



**LAKE CHAMPLAIN WATERSHED
ENVIRONMENTAL ASSISTANCE PROGRAM
12 May 2006
Lake Champlain Basin Program Announcement
In Partnership with
The U. S. Army Corps of Engineers
Request for Proposals**

Watershed Restoration Projects in the Lake Champlain Basin

The Lake Champlain Basin Program is pleased to announce a Request for Proposals (RFP) for Watershed Restoration Projects in the Lake Champlain Basin. Applicants must be governmental entities, or organizations representing governments, having jurisdiction in the Lake Champlain Basin of New York or Vermont. Rural and/or urban projects are eligible, as described in the RFP.

This RFP is available from the LCBP website <http://www.lcbp.org> or by calling the Basin Program office at (802) 372-3213 (or toll free at (800) 468-LCBP in New York and Vermont) to receive a copy *via* US Postal Service.

To facilitate the review process, applicants must submit proposals in both paper and electronic format. Please see the RFP and the attached proposal format information for complete details.

DEADLINE NOTICE:

Hardcopy (8 copies) and electronic version (on CD) of proposals must be RECEIVED by the LCBP office by 4:30 PM on June 30, 2006.

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED

**Lake Champlain Basin Program
Request for Proposals**

Released May 12, 2006

The Lake Champlain Basin Program (LCBP), in partnership with the U.S. Army Corps of Engineers (USACE), is soliciting watershed restoration project proposals from local governments for ecosystem restoration, preservation, and protection projects consistent with the *Lake Champlain General Management Plan* authorized under Section 542 of the Water Resources Development Act of 2000.

Background

About the Lake Champlain Basin Program

The Lake Champlain Basin Program is a partnership between state, provincial, and federal government agencies, as well as many local groups, all working together to protect and enhance the environmental integrity and the social and economic benefits of the Lake Champlain Basin. In 1996, the Basin Program completed *Opportunities for Action: An Evolving Plan for the Future of Lake Champlain*, and this plan was signed by the governors of both New York and Vermont and EPA Regional Directors. This management plan addresses a range of issues from water quality to recreation. The highest priorities in the plan are reducing phosphorus pollution, reducing pollution from toxic substances, and developing a management program for nuisance non-native aquatic species.

About Section 542 and the Lake Champlain General Management Plan Assistance Program

In December 2000, Public Law #106-541, the Water Resources Development Act of 2000 (WRDA 2000) was signed by the President. Section 542 of WRDA 2000 authorized the Secretary of the Army to establish a program for providing environmental assistance to non-Federal interests in the Lake Champlain Watershed. Congress is authorized to appropriate up to \$20,000,000 to carry out this program; funds will remain authorized until fully expended.

The goal of the Lake Champlain Watershed Environmental Assistance Program is to provide assistance with planning, designing and implementation of large scale projects that protect and enhance water quality, water supply, ecosystem integrity and other water related issues within the watershed. It defines the Lake Champlain Watershed as the land areas within Addison, Bennington, Caledonia, Chittenden, Franklin, Grand Isle, Lamoille, Orange, Orleans, Rutland, and Washington Counties in the State of Vermont; the land areas that drain into Lake Champlain and that are located within Essex, Clinton, Franklin, Warren, and Washington Counties in the State of New York; and the near-shore areas of Lake Champlain within the counties referenced.

About the U.S. Army Corps of Engineers - Lake Champlain Basin Program Partnership

The LCBP is the administrative partner of the USACE to implement this program under the terms of the General Management Plan. The LCBP has issued this Request for Proposals, and will screen and rank proposals and forward recommendations to the USACE for implementation. Projects recommended by the LCBP Steering Committee in the summer of 2006, and approved by the USACE, will then be eligible for partnership with the USACE through a Project Cooperation Agreement (PCA) between the project applicant and the USACE.

Assistance Program Goals

The goals of this program are to provide assistance with planning, designing and implementing projects that contribute to the protection and enhancement of water quality, water supply, ecosystem integrity and other water related issues; while preserving and enhancing the economic and social character of the communities within the watershed. The emphasis of this Request for Proposals is on water quality protection for projects too large to be funded at the local level.

Under this Request for Proposals, the USACE will assist local communities by facilitating restoration projects in the following categories:

- Land Use Mapping
- River Corridor Management
- Non-Point Source Pollution Prevention
- Invasive Species Prevention
- Other water quality initiatives detailed in *Opportunities for Action, An Evolving Plan for the Future of the Lake Champlain Basin, 2003*, and consistent with the *Lake Champlain General Management Plan* developed under Section 542. Both of these plans are available from the LCBP and online at www.lcbp.org.

