



**Cornell Cooperative Extension of Ulster County**  
**REQUEST FOR PROPOSALS**

**How to Apply Stream Assessment Data to Stream Restoration Workshop**

**Date:** June 12, 2026

**Proposal Submission:** Cornell Cooperative Extension Ulster County  
PO Box 667  
Shokan, NY 12481

Submit electronically to: [laz5@cornell.edu](mailto:laz5@cornell.edu)

**Submission Date:** Wednesday, July 8, 2026

**Contact Persons:** Project Management:  
Max Kelly, AWSMP Stream Educator  
Cornell Coop. Ext. of Ulster County  
[mk2397@cornell.edu](mailto:mk2397@cornell.edu)

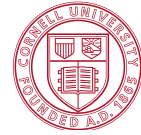
Contracting:  
Leslie Zucker, AWSMP Program Leader  
Cornell Coop. Ext. of Ulster County  
(845) 688-3047, Ext. 102  
[Laz5@cornell.edu](mailto:Laz5@cornell.edu)

It is the responder's responsibility to read the RFP specifications below.

**Purpose:** Cornell Cooperative Extension of Ulster County ([CCEUC](#)) is seeking proposals and quotations for the development and delivery of a two-day, in-person training for stream assessment and stream restoration professionals working in the Catskills-Delaware portion of the NYC Drinking Water Supply Watershed. The training will be offered by the Ashokan Watershed Stream Management Program ([AWSMP](#)). Training delivery is anticipated in November or December 2026.

**Project Description:** The training will take place over two consecutive days at a location to be determined in either western Ulster County or eastern Delaware County in New York State. CCEUC will determine the exact location and work with the selected consultant to determine a training date in November or December 2026. CCEUC expects an attendance of approximately 20 participants, including stream assessment coordinators, stream technicians, and stream restoration project managers working in the NYC Drinking Water Supply Watershed in portions of Ulster, Greene, Delaware, and Sullivan counties. This is a mountainous region with generally high sediment load and transport. The stream management programs operating in the Catskills

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typically use a naturalized approach to stream restoration informed by reference conditions and natural features to achieve self-sustaining stable conditions as much as feasible given site constraints and available information. Local stream managers tend to be familiar with methods developed by Dave Rosgen ([Rosgen](#), 1996) via training programs offered by the stream management programs or attendance of Wildland Hydrology trainings. Stream restoration designs are developed by engineers employed by county Soil and Water Conservation Districts or engineering firms hired by stream management programs (see <https://catskillstreams.org>).

This training is intended to build the technical skills and understanding of stream managers working in the NYC Watershed to better enable them to review and interpret collected stream assessment data for understanding stream conditions, and in particular sediment dynamics through a study reach. The course should provide a practical understanding of how stream assessment data is used in stream restoration design and design review.

The training will provide a foundational knowledge of sediment transport, discharge, roughness, and other fluvial geomorphology calculations to aid in practical applications during stream restoration design and design review. The material should emphasize the mathematical basis for stream restoration design decisions including sediment transport, shear stress, and methods of calculating discharge.

Data from Catskill streams will be provided to participants to practice skills such as detecting geomorphic change, selecting the correct equations, identifying relevant sediment transport parameters, and reviewing stream restoration design.

Applications should indicate if the course may be eligible for New York Professional Engineer (PE) Professional Development Hours (PDH).

The proposer should be prepared to meet NYC administrative requirements implemented by CCEUC. See the **Contract Requirements** section below.

For more information on the AWSMP, visit: [www.ashokanstreams.org](http://www.ashokanstreams.org).

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

### **How to Apply:**

Submit an electronic proposal and quotation to Leslie Zucker at [laz5@cornell.edu](mailto:laz5@cornell.edu), by **Wednesday, July 8, 2026**. If submitted in person, proposals must be received no later than 4:30 p.m. on July 8 at the Ashokan Watershed Stream Management Program Office, 3130 Route 28, Shokan, NY, 12481.

### **Project Timeline and Anticipated Schedule:**

- **Submit Proposal Questions:** June 24, 2026
- **Question Responses Posted Online:** June 29, 2026
- **Proposal Due Date:** July 8, 2026
- **Award Announced:** July 22, 2026

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- **Contract Execution and Project Start:** August 12, 2026
- **Training Date:** November or December 2026

Submit all proposal questions to Leslie Zucker at [laz5@cornell.edu](mailto:laz5@cornell.edu).

