I. Project Idea Submission Form

Step 1 - Please fill out the following form and submit via email to your GIT Chair and coordinator (see http://www.chesapeakebay.net/about/organized for contact information). You should remove the "Guidance" column when submitting to the GIT chair and coordinator.

Table 1: Defining the Project and Outlining the Scope of Work

*The purpose of this table is to articulate a project idea to evaluate project necessity/relevancy and to strengthen project outcomes, steps, and deliverables.

Item	*Guidance*		*Text Box*
Goal Implementation Team (GIT)	As determined by the Chesapeake Bay Program.		Water Quality GIT: Urban Stormwater Workgroup
Project Priority #	List the rank of this project in relation to other projects being submitted by the same GIT. Teams may submit up to four project ideas, each with a rank of 1-4.		Rank: #1
Preparer(s) (name(s) and email(s))	List names of all parties who were part of developing the content of this table; list first the lead preparer (the point of contact for questions/clarification). These entities will not be allowed to bid on the scope of work during the Request for Proposals (RFP) stage.		Normand Goulet Chair Urban Stormwater WG ngoulet@novaregion.org
Project Title (10 words or less)	The title should be short and give a high-level view of what your project is trying to accomplish. Creative and catchy is fine only if it also captures the real purpose of your work. (Good Examples: "New Methods for Resilient Fish Ladder Design"; "Research and Database Creation for In-stream Litter Collection Devices"; "Development of Invasive Plant Management at Reforestation Sites").		Development of Probabilistic Intensity Duration Frequency (IDF) Curves for the Chesapeake Bay Watershed – Greater Washington DC Metropolitan Area: A Response to the Challenge of Future Climate Risk in Stormwater Management
Project Type	Metric Development and Tracking • Support for science needed to develop metrics • Metric/indicator development • Performance measure development • Monitoring/tracking program development • Data collection program development • Assessments of data to evaluate progress on metrics • Modeling support	Work Plan Implementation Projects • Economic modeling • Database development • Policy research and recommendations • Training • Mapping, lands assessment • Baseline analyses • Environmental monitoring • Environmental demonstration projects	• Support for science needed to develop metrics • Metric/indicator development • Modeling support • Policy research and recommendations

Proposed Outcomes	Outcomes are the changes you expect to see as a result of the work being completed. Examples of outcomes could be increased knowledge around how fish are changing habits/will change habits due to climate change; future fish ladders will be more successful due to readily available improved design standards; future fish passage policies will be reflective of resulting research.	Primary objectives of this research are to develop Probabilistic Intensity Duration Frequency (IDF) Curves for the Chesapeake Bay Watershed – Greater Washington DC Metropolitan Area. These projections will ultimately be incorporated into climate change adaptation planning for watershed management.
CBPO Creative Team Component(s) (Yes or No)	Does this project involve components that require input from the Web, GIS, Communications, IT, and/or Science Prioritization Teams?	No
Justification (500 words or less)	Outcomes are the changes you expect to see as a result of the work being completed. Examples of outcomes could be increased knowledge around how fish are changing habits/will change habits due to climate change; future fish ladders will be more successful due to readily available improved design standards; future fish passage policies will be reflective of resulting research.	Extreme precipitation has important implications for urban and rural development, public infrastructure, watershed management, agriculture, public safety, and human health. Upward trends in both the frequency and magnitude of extreme precipitation have been documented by numerous studies. The trend of the past century of observations is consistent with the most recent assessment report from the Intergovernmental Panel on Climate Change suggests that the frequency and magnitude of extreme precipitation in the CB region are expected to continue to increase throughout the twenty-first century. This project will pilot the development of probabilistic curves for a portion of the Bay Watershed. Development of curves for the entire watershed is beyond the fiscal capabilities of the GIT funding but the proposed work will “break trail” for work identified and supported by the MB and PSC.

Proposed Project Steps and Timeline	List all of the steps required to accomplish the project goals. Make sure to include any meetings with GIT teams and other relevant stakeholders (try to quantify meetings; a step to review draft deliverables by relevant stakeholders; and a step for the contractor to refine the deliverables after draft review. Indicate whether the methods by which a contractor will be3 expected to undertake the work are well known or whether you intend for the bidders to propose the methodology. Assume that work will start March 1, 2019.	1) Evaluation of downscaling method–climate model combinations to assess their ability to replicate historical precipitation extremes, 2) downscaling of projected precipitation extremes for future periods, 3) quantification of methodological and climate model uncertainties, and 4) outreach and development of web-based tools to make results accessible to potential users
Estimated Costs	Provide an estimate of the project cost (generally $25,000-$75,000). Estimating accurate budgets can be a challenge. Some tips to improve budget accuracy: to start, estimate number of the hours and other costs like supplies and travel that it would take *YOU* to accomplish each of the steps identified above. Keep in mind that contractors can range from $50-150 an hour (when indirect costs are factored in). Don't forget to include the time it would take for the contractor to attend any meetings. Finally, don't forget to account for contractor time to revise final products to incorporate stakeholder feedback.	This effort will be contracted out via RFP to a qualified consultant. The estimated cost is $75,000
Cross-Goal Benefits	List any cross-goal benefits succinctly with bullet points.	• reduction of flooding • improved stream health • public safety
Proposed GIT Technical Project Lead (name and email)	If this project idea is selected to move forward for bid, the person identified as the GIT Technical Project Lead will be responsible for reviewing and recommending the selected contractor; this person will also review and approve the selected contractor's work for the duration of the project. GIT technical leads cannot be a part of the	Normand Goulet ngoulet@novaregion.org

	bidding team or financially be involved in the project.	

