



# Request For Proposal

Design and Engineer Report Services to Identify Coastal Erosion Solutions for  
Wendt Beach Park

RFP # 2025-035VF

Erie County Dept. of Parks, Recreation & Forestry  
95 Franklin Street, 1260  
Buffalo, NY 14202

PROPOSALS DUE BY: August 29<sup>th</sup>, 2025

## A. Project Overview

The County of Erie, New York (the “County”) is currently seeking proposals from qualified entities to provide design and engineering services to produce a Wendt Beach Park engineer design report that follows the NYS Department of Conservation’s (NYSDEC) “Coastal Storm and Erosion Risk Management Engineering Design Report Outline”. The report will aim to identify approaches to reducing coastal erosion.

### KEY DATES:

- RFP ISSUED: Monday, July 14, 2025
- DEADLINE TO REGISTER FOR MANDATORY SITE VISIT: Wednesday, July 30, 2025
  - Register by this online form: <https://www3.erie.gov/parks/form/wendt-beach-site-visit>
  - Or, by emailing [jacqueline.todorov@erie.gov](mailto:jacqueline.todorov@erie.gov) your name, agency/business name, phone number and e-mail address
- MANDATORY SITE VISIT: Wednesday, August 6th, 2025
  - 10am to 11am at Wendt Beach Park  
7676 Old Lake Shore Road | Derby, NY 14047
- QUESTIONS DUE: Friday, August 15th, 2025
  - Questions should be submitted to: Jacqueline Todorov, Confidential Secretary, [jacqueline.todorov@erie.gov](mailto:jacqueline.todorov@erie.gov)
- QUESTION RESPONSES PROVIDED: Friday, August 22nd, 2025
  - Answers to official inquiries will be posted online at <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>
- PROPOSALS DUE: Friday August 29th, 2025 at 3:00 PM
  - Due by mail (August 29th, 2025) or delivered in person no later than 3:00pm to:
    - Erie County Dept. of Parks
    - Attn: RFP 2025-035VF
    - 95 Franklin Street, Room 1260
    - Buffalo, NY 14202
- SELECTION MADE AND PROPOSER NOTIFIED: September 2025
- ANTICIPATED PROJECT START DATE: October 2025

## B. Background

Wendt Beach Park (WBP) is a natural gem on the Great Lakes, home to critical dune ecosystems protecting a nationally registered wetland that is identified of “particular concern” in the Town of Evans Local Waterfront Revitalization Plan. Severe weather and erosion events have increased and are affecting dune stability and harming water quality and coastal habitat. A design report for coastal erosion management will address Lake Erie's unique problems and provide fact-based solutions for Wendt Beach.

While the project’s focus will be nature-based solutions to project the beach and the dunes, the damage from increased seiche activities has caused concern for the destabilization of the Wendt Mansion. The Wendt Mansion is a 6,000 sq. foot historical mansion on the North side of the park. Currently erosion has not caused any destabilization or structural damage, we know that as climate change progresses, we can expect storm surges and events to increase in both numbers and severity. The historic mansion is currently experiencing active restoration.

Before investing erosion mitigation funds, tailored solutions are needed for WBP's present conditions and future challenges. The Engineer Design Report will aim to manage coastal erosion at WBP through sustainable solutions. The report will prioritize non-structural and nature-based measures to effectively mitigate erosion while preserving the park's coastal environment. The report will include detailed designs, cost estimates, and implementation strategies for each measure.

## C. Project Goals

Intended outcomes of this project include:

- i. A current condition assessment report for Wendt Beach Park Coast
- ii. An Engineer Design Report that includes multiple nature-based solutions for erosion control of Wendt Beach
- iii. 30% design of nature-based solutions for erosion control of Wendt Beach

## D. Scope of Work

The scope of work for this RFP is focused on producing an engineering design report that follows the NYSDEC Coastal Storm and Erosion Risk Management Engineering Design Report Outline that identifies approaches to reduce coastal erosion. The NYSDEC Coastal Storm and Erosion Risk Management Engineering Design Report Outline can be found in Appendix C of this RFP.

