitment should be thoroughly documented. The Contractor or its consultant(s) shall also describe any local committees created to oversee preparation of the LWRP, as well as the role of other municipal agencies.

Draft Section VII shall be submitted to the Department for review and comment. Comments from the Department must be addressed in the next version of Draft Section VII.

Products: Draft Section VII - Local Commitment and Consultation in Word format.

Task 16: Draft Appendices

Prepare Appendices for the LWRP, as necessary.

- Appendix A of the LWRP shall include the draft local LWRP Consistency Review Law.

Other appendices may include but are not limited to:

- Excerpts of State Legislature acts establishing municipal boundaries, which are used to delineate the extent of the proposed WRA.
- Other draft or existing local laws supporting the implementation of the LWRP, such as a local Harbor Management Law.
- Descriptions of significant coastal fish and wildlife habitats designated by the State and incorporated into the NYS Coastal Management Program
- Relevant excerpts of local/regional/State/federal planning documents, including relevant maps
- If not included in Section V, guidelines for notification and review of state agency actions where LWRPs are in effect (template will be provided by the Department)

The proposed content of the other appendices and their sequence shall be discussed with the Department.

Submit Draft Appendices to the Department for review and comment. Comments from the Department must be addressed in the next version of the Appendices submitted to the Department.

Products: Draft Appendices

Task 17: Preliminary Draft LWRP

Assemble draft sections and appendices incorporating comments provided by the department into a Preliminary Draft LWRP document. The document must be submitted in Word format to allow comments by the Department. Each map included in the Preliminary Draft LWRP must also be submitted as an individual high-resolution PDF. Each PDF must be under 20MB. The GIS data/shapefile used to create the WRA boundary map must be submitted together with the Draft LWRP.

Submit the Preliminary Draft LWRP to the Department for review and comment. Comments from the Department must be addressed in the next version of the Draft LWRP.

Products: *Preliminary Draft LWRP in Word format together with revised maps in PDF format. GIS data/shapefile used to develop the WRA boundary map, submitted to the Department in a format compatible with the Department's Geographic Information Gateway.*

Task 18: *Determination of Significance and Compliance with SEQRA*

The Contractor shall comply with SEQRA regulations 6 NYCRR § 617. Upon completion of the Draft LWRP, the Contractor shall prepare, distribute, and file a Full Environmental Assessment Form for purposes of evaluating the significance of the environmental impacts associated with preparing, accepting as complete, and ultimately adopting the LWRP. Upon completing the Full Environmental Assessment Form, the municipality shall designate a Lead Agency. In accordance with the SEQRA regulations, the Lead Agency shall make a Determination of Significance regarding the local acceptance of the Draft LWRP as complete and ready to be submitted to the Secretary of State for the initiation of the 60-day review by State and federal agencies.

If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines.

If the findings of the Determination of Significance are such that the LWRP will not have a significant environmental impact, a Negative Declaration may be prepared and filed to complete the SEQRA process. The Contractor shall determine whether a public hearing will be held to share the Determination of Significance with the public.

Completed SEQRA documents shall be submitted to the Department.

Products: *Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration, Draft Generic Environmental Impact Statement, if needed) and public hearing notes.*

Task 19: *Third Public Information Meeting*

Following completion of the Draft LWRP and in conjunction with 60-Day Review and compliance with SEQRA the Contractor or its consultant(s) shall conduct a public information meeting or meetings on the Draft LWRP.

Products: *Public meeting(s) held. Meeting announcement, agenda, presentation, handouts, sign-in sheet, and minutes or meeting summary.*

Task 20: *60-Day Review Draft LWRP*

Following the completion of the SEQRA compliance process, the local government shall accept by resolution the version of the Draft LWRP that addresses the entirety of the comments provided by the Department. The resolution shall state that the local government

found the LWRP to be complete and ready for submission to the Secretary of State for the initiation of the 60-day review by State, Federal, regional, and local agencies.

Upon receipt of the of the Draft LWRP in Word and PDF formats and documentation reflecting the conclusion of the SEQRA compliance process, the Department will review the Draft LWRP to confirm the LWRP is complete and ready for online publication and the initiation of 60-day review by State, federal, local, and other agencies.

Products: (1) *Draft LWRP in Word and PDF, including maps and appendices.* (2) *Resolution by the local municipal legislative body accepting the Draft LWRP as complete and ready to be submitted to DOS for review and initiation of the 60-Day review process.*

Task 21: Final LWRP

Following the 60-Day Review period of the Draft LWRP (/Draft Generic Environmental Impact Statement, if applicable), the Department shall meet with the Contractor or its consultant(s) to discuss all 60-Day comments received, determine appropriate responses and revise the LWRP document to reflect each response. All supporting local laws proposed for adoption in conjunction with the adoption of the LWRP, and the Final Environmental Impact Statement (if applicable), shall also be revised as necessary to reflect 60-Day comments and responses, to the satisfaction of the Department.

Additionally, submit a schedule of adoption of the LWRP and local laws necessary for implementation of the LWRP. Once the local government has locally adopted the LWRP and local laws, the local government must file each local law with the Department, Division of Corporations, for the law(s) to become effective, pursuant to Section 27 of the Municipal Home Rule Law. Filing information is accessible at <https://dos.ny.gov/local-law-filing>.

Products: *LWRP document in Word and PDF (20 MB maximum per PDF) (and one paper copy upon request), including supporting local laws (and Final Environmental Impact Statement, if applicable). Electronic data for all Geographic Information System-based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department, and schedule of LWRP adoption.*

Task 22: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at: <https://forms.office.com/g/eZERFeEeKM>.

Products: *Final Project Summary Report and Measurable Results submitted to the Department.*

Task 23: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> -by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form D submitted as necessary to reflect updated MWBE subcontractors.

Task 24: Project Status Reports

The Contractor or its consultant(s) shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to DOS during the life of the contract.