

Release date: October 26, 2018

Lake Champlain Basin Program Announcement

Request for Proposals

Winter Maintenance Training for New York Counties in the Lake Champlain Basin

The Lake Champlain Basin Program and New England Interstate Water Pollution Control Commission are pleased to announce a Request for Proposals (RFP) for projects to increase understanding of winter maintenance practices in Lake Champlain communities. This award will support snow and ice training for county, town, and village operators to learn about improved winter maintenance practices and to participate in hands-on training activities. The successful applicant will propose a project that completes the outputs described in the attached RFP according to the required project timeline. Up to \$35,000 is available to support this project.

This work is applicable to the Clean Water and Informed and Involved Public goals of 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 on behalf of the Lake Champlain Basin Program by the Environmental Protection Agency.

This RFP is available on the Lake Champlain Basin Program website (lcbp.org/grants). To receive a copy of the RFP via U.S. 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.

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 of proposals must be RECEIVED by grants@lcbp.org no later than:

4:30pm on December 10, 2018

Late, incomplete, or non-electronic proposals will not be considered.

Successful applicants will be notified in January 2019. Although LCBP reserves the right to make no awards, we anticipate granting one award from this RFP.

Lake Champlain Basin Program Request for Proposals

Winter Maintenance Training for New York Counties in the Lake Champlain Basin

0. Overview

Congress designated Lake Champlain as a resource of national significance with the Lake Champlain Special Designation Act of 1990. The Special Designation Act also established the Lake Champlain Basin Program (LCBP) and authorized it to receive direct support from US EPA under the Clean Water Act. The LCBP coordinates and funds efforts that benefit the Lake Champlain Basin's water quality, fisheries, wetlands, wildlife, recreation, and cultural resources. The LCBP works in partnership with government agencies from New York, Vermont, and Québec, private organizations, local communities, businesses and citizen groups. These partners lead collaborative, non-partisan actions to address water quality and environmental challenges that cross political boundaries in a multi-national watershed. Management efforts are guided by the comprehensive management plan [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#).

Since 1992, the New England Interstate Water Pollution Control Commission (NEIWPC) has served as the primary program administrator of LCBP at the request of the Lake Champlain Steering Committee, and administers the program's personnel and finances. NEIWPC is a congressionally authorized not-for-profit interstate organization whose membership includes all six New England states and New York State and whose mission is to help its member states to realize their individual and collective clean water program goals.

I. Project background

The application of de-icing substances like sand and road salt help to make winter roads safer for driving; however, when the snow and ice melt, sand and road salt are carried into nearby waterbodies and eventually into Lake Champlain. Recent research has demonstrated that chloride concentrations are increasing in Lake Champlain and other waterbodies across the region; this chloride pollution is made more pronounced by Lake Champlain's large land-to-water area ratio. A proactive strategy for decreasing application of de-icing agents may be essential to minimizing chloride accumulation before it has negative impacts on the Lake's biodiversity and public health as a drinking water supply.

The Lake Champlain Basin Program is soliciting proposals from qualified applicants to coordinate snow and ice training program at the five New York County Department of Public Works for county, town, and village operators. This event will provide an opportunity to learn about winter road maintenance procedures and policies, and to participate in hands-on training activities. The project will result in increased understanding of winter road maintenance strategies to reduce excessive sand and road salt application without compromising road or driver safety.

II. Project tasks and outputs

Summary:

The successful applicant will collaborate with partners to coordinate and hold winter road maintenance trainings to identify and review strategies for reducing application of de-icing salts for Department of Public Works staff and other winter maintenance professionals in local governments in the five New York counties in the Lake Champlain Basin (Clinton, Essex, Franklin, Warren, and Washington). Funds might also be used to purchase relevant tools and materials for participants' use during and following the training. A final report will summarize the project's outputs and anticipated outcomes.

Specific tasks and outputs:

- a) Hold winter maintenance trainings for New York Department of Public Works staff. Participants will learn winter maintenance best management practices to reduce the application of sand and road salt without compromising road and driving safety.
- b) Investigate possible recommendations for a release of liability system for future trainings, so that appropriately-trained applicators may be more willing to participate in future winter maintenance workshops and apply the skills they learn.
- c) Provide workshop participants with curriculum materials for future use in their winter road maintenance.
- d) Submit a report summarizing the training agenda and feedback responses from participants at the completion of the project. The format and content of the final report will follow LCBP reporting guidelines and must be accepted by LCBP.

