Request for Proposals – Culvert Replacement Engineering Designs for Four Culverts in Boquet River Watershed – Lewis, NY

Patrick Leahy Lake Champlain Basin Program

Release Date: May 27, 2025

Program Purpose and Guidelines:

The Patrick Leahy Lake Champlain Basin Program ("LCBP"), in coordination with the New England Interstate Water Pollution Control Commission ("NEIWPCC"), is pleased to request that engineers licensed to practice in the State of New York, or entities partnering with them, submit proposals for the development of Final Designs for replacement of four culverts in the Boquet River Watershed in Lewis, NY.

LCBP anticipates offering one (1) award for this RFP. The purpose of this project is to create designs for the replacement of four culverts, correct structural deficiencies, improve stream geomorphic compatibility, and restore passage of all life stages of Eastern Brook trout and other aquatic species.

This opportunity is supported by funds awarded to Lake Champlain by the U.S. Environmental Protection Agency (EPA) from the [Infrastructure Investment and Jobs Act.](#) The award is subject to funding availability. This request for proposals is available at the [Lake Champlain Basin Program website](#).

PROPOSAL DEADLINE NOTICE: Respondents must submit proposals via Foundant no later than 5:00PM EST on June 30, 2025. Late or incomplete proposals will not be considered.

Please contact Corrie Miller, Aquatic Organism Passage Restoration Specialist (cmiller@lcbp.org) with any questions regarding the RFP.

Patrick Leahy Lake Champlain Basin Program

Request for Proposals: Organizational Support and Workforce Development in the New York Portion of the Lake Champlain Basin

I. Overview of the Lake Champlain Basin Program and NEIWPCC

The Lake Champlain Special Designation Act of 1990 designated the Lake Champlain Basin as a special project area under the Agricultural Conservation Program and established the Lake Champlain Management Conference to publish a pollution prevention, control, and restoration plan for Lake Champlain. Following EPA's approval of the plan, entitled Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin (the "Plan"), the Daniel Patrick Moynihan Lake Champlain Basin Program Act of 2002 established the Lake Champlain Basin Program and authorized EPA to provide support to New York, Vermont, and NEIWPCC for implementation of the Plan. The Act was reauthorized in 2022, formally renaming the LCBP to the Patrick Leahy Lake Champlain Basin Program and authorizing the Program through 2027.

NEIWPCC was established by an act of the United States Congress which ratified the New England Interstate Water Pollution Control Compact in 1947. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPCC engages and convenes water quality professionals and other interested parties from New England and New York to collaborate on drinking water, wastewater, and environmental science challenges across shared regions and ecosystems. NEIWPCC has served as the primary program administrator of LCBP at the request of the EPA and administers the program's personnel, finances, and contracts.

In accordance with the Act, LCBP works in partnership with government agencies from New York, Vermont, and Québec, private organizations, local communities, and individuals to coordinate and fund efforts that benefit the Lake Champlain Basin's water quality, fisheries, wetlands, wildlife, recreation, and cultural resources. These efforts are guided by the comprehensive management plan, Opportunities for Action.

II. Schedule

Date	Item
May 27, 2025	Request for Proposals issued
June 9, 2025, 5:00 pm	Deadline for submission of questions in writing, which must be sent via email to Corrie Miller, AOP Restoration Specialist, at cmiller@lcbp.org

June 16, 2025	Responses to questions posted on Application Summary Page in Foundant (click here: https://www.grantinterface.com/Process/Apply?urlkey=NEIWPCC)
June 30, 2025, 5:00 pm	Proposals Due in Foundant (click here: https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC
July 15, 2025	Respondents notified
August 30, 2025	Contract executed
January 2, 2026	Phase 1 - Preliminary design phase completed
March 30, 2026	Phase 2 - Final Design phase completed
June 30, 2026	NEIWPCC/LCBP Final Report due

Please note that work may not begin on the funded tasks of the project until a signed, executed agreement is in place with NEIWPCC.

Proposals must be uploaded to LCBP's online Foundant system (see Section VII below for more information). The intent is that this is a simple location for you to upload your proposal. Please reach out to Kerry Crowningshield, Office Manager, at kcrowningshield@lcbp.org with any Foundant questions.

Proposals received after the submittal deadline will not be considered.

