

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

Request for Proposals

Assessing Fish Passage and Connectivity in a Lake Champlain Tributary

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for a project to assess culverts and bridges for aquatic organism passage (AOP) in a selected Lake Champlain tributary. Up to \$70,000 is available for this project, which supports the goal of restoring and maintaining a healthy and diverse community of fish and wildlife for the people of the Lake Champlain Basin, 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 implement field and laboratory procedures for assessing culverts and bridges for AOP. Proposals should emphasize AOP importance to trout and land-locked Atlantic salmon populations. The award recipient will conduct a training workshop at which the AOP assessment will be presented, and a prioritized ranking of culvert replacement projects will be developed in conjunction with local, state, and federal partners. Funding for this task is from the US EPA through 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

Aquatic Organism Passage (AOP) has become a critical component of habitat connectivity restoration efforts in Lake Champlain. Historical culverts and other stream crossing designs for roadways often present barriers to upstream or downstream movement of aquatic organisms in search of suitable habitat for forage, shelter or reproduction. Tributary crossings can be modified for AOP and expand available habitat for critical species in a watershed.

The successful respondent to this RFP will provide an assessment of barriers to AOP within a specified tributary network. Respondents to this RFP will produce a screening tool to identify and prioritize barriers to AOP for replacement or modification within the targeted tributary network that can be expanded to the entire Lake Champlain basin.

The final product of this study will provide a ranked list of AOP barriers in the selected tributary network. The contractor will provide a GIS-based interactive map with the locations of the prioritized barriers focused on passage for salmonids in Lake Champlain. Assessment of barriers to passage of other aquatic organisms is desirable, but not required for this RFP given the resources currently available. Following approval of the final report, the contractor will coordinate and conduct a training workshop to disseminate results from this study to interested partners, including road commissioners or highway supervisors working in New York, Vermont or Québec. Data generated from this study will be entered into a database provided to the LCBP, which will make it available to the State of New York or Vermont (dependent on the location of the study). Broader work relevant to this project is currently under way in the state of New York; final products of this project are expected to be available in Spring 2011.

The results of this study will be used to inform basin-wide decisions regarding restoration of aquatic habitat connectivity for aquatic organisms of Lake Champlain. Respondents to this RFP should identify a targeted study area in which their proposed study will take place, with appropriate justifications for their watershed selection (i.e. historical data availability, relevant concurrent studies and ability to draw basin-wide inferences from the conclusions of this study).

II. Desired project tasks and deliverables.

The Lake Champlain Basin Program (LCBP) is seeking proposals for technical services to implement field and laboratory procedures for identifying barriers to connectivity at river and stream road crossings for the protection of Lake Champlain basin trout and land-locked salmon fishery resources, and to perform the following tasks:

1. Provide a watershed connectivity assessment in the tributary watershed selected. This assessment must include production of a GIS interactive map with a prioritized ranking of existing barriers to aquatic organism passage (AOP Rank). The AOP Rank should be focused on salmon and trout.

2. Develop a culvert replacement screening and prioritization tool that includes AOP Rank, retrofit potential, and habitat gain rating. This screening tool should reflect current screening tools already in place by relevant State agencies.
3. Subsequent to LCBP approval of the final report of this project, the contractor will conduct training workshops to disseminate results of the watershed assessment to local, state and federal partners; including road commissioners or highway supervisors and provide a summary of this workshop to the LCBP.
4. Provide culvert assessment data compatible with current NY DEC and/or VT DEC culvert databases.

All culvert assessments will be based on the appropriate bridge and culvert assessment protocols relevant to existing programs (where relevant) in place by the NY DEC Region 5 or the VT DEC River Management Program.

III. Summary of Other Requirements for the Selected Proposal

- 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 quite lengthy (up to 90 days), 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, and in a workshop to be scheduled in cooperation with the LCBP.

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 study area, and justification for selecting this tributary system.
2. Strength of experimental design of the proposed study.
3. Experience with conducting watershed connectivity assessment including AOP bridge and culvert assessment and prioritizing culverts for replacement.
4. Demonstrated knowledge of GIS interactive mapping.
5. Experience with workshops used to disseminate results of AOP projects to local, state, and federal partners.
6. Demonstrated ability to expand the results of this study to the entire Lake Champlain basin.
7. Technical merit and applicability of the proposed product toward priority objectives identified within the desired deliverables listed in this RFP.
8. Potential for the project to enhance the technical capabilities within the Lake Champlain Basin. Proprietary products are not acceptable project deliverables.
9. Clarity, conciseness and adherence to the proposal guidelines.
10. Demonstrated ability to create documents and products that are accessible to and can be used by local partners working to address AOP issues within the Lake Champlain Basin.

VI. Available Funds and Match Requirements

A total of \$70,000 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).