



REQUEST FOR PROPOSALS (RFP)

CONTRACTUAL SERVICES TO MAINTAIN NONTIDAL WETLANDS

Proposal Deadline: March 16th, 2026, at 4:00 pm EST

SECTION I – INTRODUCTION

1.1 **Purpose:** The purpose of this Request for Proposals (RFP) is to provide maintenance support at completed forested wetland mitigation sites funded through the Maryland Nontidal Wetland Award Program. The funding is supplied by Maryland Department of the Environment.

SECTION II – SCOPE OF WORK and OFFEROR’S MINIMUM QUALIFICATIONS

The contractor(s) selected via this RFP will be offered firm, fixed-price deliverables-based contract(s), with payment terms tied to the deliverables.

2.1 Timeline and Amount Available:

Maximum Amount Available: \$50,000

Timeline: All work must occur between 6/1/2026 and 6/1/2027.

Offerors are not required to request the full amount available, and the Trust may select more than one contractor to perform work under this RFP. Proposals may cover one site or both sites. The full amount available may not be awarded and is dependent on the amount of maintenance/remediation approved and completed. Contingent upon funding availability, the timeline may be extended to support additional years of maintenance work. The Trust will notify the contractor by the end of the period of performance if additional facilitator services in subsequent years will be requested as part of this contract.

2.2 Scope of Work:

Background: The Maryland Nontidal Wetland Award Program is a partnership between the Trust and the Maryland Department of Environment (MDE). The goal of the program is to implement cost-effective wetland projects to provide valuable wetland functions, including habitat for a wide range of species, improved water quality, flood attenuation, recharge of groundwater, and aesthetics in the State’s local watersheds and ultimately the Chesapeake Bay, Youghiogheny River, and Atlantic Coastal Bays. Completed projects are considered as In-Lieu Fee compensatory wetland mitigation sites and regulated wetland and buffer areas. All projects awarded are required to provide maintenance and monitoring, meeting minimum requirements, for two to five years post-planting.

The contractor(s) selected through this RFP will provide an additional year of assessment and maintenance after the required maintenance period has ended. This additional maintenance will

allow the sites to remain functional, address maintenance/remediation issues that arise, and ensure that the forested wetlands will continue to mature and be self-sustaining for the future.

A. Locations:

- a. Beltsville Agricultural Research Center, ~13 acres, Prince George’s County, MD.
 - b. Birch Branch, ~11 acres, Worcester County, MD.
- See [Appendix A](#) for more information on the sites.

B. Deliverable Overview - Biannual Health Assessments and Maintenance

Assessment and Maintenance Requirements: The following assessment and maintenance requirements are provided as an overview of the maintenance activities that may be required across the forested wetland mitigation sites. This list provides an example of maintenance activities we expect the sites will need and is not exhaustive. One site is owned privately and the other is within a secured facility, so The Trust will facilitate communication between the Offeror and landowner to coordinate the site visits.

1. A Minimum of Four (4) Biannual Health Assessments. During the awarded project period, a minimum of two maintenance health assessments will be completed per site, at two sites. MDE must be present at each of these assessments. Each assessment will include evaluation and documentation of site conditions and potential maintenance activities needed, which may include the following:
 - a. Nonnative and Invasive Plant Removal: Removal of specific nonnative and invasive plants (e.g., Phalaris, Olive, Mile-a-Minute, Multi-flora Rose, etc.);
 - b. Native Plantings: Replacement tree planting in areas that have failed to establish, native wetland seeding in areas treated for monocultures of invasive herbaceous vegetation (e.g., Phalaris), and plantings to increase biodiversity;
 - c. Native Plant Species Control: Trees and native plants that tend to dominate sites may need to be removed to improve vegetation diversity (e.g., sweetgum or loblolly management);
 - d. Signage Maintenance and Replacement;
 - e. Fencing Maintenance: Deer fencing on site may need to be repaired, and/or replaced;
 - f. Removal of Trash and other materials not part of the project installation; and/or
 - g. Additional General Maintenance for Forested Wetland Mitigation Sites: The sites were constructed between five and eight years ago and general maintenance/remediation will be needed as identified by the contractor and agreed to by the funding partners.
2. Complete the Maintenance Tasks: Maintenance identified in the Health Assessments will be proposed to and approved by the funding partners. These maintenance tasks will be completed by the Contractor. Several maintenance tasks have already been identified:
 - a. Treatment of nonnative and/or invasive species and plant species control at Birch Branch, including cutting and stump spraying Olive and Loblolly pine.
 - b. Treatment of nonnative and/or invasive species at Beltsville Agriculture Research Center, including Phalaris.
 - c. Potentially planting additional tree species at Beltsville Agriculture Research Center where tree establishment is lower.

