

# Southern Nevada Public Land Management Act ROUND 11 Nomination Package Requirements for Capital Improvements

## I. ELIGIBILITY:

The Southern Nevada Public Land Management Act of 1998, Section 4(b) (3) (ii) allows money from the special account to be expended for:

*“ . . . capital improvements at the Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties, and the Spring Mountains National Recreation Area.”*

Capital improvement projects may include repair or rehabilitation of existing infrastructure, new construction, or improvements needed to protect resource values. All projects that are submitted for funding consideration must conform to approved management plans for the Federal unit involved. Each project should materially contribute to effective resource protection, the visitor experience and/or improved unit operations. Since the capital improvement needs of the five Federal agencies are great and funding is limited, the funding priorities need to incorporate a strong cost management system and ethic.

Capital Improvement projects may be nominated by any of the five Federal land management agencies (BLM, BOR, FWS, FS, and NPS).

## II. GENERAL REQUIREMENTS:

- A. Nomination period duration is 60 days, beginning Tuesday, September 8, 2009 and ending Friday, November 6, 2009. Nomination packages must be received by close of business, 4:30p.m. Pacific Time
- B. Nominations in Round 11 are limited to two per agency.
- C. Project is nominated by one or more of the following: Bureau of Land Management, Bureau of Reclamation, National Park Service, US Fish and Wildlife Service, and USDA Forest Service- for Federal lands in Clark, Lincoln, and White Pine Counties, Nevada, administered by the Department of Interior or the Department of Agriculture.
- D. All nomination packages for Capital Improvements are to be submitted to:  
Capital Improvements Program Manager  
Bureau of Land Management - Southern Nevada District (SND)  
Division of SNPLMA Acquisition, Improvement and Conservation Programs  
4701 N. Torrey Pines Drive  
Las Vegas, NV 89130
- E. Nomination packages should be submitted in hard copy and electronic copy (CDs). Text should be created in MS Word '97 or higher, with a 1" margin on all sides. The electronic version must match the hard copy version.
- F. All images should be integrated with the text to create a single document on the CD. This will require scanning maps, photographs, and other documents which were not

originally created or obtained electronically. Photographs, maps, and letters should be scanned in .jpg format for insertion into the text document. In addition, all .jpg images should be included separately on the CD.

- G. Late submissions cannot be considered.
- H. Incomplete nomination packages cannot be considered. However, time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.
- I. Letters or statements of support, if applicable, must be included at the time of submission.
- J. All nomination packages, including disks and CDs, become the property of the BLM SND Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.
- K. Nominations for project construction where LEED standards exist, should address the cost analysis and feasibility of constructing the project to meet said LEED standards.
- L. Agencies requiring consultation under the Endangered Species Act with the Fish and Wildlife Service (FWS) will identify such projects and provide an estimate of the cost of the Consultation as a separate line item on the cost analysis work-sheet. Funds for said Consultation will be transferred directly to the FWS.
- M. Appendix B-3 “Estimated Necessary Expenses” and “Project Cost Estimate Worksheet by Category” is included.
- N. Agencies are requested to provide the personnel required to present nomination packages to the appropriate Subgroup, Working group, and Executive Committee, if necessary.
- O. The reissued Implementation Agreement can be found at:  
<http://www.blm.gov/nv/st/en/snplma/implementation.html>

### **III. NOMINATION PACKAGE REQUIREMENTS:**

#### **Nomination packages for Capital Improvements MUST include the following:**

- A. Project title, contact person/project manager, phone, and e-mail.
- B. Federal manager initials.
- C. A page size map(s) (8-1/2" x 11") depicting the specific location of the project (Include Lat/Long or GIS Coordinates.)
- D. Completed Cost Summary Sheet and Appendix B-3 Estimated Necessary Expense Sheet.
- E. A narrative addressing the following:
  - a. An executive summary of no more than 400 words describing the projects goals and major deliverables.
  - b. The approximate cost of the project.