III. RFP details

General Project Description

The purpose of this project is to design the replacements for four undersized perched culverts within the Spruce Mill Brook watershed to correct structural deficiencies and restore passage of all life stages of Eastern Brook trout and other aquatic species. Two of the road stream crossings are owned by the Town of Lewis and two are owned by Essex County in New York. The Lake Champlain Basin Program seeks proposals to complete 30% and subsequent 100% design documents that enable future project funding requests and construction (scope/schedule/cost), with all technical requirements met for all applicable regulatory agencies.

Culvert and Site Descriptions

The scope of work consists of (4) Road – Stream Crossings within the Spruce Mill Brook Water shed, including Spruce Mill Brook and Derby Brook tributary. A description of the sites:

Description	Site 1	Site 2	Site 3	Site 4
Jurisdiction	Essex County Department of Public Works (EC DPW)		Town of Lewis Highway	
GPS Location	44.289318, -73.584679	44.285573, -73.572995	44.297197, -73.606133	44.299410, -73.594997

NAACC Survey ID (includes photos)	[73164]	[33706]	[34733]	[67374]
Stream Crossing	Spruce Mill Brook, Class C(t)		Derby Brook, Class C(t)	
Road Crossing	CR 12 Wells Hill Rd, 2 lane paved		Seventy Ln, 2 lane paved	Johnson Ln, 1.5 lane gravel
Road Function Class	(9) 2 lane paved, detour available, serving mine		(9) 2 lane paved, no detour available, serving mine	(9) 1.5 lane gravel, detour may be available, residential
Bankfull Width (BFW)	32 ft		17 ft	
Existing Structure	12 ft CMP pipe arch		Double Barrel 5 ft CMP round	

Project Team

The selected respondent will work under the direction of LCBP/NEIWPCC and the project will be administered by LCBP/NEIWPCC. They will collaborate throughout the project with a project team made up of LCBP/NEIWPCC staff, the Town of Lewis, Essex County (EC DPW), Boquet River Association, US Fish & Wildlife Service (USFWS), The Nature Conservancy (TNC), and possibly other partner organizations. The Project team will engage abutting landowners to include their perspectives and needs for a successful outcome. Project locations are noted in the site description above.

IV. Eligibility

Successful respondents will be engineers, or entities partnering with engineers, licensed to practice in the State of New York. The respondent will be responsible for the completion of all project tasks, though subcontracted work will be permitted. Only one proposal per entity will be accepted.

V. Proposal evaluation and selection criteria

All proposals will be evaluated by representatives from project partner organizations according to the following criteria:

1. **Project Management & Schedule (10 Points):** Does the respondent demonstrate the experience, responsiveness, and timeliness to complete the project? Does the proposed schedule meet identified project goals?
2. **River Restoration Experience (10 Points):** Does the respondent demonstrate effective understanding and experience with river restoration and culvert replacements to successfully complete this project? Will the design result in a river-habitat friendly project?
3. **Engineering (10 points):** Does the respondent demonstrate effective understanding and experience applying engineering principles to river restoration (ability to address issues like scour, erosion, and road stability)? Will the respondent bring creative and cost-effective approaches to the project design challenges?

4. **Project Approach & Scope (10 points):** Does the respondent's project approach demonstrate an understanding of described project needs and is the scope appropriate to meet project goals?
5. **Permitting (5 points):** Does the respondent demonstrate effective and successful experience to complete New York State and federal permits and approvals?
6. **Presentation (5 points):** Does the respondent demonstrate effective ability to provide written information, deliverables, etc.? Will the respondent be effective at presenting complex information?
7. **Value (20 points):** Will the respondent's skills, experience, approach, and cost result in a successful project?

VI. Scope of Work

The work will be conducted in two phases: 1) Preliminary Design and 2) Final Design. The project will only proceed to Final Design if there is a feasible and acceptable Preliminary Design. During both phases, the selected respondent (Contractor) will meet with the Project Team as needed to discuss topics such as scope of work, methods, deliverables, and project timelines. A site visit with the project team will be necessary early in the design process.