See Appendices [A](#) and [B](#) for more information on each wetland site and sample maintenance inventory.

C. Potential “On-Call” Maintenance and Remediation Tasks

During the project period there is an opportunity to provide “on-call” services for remediation and other tasks to support the nontidal wetland program. An overview of the anticipated tasks and scopes of work is provided to guide your application response.

1. Remediation Activities: These activities will be on an as-needed (requested by the Trust and MDE) basis or as identified during a maintenance health assessment site visit (and then agreed to by MDE and the Trust prior to conducting the work):
 - a. Ditch Plug Remediation: Construct or repair ditch plugs to address hydrology issues and/or;
 - b. Grade Control Structures: Remediate or replace failing grade control structures to address hydrology issues.

2. Other Potential Program Support Activities:
 - a. Design nontidal wetland structures and acquire permits for these maintenance and/or remediation activities and/or expand upon the Birch Branch project site, which will include up to a half-acre of additional farmed to forest wetland conversion. This will require the Contractor to coordinate with the landowner, establish and record a conservation easement, install a ditch plug, seed with native wetland species, plant native trees/shrubs, and install signs at the perimeter.
 - b. Invasive species treatment and tree planting at additional wetland mitigation sites.

2.3 Deliverables: Offerors must outline in detail their ability to perform in a timely fashion the following services:

Deliverable A: Two kick-off and site evaluation meetings by July 1, 2026 with the Trust and MDE to discuss the project, steps for implementation, contract deliverables, reporting, and submission of meeting notes. Submission of final deliverables table, which identifies tasks, dates, and cost to be completed and approved by MDE and the Trust.

Deliverable A.1 – Birch Branch

Deliverable A.2 – Beltsville Agricultural Research Center (BARC)

Deliverable B: Completion and documentation of maintenance tasks identified and agreed upon from the submitted deliverables table completed in Deliverable A. These maintenance tasks are expected to be completed within two months of identification through Deliverable B.

Additional sites may be added at the discretion of the Trust and MDE.

Deliverable B.1 –Maintenance and Remediation Activities

B.1. A. – Birch Branch – 11 acre – Worcester County

B.1. B. – Beltsville Agricultural Research Center - 13 acres - Beltsville

Additional Deliverables: Deliverables A and B could be repeated as needed if additional maintenance or remediation needs are identified beyond the activities that were captured in the initial site evaluation or if the terms of the agreement are extended. If requested the contractor will submit an updated deliverables table, which identifies tasks, dates, and cost to be completed, which will need to be approved by the Trust and MDE before maintenance occurs. Costs would be included as an additional award amendment and are not to be included as part of this proposal and funding request.

2.4 **Qualifications and Expertise:** Offeror’s personnel and/or contractors assigned to perform under the Contract should have the following:

- a. Knowledge of forested nontidal wetlands including mitigation requirements, maintenance needs, remediation needs, and nontidal wetland native plant species, demonstrated through at least three projects successfully completed over the past five years. General knowledge and expertise should include:
 - i. Familiarity with local, state, and federal regulations including maintenance standards, and reporting requirements (e.g., Clean Water Act Section 404 and Maryland Nontidal Wetlands Protection Act);
 - ii. Ability to recognize maintenance triggers such as erosion, vegetation replacement needs, hydrology issues (e.g., excess flooding or dry spots), etc.;
 - iii. Knowledge of wetland hydrology;
 - iv. Vegetation identification and management; and
 - v. Experience with construction oversight and environmental fieldwork;
- b. Experience providing forested nontidal wetland or other nontidal wetland maintenance and remediation services in the Mid-Atlantic region, demonstrated through at least three projects successfully completed over the past five years;
- c. A certified *Maryland Pesticide Applicator* who holds a current and certified license to oversee any and all pesticide application performed under the Contract;
- d. A Professional Wetland Scientist or equivalent expertise; and
- e. Problem-solving and adaptive field judgement.