The RFP and responses to submitted questions will be posted at:  
<https://ashokanstreams.org/projects-and-funding/>

### **Project Deliverables and Scope:**

#### *Project Coordination*

The training will be delivered in collaboration with AWSMP staff. The Consultant will submit training materials to CCEUC for periodic review of the materials as they are progressing and will incorporate mutually agreed-upon feedback. The review timeline will occur at regular intervals with the final review meeting to be completed no less than three weeks prior to the training. CCEUC will provide a secure online file sharing space for project coordination and materials. Consultant should propose a total of 4-5 virtual meetings with AWSMP staff prior to the training to develop the training content and specifics of the exercises. This includes developing the agenda, training content, and specifics of exercises and handouts by incorporating AWSMP review comments.

CCEUC will handle facility and catering arrangements and training logistics, including advertising the training, registering participants, and workshop evaluations. If software with license agreements is used, the consultant will provide licenses or trial versions. Participants will be responsible for bringing their own laptops.

#### *Curriculum Development & Delivery*

The training should be led by an experienced fluvial geomorphologist, engineer, or environmental scientist with proven experience in stream restoration. The training must include interactive lectures, realistic classroom exercises that practice skills/theories taught in the lectures, and exercises that expose participants to situations likely to be faced when reviewing stream assessment data for restoration design.

The training should focus on building foundational knowledge needed to interpret stream assessment data and on practical applications during review of stream restoration design. The training should include (but is not limited to) topics listed in the session module table below.

#### Example Material

CCEUC understands that it may be difficult to cover all the topics provided below on a two-day agenda. Applicant should propose what is feasible and most effective to cover for a two-day training. Consultants should propose teaching the topics within blocks and what specifically will be covered in each block. CCEUC will work with the applicant to refine the program and finalize



which blocks will be included on the program. Applicant should propose how material is nest ordered. CCEUC will consider topics that are not covered in the list below.

*Session module table:*

Module	Technical Topics Covered	Practical Exercise
<b>Module 1:</b> Geomorphic Trajectory	Detecting change between surveys; shifts in sediment size distribution; determining reach stability; Pebble and bar count interpretation	<b>Exercise 1:</b> Analyze survey data to identify trajectory and stability concerns
<b>Module 2:</b> Sediment Transport & Hydraulics	Regional regression and StreamStats; shear stress and critical shear stress; flow equations; roughness sediment rating curves; stream power; bedload and suspended sediment;	<b>Exercise 2:</b> Identify and defend the correct equations for a stream restoration design
<b>Module 3:</b> Hydrologic Calculations	Gage analysis; discharge in ungaged reaches; flood frequency analysis	<b>Exercise 3:</b> Review a culvert/bridge design to ensure it does not aggrade or degrade
<b>Module 4:</b> Restoration Design and Design Review	Reference reach selection in the Catskills; critical design review for sediment continuity; design review decisions	<b>Exercise 4:</b> Review a stream restoration design

The following is an example agenda for a two-day workshop. Consultants are encouraged to submit the most effective agenda that meets all learning objectives, even if the agenda differs from the example below.

*Example Agenda:*

Day 1 – Make your Assessment Data Work for You

- Training Introduction (1 hour)
  - o Registration, breakfast, welcome & introductions (CCEUC)
  - o Introductions and course background (CCEUC)
  - o Overview of training objectives, structure, and schedule
  - o The big picture – the importance of stream assessment for stream restoration
    - The role of cross sections, longitudinal profiles, pebble counts, and bar samples in restoration design
- Module 1: Geomorphic Trajectory (3 hours)
  - o Methods to detect change between surveys and understanding overall trajectory
  - o Sediment size distribution
    - What do pebble counts and bar samples teach us about the status of the stream?



- How are sediment size distributions used in sediment transport modelling
- How to assess reach stability using survey data
- Quick methods to observe if a stream is aggrading, degrading, and what this means for restoration design
- **Exercise 1:** Analyze survey data to identify trajectory and stability concerns
- Module 2: Hydraulics and Sediment Transport (2 hours)
  - Review of discharge and channel geometry
    - Regional Curves, StreamStats, and what to use in the Catskills
  - Review of sediment transport
    - Bedload versus suspended sediment transport
  - Basic hydraulics
    - Uniform flow equations (Darcy-Weisbach and Manning's Equations)
    - Energy exerted on channel boundaries (shear stress and stream power)
  - Basic overview of flow velocity equations
  - Relationship between sediment transport and discharge

Day 2 – Assessment Informed Restoration Design

- Module 2: Sediment Transport and Hydraulics (1 hour)
  - Sediment Rating Curves
  - Stream Power
    - Channel modification and stream power
  - **Exercise 2:** Identify and defend the correct equations for a stream restoration design
- Module 3: Hydrologic Calculations (1 hour)
  - Gage Analysis
  - How to proceed in ungaged reaches
  - **Exercise 3:** Review a culvert/bridge design to ensure it does not aggrade or degrade
- Module 4: Restoration Design and Design Review (3 hours)
  - Selecting a reference reach and understanding reference condition specific to your project
  - How to critically review a design plan
    - Common mistakes
    - Does it meet the objectives?
  - Design review decisions
  - **Exercise 4:** Review a stream restoration design

The consultant will prepare all training materials and handouts, including worksheets and slide decks, in digital format. All documents developed by consultant should be delivered to CCEUC in editable formats, including Microsoft Word, Microsoft PowerPoint, and Adobe PDF. CCEUC will print and collate materials prepared by the Consultant into a training binder for participants.

