

**STATE OF MAINE
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
BUREAU OF RESOURCE MANAGEMENT**



RFP # 201306556

**REQUEST FOR PROPOSALS
2013**

MAINE RANGE ACCESS IMPROVEMENT GRANT PROGRAM

RFP Coordinators:

- Walter Stinson, Range Access Improvement Program Coordinator at 207-892-5438, wstinson@fairpoint.net; and
- Mike Sawyer, MDIFW Safety Coordinator, 41 State House Station, 284 State Street, Augusta ME 04333-0041 at 207-557-0553, fax 207-287-6395, michael.sawyer@maine.gov.

From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinators. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Grant Applicants' Conference: Not Applicable

Deadline for Submitted Questions: August 5, 2013, 4:00 pm, local time

Proposals Due: August 14, 2013, 2:00 pm, local time

Submit to:

Division of Purchases

Burton M. Cross Building, 111 Sewall Street, 4th Floor

9 State House Station

Augusta ME 04333-0009

TABLE OF CONTENTS

Public Notice	4
PART I ~ INTRODUCTION	5
A. Purpose and Background	5
B. General Provisions	6
C. Eligibility to Submit Proposals	7
D. Grant Agreement Terms	8
E. Grant Funds Available, and Number of Awards	8
PART II ~ SCOPE OF SERVICES	9
A. Who May Apply – Grant Applicant Eligibility Requirement	9
B. Who May Apply – Grant Applicant Requirements	9
C. Where Can Grant Funds Be Used – Eligible Projects and Eligible Costs	10
D. Where Can Grant Funds Be Used – ADA Accessibility	11
E. Grant Requirements – Match – Minimally 30% Non-Federal Match	11
F. Grant Requirements – MDIFW Public Access Use	13
G. Grant Requirements – Best Management Practices	14
H. Grant Amounts – 2013 Reimbursement	14
I. Grant Amounts – Phased Project	15
J. How Can Interested Organization Apply for Grant – Application Form	15
K. Grant Management – Permits, Useful Life and Grant Recipient Cost Reimbursement	16
L. Grant Recipient Obligations – Construction Phase	16
M. Grant Recipient Obligations – During the Term of the PA	17
PART III ~ KEY RFP EVENTS	19
A. Timeline of Key RFP Events	19
B. Bidders Conference NA	19
C. Questions Submitted by Grant Applicants	19
D. Submitting the Proposal (Grant Application)	20
PART IV ~ PROPOSAL (GRANT APPLICATION) SUBMISSION REQUIREMENTS ..	21
A. Grant Application Format	21
B. Grant Application Contents	22
PART V ~ PROPOSAL (GRANT APPLIATION) EVALUATION AND SELECTION	25
A. Evaluation Process – General Information	25
B. Scoring Category Weights and Process	26
C. Selection and Award	27
D. Post Award Contract Negotiations	28
E. Appeal of Grant Awards	29
PART VI ~ BP 54 CONTRACT ADMINISTRATION AND CONDTIONS	30
A. Contract Document	30

B. Standard State Agreement Provisions	30
PART VII ~ LIST OF RFP APPENDICES AND RELATED DOCUMENTS	32
PART VIII ~ APPENDICES	33
Appendix A – 2013 Application Form	34
Appendix B – Application Budget Worksheet	37
Appendix C – Application Checklist	38
Appendix D – Project Agreement (PA)	39
Appendix E – Scoring Matrix	40
Appendix F – Sources of Generally Accepted Best Practices	43
Appendix G – Maine Fisheries and Wildlife Regions	44

Public Notice

State of Maine
Department of Inland Fisheries and Wildlife
Bureau of Resource Management
Public Notice for RFP # 201306556

REQUEST FOR PROPOSALS
2013

MAINE RANGE ACCESS IMPROVEMENT GRANT PROGRAM

The State of Maine, Department of Inland Fisheries and Wildlife is inviting proposals (grant applications) for projects that:

- Improve public access to firearm and archery range facilities.
• Accomplish improvements at existing or develop new firearm and archery range facilities.
• Integrate Best Management Practices into physical facilities and management of ranges.
• Support firearm and archery education to learn safe and responsible practices.
• May request grant funds up to \$50,000 and up to 70 percent of allowable costs.
• Include a minimum of 30 percent match, cash or in-kind contributions.
• May be a single activity or a portion of staged activities.

In accordance with State grant practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) # 201306556.

A copy of the RFP can be obtained at http://www.maine.gov/ifw/rfp or by contacting the Department's RFP Coordinators for this project:

- Walter Stinson, Range Access Improvement Program Coordinator at 207-892-5438, wstinson@fairpoint.net; or
• Mike Sawyer, MDIFW Safety Coordinator, 41 State House Station, 284 State Street, Augusta, ME 04333-0041 at 207-557-0553, fax 207-287-6395, michael.sawyer@maine.gov.

The Department encourages all interested parties to obtain a copy of the RFP and to submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine 04333-0009. Proposals must be submitted by 2 pm, local time, on August 14, 2013, where the proposals will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for grant award.

State of Maine
Department of Inland Fisheries and Wildlife
Bureau of Resource Management
RFP # (insert RFP # once provided)

REQUEST FOR PROPOSALS
2013

MAINE RANGE ACCESS IMPROVEMENT GRANT PROGRAM

PART I INTRODUCTION

A. Purpose and Background

The 2013 Maine Range Access Improvement Grant Program is a state grant program administered by the Maine Department of Inland Fisheries and Wildlife (Department or MDIFW). In 2012 the Department was awarded a five year \$750,000 (federal portion) U.S. Fish and Wildlife Service (USFWS) grant with the purposes, in part, to:

- Improve public recreational firearm and archery shooting opportunities by providing small grants to range owning organizations for range enhancement.
- Accomplish improvements at existing firearm and archery range facilities.
- Develop new firearm and archery range facilities.
- Provide facilities accessible by persons with disabilities, where feasible.
- Integrate safety, accessibility and environmental Best Management Practices into the physical facilities of ranges and the management of ranges.
- Support firearm and archery education to learn safe and responsible hunting and shooting practices.

The Department is inviting proposals (grant applications) for projects, as defined in this Request for Proposals (RFP) document, that:

- Improve public access to firearm and archery range facilities.
- Accomplish improvements at existing or develop new firearm and archery range facilities.
- Integrate Best Management Practices into physical facilities and management of ranges.
- Support firearm and archery education to learn safe and responsible practices.
- May request grant funds up to \$50,000 and up to 70 percent of allowable costs.
- Include a minimum of 30 percent match, cash or in-kind contributions.
- May be a single activity or a portion of staged activities.

Funded by a USFWS Wildlife Restoration Grant to the Department, the Maine Range Access Improvement Grant Program is to provide small grants to eligible non-profit shooting organizations and certain government units and agencies for non-commercial firearm and

archery range enhancement. Grant applicants, projects and expenses must be eligible and approved by the Department. Certain proposed projects and expenses may not be eligible for funding. Match requirements are for at least 30 percent of project costs and may include cash or in-kind contributions of labor, services or materials. Grant requirements include providing public access to the range facility and use of BMPs. There is a competitive evaluation of grant applications and an effort to provide a state-wide distribution of awards.

Grants for projects selected under this RFP will be funded with monies provided to the Department by the USFWS's Wildlife Restoration Program and from federal excise taxes generated through the sale of firearms, ammunition and archery equipment pursuant to the federal Pittman-Robertson Act.

This RFP provides instructions for submitting a grant application including: grant program objectives, who may apply, where can grant funds be used, grant and match requirements, grant amounts, application process, grant selection process, grant selection criteria, grant approval notification, grant management, grant recipient obligations, and the contractual terms which will govern the relationship between the State of Maine (State) and the grant recipient(s).