Disadvantaged Business Enterprises (DBE) and Minority Business Enterprises (MBE) are encouraged to apply. All interested potential applicants are encouraged to contact the Trust prior to applying (see Section 4.1).

SECTION III – ADDITIONAL SERVICES

3.1 **Additional Services:** The Trust may request ancillary or additional services within the capacity of the contractor as may be useful or necessary in the interests of the Trust and the project. Each successful bidder may be engaged in additional phases of work through this procurement action. Availability of funds and evaluation of program outcomes may support extensions of the contracts.

3.2 **Add/Deduct:** The Trust reserves the right to add or remove items from the base bid proposal during the contract and modify or adjust scope of work and payment as needed.

SECTION IV – RFP PROPOSAL FORMAT AND SUBMISSION INSTRUCTIONS

4.1 **Principal Solicitation Officer and Issuing Office:**

Contract Officer: Robert McAfee
Telephone Number: 410-974-2941
E-Mail: rmcafee@cbtrust.org
Address: Chesapeake Bay Trust
108 Severn Avenue
Annapolis, MD 21403

The sole point of contact for the purpose of this RFP is the Contract Officer.

4.2 **Prospective Offerors:** An “Offeror” is a person or entity that submits a proposal in response to this RFP.

4.3 **Cancellation; Discretion of Contract Officer:** The RFP may be canceled in whole or in part and any proposal may be rejected in whole or in part at the discretion of the Contract Officer. In addition, the Contract Officer has the right to negotiate separately with any Offeror in any manner which will best serve the interests of the Trust. The Contract Officer may waive any mandatory condition or minimum qualification if he/she determines that such action is in the best interest of the Trust.

4.4 **Submission Instructions/Proposal Closing Date:** Offerors must submit proposals using the Trust’s Online Application System, located at: <https://us.grantrequest.com/application.aspx?sid=1520&fid=35930> no later than **4:00 p.m.** on **March 16, 2026**, the “Closing Date.” Requests for extensions will not be granted, late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 p.m. **Offerors are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Application System technical assistance on the deadline date. Proposals are irrevocable for 90 days following the Closing Date.

4.5 **Proposal Format:** The Offeror must submit a proposal that includes responses to #1 and #2 in a concise (≤ 5 pages) description in one electronic file, and items #3, #4, and #5 should be submitted in separate files:

1. **Proposal** for addressing the work and outcomes described in **SECTION II: SCOPE OF WORK (2.2)** and **SECTION II: DELIVERABLES (2.3)**:
 - a. **Project Plan, Methods and Schedule:** The Offeror shall describe their approach to provide the health assessments, complete the maintenance tasks needed based on the health assessments, and provide the potential “on call” maintenance and remediation tasks as detailed in Section 2.2. Include a description of the methodology for the

required maintenance activities. Describe the project schedule (timeline when visits and work will occur) and expected budget required for major tasks.

- b. Cost Estimate Worksheet: The Offeror shall submit a Maintenance and Remediation Activities Cost Estimate Sheet which can be found in [Appendix C](#).

Table 1. Project deliverables and timeline.			
Report # and Reporting Period	Project Deliverables	Date of Delivery	Amount
Report #1: MM/DD/20YY to MM/DD/20YY	The deliverables include: <ul style="list-style-type: none"> (add name of deliverables here, along with format of each deliverable) 	MM/DD/20YY	\$
Report #2: MM/DD/20YY to MM/DD/20YY	The deliverables include: <ul style="list-style-type: none"> (add name of deliverables here, along with format of each deliverable) 	MM/DD/20YY	\$

2. Qualifications and Expertise: A description of the experience to provide the services as detailed in **SECTION II: OFFEROR'S MINIMUM QUALIFICATIONS (2.4)**:
 - a. Response to the Qualifications and Expertise section: A description of the experience to provide services as described in Section II, including any relevant certifications by either the Offeror’s organization or the key personnel/contractors engaged in the project.
 - b. List of current staff and qualifications, including relevant background, number of years in the industry, and current role. The resume or CV of the individual(s) providing the service. Proof of employment of or plan to contract a Professional Wetland Scientist (or equivalent expertise) and Licensed Maryland Pesticide Applicator.
 - c. Names, phone numbers, and email addresses of three (3) client references for whom the Offeror has performed similar work to that requested in this RFP. For each client, describe the project, the project’s date(s), and services performed.

