

**Watershed Protection Assistance Program  
New Mexico Environment Department  
Surface Water Quality Bureau  
Program Overview**

The Watershed Protection Assistance Program provides funding to develop, construct, maintain or monitor projects that improve surface water quality, riparian habitat or aquatic habitat. This opportunity is not intended to fund multiple phases or portions of one project over time. If the project requires multiple requests, contractors should seek other [funding opportunities](#) to fully fund the project.

Applications are due April 15<sup>th</sup> and October 15<sup>th</sup> to be considered for the contract terms. Applications should be submitted to [WPSPProgram.Manager@env.nm.gov](mailto:WPSPProgram.Manager@env.nm.gov).

For Questions: Please email [WPSPProgram.Manager@env.nm.gov](mailto:WPSPProgram.Manager@env.nm.gov) or call 505-479-0481

**NOTE:** only the application form and the requested attachments (map, budget spreadsheet, landowner letter(s)) will be considered. Additional documents are not required and will not be reviewed by evaluators.

**Who is eligible to apply for the program?**

Vendors who are active on the Riparian, Aquatic, and Wetland Restoration Services Statewide Price Agreement (40-00000-23-00037) or other applicable price agreements, National Association of State Procurement Officials, GSA schedule awards, or local public bodies (e.g., municipalities, counties, or political subdivisions of state or local governments).

**What is the contract term?**

Contractors can select either a six-month term or a one-year term. Two six-month terms are available (January through June or July through December). The one-year term is from July to June. Funds will be awarded every six (6) months in January and July. Applications are due April 15<sup>th</sup> and October 15<sup>th</sup> each year. Contractors will be notified at least 2 weeks before the starting month of the award. All project deliverables must be completed 10 days prior to the end of the term. No extensions will be granted for projects funded under this assistance program.

**What projects are eligible for funding?**

Eligible projects must directly or indirectly contribute to improvement of surface water quality, riparian habitat or aquatic habitat.

Funding is available for (but not limited to) the following types of projects:

- Project planning: e.g., to collect baseline information such as watershed assessments, or to complete permitting and other environmental clearances
- Designs: to complete preliminary or final designs for a project
- Construction: to complete on-the-ground implementation that improves surface water quality, riparian habitat or aquatic habitat
- Maintenance: to conduct maintenance on a previous project
- Monitoring: to monitor water quality around a completed or prospective project

**How much funding is available?**

Contractors may request up to \$75,000 per project.

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**What type of activities are funded?**

This program provides funding to develop, construct, maintain and/ or monitor watershed protection projects that will result in improvement of surface water quality, riparian habitat or aquatic habitat.

**Projects must include a Final Report**

The final report must include the following:

1. A project overview, including details of completed implementation, quantity, location and area of installations such as structures and plantings or results of planning or monitoring actions.
2. Copy of any electronic deliverables (designs, plans, assessments, or monitoring results. etc.)
3. If it was an on-the-ground project, include before and after photos of project.

**Instructions for Completing the Application**

**Section 1. Applicant Information:**

Applicant (contractor or local public body): Must be an eligible vendor as mentioned in the Overview of the Program. Eligible applicants are vendors who are active on the Riparian, Aquatic, and Wetland Restoration Services Statewide Price Agreement (40-00000-23-00037) or other applicable price agreements, National Association of State Procurement Officials, GSA schedule awards. Or the applicant is a local public body (e.g., municipalities, counties, or political subdivisions of state or local governments).

Price Agreement: The specific price agreement number associated with the contractor. If applicant is a local public body, leave blank.

Signatory Contact Name, Phone #, Email: This should be contact information for the person who will sign the contract with NMED.

Project Manager Name, Phone #, Email: This should be contact information for the person who will be the project manager.

Applicant address: Address for the contractor or local public body.

Project Type: Use the dropdown box to select what type of project will be completed through this opportunity. If your project has multiple types, select the type that best represents where a majority of the funding is applied.

Amount Requesting: Contractors may request up to \$75,000. Only enter numbers.

Total Project Cost: The total project cost is required and can be equal to the requested amount. Only enter numbers.

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Requested Contract Term: Contractors must indicate the specific term they would like to utilize the funds. Project terms are either 6-months or 1-year. No extensions will be provided under these contracts. All projects must be completed within the timeframe specified.

Start Month: Select if the project start date is January or July.

**Section 2. Project Location:**

Waterbody Name: The names of all water bodies associated with the project.

County: The county where the project is located.

