

REQUEST FOR QUALIFICATIONS WETLAND INSPECTOR  
Town of New Paltz, Ulster County, New York

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The Town of New Paltz Board requests proposals and qualifications to provide a Wetlands Inspector as per Town Code Section 139, primarily in connection with the review of applications before the Planning Board for land use approvals.

Background documents are on file and available for examination at the Town Clerk's office and on the Town website. Responsive proposals must be submitted in a sealed envelope, be identified as "Response to Request for Wetlands Inspector", and be received by the Town Clerk at Town Hall, 52 Clearwater Road, New Paltz NY by **2:00 p.m. on January 31, 2018.**

The Town of New Paltz Board reserves the right to reject any and all proposals if it deems it necessary in the best interest of the citizens of the Town.

Notice of this RFQ will be published in a local newspaper and posted on the Town's Website and other venues to solicit responses from interested and qualified firms.

## **Scope of “Wetlands Inspector” and “Watercourse Protection Consulting Services” Town of New Paltz**

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The Town of New Paltz Code requires the Town Planning Board to consider site application impacts and other wetlands-related issues in the course of site plan review. From time to time in response to a proposed land use project, the Town regulations require preparation of a wetlands delineation report and determination of potential for any substantial adverse impacts on a regulated area. In other cases, the Board may also determine that a wetlands or other form of environmental report is required to allow it to fulfill its environmental or land use review responsibilities.

This Request for Qualifications (RFQ) solicits proposals from qualified individuals for appointment by the Town Board of the Town of New Paltz to the position of “Wetlands Inspector” to fulfill the designated enforcement and permit processing responsibilities in connection the identification of regulated areas and with development applications and as set forth below. Qualifications for “Wetlands Inspector” require a degree in a related field from an accredited college or university, a minimum of two (2) years of delineation experience, and scientific knowledge about the biogeophysical structure, function, or interrelationships of terrestrial and aquatic/semiaquatic plant and animal communities, and familiarity in the use of the 1987 Federal Wetlands Delineation Manual and the New York State Freshwater Delineation Manual (DEC 1995), including preparation of state and federal data forms and wetland delineation reports.

### **DUTIES OF WETLANDS INSPECTOR:**

1) Evaluation, in consultation with the Planning Board, Town Engineer, and Environmental Conservation Board (EnCB), of development applications within 14 days of receipt if referred by the Planning Board. The Wetlands Inspector is authorized to conduct a site visit whenever deemed necessary for the purpose of evaluating an application.

2) Determination of

- a) whether a proposed application is within a regulated wetland or water course area, and
- b) whether the proposed application has potential for adverse effects on regulated areas.

The Notice of Determination will be a written response by the Wetlands Inspector including the date of the review, any site inspection, and the supporting reasons for the determination. If potential adverse effects are determined the report will identify and discuss those adverse effects and the availability of a reasonable alternative.

3) Review of all wetlands and watercourse boundary determinations made by an applicant. The Wetlands Inspector may consult with biologists, hydrologists, soil scientists, ecologists, botanists or such other experts as are necessary to confirm that the boundary determination complies with the Town requirements and intent and purpose. The Wetlands Inspector will issue a notice that the Town Wetlands and Watercourse Map is an accurate representation of the approximate boundary of these regulated resources, or that the exact location of the boundary of these

resources and their buffer areas can only be determined (or verified) in the field by the Town Wetlands Inspector or other trained individual acting for the Town.

4) Review and comment on applications for zoning variance made to the Zoning Board of Appeals (ZBA) if affecting a wetlands regulated area and concerning a regulated activity.

5) Inspect property upon application of owners who are unsure of the existence of a wetlands regulated area on their land. The Wetlands Inspector will reply within 60 days with a written determination of the existence of regulated areas. If weather or ground conditions do not allow for a reliable determination of regulated areas on the property, the Wetlands Inspector will inform the owners, in writing within 60 days, including the earliest practicable time when the determination may take place.

6) Consult with residents in a pre-application conference to discuss whether an activity is exempt or about which procedural requirements may apply. The Planning Board will be notified of such conferences and supplied with a written summary.

7) Compile and keep a file of such information on regulated areas gained from site inspections and other sources; prepare a detailed update map and recommend updates to the Town wetlands map at least once per year.

8) Assure sound management and practices by providing information to assist applicants, and issue guidelines and opinions on sound management practices and permissible activities in regulated areas.

9) Inform the Building Inspector or Code Enforcement Officer of any potential violations related to wetlands and watercourses.

10) If an application is approved by the Planning Board with wetlands/watercourse-related conditions, the Wetlands Inspector will determine whether the regulated activity has been satisfactorily completed in accordance with permit approval, in consultation with the Building Inspector. The Wetlands Inspector will issue a Certificate of Compliance prior to the issuance of a Certificate of Occupancy and/or other relevant permit for the proposed use of the property.