As such, the scope of this project would include, but is not limited to, the following tasks:

1. Produce a detailed project timeline
2. Host bi-weekly project meetings including maintaining meeting agendas and notes
3. Produce a current condition assessment report for Wendt Beach Park coast that includes information about erosion patterns and causes
4. Draft an engineering design report that follows the “NYSDEC Coastal Storm and Erosion Risk Management Engineering Design Report Outline” that identifies approaches to reduce coastal erosion for review
5. Produce a final Wendt Beach Design Engineering report that incorporates feedback from Erie County and NYSDEC
6. Produce a 30% design of a solution identified in the Engineering Report
7. Implementation and required reporting of a Utilization Plan in accordance with [NYSDEC Minority & Women-Owned Business Enterprise](#) (MWBE) guidance
  - a. Appendix E is the MWBE utilization plan form
8. Implementation and required reporting of a Utilization Plan in accordance with [NYSDEC Service-Disabled Veteran-Owned Businesses](#) (SDVOB) guidance
  - a. Appendix E the SDVOB utilization plan form

## E. Target Deliverable Schedule

**Estimated Project Timeline:** 5-7 months

The expected project completion date is March 31, 2026. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule.

## F. Funding and Budget

This is a grant-funded project through the NYSDEC Non-Agricultural Nonpoint Source Planning and MS4 Mapping Grant program and the Water Quality Improvement Project Program.

## G. Content of Proposal

Proposals shall be in writing and be no longer than 25 pages in no smaller than 11-point font for content items 1-4 listed below. All proposals must include items listed below:

Proposal must include the following:

### **1. Table of Contents and Qualifications Statement**

- Include a table of contents that lists all required proposal items.
- State clearly whether your main office/parent firm is currently licensed as an individual, partnership or corporation to do professional engineering and landscape architecture in New York State. (If not licensed in New York State, please advise how you propose to execute an agreement as a licensed New York State firm.)
- Indicate if this would be a joint venture proposal with another professional organization. The reasons for a joint venture should be presented.

## **2. Expertise/Experience Statement**

- Present your special expertise for the project and show how your firm's qualifications would best serve the County on this Project. Include a project organization chart identifying the proposed team.
- Recite a list of no more than three similar projects within the last five years giving the size of the project in dollars, the client, including the name and phone number of the person to whom you were accountable, whether any regulatory agencies (NYSDEC and/or USEPA) were involved and if the project was constructed or otherwise completed.
- Include a matrix table that identifies the listed projects and the proposed team and identify the correlation between the listed projects/teams and the proposed project team.
- Any additional relevant information expressing your expertise and/or experience.

## **3. Understanding of Project Scope of Work Statement**

- Provide a comprehensive description of your plan to meet all requirements as outlined in Scope of Services.
- Include a proposed timeline for the goals this project and that includes an estimated length of time from start of project to completion of each goal.
- Include a statement showing your understanding of the funding source and the goals of the granting agency.
- Any additional relevant information expressing your understanding and interest in the goals of this project.

## **4. Resumes of Key Personnel**

- The resumes submitted in the proposal are expected to substantially work on the project.
- Resumes of joint venture proposals with another professional organization should also be included.

## **5. Include the signed Schedule A** - Proposer Certification. which is found in Appendix A

## **6. Include the signed Schedule E** - Erie County Equal Pay Certification, which is found in Appendix B

**7. MWBE Utilization Plan**

- The goal is 30%

**8. SDVOB Utilization Plan**

- The goal is 6%

**9. Separate Sealed Envelope Contents:**

- A hard copy of the **Proposal Form** shall be completed and signed. A list of all assumptions and exclusions that are pertinent to the RFQ/ RFP fee is to be provided with the proposal. Reimbursable expenses will be a separate line item in the consultant's contract. The County does not pay travel/mileage within Erie County; this is not a line item in the contract.
- Include proposers submitting proposals must include a rate card depicting titles and hourly rates of the personnel planned to fulfill the needs of this contract as part of Schedule E – Rates of Service. These rates are to be loaded rates including overhead and profit costs.

Include additional items (i.e. brochures, graphics, references to prior similar work and projects, logos, etc.) which you feel address these requirements and best showcase your experience and ability to meet the needs as outlined. These items would be considered a separate attachment and not included in the page limit.

Each proposal should be prepared simply and economically. Please provide any promotional materials desired which would provide a complete, accurate and reliable presentation.

One (1) original and three (2) copies shall be submitted. Proposals **MUST** be signed. Unsigned proposals will be rejected.

Submission of the proposals should be directed to:

Troy Schinzel, Commissioner  
Erie County Department of Parks  
95 Franklin Street, Room 1260  
Buffalo, New York 14202

All proposals must be postmarked by or delivered to the above office on or before **Friday, August 29, 2025 at 3:00pm.** Proposals received after the above date

and time will not be considered. The County is under no obligation to return proposals.

NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.

Proposal finalists may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.

All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Company shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. All contract holders will be required to sign the Erie County Equal Pay Certification attached hereto as Schedule D. The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Company, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Company's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County.

Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

All proposers submitting proposals must include a fee proposal clearly labeled in a separate sealed envelope with the proposer name, due date of proposal, proposal name.

## H. Evaluation Metrics

Erie County Department of Parks, Recreation and Forestry will evaluate proposals based on the following criteria (Score sheet is shown in Appendix D):

- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- Proposer's demonstrated understanding of Great Lakes Coastal Habitat and nature-based solutions to erosion.
- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposer's fee submission.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP.
- Proposers **MUST** sign the Proposal Certification attached hereto as Exhibit "A". **Unsigned proposals will be rejected.**
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County.
- Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

## I. Contact Information

Requests for clarification or additional information must be written and submitted to:

Jacqueline Todorov, Confidential Secretary  
95 Franklin Street, Room 1260, Buffalo New York 14202  
jacqueline.todorov@erie.gov

Inquiries may be made up until Friday, August 15th, 2025. After this date, no inquiries will be answered. Answers to inquiries will be posted at the following webpage for review: <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>.

# Appendices

**APPENDIX A**

**Schedule A: Proposer Certification**

# SCHEDULE A

## PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie (the "County") and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County for the required services. The undersigned agrees and understands that the County is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (example on pp. [ ] of this RFP), and that it will be complete and acceptable to Erie County.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

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*Proposer Agency Name*

By:

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*Signature*

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*Name and Title*

**APPENDIX B**

**Schedule E – Erie County Equal Pay Certification**



**APPENDIX C**

**NYS Department of Environmental Conservation**

**NONPOINT SOURCE PLANNING GRANT**

**Coastal Storm and Erosion Risk Management Engineering Design Report Outline**

# NONPOINT SOURCE PLANNING GRANT



Department of  
Environmental  
Conservation

## Coastal Storm and Erosion Risk Management Engineering Design Report Outline

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Engineering design reports conceptual design report for qualifying projects for coastal storm risk management or coastal erosion management projects. Non-structural and nature-based measures are preferred to hard structural measures and will be given priority over hard structural measures. Hard structure measures should only be proposed in situations where an alternative analysis demonstrates that non-structural or nature-based features will not provide adequate risk reduction for a given location.

### Required Elements

- I. **Cover Page** (project title, owner, prepared by, professional's stamp, and date)
- II. **Executive Summary:** Provide an overview of the project's purpose (i.e., what will be accomplished by implementing this proposed project?)
- III. **Projective Objectives:** Describe goals and objectives for the proposed coastal storm risk management or coastal erosion management projects project. Please include the overall anticipated benefits that this proposed project will have on the community and how it will be effective at making the community more resilient to further extreme weather events brought about by climate change Indicate if this is a stand-alone coastal storm risk management or coastal erosion management project or if it is part of a larger mitigation initiative.
- IV. **Existing Conditions:** Include a detailed description of the current site conditions where the proposed project is located. Please include the following: (1) a project background description and history of the site, along with coastal erosion extent in the immediate and surrounding area; (2) a summary of the number and types of structures impacted; and (4) a summary of coastal erosion damages within the immediate and surrounding area.
- V. **Existing Conditions Graphic:** A site plan or diagram of the existing project site is required. It must include:
  - a. Engineer / Landscape Architect name; date and project title
  - b. North arrow / legend
  - c. Graphical scale (1 " = 10', 20', 30', 40', 50', 60' or 100')
  - d. Natural features located on site including wetlands, streams, steep slopes, and floodplains
  - e. Site features including streets, buildings, and/or other infrastructure
  - f. Site topography
  - g. Project location map / address (including nearest cross street)
  - h. Stormwater flowpath (also consider adjacent sites)
  - i. Nearest receiving waterbody
  - j. Location relative to the 100-year floodplain

k. Other site considerations (hotspots, brownfield remediation or other potential design issues at the site)

l. Location of any available boring logs, infiltration tests, or other subsurface investigations.

**VI. Project Description:** Provide a narrative that explains the proposed project and provides justification for the recommended coastal storm and erosion risk management project and why this project is being proposed. Please describe how this proposed project will mitigate coastal erosion and what specific area(s) will be benefitted as a result of implementing the proposed project. If this proposed project has been specifically identified and evaluated within another other type of study, please include all relevant project information. Any proposed hard structural measures must still incorporate nature-based features to the greatest extent possible. Projects proposing offshore structures such as groins, breakwaters or jetties must not adversely affect littoral drift and downdrift areas. Modeling must be conducted for offshore structures and demonstrate that sediment movement will still be maintained in and around the offshore structure(s)

