



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

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

Date Issued: September 17, 2024

Pre-bid meeting: September 27, 2024 at 10:00 am; email dherman@gunpowdervc.org for link

Proposals Due: October 16, 2024

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

Deadline for Questions: October 4, 2024

Award Notification: November 1, 2024

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.

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, 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 landscape architect and/or landscape designer contractors to carry out the work of GVC's Clear Creeks Project conservation garden program.

SCOPE OF WORK

- Perform site visits to properties in the Gunpowder watershed (see Appendix 1) that have been assessed for their suitability for Clear Creeks Project stormwater best management practices (BMPs) (see Appendix 2)
- Conduct perc tests, order Miss Utility markings, and request septic/well records from Baltimore County (contractor is responsible for any applicable fees for obtaining markings or records)

- For micro-bioretenion practices (MBRs) in Baltimore County, prepare Plan Sets to be submitted for review by Baltimore County Department of Environmental Protection & Sustainability (EPS) and respond to questions and comments from EPS for iterative revisions
- Design BMPs according to the standards of state stormwater manuals and County standards, providing location and specifications for BMP, including schematics, planting plans for gardens, plant lists, and materials lists (see Appendix 2, 3, and 4) Most of the BMPs will be close to the size of the specifications in Appendix 5.
- Develop construction packages. GVC is issuing a separate RFP to hire one or more pre-approved construction contractors who will give us fixed unit prices for BMPs that meet the average specifications.
- Develop construction bid packages in cases where a BMP is significantly larger or smaller than an average BMP.
- Order plants and arrange for pickup by design contractor or delivery to installation sites
- Supervise BMP installations on site

- Prepare and submit as-built BMP designs to GVC after installations
- Deliver educational workshops (see Appendix 2) on Saturdays on
 - Rain gardens
 - Bayscapes
 - Conservation garden maintenance
 - Conservation garden design
- Provide input on maintenance plans for gardens
- Provide data for quarterly and annual grant reporting (see Appendix 3 and 4)
 - Address and date of garden installation
 - Size surface area of garden
 - Total area draining to the garden
 - Total impervious area draining to garden
 - Annual pollutant reduction of nitrogen, phosphorus, and total suspended solids (sediment) achieved by the garden, calculated based on FieldDoc and/or TMDL Implementation Progress and Planning (TIPP) spreadsheet tool (see Appendix 6)
 - Total cost
- Provide input for client invoices for gardens
- Assist with specific questions related to gardens for grant proposals
- For each garden, attend an on-site assessment with landowner and GVC (approximately 1 hr/on-site assessment)
- Attend weekly 1-hr Zoom garden team meetings during active garden seasons (late March through mid-November)

Per the requirements and structure of GVC's Clear Creeks Project grants:

- All gardens will be located within the Gunpowder watershed, and most will be in Baltimore County (see project area map in Appendix 1).
- Limits of disturbance for individual gardens must not exceed 5,000 square feet of disturbance, therefore stormwater management (SWM)/erosion and sediment control (ESC) permits are not 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) may be used in Bayscapes, rain gardens, and micro-bioretenion practices; edible Bayscapes may combine edibles with native plants.
- Gardens are 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.
- For rain gardens and MBRs to be installed in Baltimore County, designers will receive Concept Plans (rain gardens and MBRs) approved by Baltimore County EPS. Approved rain gardens can move into the design and installation stage. Plan Sets must be developed for MBRs, and these sets must undergo an additional review cycle by EPS before being cleared for installation (see Appendix 3).

GVC

- Will provide the contractor with approved Concept Plans for properties that are suitable for one or more Clear Creeks Project BMPs
- May assist the contractor with scheduling the initial site visit to a property, with a GVC staff member accompanying the contractor to the initial site visit to the property

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 and hold 36 rain garden workshops, 7 Bayscape workshops, 4 conservation garden design workshops, and 2 conservation garden maintenance workshops 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 and workshops is somewhat flexible over the period of the grant, but our objective is to install half of the gardens in 2024-25 and half in 2025-26.

TYPICAL PROJECT TIMELINE FOR BAYSCAPES

1. GVC assigns site to contractor and provides contractor with assessment package for that property.
2. Contractor visits site to meet property owners and begin design process.
3. Contractor coordinates with GVC to schedule installation with property owner and with installation contractors.
4. GVC and the contractor determine whether an educational workshop will be scheduled in conjunction with the installation, and if so, GVC coordinates with the contractor and the property owner to schedule the workshop, which in most cases is on the Saturday following the installation.
5. Contractor orders plants to be delivered to site no more than 1 day in advance of the planting, making appropriate substitutions as necessary.
6. Installation and/or workshop is conducted.
7. Contractor submits garden client invoice and contractor invoice for work to GVC.
8. Contractor submits data and as-built designs to GVC.

TYPICAL PROJECT TIMELINE FOR RAIN GARDENS

1. GVC assigns site to contractor and provides contractor with approved Concept Plan/assessment package for that property.
2. Contractor visits site to meet property owners and begin design process.
3. Contractor coordinates with GVC to schedule installation with property owner and with installation contractors.
4. GVC and the contractor determine whether an educational workshop will be scheduled in conjunction with the installation, and if so, GVC coordinates with the contractor and the property owner to schedule the workshop, which in most cases is on the Saturday following the installation.
5. Contractor orders plants to be delivered to site no more than 1 day in advance of the planting, making appropriate substitutions as necessary.
6. Installation and/or workshop is conducted.
7. Contractor submits garden client invoice and contractor invoice for work to GVC.
8. Contractor submits data and as-built designs to GVC.

TYPICAL PROJECT TIMELINE FOR MBRs

1. GVC assigns site to contractor and provides contractor with approved Concept Plan/assessment package for that property.
2. Contractor visits site to meet property owners and begin design/Plan Set development process.
3. Contractor submits Plan Set to GVC for EPS review.
4. GVC and contractor work together through iterative reviews by EPS until Plan Set is approved.
5. Contractor coordinates with GVC to schedule installation with property owner and with installation contractors.
6. Contractor orders plants to be delivered to site no more than 1 day in advance of the planting, making appropriate substitutions as necessary.
7. Installation is conducted.
8. Contractor submits garden client invoice and contractor invoice for work to GVC.
9. Contractor submits data and as-built designs 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 5) and the cost proposal spreadsheet. Please specify whether the cost depends on a specific number of each BMP or other deliverable type being implemented.

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. 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 (design and installation supervision of Bayscapes, rain gardens, and micro-bioretenion practices; conservation garden educational workshops) 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.
 - c. Demonstrated experience with Baltimore County voluntary stormwater management project planning and reporting requirements, FieldDoc tool (fielddoc.org), and TIPP spreadsheet tool
6. Itemized cost proposal, including the unit cost for each BMP type using the specifications in the Average Specifications for BMPs 2024-2026 document (Appendix 5) and the hourly rate for meetings. Use spreadsheet provided for cost proposal format. Additional detail is welcome in any format.
7. 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 September 27, 2024 at 10:00 am (email dherman@gunpowdervc.org for meeting link). Any questions during the RFP process should be directed to Darcy Herman (dherman@gunpowdervc.org). Questions must be submitted by October 4, 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 stormwater BMPs and native plants, reputation, proposed approach to accomplish the work, experience of offeror, capacity and commitment to meet the intended timeline, and value of price in terms of rate and number of hours devoted to the project.

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 the contract will be announced to the successful bidder on November 1, 2024. All other bidders will be notified of their non-selection by November 8, 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

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Gunpowder Valley Conservancy

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