

# Lake Champlain Basin Program

54 West Shore Road  
Grand Isle, VT 05458

## Request for Proposals

October 25<sup>th</sup>, 2001

### **Alternative Manure Management Technology Coordination**

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for coordination of alternative manure management technology projects in the Lake Champlain Basin.

LCBP partners have committed to phosphorus reduction goals for each of thirteen segment of Lake Champlain. Significant progress has been made, but alternative manure management technology methods will be required to retain a viable agricultural sector and meet the phosphorus reduction goals.

The LCBP, in partnership with the USDA Natural Resources Conservation Service and agencies, seeks a contractor to coordinate ongoing and new alternative manure management technology projects aimed at reducing phosphorus inputs to surface waters. The contractor will provide coordination, administrative oversight, and technical support to ongoing projects, and seek new technologies and funding resources for additional demonstration projects.

The RFP is available from Basin Program website <http://www.lcbp.org> or by calling the Basin Program office at 802/372-3213 (800/468-LCBP toll free 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 versions (no facsimiles) of proposals must be POSTMARKED by November 19, 2001.**

**LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED**

# **Lake Champlain Basin Program**

## **Request for Proposals**

### **Alternative Manure Management Technology Coordination**

#### **I. Background**

The Lake Champlain Basin Program (LCBP) is a partnership between state, provincial, and federal government agencies, as well as many local groups, 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. 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.

The states of New York and Vermont and the Province of Quebec have committed to phosphorus reduction goals for each of thirteen segments of Lake Champlain. Phosphorus reduction activities have been supported by the three jurisdictions, as well as the LCBP, federal agencies, local governments, and citizens of the basin. Significant progress has been made through wastewater treatment facility upgrades, installation of agricultural Best Management Practices (BMPs) and other activities. However, alternative technology methods will be required to meet the phosphorus reduction goals from agriculture lands, while still retaining a viable agricultural sector.

#### **II. Alternative Manure Management Technology Coordination**

The LCBP, USDA Natural Resources Conservation Service (NRCS) and other partners have initiated and planned several projects investigating alternative technologies for managing manure with the goal of reducing phosphorus inputs to surface waters. These include testing an electric reactor, a methane digester and a constructed wetland for treatment of animal wastes.

Because the partnering agencies need to ensure appropriate coordination of these projects and the development of new ones, the LCBP seeks a contractor who will provide the following services:

- Provide administrative oversight to ongoing and new projects. Work with the principal investigators to ensure that the projects are completed according to their workplans, quality assurance measures are fully implemented, financial records are maintained, payment for work completed is timely, and required progress and final reports are submitted on time.
- Coordinate the activities of the concurrent projects, combining resources and sharing

methods where possible. Coordination will include exploring the feasibility of re-establishing the Lake Champlain Basin Agricultural Advisory Committee.

- Work as team leader among the project partners involved with alternative manure management.
- Research new alternative manure management technologies and seek funding resources for additional demonstration projects.

### **III. Eligibility**

Eligible organizations include colleges, universities, nonprofit organizations, for-profit companies, and government agencies.

### **IV. Proposal Evaluation and Selection Criteria**

Proposals will be judged according to how well they address the following:

1. Proposed contractor's demonstrated understanding of water quality issues and management programs in the Lake Champlain Basin, especially as they relate to agricultural sources of phosphorus.
2. Proposed contractor's demonstrated knowledge of policies used for agricultural nonpoint source pollution control.
3. Proposed contractor's technical credentials.
4. Proposed contractor's demonstrated ability to work with researchers, agency representatives, and the agricultural community.
5. Clarity, conciseness and adherence to the attached proposal guidelines.

### **Budget Requirements**

A total of \$21,703 is available for this project.

### **Period of Performance**

Work is expected to continue through September, 2002, and may be extended.

## **Schedule and Requirements for Proposal Submission**

- Please follow the format requested in the attached proposal guidelines.
- Eight (8) paper copies of each proposal must be POSTMARKED by **November 19, 2001**.
- In addition, please submit an ELECTRONIC VERSION of your proposal, either on diskette or via e-mail. Electronic versions must also be POSTMARKED (or received via e-mail) by **November 19, 2001**.

Send proposals and direct all questions to:

Lake Champlain Basin Program  
PO Box 204  
54 West Shore  
Grand Isle, VT 05458

802/372-3213  
lcbp@lcbp.org

## Lake Champlain Basin Program

### Technical Proposal Format Requirements

Proposals should adhere to following format and an 8 page maximum length (font size 12), not including budget information, references cited and investigator resumes. Submit proposals on plain paper fastened with a single staple or binder clip only. Please do not submit materials beyond those requested, as additional materials will be discarded and not considered in the proposal evaluation.

**TITLE** - concise and descriptive.

**POINT OF CONTACT:** Name, organization, address, phone and fax numbers, and electronic mail address.

**ABSTRACT:** Brief description of proposed work and products.

**INTRODUCTION:** Brief overview of what the project is, how it relates to past projects (in the basin and elsewhere), and what it will accomplish in relation to the RFP.

**OBJECTIVES AND TASKS:** List the project's objectives and describe in detail the tasks that will be performed relative to each objective, including methods and approaches.

**DELIVERABLES:** Detailed description of the planned products from each task of the project. Required deliverables: quarterly progress reports and a final report.

**SCHEDULE:** Timeline showing anticipated dates for completion of the major tasks and deliverables. Quarterly progress reports are due on the last day of December, March, June, and September. Work is to be completed within a maximum of one year of the execution of a contract.

**DETAILED BUDGET JUSTIFICATION:** Cost breakdown by major budget categories (i.e. personnel, equipment), linking costs to specific tasks/deliverables wherever possible. Breakdown should show both LCBP costs, costs covered by partner organizations (if applicable), and totals. No matching funds are required in this budget. (1 page, not included in the 8 page maximum total for the proposal)

**TECHNICAL REFERENCES CITED:** List all references cited in the proposal (not included in the 8 page maximum total for the proposal).

**CURRICULUM VITAE/RESUME OF PRINCIPAL INVESTIGATORS:** Include up to 5 references for publications pertinent to proposed project. Please limit to one page per investigator, not included in the 8 page maximum total for the proposal.