

City of Annapolis Maintenance Contractual Request for Proposals (RFP)
Frequently Asked Questions

Q1. Will the selected contractor be required to maintain between 5-10 Best Management Practices (BMPs)?

A1. We've estimated that between 5-10 BMPs can be supported through this program. The Trust and the City will work with the selected offeror to determine the final number of BMPs to be maintained based on the selected BMPs, level of maintenance needed, and estimated costs.

Q2. Will the contractor be required to create an agreement with the property owner for the cost-share?

A2. Yes, the contractor will establish an agreement with the property owner detailing the cost-share amount. The Trust and the City will notify the selected offeror of the cost-share amount, which will be determined by the Trust and the City based on evaluation criteria. This agreement and the cost-share payment will be completed prior to the start of maintenance work.

Q3. What type of maintenance work is expected?

A3. The type of maintenance to be performed is primarily for small-scale practices, including but not limited to removal of debris, invasive species, or excess sedimentation, erosion control, dry well clean-out, repairment of berms, embankments, inlets, or outfalls, revegetation and minimal re-grading to ensure positive flow into existing BMPs. Refer to the example inspection report included in the RFP for examples of specific maintenance actions required for these types of practices: <https://cbtrust.org/wp-content/uploads/Final-Inspection-Results-Memo-11142023.pdf>.

Q4. What types of BMPs are needed to be maintained, and what are their status?

A4. Offerors can expect to bid on maintenance services for BMPs such as permeable pavement, dry wells, bioretentions, and wet ponds. The full list of BMPs in need of maintenance is located in Appendix I of the RFP. The BMPs range in status from failed to some maintenance needed. The City of Annapolis BMP Inventory can be viewed here: <https://www.arcgis.com/apps/dashboards/1062496e984144969d5d01831feb0d98>.

Q5. What should the budget look like?

A5. For the budget, please estimate costs for the maintenance of ~5-10 BMPs. Please state the assumptions regarding BMP size, type, and maintenance status that your budget is based on. You will submit a spreadsheet detailing your costs, as well as filling out Appendix III of the RFP: Cost Estimate Sheet. Refer to the example inspection report included in the RFP for examples of specific maintenance actions required for these types of practices: <https://cbtrust.org/wp-content/uploads/Final-Inspection-Results-Memo-11142023.pdf>.

Q6. How will a scope change be addressed?

A6. The Trust and the City will work closely with the contractor for any changes in scope, so that the contracted work remains viable with the available budget. This is a pilot project so the Trust and the City will work with the contractor at each step to ensure success.

Q7. What types of properties are these BMPs on?

A7. The properties range from residential, nonprofit, and commercial properties. Property owners may have varying levels of knowledge of the existing practice(s) on their property, so outreach and education are key for long-term maintenance.

Q8. Is the property owner application still open?

A8. The property owner application is now closed. You can find more information about the property owner application here: <https://cbtrust.org/grants/city-of-annapolis-stormwater-facility-maintenance-support/>.

Q9. Can a contractor request the maximum bid amount (\$50,000) if only applying to one scope?

A9. Yes, depending on the services being proposed, contractors can request the maximum bid amount for one scope.