SECTION I - INTRODUCTION

1.1 **Purpose:** The purpose of this Request for Proposals ("RFP") is to provide communities technical assistance for stormwater and watershed planning using charrettes. The work to be supported will advance outcomes from the Chesapeake Bay Agreement.

1.2 **Timeline:** Work must be completed by September 1, 2025.

SECTION II – SERVICES/SCOPES OF WORK and OFFEROR'S MINIMUM QUALIFICATIONS

2.1 **Scope of Work:**

a. **Scope of Work – Introduction**

A charrette is a planning or visioning session where community members, planners, developers, and other key stakeholders collaborate on the development of a green plan, vision, or design for a project. There is a need to provide technical assistance to communities for stormwater and watershed planning. Funding partners request technical assistance for a green street charrette and technical assistance to develop a concept plan and/or engineered design phase in two communities. This effort supports the “Green Streets, Green Jobs, Green Towns” program goal to help communities develop and implement plans that reduce stormwater runoff, increase the number and amount of green spaces in urban areas, improve the health of local waters and the Chesapeake Bay, and enhance quality of life and community livability. This work will support communities who do not currently have the capacity to conduct this planning and design work. More about the grant program is available at: [https://cbtrust.org/grants/green-streets-green-jobs-green-towns/](https://cbtrust.org/grants/green-streets-green-jobs-green-towns/).

These communities requested this technical assistance through the Green Streets, Green Jobs, Green Towns (G3) Grant Program. The communities are interested in planning for future stormwater and watershed planning efforts that will lead to future implementation projects that improve water quality and support healthy communities. The communities demonstrated a need for this additional support and both the willingness and ability to participate in a charrette. We seek charrettes for the following organizations and the communities they support: 1) Town of Brentwood, Maryland (MD) and 2) City of Crisfield, Maryland (MD). The final products requested for each of the two charrettes include a comprehensive set of plan-enabling and supportive documents that represent a feasible plan. You may provide an application for one or both charrettes. The paragraphs below provide details for each of these two projects and their associated locations in which charrettes are requested:

**Town of Brentwood, Maryland:**
The Town of Brentwood is in one of the most densely populated areas of Prince George's County. With over 3,800 residents, Brentwood is 51% Latino/Hispanic and 30% Black/African American, with a median income at 58% of the Area Median Income. More than half of homes speak a language other than English. In light of this demographic diversity, it will be key to engage stakeholders and organizations that are uniquely positioned to connect with these audiences, with emphasis on the Spanish-speaking community in the Town of Brentwood. Approximately 144 acres or 60% of improved properties in the town are located in a flood zone, including the primary focus for technical assistance, Bartlett Park. This Town-owned park experiences flooding during rain events and there is little to no green infrastructure to treat runoff and manage flooding from existing structures. With limited municipal staff and resources, and understanding the importance of community involvement, stakeholder engagement, and participatory governance, the Town seeks assistance to hold a charrette that can lead to future design and construction improvements of Bartlett Park. The anticipated outcome of technical assistance includes implementation for stormwater runoff treatment and flooding reduction, preservation and expansion of the tree canopy and vegetation, and reduction of heat islands, while centering diverse uses of the Park and inclusion of all community voices. Other central aspects of this project would support climate action efforts, equitable access to the Park, energy-efficient lighting, public safety with slowed traffic, health and livability, and increased walkability and bikeability. Other stakeholder organizations will also partner in the scope of work to educate and motivate diverse community input. The technical assistance and charrette will help the Town of Brentwood engage stakeholders and community members, oversee/lead this visioning project, and deliver a greening conceptual or engineered design for Bartlett Park.

Through this effort, the Town aims to bring together community members and stakeholders with Town staff and leaders to learn more about stormwater runoff and green infrastructure practices while incorporating the values of enrichment and recreation for those that visit the park. The assistance provided will help advance Brentwood’s Racial Equity Plan by supporting shared ownership in the design and future green infrastructure implementation using the shared vision of accessible recreation and innovative, cost-effective green solutions. In addition, this assistance will help align Town/County goals for broader reach with more partners and organizations that can be brought into this process. The charrette and associated activities will build public trust in and support for County climate action efforts by supporting climate adaptation measures that are visible and accessible to the community members, participants, and stakeholders. Following the charrette’s recommendations the Town plans to promote the results and apply for engineering and construction funding to implement top projects.

