

# **REQUEST FOR PROPOSALS**

## **FOR MARINE PUMP-OUT FACILITIES AND PUMP-OUT BOATS**

**EFFECTIVE April 23rd to June 1, 2018**

This Request for Proposals (RFP) is for the receipt of grant applications by qualified public and private marinas, yacht clubs and municipalities to construct, replace, retrofit, and maintain marine pump-out facilities and pump-out boats. Through a competitive process, the DEM Office of Water Resources, acting on behalf and at the discretion of the DEM Director will award grants to promote the development and maintenance of boater (discharges) waste disposal facilities in Rhode Island marine waters in conformance with the mandatory Federal No Discharge designation. DEM will offer a maximum of \$18,750 for land-based facilities and a maximum of \$56,250 for mobile pumpout boats.

In August 1998, Rhode Island became the first state in the country to receive the US Environmental Protection Agency's No Discharge designation for all of its marine waters. To maintain the No Discharge designation for the state's marine waters, the Department of Environmental Management must assure that the pump-out facility infrastructure is in sound operating condition. Through the ongoing grant program, the Department continues to work with the marina industry to accomplish this objective. This public-private partnership has successfully reduced a significant source of pathogen contamination to the state's coastal waters, including waters in close proximity to shellfish harvesting and swimming areas.

### **ELIGIBLE APPLICANTS:**

Owners of any Rhode Island marinas may apply for grants for projects located at the owner's marina. A non-owner operator may apply for such a grant, but only if the owner counter signs the application and the grant award.

### **APPLICATION PROCEDURES:**

The application must be on the form provided by DEM, which is attached and can also be obtained on the DEM web site or at the Office of Water Resources, 235 Promenade Street, Providence, RI 02908. All applications can be mailed to the above address or will be accepted at the Permit Application Center (PAC) on behalf of the Office of Water Resources between 8:30 am and 4:00 pm on any business day. Applications received after the closing date of June 1, 2018 may be considered in this round at the DEM Director's discretion, if funding remains available or alternatively may be resubmitted during a subsequent round.

## APPLICATION REVIEW:

The Director has the authority to adjust grant awards so that no one community, water body, or marina receives a disproportionate amount of the available funding and that a geographic distribution of funds is achieved. All requests for proposals will be ranked following the established grant award criteria as outlined in Sect. 7.7 (B) of [Title 250-RICR-150-20-7](#), Part 7, Rules and Regulations for RI Clean Vessel Act Pumpout Grant Program.

## GRANT REQUIREMENTS

Facilities must be equally available to all recreational boaters, including those with physical handicaps, on a nondiscriminatory first come, first serve basis.

Grant recipients are required to maintain accurate, current and complete financial records, which are sufficient in detail and substance to clearly establish that grant funds have been properly expended for approved grant purposes. Recipients are required to present these financial records to the Department upon request.

Accounting records must be supported by source documentation which shall include but not be limited to cancelled checks, paid bills, time and attendance records, contract and subcontract award documents.

Any fees charged to users are to be retained and separately accounted for, and used exclusively to defray maintenance costs of the facility and equipment funded by the grant under this program. Grant funds will be paid out by reimbursement only. Payment request will be accepted upon completion and inspection of the project.

The grant award requires the grant recipient to obtain all required permits for the successful completion of the project.

## FURTHER INFORMATION

For further information including a copy of the rules and regulations, application form, grant award questionnaire for the installation and maintenance of a marine pump-out facility, and/or a representative contractual agreement, please contact Cindy Hannus at DEM's Office of Water Resources by telephone at 222-3961 x7241 for Cindy or by e-mail at [cindy.hannus@dem.ri.gov](mailto:cindy.hannus@dem.ri.gov).

**CLEAN VESSEL ACT**  
**GRANT APPLICATION FOR**  
**MARINE PUMP-OUT FACILITY AND/OR PUMP-OUT BOAT**  
**RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

Office of Water Resources

235 Promenade Street

Providence, RI 02908-5767

This application should be attached to the written proposal, which describes the scope of the proposed project. Use a separate form for submission of each individual project grant.

