

**Request For Proposals  
Wellhead Protection Program Grants  
Financial Assistance for Local Wellhead Protection**

Nevada Division of Environmental Protection  
Bureau of Water Pollution Control

RFP Release Date: April 3, 2006  
Proposal Submission Deadline: May 19, 2006

This Request for Proposals consists of twenty one (21) pages.

## **1. Overview of Grant Program**

Approximately \$250,000 is available during this funding cycle (July 1, 2006 through June 30, 2007) to communities and water systems for the development of state-endorsable Wellhead Protection Plans (WHPP), and for the implementation of Wellhead Protection Plans that have received state endorsement. No match funding is required. Funds for this financial assistance program are provided by the United States Environmental Protection Agency (U.S. EPA) through the Drinking Water State Revolving Fund Set-Aside for Wellhead Protection. The program is administered by the Nevada Division of Environmental Protection (NDEP), Bureau of Water Pollution Control.

Since Nevada's Wellhead Protection Program is voluntary, incentives are crucial to encouraging and enabling local entities to protect their ground water resources by managing potential sources of contamination. The goal of Nevada's Wellhead Protection Program is to enable every community in Nevada to implement a comprehensive local WHPP tailored especially for it. The first step is for a community to develop a WHPP. The next step is to implement the plan by managing potential sources of contamination identified in the plan and through public education. This financial assistance program will expedite WHPP development, and facilitate the management of potential sources of contamination.

In addition to this financial assistance program, communities have several types of assistance available to them for developing and executing local WHPPs:

- NDEP provides general program assistance for all elements of a WHPP and technical assistance with the delineation of wellhead protection areas.
- The Nevada Rural Water Association can provide “hands-on” assistance with plan development and implementation.
- Communities and public water systems developing Wellhead Protection Plans typically subcontract an environmental consultant to assist with proposal preparation, project organization, data gathering, and writing the plan. Grant funds can be used to pay consultants for their assistance.

A community may take advantage of any or all of these assistance programs.

A comprehensive local WHPP under this program consists of seven elements:

- Formation of a WHPP team and assignment of duties;
- Delineation of wellhead protection areas;
- Inventory of potential sources of contamination within the protection areas;
- Development of strategies to manage potential sources of contamination;
- Contingency plans;
- Plans for new wells; and
- Public participation.

This request for proposals and associated deadlines are for grant proposals submitted to the State of Nevada. This financial assistance program is available to any of the following organizations: any subdivision of state government (i.e. town, general improvement district, city, county), any public water system, or any community organization. Funding has also been set aside by the

U.S. Environmental Protection Agency, Region IX, specifically for the development and implementation of WHPPs by Native American tribes in Nevada. Tribes may apply for funding from both EPA Region IX in San Francisco, California, and from the State of Nevada Division of Environmental Protection. Please contact EPA Region IX Office of Drinking Water for proposal requirements and deadlines.

If the community or entity proposing the project is not the local governmental body or the PWS, the proposal must demonstrate that the local governmental body or PWS supports the project and will actively participate. Communities that have received funding for initial development of a WHPP from NDEP or U.S. EPA in the past are eligible for additional funding to add new wells to their plan, and implementation funds to implement their plan.

Funding will be provided through contracts with NDEP. The community or entity will accomplish the tasks described in a work plan that will be part of the contract, and NDEP will reimburse the community or entity for expenditures made to fulfill these tasks. If a small community or entity demonstrates a cash flow hardship, advance funding may be negotiated.

## **2. Acronyms and Definitions**

BWPC	Bureau of Water Pollution Control at NDEP
Division	Nevada Division of Environmental Protection
Evaluation Committee	A committee comprised solely of NDEP representatives established to review proposals submitted in response to this RFP, score the proposals, create a ranked list of proposals for plan development and plan implementation projects, and award contracts.
may	Indicates something that is not mandatory, but permissible.
must	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal.
NDEP	The Nevada Division of Environmental Protection
PWS	Public Water System
RFP	Request for Proposals
should	Indicates something that is recommended, but not mandatory. If the respondent fails to provide the recommended information, the State may, at its sole discretion, ask the respondent to provide the information or evaluate the proposal without the information.
State	The State of Nevada and any agency identified herein.
subcontractor	A third party not directly employed by the responding organization, who will provide services identified in this RFP.

