

Stormwater Infrastructure Matters Coalition
Building Stronger Advocacy for CSOs through Live Streaming Video

**Request for Proposals
For
Information Technology Services**

Issue Date: July 12, 2018

1. Brief Project Overview

The project is a public education project that involves installing an outdoor video camera to monitor a waste and stormwater (combined sewer overflow or CSO) outfall with the video feed available as a live webcam on the organization's public website.

The project team consists of [SWIM Coalition](#) (lead organization), [Riverkeeper](#), [NYC Soil & Water Conservation District](#), and the [Newtown Creek Alliance](#). The video monitoring system will be installed on the shoreline bulkhead (or another appropriate structure) on the Newtown Creek.

2. Our Organization's Background

The SWIM Coalition represents over 70 organizations dedicated to ensuring swimmable and fishable waters around New York City through natural, sustainable stormwater management practices. Our members are a diverse group of community-based, citywide, regional and national organizations, water recreation user groups, institutions of higher education, and businesses.

We create educational and informational [materials](#) that translate technical documents into layperson's language in a user-friendly format; offer workshops on waste water infrastructure and green infrastructure; convene clean water advocates to develop advocacy strategies; and provide comments and input on public agencies' plans and proposals.

3. Project Goals & Target Audience

The goal of the project is to monitor combined sewer overflow (CSO) discharges real time with a video camera installed by the outfall pipe in the Newtown Creek to raise public awareness of water quality issues in New York City. By making available real time video footage, advocates and recreational water users will be able to determine when and how long the CSO discharges, to compare discharge date and time with meteorological data, and to create visual records of CSO discharges.

4. Scope of Work & Deliverables

Scope of work

- 1) Assist the project team in researching options for:
 - Source of electricity (e.g., battery, solar, etc.)
 - Method of video transmission and online streaming
 - Method of recording video footage for archival purposes
 - Video and signal transmission equipment
- 2) Provide a list of hardware and software for the video system and online live streaming within the allotted project budget with assistance from the Project Team
- 3) Install and configure the video system and online live streaming with assistance from the project team
- 4) Provide post-installation technical assistance (e.g., troubleshooting)
- 5) Meet with the project team on a regular basis

Deliverables

- 1) A brief report on sources of electricity, video transmission, online streaming, and recording options with pros and cons
- 2) List of hardware and software for the video system and online streaming for purchase and any potential ongoing costs to support streaming
- 3) Installed video system
- 4) A landing page for live-streaming video to be incorporated in the existing website of one of the Project Team organizations

5. Principal Point of Contact

All inquiries regarding this project and the RFP should be addressed to Shino Tanikawa, Executive Director, NYC Soil & Water Conservation District, at shino@nycswcd.net. All initial contacts must be by email.

6. Budget

A total of \$2,000.00 is available for the Consultant's fee, exclusive of equipment, materials and supplies.

\$2,170 is available for equipment, materials and supplies.

7. Criteria for Selection

The Project Team will evaluate the proposal according to the following criteria:

- Qualification and experience
- Relevance of past/current projects
- Skill set

8. Format & Proposal Timeline

Proposal format

- 1) Cover letter
Cover letter should include why you are interested in this project and must acknowledge the budget available for the scope of work.
- 2) Resume
Resume must include at least one reference.
- 3) Two past or current IT projects with the following information:
Client's name
Brief description of the project
Brief description of your tasks and responsibilities for the project
Duration and year of the project

Resume and your projects together must clearly demonstrate your ability in IT infrastructure and illustrate working knowledge of website development.

Timeline

Submit your proposal by **9:00 AM, Monday October 29, 2018**. Proposals must be submitted via email with the above three documents as *one single PDF*.

Proposals should be submitted to:

Shino Tanikawa

Executive Director

NYC Soil & Water Conservation District

shino@nycsxcd.net

Project Timeline

Early Aug Consultant selected

Late Aug Contract finalized

Late Oct Research phase complete (tasks 1 & 2 from SOW)

Late Nov Installation complete