

Release Date: 3 March 2010  
**Lake Champlain Basin Program Announcement**

***Request for Proposals***

**Road drainage network impacts to Lake Champlain water quality**

The Lake Champlain Basin Program (LCBP) is pleased to announce a Request for Proposals (RFP) for a project to assess the impact of road drainage networks on water quality in tributaries to Lake Champlain. Up to \$100,000 is available for this project, which supports the over-arching goal of reducing phosphorus pollution into 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 loadings from priority pollutants to Lake Champlain, including phosphorus and sediments. Output generated from this project will allow the award recipient to quantify the total phosphorus and sediment load that is contributed by a roadside drainage network in a targeted sub-watershed within the Lake Champlain Basin. The award recipient will use these findings to qualitatively assess the impact of Best Management Practices (BMPs) to reduce sedimentation and nutrients entering roadside waterways. Funding for this RFP is from the US EPA.

This Request for Proposals is available from the Lake Champlain Basin Program website. Look for the link on our homepage at [www.lcbp.org](http://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 (8 copies) and electronic versions (no facsimiles) of proposals must be RECEIVED by the Lake Champlain Basin Program office by 4:30pm on:**

**MAY 3<sup>rd</sup>, 2010**

**LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**

The successful applicant will be notified by **July 30<sup>th</sup>, 2010**.

# Lake Champlain Basin Program Announcement

## Request for Proposals

### *Road drainage network impacts to Lake Champlain water quality*

#### **I. Background**

Proper management of stormwater runoff has become a high-priority mitigating factor toward improving water quality among water quality managers. Runoff from urban land use has begun to receive a great deal of attention in recent years in pollution reduction efforts, but few resources have been allocated toward the vectors that carry these pollutants into the tributary network of Lake Champlain. The impacts of the roadside drainage network around Lake Champlain are largely unmeasured, and recent research indicates that this drainage network may provide a significant amount of nutrient and sediment load to the tributary system around Lake Champlain.

Recent research also indicates that roadside Best Management Practices (BMPs) have numerous benefits. Reduction of nutrient and sediment pollution, stormflow mitigation, groundwater recharge potential, and prevention of the spread of invasive riparian species, such as Japanese knotweed (*Fallopia japonica*) all have been identified as benefits of appropriately implemented BMPs. The scope of this Request for Proposals is to quantify nutrient and sediment loadings into the tributary system from the roadside drainage network and to qualitatively assess the effect appropriately implemented BMPs can have on reducing these pollutant loads. Where feasible, respondents to this RFP should indicate a mechanism to, at minimum, qualitatively measure the impact commonly used BMPs can have on roadsides within the Lake Champlain basin.

The final product of this study should provide an assessment of roadside drainage pollutant load into a tributary system within a targeted watershed of the Lake Champlain basin. Nutrient (total and dissolved phosphorus) and sediment (total suspended solids) loadings should be quantified, as well as any other pollutants the successful award applicant can effectively measure with the resources available for this study.

The results of this study will be used to inform basin-wide management decisions regarding nutrient and sediment loading mitigation. Respondents to this RFP should identify a targeted watershed in which their proposed study will take place, with appropriate justifications for their watershed selection (i.e. historical data availability, relevant concurrent studies, ability to make basin-wide inferences from the conclusions of this study).

#### **II. Roadside drainage network impacts and tasks.**

The Lake Champlain Basin Program (LCBP) is seeking proposals for technical services to assess the impacts of roadside drainage networks on receiving tributary waters and to perform the following tasks:

1. Quantify the impact of loadings from roadside drainage networks on receiving tributary waters

2. Identify key features of the roadside network that contribute to these loadings
3. Assess BMP effectiveness to reduce loading impacts from roadside drainage networks to receiving tributary waters
4. Develop and apply a mechanism to extrapolate the load from the roadside drainage network in the study watershed to the entire Lake Champlain basin
5. Estimate load reductions and benefits achievable with commonly implemented BMPs in the Lake Champlain basin
6. Where feasible, suggest BMPs not currently identified for implementation in the Lake Champlain basin

### **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 **September 10<sup>th</sup>, 2010**.
- A Quality Assurance Project Plan will be required (after the grant agreement has been executed) for all components of the project that involve collection of data, including secondary data from literature that may be used.
- 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 **June 30<sup>th</sup>, 2012**.
- When approved, the final report will be edited for content and style in consultation with the successful applicant and published as part of the Lake Champlain Basin Program's Technical Report Series, located here: [http://www.lcbp.org/publication\\_search.aspx](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. Clear identification of a targeted watershed in which the proposed study will take place
2. Strength of experimental design of the proposed study
3. Demonstrated knowledge of existing New York and Vermont roadside drainage network management strategies
4. Demonstrated familiarity with existing New York and Vermont BMP recommendations for roadside drainage networks
5. Demonstrated ability to expand the results of this study toward the entire Lake Champlain basin
6. Technical merit and applicability of the proposed product toward priority objectives identified within the roadside drainage network practices modeling and tasks listed in this RFP.
7. Potential for the project to enhance the technical capabilities within the Lake Champlain Basin. Proprietary products are not acceptable project deliverables.
8. Clarity, conciseness and adherence to the proposal guidelines.
9. 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 \$100,000 is available for this project. Match is not required.

## VII. Period of Performance

Work is to be completed within twenty-four (24) months of the execution of a grant agreement and no later than June 30<sup>th</sup>, 2012.

## VIII. Schedule and Requirements for Proposal Submission

- Please follow the format outlined in the attached Technical Proposal Format Requirements.
- Eight (8) paper copies of each proposal must be RECEIVED by the LCBP office by 4:30pm on MAY 3<sup>rd</sup>, 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 MAY 3<sup>rd</sup>, 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](mailto: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), 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.