



**NYS Canalway Water Trail
Request for Proposals
CONSULTANT TO DEVELOP AN ORGANIZATIONAL FRAMEWORK FOR AN
ADOPT THE WATER TRAIL STEWARDSHIP PROGRAM
Release: June 22, 2020**

The Erie Canalway Heritage Fund, Inc. (Erie Canalway), the not-for-profit partner of the Erie Canalway National Heritage Corridor, is seeking written proposals from a qualified consultant (Consultant) to develop an organizational framework for an Adopt the Water Trail Stewardship Program for the NYS Canalway Water Trail. A specific plan for Montgomery County will be a component of the larger project. The Water Trail includes 450 miles of the Erie, Cayuga-Seneca, Champlain and Oswego canals.

The Adopt the Water Trail Stewardship Program's goals are to:

- increase use and improve access;
- encourage understanding and commitment to the distinct sense of place;
- preserve the historic, natural and scenic beauty of the NYS Canalway Water Trail;
- establish a system for monitoring and communicating water trail conditions;
- improve safety and enjoyment for water trail users; be sustainable over time.

Potential Consultants will use these guiding principles in the development of their Stewardship Program proposal: 1) Volunteerism; 2) Environment; 3) Heritage/Education; 4) Community; 5) Wellness; and 6) Sustainability. The Consultant will develop volunteer parameters and logistics for the Program and identify roles and responsibilities of various partners.

Written proposals with proposed costs and a schedule of deliverables must be received by **4pm on Friday, July 22, 2020.**

Background

The mission of the Erie Canalway National Heritage Corridor is to plan for, encourage and assist historic preservation, conservation, recreation, interpretation, tourism, community development throughout the Corridor in a manner that promotes partnerships among the Corridor's stakeholders, and reflects, celebrates and enhances its national significance.

The NYS Canalway Water Trail encompasses more than 450 miles of navigable waterways. Erie Canalway promotes the NYS Canalway Water Trail as a world-class tourist and recreation destination, showcases and preserves the region's cultural history and offers educational experiences for area schools and visitors. See our website for more information: www.eriecanalway.org/explore/watertrail

Proposal Requirements

Consultant(s) should submit a proposal that outlines an approach to establishing an Adopt the Water Trail Stewardship Program, addressing items such as program framework, roles and responsibilities, outreach, training, communication, and benefits to volunteers.

The proposal should include an overall project work plan, a schedule of deliverables, and an estimate of costs. Collateral materials such as text or mock-up of a program flyer or brochure may be included. An outline or framework for an online component of the program on Erie Canalway's website may also be included.

The proposal will need a separate county-specific framework for Montgomery County, consistent with development of the Corridor-wide program. See Appendix B for additional information.

Budget

This is a fixed-price contract not to exceed \$30,000 including all consultant fees, subcontractor fees, travel and other expenses.

Contract Term

Work will begin in August 2020 and conclude no later than December 31, 2020.

Proposal Format

Each proposal should include the following for consideration:

- 1) Cover Letter
- 2) Executive Summary
- 3) Proposal
- 4) Budget
- 5) Schedule
- 6) Resume(s) or Statement of Qualifications
- 7) Samples of previous relevant work

Erie Canalway will assist the selected Consultant with data on access sites, facilities, locks, parks, and historic sites. The Consultant will be provided with the *NYS Canalway Water Trail Guidebook and Map Set*, published in March 2019. Erie Canalway can help identify stakeholders, organizations and groups for outreach (see Appendix A). Additional contacts and resources can be provided upon request.

Travel within the Erie Canalway National Heritage Corridor may be included and should be clearly identified in the proposal budget.

The proposal should be submitted in PDF format into a single file of less than 10MB.

Those certified by NYS as Minority or Women Owned Business Enterprises are encouraged to submit proposals.

The Consultant shall state, in all solicitations or advertisements for employees, that, in the performance of the contract, all qualified applicants shall be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Proposal Selection

Erie Canalway will select a consultant that provides the best overall value, determined by, among other factors, the most reasonable and responsible cost, a realistic schedule of deliverables, the applicant's experience, integrity and demonstrated project understanding. Erie Canalway reserves the right to select more than one consultant or no consultant at all.

Schedule of Key Events

2020

June 22 – Release of RFP

July 22 – RFPs must be received by Erie Canalway by 4pm

July 31 – Anticipated proposal selection

Once a contract is signed, the Consultant will begin work immediately and conclude no later than December 31, 2020.

Submission of Proposals

Bids must be postmarked or emailed to the Erie Canalway Heritage Fund, Inc. office no later than 4pm on July 22, 2020.

No faxed submissions will be accepted.

Send by US Post Office:

Erie Canalway Heritage Fund, Inc.

Attn: Mona Caron

PO Box 219

Waterford, NY 12188

FedEx, or UPS:

Erie Canalway Heritage Fund, Inc.

Attn: Mona Caron

1 Delaware Avenue

Cohoes, NY 12047

Email and Contact Information:

Mona Caron, Program Manager

mona_caron@partner.nps.gov

518-237-7000 x204

518-429-9068

APPENDIX A

Erie Canalway National Heritage Corridor and NYS Canalway Water Trail:

<https://www.eriecanalway.org/explore/watertrail>

<https://www.nycanalmap.com>

Key Partner Resources

- **American Canoe Association:** www.americancanoe.org
- **Montgomery County Business Development Center:** www.montgomerycountyworks.com
- **NYS Canal Corporation:** www.canals.ny.gov
- **NYS Department of Environmental Conservation:** www.dec.ny.gov/lands/109323
- **National Park Service:** www.nps.gov/subjects/nationaltrailssystem/national-water-trails-system
- **Parks & Trails NY:** www.ptny.org

Additional Resources

- **American Trails:** www.americantrails.org
- **Northern Forest Canoe Trail:** www.northernforestcanoetrail.org/stewardship
- **Maine Island Trail Association:** www.mita.org
- **Michigan Water Trails:** www.michiganwatertrails.org
- **Michigan Water Stewardship Program:** www.miwaterstewardship.org
- **River Management Society:** www.river-management.org

Selected Articles

Getchell, Dave. "What is a Water Trail? The History of the Water Trail Systems" *River Voices*.
www.rivernet.org.

River Management Society. "An Economic Argument for Water Trails." *River Management Society*.
www.americantrails.org/resources/an-economic-argument-for-water-trails.

Selected Text

Getchell, Dave. *North American Water Trails: A Guide to Establishing and Maintaining Recreational Waterways on Fresh and Salt Water*. North American Water Trails. 2000.

Appendix B

Excerpted from Press Release (12/19/2018):

Montgomery County Receives \$3.6 Million in Economic Development Grants

Mohawk Valley Awarded \$85.4 Million During REDC Awards, Named "Top Performer"

Funded projects in Montgomery County were as follows:

Montgomery County was awarded \$148,740 for the Kayak Share Project. Montgomery County will work cooperatively with Fonda, St. Johnsville, Canajoharie, and Amsterdam to create recreational opportunities along the Mohawk River by installing long and short-term kayak storage and an ADA accessible floating launch. The project will also include the development of the Ticket to Paddle Program; Water Trail Ambassadors Program and a Water Trail Signage Plan for Montgomery County. This project will further implementation of the Amsterdam and Western Montgomery LWRPs.