WHPA Wellhead Protection Area

WHPP Wellhead Protection Plan

### **3. Scope of Wellhead Protection Plan Development Projects**

#### 3.1 WHPP Development Project Work Plans

To be eligible for funding, the Wellhead Protection Plan Development Project work plan (work plan) must include project tasks that address all of the seven elements of a comprehensive WHPP as outlined in Section 3.1.1 below, and described in the *State of Nevada Wellhead Protection Program Guide* (6<sup>th</sup> Revision, February 2005) available from NDEP. **An example Development Project Work Plan can be found in Attachment B.** Electronic work plan templates can be found on the NDEP web site at [www.ndep.nv.gov](http://www.ndep.nv.gov). The work plan must include a time estimate for completing each of the project tasks. The work plan also must include a general description of the water system's sources of water (i.e. wells and/or springs) and a brief statement about their degree of vulnerability to contamination. If the community or entity proposing the project is not the local governmental body or the PWS, it must provide evidence that the local governmental body and/or PWS supports the project and will actively participate.

##### 3.1.1 Deliverables

The community must submit quarterly progress reports that briefly describe the work completed on the project during the quarter. Ninety days prior to the contract expiration date, the community or entity must submit a draft WHPP for review by NDEP. A final WHPP must be submitted to NDEP prior to the contract expiration date.

For a community WHPP to be endorsed by the State, the program must complete all seven elements of an endorsable WHPP. However, the extent to which each of the seven elements must be addressed may vary from one community to another based upon population, number of wells, and resources. Required output to be submitted to the State for each element of an endorsable program are outlined below.

#### I. Formation of the Wellhead Protection Team

- Form the WHPP Team. Every effort should be made to include representatives of the public water system, city, county, State, and Federal land managers, and a representative from the Nevada Division of Environmental Protection (NDEP). Representation from the local governing body with land use zoning authority (city and/or county) is strongly recommended.
- Conduct meetings to outline the wellhead protection goals and define the responsibilities of each team member.
- Prepare a WHPP Team member list with mailing addresses, telephone numbers, and name of lead contact person.

#### II. Delineation of Wellhead Protection Areas (WHPAs) and Recharge Areas

- The modular semi-analytical model (WHPA, US EPA, 1991), or equivalent model must be used to delineate the wellhead protection area(s). At a minimum, 2, 5, and 10-year protection areas must be delineated.

- Aquifer parameters to be used as model inputs must be derived from pump test data, or an equivalent approved by NDEP. A pump test is required for each general type of subsurface material screened by the water system wells (ie: basin-fill aquifer, carbonate rock aquifer, volcanic rock aquifer).
- Review references, well logs, pump test data, and available files (City, State, U.S.G.S.) and compile pertinent information and data for the wells, aquifers and springs.
- In the text of the WHP Plan, geographically estimate the ground water recharge area(s) for the wells.
- In the appendix of the WHP Plan, include raw pump test data and field data sheets, and model assumptions and input data.
- The final WHP Plan must include maps delineating the WHPAs and related areas of ground water recharge. A poster-sized print of the WHPA map(s) must be prepared and displayed in the water system office. The poster should be distributed to community planning agencies for display and education.

### III. Inventory of Contamination Sources

- Perform an inventory of existing and potential contaminant sources within the WHPAs using available databases, such as records at the City, County, and State, and those observed during field activities. Listed sources should be ranked by estimated risk to ground water.
- Prepare a summary of data sources used to conduct contaminant source inventory.
- Prepare a map or maps that depict existing or potential contaminant sources as well as land uses that may pose a potential threat. The scale of this map should be consistent with existing base maps and other maps being developed.
- Prepare a map of current and proposed master plan and land use zoning designations.
- Develop a schedule for updating contaminant source inventories, with the name, address and telephone number of responsible WHPP Team member.

### IV. Selection and Implementation of Contaminant Source Management Strategies

- Develop and document selected management strategies (both regulatory and non-regulatory) to be implemented for protecting WHPAs from potential contaminant sources including implementation schedule and rationale. Non-industrial zoning for WHPAs is strongly encouraged.
- Develop a schedule for implementing management strategies.
- Provide name, address and telephone number WHPP Team member responsible for source management and strategy revision, and a tentative revision schedule.

### V. Plans for New Well Siting

- Prepare a map or maps depicting sites of future wells and their WHPAs.
- Document rationale for site selection.
- Develop tentative schedules for putting wells in use.