11) If an application is considered with a proposed conservation plan in lieu of denial, the Wetlands Inspector and EnCB shall, within 62 days of referral of the proposed conservation plan, report to the Planning Board the extent to which the draft conservation plan mitigates substantial adverse effects on the regulated areas.

12) If an application is approved by the Planning Board with a conservation plan, the Wetlands Inspector will determine whether work undertaken pursuant to the plan has been completed in a satisfactory manner or that a bond or letter of credit has been received by the Town to ensure performance of any work that is incomplete or unsatisfactory. The Wetlands Inspector will issue a Certificate of Conservation prior to the issuance of a Certificate of Occupancy and/or other relevant permit for the proposed use of the property.

13) Along with the EnCB, assist the Planning Board Chair as requested in preparing an annual report to the Town Board no later than each December 10 concerning the administration, efficacy, and enforcement of the Town Code on Wetlands and Watercourse Protection.

The Planning Board meets on the second and fourth Mondays of the month. Applicants normally submit 10 days before the meeting, and the Wetlands Inspector will normally be expected to provide a written report for applications as defined in the Town Code on the Planning Board's agenda for review or action.

The Wetlands Inspector will assist the Chair of the Planning Board in evaluating the readiness of applications for action, preparing agendas for wetlands-related matters, and prepare minutes or memoranda of all meetings or conference calls with applicant or other agency representatives. The Wetlands Inspector will also meet with and interact with the Town Environmental Conservation Board (EnCB) on an as-needed basis.

It is anticipated that the selected consultant will have working knowledge of the current wetlands and watercourses within and adjacent to the Town and the Town's Comprehensive Plan and Land Use and zoning law, as well as pending or anticipated developer or agency projects affecting the Town's wetlands and watercourses.

The Town Board will negotiate the terms of services with the selected consultant. The proposal must identify the individuals who will provide services and their hourly rates for services. The proposal should identify any other costs that may be charged for work performed by the selected consultant. Every January the Town Board appoints Town consultants at the annual re-organization meeting. Therefore this position will be appointed to provide services to the Town Board on the terms accepted by the Town Board for a 1 year period, with option for renewal annually.

Payment for services requires timely submission of an invoice which sets out the services rendered, the individual who provided the services, and the reasonable and necessary time and costs incurred in providing those services. Invoices must be audited before they are approved for payment.

### **RFQ PROCESS INFORMATION**

All qualification and requirements must be met, or capable of being met by the responding firm, or its proposal will be rejected as nonresponsive.

All responsive proposals will be reviewed by a committee of the Town Board, which will make recommendations to the Town Board. Selection will be based on a staff review and evaluation of the consultant's qualifications. Past performance on projects of similar nature, magnitude, and complexity will be the principal evaluation factors. The committee may short-list firms for a formal interview process.

The Town Board will consider the recommendations of the committee, review the qualified responses to this RFQ, and select a qualified, responsive firm that can provide the wetlands consulting services required by the Town Board in a cost efficient manner.

In considering responses to this request, the Town Board will consider:

- professional qualifications and experience of the individuals who will provide services
- the experience representing boards reviewing applications in communities of similar size
- references demonstrating the ability of the responding firm to efficiently and effectively review wetlands-related aspects of development applications.

## **QUALIFICATION STATEMENT FORMAT**

**Section I (1 Page Max)** – Letter of Interest: The Letter of Interest should identify the project, the name of the firm, name of the firm’s primary contact, address, telephone number, fax number and email address.

**Section II – Business Organization and Resumes (5 Pages Max)** - The name and address of the firm’s organization and the branch office, if any, that will provide the services herein shall be stated. Resumes showing professional training and qualifications, relevant experience, and office locations of the principal individual(s) that will provide services should be attached. If any work will be performed outside the identified office on a regular basis, the response shall identify the nature of that work, the person who will perform it, and the location of the office

Town consultants are subject to the Town’s Code of Ethics. The response must include a statement from the firm that either there is not, to the best of their knowledge, any circumstances that would cause a conflict of interest in performing these services for the Town of New Paltz, or an explanation of any circumstances that might result in a conflict of interest on specific applications.

**Section III – Statement of Intent (Max 1 Page)** – The Statement of Intent shall describe the proposer’s approach to the successful implementation of the proposed scope of services, including:

- 1. A summary of the Consultant’s understanding and approach to the Town’s proposed scope of services, including any recommended changes or revisions.
- 2. An outline of proposed methodology to assist the Town with implementation of Wetlands and Watercourse Protection Services.

**Section IV - References and Past Experiences (Max 5 Pages)** – Provide three public agency references for similar work done by the person(s) that will be providing services to the Town, particularly experience in reviewing land use application and wetlands/watercourse impact.

**All things being equal, preference will be given to proposers with experience working with municipalities in Ulster County or abutting counties in the mid-Hudson Valley and/or have key personnel located within the mid-Hudson Valley.**