



REQUEST FOR PROPOSALS (RFP)

Department of the Interior
 Bureau of Reclamation
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I. FUNDING OPPORTUNITY DESCRIPTION

PROGRAM DESCRIPTION

The Middle Rio Grande Endangered Species Act Collaborative Program (Program) expects to fund projects for the benefit of the endangered Rio Grande silvery minnow (silvery minnow) and southwestern willow flycatcher (flycatcher) in federal Fiscal Year (FY) 2005 (October 1, 2004, through September 30, 2005). The Program area is defined as: “the headwaters of the Rio Chama watershed and the Rio Grande, including tributaries, from the New Mexico-Colorado state line downstream to elevation 4,450 ft mean sea level, the elevation of the spillway crest of the Elephant Butte Dam.”

The Program operates under a Memorandum of Understanding (MOU) dated April 23, 2002 and amended in December 2003, and is governed by a Steering Committee and an Executive Committee. The Steering Committee is composed of representatives from federal, state, and local government agencies as well as non-governmental organizations and universities. The Program works to support the recovery of listed species in the Middle Rio Grande and to protect existing and future water uses while complying with applicable state and federal laws, existing water rights, and the Rio Grande Compact.

FOCUS AREAS AND PRIORITIES

The proposer is strongly encouraged to read this package carefully since request for proposals (RFP) requirements have changed. This RFP may be cancelled at any time, and any and all proposals may be rejected in whole or in part if it is determined that such action is in the best interest of the Program.

The Program is anticipating that projects will be funded in FY 2005 to support the recovery of listed species; the silvery minnow (*Hybognathus amarus*) and the flycatcher (*Empidonax traillii extimus*). Submission of multi-year projects is encouraged; additional year funding will be based on past performance, Program priorities, and contingent upon congressional authorization. However, the Program cannot guarantee future funding.

The Program is seeking proposals in the following three focus areas that will benefit the recovery of the silvery minnow and flycatcher:

- 1) Habitat Restoration and Improvement
- 2) Science (Research and Monitoring)
- 3) Water Acquisition and Management

Proposals will be technically reviewed by the Program. More specific priorities for each Focus Area are described in the following sections.

1. HABITAT RESTORATION AND IMPROVEMENT

The Habitat Restoration Subcommittee (HRS) is seeking proposals for habitat restoration and improvement projects that will contribute to the recovery of the silvery minnow and flycatcher in the Program area. The silvery minnow currently has a much greater risk of extinction and therefore projects to promote its recovery are being prioritized. For the next three to five years, the Program emphasis will be on projects that will aid in the prevention of extinction, as well as significant short term measures that will benefit the species populations, including research, population augmentation, and habitat restoration. During this time period, funding for protecting existing flycatcher habitat and preparing sites for flycatcher habitat restoration will also be considered, but as a lower priority.

Specific Priorities for FY 2005 Proposals

Priority 1

Habitat restoration projects that will benefit the silvery minnow between Cochiti Dam and the southern boundary of Isleta Pueblo where river flows are expected to be most reliable, especially projects that can have construction completed 12-24 months after award.

Priority 2

Habitat restoration projects that were initiated in previous funding cycles for planning, design and environmental compliance that allows construction to be completed 12 months after award.

Priority 3

Projects that address planning, design, and/or construction for fish passage at Isleta Diversion Dam, Angostura Diversion Dam, and San Acacia Diversion Dam.

Priority 4

Other restoration projects to benefit either silvery minnow or flycatcher

Habitat Restoration Techniques

Those submitting habitat restoration proposals for this RFP are strongly encouraged to review the background information, restoration techniques, and priorities discussion in the following draft document: *Habitat Restoration Plan: Middle Rio Grande Endangered Species Act Collaborative Program*. This plan is available at http://mrgesacp.fws.gov/habitat_docs.cfm.

