



Cornell Cooperative Extension of Ulster County
REQUEST FOR PROPOSALS
Streamside Plein Air Painting Event for Residents
of the Ashokan Reservoir Watershed

Cornell Cooperative Extension of Ulster County ([CCEUC](#)) is seeking creative proposals from artists and art instructors for a streamside Plein Air (outdoor) painting program to be held between July and October 2024. The one-session program will be offered in the Ashokan Reservoir watershed as part of the Ashokan Watershed Conference. The 2024 Ashokan Watershed Conference is a diverse series of events with the unifying theme of “Conservation Through Connection.” The conference objectives are to provide opportunities for people to build deep bonds with streams and to remove financial and cultural barriers to activities that enable emotional connection.

The plein air program must lead participants through an introductory level plein air painting experience with a stream scene as the subject. Specialized attention should be paid to painting stream features, stream ecology, and/or themes of conservation and management. Proposers (instructors) have considerable flexibility in program design and are encouraged to submit novel ideas that encourage people to build deep bonds with the Catskills environment through artistic expression. The selected instructor will work with CCEUC to develop a final program scope of work that aligns with the creative vision of the instructor and the mission of the Ashokan Watershed Stream Management Program ([AWSMP](#)). The instructor should be prepared to work with a CCEUC educator to integrate educational content about streams into the painting program.

CCEUC participates in the AWSMP, a collaboration between CCEUC, Ulster County Soil and Water Conservation District and the New York City Department of Environmental Protection (NYCDEP). The NYCDEP provides funding to CCEUC to deliver education programs in support of stream and floodplain management.

For more information on the AWSMP, visit: www.ashokanstreams.org.

For more information on Cornell Cooperative Extension of Ulster County, visit:
<http://ulster.cce.cornell.edu>

How to Apply:

Please submit an electronic proposal and quotation to Sophie Grant at sag327@cornell.edu by **Monday, March 25 at 5:00 p.m.**

This RFP will be posted on our website at: <https://ashokanstreams.org/request-for-proposals-plein-air-painting-program/>. Proposers may discuss their program with CCEUC staff before submitting a proposal to obtain guidance on the most appropriate program. See Application Assistance below.



Selection Schedule:

Please check the AWSMP website for the most current dates and information at:

<https://ashokanstreams.org/request-for-proposals-plein-air-painting-program/>. The anticipated selection schedule is as follows:

- **Proposal Due Date:** Monday, March 25 by 5:00 pm
- **Proposal Review Period:** March - April
- **Award Announced:** Proposers will be notified on or around April 15.
- **Anticipated Project Start Date:** Around May 15 depending on Implementation of a service agreement with CCEUC.

Project Description:

The Streamside Plein Air Painting event will instruct 10-40 participants (final group size determined by consultant and availability of supplies) to paint a stream scene, giving ample room for individual artistic expression, while located on a stream bank. The event is intended to serve as an introduction to landscape/nature painting. Educational messages about streams will be weaved into the painting lesson.

CCEUC will determine an appropriate streamside event location in consultation with the instructor. CCEUC will handle event logistics, including advertising and registration, and event evaluation. CCEUC will obtain landowner agreements and access permits for event sites as needed. Participants will be expected to arrive prepared to spend several hours outdoors and adhere to safety protocols. CCEUC will coordinate logistics with registrants and ensure participants are adequately prepared.

The instructor must be able to lead a painting lesson while in an outdoor setting. The instructor must be willing to work closely with CCEUC to develop educational messages that align with the mission of the AWSMP.

Event Location:

The [Ashokan Reservoir watershed](#) is in western Ulster County and a portion of southern Greene County. The reservoir's drainage basin is 255 square miles and consists of 95% forested land. The event will be held outside along a stream within the watershed. Possible event locations would be flat riparian sites near the Esopus or a tributary. The event may be held on either private property or a public park. CCEUC and the selected instructor will work together to determine the final event location.

For reference, the AWSMP Office is located at 3130 NY-28, Shokan, NY 12481.

Event Schedule and Length:

The program is intended to be a half day (approximately 4 hour) event. The program will be held in the morning to avoid afternoon heat. CCEUC will plan a second date if need to reschedule in the event of poor weather. Final date of the event will be determined by CCEUC and the selected instructor in the timeframe of May to October.



