Wellhead Protection Grant Program

RFP # 08-03-JW

Supplemental Instructions for Competitive Grants to Local Governments

Funding sources:
Federal Clean Water Act Section 106 Ground Water Protection Grant
Federal Safe Drinking Water Act Drinking Water State Revolving Fund Set-Asides

Administered by
Virginia Department of Environmental Quality
Water Resources Division, Office of Ground Water Protection
and
Virginia Department of Health
Office of Drinking Water

Issued: Friday July 13, 2007

Application deadline: Friday August 24, 2007
Awards: Friday October 5, 2007

2007 - 2008 Wellhead Protection Implementation Grants

Request for Proposals (RFP)
08-03-JW

Introduction

The purpose of this document is to assist those applying for a Wellhead Protection Implementation Grant under the Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Health (VDH).
It is worth noting that Source Water Protection, including Wellhead Protection activities, is one component of a drinking water quality management framework. Providing safe drinking water requires attention to infrastructure, treatment, and monitoring, as well as compliance with environmental and other regulations. Given that Source Water Protection Programs cannot control all of these factors and that contamination is at times inevitable, the program, even if effectively implemented, does not guarantee prevention of water quality degradation. (Summarized from the US EPA Office of Inspector General report # 2005-P-00013 Source Water Assessment and Protection Programs Show Initial Promise, But Obstacles Remain. Report #2005-P-00013 can be found by searching the subject at www.epa.gov).

The 1986 and 1996 Amendments to the Safe Drinking Water Act (**SDWA**) require States to develop Wellhead Protection Programs and Source Water Assessment Programs (**SWAP**). VDH, through the SWAP, completed potential sources of contamination susceptibility assessments on drinking water sources serving all public water supply systems. Information gained through these assessments may be used to build voluntary, community based programs that prevent contamination of ground water based water supplies. DEQ and VDH will partner to provide grants to interested localities serving community water supply systems to assist with local wellhead protection program development and implementation.

I. General Guidelines

Who may apply?
Eligible applicants for wellhead protection grants are a municipality with ground water based community and nontransient noncommunity water system(s).

Who is not eligible?
Individuals, private for-profit firms, and unincorporated citizen groups are NOT eligible for grants under this program; municipalities that are not operating a community or nontransient noncommunity ground water based water system are NOT eligible for grants under this program. Interested parties may enter into a working arrangement with an eligible applicant as described above.

What are the funding amounts?
$65,000 in Clean Water Act funds are available through the DEQ; $100,000 in SDWA funds are available through the VDH. Response to this Request For Proposals shall serve as application to both funding sources.

How will awards be made?

Grants will be awarded on a competitive basis. Project review and selection will be guided by the specific criteria described in Section IV. This grant program is primarily a reimbursement/receipt program. Grantees who have not previously had contracts with the Commonwealth will be required to submit a Form W-9/Request for Taxpayer Identification Number and Certification prior to contract approval.

What is the overall time frame?

Grant applications will be accepted for six weeks following the issuance of the Request For Proposals. For this round, grants must be submitted by 3 p.m. on Friday August 24, 2007. All projects must be completed by September 30, 2008.

What reports will be required?

Applicants selected to receive grants will need to demonstrate that they have the capability to manage and account for the money they receive. In all cases, a complete spending record including invoices and receipts (logs will be accepted in cases where receipts are impractical). A concise but descriptive statement of progress completed to date should accompany each invoice which should be submitted to DEQ as described in Section III D.

What types of projects are eligible?

Wellhead protection is designed to be community based since local stakeholders are in the best position to decide how to protect their community's water supply. DEQ and VDH encourage local governments to select a management method that will be supported by their constituents and protective of the resource. Local protection programs should build on their source water assessments or existing wellhead protection plans. The plans should include public education, establishment of a committee, and designation of an individual to take leadership responsibility for wellhead protection implementation. All projects must include components for local support, visibility, and sustained involvement.

Eligible projects may include:

- Development of a wellhead protection plan (must address the minimum criteria identified in the Commonwealth's Wellhead Protection Plan, dated April 15, and approved by EPA in May 2005). The Commonwealth's Wellhead Protection Plan can be found at www.deq.virginia.gov and search for "Wellhead Protection Plan".
- Development and adoption of ordinances specifically designed to protect the community water supply or the revision of existing ordinances to support protection in the community;
- Refining or augmenting contaminant source inventories;
- Development and implementation of pollution prevention programs within a wellhead protection area;
- Design and implementation of a strategy to prevent nonpoint source pollution within a wellhead protection area;
- Development of a contingency plan for providing alternate water supplies in the event of a contamination incident;
- Specific studies that result in the delineation of a technically defensible protection area;
- Public education activities that promote awareness of the supply's susceptibility and priority contaminant sources.