The Department will provide a draft of the Department's selection of proposals for award to USFWS for review and confirmation. Upon such USFWS review and confirmation the Department will then submit the Department's selection of proposals for award to the State Division of Purchases for approval. With State Division of Purchases approval the Department will announce the selection of proposals for award.

The Maine Range Access Improvement Grant Program in cooperation with grant recipients will, in many areas, provide a critically needed safe and sufficient venue for recreational shooters and sportsmen to hone their shooting skills and sight-in their firearms prior to the hunting season.

B. General Provisions

1. Issuance of this RFP does not commit the Department to issuing an award or to pay expenses incurred by a grant applicant in the preparation of a response to this RFP. This includes attendance at organization representative(s) interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers) issued by the Department. Proposals are to follow the required format and respond to all questions and instructions specified below in the "Proposal (Grant Application) Submission Requirements" and "Proposal (Grant Application) Evaluation and Selection" sections of this RFP.
3. Grant applicants shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the grant applicant (if any). The

Department also reserves the right to consider other reliable references and publicly available information available in evaluating a grant applicant's experience and capabilities. The proposal shall be signed by a person authorized to legally bind the grant applicant organization, and shall contain a statement of proposal certifications including that the estimated costs and organization match contained therein will remain valid and binding for a period of 180 days from the date and time of the proposal opening or as agreed to by the parties.

4. The RFP and the selected grant applicant proposal(s), including any and all budgets, budget worksheets, plans, exhibits, appendices or attachments, and such documents as agreed to by the parties, may be incorporated in the final grant and contract either directly or by reference, at the Department's discretion.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 *et seq.*). If a grant applicant submits materials that it claims are confidential because they are not "public records" pursuant to FOAA, the grant applicant must (1) conspicuously and precisely designate those particular portions of its materials as "confidential" and (2) provide the specific statutory or other legal basis that exempts the designated materials from FOAA's definition of "public record." (*See* 1 M.R.S. § 402; <http://www.maine.gov/foaa/law/exceptions.htm>.)
A grant applicant's confidential designation does not ensure nondisclosure of the material; the State shall determine whether submitted materials are "public records."
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the grant(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the proposer's/grant applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Proposals

The following are invited to submit proposals in response to this RFP:

- Non-profit membership based shooting organizations with a purpose of promoting firearm and archery safe handling and proper care, and improving shooting technique and marksmanship (e.g. rod and gun clubs, fish and game associations, sportsmen's clubs, firearm and archery ranges).
- Units of state or local governments that own and manage shooting ranges.
- Other governmental agencies (e.g. Indian Tribal Governments) that own and manage shooting ranges.
- Non-profit youth organizations and educational institutions sponsoring opportunities for youth participation in the shooting sports.

See Minimum Requirements for Consideration found in Appendix E

D. Grant Agreement Terms

The Department is seeking cost-efficient proposals as defined in this RFP, for the anticipated grant periods described below. Please note the dates are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the grant making process. The actual grant start date is estimated to be October 2013 or later.

After Department selection of proposals for award, confirmation by USFWS, and approval by the State Division of Purchases, the Department and each approved grant applicant will enter a project specific grant agreement including both:

- Project Agreement (PA); and
- Standard State of Maine Purchases Contract (BP54).

The term of the PA (except for provisions concerning approved archery or other supplies incidental to an approved project) will be the longer duration of:

- The project's Useful Life Determination; or
- A minimum of 10 years; or
- As the parties mutually agree to.

The term of the BP54 will be for the expected duration of the project construction/ installation, and for the grant recipient to document match and to receive allowed project cost reimbursement, which is to be completed by September 30, 2015, or as the parties agree to.

E. Grant Funds Available, and Number of Awards

For the 2013 Maine Range Access Improvement Grant Program the Department will administer \$300,000 and any additionally authorized 2012 grant funds for the period between October 1, 2012 and September 30, 2017.

Proposals:

- May request grant funds up to \$50,000 and up to 70 percent of allowable costs.
- Include a minimum of 30 percent match, cash or in-kind contributions.

The Department reserves the right to make one or multiple awards, whichever is in the best interests of the State, as a result of this RFP process.

A 2013 Maine Range Access Improvement Grant awarded to a grant recipient (grantee) is considered a sub-award of federal funds. Federal terms and conditions for the sub-award apply to each grant issued under this RFP. A Federal Financial award from the Department of the Interior carries with it the responsibility to be aware and comply with the terms and conditions of the award as described in

<http://www.doi.gov/pam/TermsandConditions.html>

DOI Policy, 305 DM 3, "Integrity of Scientific and Scholarly Activities", and further described in

<http://wsfrprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf>

PART II SCOPE OF SERVICES

A. Who May Apply – Grant Applicant Eligibility Requirement

2013 Maine Range Access Improvement Grants will be available to:

- Non-profit membership based shooting organizations with a purpose of promoting firearm and archery safe handling and proper care, and improving shooting technique and marksmanship (e.g. rod and gun clubs, fish and game associations, sportsmen's clubs, firearm and archery ranges).
- Units of state or local governments that own and manage shooting ranges.
- Other governmental agencies (e.g. Indian Tribal Governments) that own and manage shooting ranges.
- Non-profit youth organizations and educational institutions sponsoring opportunities for youth participation in the shooting sports.

Non-profit applicants must be in good standing and on record with the Maine Secretary of State, and must maintain good standing throughout the term of the grant. The status of an incorporation standing is available at:

<http://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x>

For-profit organizations/ businesses and unorganized groups are not eligible for this grant program.

B. Who May Apply – Grant Applicant Requirements

Applicants must demonstrate:

- At least five years of successful range operations.
- Sufficient right, title or interest in the project site, and vehicular access to the project site, to assure that:
 - the project site is owned by the applicant, and
 - that the range facility designated for the MDIFW public access use will be available for such MDIFW public access use during those specific times and events as agreed upon.

If the range facility is a leased facility, or if it is located on leased land, the lease must provide for a term of the greater:

- not less than the useful life of the funded project, or
- a minimum of ten years, or
- as the Department and the grant recipient agree to

of uninterrupted use of the project site from the Department grant approval date (October 2013 or later). Grant recipients must have all land rights that pertain to this proposal prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation.

- A minimum of \$1,000,000 in general liability insurance prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation.

In the proposal, the applicant must designate an individual as the day-to-day contact person for the project.

It is recommended that the applicant establish a project committee. This committee should have 3 to 7 members to ensure overlapping terms and applicant organization consensus.

C. Where Can Grant Funds Be Used – Eligible Projects And Eligible Costs

Grant recipients can use grant funds on eligible firearm and archery range improvement and development projects and for eligible project expenditures (“eligible costs”) as follows:

1. Environmental conditions at and near firearm ranges:
 - Lead management plan including lead recovery, recycling and mitigation systems.
 - Noise abatement management plan including noise abatement structures.
 - Air filtration systems for indoor structures.
2. Access for the disabled:
 - ADA compliant accessible facilities (see Item II.D below).
3. Archery ranges:
 - Including initial equipment and supplies to renew an existing range or set up a new range (with applicant commitment to maintain equipment and supplies during the life of the grant).
4. Safety enhancement:
 - Backstops and safety berms.
 - Shooting pads, stations and covers, and trap houses.
 - Permanent target holding systems.
 - Blue-sky reduction/elimination.
5. Physical capacity of an existing range or development of a new range:
 - Professional design/engineering services.
 - Preparation of permitting applications and fees.
 - Administrative costs such as advertising for bids.
 - Construction management and inspection/monitoring.
 - Land preparation.
 - Electrical, water, sewage and storm drainage systems.
 - Security/safety fencing and gates.
 - Lighting systems.
 - Permanent clay target throwers located in trap houses.
6. Classroom upgrades to serve hunter education.