### VI. Contingency Plans

- Develop a contingency plan that fulfills the requirements of Nevada Administrative Code 445A.6665. The plan must:
- identify safe alternative sources of water, and includes plans for water rationing, water supply decontamination, and emergency response.
  - The emergency response section of the plan must outline activities for the restoration of services in the contingency that an emergency, including power failure, mechanical or

electrical failure, natural or man-induced disaster, or water main breaks, reduces or threatens water supply.

- The Contingency Plan must include the chain-of-command for personnel responsible for plan implementation.

#### VII. Public Participation/Education

- Propose public participation and education activities with implementation schedules. Development of a perennial groundwater presentation program for the community public schools is strongly encouraged.

#### OPTIONAL/SUGGESTED ACTIVITIES:

- Land use planning for WHPAs with local/county planning agencies.
- Prepare mailings, advertisements and/or flyers for water users and businesses to encourage public participation and education.
- Develop wellhead protection messages to be included in water billings.
- Set appropriate Drinking Water Protection signs at strategic locations.

### **4. Scope of Wellhead Protection Implementation Projects**

To be eligible for implementation project funding, communities or entities must have a state-endorsed WHPP. The tasks outlined in the implementation project proposal should be identified in the “Management Strategies” section of the WHPP. Eligible projects may include such activities as physical protection for well heads (fences, bollards), land use protections, public education efforts, closure of unused and unplugged wells, and implementation of hazardous household product swap meets or collection days.

#### 4.1 Implementation Project Work plans

Project work plans must reference the specific potential sources of contamination to be managed, describe the management activities to be conducted, and must include a schedule for completing each of the project tasks. **An example Implementation Project Work Plan can be found in Attachment C.** An electronic template is available on the NDEP web site [www.ndep.nv.gov](http://www.ndep.nv.gov). The work plan must include a time estimate for completing each of the project tasks. If the community or entity proposing the project is not the local governmental body or the PWS, it must provide evidence that the local governmental body and/or PWS supports the project and will actively participate.

##### 4.1.1 Deliverables

The community must submit quarterly progress reports that briefly describe the work completed on the project during the quarter. Sixty days prior to the contract expiration date, the community or entity must submit to NDEP a draft Wellhead Protection Implementation Report that describes the management measures that were implemented. A final Implementation Report must be submitted to NDEP prior to the contract expiration date.

### **5. Proposal Submittal Instructions**

#### 5.1 Formal Question Procedure

The NDEP Bureau of Water Pollution Control will accept questions and/or comments in writing

by email regarding this RFP. Questions must be addressed to:  
Nevan Kane  
Nevada Division of Environmental Protection  
nkane@ndep.nv.gov

The deadline for submitting questions is May 12<sup>th</sup>, 2006 at 5:00 p.m., pacific standard time.

## 5.2 WHPP Proposal Requirements

The proposal shall consist of:

- A. A completed cover page similar to the example in Appendix A.
- B. A work plan that briefly describes the project, proposes a general project time line, and a proposed budget. **An example work plan for WHPP Development Projects can be found in Appendix B. An example work plan for WHPP Implementation Projects can be found in Appendix C.**

5.2.1 Proposals shall be in a sealed envelope or box clearly labeled "Financial Assistance for Local Wellhead Protection Proposal".

5.2.2 Organizations shall submit one complete paper copy and one complete electronic copy (CD ROM or 3.5 inch floppy disk) of the proposal. Copies shall be sent to:

Nevan Kane  
Nevada Division of Environmental Protection  
901 Stewart Street, Suite 4001  
Carson City, Nevada 89701

5.2.3 Proposals must be received by May 19, 2006 at 5:00 p.m. pacific time. Proposals that do not arrive by this time and date **will not be accepted**. Organizations may submit their proposal any time prior to the above stated deadline.

### 5.2.4 RFP Timeline

<u>Task</u>	<u>Date and Time</u>
Deadline for submitting questions	May 12, 2006 @ 5:00 p.m.
Deadline for submitting WHPP proposals	May 19, 2006 @ 5:00 p.m.
Proposal evaluation Period	May 22 – June 2, 2006
Ranked list available (Begin negotiating contracts with top-ranked projects)	June 5, 2006

***NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time, with appropriate notice to prospective contractors.***

## **6. Proposal Evaluation and Award Process**

6.1 **Project proposals will be scored based on the criteria listed below.** Community water systems and non-profit non-transient/non-community water systems will receive top priority for funding. At any point during the evaluation process, NDEP reserves the right to reject any proposal at its sole discretion.

