Release Date: December 3, 2015

**Lake Champlain Basin Program Announcement**

**Request for Proposals**

***URBAN STORMWATER GREEN INFRASTRUCTURE UPGRADE GUIDANCE AND TRAINING***

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for services to develop an urban stormwater guidance document for municipal officials in the U.S. portion of the Lake Champlain Basin. Up to **$43,400** is available for this project. This project will also provide education and training to incorporate cost-effective run-off reduction techniques in the routine upgrade and maintenance of existing stormwater management to enhance water quality initiatives as outlined in the LCBP’s long-term management plan - *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin.* This project is supported by funds awarded to the New England Interstate Water Pollution Control Commission (NEIWPCC) by the U.S. EPA in support of the Lake Champlain Basin Program.

This Request for Proposals is available from the Lake Champlain Basin Program website. Look for the link on our website at [www.lcbp.org/grants](http://www.lcbp.org/grants). To receive a copy of the RFP via US Postal Service, contact the Lake Champlain Basin Program office at (802) 372-3213 or toll free at (800) 468-LCBP in New York and Vermont.

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

**DEADLINE NOTICE:**

Electronic versions only of proposals will be accepted and must be RECEIVED by the Lake Champlain Basin Program office by 4:30pm EST on:

**January 15, 2016**

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

The successful applicant will be notified by late February, 2016. LCBP anticipates granting one (1) award from this RFP.

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***URBAN STORMWATER GREEN INFRASTRUCTURE UPGRADE GUIDANCE AND TRAINING***

1. **Background**

Non-point source pollution to Lake Champlain comes from many land uses, including both urban and agricultural. Though much attention has been paid to reducing agricultural inputs, urban stormwater remains a high concern for water resource managers. Adherence to green infrastructure techniques and the adoption of new technologies has proven to be effective at reducing runoff. However, much of the stormwater management in the basin occurs on the municipal level where the costs of maintenance, upgrades and training must be carefully considered before implementation occurs. Municipal officials could benefit from guidance on how to incorporate cost effective runoff reduction techniques and green infrastructure into routine stormwater upgrades.

The scope of this Request for Proposals is to develop a stormwater management guidance document and training sessions for Vermont and New York municipal officials to reduce runoff from urban sources into Lake Champlain. The guidance will include regional examples of runoff-reducing stormwater management and green infrastructure implementation and rank specific practices based on cost-effectiveness and public appeal. Some examples include replacement of closed drainage with grass swales, replacement of existing raised islands in parking lots with sub-grade islands or rain gardens, or curb cuts to route the flow through below grade infiltration areas and other low cost improvements that are particularly cost-effective at the time of routine upgrades and that provide runoff treatment or reduction. The goal of this project is to improve urban stormwater infrastructure design that will decrease the delivery of stormwater pollutants to Lake Champlain and its tributaries.

The successful contractor will provide a guidance document applicable to municipalities in both Vermont and New York, incorporating low cost and effective solutions to urban stormwater problems. An overview of planned curricula for at least six (6) training sessions should also be included in the successful proposal.

1. **Project Tasks and Deliverables**

The Lake Champlain Basin Program (LCBP) seeks proposals for technical services to develop urban stormwater guidance and trainings for municipal officials in the U.S. portion of the Lake Champlain Basin. Proposals should describe how the applicant plans to address the following project components:

1. A guidance document that informs municipal officials of the benefits of good stormwater management and green infrastructure techniques including maintenance approaches for each identified technique aimed at improving water quality. The document should outline construction techniques, ideal management scenarios and long-term maintenance for a subset of chosen stormwater management practices.
2. A ranked list of cost effective and publicly appealing runoff reduction strategies with regional examples.
3. A proposed curriculum and implementation plan for at least six (6) training sessions, divided between Vermont and New York, for municipal officials in the Lake Champlain Basin. The curriculum will provide officials training in good stormwater management and include hands-on training in the runoff reduction techniques outlined in the guidance document outlined in Task 1 above, as well as explanation and examples of the practices outlined in Task 2. The trainings proposed to complete this task must benefit municipal officials by providing relevant example management scenarios, advice on project budgeting, grant proposal writing, and assistance navigating funding sources to execute potential future projects. Trainings should target municipalities in need of stormwater management education (i.e. those without a trained stormwater manager), located in areas most likely to have the greatest impact on improved water quality practices.
4. A long-term plan for hosting the deliverables outlined above in Tasks 1, 2, and 3 online (preferably on [www.lcbp.org](http://www.lcbp.org), but other sites will be considered). Online materials should be all-inclusive and available for public use.
5. **Summary of Other Requirements for the Selected Proposal**