The following projects and expenses (include but are not limited to) are **not eligible** for funding under this grant program, and cannot be used as match:

- Ranges for the exclusive use of law enforcement marksmanship proficiency.
- Facilities or improvements designed to provide commercial uses or used for commercial purposes.
- Club house or other building construction or improvement beyond what is necessary for ADA compliant accessible facilities; and protection of a grant fund acquired asset.
- Projects not providing direct improvements to ranges and hunter education classrooms, such as certain access road construction or improvements, and major construction work for club house improvements.
- Purchase or lease of land rights (e.g. land for buffering an existing range, for a new range location, or legal access) or associated transactional costs (e.g. land appraisal, boundary line survey, legal and other professional services associated with the acquisition of land rights needed for a project).
- Applicant expenses incurred before the Department notification of grant approval.
- Costs related to non-related features (e.g. picnic tables).
- Replacement of targets and removable target frames.
- Operation and maintenance equipment and supplies, including firearms and ammunition (except for initial archery equipment and supplies).
- Public address systems or audio/visual equipment.
- Personal protective equipment.
- Hearing and blood testing.
- Portable trap throwers.
- Security enhancements such as monitoring cameras and recording devices.

Department RFP Coordinators will establish eligibility of a particular project proposal and costs.

D. Where Can Grant Funds Be Used – ADA Accessibility

The Department encourages grant recipients to provide components accessible by persons with disabilities, where feasible, at all new and renovated sites to the greatest extent possible, in compliance with the Americans with Disabilities Act of 1990. Accessible components may include, but are not limited to:

- Parking spaces.
- Accessible routes/paths.
- Shooting stations.
- Toilet structures.
- Stairways/ramps.
- Signs.
- Classrooms.

E. Grant Requirements – Match – Minimally 30 Percent Non-Federal Match

Grant funds provided by the Department are used to reimburse eligible costs up to 70 percent of eligible and Department approved costs (allowed costs). These grant funds are required to

be, and PAs will be conditioned on, that grant recipients “match” with a minimum of (no less than) 30 percent of the eligible and Department approved costs from non-federal sources.

This 30 percent non-federal match may include:

- Cash contributions (e.g. private funding, or non-federal state or local funding); and/or
- In-kind contributions (e.g. the value of donated or discounted labor, materials, services, equipment).

An in-kind contribution is the value of a non-cash contribution to meet a grant recipient’s match requirement. An in-kind contribution may consist of the value of donated or discounted labor, materials, goods or services, and equipment directly benefitting the project. In-kind contribution sources may be used in addition to, or in place of cash contributions.

Examples of in-kind contributions include:

- Volunteer or discounted labor (e.g. common labor (a person – seed/mulch spreader));
- Donated or discounted materials (e.g. gravel; lumber);
- Donated or discounted services (e.g. electrician; carpenter; engineering services including project design, topographic survey, blueprint preparation, permitting, environmental assessment and construction monitoring); and
- Donated or discounted equipment use (e.g. brush chipper; tractor loader);

the use of which that directly benefit the project and would have been incurred by a contractor or subcontractor to complete the project.

Work by the Maine Army National Guard is not eligible as an in-kind contribution because the Guard is federally funded.

To be eligible as an allowable cost, all in-kind contributions must be expressly determined by the Department to be a necessary and integral part of the project. Third party in-kind contributions may count toward satisfying the match requirement only if the grant recipient receiving these in-kind contributions would otherwise have to pay for such costs to complete project requirements or necessities.

Match must be budgeted.

Actually used match must be adequately reported and documented prior to or at the time of a pay request for the processing of the pay request, and for reporting and audit purposes.

Upon project work completion, and Department certification of the completed work and match, grant recipients will then be reimbursed up to 70 percent of eligible costs limited by the amount approved for the specific grant.

Volunteer Services: Unpaid volunteer time/ services donated to the project by individuals as project match must be valued at rates consistent with those ordinarily paid for similar work/ services in the grant recipient’s organization. For example, when documenting donated personnel time as match, use the amount you pay the individual to do the job for which they are volunteering. If the grant recipient organization does not have the employees performing

similar work, the value of donated personnel time must be consistent with those ordinarily paid by other employers for similar work in the area.

The value of unpaid volunteer or discounted labor may be calculated by one of three methods, depending on the type of labor:

- Professional – if a person is professionally skilled in the work being donated to the project (e.g. electrician; carpenter; engineer services), the wage rate this individual is normally paid for performing this type of service (requiring the skills and experience of this individual) may be charged to the project; or
- MDOT rate – labor rates (straight time only) set by the Maine Department of Transportation (MDOT) which rates can be found under “Labor Reimbursement Rates (Maximum)” at:
<http://www.maine.gov/mdot/csd/documents/pdf/slrper13.pdf>
(e.g. Common Labor (or Unskilled Labor) – may be charged at a rate of \$10.30 per hour.)

When neither of the two above methods is sufficient to determine an appropriate rate:

- Maine May 2012 State Occupational Employment and Wage Estimates - use the occupation and Maine wage estimates provided by the Bureau of Labor Statistics, the U. S. Department of Labor.
http://www.bls.gov/oes/current/oes_me.htm#19-0000
(e.g., in 2012 the mean hourly wage rate for Landscaping and Groundskeeping Workers was \$12.44; Carpenter, \$17.94; Carpenter Helper, \$13.41; Civic Engineers, \$34.66; Civil Engineer Technician, \$23.26)

The value of donated equipment may be calculated by one of two methods:

- Standard rate – the rate the equipment owner would normally charge for the use of the equipment; but not to exceed the MDOT rate; or
- MDOT rate – equipment rates (with or without operator, as the case may be) set by the MDOT which rates can be found under “Private Equipment Rates” at the same site:
<http://www.maine.gov/mdot/csd/documents/pdf/slrper13.pdf>
(e.g. Bulldozer 70 H.P. with Operator – may be charged at a rate of \$56.47 per hour.)

Generally, contractor or third party in-kind contributions are valued at the rate the state would have to pay for similar services if purchased on the open market. Materials contributed by a contractor or third party must be assigned the market value at the time of contribution.

All match (cash and in-kind contributions), values and rates are subject to Department approval.

The use of and the value of land is not an eligible match in the 2013 Maine Range Access Improvement Grant program.

F. Grant Requirements – MDIFW Public Access Use

Grant recipients will be required to provide MDIFW public access use to agreed upon grant recipients' facilities during agreed upon times. The PA will be conditioned on such MDIFW public access use. MDIFW public access use might include sight-in days, special events, competitions or open range time.

Grant recipients may charge a MDIFW public access user:

- no fee, or
- a reasonable and appropriate fee,

for such use. If a fee is charged, the fee must be modest, cannot be punitive towards MDIFW public access users and may only be used to offset or defray documented operating, maintenance and management costs of the MDIFW public access user accessed facility. Any such fee schedule must be approved in writing and in advance by the Department.

Grant recipients will enter the PA with the Department to formalize the obligations for such MDIFW public access use for the duration of the PA. This is not a perpetual obligation. During the term of the PA the grant recipient may request reconsideration of the then current fee to reflect changing documented operating, maintenance and management costs.

Facilities funded in whole or part by grant funds must be primarily for non-commercial recreational range use. Commercial use of the facilities may be permitted provided the commercial use does not interfere with MDIFW public access use during those specific times and events as agreed upon (e.g. associated parking facilities).

G. Grant Requirements – Best Management Practices

Planning and design of improvement projects should conform to generally accepted practices and the Best Management Practices (BMPs) as described in several publications by governmental agencies and by recognized and respected national shooting sports organizations. A Range Management Plan is an additional component of Best Management Practices. Appendix F is a list of several sources that may assist applicants in their planning and design efforts.

H. Grant Amounts – 2013 Reimbursement

Reimbursement amounts (being the federal fund portion) will be provided to 2013 grant recipients:

- **up to \$50,000** award amount; and
- **up to 70 percent** of the total eligible and Department approved costs (allowable costs);

as budgeted for in the Department selected grant proposals, and as provided for in the PA.

