



REQUEST FOR PROPOSALS

Response required by May 14, 2010

Green Infrastructure Effectiveness Demonstrations in New York and New Jersey

New England Interstate Water Pollution Control Commission

March, 2010

BACKGROUND: The New England Interstate Water Pollution Control Commission (NEIWPCC) is a not-for-profit interstate organization, established by Congress in 1947 to serve and assist the New England states and New York individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality. NEIWPCC strives to: coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the field of water resource management.

Surface water quality in New York and New Jersey has improved over the past few decades due largely to the control of point source discharges implemented under the Clean Water Act. Many rivers, lakes and beaches once too polluted to fulfill their designated uses have found new life as fisheries, recreation areas, scenic landmarks and natural habitats. However, it is becoming clear that additional, more subtle anthropogenic inputs are continuing to prevent the achievement of desired water quality in many of the region's waters.

New York and New Jersey contain some of the most densely populated areas in the country. These heavily urbanized locations are characterized by impervious surfaces such as roads, roofs and parking lots. Impervious surfaces transmit stormwater into storm drains which lead directly into streams and rivers. As it travels overland, stormwater picks up sediment, nutrients, bacteria and toxins which are delivered to natural waters, compromising water quality, damaging habitat and causing excessive nutrient enrichment.

The most promising advancement in preventing stormwater pollution is the recent development of green infrastructure and infiltration-based best management practices (BMPs). The United States Environmental Protection Agency defines green infrastructure as a set of approaches and technologies that infiltrate, evapotranspire, capture or reuse stormwater to maintain or restore the natural hydrologic regime of a land parcel. Green infiltration projects sometimes involve improving a landscape's capacity to absorb stormwater by working to restore natural features like forests, floodplains, or wetlands. Alternately, green infrastructure projects can involve working with existing "grey" infrastructure (buildings, roads, parking lots, etc.) to improve the

capacity to absorb stormwater. The installation of green roofs, bio-swales, rain gardens, cisterns and tree boxes are some common examples.

PROJECT SUMMARY: NEIWPC is seeking applicants to develop and implement green infrastructure demonstration projects for stormwater management. Proposals may involve the creation of new green infrastructure or may add components to existing green infrastructure projects. Special consideration will be given to the following types of projects:

- Those that emphasize green infrastructure training and/or stakeholder and community involvement. Projects where planning, outreach and education are necessary to bolster support for green infrastructure on public or private property are particularly well-suited.
- Those that involve the measurement of volume and/or pollutant load of stormwater effluent from green infrastructure BMPs to demonstrate run-off reduction capacity and/or pollutant removal efficiency.

GENERAL PROJECT TASKS:

1. Develop a Green Infrastructure Demonstration Project workplan
2. Develop Quality Assurance Project Plan if necessary*
3. Implement a Green Infrastructure Demonstration Project
4. Submit quarterly progress reports
5. Submit a final report summarizing the following:
 - a. The methods used to design and implement the project
 - b. Data summary and findings (if applicable)
 - c. Lessons learned over the course of the project
 - d. Recommendations for future or follow-up work

***QUALITY ASSURANCE:** The NEIWPC Quality Management Plan requires us to work with grant recipients to develop Quality Assurance Project Plans (QAPPs) for any projects involving environmental data operations, including the collection or manipulation of environmental data. The contractor is responsible for developing the project QAPP following guidelines provided by NEIWPC, and this task, if applicable, should be included in the project narrative and budget. The QAPP must be approved by the EPA Project Manager, EPA Quality Assurance Officer, NEIWPC Project Manager, and NEIWPC Quality Assurance Program Manager before any data use or collection begins. While NEIWPC does not anticipate that all projects funded under this program will require QAPPs, it is possible that some will. Please use the contact information below for guidance on this matter.

TARGET AREAS: Proposed projects may be located anywhere within the states of New York and New Jersey. Preference will be given to projects in watersheds targeted by the New Jersey Department of Environmental Protection, the New York Department of Environmental Conservation, or the United States Environmental Protection Agency Region 2 for stormwater management, non-point source control, or nutrient or pathogen TMDL implementation. Target

areas include those within [Watershed Improvement Strategy Areas](#) (NY), those within watersheds with [DEP-approved Watershed-Based Implementation Plans](#) (NJ), and those within watersheds with [EPA-approved TMDLs for nutrients and/or pathogens](#).

ELIGIBILITY: Municipal and county government agencies, non-profit organizations, watershed protection groups, public and private educational institutions, and for-profit organizations are eligible to submit proposals under this RFP.

AVAILABLE FUNDING: Approximately \$365,000 is available for this program. NEIWPC anticipates funding one project in New York and one in New Jersey. Budget requests should not exceed \$185,000. The provision of matching funds or in-kind match is encouraged.

PROPOSAL CONTENT:

The entire proposal should not exceed 15 pages in length. Pages in excess of 15 will not be reviewed.