The selected applicant will be required to complete the following additional tasks:

1. Following initial notification of the award, a workplan must be approved by the LCBP before a contract agreement can be executed and the work begun. The workplan will detail the logistical elements of the project, including deliverables and project timeline. Information about the LCBP grant process, workplan development guidelines, and reporting requirements can be found on the LCBP website at: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>. The successful applicant will enter into a contract with NEIWPCC in order to complete the work and will be compensated based on the completion of workplan deliverables.
2. The successful applicant will prepare brief quarterly reports documenting progress on each objective and task in the project (see attached Proposal Format Requirements). A final report fully documenting the project’s results will be required at project completion.
3. When approved, the final report will be edited for content and style in consultation with the successful respondent and may be published as part of the Lake Champlain Basin Program’s Technical Report Series, located here: <http://www.lcbp.org/media-center/publications-library/technical-reports/>. Some content of this report may also be used for future LCBP public outreach materials.
4. The successful applicant will complete the project according to the following schedule\*:

|  |  |
| --- | --- |
| Proposals Due to LCBP | 4:30 PM EST, January 15, 2016 |
| Applicants Notified of Funding Decisions  | Late February, 2016 |
| Detailed Project Workplan Due  | Mid-March, 2016 |
| Project Start Date  | May 1, 2016 |
| Project Deliverables and Final Report Due | May 1, 2017 |

\*Schedule is subject to change.

1. All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPCC, and the EPA in a suitable file format. LCBP, NEIWPCC, and the EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of LCBP and NEIWPCC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPCC, and EPA as funding partners for any work completed under the project contract.
2. GIS data produced under this project must adhere to the requirements of EPA’s National Geospatial Data Policy (see <http://www.epa.gov/geospatial/docs/National_Geospatial_Data_Policy.pdf>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer and specific information about the data layer itself. GIS data produced under this project will be submitted to NEIWPCC as a deliverable.
3. If this project is funded through a U.S. EPA Assistance Agreement with NEIWPCC, NEIWPCC cannot use these funds to support a survey without completion of an Information Collection Request (ICR) describing the survey. The ICR must be submitted to the U.S. EPA Office of Management and Budget (OMB) for review and approval. This is an extensive process that can take several months to complete. A survey is defined as the collection of identical information from ten or more non-Federal respondents within a 12-month period. OMB approval must be received before any survey activities supported by NEIWPCC funds can begin.
4. NEIWPCC requires its contractors to maintain workers compensation and liability insurance. More details will be provided to the successful applicant at the time of contracting.
5. **Eligibility**

Eligible organizations include colleges, universities, nonprofit organizations, for-profit companies, and non-federal government agencies. The selected contractor will be responsible for the completion of all project tasks, though subcontracted work may be permitted by the LCBP Project Officer upon written request. Individuals and representatives from organizations that participated in the development or review of this RFP and its contents are ineligible to apply.

1. **Proposal Evaluation and Selection Criteria**

Proposals received in response to this RFP will undergo peer review, and will be judged according to the following criteria:

1. Demonstrated technical knowledge of existing urban stormwater management and municipal-level training strategies in the Lake Champlain region.

2. Technical merit and applicability of the proposed product toward the priority objectives identified in this RFP.

3. Demonstrated ability to accomplish the deliverables outlined in Section II.

4. Potential for the project to enhance municipal-level enhanced stormwater management and/or green infrastructure guidance, implementation, and maintenance practices to promote good water quality practices within the Lake Champlain Basin.

5. Clarity, conciseness and adherence to the proposal guidelines.

6. Demonstrated ability to create documents and user-friendly products that are accessible to and can be used by local partners working to address resource management issues in the Lake Champlain Basin.

7. Appropriateness of budget and budget justification, describing how the funds awarded will be used to produce the set of deliverables described in Section II.

