



A proposal submitted to: The US Army Corps of Engineers

# **USGS-USACE Interagency Agreement 2024 - 2025 Scope and Budget: Middle Rio Grande Endangered Species Collaborative Program Portal**

February 26, 2024

## **BACKGROUND**

The Middle Rio Grande Endangered Species Collaborative Program (Collaborative Program) is a partnership of Federal, State, Tribal, local, and non-profit signatory agencies and organizations working together in the Middle Rio Grande in New Mexico to support the recovery of species listed under the Federal Endangered Species Act, protect existing and future water uses, and complying with applicable state, federal, and tribal laws, rules, and regulations.

The Collaborative Program provides a collaborative forum to support scientific analysis and implementation of adaptive management to the benefit and recovery of the following five listed species: New Mexico Meadow Jumping Mouse, Pecos Sunflower, Yellow-billed Cuckoo, Southwestern Willow Flycatcher, and Rio Grande Silvery Minnow. Data and documents generated through the Collaborative Program are contributed to, stored, and maintained on the Collaborative Program's data portal, a web accessible content management system for storing and delivering Collaborative Program data and information to signatories and the public. Information and data accessible on the Collaborative Program Portal include datasets on monitoring sites and territory boundaries of listed species, river drying datasets, water quality data, scientific and management publications and reports, and Collaborative Program work products (e.g., the Long-term Plan for Science and Adaptive Management, committee and ad hoc group products, announcements, newsletters, and an event calendar). In addition, the Program Portal hosts an interactive geospatial mapping application for viewing spatial datasets such as river miles, vegetation, river reaches, groundwater well monitoring locations, past restoration efforts, endangered species sampling and survey locations, and ecosystem monitoring stations.

The Collaborative Program Portal is a valuable, centralized, and independent resource for Collaborative Program activities, strategies, priorities, scientific & management data, and products. By making it easier for signatories to the Collaborative Program to store, access, and use large datasets and an extensive document library (many that cannot be readily found elsewhere), the Program Portal supports sustained and coordinated management and scientific activities within the Middle Rio Grande Basin. In addition, the geospatial mapping application allows users to examine the overlap of georeferenced data layers and discover data associations that are not discernible with non-spatial analyses.

Starting in 2017, the US Army Corps of Engineers Albuquerque District (USACE) entered into an interagency agreement with the US Geological Survey (USGS) to maintain and develop the Program Portal. This Scope of Work covers work to be completed in 2024 and 2025.

## **PURPOSE**

The purpose of this interagency agreement is to support, update, and maintain the Program Portal.

## **PERIOD OF PERFORMANCE**

The Period of Performance (POP) for the Agreement is from 1 March 2024 to 28 February 2025.

## SCOPE

- Support and maintain the Program Portal
- Enhance the Program Portal based on user feedback
- Revise, update, and expand the Program Portal's interactive map datasets
- Expand the Program Portal's document and data catalog
- Work with the USACE Collaborative Program Manager (Program Manager) to develop a standardized mechanism and schedule for requesting updates (e.g., newly available publications and datasets) and support from the Collaborative Program
- Coordinate and collaborate regularly with the Program Manager and Collaborative Program Portal Small Group on tasks and progress towards task completion
- Report out portal usage analytics
- Provide an end-of-agreement report on completed work

## TASKS

### *Spatial Data Tasks (\$10,000):*

#### **1. Replace or update existing data in the interactive map (~\$3,500 per dataset)**

##### Constraints & Conditions:

- Dataset must be in the same format and have the same schema as the existing dataset it is replacing or updating (coordinate exceptions with USGS).
- USGS can modify datasets for the purposes of viewing in the interactive map (e.g., combine data from multiple years to make a cumulative dataset), but the files for download on the Program Portal will be the original datasets provided by the data author(s).

##### Notes:

- Multiple layers based on the same underlying data are considered one dataset. E.g., Rio Grande Silvery Minnow population monitoring and water quality are considered one dataset because they are based on the same feature class.