3. Budget: The Offeror shall submit a budget by filling out the “Application Budget” worksheet of the Trust’s Financial Management Spreadsheet. This form can be downloaded from <https://cbtrust.org/grants/applicant-resources-forms-policies/>, and the completed file will then be uploaded in the online application. The proposed budget will include the total number of hours and hourly rate of compensation, and any additional costs required to complete the project using the budget form provided in the online application. If needed, provide additional justification or explanation as an attachment to the proposal. The proposed rates of compensation will be irrevocable for a period of 90 days from the Closing Date, or if modified during negotiations, for a period of 90 days from the date such modified rates are proposed by the Offeror.

4. A signed and dated IRS form W-9.

5. Any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.

4.6 **Eligible Organizations:** Not-for-profit and for-profit entities with a primary focus on the nontidal wetland mitigation and related maintenance activities are eligible organizations. No entity may enter into a Contract with the Trust under this funding opportunity if the entity is listed in www.sam.gov as debarred, suspended, or otherwise excluded.

4.7 **Subcontracting Opportunities:** It is assumed this solicitation will result in small procurements that will not provide realistic opportunities for subcontracting, though multiple organizations may apply as a collaborative or partnership with an identified project lead. If, however, an Offeror considers subcontracting of services to be available, they should so specify. Offerors are strongly encouraged to engage Disadvantaged/Minority Business Enterprises. The following websites may be helpful in identifying DBE, MBE, and SBE firms:

DC	https://dslbd.secure.force.com/public/
DE	https://deldotcivilrights.dbesystem.com/FrontEnd/searchcertifieddirectory.asp
MD	https://marylandmbe.mdbecert.com/
NY	https://ny.newnycontracts.com/frontend/searchcertifieddirectory.asp?
PA	http://www.dgs.internet.state.pa.us/suppliersearch
VA	https://www.sbsd.virginia.gov/directory/
WV	http://apps.sos.wv.gov/business/corporations/searchadvanced.aspx

SECTION V – EVALUATION PROCEDURE

5.1 **Qualifying Proposals:** The Contract Officer will review each proposal for compliance with the qualifications set forth in "Offeror's Qualifications and Expertise."

5.2 **Deviations and Negotiation:** The Contract Officer shall have the sole right to determine whether any deviation from the requirements of this RFP is substantial in nature, and the Contract Officer may reject non-conforming proposals. In addition, the Contract Officer may waive minor irregularities in proposals, allow an Offeror to correct minor irregularities, and negotiate with responsible Offerors in any manner deemed necessary or desirable to serve the best interests of the Project.

5.3 **Evaluation:** Proposals shall be evaluated by the Contract Officer and a review committee. Evaluation will be based on the evaluation criteria discussed below. The Contract Officer reserves the right to recommend an Offeror for contract award based upon the Offeror's proposal without further discussion. However, the Contract Officer may engage in further discussion if they determine that it might be beneficial. In such case, the Contract Officer will notify those responsible Offerors with whom further discussion is desired. In addition, the Contract Officer may permit qualified Offerors to revise their proposals by submitting "best and final" offers. The Trust is not required to select any Offeror.

5.4 **Evaluation Considerations:** Proposals by Offerors who meet the qualifications set forth in **SECTION II** will be evaluated on the basis of the following factors:

- a. **Proposed Approach:** Evaluation of the work to be performed to accomplish the goals outlined in Section II. (scale of 1 – 5)
- b. **Experience of Offeror and Proposed Team:** Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed, supported by references and evaluation of the qualifications, reputation, and compatibility with needs of the Trust and the project of the individual or individuals who will perform the Contract. (scale of 1 – 40)
- c. **Capacity:** Evaluation of the Offeror's ability and commitment to meet timeline for the project. (scale of 1 – 15)
- d. **Cost:** The total cost and cost per site maintained, including hourly rate and number of hours devoted to the project, proposed to accomplish deliverables. (scale of 1 – 40)

SECTION VI – OTHER INFORMATION

6.1 **Professional Liability Insurance:** The Offeror shall agree to maintain in full force and effect during the term of the Contract usual and customary amounts of liability insurance coverage in connection with the performance or failure to perform services under the Contract.