Habitat restoration expected to benefit the silvery minnow includes the establishment of still- or slow-water aquatic habitat in and adjacent to the river channel, an increase in aquatic habitat diversity through sediment mobilization and increased overbank flooding during high flows, and an increase in woody debris in the river channel. Recommended restoration techniques include:

- Construction of bank-line embayments for retention of minnow eggs and larvae
- Bank lowering where the river is incised
- Construction of ephemeral side channels or similar flow-through features

- Removal of lateral constraints in the floodplain to allow passive restoration of habitat
- River bar and island enhancement in reaches lacking such features
- Addition of woody debris to the river channel

The Program may also fund a small number of projects that would benefit the flycatcher, especially those that could be implemented simultaneously with projects to benefit the silvery minnow. Suggested restoration techniques include, but are not limited to:

- Destabilization of islands and bars where river attenuation has occurred
- Passive restoration of riparian vegetation through alteration of existing channel and flows
- Exotic plant removal where hydromodification (alteration of river flows) would benefit native vegetation establishment

Recommendations for Habitat Restoration Proposals

The proposal should describe procedures for implementing the proposed work in sufficient detail that a knowledgeable reviewer could understand the process and that a peer could replicate the project. A brief description of the study sites (as applicable) should be included.

Provide details of the research and/or monitoring methods, data management and statistical analyses to be used. Include a section on quality assurance/quality control procedures that will be used (if appropriate).

- Provide a detailed description with map(s) of the project location and boundaries
- Provide a detailed description of existing site conditions – vegetation type, cover, topography, proximity to river channel, soils, and other relevant conditions. Include drawings if necessary for clarity
- Estimate the land and water cover of your restoration project area and provide a table similar to Table 1 showing acreages for each category of cover type for existing and projected future conditions. If the existing conditions do not reflect the future condition without restoration, such as in a site following a large fire, please include estimates for the future conditions without restoration (5-10 years from proposal date). Justify your future condition estimates as well as possible. Use the categories in Table 1 to the maximum extent possible

TABLE 1. (Suggested format to be submitted with habitat restoration proposals only.)

Dominant cover type	Existing land cover (acres)**	Future land cover with restoration (acres)	Future land cover without restoration (acres)
Cottonwood			
Willow			
Tamarisk (salt cedar)			
Russian Olive			
Mixed bosque vegetation*			
Salt Grass			
Other grass (specify)			
Clover/ Sunflower			
Sparse vegetation/bare ground			
Open Water			
Sand Bar			
Marshes/ wetlands			
Other (describe)			
Total Acres			

Notes:

* If a given area is a mix of vegetation or is projected to be a mix of vegetation, estimate the percentages of each type (example: Mixed 70% Tamarisk- 30% Cottonwood) or show overstory/understory mixes (example: mixed, overstory cottonwood, understory willow).

** Estimate acres for each land-water cover at a scale appropriate to the project. If the project is 2 acres, it is advised that the cover is described on at least a 0.25-acre scale. If the project is 40 acres, an acre scale is more appropriate.

- Hydrology – Describe hydrologic conditions at the site including, as necessary, surface water availability, ground water depth, seasonal fluctuations, changes proposed, and additional water needs, if any
- Provide a detailed description of how the site will be monitored to determine restoration success. Monitoring should include measurement and evaluation of the habitat characteristics of interest before, during, and after construction (up to 3 years post-construction). Monitoring of project benefits to listed species is not a requirement, but may be included
- Provide a detailed description of proposed site conditions after restoration – vegetation type, cover, topography, etc. Include maps and drawings, if necessary, for clarity
- Describe additional planning, survey, or design work needed for the project
- Identify whether the project is sustainable or if additional measures will be required in the future, what changes are likely to occur in the project area over time, and the expected use of the area in the future. If maintenance is required, specify who will be responsible for ensuring continued future performance
- Identify the regulatory compliance status of the project and the need for and status of permits, clearances, and approvals. National Environmental Policy Act (NEPA), Endangered Species Act Section 7, and cultural resource compliance will be required for all projects. Clean Water Act Section 404/401 permits may be required for projects involving work in the river or wetlands