Coordinates: GPS coordinates for the site location in latitude and longitude.

HUC12: Provide the HUC 12(s) numbers and names where the project will occur.

Project Title: The title that will be used to report on the project (i.e. Pecos River Habitat Restoration).

**Section 3. Overarching Goal of the Project:**

a. Overview Statement: provide an overview statement that includes an overarching goal of the project and what will be accomplished by completing the project.

b. Estimated acreage or miles of improvement: Mileage of stream or acres of riparian or wetland habitat expected to be improved or restored by completing the project, if applicable. For planning, maintenance or monitoring projects, enter the estimated area or linear mileage that the project covers

**Section 4. Project Need and Description**

a. Need/ Rationale for the Project: A brief narrative explaining why the project is needed and what water quality impairments or habitat concerns are associated with the waterbody/ project. Applicants must address how the project will directly or indirectly improve surface water quality, riparian habitat or aquatic habitat. List any water quality impairments in the project area (the New Mexico Environment Department's Surface Water Quality Bureau OpenEnviroMap may be helpful in identifying water quality impairments: <https://gis.web.env.nm.gov/oem/?map=swqb>).

b. Project Description: Detailed information describing the project area and how the project will be accomplished. Include any methods that will be used to achieve the goal of the project. If installing structures describe how many and what types. If planting or seeding, include the area and quantities.

c. List all subcontractors that will be utilized to complete this project (if applicable): All subcontractors that will be utilized to complete the project must be listed. New subcontractors not previously listed on the price agreement must be specifically mentioned with a note as to the distinctive need for their services and their qualifications. If adding a new subcontractor to the price agreement, provide a specific request with your application that states the need for the subcontractor and how they are qualified to complete the tasks assigned to them.

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**Section 5. Landownership**

a. Landowner(s): The party with surface rights to the land (e.g. U.S. Forest Service, or private). If the project is located on private property, b. applies. A landowner letter of support is required for both private and public lands and must be included as an application attachment.

b. Public benefit of projects on private land, If applicable: A written description of the public benefit of the project. Note: NMED requires a landowner agreement for projects occurring on private lands, which requires the landowner(s) to protect the project for a period of ten (10) years.

**Section 6. Tasks/ Deliverables/Deadlines:**

Complete the table to show the tasks that will be completed and deliverables associated with each task as well as the deadline for completion of each task. List tasks that run the duration of the project, such as project administration, first. Tasks should be listed in chronological order. Each task must have at least one deliverable and deliverables should be quantified where applicable (e.g., 10 acres of wetland restored, 500 willows planted, 5 cross-vanes completed, watershed assessment report, monitoring results, etc.). A final report must be included in the tasks.

**Section 7. Attachments**

a. Map of Project Area: Map with sufficient detail to clearly identify the areas where project actions to address identified pollutant sources or riparian habitat impairments will be implemented. The map should include aerial satellite imagery and a legend identifying all features (north arrow, scale bar, access roads).

b. Budget Spreadsheet Template:

- If the applicant is a local public body, use the **Budget Spreadsheet Template (Local Public Body)**.
- If the applicant is a contractor, use the **Statewide Price Agreement Budget Spreadsheet Template**: Contractor costs must align with the quotes provided in a Statewide Price Agreement. The cost of materials will be reimbursed at the cost to the offeror. Travel is reimbursable and may be included in the budget. Include estimated gross receipts taxes, as applicable, in the budget.

c. Landowner Letter(s) of Support: Contractor must include a letter of support from the landowner, for both private and public lands.

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Evaluation Factors**

Each application will be reviewed by an evaluation committee on the following evaluation factors. Contractual agreement(s) resulting from this process will be finalized with the most advantageous Offerors, taking into consideration the evaluation factors set forth below. The most advantageous proposals may or may not have received the most points.

<b>Evaluation Factors</b>	<b>Points</b>
Section 1. Applicant Information	Pass/ Fail
Section 2. Project Location	Pass/ Fail
Section 3. Overarching Goal of the Project	25
Section 4. Project Need and Description a. Need/ Rationale for the Project b. Project Description c. List of Subcontractors	120
Section 5. Landownership a. Landowner b. Public Benefit <u>of projects on private land, If applicable</u>	Pass/ Fail
Section 6. Tasks/Deliverables/Deadline	40
Section 7. Attachments a. Map of Project Area b. Budget Spreadsheet Template c. Landowner Letter(s) of Support	65
<b>TOTAL</b>	<b>250</b>

**Section1. Applicant Information**

The applicant must be a contractor who is active on the Riparian, Aquatic and Wetland Restoration Services Statewide Price Agreement (40-00000-23-00037) or other applicable price agreement, National Association of State Procurement Officials, or GSA Schedule award for the activities that are requested. Or the applicant is a local public body. All items in this section must be completed. If the applicant fails this section, the application will be found non-responsive and will not be scored.