## 6.2 Project Ranking Criteria: WHPP *Development* Projects

Proposals for WHPP development projects will be ranked according to the criteria listed below.

- Inclusion and level of involvement of various local government agencies and community groups.
- Plans to address all seven components of an endorsable WHPP as outlined in Section 3.1.1 above, and in the *State of Nevada Wellhead Protection Program Guide, 6<sup>th</sup> Revision, February 2005* (available from NDEP).
- Evidence of ability and commitment to completing the project on time.
- Perceived vulnerability of wells to contamination.
- Past performance on NDEP contracts and current performance in NDEP regulatory programs (as applicable).

## 6.3 Project Ranking Criteria: Wellhead Protection *Implementation* Projects

Proposals for the implementation of State-endorsed WHPPs will be considered for communities or entities that have a State-endorsed WHPP. These proposals will be ranked according to the criteria listed below.

- Consistency with management strategies outlined in the State-endorsed WHPP.
- Evidence of ability and commitment to completing the project on time.
- Perceived vulnerability of wells to potential sources of contamination to be managed.
- Past performance on NDEP contracts and current performance in NDEP regulatory programs (as applicable).

## 6.4 Proposal Scoring

Upon review of the submitted proposals by the evaluation committee, two categories of projects will be scored and ranked separately: 1. WHPP development projects, and 2. wellhead protection implementation projects. The evaluation committee will develop a ranked list for each project category, with the highest scoring project at the top. Placement on the list does not guarantee that a project will receive funding during this funding cycle. These lists will remain in effect until the next RFP is released in Spring 2007. Water systems or entities that submitted proposals in the past but did not receive funding may change the date on their proposals and resubmit for this funding cycle.

A letter shall be sent to any respondent whose proposal ranked high enough on the list to receive funding. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure unless and until an agreement is reached. If contract negotiations cannot be concluded successfully with the top ranked proposals, the State may negotiate a contract with the next highest scoring respondent.

Any appeal of award decisions must be submitted in strict accordance with Nevada Revised Statutes NRS 333.370.

## **7. Project Costs**

7.1 A budget for the project must be submitted with each proposal. Costs for project activities must be reasonable. No local matching of contract funds is required.

7.2 See Attachments B and C for an example work plans and budgets. Each project may or may not contain all of the expenditure categories listed in the examples. List only those categories relevant to the proposed project's budget. There must be two sections to the budget, a Budget Summary and a Budget Detail. The total costs of the project, broken down into categories, must be listed under the Budget Summary. A breakdown of the budget, detailed for each category must be listed under the Budget Detail. Provide as much detail as possible.

### 7.3 Salaries

Total salary expenses must be included in the Budget Summary. In the Budget Detail under Salaries, list the position title and base salary rate for the titles of the individuals who will work on the project. Base salary rates (excluding fringe benefits and/or indirect costs) shall not exceed the federal Executive Service Level 4 rate (\$67.22 per hour).

### 7.4 Fringe Benefits (for-profit organizations)

Total fringe benefits must be included in the Budget Summary. In the Budget Detail under Fringe Benefits, list the percentage of the base salary rate used to calculate the fringe benefits. Fringe benefits are things such as health insurance, retirement and medical benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each individual.

### 7.5 Administrative Costs (non-profit organizations)

Total administrative costs must be included in the Budget Summary. Administrative costs are the costs of running the organization so that the project can be completed and may include telephones, rent, utilities for support staff, and postage. These costs must be itemized in the Budget Detail. Indirect cost (IDC) charges are available only to entities that have a negotiated IDC rate with their cognizant agency.

### 7.6 Travel

Total Travel costs must be included in the Budget Summary. Travel costs include transportation, per diem, and lodging and must be billed at State authorized rates as follows.

Vehicle Mileage: 44.5 cents per mile

In-State Per Diem:\$26.00 (\$5.50 breakfast, \$6.50 lunch, \$14.00 dinner)

In-State Lodging: \$58.00 per night Sun.-Thurs.; \$90.00 per night Fri.-Sat.

### 7.7 Operating

Total Operating costs must be included in the Budget Summary. All operating costs must be itemized in the Budget Detail and may include costs for copying, printing, and supplies. Supplies and materials (consumables) must be itemized under a subcategory of Operating and may include things such as film, envelopes, signs and maps.