6.2 **Expenses:** The Trust and the Contract Officer are not responsible for any direct or indirect expenses which an Offeror may incur in preparing and submitting a proposal, participating in the evaluation process, or in consequence of this solicitation process for any reason.

6.3 **Acceptance of Terms and Conditions:** By submitting a proposal in response to this RFP, (A) the Offeror accepts all of the terms and conditions set forth in this RFP; (B) the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract; (C) the Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the United States Government or the State or any department or unit thereof, including, without limitation, the payment of taxes and employee benefits, and, if selected for award, that it shall not become so in arrears during the term of the Contract; and (D) the Offeror, acknowledges that they are compliant with federal employment and non-discrimination laws and have not been debarred, convicted, charged or had civil judgment rendered against them for fraud or related offense by any government agency (federal, State, or local) or been terminated for cause or default by any government agency (federal, State, or local).

6.4 **Disadvantaged Business Enterprise/Minority Business Enterprise (DBE/MBE) Participation:** This RFP encourages the participation of DBE/MBE firms (members of a group as defined in the State Finance and Procurement Article of the Annotated Code of Maryland (the "Procurement Article"), Section 14-301(f)(i)(ii)). The Trust encourages DBE/MBE firms who meet the minimum qualifications to respond to this RFP.

6.5 **Parties to the Contract:** The contract to be entered into as a result of this RFP (the "Contract") shall be between the successful Offeror (the "contractor") and the Trust, and may be subject to Maryland Department of Environment approval prior to Contract award.

6.6 **Contract Documents:** The Contract shall include the following documents: this RFP, the contractor's Proposal (to the extent not inconsistent with the RFP or the Contract), and the

Contract. In the event of an inconsistency, the Contract shall have priority over the other documents and specific conditions of the Contract shall have priority over General Conditions.

6.7 Contract Term: The Contract term shall commence as of a date to be specified in the Contract and, unless sooner terminated in accordance with the Contract, shall end when all work authorized under the Contract has been successfully completed, unless the Contract is renewed or extended at the sole option of the Contract Officer.

6.8 Billing Procedures and Compensation:

A. Method: The Contractor(s) must comply with billing procedures as may be required by the Contract Officer and Maryland Department of the Environment. These will be based upon satisfactory completion of benchmark tasks.

B. Records: The Contractor(s) shall submit invoices in a form acceptable to the Contract Officer and maintain records relating to the costs and expenses incurred by the Contractor(s) in the performance of the Contracts for a period of three years from the date of final Project payment under the Contracts.