- 1. Title Page.** The title page should follow the model provided in Appendix A and include the following:
 - **Project Leader:** provide the name, title, affiliation, and detailed contact information (address, phone, fax, email, website) for the project leader (i.e. principal investigator).
 - **Project Financial Contact:** provide the name, title, affiliation and detailed contact information (address, phone, fax, email, website) for the individual responsible for financial or contract negotiations.
 - **Project Support:** provide the names, titles, affiliations and detailed contact information (address, phone, fax, email, website) for each additional investigator or supporting staff who will contribute significantly to the project.
 - **Project Abstract:** a brief description of the project proposed (not to exceed 50 words)
 - **Total Budget:** provide the total budget funding request and the total amount of proposed match (not required).

- 2. Proposal Narrative.** The narrative should include the following:
 - **Objectives:** Outline your goals and objectives for the project.
 - **Methodology:** Outline the project design and describe the tasks that will be completed to meet the project objectives.
 - **Site Description:** Provide a description of the site selected and justification for choosing this site.
 - **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.

- **Results/Outcomes:** Specify the expected products and results that will be produced over the course of the project. Discuss the environmental outcomes and the time frames in which it is anticipated that those outcomes will be achieved.
 - **Project Timeline:** Outline an estimated schedule for completing tasks under the project and for project completion.
 - **Budget Justification:** State the total project budget. Provide a brief justification of the costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify any subcontracts.
- 3. Description of Qualifications:** NEIWPCC anticipates that successful candidates will have basic knowledge of stormwater and its impact on water quality in New York and New Jersey. Candidates should have demonstrated experience in community-based water quality improvement projects or in environmental education and outreach. Any creation of new green infrastructure that involves excavation, grading or modification to an existing structure must be planned/designed by a certified professional engineer. Designs must be in conformance with the appropriate state's Stormwater BMP Manual.
- 4. Project Budget:** Attach a detailed, itemized budget form for the entire project in the format provided in Appendix B. Matching funds are encouraged, but not required.

RATING CRITERIA: Proposals will be rated based on the following criteria:

- Objectives: Objectives clear; relevant to project. **20 points**
- Methodology: Methodology sound, well thought out. **20 points**
- Description of Results/Outcomes: Anticipated project results realistic and will result in environmental benefit; results and outcomes well defined. **20 points**
- Geographic Location of Project: Location selected meets requirements for project, special consideration given to target areas listed in this RFP. **10 points**
- Experience and Expertise: Project team has adequate experience and expertise to carry out the project. Special consideration given to collaborative projects involving multiple stakeholders. **10 points**
- Timeline: Schedule is realistic and will result in project completion by June of 2012. **10 points**
- Budget: Budget presented in requested format; reasonable for project. Special consideration given to projects with matching funds. **10 points**

RESOURCES: Information about stormwater pollution, green infrastructure, and stormwater best management practices can be found at the following websites:

- New York State Stormwater <http://www.dec.ny.gov/chemical/8468.html>
- New Jersey Stormwater <http://www.state.nj.us/dep/stormwater/>
- EPA Managing Wet Weather with Green Infrastructure http://cfpub.epa.gov/npdes/home.cfm?program_id=298

- EPA Urban BMP Effectiveness Tool <http://cfpub.epa.gov/npdes/stormwater/urbanbmp/bmpeffectiveness.cfm>
- International Stormwater BMP Database <http://www.bmpdatabase.org/>
- Water Environment Research Foundation's Livable Communities Project <http://www.werf.org/livablecommunities/>
- Villanova Urban Stormwater Partnership <http://www3.villanova.edu/vusp/>
- University of New Hampshire Stormwater Center <http://www.unh.edu/erg/cstev/>

ESTIMATED TIMEFRAME*:

1. Proposals due	May 14, 2010
2. NEIWPCCC selects projects	June 25, 2010
3. Applicants notified	June 28, 2010
4. Contract start date	July 26, 2010
5. Projects complete	June 30, 2012

*Schedule is subject to change and is dependent on NEIWPCCC's receipt of federal funding.

SUBMITTAL: All proposals must be received by **5:00 PM EST on Friday, May 14, 2010.** Proposals should be submitted electronically to: cwhittet@neiwpc.org and can be submitted as either a Microsoft Word document or a PDF document.

Interviews or follow-up questions with applicants may be scheduled after receipt of all proposals by NEIWPCCC. NEIWPCCC will notify all applicants by Monday, June 28, 2010 about final project selection. Projects will be selected based on rating criteria described above, project narrative, past project experience, the cost, and an ability to meet NEIWPCCC's grant conditions, including minority and women owned business requirements and experience or other demonstration that the work can be successfully undertaken at proposed costs.

CONTACT INFORMATION:

All inquiries regarding this RFP should be directed to:

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