- c. A description of operation and maintenance requirements and associated costs once the project is constructed and who will be responsible for these costs and requirements.
  - d. If the proposed project is a phase of a prior approved project. If yes, the Round the prior phased project was approved, project title, dollar amount approved and percent complete.
- F. A narrative providing answers to each of the following questions:
- a. Does this project improve safety and environmental health at sites and/or facilities used by the public and governmental employees?
    - i. Addresses, remedies or improves an immediate safety public access and/or environmental health concern.
    - ii. The number of visitors and employees affected.
    - iii. Provides educational value for an environmental or health concern.
    - iv. Addresses ADA compliance.
  - b. Does this project protect the integrity of significant resource values or improve the quality of the environment?
    - i. Minimizes environmental or resource impacts.
    - ii. Nature of the concern to resource values and urgency for action.
    - iii. Number and significance of resource values involved including cultural, historical, natural and scientific values.
    - iv. Provides educational value.
  - c. Does this project respond to visitor demand and/or changes in visitation patterns?
    - i. Corrects a deficiency in visitor services, or responds to deferred maintenance.
    - ii. Public demand and public use vs. investment required.
  - d. Does this project address maintenance and operation costs?
    - i. Operations and maintenance costs will be reduced.
    - ii. Operations and maintenance costs will remain the same.
    - iii. Operations and maintenance costs will increase, but the project will improve the existing situation. (Select one factor only. Projects receive all or no points for each factor (d) i,ii,and iii.).
  - e. Project has Green Building and/or sustainable design.
  - f. All images should be integrated with the text to create a single document on the CD. This will require scanning maps, photographs, and other documents which were not originally created or obtained electronically. Photographs, maps, and letters should be scanned in .jpg format for insertion into the text document. In addition, all .jpg images should also be included separately on the CD. Photographs should be limited to those necessary to understand the nomination and should be inserted as a group in the appropriate location rather than interspersed within the text.
  - g. The Nomination package should be stapled in the upper left hand corner or clipped with a binder clip. Please do not bind or hole-punch the nomination packages. Please do not include a table of contents and don't insert tabs or dividers.

- h. Nominations may include any of the following:
  - i. Photos and/or drawings of the project.
  - ii. Letters or materials supporting cooperation in the funding of the activity.
  - iii. Any other materials that may convey meaningful information.

Attachment 1

**CAPITAL IMPROVEMENT RANKING CRITERIA**

1. <u>Safety</u> . Improves safety and environmental health at sites and/or facilities used by the public and governmental employees	Points = 15
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Factors:

A. Addresses, remedies or improves an immediate safety public access and/or environmental health concern.	7	
B. The number of visitors and employees affected.	5	
C. Provides educational value for an environmental or health concern.	2	
D. Addresses ADA compliance.	1	

2. Protects the integrity of significant resource values or improves the quality of the environment.	Points = 10
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Factors:

A. Minimizes environmental or resource impacts.	4	
B. Nature of the concern to resource values and urgency for action.	3	
C. Number and significance of resource values involved including cultural, historical, natural and scientific values.	2	
D. Provides educational value.	1	

3. Responds to visitor demand and/or changes in visitation patterns	Points = 10
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Factors:

A. Corrects a deficiency in visitor services, or responds to deferred maintenance.	5	
B. Public demand and public use vs. investment required.	5	

4. Addresses maintenance and operation costs.	Points = 10
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Factors:

A. Operations and Maintenance costs will be reduced.	10	
B. Operations and Maintenance costs will remain the same.	7	
C. Operations and Maintenance costs will increase, but the project will improve the existing situation.	4	
<b>NOTE: Select one factor only. Projects receive all or no points for each factor under heading IV.</b>		

5. Project has Green Building and/or sustainable design.	Points 5
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TOTAL POSSIBLE POINTS = 50
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**APPENDIX B-3  
CAPITAL IMPROVEMENTS  
ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES**

<b>Project Name:</b>					
<b>Project #:</b>	<b>Priority #:</b>				
<b>Agency(ies):</b>	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;"><b>Initial</b></td> <td style="text-align: center; width: 20px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;"><b>Updated</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<b>Initial</b>	<input type="checkbox"/>	<b>Updated</b>	<input type="checkbox"/>
<b>Initial</b>		<input type="checkbox"/>			
<b>Updated</b>		<input type="checkbox"/>			
<b>Prepared by:</b>					
<b>Phone:</b>					
<b>Date:</b>					