### 7.8 Equipment

Total equipment costs must be included in the Budget Summary. Specific equipment costs must be itemized in the Budget Detail. With appropriate justification, this cost category is for the

purchase of tangible equipment (e.g. physical ground water models, GPS units, and computer equipment). Equipment items must have an anticipated useful life extending beyond one year; must not be attached permanently as a non-movable fixture; and must cost \$100 or more.

## 7.9 Subcontracts

Total subcontract costs must be included in the Budget Summary. Subcontracts also must be itemized in the Budget Detail. Any subcontract must conform to the terms and conditions of the original contract with the NDEP. A separate contract budget must be submitted for each subcontract. Each subcontract budget must be submitted in the format shown in Attachments B or C.

*Attachment A*

*Example Proposal Cover Page*

# Financial Assistance for Local Wellhead Protection

## Proposal Cover Page

Date:

Agency or Organization:

Contact Person:

Phone Number:

Fax Number:

Email Address::

Mailing Address:

Project Title:

Total Cost:

***Attachment B***

***Example Development Project Work Plan***

# **DEVELOPMENT PROJECT**

## **INTRODUCTION AND BACKGROUND**

The Imlay Water System is pleased to submit this Work Plan for financial assistance to complete a Wellhead Protection Program (WHPP). This system is located in Imlay, Pershing County. It is equipped with 2 wells, but only one is in use. The system is about 13 years old and services 90 connections that serve a population of 70 people.

Pershing County operates the system. We have been concerned about recent requests for zoning/land use changes in the vicinity of our only operating well. Therefore, we are seeking funding to prepare a WHPP to evaluate the vulnerability of the well and to develop plans to adequately protect the well.

## **WORK PLAN**

The proposed work plan outlined below lists each of the seven criteria of a WHPP and describes the specific tasks that need to be completed in order to obtain State endorsement.

### **I. Formation of WHPP Team**

This is a critical part of the program. First, we intend to involve individuals that have extensive experience with WHPPs. Specifically, we will invite Mr. Nevan Kane with NDEP, to become involved as much as possible.

We will also encourage involvement from as many local agencies, groups and individuals as possible. Decision making groups and individuals will be strongly encouraged to become involved.

In summary, the following tasks will be completed:

- Establish the WHPP team. All governmental agencies with jurisdictional authority over land use will be identified (County, State, etc.). An individual with some responsibility for planning within the County will be encouraged to participate on the team.
- Conduct two or three meeting(s) to outline the wellhead protection goals and define the role and responsibilities of each team member.
- Prepare a team member list with mailing addresses, telephone numbers and the lead contact person identified.

### **II. Delineation of Wellhead Protection Areas**

The District will consult with NDEP to determine the best approach for wellhead delineation considering the financial resources that are available. We anticipate that at least one pump test will be required for this project. In summary, the following tasks will be completed:

- Review references, well logs, and available files (County and NDEP) and compile pertinent information and data for the wells and aquifer.
- Perform an aquifer pump test.
- Use GPS technology to accurately locate each of the wellheads. Accuracy will be differentially corrected to less than 5 meters.

- Select and implement a WHPA delineation method. The rationale for the selected WHPA delineation method will be explained in the summary report that will be included in the final WHPP. Delineation will show 2, 5 and 10 year capture zones.
- Map the wellhead protection areas for each of the wells via time-of-travel groundwater modeling. The modular semi-analytical model (WHPA, USEPA, 1991), or equivalent will be used.
- Prepare a summary report of the delineation effort. The summary report shall include information regarding the groundwater recharge areas for each of the aquifers, raw pump test data and field data sheets, and model assumptions and input data.
- Prepare poster size maps showing each of the wells and their associated 2, 5 and 10 year capture zones (wellhead protection areas). These maps will be posted for public information.

### **III. Inventory of Contamination Sources**

- Perform an inventory of contaminant sources using available databases (especially BHPS), records at the District and NDEP and those observed during field activities.
- Where practical, use GPS technology to locate sources of contamination (less than 5 meter accuracy, differentially corrected).
- Prepare a map or maps (poster sized) to depict existing or potential contaminant sources that may pose a potential threat.
- Prioritize the contaminant sources in order of greatest risk to safe drinking water.
- A schedule for updating the contaminant source inventory will be developed with the name, address and phone number of the responsible WHPP Team Member.