2. SCIENCE (RESEARCH AND MONITORING)

Science Program priorities include the following:

- Assess key habitat requirements of the silvery minnow and flycatcher essential to help avoid jeopardy and promote their recovery
- Assess the hydrologic and geomorphic impacts on habitat qualities for ESA listed species (e.g. river channel changes, evapotranspiration, water quality)
- Monitor and assess the population status of the silvery minnow and flycatcher

In addition to priorities listed below, a separate RFP will be issued by the Bureau of Reclamation (RECLAMATION) to address water quality issues relative to the silvery minnow. Focused proposals are currently being requested for two funding priority levels:

High Priorities

- From a systems ecology viewpoint, characterize longitudinally altered biophysical/chemical processes and identify how and to what extent such phenomena represents a problem to the continued existence of the silvery minnow

- Characterize the food habits of the silvery minnow and investigate how food availability may limit or diminish the viability potential of silvery minnow populations in the Middle Rio Grande
- Investigate the longitudinal movement of silvery minnow relative to the assessment of need, feasibility, and design of fish passages or other dam modifications, and/or water management alternatives to accomplish river connectivity beneficial to silvery minnow
- Develop and test survey protocol designed to estimate the number of in-river silvery minnow eggs produced over the duration of spawning events, specifically addressing the questions: (1) if the abundance (or density) of eggs is the same at different locations along the length of the river, (2) if density of eggs is the same in habitats with different current velocities, (3) how the density of eggs varies within the water column and with the depth of the water column, (4) if there is temporal variation (within a day and between days) in the density of eggs, and (5) other elements
- Monitor and assess the status and potential changes affecting the population genetics of wild and captive stocks of silvery minnows
- Develop and implement monitoring protocols, index of biological metrics diagnostic of environmental stress for silvery minnow, and endpoint criteria that can be used to guide decision makers in implementing corrective managerial action. Protocols should be sufficient to produce information needed to assess potential effects of Program activities on the status and trends of silvery minnow populations and/or spawning activities
- Use a combination of probabilistic and targeted sampling to assess the physical integrity of the MRG aquatic habitat. Analysis should include pre-stratification, habitat-specific evaluations (e.g. specific and discrete analysis of main channel erosion, main channel deposition, side channel, and woody debris areas), including known and suspected habitats preferred by the silvery minnow.
- Develop and implement survey protocol(s) that produce metrics diagnostic of environmental stress for flycatcher breeding, together with the development of ecological quality control criteria which, if outside of expected boundaries, are intended to guide decision makers in immediate corrective managerial actions.
- Conduct population monitoring for silvery minnow, and develop methods of silvery minnow population quantification that provide an acceptable degree of statistical confidence.
- Conduct presence/absence surveys for flycatchers following U.S. Fish and Wildlife (FWS) protocol, from Isleta Diversion Dam to the south Collaborative Program boundary.

Moderate Priorities

- Plan, design, and test physical/mechanical methodology to reduce silvery minnow losses to irrigation system entrainment (may need to include information from on-going funded work)
- Develop and test survey protocol(s) to produce a statistically reliable estimate of silvery minnow mortality associated with specific environmental effects
- Identify habitat features of currently occupied flycatcher sites that are predictive of increasing numbers of territories in successive years and successful breeding

- Define and implement one or more monitoring protocols sufficient to produce information needed to assess potential benefits of Program activities to flycatcher populations
- Design and/or test (small scale) in situ refugia (i.e., in the river channel or adjacent riparian zone) to support silvery minnow during episodes of channel drying.

3. WATER ACQUISITION AND MANAGEMENT (WAM)

The Water Acquisition and Management Subcommittee is requesting proposals for projects related to meeting the water-related requirements of the silvery minnow and the flycatcher. The goals of this subcommittee include:

- Apply best available hydrologic data to address hydrologic and water supply issues and questions
- Work with the Science and Habitat Restoration Subcommittees to integrate research, monitoring, and evaluation techniques with restoration and water management actions, applying principles of adaptive management
- Identify sources of water that could be dedicated to silvery minnow or flycatcher needs
- Develop and maintain a long-term water acquisition and management plan.