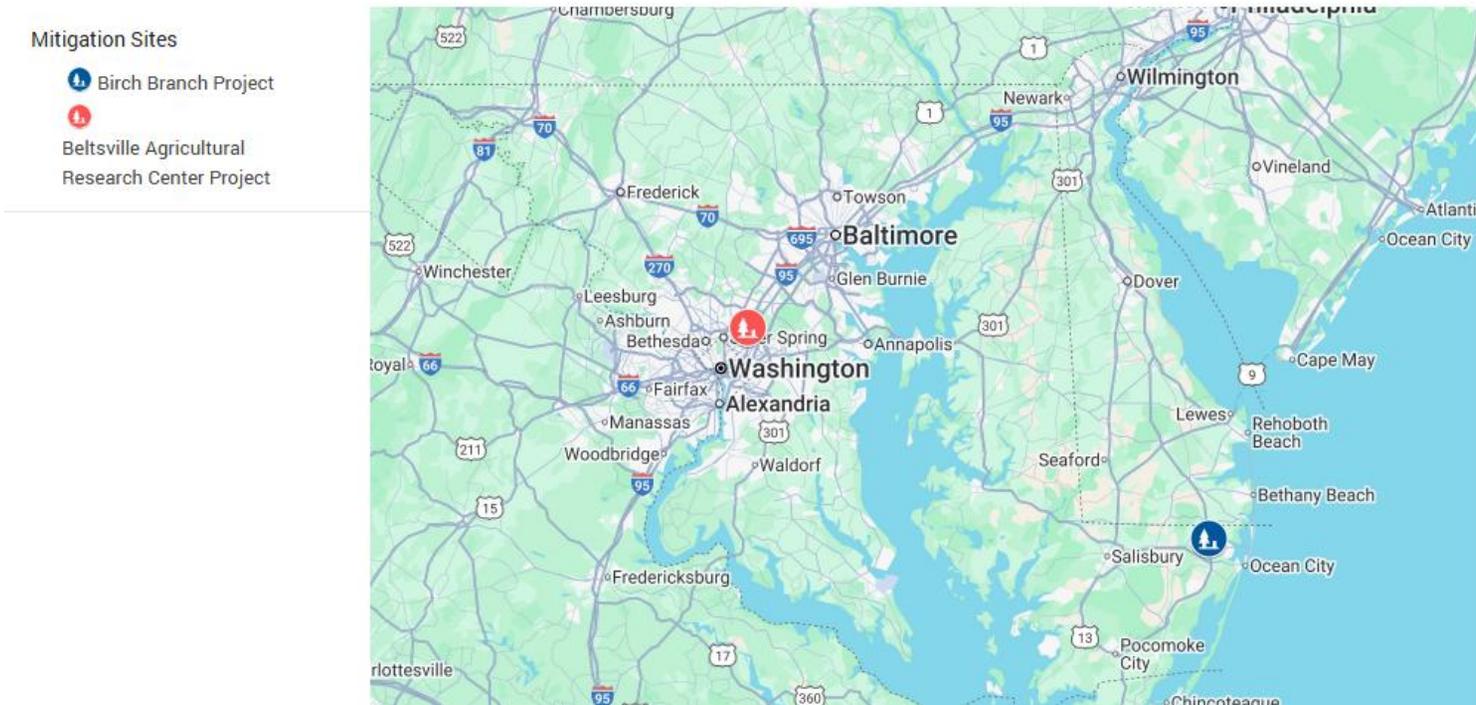
6.9 Certification: The Offeror shall certify that, to the best of its knowledge, the price information submitted is accurate, complete, and correct as of the Closing Date, and if negotiations are conducted as of the date of "best and final offer."

6.10 Branding: All products (outreach materials, press releases, print publications, signage, online messaging, event etc.) must include the Trust's logo available at www.cbtrust.org/logo and the Maryland Department for the Environment logo found at the top of this RFP.

6.11 Disclosure: Proposals submitted in response to this RFP may be provided to government agencies and be subject to disclosure pursuant to the provisions of the Access to Public Records Act of the State Government Article of the Annotated Code of Maryland (the "Public Information Act"). Offerors must specifically identify those portions of their proposals, if any, which they deem to contain confidential or proprietary information and must provide justification why such materials should not, upon request, be disclosed by the State under the Public Information Act.

Appendix A: Map and Table of Forested Wetland Mitigation Sites

The following map shows the geographic locations of the Forested Wetland Mitigation Sites funded through the Maryland Nontidal Wetland Award program.



The table below can be used to identify the sites that are available for maintenance. As one of these sites is privately owned, information is limited for privacy purposes. Additional sites may vary as identified by MDE.

Table 2: Mitigation Sites for Maintenance and Remediation				
Project Name	Project Size	Completion Year	Year Required Maintenance/Monitoring Ended	General Location
Beltsville Agricultural Research Center (BARC)	~13 Acres	2017	2021	Prince George's County
Birch Branch	~11 Acres	2020	2023	Worcester County

Appendix C: Cost Estimate Sheet

Complete the following cost estimate sheet and include it with your application. If the estimates need to be further broken down, please do so in the attached table.

Maintenance or Support Activity	Maintenance Cost Estimate – Labor and Materials (\$ per UNIT)
Ditch Plug Remediation	
Ditch Plug Installation	
Grade Control Structures	
Coordinating with Landowner on Expansion of Birch Branch Mitigation Site by up to Half-Acre and Obtaining Associated Conservation Easements	
Native Planting - bareroot	Per tree
Native planting – ½ inch caliper brought in by hand	Per tree
Native planting – 1 inch caliper	Per tree
Live Stakes	Per stake
Tree tubes	Per installed tube
Native Plant Species Control	Per hour
Nontidal and Invasive Plant Removal	Per hour
Signage Repair	Per sign
Signage Replacement/Installation	Per sign
Fencing Repair	
Fence Replacement	
Removal of trash on site	Per hour
Site evaluation	Per site evaluation