**1. Planning, Environmental Compliance, & Preconstruction Engineering & Design\***

(Pre-design sketches & conceptual drawings; environmental assessment and permitting, specialist surveys/reports for archaeology, wildlife, biology, etc.; architectural & engineering analysis, design, surveying, & field investigations; construction drawings, specifications, cost estimates, and engineering technical reports)

\$	%
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**2. Construction Contract Costs**

(Including labor, supplies & materials, construction management, etc.; sampling/ testing; site restoration; and government furnished supplies and materials)

\$	%
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**3. Project Equipment and/or Supplies/ Materials**

\$	%
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**4. Travel**

(Including per diem where official travel status is required to carry out project, such as serve as COR, experts to review reports, etc.)

\$	%
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**5. Official Vehicle Use**

(Based on agencies procedures for use, fuel, equipment, and mileage charges)

\$	%
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**6. Other Direct and Contracted Labor**

Agency payroll for the Contracting Officer to do project procurement, COR, Project Inspector, Sec. 106 Consultation, NEPA Lead, Project Manager, Project Supervisor, and subject experts to review contracted surveys, designs/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project contracts.

\$	%
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**7. FWS Consultation—Endangered Species Act**

\$	%
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**8. Federal Direct Labor (to perform project construction)**

\$	%
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**9. Other Necessary Expenses - See Appendix B-9**

\$	%
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**10. Balance of Contingency Funds**

\$	%
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<b>TOTAL**</b>	<b>%</b>
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<b>Key Milestones</b>
<b>NEPA:</b>
<b>Contracts:</b>
<b>Estimated Final Completion Date:</b>
<b>Comments:</b>

\*Total not to exceed 27% of total project cost, even if Federal labor is used to perform this work.

\*\*Total dollar percentage may be 100% of amount approved by the Secretary plus any contingency percentage approved by the Secretary for projects in a given round.

Attachment 3

PROJECT COST ESTIMATE WORKSHEET BY CATEGORY				
<b>Professional Services</b>	<b>Quantity</b>	<b>Units</b>	<b>\$ / Unit</b>	<b>Cost</b>
A/E Design Fee				
Consultant Fees				
Direct Labor for review of Contracted Reports/Analysis				
Environmental Assessment/Testing				
Inspection				
Permitting				
Project Management				
Remote Site Costs				
Soil Analysis/Geological Analysis				
Surveys				
Technical Reports				
<b>Professional Services Sub total:</b>				0
<b>Site Construction Costs</b>	<b>Quantity</b>	<b>Units</b>	<b>\$ / Sq. ft.</b>	<b>Cost</b>
Asphalt/Concrete/Curbing				
Construction Costs, Site Power, etc.				
Construction Equipment				
Construction Materials				
Construction Supplies				
Fencing/Lighting				
Labor				
Landscaping & Irrigation				
Signage				
Site Benches, Tables, Prefabs				
Site Preparation/Grading, demolition				
Utilities Hook-up/Relocation				
<b>Construction Sub Total:</b>				0
<b>Building Construction Costs</b>	<b>Quantity</b>	<b>Units</b>	<b>\$ / Sq. ft.</b>	<b>Cost</b>
Asphalt Parking/Lighting				
Building Equipment				
Building Materials				
Building Supplies				
Fire/Sprinkler				
HVAC				
Labor				
Landscaping				
Permanent Furnishings/Fixtures				
Roof				
Signage				
Telecommunications				
Utilities				
<b>Building Sub Totals:</b>				0
<b>Miscellaneous</b>	<b>Quantity</b>	<b>Units</b>	<b>\$ / Sq. ft.</b>	<b>Cost</b>
Bonding				
Contingency				
Contractors Fees				
Insurance				
Notices/Publishing Costs				
Security				
Transportation				
Travel				
<b>Miscellaneous Sub total:</b>				0
			<b>Total Cost:</b>	0