

Release Date: October 30, 2014

Lake Champlain Basin Program Announcement

Request for Proposals

Development of Advanced Flood Recovery and River Management Training Modules

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for services to develop advanced post-flood recovery training modules that will be applicable basin-wide. Up to **\$71,000** is available for this project. The successful applicant will develop technical training modules based on sound engineering principles for the post-flood management of streams by engineers and public works directors. Such training is increasingly necessary in the Lake Champlain Basin due to the expected increase in the severity and frequency of storm events due to climate change as outlined in Chapter 8 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 (NEIWPCC) by the Great Lakes Fishery Commission (GLFC) in support of the Lake Champlain Basin Program.

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 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.

To facilitate the review process, 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 (no facsimiles or hardcopies will be accepted) of proposals must be RECEIVED by the Lake Champlain Basin Program office by 4:30pm on:

December 5, 2014

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

The successful applicant will be notified by mid-January, 2015. LCBP anticipates granting one (1) award from this RFP.

Lake Champlain Basin Program Announcement

Request for Proposals

Development of Advanced Flood Recovery and River Management Training Modules

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 U.S. EPA under the Clean Water Act. The 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: 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 LCBP's 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. Background

Many streams in the Lake Champlain Basin are subject to frequent flooding. Proper post-flood management of these streams is critical to both maintain the ecological integrity of the stream and to prepare for future events. Recent floods have necessitated the development of basin-wide standard procedures for stream recovery and restoration efforts that alleviate emergency risks while preserving the natural functionality of the floodplain. The states of Vermont and New York have developed guidance documents that identify and describe sound river management techniques. Hyperlinks to these documents can be found on the LCBP website and below. There remains a need for on-the-ground advanced technical training oriented to infrastructure engineers and public works staff who assist in stream recovery efforts, particularly immediately following flood events. This RFP solicits the development of training modules that can be adopted by state or regional river management programs in New York and Vermont. A successful project must build upon existing guidance in both states (Rivers and Roads tiered training and the [Standard River Management Practices manual](#) in Vermont and the [Post-Flood Emergency Stream Intervention Training manual](#) in New York).

II. Project Tasks and Deliverables

The Lake Champlain Basin Program seeks technical services to develop a set of training modules for post-flood stream intervention and restoration applicable to both the Vermont and New York portions of the Lake Champlain watershed. The training modules are intended to guide state and municipal infrastructure engineers in the implementation of optimal river management practices following a flood event.

The successful proposal will build upon a fundamental understanding of stream dynamics and provide thorough guidance for specific management scenarios that reduce threats to infrastructure while maintaining or restoring the natural integrity of affected streams. As the trainings are intended for an experienced professional audience, the modules need not include basic background information on stream geomorphology. However, the modules should include guidance on how to recognize and assess priority restoration sites and appropriate management alternatives. Training modules must be classroom-based but can include an optional field site component and should include design support tools for each management alternative explored that are compatible with both Vermont and New York State standards. As such, successful proposals are expected to include references to these standards.

The training modules should identify preferred practices for flood recovery that minimize future risks to life, property and infrastructure. The modules should clearly delineate any practices that are prohibited or limited by the law, and outline permitting and funding procedures specific to each state. The modules should provide engineering design tools that may be modified for varying site conditions, and address at least five of the following river management practices, though other practices may also be considered:

- (i) Floodplain restoration
- (ii) Channel realignment
- (iii) Natural bed and bank stabilization, including armoring
- (iv) Bench and flood chute restoration
- (v) Grade Control
- (vi) Removal of sediment or debris from channel
- (vii) Bridge/Culvert replacement

The final project deliverable will be a standalone set of post-flood restoration training modules that can be used by state and municipal programs in New York and Vermont to train infrastructure engineers and public works staff responsible for stream recovery efforts. Successful proposals must also include plans for two or more pilot trainings (at least one each in Vermont and New York) that incorporate the performance and assessment of each module prior to delivery of the final training modules to LCBP. Success of the project will be measured by the suitability of the modules for use in both states and depth of the training modules given the available budget and timeframe.