1. **Available Funds and Match Requirements**

A total of **$43,400** may be made available for this project. Proposals with budgets that exceed this amount will not be considered. Applicants may budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, meeting expenses, and subcontracts (subcontracts only with prior permission from LCBP). Some allocation of project funds for indirect costs also is acceptable. However, **for projects in response to this RFP, the indirect budget must not exceed 21% of the direct project budget.** No in-kind or cash match is required, though match may be considered favorably during budget review. LCBP anticipates granting one (1) award from this RFP.

**VII. Notification of Award**

Award notification to applicants is expected in late February, 2016. The award recipient may be asked to submit a revised workplan, timeline, and budget at this time. Project work cannot begin until a contract is signed by both parties. LCPB and NEIWPCC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

1. **Period of Performance**

Work is expected to begin in **May, 2016** and is to be completed no later than **May 1, 2017**.

1. **Schedule and Requirements for Proposal Submission**
2. Please follow the format outlined in the attached Technical Proposal Format Requirements.
3. Hardcopies of the proposal will NOT be accepted on or before the submission deadline. Editable electronic copies ONLY will be accepted and must be received via email in Microsoft Word or Word-compatible format by 4:30pm EST on **January 15, 2016** to scastle@lcbp.org**.**
4. **Contact Information**

Direct all proposals and other inquiries to:

*Stephanie Castle*

*NEIWPCC Environmental Analyst*

*Lake Champlain Basin Program Technical Associate*

54 West Shore Rd., Grand Isle, VT  05458

p: 802-372-3213; f: 802-372-3233

scastle@lcbp.org ; [www.neiwpcc.org](http://www.neiwpcc.org) ; [www.lcbp.org](http://www.lcbp.org)

**Technical Proposal Format Requirements**

Proposals should adhere to the following format and should not exceed a 10 page maximum length (font size 12), NOT including budget information, references cited and investigator resumes.

**TITLE:** - Concise and descriptive.

**POINT OF CONTACT:** Name, position, organization, address, telephone, fax and email of the person who will be the point of contact.

**AUTHORIZED REPRESENTATIVE:** Name, position, organization address, telephone, fax and email of the person who is authorized to sign the contract.

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

**INTRODUCTION:** Overview of what the project is 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. Quarterly progress reports and a final report are required deliverables.

**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 the specified performance period in the RFP.

**DETAILED BUDGET JUSTIFICATION:** Cost breakdown by major budget categories (i.e. personnel, equipment), linking costs to specific tasks/deliverables wherever possible, as seen in the example budget below. Breakdown should show costs to be covered by the LCBP award and other sources (if applicable), as well as any match amounts and totals. (1 page, not included in the 10 page maximum total for the proposal). See example provided below. Task-based budget templates are available on the LCBP website: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>

**EXAMPLE:**

|  |
| --- |
| **Budget Spreadsheet for LCBP Grants: Line Item by Task/Deliverable\*** |
|  | Task 1 | Task 2 | Task 3 | LCBP Grant Total | Proposed Match (if any) | Project Total (Grant + Match) |
| **Personnel** | $1,000 |  | $1,000 | $1,000 | $1,000 | $2,000 |
| **Fringe (x% of Personnel)** | $300 |  | $600 | $900 |  | $900 |
| **Travel** | $300 |  | $250 | $300 | $250 | $550 |
| **Supplies** |  | $1,250 |  | $1,000 | $250 | $1,250 |
| **Professional Services** |  | $10,000 |  | $10,000 |  | $10,000 |
| **Total Direct** | $1,600 | $11,250 | $1,850 | $13,200 | $1,500 | $14,700 |
| **Indirect (y% of direct)** | $240 | $1,688 | $278 | $2,205 | $0 | $2,205 |
| **TOTAL BUDGET** | $1,840 | $12,938 | $2,128 | $15,405 | $1,500 | $16,905 |

**\*The budget numbers in this table are used only for the purpose of example.**

**TECHNICAL REFERENCES CITED:** List all references used for the proposal (not included in the 10 page maximum total for the proposal).

**CURRICULUM VITAE/RESUME OF PRINCIPAL INVESTIGATORS:** Include up to 3-5 references for prior work pertinent to the proposed project. Please limit to one page per investigator; not included in the 10 page maximum total for the proposal.