Proposals that will receive the highest ranking priority include:

- Field investigations to improve understanding of the interaction between the river and riverside drains, and between the river and the groundwater system, between Cochiti and San Acacia. This task is intended to provide technical data to support evaluation of responses of the river system to specific management practices, as well as to allow for better management of water for Program purposes
- Performance of an evaluation of the feasibility for the reconfiguration of the San Acacia reach to balance habitat needs for listed species, conveyance efficiencies, Rio Grande Compact deliveries, and existing uses. The proposal addressing this item should include the following elements:
 - Reach-specific opportunities for consolidation of the present two-channel system ("floodway" and LFCC) into a single channel, therefore allowing the water to flow in the river channel itself, and eliminate the need for pumping from the Low Flow Conveyance Channel into the "floodway"
 - Reach-specific opportunities for conversion of the two-channel system into a river/riverside drain system, with local check structures and gravity discharge points from the riverside drain into the river
 - Other innovative opportunities that such a project could have in helping to meet program goals
 - Implications of each option for the following should be evaluated:

- ◆ Siting options for the BO-required relocation of the San Marcial railroad bridge
 - ◆ Channel dynamics and sediment transport
 - ◆ Effects on the present riparian and aquatic habitat, opportunities for habitat restoration, and effects on ecosystem function
 - ◆ Irrigation diversions to the MRGCD and Bosque del Apache National Wildlife Refuge
 - ◆ Conveyance efficiency/Rio Grande Compact deliveries
 - ◆ Property ownership
- Design and implementation of a survey to evaluate the level of interest among Middle Rio Grande irrigators to participate in a voluntary irrigation forbearance program to provide water in support of the Program goals.
 - Development and implementation of a project to link changes in evapotranspiration, groundwater and surface water associated with vegetation management.
 - Projects that would lead to water use and/or management efficiencies within the existing system to produce water savings available to the Program
 - Continuing work on ongoing projects funded by WAM in FY 2003 and FY 2004.

Additionally, WAM continues to solicit proposals for the following activities, although these more general categories are a lower priority:

- Provide assistance in identifying sources of short and long-term water supplies to be dedicated to the needs of these species.
 - Activities that would yield reservoir storage space for endangered species management
 - Actions that will lead to development of more efficient methods of delivery and use of irrigation water, including evaluation of the implications of these actions.
 - Development, quantification, and comparison of municipal and industrial water conservation methods, as well as actions to implement these conservation methods
 - Development and evaluation of methods for improved river discharge measurements
 - Investigation of alternative water management strategies using innovative technologies
 - Monitoring and evaluation of responses of the river system to specific management practices.

- Investigation of innovative alternative water management strategies

II. AWARD INFORMATION

It is anticipated multiple awards will be made from this RFP. The amount of funding at this time is unknown. Funding for this program comes from write-in funds appropriated to RECLAMATION and distributed for the Program activities through interagency acquisitions, contracts, cooperative agreements, grants and P.L. 638 actions. Awards from previous years ranged from \$15,000 to \$300,000. Funding is anticipated to be available for work to begin summer 2005, contingent upon congressional approval.

Awards will be made for a period of one year, with option to fund additional years as proposed. Funding for option years is **not** guaranteed. Applications for renewal or supplementation of existing projects are eligible, as well as new applications.

For all funded proposals, a pre-initiation communication consisting of a conference call (up to 1 hour) may be scheduled.

Involvement by RECLAMATION for cooperative agreements awarded from this RFP may consist of:

1. Collaborate and participate with the recipient in the management of the project, and closely oversee the recipients activities to insure the program objectives and being achieved.
2. This oversight may include review, input and approval at key interim stages of the project as identified in the recipient proposal.
3. Construction projects, a pre-final walk through may be scheduled at the discretion of the sub-committee technical advisors when the project reaches 75% completion.