Applicants may request assistance for a variety of project types, e.g. planning studies, designs, construction of already existing designs, design and construction of a project, etc. If you are requesting that USACE construct already existing designs, please be aware that designs must meet USACE standards. Applicants may go to <http://naneps.nan.usace.army.mil/advertisedsolicitations.asp> for examples of designs plans that the USACE uses during the construction phases. Applicants are encouraged to attend the pre-application workshop (see Page 6).

Eligible Applicants

Any municipal entity within the Lake Champlain Watershed is eligible to respond to this Request for Proposals and for subsequent project implementation under this program. Municipal entities are defined as any county, city, town, village, or an entity designated to act on their behalf, such as a county Soil and Water Conservation District or a Regional Planning Commission. Those entities designated by a municipality must provide proof of designation. Proof of designation must consist of a letter signed by the municipal entity's chief elected

official. Proof shall be attached to the proposal when submitted. Two or more eligible municipalities may submit a joint application for inter-municipal proposals. All proposals must be submitted to the LCBP and evaluated and processed according to the provisions described in this Request for Proposals.

NOTE: Applications from community-based organizations, neighborhood groups, not-for-profit groups and other organizations can be considered only if the application involves the participation of, and is submitted by, a government sponsor that is eligible under the terms of this Request for Proposals, and willing to serve as the fiscal agent for its non-governmental partner.

Application Priorities

Proposals which address the following priority areas of concern will be a high priority for the FY06 Lake Champlain Environmental Assistance Program. The emphasis of this Request for Proposals is on water quality protection for projects too large to be funded at the local level. Eligible proposals that may not be defined as high priority will still be considered.

1. **Reduction of phosphorus inputs to Lake Champlain** to promote a healthy and diverse ecosystem and provide for sustainable human use and enjoyment of the Lake.
2. **Reduction of toxic contamination** to protect public health and the Lake Champlain ecosystem.
3. **Minimization of the risks to humans from water-related health hazards** in the Lake Champlain Basin.
4. **Control of the introduction, spread, and impact of nonnative nuisance species** in order to preserve the integrity of the Lake Champlain ecosystem.

Details on priority areas of concern can be found online at www.lcbp.org.

Application Submission

Application formatting and organization requirements are detailed below. A respondent may submit proposals for more than one project. Each proposal should be submitted under separate cover. Eight (8) full copies and one electronic copy on CD of each proposal should be submitted. **If proposals involve existing designs, 1 copy of the design plans should be submitted with the proposals. All proposals are to be sent to:**

*Molly Michaud, Technical Coordinator
Lake Champlain Basin Program
54 West Shore Road
Grand Isle, Vermont 05458*

For general questions on this program, please consult the LCBP web site www.lcbp.org or call Molly Michaud, Technical Coordinator at (800) 468-5227 (from NY or VT) or (802) 372-3213, or e-mail lcbp@lcbp.org.

Proposal Requirements

Proposals must be submitted according to the detailed format in Attachment A and are limited to 15 pages in length, or less, not counting maps or pre-existing design drawings.

Proposal Evaluation and Selection Criteria

Proposals which address the priority areas of concern (Page 4) will be a high priority for the FY06 Lake Champlain Environmental Assistance Program. Additionally, applications will be reviewed and ranked according to how well they address the following:

- 1) Demonstration of *Effectiveness* - Project objectives should effectively address one or more of the priorities in *Opportunities for Action*. The proposal should indicate the extent to which the project will result in tangible benefits or improvements that can be measured.
- 2) Demonstration of *Efficiency* - The merit and feasibility of the proposed methods for carrying out the project in a cost-effective way will be evaluated. Corps support involves a process that is more appropriate for large scale projects.
- 3) Demonstration of *Acceptability* - A project should be acceptable to any applicable local, State and/or Federal resource agency and the applicant should be able to obtain any required permits, titles or easements. Evidence of public support for the plan is encouraged.
- 4) Demonstration of *Completeness* - A project must provide and account for all necessary investments or other actions needed to ensure the realization of the planned restoration outputs. This may require relating the plan to other types of public or private plans if these plans are crucial to the outcome of the restoration objective.
- 5) Demonstration of ability of the local entity to provide the required 35% non-Federal match.
- 6) Clarity, conciseness and adherence of the proposal to the guidelines of this RFP.

Notification of Approval

Applicants will be notified by the Lake Champlain Basin Program by the end of July 2006.

After a Project is Selected for Assistance

Prior to submission, all applicants should be familiar with the general process through which each project that is implemented under the Section 542 Lake Champlain Watershed Environmental Assistance Program will go.

Projects will be chosen according to pre-determined criteria (see above). USACE and non-Federal sponsors of the chosen project(s) will agree upon a project scope of work, budget, and schedule that is mutually agreeable. Upon agreement, the USACE and sponsor will

execute a legal agreement called a Project Cooperation Agreement (PCA) which provides formal assurances of cooperation by the local applicant. Upon execution of the PCA, the Corps will receive Federal funds to execute the Scope of Work according to the agreed upon budget and schedule. If approved by the USACE, some credit may be afforded to the sponsor for work done prior to the PCA execution or during the project and for real estate credit, if applicable.