**Section 2. Project Location**

All items in this section must be completed. If the applicant fails this section, the application will be found non-responsive and will not be scored.

**Section 3. Overarching Goal of the Project**

The applicant provides a clear statement as to the overall goal of the project that provides the evaluation committee with an understanding of what the project will achieve.

The applicant must provide an estimate of the miles of stream or acres of riparian or wetland habitat expected to be improved or restored by completing the project, if applicable. For planning, maintenance or monitoring projects, enter the estimated area or linear mileage that the project covers.

**Section 4. Project Need and Description**

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**a. Need/Rationale for the Project**

Applicant provided a brief narrative as to why the project is needed and is a priority to improving surface water quality or river habitat. The narrative clearly show how the project will directly or indirectly improve surface water quality, riparian habitat or aquatic habitat. Applicant clearly addressed why the project is a priority. The applicant listed the water quality impairments or habitat concerns for the project location and how the project will address those impairments.

**b. Project Description**

The applicant clearly described the methods that will be used to achieve the goal of the project. The evaluator should be able to understand what will be completed and how. If installing structures, the applicant describes how many and what types. If planting or seeding, the area and quantities are provided.

**c. List of all subcontractors that will be utilized to complete this project (if applicable)**

Include a list of all subcontractors that will be utilized for this project. If the subcontractor is not included in your original Statewide Price Agreement, a request to add the subcontractor to this project will be required before work can begin.

**Section 5. Landownership**

**a. Landowner**

Applicant must list the landowner(s) for the property where the work will occur.

**b. Public benefit of projects on private land, if applicable**

Government-Owned Lands: Proposed projects occurring solely on government-owned lands (they do not include privately-owned lands) will receive a "Pass."

Privately-Owned Lands: Proposed projects, and portions of proposed projects, occurring on privately-owned lands will be evaluated to ensure compliance with the "Anti-Donation Clause" specified in Sections IV.A.17 and IV.B.2.d. of this RFP. Proposed projects occurring solely on privately-owned lands which are deemed to violate or potentially violate the "Anti-Donation Clause" shall receive a "Fail" and will be eliminated from consideration under this RFP. If proposed projects containing a combination of government-owned and privately-owned lands are deemed to violate or potentially violate the "Anti-Donation Clause", the project shall receive a "Pass"; however, the portion of the project occurring on privately-owned land(s) that violates, or potentially violates, the "Anti-Donation Clause" will not be eligible for funding, should the Offeror be awarded.

**Section 6. Tasks/Deliverables/Deadlines**

Applicant provided a detailed tasks/ deliverable/deadline section that meets the terms of their price agreement and the term of the program. Deliverables are well defined and provide a clear understanding of what will be completed. The table shows the tasks that will be completed and deliverables associated with each task as well as the deadline for completion. Tasks are in chronological order. Each task has at least one deliverable and deliverables are quantified where applicable (e.g., 10 acres of wetland restored, 500 willows planted, 5 cross-vanes

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completed, watershed assessment report, monitoring results, etc.) A final report must be included in the tasks.

**Section 7. Attachments**

a. Map of Project Area: Applicant provided a map with sufficient detail to clearly identify the area (s) where implementation will occur. The map should include aerial imagery and a legend identifying all features (e.g., north arrow, scale bar).

b. Budget Spreadsheet Template

Applicant used the budget form provided with the application. The costs align with the quotes provided in a Statewide Price Agreement (must be less than or equal to the SWPA bids). The cost of materials will be reimbursed at the cost to the offeror. Travel is reimbursable and may be included in the budget. Include estimated gross receipts taxes, as applicable, in the budget. Local public bodies provided a budget table that is fair and compatible with the deliverables of the project.

c. Landowner Letter(s) of Support

Pass/Fail only. Landowner letter(s) of support is required for both public and private lands. The letter must clearly state that the landowner is support of the project. If on private land the letter of support should clearly describe how the project will have a public benefit and that the landowner will sign a landowner agreement. If on Government land, the letter should clearly state how the land management agency will be involved in the project if applicable.