To receive this maximum reimbursement amount of \$50,000 - the project budget would be a minimum of \$71,428 (federal portion \$50,000 (70 percent), and non-federal portion \$21,428 (30 percent)). A project budget may be for any amount (either greater than or less than the \$71,428) but the reimbursement amount is limited to an amount of up to \$50,000 and up to

70 percent of the allowable costs. Concerning match, the non-federal portion may be greater than 30 percent.

Reimbursement of allowable costs requires that the requested reimbursement:

- Amount cannot be an amount greater than the PA provided amount; and
- Non-federal portion cannot be less than the PA provided portion.

Examples:

- Estimated total allowable project costs provided in the PA is \$45,000 with a grant amount of \$31,500 and a 30 percent (\$13,500) match. Upon completion, grant recipient has actually accomplished the budgeted \$45,000 of work including 30 percent (\$13,500) match. Grant recipient requests and receives 70% reimbursement ($\$31,500 = 0.7 * \$45,000$) in grant funds, and provides 30 percent (\$13,500) match.
- Estimated total allowable project costs provided in the PA is \$45,000 with a grant amount of \$31,500 and a 30 percent (\$13,500) match. Upon completion, grant recipient has actually accomplished only \$40,000 of work including 30 percent (\$12,000) match. Grant recipient requests and receives 70% reimbursement ($\$28,000 = 0.7 * \$40,000$) in grant funds (maximum grant rate), and provides 30 percent (\$12,000) match (minimum match rate).
- Estimated total allowable project costs provided in the PA is \$45,000 with a grant amount of \$31,500 and a 30 percent (\$13,500) match. Upon completion, grant recipient has actually accomplished \$50,000 of work including minimally 30 percent (\$15,000) match. Grant recipient requests 70% reimbursement ($\$35,000 = 0.7 * \$50,000$) in grant funds but receives only the grant amount of \$31,500 (maximum grant amount), and provides match at a minimum of 30 percent (\$15,000) (minimum match rate) or up to a maximum of 37 percent (\$18,500) match (greater than minimum 30 percent match rate, no maximum match rate).
- Estimated total allowable project costs provided in the PA is \$100,000 with a grant amount of \$50,000 and a 50 percent (\$50,000) match. Upon completion, grant recipient has actually accomplished \$100,000 of work including minimally 50 percent (\$50,000) match. Grant recipient requests and receives 50% reimbursement ($\$50,000 = 0.5 * \$100,000$) in grant funds (maximum grant amount), and provides 50 percent (\$50,000) match (greater than minimum 30 percent match rate, no maximum match rate).

I. Grant Amounts – Phased Project

An applicant may, in a general or detailed way, propose a larger project – requiring more than the 2013 maximum grant benefit of \$50,000 - and limit this 2013 proposal to a portion of such larger project. A first phase of a multi-phase grant of a larger project will be considered.

J. How Can Interested Organizations Apply For A Grant – Application Form

Applicants must complete and submit the 2013 Application Form contained in Appendix A, Application Budget Worksheet contained in Appendix B, and all supporting plans and

documents as outlined in the Application Checklist, Appendix C. Applicants must submit all documentation at the time of application submission.

Incomplete, late, faxed or electronic only applications will not be considered. Three complete sets of the application and supporting documentation are required. (For the Department preparing of the Department's selection of proposals for award to be submitted to USFWS for review and confirmation, an electronic copy of the application will be a good resource for the Department preparation of such application to USFWS.)

K. Grant Management – Permits, Useful Life And Grant Recipient Cost Reimbursement

1. Grant recipients must have all required local, state and federal zoning and development permits that pertain to the grant proposal project before the start of construction.
2. Projects funded under this grant program must have a “Useful Life Determination”. Useful life is defined as the period of time during which a funded capital improvement is capable of fulfilling its intended purpose with adequate, routine maintenance (e.g. concrete, blacktop, protected wooden structure – 20± years; gravel, unprotected wooden structure – 10-15± years).
3. MDIFW will reimburse the grant recipient for project costs:
 - Upon completion of the entire project; or
 - Upon completion of a specific segment of a project as the parties mutually agree upon in the PA.

Once the project (or segment of project) has been constructed/ installed and approved by the Department the grant recipient can submit a reimbursement request to the Department. Requests for reimbursement on an invoice with a letterhead of the grant recipient must be accompanied by complete and quantifiable documentation of expenses and associated match including in-kind contribution details. A site inspection by Department personnel may be required before processing any invoice. A site inspection by Department personnel will be required at the completion of the construction/ installation.

L. Grant Recipient Obligations – Construction Phase

1. Grant recipients are expected to begin their projects promptly as scheduled following approval. Failure of a grant recipient to commence the project within a reasonable period of time could result in rescission of the funds and termination of the PA.
2. Grant recipients are expected to plan, site, construct and manage range facilities in compliance with all local, state and federal laws, regulations and ordinances, and in manner which complements state goals and plans such as the Growth Management Act.
3. Work funded by this grant may not begin until a Notice to Proceed has been issued by the Department. Any preliminary engineering analysis or design work performed prior to the

PA date will be at the expense of the grant applicant. Simply stated: **Work initiated prior to the Department grant approval date indicated in the PA is not eligible for reimbursement or use as match.**

4. Grant recipients are responsible for budget control. The approved cost share amount cannot be exceeded and additional grant funds will not be available in the event of a cost overrun.
5. Whenever construction is to be contracted, construction work must be competitively bid following the Department approved bidding procedures. Contracts shall be awarded to the lowest responsible bidder, unless the Department approves otherwise.

In general, Department competitively bid procedures include:

- For projects budgeted for less than \$50,000:
 - Solicit bids from at least 3 potential bidders; or
 - Advertise for bid proposals.
 - For projects budgeted for \$50,000 or more than \$50,000:
 - Advertise for bid proposals.
6. Throughout the construction phase of a project, the grant recipient shall submit periodic progress reports as agreed to in the PA. The Department may conduct periodic on-site inspection to evaluate progress.
 7. A reimbursement grant means that the grant recipient must be able to pay for the project costs in full as such costs are incurred.
 8. Grant recipients must account for expenditures using an expenditure form approved by the Department. Expenditures with inadequate documentation, costs incurred outside of the grant period, or for ineligible items will not be reimbursed.
 9. Plans for structures must be certified by a Maine registered Architect or Engineer before the beginning of construction. After the completion of the improvement the architect or engineer who developed the plans will be required to furnish the Department with a statement that the structure has been inspected, and that it complies with the plans and specifications and within building code.
 10. Construction projects must be completed by September 31, 2015 or within the time period stipulated in the PA and BP54. Project completion dates may or may not be extended, depending on the circumstances and fund availability.

M. Grant Recipient Obligations – During The Term Of The PA

1. Non-profit grant recipients must maintain good standing and be on record as such with the Maine Secretary of State throughout the term of the PA.