#### **2. Add new spatial data to the interactive map (~\$6,500 per dataset)**

##### Constraints & Conditions:

- The preferred format is ArcGIS File Geodatabase or Shapefile (coordinate exceptions with USGS).
- For the purposes of this task, a dataset is defined as one layer in the interactive map (see *Notes* above).

#### **3. Replacing, updating, and adding data (as appropriate)**

- Communicate with dataset authors and/or the Program Manager on metadata, formatting, and viewing;
- Check the schema and attributes of submitted datasets;

- Combine datasets with the same schema;
- Determine how best to symbolize, label, and filter datasets;
- Add fields and aliases as needed for symbols, labels, and filters;
- Determine pop-up contents;
- Incorporate into map service at <https://txgeo.usgs.gov/arcgis/rest/services/MRGESCP/>;
- Incorporate into interactive map, set up legends, filters, and pop-ups;
- Load spatial data supplied by the Program Manager into the Program Portal; and
- Update spatial layers to add attributes that link related published reports to the dataset.

### ***Portal Maintenance Tasks (\$93,000):***

#### **1. Maintain existing Program Portal**

Notes: Maintenance includes routine tasks and general day-to-day support for the portal.

- Hosting
  - Software updates and licensing
  - Server maintenance, security, updates, and licensing
  - Database backup, updates, and licensing
- Data, document, and photographs uploads
- Resigning and updating website layout and format
- Storage of the document repository on USGS servers
- Content Management System (CMS) support
- Content updates to existing pages
- Bug fixes
- Task/issue reporting, status, and resolution tracking
- Project management

#### **2. Coordinate and collaborate with the Program Manager and the Collaborative Program Portal Small Group**

- Hold monthly coordination meetings with the Collaborative Program Portal Small Group.
- Hold regular coordination and collaboration meetings with the Program Manager (as needed but no less than monthly).
- Coordinate as appropriate on Program Manager and other Collaborative Program support staff responsibilities, which can include a subset or all of the below tasks:
  - Uploading of publications sent by signatory members to the Program Portal Library
  - Uploading of Collaborative Program documents (meeting minutes, plans, administrative records) to the Program Library.
  - Maintenance of “Keywords” and “Related Document Search” fields on the Program Portal Library.
  - Updating Program Portal Events Calendar with new events, read-aheads, follow-up materials, and meeting materials packets
  - Management of announcements on the Program Portal Home page
  - Updating “About” sections of the Program Portal, including the About Us, Guiding Principles, Plans, Annual Rick Billings Memorial Award, Species, and Committee pages
  - Uploading of new newsletters and updating the Newsletters page

- Uploading of new annual report and update the Annual Report page
- Uploading of new Collaborative Seminars and updating the Collaborative Seminars page
- Uploading of species pages, as needed
- Maintenance of Funding Matrix content
- Management content on the Collaborative Program YouTube channel for linking on the Program Portal
- Development content for workshop, symposium, and collaboratory pages
- Response to emails from the Program Portal
- Management of navigation tabs for the Program Portal
- Solicitation and compilation of data and documents from the Collaborative Program for submission to USGS and upload to the Program Portal
- Management of content on data set pages
- Coordination of content for the Interactive Map
- Communication of feedback on Program Portal pages via Bug Herd
- Communication of feedback on Program Portal pages from signatories to USGS

### 3. Reporting

- Interim and final usage analytics reporting (Google Analytics)
- Provide an end of POP report on completed work

### *Add-on Options (tasks not included, additional funds required)*

#### 1. Add-on options are possible but require separate scoping, budgeting, and funding

- Any major changes to Spatial Data and Portal Maintenance tasks described above
- New data visualizations
- Changes to the existing user interface
- Changes to interactive map functionality
- Additional spatial data in the interactive map
- Travel

## PERSONNEL

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## **BUDGET**

Spatial Data Tasks	\$10,000*
Portal Maintenance Tasks	\$93,000*
Total	<b><i>\$103,000</i></b>

\*Budget can be flexed among tasks in coordination between the USGS and the Program Manager.