III. ELIGIBILITY INFORMATION

There are no restrictions on eligibility, all potential applicants are eligible.

Cost sharing and/or in kind contributions are encouraged, but not required.

There are **must have** requirements, which if not met will make your proposal non-responsive, and your proposal will not be forwarded for review. **See section IV A. of this RFP.**

IV. APPLICATION AND PROPOSAL SUBMISSION INFORMATION

ADDRESS TO REQUEST APPLICATION PACKAGE

Copies of this RFP application package are available at www.Grants.gov
If you are unable to access this information electronically, you may request paper copies by contacting:

By mail: Bureau of Reclamation
Upper Colorado Region

Attn: Ms. Sue Fowles
125 South State Street, Room 6107
Salt Lake City, UT 84138-1102
Phone: 801-524-3891

E-mail: sfowles@uc.usbr.gov

Fax: 801-524-3857

TECHNICAL PROPOSAL APPLICATION

Each applicant shall submit a proposal in accordance with the instructions contained in this section. Failure to include all **must have** elements listed below under section A, will result in the proposal being deemed non-responsive and will not be forwarded for consideration.

A. PROPOSER MUST HAVE ELEMENTS:

- Submit an original with 2 identical hard copies (3 printed copies total) and one copy on CD/disk in Microsoft Word
- Provide the budget proposal in a separate volume from the technical proposal. Submit original and 2 identical hard copies.
- Include authorized signature page with the original signature(s) of the authorizing individual(s) for each entity participating in the proposal submittal, as well as the name, title, organizational information, address and phone number for the individual(s).
- Provide land access written consent as described, even if access was granted by the owner for work previously funded by the Program. Proposals that include activities on land not owned by the proposer need to include the written consent from the land owner(s). Express written consent of the Native American Pueblos and Tribes is required.
- Limit the main body of the proposals to 10 (ten) 8 ½" x 11" pages. The main body of the proposal includes: introduction, plan or study design, schedule, and deliverables. Not included in the 10-page count are: the title page, authorizing signature page, land access information, executive summary, previous accomplishments, tables, figures, and the appendices.
- Use a minimum 10 point font
- Use a minimum of 1" margins

B. FY 2005 PROPOSAL TEMPLATE

The recipient should concisely present rationale, objectives, methods, and how contractor communication requirements will be met in sufficient detail to allow an informed reviewer to assess the proposal's validity in addressing one or more focus area priorities presented in Section I of this RFP. The proposal should also identify criteria by which success of the project can be determined. The proposal table of contents should conform to the following template:

1) Cover Page – For all grants and cooperative agreements, the cover page should consist of a fully completed **SF-424 – Application for Federal Assistance**. This form and additional information is available at: <http://www.whitehouse.gov/omb/grants/sf424.pdf>

2) Title Page – All of the following should be included in the title page:

- Project Title:
- Continuation of work previously funded by the program? Yes – No
- If yes, please provide the Title and Agreement No.:
- Principle investigator(s):
- Affiliation(s):
- Address (primary contact regarding proposal)
- Telephone/facsimile number:
- E-mail:
- Designation of one focus area for review: 1) Science, 2) Habitat Restoration or 3) Water Acquisition and Management
- Provide a contact person, address and phone number for mailing an award if different from the address of the primary contact listed above

3) Authorized Signature(s) Representing the Entity(ies) Submitting the Proposal

Refer to above description.

4) Land Access Information

Written landowner approval must be submitted at time of proposal submittal.

Landowner consent is a letter from the landowner that specifies that the landowner has been contacted, has been informed of the proposal, and that the landowner allows such an activity to occur on his/her land.