City of Crisfield, Maryland:
The City of Crisfield seeks support for the Crisfield Waterman’s Park design to convert the existing City-owned degraded asphalt parking lot to a green, sustainable park area for community use. This parking lot is located a block from the Crisfield City Dock on the Tangier Sound of the Chesapeake Bay and has served as a location for many cultural and community events for decades due to its proximity to the Bay, the downtown business district, and the City Dock. The Waterman’s Park greening project will serve to reduce both severe and nuisance park flooding and build community resilience in the face of sea level rise. This project will include community and stakeholder input, along with common aspects of a park design, to create a conceptual design that includes green infrastructure and stormwater management features. City staff will assist with outreach and the identification of relevant stakeholders, including attaining Crisfield Mayor and City Council input on future plans. The City of Crisfield conceptual design will identify green design elements such as permeable pavement, tree plantings, native pollinator gardens, and rain barrels, and will consider the community and
stakeholder input. The City will apply for funding for engineering and implementation phases of the future projects recommended from the charrette. The City of Crisfield is dedicated to implementing green infrastructure wherever possible to reduce flooding and increase aesthetics.

In fiscal year 2022, The City of Crisfield was declined for a “Community Parks and Playground Program” state grant ($296k) at least in part due to lack of plans and engineering available at the time in the area that is targeted for this charrette/technical assistance. This “Crisfield Watermen’s Park Design” project is crucial because the project will: 1) document stakeholder and community input for the products and 2) provide proof-of-concept designs for one or more green infrastructure plans that can be implemented in future efforts. The City believes that green infrastructure and flood mitigation strategies are key to the small waterfront town’s survival and ability to thrive.

The City has a full-time grant administrator and a part time grant assistant and seeks help to increase the number of projects needed/planned and supplement limited City staffing capacity. The City has been working with Federal Emergency Management Agency’s (FEMA’s) Building Resilient Communities and Infrastructure (BRIC) direct technical assistance over the past two years and more information on this is available at: https://www.crisfieldfloodmitigation.com/. The City anticipates a future FEMA award that can help increase staff and capacity in future years and this technical assistance will help fill the gap until then. In addition, this effort will complement the Southern Crisfield Flood Mitigation Project. The City currently hosts bi-monthly virtual meetings with many existing partners/collaborators about flood mitigation including using green infrastructure strategies. Finally, by converting an impervious parking lot a block from the Chesapeake Bay into a pervious green space for a Watermen’s Park, this project will honor Crisfield’s heritage, and meet the Green Streets, Green Jobs, Green Towns Grant Program goals to develop and implement plans that reduce stormwater runoff, increasing the amount of urban green spaces, and improve the health of our environment, and enhancing quality of life and community livability for the town.

b. Scope of Work – Deliverables.

Offerors must outline in detail their ability to perform in timely fashion the following services (applications can be for one or both charrettes):

- **Deliverable A** –
  - One kick off meeting with the funding partners and key stakeholders within the community to discuss the project.
  - Review of application materials submitted by the target community/communities.
  - Plan for charrette with a timeline, milestones, and action items.

- **Deliverable B** –
  - Meetings with the target community and stakeholders to plan the charrettes.
    - Notes and action items from the meetings.
  - A plan to conduct the charrettes for the community.
    - Develop a draft agenda, draft invitation list (groups/people), potential locations/dates for the charrette, milestones, and expected outcomes.
  - One in-person site visit for the site assessment, identification, creation, and/or collection of all base data necessary to perform the project planning and design during the charrette.
  - Secure on-site and local meeting location for the charrette.
The meeting location shall be convenient for community members to attend in person with a hybrid option available.

- Deliverable C –
  - Develop the final agenda and secure all meeting materials needed to conduct the charrettes.
  - Finalize the invitation list with the key stakeholders from the target community/communities for each charrette.
  - Advertise and invite attendees for the charrette.
  - Hold a charrette in each of the target communities with final products being the notes from the charrette and a plan for next steps including the final products (stormwater retrofit concept plans for one or more areas and/or stormwater retrofit engineered design for one or more practices) to be developed as outcomes of this scope of work.

- Deliverable D –
  - Draft product(s), as defined and agreed upon in Deliverable C, of stormwater retrofit concept plans(s) and/or stormwater retrofit engineered design(s) for one or more practices are produced.
  - Presentation to the key stakeholders of the draft product(s) for each charrette.
  - Final product(s) developed and provided to the key stakeholders with recommendation for how to implement the recommendations to include schedule, estimated budget, resources needed, funding sources, etc. that will ensure information transfer occurs from this planning state to a future implementation for the communities served.

c. Qualifications and expertise

Offeror’s personnel assigned to perform under the Contract should have the following experience:

- Knowledge of green infrastructure and stormwater management in the Chesapeake Bay watershed;
- Recent experience (in the last three years) planning and leading in-person, virtual, and hybrid community meetings/forums in the Chesapeake Bay watershed;
- Experience developing watershed plans, stormwater conceptual plans, and engineering plans; and
- Competence in communication strategies to engage with and work with community members, City/County staff, stormwater/watershed professionals, and managers for the communities where the charrette(s) will be held.

d. Information Session

A webinar at which the program will be described and questions from potential bidders will be answered will be held June 25th from 12:00pm to 1:00pm. Register to attend at the following link: https://us02web.zoom.us/meeting/register/tZY1c-2vpjguEtdTGSwnGYpFavwbBGRG0wca (this link will take you to a page to register for the zoom meeting. After you register, you will be sent a confirmation email containing information to join the meeting (meeting link, meeting ID, passcode). Any updates to this Information Session will be posted on this program’s website.

