



13 May 2002

Lake Champlain Basin Program Announcement

Request for Proposals

Stormwater Management and Smart Growth Outreach

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for outreach and education to support local implementation of stormwater management, smart growth planning, and other measures to control pollution related to development in the Lake Champlain Basin.

The LCBP seeks proposals for an outreach program focused on stormwater management and pollution prevention designed for regional officials that can be tailored to the needs of individual towns. The program should include training workshops and tools for regional entities to provide on-going support to local town officials, residents, business owners and landowners. Proposed outreach programs should build upon stormwater and smart growth programs that have already been developed.

The RFP is available from Basin Program website <http://www.lcbp.org> or by calling the Basin Program office at 802/372-3213 (or 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 RECEIVED by the LCBP office by close of business

21 June 2002.

PO BOX 204, 54 West Shore Road
Grand Isle, VT 05458

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED

Lake Champlain Basin Program

Request for Proposals

Stormwater Management and Smart Growth Outreach

I. Background

The Lake Champlain Basin Program 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*. This management plan addresses a broad 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.

Officials in many Lake Champlain Basin towns are attempting to address urban stormwater issues to a greater extent than in the past, in response to both public awareness and new federal and state regulations. Sprawl development and its associated impacts on water quality have also become priority issues in many Basin towns.

Town officials could benefit from assistance in developing strategies for reducing stormwater pollution. Strategies developed will help towns protect water quality, comply with federal and state regulations, and save municipal funds. Recent efforts to assist town officials develop strategies to reduce stormwater pollution have met with success in several Vermont towns. Expanding these efforts, and assisting officials educate residents, business owners and landowners about simple pollution prevention methods and management practices will further aid pollution reduction efforts. Supporting local efforts on a town-by-town basis would be a slow process; therefore, regional planning commissions in Vermont and county governments in New York could be involved in disseminating information. Providing towns with comprehensive and up to date technical information on the effects of smart growth strategies will contribute to the phosphorus reduction efforts in Lake Champlain outlined in *Opportunities for Action*.

II. Stormwater Management and Smart Growth Outreach for the Lake Champlain Basin

The Lake Champlain Basin Program is seeking proposals for outreach projects that will assist local officials in growth management, stormwater management and pollution prevention. Town officials and Basin residents need information on the relationships between sprawl, stormwater and the health of local streams, rivers and Lake Champlain. Outreach efforts should address effective methods of managing runoff from construction sites and/or from town roads, especially unpaved backroads; developing stormwater controls; or developing and managing infrastructure. These programs should be adjustable to meet the needs of individual towns.

The Lake Champlain Basin Program has supported the development and presentation of educational workshops on stormwater and development for town and regional officials since 1999. Proposed outreach programs should build up on these programs and materials.

Tasks:

Building on previous and ongoing work (Stormwater education programs of the VT DEC, NYSDEC and NYSDOS; and outreach programs previously funded by the LCBP and developed by the National Wildlife Federation, the Vermont Forum on Sprawl, Lake Champlain Committee, and Vermont Youth Conservation Corps), produce an outreach program focused on growth and stormwater management that can be tailored to individual towns. Work with selected regional entities in Vermont and New York to encourage and implement programs intended to manage sprawl and reduce pollution from stormwater runoff.

The work could include conducting outreach meetings in interested municipalities; disseminating materials including smart growth guidelines and stormwater management and treatment; or reviewing and commenting on local ordinances, permits and planning documents. The proposal should focus on a particular area of need, possibly one of the following:

- Marketing and presenting educational programs on new EPA requirements for permitting construction projects. This would inform construction companies, building associations, and others involved in planning and construction in the basin on their responsibilities and how they can be met. (The new regulations, which take effect in March 2003, will require permits to be obtained for construction projects that disturb one or more acre of land, rather than five or more. Because of these changes, many more projects will require permitting.)
- Marketing the available educational and technical assistance programs to municipalities and elected officials, including project review board members, code enforcement personnel, and other municipal employees.

- Assist communities that are attempting to comply with EPA Phase II Stormwater Regulations to meet the six minimum measures. The six minimum measures are (1) Public education & outreach on storm water impacts, (2) Public involvement & participation, (3) Illicit discharge detection & elimination (4) Construction site storm water runoff control, (5) Post-construction storm water management in new development and redevelopment, and (6)

Respondents are free to propose other tasks that would further the goal of local management of sprawl and stormwater runoff, however, all proposals must include proportional efforts in both Vermont and New York.

The successful respondent must also:

- Prepare a workplan that details all proposed work. This workplan must be approved before a contract can be completed and the work begun.
- Prepare brief quarterly reports documenting progress on each objective and task in the project (see attached Proposal Format Requirements).
- Produce a final report (in hard copy and electronic media) describing all data, methods, results, and full documentation of the outreach presented at project completion. Once approved, the final report will be edited for content, conformance to the approved workplan, and style, in consultation with the contractor. The author(s) is (are) also encouraged to submit one or more articles resulting from the project for publication in a peer-reviewed professional journal.

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. Demonstrated understanding of stormwater and smart growth issues in the Lake Champlain Basin and other areas.
2. Knowledge of the operation and responsibilities of municipalities, regional planning

commissions and counties throughout the Basin.

3. Demonstrated link to a critical need at the state, regional or local level.
4. Overall merit of the proposal and the credentials of the investigators.
5. Potential for the project to enhance the decision making process about stormwater management and smart growth in towns in the Lake Champlain Basin.
6. Demonstrated ability to create documents and products that are accessible to and can be used by municipal officials.
7. Extent to which the proposed work builds partnerships or strengthens collaborative efforts between organizations, agencies and/or municipalities in the basin.
8. Provision of a public education element (at minimum, a project summary intended for general audiences is required).
9. Clarity, conciseness and adherence to the attached proposal guidelines.

Budget Requirements

A total of \$26,000 is available for this project.

Period of Performance

Work is expected to be completed within one year of the execution of a contract.

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 RECEIVED by the LCBP office by close of business on **21 June 2002**.
- In addition, please submit an ELECTRONIC VERSION of your proposal, either on diskette

or via e-mail. Electronic versions must also be RECEIVED by close of business on **21 June 2002.**

Send proposals and direct all questions to:

Technical Coordinator
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. Proposals should be submitted on plain paper fastened with a single staple or binder clip only. Please do not submit materials beyond those requested; additional materials will be discarded and not considered in the proposal evaluation.

TITLE - concise and descriptive.

POINT OF CONTACT: Name, organization, address, and electronic mail address.

ABSTRACT: Brief description of proposed work.

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.

Note: Projects involving environmental data collection must submit a Quality Assurance Project Plan to EPA for approval prior to the start of any data collection work.

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 expected to be completed within 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), required match amounts, and totals. A non-federal match equal to 25% of total project costs is required, either in funds or in-kind services (e.g. for \$30,000 the match equals \$10,000 which is 25% of \$40,000). (1 page, not included in the 8 page maximum total for the proposal)

TECHNICAL REFERENCES CITED: List all references used for 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.