(Start of the main body of proposal – start of the 10 page count)

5) Scope of Work

a) Introduction-The introduction is intended to provide reviewers with evidence that the proposed work is consistent with the RFP.

b) Project Justification-This section should include a summary of the issues, relevance of the proposal to the RFP, and/or recovery benefits to the silvery minnow and/or flycatcher.

c) Project Objectives- This section should include a brief statement of the hypothesis to be tested (if applicable), what information or products will be provided at the end of the project, and how the information will contribute to species recovery.

d) Background- This section should include a concise review and synthesis of existing knowledge and previous research or other pertinent background information, including contact information for two professional references.

e) Plan or Study Design- Describe the plan, study design, or activity in sufficient detail to permit a knowledgeable reviewer to make a comprehensive evaluation of the proposal. The proposer should refer to Section I of this RFP for further detail relative to the Focus Areas.

f) Schedule- The date of award is uncertain. Consequently, this section should provide a schedule to determine an approximate work start date (if dependent on seasonal requirements), the duration of each task proposed, and milestones/reports. Include any aspects of the project that are time sensitive, such as planting dates, studies to be conducting during spring runoff, or issues associated with river operations. Multi year projects should include out-year activities in the schedule. Schedule tables or other illustrations are encouraged.

(End of main body of proposal – end of 10 page count)

6) Appendices

Appendix A Qualifications of Investigators

Identify the project team and key personnel and their responsibilities. Describe the organizational structure for the project, as well as the relevant personnel for each proposal task. Identify project elements that will be performed by contractors or subcontractors. If the project involves interagency coordination, describe the roles, coordination, and communication process. Include Curriculum Vitae (CV) for principal investigator(s). These CVs should reflect recent and relevant experience and publication(s) and should not exceed 2 pages for each individual.

Appendix B Previous Accomplishments (included for proposals previously funded)

- a. Title of previously funded proposal
- b. Year funded
- c. Dollar amount funded, by year
- d. Funds expended by the date the proposal is submitted
- e. Previous accomplishments (list in bullet form)
- f. Products
- g. Subcontracts and/or agreements, and associated dollar amounts
- h. Limiting factors affecting progress

Appendix C Peer Reviewers (for science proposals)

Designated Science proposals should provide names and contact information for 5 peer

reviewers qualified to assess the proposal.

BUDGET PROPOSAL APPLICATION

The budget proposal should be submitted as a separate document and identify the awarding entity, address, and phone number. Clearly identify the entity responsible for assuming financial and contract compliance if more than one entity is participating in the proposal submittal and execution.

Describe the project funding in detail. If the project will require multi-year funding, clearly associate the schedule of the work, as defined above to the tasks and reports to be completed in each timeframe. Identify for each task how much money will be needed from the Program for the proposed project and if any cost share contributions, including in-kind contributions or alternative funding sources will contribute to the funding.

Applicants shall submit an original and two copies of all budget proposal documents. Additionally, an electronic copy in MS Word and Excel spreadsheet formats is also required.

The project budget should clearly identify all project costs and the funding source, i.e., Program, or other funding sources.

1) Salaries and Wages – Indicate the program manager and other key personnel by name and title. Other personnel may be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation proposed. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the technical proposal. Labor rates and proposed hours shall be displayed for each task.

Generally, salaries of administrative and/or clerical personnel should be included as a portion of your indirect costs. If these salaries can be adequately documented as direct costs, they may be included in this section; however, an explanation should be included in your budget narrative.

2) Fringe Benefits – Indicate rates/amounts, what costs are included in this category, and the basis of the rate computations. Indicate whether these rates are used for proposal purposes only or if they are fixed or provisional rates for billing purposes. Federally-approved rate agreements are acceptable for compliance with this item.

3) Travel – Include purpose of trip, destination, number traveling, length of stay and all travel costs including airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel include mileage and rate of compensation.

4) Equipment – itemize costs of all equipment having a value of over \$500 and include information as to the need for this equipment.

5) Supplies – Itemize supplies by major category, quantity, and purpose, such as whether the items are needed for office use, research, or consultation.

6) Contractual – Identify all work that will be accomplished by proposer's subcontractors, including a detailed budget estimate of time, rates, supplies, and materials that will be

required for the task. If the proposer's subcontractor is proposed and approved at time of award, no other approvals will be required. Any changes or additions will require a request for approval.