Geomorphic concepts and Aquatic Organism Passage (AOP) considerations found in the AOP design guidelines developed in NYS Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act and the NY State Stream Crossings Guide shall be used as the basis for project designs, with additional elements included from the USFWS Northeast Region Fish Passage Engineering Design Criteria. The design will need to meet the natural resource permit conditions in the NYS DEC General Permit and Army Corps Nationwide Permit criteria, as well as NYS DOT Bridge Manual requirements.

1. Phase 1: Preliminary (30%) Design

The goal of this phase is to collect the field data, analyze the data through appropriate models, and produce a 30% design used to inform implementation decisions for each of the four structures. The Contractor will collaborate throughout this step with the Project Team as needed to ensure an acceptable final product. Open or natural bottom structure designs at 1.25x - 1.5x stream bankfull width will be required. Tasks for the preliminary design are (see Matrix below for any additions or modifications):

a) **Topographic Survey**: A topographic survey will be performed to record existing site conditions, including channel cross sections upstream and downstream of the structure, channel profile (20-30 times bankfull width upstream and downstream of project site), road elevations, infrastructure that may be affected by the change, and other site features relevant to the design. Topographical survey limits shall extend a sufficient distance to define existing features related to the project site and provide sufficient information to complete a hydraulic analysis. Verification of previously identified bankfull widths shall be conducted using regional regression curves as well as field measurements.

b) **Geomorphic Surveys**: The contractor will review existing relevant culvert information, including channel morphology, characterization of bed substrate, channel type, and condition. Each survey should extend a minimum distance of 20-30 times bankfull width both upstream and downstream of the culvert and should include pool depths and head of riffles. The slope should be determined, at a minimum, on that total distance to compensate for sediment aggradation upstream, as well as scour downstream, of the existing culvert.

c) **Hydrology and Hydraulics**: The contractor will develop a hydrology and hydraulics model for the sites. Hydrology estimates will be made from field measurements and from peak flow estimates using USGS StreamStats. The contractor will analyze peak flow rates using the NYS DOT Bridge Manual requirements along with HydroCAD and USACE HEC-RAS modeling. The peak flow rates will be analyzed to ensure the proposed bridge has the appropriate waterway openings and geometries to pass the Q-100 storm event with Hw/D<0.8 where Hw = headwater surface elevation and D = bridge vertical opening. Once the bridge is sized, a scour analysis will be performed using the controlling channel velocities using the Q-2.33 through Q-500 storm events.

d) **30% Design**: Based on the data that was collected during the field investigations, the contractor will simulate the natural channel geometry through the project area in the designs for new crossing structures. The designs will provide the existing and anticipated longitudinal profile and cross sections, streambed composition, grade control locations, and anticipated access points for implementation. Designs should include a line indicating maximum scour depth and/or a lower vertical adjustment potential (VAP) line. The information shall be detailed on the preliminary plans and included in the technical specifications. If there is more than one option, the options will be reviewed with the Project Team to select a preferred option. The design should minimize project footprint and impact thereby minimizing the requirement of easements on adjacent private properties. The contractor should provide construction and maintenance estimates as well as anticipated structure lifespan into the design recommendation.

e) **Temporary Crossing Design and Detour Analysis**: The contractor will work with the Project Team to compare the costs and benefits of closing the road versus creating a temporary bypass. Please reference the site description table provided above to determine which sites have options for road closure.

f) **Historic Preservation Review**: The contractor will prepare required Section 106 “consultation” materials for submission by Project Team through New York State Office of Parks, Recreation and Historic Preservation.

g) **Stakeholder Meetings:** Contractor and Project Team will share information with the Project Team during regular monthly meetings to ensure project scope and deliverables are in keeping with project objectives. The monthly team meetings may be virtual meetings scheduled in addition to necessary field meetings.

h) **Deliverables:** The preliminary plans shall include but are not limited to a title sheet, site plan sheet, details sheet (including longitudinal profile), permit advice, and cost opinions for construction and construction oversight. Deliverables shall also include the program file for HydroCAD and HEC-RAS for review. The estimated construction cost of the temporary crossing must be a separate line item.