**I. Applicant Information**

1. Applicant's Legal Name (private or municipal)

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2. Division/Department/Unit

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3. Street/P.O. Box

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4. City/Town

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5. Federal Employer Identification No.

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6. Contact Person and Title

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7. Contact Telephone No.

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## II. Facility Information

1. Facility Location including Name of Water Body (include a map)

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2. Size of Marina/Facility (No. Of slips/moorings)

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3. Range of Size of Vessels and Estimated No. Of Boats With Type III MSD's

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4. Services Offered

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5. Depth of Water at Proposed Pump-Out Site

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## III. Narrative Description of Proposed Project (Provide on separate sheet)

The applicant must describe the proposed project and respond to the following questions:

1. Is the application for the purchase, installation, repair/replacement of equipment and/or maintenance of equipment? (Funds are not available for operational costs.)
2. In situations where a direct connection to a sewer line is possible, is it proposed?
3. Are facility components, particularly those, which could limit capacity such as pumps and holding tanks, large enough to accommodate projected demand based on industry standards and norms?
4. Has a safe, reliable and sanitary means for collecting, storing and transporting waste been identified?
5. Is the proposed facility conveniently located relative to concentrations of recreational vessels?
6. Are channel access, maneuvering room and water depth sufficient to accommodate the maximum range of vessel size and draft?
7. Are proposed days and hours of operation convenient and sufficient? Will the facility be available for the better parts of the boating season?

8. Will the facility be available on a fair and equitable basis to all members of the recreational boating public?
9. Will a significant number of recreational fishermen be accommodated?
10. Have appropriate and adequate operating and maintenance procedures been identified?

**IV. Project Information**

1. New construction: Yes/No    Renovation/Upgrade: Yes/No    Maintenance: Yes/No

2. Public sewers available: Yes/No    Holding Tank available: Yes/No

3. Type of pump-out facility proposed:

    Portable pump-out station

    Fix-based pump-out station

    Pump-out boat

    Porta-pottie dump station

4. Project Time Frame: Estimated Start/End Dates: \_\_\_\_\_ Duration: \_\_\_\_\_ (months)

5. Project Budget

Total Project Cost: \$ \_\_\_\_\_

Funding Requested: \$ \_\_\_\_\_

Applicant's Match: \$ \_\_\_\_\_

6. Cost Breakout (Estimated):

Engineering/Design: \$ \_\_\_\_\_

Pumps, Hoses and Fittings: \$ \_\_\_\_\_

Connection to Municipal Sewers: \$ \_\_\_\_\_

Holding Tank: \$ \_\_\_\_\_

Construction/Installation: \$ \_\_\_\_\_

Maintenance: (e.g., labor, supplies) \$ \_\_\_\_\_

**V. Facility Operations**

1. Proposed User Fee \$ \_\_\_\_\_

2. Proposed Operating Season/Hours

Seasonal Start/End Dates of Operation: \_\_\_\_\_

Daily Hours of Operation: \_\_\_\_\_

3. Proposed Restrictions or Conditions on Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Additional Required Information**

1. Required Permits

CRMC/Assent

Application Filed: Yes/No                      Date application filed: \_\_\_\_\_

Permit Received: Yes/No                      Date approved: \_\_\_\_\_

DEM/Order of Approval

Application Filed: Yes/No                      Date application filed: \_\_\_\_\_

Order Received: Yes/No                      Date received: \_\_\_\_\_

On-Site Wastewater Treatment System (OWTS formerly ISDS permit)

Application Filed: Yes/No                      Date application filed: \_\_\_\_\_

Permit Received: Yes/No                      Date approved: \_\_\_\_\_

2. Name, Address, & Phone Number of Individual having day-to-day responsibility for direction and installation of project: \_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_