



## **Gunpowder Valley Conservancy** **Request For Proposals (RFP)**

**Subject:** Request for Proposals Clear Creeks Project: Extending our Reach, Expanding Our Vision

**Date Issued:** October 14, 2024

**Pre-bid meeting:** October 25, 2024 at 10:00 AM

**Proposals Due:** **November 22, 2024 (new deadline)**

**Contact Information:** Darcy Herman (dherman@gunpowdervc.org)

**Deadline for Questions:** **November 15, 2024 (new deadline)**

**Award Notification:** **December 6, 2024 (updated)**

**Equal Employment Opportunity Statement:** Diverse perspectives are needed to solve the complex issues our world faces. Gunpowder Valley Conservancy celebrates all aspects of diversity and welcomes applicants from all backgrounds, genders, sexual orientation, and abilities.

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### **INTRODUCTION**

The Gunpowder Valley Conservancy's (GVC) Clear Creeks Project promotes clean water in the Gunpowder watershed by working with a coalition of partner organizations to mobilize diverse communities to implement stormwater management and habitat restoration projects that are described in county watershed action plans, including rain barrels, rain gardens, micro-bioretenion practices (MBRs), Bayscapes, native tree plantings, and stream cleanups. In 2024-2026 the Project's geographic area will extend to the entire Gunpowder watershed to engage more diverse partners and communities to work towards our shared vision. Outcomes will include the annual reduction of est. 369.31 lbs nitrogen, 45.92 lbs phosphorus, and 74,162.89 lbs sediment draining to local streams and the Chesapeake Bay; improved stream health; increased engagement of Gunpowder watershed residents in restoration activities; and the establishment of a regional-scale partnership that will enable diverse organizations throughout the Gunpowder watershed to work together more efficiently to implement actions recommended by County watershed plans.

As a part of this effort, GVC seeks to develop a list of qualified conservation garden installation contractors to carry out the work of GVC's Clear Creeks Project conservation garden program.

### **SCOPE OF WORK**

- Consult with the GVC Design Contractor (the conservation garden designer) about garden installations on properties in the Gunpowder watershed (see Appendix 1) that have been assessed for their suitability for Clear Creeks Project stormwater best management practices (BMPs)

- Conduct perc tests, order Miss Utility markings (contractor is responsible for any applicable fees for obtaining markings), pick up and deliver plants and garden installation materials such as mulch, river rock, gravel, and other MBR construction materials
- Install Bayscapes, rain gardens, or MBRs (see Appendix 2 and [BMP Design Drawing Examples](#)) according to a design provided by a GVC Design Contractor, who administers the design on site during the installation

Specifications and requirements:

- Limits of disturbance for individual gardens will not exceed 5,000 square feet of disturbance, therefore stormwater management (SWM)/erosion and sediment control (ESC) permits will not be required.
- Only plants native to the Chesapeake Bay watershed (see *Native Plants for Wildlife Habitat and Conservation Landscaping: Chesapeake Bay Watershed*, published by the U.S. Fish & Wildlife Service) will be used in Bayscapes, rain gardens, and micro-bioretenion practices; edible Bayscapes may combine non-native, non-invasive edibles with native plants.
- The Installation Contractor must provide at least one crew member who is fluent in English while performing work. This crew member must be present and available on site during any pre-installation site meetings and throughout the duration of installation.
- Gardens will be installed on a rolling schedule during the spring, summer, and fall quarters. Work is nimble, moving from design to installation within a window of a few months.

GVC's Design Contractor

- Will provide the Installation Contractor with designs for gardens and will administer the installation of their designs on site.
- May schedule one or more site visits to a property with the installer in the design phase, especially in the case of MBRs.

**PROPOSED TIMELINE**

The period of work is expected to be from contract award through April 30, 2026. GVC has grant budgets to install up to 36 residential rain gardens, 11 institutional rain gardens, 16 MBRs, and 10 Bayscapes over the 2-year grant period. Contractors may submit a proposal for all garden deliverables or a subset of the total deliverables.

Scheduling of individual garden installations is somewhat flexible over the period of the grant, but our objective is to install the majority of the gardens in 2025 and the rest in spring 2026.

**TYPICAL PROJECT WORKFLOW**

1. GVC Design Contractor contacts GVC Installation Contractor to reserve dates for one or more garden installations.
2. Design Contractor sends Installation Contractor names and addresses of properties for which Installation Contractor orders Miss Utility markings.
3. For MBRs and some rain gardens, Installation Contractor arranges to meet Design Contractor at the planned MBR site to plan the specifics of the installation.
4. Design Contractor sends garden plans and plant lists to the Installation Contractor as soon as they are complete.