In addition, or modification, of scope by site:

Description	Site 1	Site 2	Site 3	Site 4
Jurisdiction	EC DPW		Town of Lewis Highway	
Topographic Survey	Alternate		According to RFP	
Geomorphic Surveys	Alternate		According to RFP	
Hydrology and Hydraulics	Essex County DPW to provide prior study with HydroCad and HEC-RAS model results		According to RFP	
Design	Prior preliminary design exists that may be suitable starting point for modifications, determined by field investigations as well as communications with Project Team. Consider County-owned Superstructure		According to RFP	According to RFP. Consider (1) lane bridge
Temporary Crossing Design	None Required		Potential	

2. Phase 2: Final Design

The project will only proceed to the Final Design phase if the Preliminary Design meets the needs of the Project Team and is feasible to implement. The design analyses will be completed and all comments from the Preliminary Design will be addressed. The Final Design phase will include the following tasks and deliverables (see Matrix below for any additions or modifications):

- **a) Final design**: Construction-ready drawings of the selected designs for each of the four structures. Plans that will provide excellent aquatic organism passage (AOP) will be a critical component of these final designs. Plans that do not incorporate weirs or visible grade controls within the structures will be preferred, if possible (without compromising AOP). Specifications must meet NYS DOT Bridge Manual design standards.
- **b) In-stream design:** Based on the data that was collected during the field investigations, the design developed will simulate the natural channel geometry and morphology through the project area in the designs for new crossing structures.
- **c) Construction scope of work**: A construction bid package, including quantities and construction notes that could be presented to potential contractors.

d) **Preparation of permit applications**: The deliverable includes the development of all permit and regulatory applications for the selected design for review and approval by Project Team.

e) **Final review and approval**: The contractor will present the Final Design for approval to the Project Team for final approval. The plans shall be stamped and sealed by a professional engineer registered in the State of New York. Since the (2) Town structures will become bridges, Essex County DPW must issue approval for all (4) structures and contractor shall provide all load rating and drawings required by NYS DOT.

f) **Property access, easements and temporary crossing Right of Way**: The contractor shall create easement drawings for use by either the Town or the County (utility owner) to be used for securing easements and temporary access.

g) **Cost opinion:** Upon the completion of design, a final design cost estimate update shall be provided for the selected alternative. Costs shall be compiled for each of the 4 structures individually. Costs shall be broken down by the following components:
   a. Itemized costs in accordance with NYS DOT bid weight averages for the construction of the bridge foundation system, superstructure, guiderail, surface treatments and restoration of the roadway.
   b. Itemized cost in accordance with NYS DOT bid weight averages for stream restoration work as determined by geomorphic assessment, design, and permitting.
   c. Permitting costs
   d. Professional construction phase services
   e. Bidding costs

h) **Stakeholder Meetings:** Contractor and Project Team will continue to share information with the Project Team at regular monthly meetings to ensure project scope and deliverables are in keeping with project objectives (virtual meetings suggested outside of necessary field meetings).

i) **Deliverables**: The final plans shall include, but are not limited, to a title sheet, site plan sheet, details sheet, profile and typical sections sheet, stream simulation detail sheet, temporary crossing right-of-way, cost opinion, specifications, bid documents and the list of required and submitted permits. Program CAD drawings in AutoCAD format.

In addition, or modification of scope, by site:

Description	Site 1	Site 2	Site 3	Site 4
Jurisdiction	EC DPW		Town of Lewis Highway	
In-stream design	Alternate		According to RFP	
Permits	Alternate to RFP			
Property Access	USFWS Partners agreement may be an option for access outside the Right of Way			

VII. Proposal

1. **Type of Contract:** It is proposed that, if a contract is entered into as a result of this RFP, it would be a fixed price contract for the Scope of Work, above. Negotiations may be undertaken with those respondents whose proposals, as cost and other factors show them to be qualified, responsive, responsible and capable of performing the work.
2. **Selection**: Selection will be based on criteria listed above. LCBP/NEIWPCC reserves the right to amend, modify or withdraw this RFP, require supplemental information from candidates, or reject any or all proposals received.
3. **Proposal Content**: The proposal shall contain the following sections:
   a) Scope of Services: Describe the approach to be taken in addressing the scope of work. Each task should be described in detail.
   b) Schedule: Provide a schedule including major project milestones.
   c) Qualifications: Briefly describe the respondent's related experience with culvert replacement projects, including three references with contact information.
   d) Budget: Please provide a sub-total for each identified task in Sections 1 & 2 above, to help the Project Team determine how to revise the Scope if the budget is inadequate.
4. **Miscellaneous Requirements**:
   a) Proposals must address all tasks associated with the project for which work is proposed.
   b) Expenses incurred in the preparation of proposals shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply for reimbursement for these expenses.
   c) Each proposal shall be accompanied by a cover letter signed by an officer empowered by the respondent to sign such material and thereby commit the respondent to the obligations contained in the proposal.
   d) This solicitation in no way obligates LCBP/NEIWPCC to award a contract. A contract will only be awarded as deemed in the best interest of LCBP/NEIWPCC.
   e) Award may be based on Phase 1, Phase 2, and associated alternates up to the discretion of LCBP/NEIWPCC and in the interest thereof.