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## *Administrative Tasks*

The consultant will complete all administrative requirements, including submission of a W-9 form, proof of insurance, execution of a Services Agreement, and submission of periodic and final invoices with all required backup documentation. See **Contract Requirements** below.

The consultant will allow CCEUC to use instructor(s)/firm name(s), biographical information, and instructor images for advertising and marketing purposes. Materials developed for the training course will be owned by consultant with a right to use given to CCEUC and NYCDEP for non-commercial purposes.

The consultant may suggest additions and improvements to the project scope based on experience and expertise. Optional tasks with associated cost information provided in the Budget may be included in the proposal.

## **Submission Guidelines:**

Proposal Body Format: Include the project title and header on each page of the proposal. Number pages consecutively. Describe tasks that will be completed. Describe training methods that will be used to deliver the program, proposed training format, topics to be covered and learning objectives, the contents and format of a training binder, anticipated practical exercises, and any other relevant materials or information.

Price Proposal Format: Include a detailed cost statement showing proposed project staff with titles and names, billing rates, and estimated hours to complete the scope of work. Also include an itemized listing of direct expenses or fees that are anticipated, such as travel costs, supplies, printing and materials costs, etc. The proposal may not include indirect costs or overhead.

Staff Qualifications and Samples: Provide a description of staff qualifications to deliver the program and relevant biographies, resumes of presenters. Also include a presentation or work sample of a similar project for review. If available, provide a sample video that demonstrates the proposed lead instructor delivering relevant educational content and a time stamp for the relevant portion of video. CCEUC will provide an upload link if needed.

Outcome and Performance Standards: AWSMP requires the consultant to provide proof of expertise in basic topics of stream assessment and restoration design and/or design review. This could include examples of previous successful projects and related trainings.

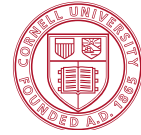
## **Proposal Evaluation Criteria:**

Proposals will be reviewed by CCEUC with input from AWSMP delivery partners and will be evaluated for: completeness, appropriateness of proposed methods, quality of presentation and slideshow, qualifications of instructors and project staff, evidence of past performance, coordination with AWSMP, and cost-effectiveness.

## **Project Term:**

The project will begin when a Service Agreement is fully executed. The term of the Service Agreement will provide time for coordination with CCEUC and preparation of materials before the training. All project work and invoicing must be complete by March 31, 2027.

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## Contract Requirements:

Before responding to this solicitation, carefully review information on insurance requirements. The consultant and each of its subcontractors must provide proof of the following minimum insurance limits before the Service Agreement can be executed:

General Commercial Liability	\$1,000,000 per occurrence \$2,000,000 aggregate \$2,000,000 general aggregate
Professional Liability/Errors & Omissions	\$1,000,000 per occurrence
Personal & Advertising Injury	\$1,000,000 per occurrence
Commercial Auto Liability	\$1,000,000 per occurrence
Workers' Compensation and Disability Benefits Insurance	Statutory amounts

Information on acceptable forms of insurance certificates, additional insureds (including CCEUC and NYC), and full insurance specifications available upon request.

Contractor must complete a NYC Business Integrity Check before the Service Agreement is executed. A one-page form is provided by CCEUC.

Payment will be made on a reimbursement basis. Consultant will perform the agreed upon work at a firm fixed price. Lump sum contracts tied to completion of deliverables milestones may be considered. Otherwise, charges are billable on a time and materials basis. Payment is issued after receipt of properly prepared invoices, the following apply: All invoices for itemized expenses must be accompanied by a progress report and documentation of deliverables and expenses acceptable to CCEUC. Personnel costs must be documented with detailed, daily tracking of labor hours and compensation certified by a supervising manager. Detailed itemized receipts must accompany all payment requests for direct expenses. Travel and meal expenses can be reimbursed at no more than the federal ([GSA](#)) M&IE rates appropriate to the travel location. Over-night travel and related expenses require pre-approval and documentation using a provided NYC travel approval form. Rates exceeding the GSA allowable for lodging and travel require additional justification. No equipment (=>\$1,000) may be purchased with project funds. All subconsultant contracts must be approved in writing by CCEUC before execution.