2. Interests in a Department assisted facility cannot be conveyed to entities that do not qualify as an applicant under the Maine Range Access Improvement Grant Program without Department consent.
3. Completed projects funded under this grant program shall be maintained by the grant recipient for MDIFW public access use as agreed in the PA.
4. Completed projects funded under this grant program shall be maintained in a safe, attractive and functional condition after construction/ installation completion at no expense to the Department by the grant recipient for the duration of the PA.
5. The grant recipient shall post in a visible location project signage to be provided by the Department. The signage will credit USFWS and MDIFW for its partial funding in any range improvements.
6. Grant proposal applicant shall have a minimum of \$1,000,000 in general liability insurance prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation as required above in Item II.B. Grant recipient shall maintain a minimum of \$1,000,000 in general liability insurance and a minimum of \$400,000 in automotive insurance for the duration of the PA. If the applicant does not own vehicles, but chooses to accept the grant, \$400,000 in automotive insurance is required for hired/non-owned vehicles, or vehicles used in range management or maintenance. Applicant must have sufficient property insurance for an amount not less than the grant amount for the duration of the PA. The State of Maine must be listed as an additional insured and as a certification holder for the duration of the PA.
7. Grant recipients shall submit annual reports to MDIFW documenting the usage, and operation and maintenance activities that occurred during the calendar year on those works of improvement funded under the grant program.
8. Projects are subject to the Department and USFWS inspections and audits for the duration of the PA.
9. Acceptance of a grant requires compliance with PA and BP54 provisions.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Applicants' Conference	Not Applicable
Due Date for Receipt of Written Questions	July 30, 2013 at 4:00 pm, local time
MDIFW Responses to Written Questions	August 5, 2013
Due Date for Receipt of Proposals (Grant Applications)	August 14, 2013 at 2:00 pm, local time
MDIFW Notifies Applicants of Selected Proposals*	August 20, 2013
MDIFW Submits Selected Proposals to USFWS*	September 2013
MDIFW Submits Selected Proposals to Purchases*	September 2013
MDIFW Notifies Applicants of Grant Awards*	October 2013
MDIFW and Grant Recipients Enter PA and BP54*	October 2013

*Subject to change

B. Bidders Conference

The Department does not intend to hold an Applicants' Conference as part of this RFP process.

C. Questions Submitted by Grant Applicants

1. General Instructions

- a. It is the responsibility of each grant applicant to examine the entire RFP and to seek clarification in writing if the grant applicant does not understand any information or instructions.
- b. Questions regarding the RFP must be submitted in writing and received by one of the two RFP Coordinators listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- c. Questions may be submitted by e-mail, fax or regular mail. If faxed, please be sure to include a cover sheet addressed to Mike Sawyer, RFP Coordinator, listed on the cover of this RFP, and indicate the number of pages sent. The Department assumes no liability for assuring accurate/complete fax or e-mail transmission and receipt.
- d. Include a heading with the RFP Number and Title. Be sure to refer to the RFP page number and paragraph relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP

Coordinators will be considered binding. The Department reserves the right to answer or not answer any question received.

D. Submitting the Proposal (Grant Application)

1. Proposals Due: Proposals must be received no later than 2:00 pm, local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the deadline will be rejected without exception.

2. Mailing/Delivery Instructions

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinators. The official delivery site is the State of Maine Division of Purchases (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Grant applicants submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 pm deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by grant applicant, or use of private courier services.
- b. The grant applicant must send its proposal in a sealed package including **one original and two copies** of the complete application. Please clearly label the original. Optional is to also submit one electronic copy of the proposal on a CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the applicant's full business name and address as well as the RFP number and title):

(Applicant Name/Return Address)

**SENT TO: Division of Purchases
 Burton M. Cross Building, 4th Floor
 111 Sewall Street
 9 State House Station
 Augusta ME 04333-0009**

Re: RFP # 201306556 - 2013 MAINE RANGE ACCESS IMPROVEMENT GRANT

PART IV PROPOSAL (GRANT APPLICATION) SUBMISSION REQUIREMENTS

This section contains instructions for each grant applicant to use in preparing its proposal. The grant applicant's proposal must follow the outline used below. Failure to use the outline specified in this section, or to respond to all questions and instructions in this RFP including the 2013 Application Form, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the grant applicant's experience and ability to perform the requirements specified throughout the RFP.

A. Grant Application Format

1. For clarity, please use the MS Word format copy of the Department's "2013 Application Form" in a "fillable" application form available from RFP Coordinator Walt Stinson. If using a reproduce of the proposal application forms (for the 2013 Application Form, Application Budget Worksheet, Application Checklist) such forms should be prepared as closely as possible to the RFP's forms. Such reproduced forms and/or the specifically prepared application attachments/ exhibits should be typed or printed, be double-spaced with 1" margins on white 8½" x 11" paper using a font no smaller than 12 point Times New Roman or similar. Copies of location maps, tax maps and project plans must be legible and can be on the size of paper necessary (white 8½" x 11" or 11" x 17" paper would be preferred but is not required).
2. All pages should be numbered consecutively beginning with number 1 on the first page of the proposal through to the end, including all forms and attachments. For clarity, the Project Title and Organization name should appear on every page, including attachments.
3. Grant applicants are asked to be brief and to respond to each question and instruction listed in this RFP. Reference each attachment/ exhibit in the grant application to correspond to the relevant question or instruction of this RFP.
4. The grant applicant may not provide additional attachments/ exhibits, except in direct support of the proposal, beyond those specified in this RFP for the purpose of extending their proposal. Any material exceeding this RFP's requirements will not be considered in rating the grant application and will not be returned. Grant applicants shall not include brochures or other promotional material with their proposal. Additional materials, except in direct support of the proposal, will not be considered part of the proposal and will not be evaluated.
5. Include any proposal application forms provided in this RFP or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this RFP.
6. It is the responsibility of the grant applicant to provide all information requested in this RFP at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

7. Grant applicants should complete and submit the 2013 Application Form (Appendix A) and the additional proposal application attachments/ exhibits as provided in this RFP. The order of the proposal (2013 Application Form and the additional proposal application attachments/ exhibits) should follow the sequence indicated on the Application Checklist (Appendix C). The 2013 Application Form shall be dated and signed by the applicant organization's designated Representative/ Contact Person, and the applicant organization's President/ Chief Executive, a person authorized to enter into contracts on behalf of the grant applicant.

B. Grant Application Contents

The proposal (grant application) must contain the following documents:

1. **2013 Application Form (Appendix A)**
2. **Application Budget Worksheet (Appendix B)**
3. **Application Checklist (Appendix C)**
4. **Applicant Qualification Statement (on additional sheet(s)):** Present a summary of the applicant's qualifications to carry out the proposal and to manage the grant. Summarize relevant experience, experience with past grants, and financial, administrative and technical qualifications of the organization. Summarize relevant experience of the organization's representative to be the Department's point of contact.
5. **Non-profit Incorporation:** Attach a copy of the applicant organization's status of non-profit incorporation from the Maine Secretary of State, or any explanation of status.
6. **Right, Title or Interest in the Range Facility:** If the applicant already owns title or has an existing lease, please supply a copy of the deed if owned, or the lease if the facility is leased. If the applicant does not already own or lease the facility, please describe the applicant's plan to acquire title or lease.
7. **Insurance Certificate:** Attach a current copy of applicant's liability insurance certificate.
8. **Location Map(s):** Attach and show the general location of your facility on the appropriate page of the Delorme Maine Atlas and Gazetteer, Google Earth or similar map. Show the nearest community, any developed or proposed access, points of service and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the usefulness of the proposed range or range project.
9. **Municipal Tax Map:** Attach a copy of the municipal tax map showing the project site.
10. **Project Statement (on additional sheet(s)):** To complement the 2013 Application Form and Application Budget Worksheet, present a detailed "Project Statement" or narrative that identifies the needs and describes the work to be done under the grant request. Be

specific and include pictures and drawings. The following are required elements of a Project Statement:

- a. **Needs:** Why is the project being undertaken? What is the identified need? What evidence is there about the needs?
- b. **Objectives:** What accomplishments are going to be reached that will address the needs? What do you expect to accomplish that is measurable or verifiable? Realistic time, funds, match and personnel? General description and objective(s) of the project.
- c. **Expected Results:** What positive, quantifiable results and benefits will the project accomplish? Increase public access – how much, how measured and who will benefit? Accomplish improvements at existing or new range facilities? Integrate Best Management Practices into facilities and management? Support firearms and archery education? Include a description of the existing condition of the range and how the project will improve the range.
- d. **Approach:** In detail, methods to be used in meeting the objectives. What work is to be done? How will the work to be done be accomplished? Who will do the work? How will you reach the objectives in the time allotted? Specific procedures, schedule, key personnel? Cooperators?
- e. **Location of Work:** Where?
- f. **Estimated Cost:** For each task identify what will be done, who will do it, and provide a 3-part estimate of task costs (estimated costs, organization cash contribution, and organization in-kind contribution). What is the total project budget? What is the grant amount sought? What is the percent of total organization cash and in-kind contributions as a percent of total estimated costs? This information is to be summarized on Appendix A- 2013 Application Form (Project Budget) and on Appendix B- Application Budget Worksheet.