Scope of Work:

The proposer may suggest additions and improvements to the anticipated scope of work below based on experience and expertise. Optional tasks with associated cost information provided in the Budget may be included in the proposal.

- Teach a group of approximately 10-40 participants introductory painting methods in an outdoor environment.
- Collaborate with a CCEUC Educator to weave relevant scientific messaging such as stream features (ex. riffles, runs, pools), stream ecology (ex. food webs, macroinvertebrates, fish, riparian wildlife), sediment, and/or riparian vegetation within the painting lesson. The instructor has freedom to explore these options or options not listed here.
- Attend four, pre-event planning meetings with CCEUC to develop the event logistics and educational language being used within the program. One in-person meeting will be held at the AWSMP office in Shokan and a second at the event site location. Plan for two phone coordination meetings.
- Prepare a supplies and materials list for the event. NOTE: CCEUC does not have art easels or the ability to purchase art easels for this event. Proposers should include how many art easels will be needed for the event (or if an alternative will be used). If the proposer has access to easels, please note how many. If the proposer suggests the rental of art easels, provide a list of known vendors from which easels may be rented.
- Complete all administrative requirements, including: submission of a W-9 form, execution of an instructor agreement, and submission of a final invoice with backup documentation. See Contractual Requirements below.
- Adhere to all safety protocols implemented by CCEUC during event delivery.
- Allow CCEUC to use instructor name, biographical information, and instructor's image for advertising and marketing purposes by signing a Media Liability Waiver (see **Exhibit 1**).

Evaluation Criteria:

Proposals will be evaluated and scored for creativity of the program, reasonableness of costs, event outline and outcomes, feasibility, and instructor qualifications. Proposers that include a detailed event outline with relevant educational points will receive additional merit on scoring.

Contractual Requirements:

This project requires execution of an instructor agreement. Payment will be made on a lump sum basis. Before responding to this solicitation, carefully review the following information on project insurance requirements. PLEASE REVIEW CAREFULLY: For proposals exceeding \$1,000 (One Thousand) Dollars, CCEUC requires the consultant to provide proof of insurance in the amounts set forth in **Exhibit 2**.

Application Assistance:

For questions about this RFP, insurance or contracting, please contact Sophie Grant via e-mail at sag327@cornell.edu. To discuss potential programs and obtain assistance with scoping the program, contact Max Kelly via e-mail at mk2397@cornell.edu.

Cornell Cooperative Extension Ulster County



Submission Guidelines:

Provide a proposal with the following minimum components:

- Description of tasks that will be completed.
- Event outline: Provide a basic program agenda.
- Event Budget: Provide an estimated budget that itemizes total instruction and project coordination costs, supply purchases and/or rentals, total travel costs, and any administrative costs. Provide an estimated budget for optional tasks and/or supplies that can be provided by the proposer.
- Qualifications: Provide a description of instructor qualifications related to the delivery of this event. Include work samples of a similar project for review and other proof of expertise. A resume or CV may also be included.
- Insurance Coverage: Indicate whether the required insurance specifications can be met and on what date.

Exhibits:

Exhibit 1 – Media Liability Waiver

Exhibit 2 – Insurance Specifications



Exhibit 1 – Media Liability Waiver

Participant Waiver for Plein Air Painting Program, 2024 Ashokan Watershed Conference

I, _____ (print name) the undersigned hereby apply to participate in the program above to be conducted in cooperation with Cornell Cooperative Extension Association of Ulster County (“CCE”) and I acknowledge as follows:

I fully understand and acknowledge that there are inherent risks and dangers in my participation in the above activities and my participation in said activities and use of any equipment or materials related to such activities may result in my injury, illness or death and damage to or loss of personal property. I understand other participants, accidents, forces of nature or other causes may cause these risk and dangers and I hereby fully acknowledge and accept these risk and dangers.

I understand CCE has put in place preventative measures to reduce the spread of COVID-19; however, CCE cannot guarantee that I will not become infected with COVID-19. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed by participating in CCE programs.

I attest that I have read the rules and agree to abide by them. I am in good health and I am at or above the minimum age of 8 required to participate in this activity, and I am able to participate in any strenuous physical activity associated therewith.

