

<b>RFP Name</b>	Wetland Delineations and Endangered Species Habitat Studies
<b>Date Issued</b>	March 3, 2026
<b>Contact Person</b>	Alexa Cretti, <i>Operations Manager</i>  Rebuilding Together Saratoga County 132 Milton Avenue Ballston Spa, NY 12020
<b>Contact Info</b>	<a href="mailto:alexa@rtsaratoga.org">alexa@rtsaratoga.org</a> ; 518-587-3315x102
<b>Submittal Accepted Until</b>	March 17, 2026 at 4:00 PM
<b>Please submit to:</b>	proposals@rtsaratoga.org

## **INTRODUCTION**

---

### *Organization Description*

Rebuilding Together Saratoga County (RTSC) uses federal, state, local, and private funds to help low-income homeowners maintain their homes in Saratoga, Warren, and Washington counties. When qualified homeowners are not capable of making needed repairs or accessibility modifications, RTSC will coordinate the volunteers, contractors, tools, and supplies necessary to fix the homes. These services are provided at no cost to the homeowner. We focus our efforts on older adults, individuals living with disabilities, active and retired members of the armed services, and families with children, tailoring services to meet the needs of each individual homeowner.

### *Federal Funding Requirements*

This RFP is funded in whole or in part with federal funds. All vendors must comply with federal procurement standards.

### *Projected Project Volume*

RTSC anticipates approximately 20-30 units to require these services over a two-year period.

### *Payments for Services*

Payment will be made by check from Rebuilding Together Saratoga County within 30 days of receipt of invoice and deliverables for each service, with efforts made to expedite payment when possible.

## **ELIGIBILITY**

---

The firm/contractor must:

1. Capability and experience in providing wetland delineation services and habitat surveys in accordance with New York State Department of Environmental Conservation (NYSDEC) requirements
2. Required licenses and certifications to provide the specified services
3. Carry a minimum of \$1,000,000 in general liability and a workers compensation policy. (See note in Proposal Requirements, Selection & Award Process)

## **SCOPE OF SERVICES/DELIVERABLES**

---

RTSC is seeking proposals from firms/contractors to conduct wetland delineations and endangered species habitat studies at residential sites.

### Wetland Delineation

1. Determine and document exact location(s) of all onsite or nearest wetlands
2. Classify all identified wetlands (State, Federal, or both) and describe the physical and biological characteristics of each wetland area (vegetation, hydrology, soil types, etc.)
3. Determine if provided work scope for the site will occur in or directly affect the identified wetlands
4. Assist with communications between Rebuilding Together Saratoga County and the New York State Department of Conservation to facilitate permitting, when required

### Endangered Species Habitat Study

5. Perform searches of relevant state/federal databases (New York State Department of Environmental Conservation EAF Mapper, U.S. Fish and Wildlife Service IPaC, etc.)
6. Conduct a site survey and desktop research to document existing conditions and determine the presence or suitability of habitats related to applicable endangered species
7. Determine if provided work scope for the site will affect endangered species, if identified
8. Provide a report that includes determinations/findings, appropriate maps, and other applicable information.

Reports are expected to be delivered within 10 business days of project assignment.

## **PROPOSAL REQUIREMENTS, SELECTION & AWARD PROCESS**

---

All proposals **must** include the bid proposal cover sheet (enclosed) and other required documents in the requested order.

Proposals will be evaluated based on the following criteria.

1. Cost
2. Firm/Staff qualifications
3. Response and turnaround time frame
4. MWBE, SVDOB or Section 3 Status
5. Capacity to deliver services within the service area

The firm/contractor with the highest resulting score will be offered a 2-year contract, contingent upon available funding. Rebuilding Together Saratoga County reserves the right to reject all bids.

Upon execution of the contract, the selected firm/contractor shall provide a Certificate of Insurance (COI) naming Rebuilding Together Saratoga County, State of New York State, and New York State Housing Trust Fund Corporation as Additionally Insured parties. This coverage must remain in effect for the duration of the contract.

Questions should be addressed to or call 518-587-3315 ext. 102.