II. Application Instructions

All proposals shall:

- Use plain white recycled 8 ½ X 11 inch paper
- Have a single sided cover sheet referencing applicant's name (municipality, Public Water System ID, and community water supply system name); contact information including full legal name, address (street address and PO Box where applicable), Federal Tax ID #, lead person, phone number and email address. Applications must be submitted with the signature of municipality's administrator.
- Have subsequent pages in duplex (double sided), be numbered and include name of municipality/system name at the top of each page
- The total project description length (pages 1-4) should not exceed two doubled sided (duplex) single-spaced text using a 12 point font with a minimum 0.7 inch margin on all sides. There is no minimum number of pages required for the narrative, only that the project is described in sufficient detail in order to evaluate its quality and potential for success.
- Contain all the information in the Project Description as described in Section III
- Have a one page schedule for project timeline (page 5 of the proposal)
- Have a one page budget summary (page 6 of the proposal)
- Have the entire proposal stapled together in the top left hand corner (Plastic or other types of covers are not allowed)
- Include letters of support where applicable
- Be duplicated and we receive 5 sets (original plus four copies) of the proposal. Faxes and e-mails will NOT be accepted. Electronic submissions are not being accepted at this time.
- Be complete and be submitted by 3 p.m. Friday August 24, 2007.

III. Project description format

This section provides instructions on preparing the detailed description of your wellhead protection project. (proposal pages 1 – 4)

A. BACKGROUND INFORMATION

Provide a brief, general description of the project area including the following as appropriate:

- SWAP assessment completion date, identification of primary contaminants of concern, and sensitivity ranking; summary only – Do not include the assessment itself
- water system location, description and source characteristics (include 8 ½ X 11 inch copy of USGS 1:24,000 scale topographic quadrangle map as an appendix)
- service area size/extent including current and projected population and number of residential service connections
- current land use in general area
- major environmental/planning initiatives (underway or planned)

B. SCOPE OF WORK

This section should include a breakdown of protection activities or tasks associated with the project and a narrative description of each. Each activity or task should be numbered. The scope of work should include the groups or organizations cooperating or involved in the project and a description of their participation and/or contributions. The scope of work should identify the specific results and benefits gained from the successful completion of the project. A letter of support should be included from each group or organization identified as cooperating in or being involved in the project.

C. SCHEDULE (proposal page 5)

List major steps, milestones and expected completion dates for the tasks listed in the Scope of Work. Use relative dates (e.g., 6 months) rather than an absolute date. Use the same task names and numbering scheme as in the Scope of Work.

D. BUDGET SUMMARY (proposal page 6)

The budget summary should identify the major project financial components and detail expenditures in accordance with the following budget line items:

- Salaries – hourly or annual rate of staff and estimated time commitment. This should not include contractual staff.
- Fringe Benefits – please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.
- Supplies – itemize individually
- Travel – mileage traveled and other costs including lodging and meals. Travel expense reimbursement is based on the **State Travel Regulations**, Topic 20335, in the Commonwealth Accounting Policies and Procedures (**CAPP**) manual published by the Virginia Department of Accounts (**DOA**). (http://www.doa.virginia.gov; select CAPP Manual). A vehicle mileage rate of $0.485/mile will be allowed.
- Contractual – Virginia Procurement guidelines must be followed when hiring consultants or contractors in accordance with the Virginia Public Procurement Act (**VPPA**), the Agency Procurement and Surplus Property Manual (**APSPM**) and the Vendors Manual published by the Department of General Services, Division of Purchases and Supply (**DGS/DPS**).

SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to small, women, and/or minority-owned (SWAM) businesses. If SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.

Each prime contractor who wins an award in which provision of a small, women or minority-owned (SWAM) procurement plan is a condition of the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. When such

business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate remedies may be assessed in lieu of withholding such payment.

- Match – while matching funds are not a requirement for award, if the municipality is supporting this effort with their own funds please identify the source and amount.
- Allowable costs - Only those costs that are consistent with allowable expenditures defined in **Expenditures**, Topic 20310, in the CAPP manual published by DOA will be considered for reimbursement.
- **Indirect costs will not be funded.**
- Costs incurred in preparation and submission of the proposal are not eligible.

Quarterly invoices with summaries of project activities and accomplishments will be due on January 11, 2008; April 11, 2008; July 11, 2008; and a final report due October 10, 2008.

E. APPENDICES

Include any supporting documents for your project. These could include letters of support/commitment from partners or other documents that substantiate the need for or benefits from a wellhead protection program.