I herewith release, forever discharge and waive any right of recovery or subrogation against Cornell Cooperative Extension, its officers, directors, employees and volunteers from any and all liability whatsoever for any illness or injury, including death or damage to or loss of my personal property that I may sustain while I am participating in this program. This shall be binding on my heirs, successors, assigns, administrators and executors. Any claims or disputes arising out of my participation in the activity shall first be submitted to arbitration and/or be venued in the Supreme Court of the State of New York of the sponsoring County Association, the choice of which shall be at the sole discretion of CCE.

I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record of this event for any legitimate purpose and:

- I do consent to the use or reproduction of images taken of myself.
- I do not consent to the use or reproduction of images taken of myself.

Print Full Name: _____

Signature: _____

Date: _____



Exhibit 2 – Insurance Specifications

Insurance Schedule

Identified Insurance means those insurance policies identified in the chart below. Identified Insurance requirements may be modified in a Statement of Work.

Vendor shall (and shall cause each of its subcontractors to) comply with the requirements set forth in this Insurance Schedule. All further references to “Vendor” herein are intended to include Vendor and its subcontractors.

Vendor shall, at its own expense, maintain at all times during the Term the following Identified Insurance, each to be written by insurers with AM Best’s Ratings of A or higher in good standing and qualified to do business in each jurisdiction where the work is performed.

Insurance	Minimum Limits
Workers Compensation and NYS Disability	Statutory limits as Required by Law. If No Employees, INITIAL HERE _____
Commercial General Liability ¹	\$1,000,000 Per Occurrence \$2,000,000 Products and Completed Operations Agg. \$2,000,000 General Aggregate
Automobile Liability - Covering Owned (If any), Hired, and Non-Owned. IF No OWNED Autos, must have Hired & Non - Owned	\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage

¹ Such limits may be provided through a combination of umbrella and primary policies, in form no less broad than a standard ISO CG 00 01. Such insurance shall include products-completed operations coverage with a limit of no less than \$1,000,000 per occurrence.

² If coverage is written on a claims-made basis, any retroactive date shall be no later than the effective date of this Agreement; and continuous coverage shall be maintained, or an extended discovery period will be exercised for a period of two years beginning from the time that services under this Agreement are completed. Coverage shall include defense costs and shall apply to liability arising from Vendor’s, acts, errors, and/or omissions.

Other Insurance Provisions

- The Identified Insurance shall include the following provision on the Commercial General Liability and Umbrella insurance policies to name the following as additional party insureds (*Additional Insureds*), covering all the activities of Vendor with respect to the performance of this Agreement:

“The City of New York, including its officials and employees, and Cornell Cooperative Extension of Ulster County, its officers, directors, employees and agents are hereby named as Additional Insured”

Cornell Cooperative Extension Ulster County



2. The Identified Insurance shall also:
 - a. require us to be notified in writing at least thirty (30) days prior to cancellation of or any material change in the policy;
 - b. be primary to insurance maintained by us or our affiliates (and insurance maintained by us and/or our affiliates shall be non-contributory to such insurance);
 - c. endorsed to waive rights of recovery by subrogation in favor of us and our affiliates; and
 - d. in the case of policies or provisions relating to products, completed operations and professional liability, survive termination or expiration of this Agreement.
3. Vendor shall furnish to us upon request certificates of insurance evidencing all Identified Insurance (including without limitation, an Acord form) and, at least thirty (30) days prior to the expiration of a policy, certificates evidencing additional or renewal policies.
4. All Identified Insurance shall be written on an occurrence basis except for Vendor's professional liability insurance, which may be written on a claims-made basis. Any deductibles or self-insured retentions shall be the sole responsibility of Vendor, and coverage shall apply for the benefit of us and all additional parties insured as if no deductible or self-insured retention applied.
5. To the fullest extent allowed by law, Vendor hereby waives all rights of recovery in favor of the Additional Insureds and the Indemnitee.
6. Vendor shall bear the risk of loss with respect to any owned, leased, rented, or borrowed vehicles, equipment, data, tools, or other personal property. Vendor shall bear the risk of loss with respect to any of its expenses or loss of income.
7. The insurance required herein shall be written for not less than minimum amounts or greater if required by law, except that if Vendor procures any policy limits greater than the amounts required herein, then the higher limits shall apply as though stated and required herein.

Vendor Full Legal Name, Entity: _____

(NEEDS TO MATCH INSURED NAME ON CERTIFICATE OF INSURANCE)

Signature: _____

Name: _____

Title: _____