III. Summary of other project requirements

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 initiated. 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 NEIWPC in order to complete the work and will be compensated upon completion of workplan deliverables.
 2. The successful applicant will prepare brief quarterly reports documenting progress on each 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 and may be published as part of the Lake Champlain Basin Program's Technical Report Series, located here:
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<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 (subject to change):

Proposals due to LCBP	4:30 PM EST, December 10, 2018
Applicants notified of funding decisions	January, 2019
Detailed project workplan due	February, 2019
Project deliverables and draft final report due	April 30, 2019

5. All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP and NEIWPCC in a suitable file format. LCBP and NEIWPCC 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, the Environmental Protection Agency, and NEIWPCC as funding partners for any work completed under the project contract.

6. The successful applicant will be required to maintain workers compensation and liability insurance. More details will be provided to the successful applicant at the time of contracting.

IV. 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. 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 received in response to this RFP will undergo an external peer review, and will be judged according to the following criteria:

1. Demonstrated technical knowledge of de-icing substances and other winter maintenance practices.
 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 the knowledge of winter maintenance best management practices within the Lake Champlain Basin.
 5. Clarity, conciseness and adherence to the proposal guidelines.
 6. Demonstrated ability to document effectiveness of BMPs that could be made accessible
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to local partners working to address winter maintenance 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, outputs and outcomes described in Section

VI. Available Funds and Match Requirements

A total of \$35,000 may be made available for a project to be supported under this RFP.

Applicants may budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, meeting expenses, and subcontracts. 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 10% of the direct project budget, unless the applicant provides proof of a federally negotiated indirect rate.** No in-kind or cash match is required, though match will be considered favorably during budget review.

VII. Appropriate Use of Funds

LCBP grant funds cannot be used to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts. LCBP grant funds also cannot be used for land purchases, endowment funds, or lobbying or legislative advocacy of any kind.

VIII. Notification of Award

Award notification to applicants is expected by January 2019. The award recipient may be asked to submit a revised workplan, timeline, and task-based budget at this time. Project work cannot begin until a contract is signed by both parties. LCBP and NEIWPC 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.

IX. Period of Performance

Work is expected to begin in **February 2019** and is to be completed no later than **April 30, 2019** (see specific deliverable deadlines in Section II above).

X. Schedule and Requirements for Proposal Submission

- Please follow the format outlined in the attached Technical Proposal Format Requirements.
- Submit an electronic version of your proposal to grants@lcbp.org no later than **4:30 PM EST, December 10, 2018**. Please be sure you receive email notification that your application was received. Electronic submissions must be in MS Word format. **Hardcopies will not be accepted.**

XI. Contact Information

Direct all pre-submission inquiries to:
Ellen Kujawa
Lake Champlain Basin Program Technical Associate
NEIWPC Information Officer

54 West Shore Rd., Grand Isle, VT 05458
p: 802-372-3213
ekujawa@lcbp.org; neiwpsc.org; 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, and letters of participation or support.

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 the project and what it will accomplish in relation to the RFP.

TASKS: Describe in detail the tasks that will be performed, including methods and approaches.

DELIVERABLES AND OUTPUTS: Detailed description of the items that will be sent to LCBP as documentation of work completed through the award, and the elements of the projects that are not delivered to LCBP, such as outreach efforts. Quarterly progress reports and a final report are required deliverables.

OUTCOMES: Provide a description of the anticipated impact or change in condition (i.e. behavior or environment) that you are trying to achieve through this award. Outcomes may be short-term or long-term.

SCHEDULE: Timeline showing anticipated dates for completion of the major tasks and deliverables and outputs. 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 tasks and budget categories (e.g., 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).

Project Budget: Line Item by Task

<i>Line Item</i>	Task 1	Task 2	Task 3	Task 4	Task 5 (add or remove columns as needed)	Line Item Totals for All Tasks	Proposed Match* (if any)	<i>Line Item Totals + Proposed Match</i>
Personnel	\$500	\$1,200	\$800	\$495	\$1,000	\$3,995	\$3,000	\$6,995
Fringe	\$150	\$360	\$240	\$149	\$300	\$1,199	\$1,030	\$2,229
Travel	\$0	\$100	\$300	\$100	\$0	\$500	\$400	\$900
Supplies	\$0	\$200	\$0	\$2,000	\$500	\$2,700	\$1,200	\$3,900
Professional Services	\$0	\$0	\$0	\$2,500	\$0	\$2,500	\$1,000	\$3,500
Total Direct	\$650	\$1,860	\$1,340	\$5,244	\$1,800	\$10,894	\$6,630	\$17,524
Indirect	\$65	\$186	\$134	\$524	\$180	\$1,089	\$0	\$1,089
TOTAL BUDGET	\$715	\$2,046	\$1,474	\$5,768	\$1,980	\$11,983	\$6,630	\$18,613
					FINAL TASK MUST BE AT LEAST 10% OF TOTAL AWARD	TOTALS MUST BE LCBP FUNDS ONLY	PROPOSED MATCH IN THIS COLUMN ONLY	