

**Request for Proposals**  
**March, 2001**  
**Lake Champlain Basin Program**

***Framework for Heritage Program Implementation***

**I. Purpose**

The Lake Champlain Basin Program (LCBP) is charged with obtaining additional public input and developing a framework for possible implementation of one or more of the recommendations of the *Special Resource Study Report of the Champlain Valley Heritage Corridor Project 1999*. LCBP seeks to develop a framework that is acceptable at both local and regional levels throughout the Basin. The *Special Resource Study*, prepared by the National Park Service (NPS) provides information on the resources in the Champlain Valley study area and evaluates these resources according to the criteria established by NPS for national heritage corridors. Copies of the report may be obtained from the LCBP.

This LCBP project will evaluate the *Special Resource Study* and the public comments it generated. It will also gather new information, including additional public input on the potential development of some form of Heritage tourism and resource enhancement program in the Lake Champlain Basin. The *Special Resource Study* proposed four possible scenarios for implementation which include: 1) continuation of current practices wherein no federal designation would be pursued; 2) designation of a bi-national heritage corridor reliant on the cooperation of existing entities and exclusive of federal designation; 3) federal designation as a national heritage corridor managed by a public/private coordinating entity and supported by NPS funds as available; and 4) a quadricentennial celebration of the arrival of Samuel de Champlain to the Richelieu River and Lake Champlain. The present study will also consider appropriate combinations of the options presented in the *Special Resource Study* and other creative approaches to be identified.

*The main body of work under this RFP* includes conducting an assessment of the report and related public comments to the National Park Service, identifying interested parties and stakeholders from all sectors of the Basin, and organizing, facilitating and reporting on meetings with stakeholders on behalf of the LCBP. *Stakeholders include* municipalities, chambers of commerce, non-government organizations, land-owners and others interested in this topic. The task also includes working in collaboration with the LCBP and its advisory committees in designing potential implementation frameworks for a heritage program that meets the needs and interests of all parts of the Lake Champlain Basin.

Throughout the conduct of work proposed under this RFP, special consideration will be given to Native American and First Nations perspectives, as well as to cross boundary collaboration with interested parties in the Richelieu Valley area of Quebec to the north and the Champlain Canal and Bennington County regions to the south of the basin.

**II. Background: Lake Champlain Basin Program**

The Lake Champlain Basin Program was established to coordinate the activities envisioned by the Lake Champlain Special Designation Act of 1990. The LCBP is a bi-state and international partnership working at federal, state, provincial and local levels to implement *Opportunities for Action*, the management plan for the Lake Champlain watershed. The management plan,

approved in 1996 by the Governors of New York and Vermont as well as federal agencies, established three highest priority action areas: 1) Reduction of phosphorus in targeted watersheds, 2) Prevention and control of persistent toxic contaminants found lakewide or in localized areas, and 3) Development and implementation of a comprehensive management program for nuisance aquatic species. In addition to these highest priorities, the Plan contains other high priority actions for a range of other issues including fish and wildlife management, wetland protection, recreation management and cultural heritage resource protection.

### **III. Task Description**

Up to \$30,000 has been allocated 1) for the assessment of the NPS special study and related public responses; 2) for assembling stakeholder information, organizing, facilitating and reporting on meetings with stakeholders; and 3) for designing alternative options for implementation of a heritage program that addresses needs and interests in the Lake Champlain Basin.

LCBP is seeking proposals from qualified individuals or teams that have proven experience in data gathering, reaching out to a wide and diverse public, organizing and facilitating public meetings, and a demonstrated record of success in working with cross-boundary cultural heritage issues. Desired qualifications include: international public policy experience including Quebec, New York and Vermont; experience in effective facilitation of vigorous public meetings with stakeholders, bilingual staff expertise (French and English), and an understanding of the Native North American heritage of the region. This project must be completed and three copies of a final report with supporting documentation must be received by the LCBP by November 30th, 2001 at the latest.

At a minimum, LCBP expects the consultant to perform the following:

- Organize and facilitate public meetings in locations accessible to parties throughout the area studied; meet individually with stakeholder representatives; and employ a variety of outreach methods.
- Report regularly to and consult with LCBP staff throughout the project.
- In consultation with LCBP, prepare draft designs for implementation of a heritage program that adequately addresses needs, interests and concerns of stakeholders in the Lake Champlain Basin.
- Provide a draft report by October 15<sup>th</sup>, 2001 for LCBP review and discussion.
- Provide a final written report by November 30<sup>th</sup>, 2001 including stakeholder and contact information, meeting notes, and findings and conclusions.

### **IV. Project Oversight by LCBP staff**

The LCBP will provide assistance and guidance at several key points in the project. The LCBP will approve public meeting locations and times, will attend and participate in public meetings, and will be kept informed of developments throughout the project. LCBP staff and committees will review the draft report and approve the final report.

## V. Application Guidelines

### 1. Who is eligible?

Firms, individuals, non-profit organizations or educational institutions having a successful history of conducting and moderating public meetings, writing reports, and analyzing data in the topical area of public policy concerning cultural heritage.

### 2. Format and Content of Proposal

Proposals must not exceed five typed pages in length including the budget. Up to three letters of support may also be attached. Within the **5-page limit**, proposals should include the following points (listed as a-c):

- a. **Cover Page:** include Name of Applicant with contact person, address and phone number, a brief descriptive Title for the project, Dollar Amount of Contract, and a one paragraph Summary of Deliverables.
- b. **Methodology:** describe the methodology which you propose to gather public input in New York, Vermont, and the Province of Quebec.
- c. **Deliverables:** describe the deliverables for the project.

**VI. Level of Funding:** LCBP may award up to \$30,000 for this project.

### VII. Criteria for Selection of Proposals

- Clarity and conciseness of proposal, adherence to format and relevance to RFP.
- Applicant's experience in gathering public input and moderating public discussion.
- Applicant's experience with cultural heritage, recreation, and economic development related to the Lake Champlain Basin.
- Applicant's qualifications, including international public policy experience including Quebec, New York and Vermont; and understanding of the Native North American heritage of the region.
- Extent to which the proposal falls within the proposed budget and accomplishes the tasks as outlined in the RFP.
- Timeliness in schedule and overall likelihood of success of the proposed task.
- Bilingual fluency (French and English) of key staff will be considered.

### VIII. Schedule and Requirements for Proposal Submission

An original plus four copies of the proposal **must be received at the LCBP Office in Grand Isle, VT by April 23, 2001**. Send proposals and direct all questions to William G. Howland, Lake Champlain Basin Program, P.O. Box 204, 54 West Shore Road, Grand Isle, Vermont 05458. Telephone (800) 468-5227 or (802) 372-3213. An award decision is expected in early May, 2001.

#### **Please note:**

The Lake Champlain Basin Program reserves the right to reject any or all proposals. A more detailed workplan will be required of the chosen applicant prior to the signing of a contract; formatting guidelines for the workplan and contract instructions will be provided to the chosen applicant. LCBP cannot reimburse recipients for *any* expenses that *occur* before a contract is signed by both parties.