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 contract agreement can be executed and the work begun. 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 based on the completion of workplan deliverables.
2. The successful applicant 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.
3. 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. The successful applicant will complete the project according to the following schedule*:

Proposals Due to LCBP	4:30 PM EST, December 5, 2014
Applicants Notified of Funding Decisions	mid-January, 2015
Detailed Project Workplan Due	February, 2015
Project Start Date	March 1, 2015
Project Deliverables and Final Report Due	December 31, 2015

*Schedule is subject to change.

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, NEIWPC, and the GLFC in a suitable file format. LCBP, NEIWPC, and the GLFC 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 express, written consent of LCBP and NEIWPC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP,

NEIWPCC, and GLFC as funding partners for any work completed under the project contract.

6. NEIWPCC requires its contractors 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, 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 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 existing stream management standards in Vermont and New York, as well as familiarity with federal guidelines.
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 technical capabilities related to flood response preparedness within the Lake Champlain Basin.
5. Clarity, conciseness and adherence to the proposal guidelines.
6. Demonstrated ability to create documents and user-friendly products that are accessible to and can be used by local partners working to address flood resilience 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 described in Section II.

VI. Available Funds and Match Requirements

A total of \$71,000 may be made available for this project. Proposals with budgets that exceed this amount will not be considered. Applicants may budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, meeting expenses, and subcontracts (subcontracts only with prior permission from LCBP). 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 21% of the direct project budget.** No in-kind or cash match is

required, though match may be considered favorably during budget review. LCBP anticipates granting one (1) award from this RFP.

VII. Notification of Award

Award notification to applicants is expected in mid-January, 2015. The award recipient may be asked to submit a revised workplan, timeline, and budget at this time. Project work cannot begin until a contract is signed by both parties. LCPB and NEIWPCCC 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.

VIII. Period of Performance

Work is expected to begin **March 1, 2015** and is to be completed no later than **December 31, 2015**.

IX. Schedule and Requirements for Proposal Submission

1. Please follow the format outlined in the attached Technical Proposal Format Requirements.
2. Hardcopies of the proposal will NOT be accepted on or before the submission deadline. Editable electronic copies ONLY will be accepted and must be received via email in Microsoft Word or Word-compatible format by 4:30pm on **December 5, 2014** to scastle@lcbp.org.

X. Contact Information

Direct all proposals and other inquiries to:

Stephanie Castle

NEIWPCCC Environmental Analyst

Lake Champlain Basin Program Technical Associate

54 West Shore Rd., Grand Isle, VT 05458

p: 802-372-3213; f: 802-372-3233

scastle@lcbp.org ; www.neiwpc.org ; www.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. Incomplete proposals will be eliminated from consideration. Pages in excess of the stated maximum will not be reviewed.

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 a contract on behalf of the applicant.

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 the specified performance period in the RFP.

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.

DETAILED BUDGET JUSTIFICATION: Cost breakdown by major budget categories (i.e. personnel, equipment), linking costs to specific tasks/deliverables wherever possible, as seen in the example budget below. 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). Task-based budget templates are available on the LCBP website: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>

Budget Spreadsheet for LCBP Grants: Line Item by Task/Deliverable*						
	Task 1	Task 2	Task 3	LCBP Grant Total	Proposed Match (if any)	Project Total (Grant + Match)
Personnel	\$1,000		\$1,000	\$1,000	\$1,000	\$2,000
Fringe (x% of Personnel)	\$300		\$600	\$900		\$900
Travel	\$300		\$250	\$300	\$250	\$550
Supplies		\$1,250		\$1,000	\$250	\$1,250
Professional Services		\$10,000		\$10,000		\$10,000
Total Direct	\$1,600	\$11,250	\$1,850	\$13,200	\$1,500	\$14,700
Indirect (y% of direct)	\$240	\$1,688	\$278	\$2,205	\$0	\$2,205
TOTAL BUDGET	\$1,840	\$12,938	\$2,128	\$15,405	\$1,500	\$16,905

*The budget numbers in this table are used only for the purpose of example.