VIII. <u>Summary of requirements for selected respondent</u>

1. **Workplan**: Within thirty days of award notification, the selected respondent must submit a detailed project workplan that will be subject to the LCBP approval process before a contractual agreement will be issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget that will be supported with these funds, if awarded. As you develop the task-based budget, keep in mind that payments will only be made for fully completed tasks. Payments for partially completed tasks will not be processed. If a project is selected for funding, LCBP staff will provide the selected respondent with workplan guidance. We strongly encourage all respondents to visit the LCBP website for more information on the LCBP award process and reporting templates: http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/.

2. **Quality Assurance Project Plans** (QAPPs) are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. When necessary, the successful respondent will prepare a QAPP as part of the project workplan. It is possible that some awards might not require a QAPP. Please contact LCBP staff if you are unsure about the QAPP requirement. The QAPP must be fully approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, NEIWPCC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved QAPP. The QAPP development and approval process can be quite lengthy (up to 90 days, depending on the size of the project), so please make sure that an appropriate amount of time has been allocated to this step in the project budget and timeline. More information about the LCBP QAPP process can be found at this link: http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/.
3. **Reporting**: The successful applicant will prepare and submit 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 results will be required at project completion. 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. **Reporting Metrics:** Effective after the release of the 2022 Opportunities for Action Lake Champlain Watershed Management Plan *(OFA*), all LCBP-funded awards must provide standardized reporting metrics within the project workplan and final report. Reporting metrics will be considered preliminary at the application and workplan stages and final at the final report stage of your project. Reporting metrics will be based on the applicable OFA strategy(ies) and project type. Personnel time used for reporting metrics is an eligible expense. The most up-to-date version of this guidance can be found on the LCBP website: http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/.
5. **Direct and indirect costs:** Applicants should budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies (mailings, phone costs, office supplies) etc. Necessary indirect costs that are not directly attributable to funded activities are subject to the following policy:
   a) Respondents that do not have a Negotiated Indirect Cost Rate Agreement (NICRA)may charge a maximum indirect rate of 10 percent of direct costs (the de minimis rate associated with this funding agreement). Respondents (including academic institutions) with a valid NICRA with their cognizant federal agency can charge indirect costs to projects based on their negotiated indirect cost rate and must enclose a current copy with their proposed work plan.
   b) A valid NICRA is one in which the effective period has not expired. Respondents must

provide a copy of their valid NICRA with their application in order for indirect cost reimbursement to be considered. If the effective period of the NICRA has expired but the selected respondent has documented evidence (via an indirect cost rate proposal) that they have reapplied for a new rate, the expired rate may be accepted.

6. **Procurement of supplies, equipment, and services**: RFP respondents are required to follow the small purchase method which is a relatively simple and informal method (procurement procedure) for purchasing supplies, equipment, and services that cost more than $10,000 and less than $250,000. This procurement procedure is applicable to proposals submitted in response to this RFP if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported by LCBP/federal funding. If the applicant plans to use LCBP funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then it must follow federal procurement regulations:
   a) Procurement of supplies, equipment, and services that do not exceed $10,000 may be made without soliciting competitive quotes if the price is considered reasonable.
   b) Procurement of supplies, equipment and services that are greater than $10,000 and do not cost more than $250,000 require that the recipient obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for professional services or subcontracted work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements, or you can otherwise demonstrate that the higher price offers the "best value." Justification must be provided for the outcome of the bid process. This process may take place prior to the submission of a proposal for LCBP funds.
   c) Procurement of supplies, equipment, and services that cost more than $250,000 are required to follow formal procurement methods described in the US Code of Federal Regulations 2 CFR 200.320 Methods of procurement to be followed, available at this link: https://www.ecfr.gov/current/title-2/section-200.320
   d) "Equipment" is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $10,000 or more per unit. Equipment purchases may require additional information at the time of purchase, an LCBP staff person taking inventory on an annual basis, and disposition instructions from funding source following the completion of the project. For further information, see 2 CFR 200.1 "Equipment".
7. 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 EPA in a suitable file format. LCBP, NEIWPCC, and 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 selected recipient 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.