5. Installation Contractor picks up and delivers plants to the installation site (Design Contractor places the plant orders).
6. Design Contractor lays out the perimeter of the garden with paint (including inlet and outlet areas for rain gardens and MBRs), and Installation Contractor digs the garden bed and installs underdrains and/or layers of gravel, sand, soil according to design specifications.
7. For rain gardens and MBRs, the Installation Contractor builds the berm according to specifications in the design, working with the Design Contractor to periodically check level berm height, basin depth, and other specifications.
8. Design Contractor places plants, and Installation Contractor plants them, spreads mulch in the finished bed, and waters the newly planted garden.
9. Installation contractor submits invoice for work to GVC.

## **BUDGET**

Contractors should provide an itemized cost proposal using the spreadsheet provided. However, contractors may also provide supplemental information as needed to help GVC understand the contractor's cost proposal. The budget must include a unit cost for each deliverable type using the specifications in the Average Specifications for BMPs 2024-2026 document for BMPs (Appendix 3), **BMP Design Drawing Examples**, and the installation bid template spreadsheet. Please specify whether the cost depends on a minimum number of each BMP or other deliverable type being implemented and/or whether you are offering a volume discount in your pricing.

## **PROPOSAL FORMAT/REQUIREMENTS**

Contractor proposals should include the following:

1. Contractor contact information
  - a. Organizational name
  - b. Tax and/or incorporation status
  - c. Mailing address
  - d. Physical address
  - e. Name, title, email address, and phone number of point of contact
2. Project understanding
3. Scope of work with project schedule and deliverables
4. Contractor qualifications
5. Copies of workers compensation insurance and liability insurance documents (at minimum) and other insurance applicable to the work
6. Contractor experience with similar work performed in the past 3 years, including experience and qualifications of proposed personnel
  - a. Portfolio of three-five (3-5) examples of similar work (installation of Bayscapes, rain gardens, and micro-bioretenion practices) the organization has done in the Chesapeake Bay Watershed region while in a similar capacity as a Prime Contractor. Project examples should include client name and contact information, location, and approximate construction cost.
  - b. Subcontractors - List of any subcontractors proposed to be assigned to the project, summarizing in one paragraph, for each sub-contractor, the proposed role within the project team and relevant qualifications.
7. Itemized cost proposal, including the unit cost for each BMP type using the specifications in the Average Specifications for BMPs 2024-2026 document (Appendix 3). Use the installation bid

template spreadsheet provided for cost proposal format. Additional detail is welcome in any format.

8. Optional: Description of any Minority Business Enterprise (MBE) or Women-owned Business Enterprise (WBE) participation anticipated (preferred but not required)

### **BID PROCESS**

A voluntary Pre-bid meeting will be held via Zoom on October 25, 2024 at 10:00 am (email [dherman@gunpowdervc.org](mailto:dherman@gunpowdervc.org) for meeting link). Any questions during the RFP process should be directed to Darcy Herman ([dherman@gunpowdervc.org](mailto:dherman@gunpowdervc.org)). Questions must be submitted by **November 15, 2024** and will be addressed prior to the Bid Submission Due Date or other appropriate time, as determined by GVC. Responses will be communicated either privately or publicly, at GVC's discretion.

To receive responses to questions, you must contact Darcy and/or attend the pre-bid meeting.

### **EVALUATION CONSIDERATIONS**

Proposals will be evaluated by the GVC Program Director, relevant staff, and board. Considerations will include qualifications related to conservation garden installation services, reputation, proposed approach to accomplish the work, experience of offeror, capacity and commitment to meet the intended timeline, and value of price.

### **Bid selection**

The project is funded by grants with very little budgetary flexibility. Best value bids will be judged in part on the ability to completely provide the services within or below the budgeted amount.

### **ADDITIONAL SERVICES**

GVC may request ancillary or additional services within the capacity of the contractor as may be useful or necessary. Contingent upon funding availability, the timeline may be extended to support an additional two years of work. We will notify the contractor by the end of the period of performance if additional services in subsequent years will be requested as part of this contract. Approval of any additional services and extended timeline provided under this agreement must be made in writing in the form of an amendment to this Agreement, prior to the start of any work that is performed.

**Contractual Awards:** Award of contracts will be announced to successful bidders on **December 6, 2024**. All other bidders will be notified of their non-selection by **December 13, 2024**.

GVC is excited for the opportunity to collaborate on this exciting project and looks forward to working with you!

Sincerely,

*Darcy Herman*

Program Director

410-780-8618

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Gunpowder Valley Conservancy

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