**VII. Risk Evaluation:** Each Project must include an evaluation of the level of risk reduction that is necessary for the project area, and an alternative analysis to identify a plan that will provide the necessary risk reduction while preventing or minimizing negative impacts to natural systems and the environment. At a minimum, the alternatives below should be considered and evaluated:

- No-action alternative: Describe the outcomes if the proposed project is not undertaken
- Non-structural measures: Evaluate at least one alternative that adjusts the land use, footprint, and/or site design to avoid or minimize risks to public or private property and conserves natural features and processes that reduce risk over the project lifespan Applicants should consider options such as moving structures away from the shoreline to reduce their risk from flooding and erosion, reducing or adjusting the structure footprint, elevating structures, and incorporating a vegetated buffer between land use and natural features
- Nature-based features: If a non-structural solution is not feasible, evaluate at least one alternative that restores natural features or processes to the project site or uses nature-based features that mimic natural features and processes Applicants should consider options such as living shorelines, beach/dune nourishment, and bluff/bank re-grading with vegetative plantings.
- Hard structural measures: If none of the above alternatives are feasible, evaluate at least one hard structural alternative. These alternatives include things like groins, breakwaters, and revetments.

**VIII. Alternatives Analysis with cost estimates:** include any alternatives project(s) that were evaluated. Any proposed hard structural measures, such as seawalls, revetments, and breakwaters, must include a cost benefit analysis that demonstrates the public benefits clearly outweigh the long-term adverse effects to the natural systems and environment.

**IX. Anticipated Regulatory Approval and Permits** (list all that will apply, e.g. NYSDEC, CEHA, etc.). For projects requiring a permit, engineering designs must meet the minimum Coastal Erosion Management (CEHA) permit requirements, Tidal/Freshwater Wetlands requirements, Protection of Waters permit requirements, NY's Coastal Consistency requirements, or other State or Federal permit requirements, as applicable.

- X. Conceptual Site Plan:** A site plan or diagram of the project's conceptual design is required. It must include:
- a. Engineer / Landscape Architect name; date and project title
  - b. North arrow / legend
  - c. Graphical scale (1 " = 10', 20', 30', 40', 50', 60' or 100')
  - d. Location map
  - e. Natural and site features (wetlands, nearest waterbody, floodplains, steep slopes, streets, buildings, other infrastructure etc.)
  - f. Proposed floodplain creation/restoration/reconnection project location
  - h. Site grading (proposed conditions)
  - i. Other design considerations
- XI. Floodway Encroachment Analysis:** Projects within a regulatory floodway require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program. Guidance can be found at <https://www.dec.ny.gov/lands/24281.html>
- XII. Site Photographs:** Photographs that are representative of existing site conditions.

**APPENDIX D**

**EVALUATION REVIEW RATING SHEET**

**ERIE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY  
PROPOSAL REVIEW RATING SHEET**

**Design and Engineer Report Services to Identify Coastal Erosion Solutions for Wendt Beach Park  
FIRMS**

<b>ITEMS</b>					
A. <u>Qualifications</u>					
1. Licensed Firm	NNR				
2. Meets MWBE & SDVOB Goals	NNR				
3. Proposal Complete	NNR				
B. <u>Expertise/Experience</u>					
1. Special Expertise – Personnel	15				
2. Similar Projects	15				
C. <u>Understanding of Project</u>					
1. Evaluation of Scope of Services	25				
2. Experience with Funding Source (or similar source)	10				
3. Understanding of Nature-Based Solutions and Great Lakes Coastal Habitats	15				
D. <u>Price</u>					
1. Price for Project	20				
<b>TOTAL SCORE</b>	<b>100</b>				
<b>TOTAL PRICE</b>					
<b>Final Rank</b>					

NNR – No Numerical Rating

**APPENDIX E**

**MWBE Utilization Plan and SDVOB Utilization Plan**

**STAFFING PLAN**  
Please see instructions on page 2.



<b>Contract Number:</b>	<b>Reporting Entity:</b>	<b>Report includes Contractor's/Subcontractor's:</b> <input type="checkbox"/> Workforce to be utilized on this contract <input type="checkbox"/> Total workforce
<b>Contractor's Name:</b>		<input type="checkbox"/> Offeror <input type="checkbox"/> Subcontractor <b>Subcontractor's name</b> _____
<b>Contractor's Address:</b>		

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Total Workforce	Workforce by Gender			Workforce by Race/Ethnic Identification																				
		Total	Total	Total	White			Black			Hispanic			Asian			Native American			Disabled			Veteran		
		Male (M)	Female (F)	X (X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)
Officials/Administrators																									
Professionals																									
Technicians																									
Sales Workers																									
Office/Clerical																									
Craft Workers																									
Laborers																									
Service Workers																									
Temporary /Apprentices																									
Totals																									