IV. Evaluation and Scoring

A team of DEQ and VDH staff will evaluate all proposals. The proposals will be scored in four areas: overall project design and costs; applicability to SWAP results; probability to create and/or implement protection measures; and local support, visibility, and sustained involvement.

Overall project design and costs – the description of the project must demonstrate the municipality's ability to complete the tasks in the stated schedule; costs section must be clear and limited to the budget categories outlined in Section III D. The proposal must demonstrate the costs are related to expected benefits. If a contractor or consultant is utilized all rules for Virginia Procurement must be followed in accordance with Virginia Public Procurement Act (**VPPA**), the Agency Procurement and Surplus Property Manual (**APSPM**) and the Vendors Manual published by the DGS/DPS.

Applicability to SWAP results or existing wellhead protection plan – the project should address the contaminant sources identified in the VDH provided source water assessment or an existing wellhead protection plan; does the project reduce the susceptibility identified by VDH? Will the water system benefit from the project?

Probability to create and implement protection measures – the project should identify protection measure(s) and have a timeline to implement the measure(s); municipalities with existing protection measures that have not been implemented are encouraged to utilize the funds to achieve full implementation; while not a requirement for funding, municipalities are encouraged

to develop an overarching plan for protection of all ground water based supplies and/or reference their protection goals in their Comprehensive Plans.

Local support, visibility, and sustained involvement – the proposal should define the involvement of diverse groups within the community AND the probability that protection measures will continue or be maintained after the term of the grant contract. Annual reporting of protection measures will be a requirement of the award.

RFP & Grant Schedule

1. DEQ and VDH issue joint RFP – Friday July 13, 2007
2. Deadline for Submitting a Proposal – 3 p.m. Friday August 24, 2007
3. Team Evaluations & Project Selection – month of September 2007
4. DEQ Written Notice of Award to Applicant – Friday October 5, 2007
5. Proposed Contract Term – October 5, 2007 – September 30, 2008

LOCALITY: _____

ADDRESS: _____

_____

Final Score:

Criteria	Score	Comments
Overall project design and costs Does the description of the project demonstrate the municipality's ability to complete the tasks in the stated schedule? Are costs clearly defined and limited to the budget categories outlined in Section III D? Does the proposal demonstrate the costs are related to expected benefits? Is the applicant organization qualified to carry out the project? Will contractors or consultants be selected by competitive bidding or a Request for Proposals? If so, does the schedule reflect the time necessary to secure a consultant?	10	
Applicability to SWAP results/existing WHPP Does the project address the primary contaminants identified in the VDH provided SWAP or in an existing WHPP? Does the project reduce the susceptibility identified by VDH? Will the water system benefit from the project?	35	
Probability to create and/or implement protection measures Will the project establish and implement new protection measures or result in implementation of existing protection concepts? Will the protection concepts result in measurable water quality improvements? Will a local protection plan be written which addresses the minimal elements in the Commonwealth's WHP? Are there provisions for public participation in the development of a protection plan?	30	
Local support, visibility, and sustained involvement Does the municipality have a history of environmental protection interests and achievements? Are there other identified community groups cooperating in the project? Will the protection measures identified be implemented and supported after the term of the grant contract? Is there a commitment to report annually on their progress?	25	

Reviewer's ID #: _____ Date: _____

V. Proposal Submission

Five hard copies of the final proposals must be received by 3 PM on Friday August 24, 2007:

TECHNICAL QUESTIONS SHOULD BE DIRECTED TO:
Attn: Mary Ann Massie, WHP Grant Manager
Department of Environmental Quality
Division of Water Resources Management
(804) 698-4042

IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

TO: JUDY WALLACE, DEQ OFFICE OF PROCUREMENT SERVICES

FROM: _____	August 24, 2007	**3:00pm**
Name of Applicant	Due Date	Time
_____	**08-03-JW**	
Street or Box Number	RFP No.	
_____	**Wellhead Protection Grant**	
City, State, Zip Code	RFP Title	

If a proposal is not contained in a **clearly marked envelope**, the applicant takes the risk that the envelope may be inadvertently misdirected or opened and the information compromised which may cause the bid or proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope.

Address for Special Couriers or Hand Delivery (to the Front Receptionist Desk):

Department of Environmental Quality
Office of Procurement Services
Judy Wallace, VCO; Room 307
629 East Main Street
Richmond, VA 23219

Address for US Postal Delivery:

Department of Environmental Quality
Office of Procurement Services
Judy Wallace, VCO; Room 307
PO Box 1105
Richmond, VA 23218