Additionally:

- g. **Estimated Population of Your Service Area:** Describe the estimated population of your service area.
- h. **Public Access:** Discuss increased public access.
 - How will this project improve public access to the range facility and the potential for increased public participation?
 - Currently - on an annual basis, what number of members and public/ non-members use of the range facility, and what activities are available to patrons? What hours and what range facilities are open to the public/ non-members?
 - After project completion, how is usage and activities expected to change: on an annual basis, what is the expected incremental change in the number of members and public/ non-members use of the range facility, and what activities will be available to patrons? What hours and what range facilities are expected to be available to the public/ non-members?
- i. **Fees:** Proposed member and non-member fees (if any) for use of the facility.
- j. **Best Management Practices:** Discuss Best Management Practices that are currently in use at the existing range and what additional Best Management Practices will be incorporated into the applicant's facilities and its management as the result of project improvements.
- k. **Improvements:** How will the proposal improve safety, enhance operations, improve environment or sanitation, or help the range be a better member of the community?

1. **Public Benefit Information:** This section is very important because projects that provide significant public benefit are more likely to receive funding. Here are some questions to help in your discussion:
 - Does your organization support MDIFW's Hunter Education and Recruitment and Retention Programs? Are your facilities currently used for these programs? How often on an annual basis?
 - On an annual basis, after project completion, what hours and what facilities will be available to the public/non-members for range use?
 - Will supervision be provided for the public use?

- 11. Project Plan(s):** Attach a sketch or illustration of the proposed project. Grant recipients will be required to submit formal design plans for approval and applicable local, state and federal permits before construction may start.

- 12. Existing Range Management Plan:** Attach a copy of applicant's existing Range Management Plan if available.

- 13. Permits:** Attach a copy of any permit obtained, if available.

- 14. Additional Attachments:** An additional attachment is any document included with the proposal that is not required by this RFP. If additional attachments are included, list such additional attachments on an "index" sheet of paper entitled "**Part 14. Additional Attachments**" and include this index sheet and additional attachments with the proposal. An example would be a letter of commitment from a project cooperator – not required, but if included should clearly describe the specific project work, services or funds that the letter's originator is willing to provide.

- 15. Three Complete Sets of the Application and Support Documents:** Please include three (3) complete copies of the proposal application and support documents when you submit your application.

PART V PROPOSAL (GRANT APPLICATION) EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in this RFP.
2. Officials responsible for making decisions on the selection of grant awards shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals, and to ensure that grants are awarded to the applicants whose proposals best satisfy the criteria of this RFP at a reasonable/ competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/ presentations with applicants if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/ presentations. The Department reserves the right to make video or audio recordings of any applicable interview/ presentation process. Interviews/ presentations are not required, and changes to grant applications will not be permitted during any interview/ presentation process. Therefore, applicants should submit proposals that present their costs and other requested information as clearly and completely as possible.
4. The Department may perform a site visit during June - August 2013. One of the RFP Coordinators will contact the organization's representative to schedule this site visit.
5. This is a multi-year program. Fund allocation for 2013 awards will be based on the:
 - a) Quantity and quality of proposals;
 - b) Availability of funds; and
 - c) Possible staging (multi-phase grants) of proposed larger projects.
6. The MDIFW Advisory Range Steering Committee and Commissioner will determine the amount of grant funds that are available for grants each year.
7. Eligible 2013 grant proposals will be reviewed and evaluated in a competitive selection process of screening and reviewing by the MDIFW Advisory Range Steering Committee. Grant applications will be scored by this Committee according to the evaluation criteria below.
8. The MDIFW Advisory Range Steering Committee includes personnel from the following MDIFW areas: Safety Coordinator, Warden Service, Department Engineer, Special Projects Coordinator, Federal Aid Coordinator, Resource Management, Promotional Coordinator, Landowner Relations, Public Information and Education, Range Access Improvement Program Coordinator and a Member of the Public.

It is anticipated that organizations that receive improvement grants in previous years may apply for another if their previous grant agreement has been completed or is in good standing.

Subsequent years' grants are expected to be solicited and awarded periodically subject to the availability of grant funds.

B. Scoring Category Weights and Process

- 1. Scoring Category Weights:** The score will be based on a 100 point scale and will measure the degree to which each grant application meets the following criteria. See Scoring Matrix Appendix E.

Section I. Confirmation with Requirements of RFP (4 points)

Section II. Proposal and Objectives Clearly Stated (4 points)

Section III. Project's Ability to Effectively and Appropriately Accomplish Task in Project Statement (4 points)

Section IV. Incorporation of Best Management Practices (8 points)

Section V. Public Need (12 points)

Section VI. Project Type (4 points)

Section VII. Current Public Access (4 points)

Section VIII. Incremental Increase in Public Access after Construction (4 points)

Section IX. Sight in Days (4 points)

Section X. Firearm, Archery and Crossbow Hunter Education Use (8 points)

Section XI. Impact on Existing Ranges (12 points)

Section XII. Estimated Budget (16 points)

Section XIII. Estimated Match (12 points)

Section XIV. Project Details/Readiness for Construction (4 points)

- 2. Scoring Process:** The review team (the MDIFW Advisory Range Steering Committee) will use a consensus approach to evaluate the proposals. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The grant award(s) will be made to the applicant(s) receiving the highest number of evaluation points, based upon the proposal's satisfaction of the criteria established in this RFP.

3. **Scoring the Budget Component:** The Budget Component (Scoring Categories: Estimated Budget and Estimated Match) is worth a collective 28 of 100 points. The review team will use a consensus approach to evaluate the budgets based on accuracy, reasonableness, matching funds, and overall budget.
4. **Statewide Distribution of Awards:** In an effort to distribute statewide the awards, the highest scoring proposal in each of the seven (7) Maine Fisheries and Wildlife Regions (Regions A – G), will be the first 7 proposals selected. See Appendix G for a copy of the state map with the Maine Fisheries and Wildlife Regions A- G indicated.

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any grant applicant in this proposal process. All grant applicants are expected to provide their most realistic expectation of results, budget and match with the submission of their proposal application.

C. Selection and Award

1. The final decision regarding the grant award(s) will be made by representatives of the Department subject to review and confirmation by USFWS, and to approval by the State Purchases Review Committee.
2. Notification to applicants of grant applicant(s) selection or non-selection will be made in writing by the Department. The applicant of each Department selected application is expected to be notified of such selection by August 20, 2013.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to grant award(s), to enter project specific grant agreement documents contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the grant applicant.
4. The Department reserves the right to reject any and all grant applications or to make multiple awards.
5. For each Department selected application, the Department will initiate a review prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation. These reviews are usually a desktop review and usually will not require field work.
 - a) All projects will be reviewed by the Maine State Historic Preservation Office under Section 106 of the National Historic Preservation Act that requires federal agencies funding, permitting, licensing, or assisting a project consider the effect of that project on "historic properties" listed or eligible for inclusion in the National Register of Historic Places. Only projects that are deemed to have No Historic Properties Effected will be considered.
 - b) Projects must be in compliance with the National Environmental Protection Act (NEPA). MDIFW and applicant, prior to the Department submission of the Department's selection of proposals for award to USFWS for review and

confirmation, will complete a NEPA assessment for project proposals. If the NEPA assessment finds adverse impacts, applicants will have an opportunity to submit a modification or take other appropriate action.