SECTION III – ADDITIONAL SERVICES
Additional Services. The Contract Officer 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 for any of the above Scopes of Work.

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 - PROPOSAL FORMAT AND SUBMISSION INFORMATION

4.1 Principal Solicitation Officer and Issuing Office:

Contract Officer: Delaney Samons  
Telephone Number: 410-974-2941 ext. 131  
E-Mail: dsamons@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: This 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 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 our Online Application System, located at: https://us.grantrequest.com/application.aspx?sid=1520&fid=35343 no later than 4:00 p.m. on July 18th (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 pm. 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. If email confirmation of submission is not received within two business days, please contact the Principal Solicitation Officer listed in Section 4.1.

Proposals are irrevocable for 90 days following the Closing Date.

4.5 Proposal Format:

Narrative:
You will be asked to submit a narrative. Each proposal must include responses to a-d in a concise (≤5 pages) description. Items e) and f) may be addressed outside of the 5-page limit and may be attached as additional pages. All material must be submitted in one electronic file.

a) Names of individuals providing the services and number of years of experience in such areas
b) The individual’s proposal for how to address the elements of the scope(s) of work and required outcomes described in the services and deliverables section (Section II above).
c) Response to the qualifications section: a description of the experience to provide services in the topics described above as described in Section 2c,
d) Names, phone numbers, and email addresses of three references
e) The resume or CV of the individual(s) providing the service
f) Any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.

Budget:
The Offeror shall submit a budget including total number of hours and hourly rate of compensation for the services to be performed during the term of the Contract broken down by direct rate, benefit rate, indirect rate, profit, and direct expenses; any additional costs required to complete the project; and total compensation. Under this program, food and beverage costs will not be supported. Use the Application Budget worksheet in the Financial Management Spreadsheet accessible at www.cbtrust.org/forms, and 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.

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, a Offeror considers subcontracting of services to be available, they should so specify, and in that case demonstrate compliance with Good Faith Efforts to engage Disadvantaged Business Enterprises.

4.6 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.

4.7 Eligible Organizations: Not-for-profit and for-profit entities 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.
4.8 **Subcontracting Opportunities and Procurement**: If an Offeror considers subcontracting of services to be available, they should so specify, and in that case demonstrate compliance with Good Faith Efforts to engage Disadvantaged Business Enterprises (DBE), Minority Business Enterprise (MBE), and Small Business Enterprise (SBE). The following website may be helpful in identifying DBE, MBE, and SBE firms: [https://mbe.mdot.maryland.gov/](https://mbe.mdot.maryland.gov/).

**SECTION V - EVALUATION PROCEDURE**

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

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 a review committee composed of technical experts and facilitated by the Contract Officer. Evaluation will be made on the basis of the evaluation criteria discussed below and may include any oral presentation that may be required by the Contract Officer, through a recommendation by the technical review committee, at his or her discretion. The Contract Officer reserves the right to recommend an Offeror for contract award based upon the Offeror's proposal without oral presentations or further discussion. However, the Contract Officer may engage in further discussion if he or she determines 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.

5.4 **Evaluation Considerations**: Proposals and any oral presentation by Offerors who meet the minimum qualifications set forth in Section II will be evaluated by the technical review committee on the basis of the following factors:

A. **Proposed Team (Specific Individual(s) Responsible for Performance of Contract)**: 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.

B. **Proposed Approach**: Evaluation of the work to be performed to accomplish the goals outlined in the Scopes of Work in Section II.

C. **Experience of Offeror**: Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed, supported by references.
D. **Capacity.** Evaluation of the Offeror’s ability and commitment to meet timeline for the Project.

E. **Price and Hours.** Hourly rate and number of hours to be devoted to the project.

**SECTION VI: OTHER INFORMATION**

6.1 **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.

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.

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.** The Contractor(s) must comply with billing procedures as may be required by the Contract Officer. These may entail quarterly reporting of time and eligible expenses or may be based upon satisfactory completion of outcomes as described in Section II.

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."

6.9 **Branding.** All products (outreach materials, events) will be branded with Trust logos found online at https://cbtrust.org/additional-resources/.
Appendix A: Town of Brentwood Site Photos