

Release Date: November 3rd, 2010
Lake Champlain Basin Program Announcement

Request for Proposals

Quantifying the extent and effect of shoreline development on littoral habitat in Lake Champlain

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for a project to quantify of the extent and effect of shoreline development on the littoral habitat quality of Lake Champlain. Up to \$115,000 is available for this project, which supports the goal of optimizing, measuring and monitoring water quality efforts in Lake Champlain, as outlined in the LCBP long-term management plan, *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*.

The LCBP seeks proposals for a study to quantify the effect of shoreline development on the quality of littoral habitat in a targeted segment of Lake Champlain, including effects on fish, macrophytes and macroinvertebrates. Award recipients will develop and apply a methodology to identify areas of Lake Champlain shoreline in need of protection or restoration. The award recipient will use these findings to recommend management programs to target sensitive shoreline areas in order to protect and improve littoral habitat quality. This RFP is supported by US EPA funds secured by U.S. Senator Patrick Leahy.

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:

December 15th, 2010

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

The successful applicant will be notified by early February 2011.

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I. Background

Recent studies have demonstrated that development of lake shorelines has a significant impact on the quality of habitat available to littoral biota along lakeshores. Development of shorelines increases the area of impervious surfaces adjacent to the lakeshore, reduces quality of habitat for wildlife, and can impact water and habitat quality in the immediate shoreline zone. Shoreline disturbance also increases the risk of colonization of aquatic and terrestrial invasive species.

The scope of this Request for Proposals is to develop and validate a survey method specifically designed for Lake Champlain to quantify shoreline development on Lake Champlain and to assess the effects of this development on the natural littoral communities of Lake Champlain. Respondents to this RFP should provide a procedure to quantitatively measure the impact of shoreline development within the Lake Champlain basin.

The final product of this study will provide a validated methodology for assessing a segment of the shoreline of Lake Champlain. This methodology should account for physical factors that are typical of large lakes with shorelines similar to coastal systems, including large water level fluctuations and impacts of wave energy on the littoral and riparian zones. Additionally, the contractor should provide a report of their findings from the field component of this study, including a summarization of all habitat, flora and fauna data collected, and specific recommendations for management of the study area, including sensitive areas to target for protection or restoration. These recommendations should also be extrapolated or generalized to the entire shoreline of Lake Champlain, where possible.

The results of this study will be used to inform basin-wide decisions regarding measuring and monitoring habitat condition in Lake Champlain, and to inform management decisions for shoreline habitat on Lake Champlain. Respondents to this RFP should identify a targeted study area in which their proposed study will take place. Respondents should justify their selection of the representative lake segment and should explain in detail how their proposed methodology could be expanded to the rest of Lake Champlain.

II. Desired project tasks and deliverables.

The Lake Champlain Basin Program (LCBP) seeks proposals for technical services to assess the impact of shoreline development on littoral habitat quality in Lake Champlain and to perform the following tasks.

1. Develop and validate a method to quantitatively measure the impact of shoreline development on the quality of littoral habitat in Lake Champlain.
2. Provide a detailed assessment of land use and land cover of the proposed study area.
3. Characterize the localized effect of shoreline development from regional lake effects on littoral habitat quality.
4. Develop a suite of indicator species (flora and fauna) of littoral habitat quality.
5. Estimate how these indicator species are likely to change if shoreline BMPs are established.
6. Identify sensitive ecological areas that should be targeted for mitigation or protection.
7. Provide recommendations to mitigate impacted littoral habitat from shoreline development in Lake Champlain.

The proposal should specifically address the scale to be attempted.

III. Summary of Other Requirements for the Selected Proposal

- Provide assurance that any terrestrial work to be conducted will be done so using either publicly available information or with landowner permission.
- For the selected proposal, following initial notification of the award, an approved workplan will be required before a grant agreement can be executed and the work begun. This workplan should be submitted to the LCBP for review by **February 22nd, 2011**. Information about the LCBP grant process, workplan development guidelines, and reporting requirements can be found on the LCBP website at: www.lcbp.org/granttool.htm.
- A Quality Assurance Project Plan (QAPP) will be required (after the grant agreement has been executed) for all components of the project that involve collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. This QAPP must be approved by the LCBP before work described in the QAPP can begin. The QAPP development and approval process can be lengthy (up to 90 days from award date), so please allocate an appropriate amount of time for this step in the proposed project budget and timeline. More information about the LCBP QAPP process can be found on the LCBP website, here: www.lcbp.org/QAPP.
- The successful applicant will be required to 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 31st, 2012**.

- When approved, the final report will be edited for content and style in consultation with the successful applicant 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.
- The consultant will be required to present interim and final project results to the appropriate Lake Champlain Basin Program committees, such as the Technical Advisory Committee and/or the Lake Champlain Steering Committee, for their review.

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 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 how well they address the following points:

1. Demonstrated familiarity with Lake Champlain and suitable sub-basins for this study, clear identification of the lake segment in which the proposed study will take place, and justification for selecting this lake segment.
2. Strength of experimental design of the proposed study. The experimental design should incorporate Lake Champlain-specific effects such as wave energy and lake level fluctuations, and application of land use/land cover datasets.
3. Demonstrated knowledge of existing littoral shoreline survey methodologies.
4. Likely success of expanding the results of this study to the entire Lake Champlain basin.
5. Technical merit and applicability of the proposed product to priority objectives identified within the desired deliverables listed in this RFP.
6. Potential for the project to enhance the technical capabilities within the Lake Champlain Basin. Proprietary products are not acceptable project deliverables.
7. Clarity, conciseness and adherence to the proposal guidelines.
8. Demonstrated ability to create documents and products that are accessible to and can be used by local partners working to address nutrient loading and cycling issues within the Lake Champlain Basin.

VI. Available Funds and Match Requirements

A total of \$115,000 is available for this project. Match is not required.

VII. Period of Performance

Work is to be completed no later than December 31st, 2012.

VIII. Schedule and Requirements for Proposal Submission

- Please follow the format outlined in the attached Technical Proposal Format Requirements.
- Ten (10) paper copies of each proposal must be RECEIVED by the LCBP office by 4:30pm on December 15th, 2010. Please submit paper copies bound only with a single staple or binder clip.
- *In addition*, an ELECTRONIC VERSION of the proposal, either on disk or via e-mail must be submitted. Electronic versions must also be RECEIVED by 4:30pm on December 15th, 2010.

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, minimum 1-inch margins), NOT including budget information, references cited and investigator resumes.

TITLE: Concise and descriptive.

POINT OF CONTACT: Name, position, organization, address, telephone, fax and email.

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 twenty-four (24) 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 the 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).