- c) Projects must be in compliance with the Federal Endangered Species Act Section 7 (Section 7). MDIFW will complete, prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation, a Section 7 assessment and similar State Endangered Species and Critical Areas assessments for project proposals. If the assessments find adverse impacts, applicants will have an opportunity to submit a modification or take other appropriate action.
 - d) Projects will be subject to assessments under the State of Maine Endangered Species Program and the State of Maine Natural Areas Program. MDIFW will complete, prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation, State Endangered Species and State Natural Areas assessments for project proposals. If the assessments find adverse impacts, applicants will have an opportunity to submit a modification or take other appropriate action.
 - e) All projects must undergo Native American Tribal Environmental Issue review. This is initiated by the MDIFW submission of the grant proposal to the State of Maine's Intergovernmental Review process at the time of MDIFW submission to USFWS.
 - f) The Department will for each Department selected proposal then submit a federal application to USFWS who will review and confirm the Department approval.
6. It is anticipated that in October 2013 selected proposals approved by the Department and confirmed by USFWS will receive notice from the Department of grant approval. The Department and the approved grant applicant will then enter a project specific grant agreement including:
- a) Project Agreement (PA), as shown in Attachment B.1; and
 - b) State of Maine, Agreement to Purchase Services (BP54), as shown in Attachment B.2.

D. Post Award Contract Negotiations

The Department reserves the right to negotiate with a successful applicant to finalize a contract with the same expectation of results, budget and match as presented in the selected proposal application. Such negotiations may not significantly vary the content, nature or requirements of the proposal application or the Department's RFP to an extent that may affect the results, budget and match. The Department reserves the right to terminate contract negotiations with a selected applicant who submits a proposed contract significantly different from the proposal application they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with a selected applicant, the Department may withdraw its award and negotiate with the next-highest ranked applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

E. Appeal of Grant Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here:

<http://www.maine.gov/purchases/policies/120.shtml>).

The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

PART VI BP54 CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful grant applicant will be required to execute certain project specific grant agreements including a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: (optional; for use by Department)

Rider E: (optional; for use by Department)

Rider G: Identification of Country in Which Contracted Work Will Be Performed

(Additional Riders can be added as needed by the Department.)

2. Each allocation of funds is final upon successful negotiation and execution of the BP54 contract, subject to the review and approval of the State Purchases Review Committee. BP54 contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No BP54 contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to approved grant applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i):
<http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a BP54 contract cannot be effective until at least 14 days after award notification.

3. The Department estimates having a BP54 contract in place during October 2013. The State recognizes, however, that the actual BP54 contract effective date depends upon completion of the RFP and Guidelines process, date of award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual BP54 contract effective date, depending upon the outcome. The BP54 contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the BP54 contract, the successful grant recipient shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration
 - a. Following the grant award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the BP54 contract and to act as administrator during the entire contract period. Department staff will be

available after the award to consult with the grant recipient in the finalization of the BP54 contract.

- b. In the event that an acceptable BP54 contract cannot be negotiated with the grant recipient, the Department may withdraw its award and negotiate with the next-highest ranked grant applicant, and so on, until an acceptable BP54 contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the grant recipient on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine BP54 contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A - 2013 Application Form
2. Appendix B - Application Budget Worksheet
3. Appendix C - Application Checklist
4. Appendix D - Project Agreement (PA)
5. Appendix E - Scoring Matrix
6. Appendix F - Sources of Generally Accepted Best Practices
7. Appendix G - Maine Fisheries and Wildlife Regions

PART VIII APPENDICES

Appendix A

2013 APPLICATION FORM
Maine Department of Inland Fisheries and Wildlife
2013 Range Access Improvement Grant Program

General

Region: _____

Project Title:	
Applicant:	
Street Address:	
Mailing Address:	
Representative*:	
Mailing Address:	
Phone:	
Email:	

* The applicant's representative is authorized to speak for the applicant on matters pertaining to the grant request, and will be the MDIFW point of contact.

Applicant's organizational status:

- _____ Non-profit organization in good standing with the Maine Secretary of State
- _____ Unit of state or local government
- _____ Other governmental agency
- _____ Non-profit youth and educational organization in good standing with the Maine Secretary of State

Applicant organization's purpose: _____

Physical address of range facility: _____

Tax map and lot number: Map No.: _____ Lot No.: _____ (attach copy of tax map)

Applicant's range facility ownership status (attach copy of deed, lease or explanation of status):

- _____ Own
- _____ Lease

_____ Number of years applicant has operated this range facility.

Have there ever been any accidents or incidents at this range facility that have required assistance from emergency responders (police, fire or EMS)?

_____ (If yes, please explain in a separate statement with details)

Existing Range Facilities and Functions (No. of shooting positions - number & distance (yd.)

Rifle: () Small Bore: No. of shooting positions _____ / _____ / _____
() Big Bore: No. of shooting positions _____ / _____ / _____

Pistol: () Indoor: No. of shooting positions _____ / _____ / _____
() Outdoor: No. of shooting positions _____ / _____ / _____

Shotgun: () Trap: No. of fields _____
() Skeet: No. of fields _____
() Sporting Clays: No. of fields _____ No. stations _____

Archery: () Target: No. of targets _____
() Field: No. of shooting positions _____

Are range facilities currently handicapped accessible?

_____ Yes
_____ Partially, if partially, please explain/describe in a separate statement with details
_____ No

Does your organization have a Range Management Plan?

_____ Yes, if yes, please include a copy of the Plan
_____ No

Is proficiency training (e.g. NRA Personal Protection, sight-in days, 4-H Firearms Training) currently offered at your facility?

_____ Yes, if yes, please describe in a separate statement with details
_____ No

Do you have an on-site classroom facility?

_____ Yes, if yes, how many students will it hold? _____
_____ No, if no, do you use an off-site facility for hunter education? _____

Please estimate the public access to your facility:

Before proposed project:
_____ Number of participants
_____ Hours
After proposed project:
_____ Number of participants
_____ Hours

Project Budget (From Appendix B Budget Worksheet included with this application)

\$ _____	Total Estimated Costs	a
\$ _____	Match: Total Organization Cash Contributions	b
\$ _____	Match: Total Organization In-Kind Contributions	c
\$ _____	Match: Total Organization Contributions	d=b+c
\$ _____	Grant Award Request	e=a-d
% _____	Total Organization Contribution as Percent of Total Estimated Costs	f=d/a

Timing

_____ Preferred Start Date
 _____ Expected Completion Date

Will this project require local, state or federal environmental permits?
 _____ Yes, if yes, please describe in a separate statement which permit(s) and if secured,
 and please include a copy of the permit(s)
 _____ No

Certifications

By signing this application, the undersigned certify that:

1. The proposed project will be compliance with all applicable local, state and federal laws, regulations and ordinances.
2. The project will be undertaken if a Project Agreement is awarded.
3. The project meets eligibility criteria and applicants are eligible to submit an application.
4. The project is on a shooting range, or part thereof, that will be open to the public.
5. The applicant has a secure match of at least 30 percent or more of the total project cost.
6. The individual(s) submitting the application are authorized to act on behalf of their organizations.
7. The estimated costs and organization match contained therein will remain valid and binding for a period of 180 days from the date and time of the proposal opening or as agreed to by the parties.

_____ Date _____
Contact's Signature

Contact's Printed Name

_____ Date _____
Applicant's President/Chief Executive Signature

Applicant's President/Chief Executive Printed Name

Appendix B

APPLICATION BUDGET WORKSHEET

Project Title:			
Applicant:			
	Estimated Costs		Organization Cash Contribution
			Organization In-kind Contribution
Element	<i>This column should contain estimates of all project costs.</i>		<i>Total of Organization Cash and In-kind Contributions (Match) must equal at least 30 percent of the total all project costs.</i>
Planning/development	\$		\$
Equipment	\$		\$
Materials	\$		\$
Construction	\$		\$
Labor	\$		\$
Supplies	\$		\$
Other:	\$		\$
Total	a \$		b \$
Less Total Organization Cash and In-Kind Contributions (Dollars)	- \$		Total Organization Cash and In-Kind Contributions (Dollars) d \$
Equals Grant Award Request (Dollars) (max of \$50,000)	e \$		Total Organization Cash and In-Kind Contributions (Percent of Total Estimated Costs) (min of 30%) f %
Provide on separate sheets a detailed listing of: expenses; and match sources, type (e.g. cash, in-kind contribution) and amounts which will be used in the accounting for in-kind contributions.			