### **IV. Selection and implementation of management strategies**

- Develop and document selected management strategies to be implemented including implementation schedule and rationale.
- Compile documentation related to the management options (copies of proposed or enacted ordinances, zoning changes, design or operating standard, public education materials, etc.).
- Efforts will be made to develop “Wellhead Protection Overlay Districts,” or other planning mechanisms, for the wellhead protection areas developed in this program.
- Provide name, address and telephone number of responsible team member.

### **V. Plans for new well siting**

- Prepare a map or maps depicting sites of future wells and their WHPAs, if needed.
- Document rationale for site selection.
- Develop tentative schedules for putting wells in use (largely dependent on the anticipated growth of the community and the conditions of existing wells).

### **VI. Contingency Plans**

Adequate contingency measures will be developed and made available to the public. This element consists of the following tasks:

- Develop contingency plan that fulfills the requirements of Nevada Admin. Code 445A.6665. The plan will identify safe alternative sources of water and will include plans for water rationing, water supply decontamination, and emergency response.

- The emergency response section will outline activities for the restoration of services in case of mechanical or electrical failure, natural or man-induced disaster, or water main breaks.
- Develop schedules for contingency plan evaluation and revision.
- Create a chain-of-command for personnel responsible for emergency handling.

## VII. Public Participation

Public participation will be encouraged and is one of the keys to the success of any WHPP. Tasks for this element will include at a minimum:

- Develop a schedule for public participation activities.
- Publish information in the local newspaper to encourage public participation.
- Present the WHPP to the public at meetings for discussion and implementation of the management options.
- Create channels and opportunities for the public to communicate and/or to contribute.

## LIST OF DELIVERABLES

- A copy of the poster-sized WHPA map(s) will be displayed in the public works/public water system office. Copies of the poster-sized WHPA map(s) will be sent to the community planning and building agencies, and other appropriate agencies, for display. A copy of the poster-sized map(s) will also be included with the final WHPP report submitted to NDEP.
- A draft WHPP report will be submitted to NDEP 60 calendar days prior to the contract expiration date.
- The final WHPP report will be submitted to NDEP prior to the contract expiration date. All basic hydrologic data will be included in the appendix.
- Provide NDEP with both hard copies and a digital copy of the final report. In addition, an electronic file (CD-ROM) will be provided showing well locations, WHPA delineations, and potential contaminant sources.

## SCHEDULE

TASK	START DATE	FINISH DATE
Contract Signatures	August 2005	September 2005
Formation of WHPP Team	October 2005	October 2005
Pump Test and delineation of wellhead protection areas	October 2005	December 2005
Draft wellhead protection area maps to NDEP	October 2005	November 2005
Inventory of Potential Contamination Sources	October 2005	October 2005
Management Strategies and Contingency Plans	December 2005	January 2006
New Well Siting	January 2006	February 2006
Public Participation	January 2006	February 2006
Draft Final Report	March 2006	April 2006
Final Report and poster distribution	April 2006	April 2006
NDEP WHPP Implementation Evaluation	December 2006	December 2006
NDEP WHPP Implementation Evaluation	December 2008	December 2008

## BUDGET SUMMARY – IMLAY WATER SYSTEM

### Budget Summary

Category	Cost
Operating	\$ 0.00
Subcontract	19,200.00
Total	\$ 19,200.00

### Budget Detail

<i>Operating</i>	<i>Cost</i>
.	\$ 0.00
Subcontract – XX Engineering	Cost
Complete all WHPP Tasks	\$ 19,200.00
Total	\$ 19,200.00

## BUDGET SUMMARY FOR XX ENGINEERING

### Budget Summary

Category	Cost
Salaries	\$ 12,000.00
Fringe Benefits	\$ 3,000.00
Overhead Costs	\$ 3,749.60
Travel	\$ 450.40
Equipment	\$ 0.00
Operating Costs	\$ 0.00
<b>Total</b>	<b>\$ 19,200.00</b>

### Budget Detail

<i>Salaries</i>	<i>Rate</i>	<i>Estimated Cost</i>
Senior Engineer (Estimated 80 hours)	\$60.00	\$4,800.00
Project Engineer (Estimated 160 hours)	\$45.00	\$7,200.00
<b>Total Salaries</b>		<b>\$12,000.00</b>

Fringe Benefits	Rate	Costs
25% of Total Salaries (not to exceed)	\$15.00 per Labor Hour (Farr)	\$1,200.00
	\$11.25 per labor hour (Project Engineer)	\$1,800.00
<b>Total Fringe Benefits</b>		<b>\$3,000.00</b>