Step 2 – Complete Step 2 ONLY if your project idea is selected for funding and will be included in the RFP; you or the assigned GIT lead will be required to provide the following information:

Table 2: Defining Project Scope of Work

*The purpose of this table is to define the project's scope of work in detail. This table will be used to solicit bids from qualified contractors through a Request for Proposals (RFP) process.

*Place yourself in the mindset of a consultant bidding on this work. In order to get the best possible responses, be cognizant of using technical jargon, define acronyms, and use succinct language. It is very important to distill scopes of work down to concise, clear language that makes bidder/contractor expectations very clear.

*This table should be a refinement to information found in Table 1 (Please take into account information garnered by project idea review and feedback).

Item	*Guidance*	*Text Box*
Goal Implementation Team (GIT)	As determined by the Chesapeake Bay Program.	
Project Priority #	List the rank of this project in relation to other projects being submitted by the same GIT. Teams may submit up to four project ideas, each with a rank of 1-4.	
Proposed GIT Technical Project Lead (name and email)	This person will review and approve the selected contractor's work for the duration of the project. GIT technical leads cannot be a part of the bidding team or financially be involved in the project, including receipt of reimbursement for any expenses.	
Preparer (name(s) and email(s))	List names of all parties who have been a part of developing the content of this table; list first the lead preparer (the point of contact for questions/clarification). Prepares of this scope of work will not be allowed to bid on the scope of work during the RFP stage.	
Project Title (10 words or less)	The title should be short while also giving a high-level view of what your project is trying to accomplish. Creative and catchy is fine only if it also captures the real purpose of your work. (Good Examples: "New Methods for Resilient Fish Ladder Design"; "Research and Database Creation for In-stream Litter Collection Devices"; "Development of Invasive Plant Management at Reforestation Sites").	
Outcomes	Outcomes are the changes you expect to see as a result of the work being completed. Examples of outcomes could be increased knowledge around how fish are changing habits/will change habits due to climate change; future fish ladders will be more successful due to readily available improved design standards; future fish passage policies will be reflective of resulting research.	
Maximum Bid Amount	As generated in Table 1 during the project idea selection process, modified by any provided feedback during review.	
Project Steps and Timeline	List all of the steps required to accomplish the project goals. Make sure to include any meetings with GIT teams and other relevant stakeholders (try to quantify	

	meetings; a step to review draft deliverables by relevant stakeholders; and a step for the contractor to refine the deliverables after draft review. Indicate whether the methods by which a contractor will be3 expected to undertake the work are well known or whether you intend for the bidders to propose the methodology. Assume that work will start March 1, 2019.	
Stakeholders and/or Participants	List all stakeholders that will be consulted during each phase of the project.	
Deliverables	List all deliverables to be derived from the successful bidder's work. Deliverables are the tools/information/workshops/tangible items/etc. that are created to achieve your outcomes. Examples of deliverables include fish ladder design standards, a workshop for a targeted audience to disseminate key findings; a white paper about fish ladder project case studies; analyzed results from a fish ladder public opinion survey; an educational curriculum; etc. Make sure to include a final report as a separate deliverable.	
QAPP Requirement	What environmental data will be generated? Will a quality assurance plan be required? Visit the Chesapeake Bay Quality Assurance Program website for more QMP and QAPP details at http://www.chesapeakebay.net/about/programs/qa.	
Qualifications of Bidder	List skills and experience required of a qualified bidder. Be specific here - ask for expertise in applicable knowledge areas, familiarity with specific software, and experience with certain project types. Examples of qualifications include demonstrating experience of completing three fish ladder design projects in the past five years or demonstrating experience of creating two advanced educational curriculums in past five years.	
Bidders List	Due to federal procurement guidelines, project ideas MUST be open to competitive bidding. List at least three entities (with contract information) to include in the RFPs. These bidders must not have been involved in the development of the project idea or scope of work. The Trust will then provide the RFP to these groups as well as other bidders per the federal procurement guidelines. GIT leads should also send the RFP, when open for bids, to their networks and specific entities they think would be a good fit for their scope of work.	
Reviewers List	Provide contact information (at minimum the name, organization, and email address) for at least three (3) potential reviewers beyond the GIT Technical Lead. These reviewers should be experts in the field. In addition, these reviewers should not have a conflict of interest with the potential bidders, such as a financial stake in the potential bidder company, be on the staff of a potential bidder, or assist the potential bidders with their proposal. The Trust will reach out to the reviewers to complete reviews in order to select the most qualified bidder and report the results to CBPO.	