## **PROPOSAL SUBMISSION**

---

Proposals are due by 4:00 PM on March 17, 2026. Please submit your proposals to [proposals@rtsaratoga.org](mailto:proposals@rtsaratoga.org).

## **AWARD ANNOUNCEMENT DATE**

---

An award announcement is expected by 4:00 PM on March 31, 2026.

## **EQUAL OPPORTUNITY AND FAIR SOLICITATION**

---

Rebuilding Together Saratoga County (RTSC) is dedicated to maximizing economic opportunities for all community segments. To support this goal, RTSC actively solicits proposals from, and encourages partnerships with:

- Minority and Women-owned Business Enterprises (M/WBE)
- Service-Disabled Veteran-Owned Businesses (SDVOB)
- Businesses meeting HUD's Section 3 status requirements.



Our goal is to actively promote economic opportunities for all segments of our community.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NON-DISCRIMINATION**

RTSC operates in full compliance with all federal, state, and local Equal Employment Opportunity (EEO) and Fair Housing regulations. We uphold a strict non-discrimination policy that applies to all employment practices and activities associated with this contract, prohibiting discrimination based on, but not limited to, race, color, religion, sex, national origin, age, or disability.

**COMPLIANCE CERTIFICATION**

By submitting a proposal in response to this solicitation, the bidder certifies that it currently adheres to, and will require its subcontractors to adhere to all federal, state, and local laws governing:

- Equal Employment Opportunity (EEO)
- Fair Housing regulations
- Non-discriminatory business and employment practices.

---

**ENCLOSURES/ATTACHMENTS**

---

- Bid Proposal Cover Sheet
- Non-Collusive Statement

*(page left intentionally blank)*

## Bid Proposal Cover Sheet

<b>Summary of Qualifications, Pricing, Delivery</b>		
<b>RFP Name</b>	Wetland Delineations and Endangered Species Habitat Studies	
<b>Business Name</b>	_____	
<b>Cost of Services</b> (should include all staff time, travel fees, equipment and administrative fees)		
Scope of Service	Lump Sum Price (PER SITE/UNIT)	Not Applicable
Wetland Delineation		<input type="checkbox"/>
Endangered Species Habitat Study		<input type="checkbox"/>
<b>Report Turnaround Time</b>	_____ days (maximum)	
<b>Is this business any of the following:</b>	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB <input type="checkbox"/> Section 3	
<b>Counties you serve:</b>	<input type="checkbox"/> Saratoga <input type="checkbox"/> Warren <input type="checkbox"/> Washington Comments: _____ _____ _____	

\*Continued on next page\*

<b>Company Overview and Contact Details</b>	
<b>Business Address</b>	_____ _____ _____
<b>Business Phone Number</b>	(____)____-_____
<b>Owner's Name</b>	_____ _____
<b>Point of Contact Name (leave blank if Owner)</b>	_____ _____
<b>Point of Contact Email</b>	_____ _____

<b>Required Documents (please attach in order)</b>	
<input type="checkbox"/>	Copies of General Liability and Workers Compensation
<input type="checkbox"/>	Copy/Copies of Firm/Staff's Qualifications
<input type="checkbox"/>	Signed Non-Collusive Bidding Agreement (attached)

## NON-COLLUSIVE BIDDING CERTIFICATION

The undersigned contractor certifies, under penalty of perjury, that:

- The bid price was independently arrived at without collusion or consultation with any other bidder or with any competitor or potential competitor.
- The bid was not disclosed, prior to the opening of bids for the projects, to any other party including other bidders, competitors, or potential competitors or their representatives.
- No attempt was made to induce any other person, partnership or corporation to submit or not submit a bid.
- The bid is a true and accurate bid submitted on behalf of the undersigned, and not a bid submitted for the benefit of another contractor, with the intent of assigning the role of general contractor to another party.

The undersigned is fully informed of the contents of this certification and understands that failure to comply with non-collusive bidding requirements is a violation of law, and that such violations will subject the undersigned to substantial civil and criminal penalties.

Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_