<b>PREPARED BY (Signature):</b>	<b>TELEPHONE NO.:</b> <b>EMAIL ADDRESS:</b>	<b>DATE:</b>
<b>NAME AND TITLE OF PREPARER (Print or Type):</b>		Submit completed with bid or proposal MWBE 101 (Rev 01/2023)

**General instructions:** All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (MWBE 101) and submit it as part of the bid or proposal package. Where the workforce to be utilized in the performance of the State contract can be separated out from the contractor's and/or subcontractor's total workforce, the Offeror shall complete this form only for the anticipated workforce to be utilized on the State contract. Where the workforce to be utilized in the performance of the State contract cannot be separated out from the contractor's and/or subcontractor's total workforce, the Offeror shall complete this form for the contractor's and/or subcontractor's total workforce.

**Instructions for completing:**

1. Enter the Solicitation number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate workforce to be utilized on the contract or the Offerors' total workforce.
4. Enter the total workforce by EEO job category.
5. Break down the anticipated total workforce by gender and enter under the heading 'Workforce by Gender'
6. Break down the anticipated total workforce by race/ethnic identification and enter under the heading 'Workforce by Race/Ethnic Identification'. Contact the OMWBE Permissible contact(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the anticipated workforce under the appropriate headings.
8. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

**RACE/ETHNIC IDENTIFICATION**

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this form, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- **WHITE:** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **BLACK:** a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- **HISPANIC:** a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **ASIAN & PACIFIC:** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- **NATIVE INDIAN (NATIVE AMERICAN/ ALASKAN):** a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**OTHER CATEGORIES**

- **DISABLED INDIVIDUAL:** any person who:
  - has a physical or mental impairment that substantially limits one or more major life activity(ies)
  - has a record of such an impairment; or
  - is regarded as having such an impairment.
- **VIETNAM ERA VETERAN:** a veteran who served at any time between and including January 1, 1963 and May 7, 1975.
- **GENDER:** Male, Female, or X



# SDVOB UTILIZATION PLAN

Initial Plan     Revised plan    Contract/Solicitation # \_\_\_\_\_

**INSTRUCTIONS:** This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each NYS **Certified** Service-Disabled Veteran-Owned Business (SDVOB) under the contract. By submission of this Plan, the Bidder/Contractor commits to making good faith efforts in the utilization of SDVOB subcontractors and suppliers as required by the SDVOB goals contained in the Solicitation/Contract. Making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward SDVOB utilization. Attach additional sheets if necessary.

BIDDER/CONTRACTOR INFORMATION		SDVOB Goals In Contract
Bidder/Contractor Name:	NYS Vendor ID:	%
Bidder/Contractor Address (Street, City, State and Zip Code):		
Bidder/Contractor Telephone Number:	Contract Work Location/Region:	
Contract Description/Title:		

CONTRACTOR INFORMATION			
Prepared by (Signature):	Name and Title of Preparer:	Telephone Number:	Date:

Email Address:

***If unable to meet the SDVOB goals set forth in the solicitation/contract, bidder/contractor must submit a request for waiver on the SDVOB Waiver Form.***

SDVOB Subcontractor/Supplier Name:	
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Please identify the person you contacted:	Federal Identification No.:	Telephone No.:
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Address:	Email Address:
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Detailed description of work to be provided by subcontractor/supplier:

Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ \_\_\_\_\_ or \_\_\_\_\_%

SDVOB Subcontractor/Supplier Name:	
------------------------------------	--

Please identify the person you contacted:	Federal Identification No.:	Telephone No.:
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Address:	Email Address:
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Detailed Description of work to be provided by subcontractor/supplier:

Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ \_\_\_\_\_ or \_\_\_\_\_%

## FOR DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) USE ONLY

DEC Authorized Signature:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted as Noted	<input type="checkbox"/> Notice of Deficiency
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NAME (Please Print):	SDVOB %/\$ _____	Date Received:	Date Processed:
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Comments:

**NYS CERTIFIED SDVOB SUBCONTRACTOR/SUPPLIER INFORMATION:** The directory of New York State Certified SDVOBs can be viewed at: <https://online.ogs.ny.gov/SDVOB/search>

**Note: All listed Subcontractors/Suppliers will be contacted and verified by the DEC.**

# ADDITIONAL SHEET

Bidder/Contractor Name:	Contract/Solicitation # _____
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SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			

Please document all good faith efforts to date and detail any ongoing good faith efforts below.