Appendix C

APPLICATION CHECKLIST

Project Title:	
Applicant:	

A completed application check list must accompany your grant application. Copy or remove this page, then check each item you have attached to your application. Incomplete applications are ineligible for funding.

	Item	Item Enclosed
1	2013 Application Form (Appendix A)	<input type="checkbox"/>
2	Application Budget Worksheet (Appendix B)	<input type="checkbox"/>
3	Application Checklist (Appendix C)	<input type="checkbox"/>
4	Applicant Qualification Statement	<input type="checkbox"/>
5	Non-profit Incorporation	<input type="checkbox"/>
6	Right, Title or Interest in the Range Facility	<input type="checkbox"/>
7	Insurance Certificate	<input type="checkbox"/>
8	Location Map(s)	<input type="checkbox"/>
9	Municipal Tax Map	<input type="checkbox"/>
10	Project Statement	<input type="checkbox"/>
11	Project Plan(s)	<input type="checkbox"/>
12	Existing Range Management Plan	<input type="checkbox"/>
13	Copies of Any Required Permits, if available	<input type="checkbox"/>
14	Additional Attachments	<input type="checkbox"/>
15	3 Complete Sets of Application/ Support Documents	<input type="checkbox"/>

Appendix D

PROJECT AGREEMENT (PA)

And alternative and additional agreements, terms and conditions as the parties agree to.

**PROJECT AGREEMENT
BETWEEN
STATE OF MAINE, DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
AND**

**UNITED STATES FISH AND WILDLIFE SERVICE
PITTMAN-ROBERTSON WILDLIFE RESTORATION ACT
GRANT NUMBER F12AF01334
“ME W-89-D-1 SHOOTING RANGE ACCESS IMPROVEMENT PROGRAM”**

“ _____ ”
_____, _____ **COUNTY, MAINE**

AGREEMENT made this ____ day of _____, 2013 by and between the State of Maine, acting by and through its Department of Inland Fisheries and Wildlife, Bureau of Resource Management (“MDIFW” or “Grant Recipient”) and the _____ (“ _____ ” or “Sub-Grant Recipient”).

WHEREAS, the purpose and mission of MDIFW

PA is under development 5/30/13 with the AAG

Appendix E

SCORING MATRIX - Page 1

Project Title:	
Applicant:	

Selection Criteria: MDIFW’s Review Committee will review applications based upon the following criteria:

1. Minimum Requirements for Consideration
2. Total Score Based on the Project Selection Criteria

Minimum Requirements for Consideration

<p>Is the applicant a non-profit organization in good standing with the Maine Secretary of State or a government unit? Yes _____ No _____</p>	<p>Does the applicant have the required cost share amount (match), either in cash or in-kind services? Yes _____ No _____</p>
<p>Does the applicant own the land on which the works of improvement will be installed/ constructed? Yes _____ No _____ N/A _____</p> <p align="center">or</p> <p>Does the applicant have a minimum of a ten year lease on the land on which the works of improvement will be installed/ constructed? Yes _____ No _____ N/A _____</p> <p>Does the applicant have general liability insurance? Yes _____ No _____</p>	<p>Will this project allow for an incremental increase of public access pursuant to grant requirements? Yes _____ No _____</p>
<p>Does the applicant have five years’ experience in range operation and maintenance? Yes _____ No _____</p>	<p>NOTE: A “No” in any of these categories will eliminate the proposal for the current grant year. Applicants may resubmit in a subsequent year.</p>

SCORING MATRIX - Page 2

Project Title:	
Applicant:	

Total Score Based on the Project Selection Criteria

	<u>Points</u>				<u>Category Weight</u>	<u>Category Score</u>
<u>Scoring Category</u>	1	2	3	4		
Conformance with Requirements of RFP	Low	Moderate	Above Average	High	1	
Proposal and Objectives Clearly Stated	Limited clarity	Fair clarity	Good clarity	Excellent clarity	1	
Project's Ability to Effectively and Appropriately Accomplish Tasks in Project Statement	Low	Moderate	Above Average	High	1	
Incorporation of Best Management Practices	Low inclusion	Some inclusion	Moderate inclusion	High inclusion	2	
Public Need	Low	Moderate	Above Average	High	3	
Project Type	Utilities	New Range	Support Facilities (restroom/ parking)	Increase shooting capacity/ safety of existing ranges/ handicap accessibility	1	
Current Public Access	More than one, but less than five events/yr.	Five to nine events/yr.	Ten to fourteen events/yr.	Fifteen or more events/yr.	1	
Incremental Increase in Public Access after Construction	More than one, but less than five events/yr.	Five to nine events/yr.	Ten to fourteen events/yr.	Fifteen or more events/yr.	1	

Sight in Days	One session/yr.	Two sessions/yr.	Three-Four sessions/yr.	Five or more sessions/yr.	1	
Firearm, Archery and Crossbow Hunter Education Use	One class/yr.	Two classes /yr.	Three classes/yr.	More than three classes/yr.	2	
Impact on Existing Ranges	Potential reduction in sound or improved lead management	Limited reduction in sound or improved lead management	Moderate reduction in sound or improved lead management	Large reduction in sound or improved lead management	3	
Estimated Budget	Unrealistic	Somewhat realistic	Realistic	Realistic & documented	4	
Estimated Match	Unrealistic	Somewhat realistic	Realistic	Realistic & documented	3	
Project Details/ Readiness for Construction	Limited detail	Fair detail	Good detail	Excellent detail w/specs (near "shovel ready")	1	
				TOTAL	25	

Appendix F

SOURCES OF GENERALLY ACCEPTED BEST PRACTICES

Planning and design of access improvement projects should conform to generally accepted practices and the Best Management Practices as described in several publications by governmental agencies and recognized and respected national shooting sports organizations. The following is a list of several sources that may assist applicants in their planning and design efforts.

- Best Management Practices for Lead at Outdoor Shooting Ranges, published by the U.S. Environmental Protection Agency, Region 2, revised June 2005, EPA-902-B-01-001:
http://www2.epa.gov/sites/production/files/documents/epa_bmp.pdf
 - The NRA Range Source Book: NRA's guide to planning and constructing shooting ranges, published by the National Rifle Association:
<http://rangeservices.nra.org/sourcebook.aspx>
 - Various publications, National Shooting Sports Foundation:
http://www.nssf.org/ranges/PDF/ASR_catalog.pdf
 - Various publications, National Association of Shooting Ranges, a division of the National Shooting Sports Foundation:
<http://www.goal.org/Documents/nasrcatalog.pdf>
 - Environmental Management at Operating Outdoor Small Arms Firing Ranges, The Interstate Technology & Regulatory Council, Small Arms Firing Range Team, 2005.
 - The 2010 ADA Standards for Accessible Design, published by the U.S. Department of Justice:
<http://www.ada.gov/regs2010/2010ADASTandards/Guidance2010ADAstandards.htm>
- And also:
- <http://www.access-board.gov/index.htm>
 - Outdoor Shooting Ranges: Best Practices, published by Minnesota Department of Natural Resources, 2003:
http://files.dnr.state.mn.us/destinations/shooting_ranges/outdoor_shooting_best_practices.pdf
 - Local and state land use regulations and building codes: Check with town/city code enforcement officer in which the range facility is located.

Appendix G – Maine Fisheries and Wildlife Regions