8. **GIS data** produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see https://www.epa.gov/sites/default/files/2014-08/documents/national_geospatial_data_policy_0.pdf). Specifically, the selected respondent must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself(i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME)was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from https://edg.epa.gov/EME/. Specific technical guidance on geospatial deliverables and acceptable formats can be found athttps://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance. GIS data produced under this project will be submitted to LCBP as a deliverable.
9. **Insurance Requirements:** NEIWPCC requires its contractors to maintain workers compensation and liability insurance. Contractors must submit proof of adequate insurance coverage on an annual basis for the duration of the project. The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the Commission, the following kinds and amounts of insurance:
   a) Workers' Compensation Insurance. The policy shall cover the obligations of the Contractor in accordance with the Workers' Compensations Law and Disability Benefits Law covering all operations under the Contract, whether performed by it, or by its subcontractor.
   b) Liability and Property Damage Insurance. Unless otherwise specified, each policy shall have limits not less than: $2,000,000 combined (Bodily Injury & Property Damage); $3,000,000 aggregate, single limit per occurrence.
10. Subawardees must comply with all requirements and responsibilities of this subaward and with all U.S. EPA General Terms and Conditions under the prime agreement as outlined https://www.epa.gov/grants/grant-terms-and-conditions#general. Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal (see LCBP Grant Toolkit). This form includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.

11. **UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPCC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier ("UEI") number. The DUNS number is no longer acceptable. Instead, Contractors must register for a UEI through the System for Award Management (SAM) at https://sam.gov/content/home. This SAM-generated number is required for all NEIWPCC Contractors as part of the agreement process. Existing NEIWPCC Contractors that have already registered in SAM.gov will be automatically assigned a UEI which will be displayed in Sam.gov. No further action is required.
12. **Build America, Buy America requirements** (not applicable to Quebec-based projects): Subawards or contracts awarded more than $250,000 are subject to the Build America Buy America Act. (BABA) requirements. Under the BABA Act. No funds made available by Federal financial assistance programs for infrastructure shall be obligated to a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." (Build America, Buy America Act), P.L. 117-58, Secs 70911 - 70917.
13. **Invoicing requirements**: In an effort to provide consistency in monitoring LCBP subawards (2 CFR 200.332), NEIWPCC requires detailed receipts for supplies or services purchased (per your workplan) in connection with completion of each task. Receipts shall be provided with each invoice. Please note:
    a. This only applies to subawards,
    b. The form is only necessary when a task contains either supplies or professional services (hired professionals),
    c. Receipts for services or supplies relate only to invoices the subrecipient has paid (NOT the subcontractor/hired professional).

VII. Appropriate Use of Funds

LCBP funds **cannot be used** to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts. Funds awarded from this RFP also may not be used for land purchases, endowment funds, or lobbying or legislative advocacy of any kind. Awarded funding may not be used for the purchase of food or beverage.

- No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.

VIII. Foundant proposal submission platform

The Lake Champlain Basin Program is now using Foundant, a web-based grant management software platform, to accept responses to Requests for Proposals, to manage the proposal review and award decision process, and to manage awarded projects to conclusion with award recipients.

New users must create an account to log in to the Foundant system. Each user will create their own account, and the system allows for multiple user accounts per organization. When creating an account, Foundant will also ask for information about the organization. Once the user account is created, the respondent's account will automatically be connected to other accounts from the same organization using the Federal Tax ID (EIN) number. Once this information is collected and the account is created, the user may identify the applicable RFP and upload their proposal.

Proposals must be submitted to Foundant; email submissions will not be accepted. Please visit the Foundant Applicant Tutorial webpage for assistance in creating your individual account, or contact Kerry Crowningshield, LCBP Office Manager, at kcrowningshield@lcbp.org or call 802-372-3213.