7) Indirect Cost – Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles for the proposer's organization. If the proposer has separate rates for recovery of labor overhead and general and administrative costs, each rate shall be shown. The applicant should propose rates for evaluation purposes which will be used as fixed or ceiling rates in any resulting award. Include a copy of any federally-approved Indirect Cost Rate Agreement.

If you do not have a Federally-approved Indirect Cost Rate Agreement or if unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on "Preparing and Submitting Indirect Cost Proposals" is available from the Department of the Interior, National Business Center, Indirect Cost Section, at <http://www.nbc.gov/icshome.cfm> .

8) Other – Any other expenses, such as reporting and regulatory compliance costs not included in the above categories shall be listed in this category, along with a description of the item and for what it will be utilized. No profit or fee will be allowed. If the project is a continuation of a project previously funded by the Program, provide a summary of funds received in previous years and the level of expenditures at the time of proposal submittal.

9) Total Cost – Indicate total amount of proposal, including Federal and non-Federal amounts.

DATE FOR RECIEPT OF PROPOSALS

Technical and Budget Proposals will be accepted until 3:00 p.m., Mountain Standard Time, through December 10, 2004. Proposals received after this time will not be considered for award. Facsimile transmissions of proposals will not be accepted. Proposals should be sent to:

Bureau of Reclamation
Attention: Carla Pickering, Mail Code: UC-824
125 South State Street
Room 6107
Salt Lake City, UT 84138-1147
(303) 524-3716

Physical Location (for express mail/delivery services) is the same as above.

V. APPLICATION REVIEW INFORMATION

EVALUATION CRITERIA

The Government reserves the right to reject any and all proposals which do not meet the requirements of this solicitation and which are determined to be outside the scope of the Program.

FIRST LEVEL EVALUATION

All proposals will be screened to insure that:

- The proposal includes all must have requirements of the solicitation package.

A proposal must pass all first level screening criteria in order for it to be forwarded for further consideration at the Second Level Evaluation phase.

SECOND LEVEL EVALUATION (Technical Review) 100 points

During this review period, RECLAMATION as the awarding agency, may initiate discussions with the proposers for the purpose of clarifying aspects of proposals, but proposals may be evaluated without discussions. Discussions will only be initiated by RECLAMATION, not by the proposer. The following criteria will be used for proposal technical review:

<u>CRITERIA</u>	<u>POINTS</u>
The proposal satisfies one or more specific focus area priorities identified in Section I of this RFP and contributes to long-term conservation and recovery of the species (silvery minnow and/or flycatcher)	30
Clear, concise project objectives	10
Appropriate sampling design, monitoring protocol, methods and/or statistical analysis	10
Integration of work with existing knowledge and relevant literature	10
Demonstrated capability and capacity of the principal investigator(s) to do the proposed work; qualification of principal investigators, and past work performance	20
The project's cost-effectiveness	10
Feasibility of achieving stated objectives in the specified timetable	10

THIRD LEVEL EVALUATION (Oral Presentation) 30 Points

Following the evaluation of written proposals using the above technical criteria, a shortlist will be

developed of the highest ranked proposals. Final ranking of these shortlisted proposals will be determined based on a twenty minute oral presentation summarizing the proposal and the proposer's subsequent responses to technical questions. This presentation will take place in Albuquerque, New Mexico, at a location to be determined, and will be scheduled at least 21 calendar days in advance. Proposers are encouraged to be present in Albuquerque. However teleconference arrangements will be accommodated. Proposers will be requested to schedule their presentation time/date, with a Program representative on a first come-first first-serve basis, to be identified when the shortlisted notification is issued. The proposer should plan on no more than 2 hours for this presentation.

VI. AWARD ADMINISTRATION INFORMATION

AWARD NOTICES

Successful applicants will receive by mail a notice of award for Contract, Cooperative Agreement, Grant Agreement, P.L. 638 or Interagency Acquisition, signed by the appropriate RECLAMATION contracting representative and notifying the applicant of project award and project start date.

