

**Southern Nevada Public Land Management Act
ROUND 9 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 with 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. All nomination packages for Capital Improvements are to be submitted to John Kerrigan, Interagency Capital Improvements Program Manager, Bureau of Land Management (BLM) Las Vegas Field Office (LVFO), Division of Land Sales & Acquisitions, 4701 N. Torrey Pines Drive, Las Vegas, NV 89130. Applicants are required to submit one (1) hard copy and one (1) electronic copy (3.5” disks or CDs). Text should be created in MS Word “97” or higher, with a 1” margin on all sides. All text and images should be integrated into a single document on the disk or CD. This will require scanning maps, photographs and other documents which were not originally created or obtained electronically. Photographs and maps should be scanned in .jpg format for insertion into the text document. Nomination period duration is 60 days, beginning 10/22/07 and ending 12/20/2007. Nomination Packages must be received by close of business, 4:30 PM PST.
- B. Late submissions cannot be considered.
- C. 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.
- D. All nomination packages, including disks and CDs, become the property of the BLM LVFO Division of Land Sales & Acquisitions and will not be returned.

- E. A more detailed cost summary sheet by category is included for your use and is required to be submitted with all nomination packages.
- F. Nomination packages are to be signed off (initialed) by the appropriate Federal Manager prior to submission.
- G. Nominations for project construction where LEED standards exist, should address the cost analysis and feasibility of constructing the project to meet said LEED standards.
- H. 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.
- I. Appendix B-9 "Examples of Estimated Other Necessary Expenses," and Appendix B-3 "Estimated Necessary Expenses" is included.
- J. Please note revisions to the Implementation Agreement (IA). The revised IA can be found at:

<http://www.blm.gov/nv/st/en/fo/lvfo/snplma/implementation/ia.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 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. Is this project your number one (1) priority?

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.

Nomination packages for Capital Improvements MAY include the following:

- A. Photos and/or drawings of the project.
- B. Letters or materials supporting cooperation in the funding of the activity.
- C. 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	
NOTE: Select one factor only. Projects receive all or no points for each factor under heading IV.		

5. Project has Green Building and/or sustainable design.	Points 5
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6. Eligible entities number one priority.	15	
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TOTAL POSSIBLE POINTS = 65

ATTACHMENT 2

PROJECT COST ESTIMATE WORKSHEET BY CATEGORY				
Professional Services	Quantity	Units	\$ / Sq. ft.	Cost
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				
Professional Services Sub total:				0
Site Construction Costs	Quantity	Units	\$ / Sq. ft.	Cost
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				
Construction Sub Total:				0
Building Construction Costs	Quantity	Units	\$ / Sq. ft.	Cost
Asphalt Parking/Lighting				
Building Equipment				
Building Materials				
Building Supplies				
Fire/Sprinkler				
HVAC				
Labor				
Landscaping				
Permanent Furnishings/Fixtures				
Roof				
Signage				
Telecommunications				
Utilities				
Building Sub Totals:				0
Miscellaneous	Quantity	Units	\$ / Sq. ft.	Cost
Bonding				
Contingency				
Contractors Fees				
Insurance				
Notices/Publishing Costs				
Security				
Transportation				
Travel				
Miscellaneous Sub total:				0
			Total Cost:	0

ATTACHMENT 3
APPENDIX B-9
Examples of Estimated Other Necessary Expenses

Category
ADMINISTRATION COSTS
Budget Tracking/Accounting and Execution
Allocation of Transferred Funds to the Region and to the Field
Preparation of OMB Reports Required in Association with Transferred Funds
Project Procurements and Contract Oversight (If any in addition to Direct Labor for the CO, COR, and PI already included on the Estimated Expense sheet)
Preparing Transfer Requests
Transfer of Station cost (PCS) for Hiring Project Personnel
Managing Allocation of Transferred Funds
Financial Audit Support
Supervision and Oversight of SNPLMA-Funded Staff and/or Contractors
Travel Administration for Required Project Travel
Human Resource/Relations Tasks for SNPLMA-funded Personnel
Preparing Quarterly Status Reports
Tracking Project Activities, Expenses, IGOs, Task Orders (e.g., project database management)
IT Services to Install Hardware/Wiring, Project-Required Software, and Maintain/Trouble Shoot Computers Used for SNPLMA Projects. Hours and costs must be tracked by project and based on percentage of time the computer(s) are used for those projects.
A percent of Project-Related Indirect Costs for Support Based on Staff Time Spent on the Project(s) provided these expenses meet the three criteria of necessary expenses and are not covered elsewhere in the cost estimate (Examples of such indirect costs would be secretarial support, printing, copying, cost-center expenses, etc.)
PROJECT CONSTRUCTION, CONSULTATION AND MANAGEMENT
Duties of Project Manager/Supervisor (If not already included on the Estimated Expense Sheet)
Construction Trailers and Utilities
Required Project Consultations (e.g., safety and fire; cultural and historic, ADA, etc.)
Public Scoping and/or Meetings for Environmental Review, Project Design, etc. (Does not include ribbon cutting or opening ceremonies for projects at or near completion.)
Review of Contracted Surveys, Assessments, Designs/Drawings, Reports (If not already included on the Estimated Necessary Expense Sheet)
Construction Site Security
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field
Required Cultural, Wildlife, Biological, and other Similar Surveys (If not already included on the Estimated Necessary Expense Sheet)
Interest Required to be Paid on Construction Contract Retention Amounts
TEMPORARY OFFICE SPACE
Lease Costs for New Temporary Space
Design and Installation of Modifications to Meet Space Plan Needs
Set Up Fees for Utilities (Gas, Electricity, etc.)
Furniture and Fixtures
Required Modifications to Meet Codes
Computer Equipment (See section on equipment costs for limiting conditions)
Installation Costs for Computer Networks, Telephone Service

Appendix B-3

CAPITAL IMPROVEMENT PROPOSAL ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES

Project Name: _____ Agency: _____
 Project #: _____ Priority #: _____
 Prepared by: _____ Phone: _____ Date: _____

Identify estimated costs of eligible reimbursement expenses:

<p>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)</p>	\$ _____ %
<p>2. Construction Contract Costs (including labor, supplies & materials, construction management, etc.; sampling/ testing; site restoration; and government furnished supplies and materials)</p>	\$ _____ %
<p>3. Project Equipment</p>	\$ _____ %
<p>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.)</p>	\$ _____ %
<p>5. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out project)</p>	\$ _____ %
<p>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.</p>	\$ _____ %
<p>7. FWS Consultation—Endangered Species Act</p>	\$ _____ %
<p>8.. Federal Direct Labor (to perform project construction)</p>	\$ _____ %
<p>9. Other Necessary Expenses (See Appendix B-9)</p>	\$ _____ %
<p>10. Balance of Contingency Funds</p>	\$ _____ %
<p>TOTAL**:</p>	\$ _____ %

Estimated Key Milestone Dates:

Environmental Decision Notice/FONSI Date: _____

Construction Contract Award Date (list for each contract): _____

Final Completion Date (mm/dd/yyyy – must be through reimbursement request submittal): _____

*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.

COMMENTS _____