About Budgeting

In general, total project costs under Section 542 of WRDA 2000 will be cost-shared at up to 65% Federal and not less than 35% non-Federal matching funds. Funding for the non-Federal matching share may come from any non-Federal funding source, part of which may be as in-kind services or supplies. In-kind services may occur prior to PCA execution (i.e., before USACE involvement), or after PCA execution. At least half of the required non-Federal matching share must be provided in cash to be made available to the USACE for use in the project immediately after the PCA is executed. The term “in-kind” is defined as those tasks completed by the local sponsor in substitution of a cash contribution and must be approved by the USACE.

Proposed project budgets will be reviewed with the understanding that they are the best estimates of the applicant in response to this RFP. In preparation of the Project Cooperation Agreements with successful applicants, the USACE will confer with the applicant and the LCBP to further review project plans, and may require certain design revisions to ensure that the resulting project meets the design standards of the USACE. This review could result in some increase in overall project costs beyond that anticipated by the applicant. Any budget adjustments required to ensure that the proposed project will meet USACE standards will be determined prior to finalization of the Project Cooperation Agreements, based on the full agreement of all parties, and will not be subject to change thereafter, except by mutual consent of the applicant and the USACE.

Pre-Application Workshops

A pre-application workshop will be held on 19 June 2006 at 2:00 PM at the Lake Champlain Basin Program office at the Gordon Center House, 54 West Shore Road, Grand Isle, VT. All those interested in having the application process explained and having the opportunity to ask *process* questions are encouraged to attend.

Attachment A
Proposal Format

- A. NAME OF PROJECT & LOCATION
- B. NAME OF APPLICANT/SPONSOR. PLEASE LIST CONTACT INFORMATION INCLUDING, PHONE, FAX, MAILING ADDRESS, AND EMAIL ADDRESS.
- C. DISCUSS NON-FEDERAL SPONSOR INTEREST: Briefly describe the sponsor's level of need and interest.
- D. PROJECT DESCRIPTION
- Identify the specific location of project (State, county, town, latitude & longitude.)
 - Describe the specific problem(s) to be addressed and note the specific action(s) in Opportunities for Action that will be addressed by this project.
 - Identify the studies performed to date, as well as the reports or material utilized in the planning or design of this project (if planning or design has already been performed).

In General, describe the type of work to be accomplished & the expected results as well as any other relevant information.

E. DETAILED SCOPES OF WORK

In this section, the applicant should do their best to break down the work to be accomplished by specialists and their tasks. For each task, the work to be done by that specialist should be described including specific activities to be accomplished in narrative form. The sponsor should make their best effort at estimating what they expect the duration of the task and cost of the task to be.

Any tasks that the sponsor intends to perform as part of in-kind service should also be listed as tasks in the table below and identified as an in-kind service task. Estimated cost of those tasks should be included. If no tasks are listed in the specific category, an N/A should be used.

For example, if the sponsor is applying for assistance for a stream bank restoration project:

<i>Task</i>	<i>Description</i>	<i>Estimated Duration (days)</i>	<i>Estimated Cost/Task</i>
<i>ENGINEERING TASKS</i>			
<i>1 Design of restoration plans</i>	<i>Work with sponsor to develop most cost effective restoration plan</i>	<i>90</i>	<i>\$500,000.</i>
<i>ENVIRONMENTAL TASKS</i>			
<i>1 Environmental Permitting for construction</i>	<i>Apply for necessary permits</i>	<i>90</i>	<i>\$15,000.00</i>

Task	Description	Estimated Duration (days)	Estimated Cost/Task
ENGINEERING TASKS			
1			
2			
3			
ENVIRONMENTAL TASKS			
1			
2			
3			
CULTURAL RESOURCES TASKS			
1			
2			
3			

Task	Description	Estimated Duration (days)	Estimated Cost/Task
CONTRACTING & CONSTRUCTION			
1			
2			
3			
REAL ESTATE			
1			
2			
3			
PROJECT MANAGEMENT TASKS			
1			
2			
3			
OTHER TASKS			

F. DISCUSS NON-FEDERAL SPONSOR'S ABILITY TO CONTRIBUTE NON-FEDERAL MATCHING FUNDS

G. DISCUSS NON-FEDERAL SPONSOR'S EXPECTATIONS OF RECEIVING IN-KIND CREDIT FOR SERVICES OR SUPPLIES

H. DISCUSS NON-FEDERAL SPONSOR'S TIME CONSTRAINTS (E.G. IS THIS PROJECT TIME-SENSITIVE?)

I. PLEASE ATTACH A MAP OF THE PROJECT AREA, IF AVAILABLE.