ADMINISTRATIVE REQUIREMENTS

If your organization is awarded an agreement as a result of this RFP, the applicable portions of the General Provisions and Special Provisions located at <http://sunfire.uc.usbr.gov/uc/contracts/index.html> will be included in the resulting award.

REPORTING

RECLAMATION shall work with the Recipient in the management of the project and closely oversee the Recipient's activities to ensure that the Program objectives are being achieved. This oversight shall include review, input, and approval at key interim stages of the project as identified in the Recipient's proposal. For construction projects, a pre-final walk-through may be scheduled at the discretion of the Program technical advisors when the project reaches 75% completion.

FINANCIAL REPORTS - All financial reports shall be signed by an Authorized Certifying Official for the recipient's organization. The following forms are available at http://www.whitehouse.gov/omb/grants/grants_forms.html.

1) SF-269 or SF-269a, Financial Status Report - This form is utilized to report total expenditures for the reporting period. The SF-269 must be used if the recipient is accountable for the use of program income; otherwise, the SF-269a may be used.

An original and two copies of this form shall be submitted quarterly within 30 days following the end of each reporting period. A final SF-269 or SF-269a shall be submitted within 90 days following completion of the agreement.

2) SF-272, Report of Federal Cash Transactions - This report shall be submitted by recipients that draw down cash advances by means of electronic funds transfer or Treasury check. Recipients shall identify in the "Remarks" section the amount of cash

advances received in excess of 3 days prior to disbursement and explain actions taken to reduce excess balances. An original and two copies of this form shall be submitted on a quarterly basis within 15 days following the end of the reporting period

PROGRAM PERFORMANCE REPORTS

1) Interim Reports – Recipients shall submit an original and two copies of project performance reports on a quarterly basis within 30 days following the end of each reporting period. A one page performance report should include 1) a comparison of actual accomplishments with the goals and objectives established for the reporting period; 2) where project output can be quantified, a computation of the cost per unit of output; 3) when appropriate, reasons why goals and objectives were not met; and 4) other pertinent information including analysis and explanation of cost overruns or high unit costs.

2) Annual Reports – An original and two copies of an annual project report shall be submitted within 90 days following the end of each year of the agreement. Copies of this report may be required with any application for continuing support of the agreement. Unprocessed data in text format and a database-compatible format (such as MS Access®, MS Excel®, and/or extended language format) will be submitted annually as part of the project report (s) or quarterly, if requested by Program technical staff.

3) Draft Final Report – An original and two copies of the draft final project report shall be submitted prior to expiration of the agreement.

4) Final Report – An original and two copies of the final project report shall be submitted no later than 90 days following the expiration or termination of the agreement or no later than 45 days following receipt of comments on the draft report.

SIGNIFICANT DEVELOPMENTS

During the term of the agreement, the recipient must immediately notify the contracting officer if any of the following conditions become known:

- (a) Problems, delays or adverse conditions which will materially impair their ability to meet the objectives of the agreement
- (b) Favorable developments which enable the recipient to meet time schedules and objectives sooner than or at less cost than projected or to produce more beneficial results than originally planned

This notification is to include information on the actions taken or contemplated to resolve problems, delays, or adverse conditions, and any assistance needed from RECLAMATIOM to help resolve the problem.

VII. AGENCY CONTACTS

DEADLINE TO RECEIVE QUESTIONS

Written questions regarding this RFP may be submitted in writing (via U.S. Mail, fax, or e-mail) until 3:00 p.m. Mountain Standard time on November 15, 2004. No other questions will be accepted after this time. All questions shall be submitted to:

Ms. Carla Pickering
125 South State Street, Room 6107
Salt Lake City, UT 84138-1147
Fax: (801) 524-3716
E-mail address: cpickering@uc.usbr.gov.

Written responses to all questions will be compiled and answered by modification to this RFP through www.Grants.gov