

Release Date: March 29th, 2012

Lake Champlain Basin Program Announcement

Request for Proposals

Development of a back roads water quality improvement program for the New York portion of the Lake Champlain watershed

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for services to develop and initiate a back roads water quality improvement program within the New York sector of the Lake Champlain Basin. Up to \$100,000 is available for this project. This project will support the management of phosphorus loadings and contaminants generated from developed lands by aiding planning and prioritization efforts 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 RFP is supported by US EPA funds provided to the Lake Champlain Basin Program.

The successful respondent to this RFP will develop a back roads program for the New York portion of the Lake Champlain watershed. The primary functions of the program will be (1) to provide training to communities on inventorying secondary road networks, and (2) to provide funding opportunities by way of planning and implementation grants to counties and municipalities. The planning and implementation grants will be directed towards improving the back roads network at the municipal and county levels, and will limit erosion of roadside drainage areas, reduce pollutant loads to the tributary network, and improve habitat connectivity for native aquatic species through the strategic use of roadside Best Management Practices (BMPs). In addition to program development, this RFP is also intended to fund the implementation of two BMP pilot projects. The funding from this RFP should be considered as seed money to develop the program. The final project report must provide an analysis of anticipated future costs and identify potential sources of future funding.

This Request for Proposals is available from the Lake Champlain Basin Program website. Look for the link on our homepage at www.lcbp.org. 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 both paper and electronic format. Please see the RFP and the attached proposal format information for complete details.

DEADLINE NOTICE:

Hardcopy (10 copies) and electronic versions (no facsimiles) of proposals must be RECEIVED by the Lake Champlain Basin Program office by 4:30pm on:

May 16th, 2012

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

The successful applicant will be notified by late June 2012.

Lake Champlain Basin Program Announcement

Request for Proposals

Development of a back roads water quality improvement program for the New York watershed of Lake Champlain

I. Background

Proper management of stormwater runoff is a high-priority step toward improving water quality. Runoff from developed land has received a great deal of attention in recent years in pollution reduction efforts, but few resources have been allocated toward the pathways that carry these pollutants into the tributary network of Lake Champlain.

Recent research suggests that roadside Best Management Practices (BMPs) provide benefits in the reduction of nutrient and sediment pollution, stormflow mitigation, groundwater recharge potential, and prevention of the spread of invasive riparian species, such as Japanese knotweed (*Fallopia japonica*). The scope of this Request for Proposals is to develop an effective program to address these issues and to implement BMPs for secondary roads at the municipal and county level in the New York-portion of the Lake Champlain watershed. The program should draw from other successful secondary road maintenance programs with the goal of reducing pollutant loads, such as the recently completed Roadside Erosion Assessment and Inventory report by the Lake Champlain Lake George Regional Planning Board (www.cwicny.org) and the Vermont Better Backroads program (<http://www.vtwaterquality.org/erp/htm/backroads.htm>) but should be carefully crafted to address the unique needs of the New York sector of the Lake Champlain basin.

The fully developed New York program for the Lake Champlain watershed should include technical training for town and county highway maintenance departments, planning grants to towns and counties for improvement of their secondary road network, and finally, grants to implement Best Management Practices to improve drainage of secondary roads and to reduce pollutant loads to the receiving waters of these roadside drainage networks. The successful applicant will also implement two pilot projects consistent with the program structure, in which road prioritization tools are developed and appropriate BMPs implemented from those prioritization tools. The final project deliverable will be a report describing the structure of the program, documenting the success of the pilot projects, and including a careful assessment of the operational and capital funding that would be required to sustain the program beyond the life of funding provided in this RFP.

II. Project Tasks and Deliverables

The Lake Champlain Basin Program (LCBP) seeks proposals for technical services to develop a sustainable back roads water quality improvement program within the New York sector of the Lake Champlain Basin, with a focus on secondary roads in the rural setting. Anticipated tasks include the following or equivalent workplan components:

1. Development of partnerships with and commitments from municipal, county, or state highway department officials maintaining the secondary and unpaved road network in the New York portion of the Lake Champlain basin.
2. Development of a program with BMP choices, training materials, eligibility criteria for local project proposals, proposal selection process, and project outcome review process.

3. Host a training and education workshop for communities that will help them develop road inventories and identify the costs and benefits of proper back roads planning and maintenance, highlighting the importance of this work for water quality benefits.
4. Establish a plan for the continuance of this program beyond the funding of this RFP, including potential sources of future funding.
5. Implementation of two separate pilot projects, in different municipalities, to develop planning tools and implement appropriate BMPs recommended in those planning tools. *These pilot projects should be identified and developed after LCBP review of the program (see Section III.2 of this RFP for more details).* The budget for these pilot projects should comprise approximately 30% of the total award amount.

III. 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 grant agreement can be executed and the work begun. The workplan will detail the logistical elements of the project, including deliverables, project timeline, and budget. Information about the LCBP grant process, workplan development guidelines, and reporting requirements can be found on the LCBP website at: www.lcbp.org/granttool.html. The project timeline should be scheduled with an expected start date no sooner than June 1, 2012.
2. The selected applicant will conduct a review of the draft plan for the NY back roads program with the LCBP Project Officer (and other partners at the discretion of the LCBP) *prior to* selecting the two pilot projects. This review of the draft program plan should occur no later than May 1st, 2013.
3. The successful respondent 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, no later than December 6th, 2013.
4. 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/publication_search.aspx.

IV. Eligibility

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

V. Proposal Evaluation and Selection Criteria

Proposals will be judged according to the following criteria:

1. Demonstrated knowledge of water quality issues, particularly nutrient loading from roadside drainage networks
2. Experience in working with transportation officials at the town, county, and state level within the New York sector of the Lake Champlain basin

3. Feasibility of the proposed methods for development of the backroads water quality improvement program in New York
4. Potential for the project to enhance the technical capabilities and infrastructure within the Lake Champlain Basin. Proprietary products are not acceptable as deliverables. All products developed as part of this project should be made available to LCBP upon completion of the project.
5. Demonstrated ability to create documents and products that are accessible to and can be used by local partners working to decrease nutrient pollution in the Lake Champlain Basin.

VI. Available Funds and Match Requirements

A total of \$100,000 is available for this project. No match is required. LCBP anticipates granting one (1) award from this RFP.

VII. Period of Performance

Work is to be completed no later than December 6th, 2013.

VIII. Schedule and Requirements for Proposal Submission

1. Please follow the format outlined in the attached Technical Proposal Format Requirements.
2. Ten (10) paper copies of each proposal must be RECEIVED by the LCBP office by 4:30pm on **May 16th, 2012**. Please submit paper copies bound only with a single staple or binder clip.
3. *In addition*, an ELECTRONIC VERSION of the proposal, either on disk or via e-mail must be submitted. Electronic versions also must be RECEIVED by 4:30pm on **May 16th, 2012**.

IX. Contact Information

Direct all proposals and other inquiries to:

Eric Howe
Technical Coordinator
Lake Champlain Basin Program
54 West Shore Road
Grand Isle, VT 05458
(802) 372-3213
ehowe@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 fifteen (15) months after the execution of a contract or grant.

DETAILED BUDGET JUSTIFICATION: Cost breakdown by major budget categories (i.e. personnel, equipment), linking costs to specific tasks/deliverables wherever possible. 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).

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.