Overhead	Rate	Costs
25% of Total Salaries + Fringe Ben. (not to exceed)	\$18.75 per Labor Hour (Farr)	\$1,500.00
	\$14.06 per labor hour (Project Engineer)	\$2,249.60
<b>Overhead Total</b>		<b>\$3,749.60</b>

Travel	Rate	Costs
Mileage, airfare, lodging, meals	State approved rates	\$450.40

Equipment	Rate	Costs

Operating Costs	Rate	Costs

**TOTAL: \$19,200.00**

ATTACHMENT C

EXAMPLE IMPLEMENTATION PROJECT  
WORK PLAN

# IMPLEMENTATION PROJECT

## INTRODUCTION

The Community of Lamoille is pleased to submit this proposal requesting implementation funding to defray costs for an abandoned well inventory that will aid in protecting Lamoille's ground water resource.

Eligibility requirements for receiving grant funding is based on Lamoille's State Endorsed Wellhead Protection Program.

## RATIONAL FOR FINANCIAL ASSISTANCE

During the Wellhead Protection Program investigation, domestic supply wells were identified as potential contaminate sources. Although abandoned domestic water wells were not identified in the initial potential contaminate survey, recent Wellhead Protection activities have addressed abandoned wells as major potential contaminate sources. The potential for a foreign substance(s) to be dumped into an abandoned well possess a serious threat to Lamoille's ground water resource.

This proposal for funding will document both active and abandoned water wells in Lamoille's Wellhead Protection capture zones: (1) - (300' radius - 2 year time of travel), (2) - (3,250' radius - 5 year time of travel) and (3) - (6,500' radius - 10 year time of travel). A letter requesting information about a well(s) on individual parcels will be sent to the owner(s). In addition, brochures describing water well and septic system maintenance and drinking water testing will be included with the well inventory letter.

To evaluate the effects of septic systems in the region, 30 water samples will be collected from selected domestic water wells within the Wellhead Protection capture zones and the water analyzed for Nitrite as N. Data will be electronically entered into a Microsoft Excel spreadsheet provided by NDEP.

## IMPLEMENTATION SCHEDULE

ITEM	START DATE	FINISH DATE
Contract signatures	December 2005	January 2006
Approval by State	January 2006	January 2006
Letters to well owners	January 2006	January 2006
Field survey	February 2006	March 2006
Report of activity	May 2006	May 2006
Contract end		November 2006

## DELIVERABLES

- The Community of Lamoille will submit quarterly progress reports.
- A brief final report summarizing procedure and results will be submitted to the NDEP 60 calendar days prior to the contract expiration date.
- Both a hard copy and a digital copy of the final report will be submitted to the NDEP. In addition, an electronic file (CD-ROM) will be provided showing well locations and any additional potential contaminate sources encountered in Arc View format.

**Budget Summary For XX Consulting Hydrogeologist**

<u>Category</u>	<u>Cost</u>
Salaries	\$ 3,200.00
Fringe Benefits	\$ 800.00
Overhead Costs	\$ 960.00
Travel	\$ 993.00
Operating Costs	\$ 750.00
Equipment	\$ 200.00
Analyses for 30 water samples	\$ 270.00
<u>Subcontract</u>	<u>\$ 750.00</u>
<b>TOTAL</b>	<b>\$ 7,923.00</b>

**Budget Detail**

<u>Salaries</u>	<u>Hourly Rate</u>	<u>Estimated Cost</u>
Principal Hydrogeologist	\$ 50.00	\$ 3,200.00
<b><u>Fringe Benefits</u></b>		
25 % of Salaries		\$ 800.00
<b><u>Overhead Cost</u></b>		
24 % of Salaries & Fringe		\$ 960.00
<b><u>Travel</u></b>		
Mileage, motel, meals	State rate	\$ 993.00
<b><u>Operating Costs</u></b>		
Copies, prints, mailing (postage)		\$ 750.00
<b><u>Equipment</u></b>		
Quad maps, aerial photos (?), other		\$ 200.00
<b><u>Analytical Costs</u></b>		
30 water samples @ \$9.00/sample		\$ 270.00
<b><u>Subcontract</u></b>		
GIS development, CAD work		<u>\$ 750.00</u>
	<b>TOTAL</b>	<b>\$ 7,923.00</b>