



## Chesapeake Bay Trust

### REQUEST FOR PROPOSALS (RFP)

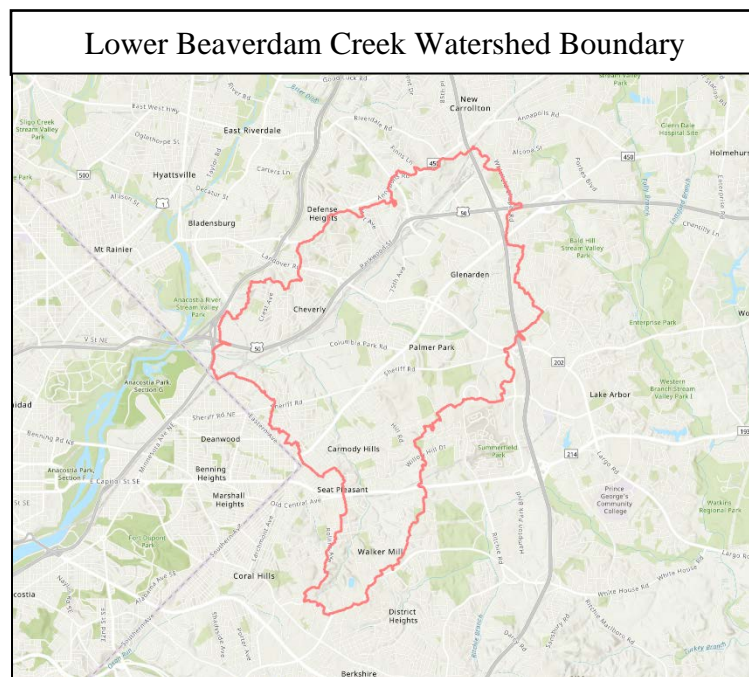
#### CONTRACTUAL SERVICES FOR A GREEN ROOF DEMONSTRATION PROJECT NEAR THE LOWER BEAVERDAM CREEK WATERSHED (PRINCE GEORGE’S COUNTY, MARYLAND)

**Proposal Deadline: November 30, 2023**

### SECTION I – INTRODUCTION

1.1 **Purpose:** The Lower Beaverdam Creek Watershed (Figure 1) is in the 100-year floodplain in Prince George’s County, Maryland. The Trust (and partners) aim to support a pilot green roof in or adjacent to the Lower Beaverdam Creek floodplain for a warehouse, production, or distribution building.

The Trust seeks a green roof project to demonstrate the value of green roofs for the numerous warehouse and industrial buildings in the County. It is preferred, but not required, that the project is located in or adjacent to either the Lower Beaverdam Creek (see map below) or Cabin Branch watershed corridors, areas inside the Beltway generally along Route 50 and south toward Capitol Heights. Green wall(s) and green roof-solar panel hybrid projects are considered eligible for funding. This pilot will demonstrate this practice and add climate resiliency in the impacted watershed. Projects that are innovative and that combine funding sources are encouraged.



**Figure 1. Lower Beaverdam Creek Watershed in Prince George’s County, Maryland.**

## **SECTION II – SERVICES/SCOPES OF WORK and OFFEROR’S MINIMUM QUALIFICATIONS**

### **2.1 Timeline and Amount Available:**

Amount Available: \$70,000

Timeline: Work must be completed by July 1, 2025.

**2.2 Scope of Work:** A green roof is a vegetated roof system that stores rainwater in a lightweight, engineered soil medium. The stored water is taken up by the plants on the rooftop and released back into the atmosphere through evaporation. As a result, compared to a conventional rooftop of the same area, much less water runs off of a green roof. Green roofs, which have been used in Europe for more than 30 years and implemented in Washington, D.C. regularly, can be incorporated into new construction and can be used on many existing buildings. The Trust seeks qualified contractors to aid in this pilot program to install a green roof on an industrial building in the Lower Beaverdam Creek Watershed (priority area).

The funding for this program is available to support a project on an industrial building in the priority area but is open to all of Prince George’s County for consideration. The project must be appropriately sited and technically sound, including using the latest technology/science and meeting all Federal, State, and County guidelines/requirements. The project’s design, planting plan, maintenance plan (with responsible party), and stormwater management benefit (volume reduced, loads reduced, etc.) shall be provided for review. The property owner must demonstrate their support for the project by providing a letter of commitment. Finally, the green roof should be voluntary and not wholly required by a Federal, State, or locally issued permit, decree, or enforcement action of new or redevelopment or any regulatory requirement.

### **2.2 Deliverables for Scope of Work**

- Deliverable A: One kick off meeting with funding partners to discuss the project and steps for design/implementation. Submission of meeting notes and construction/implementation plan.
- Deliverable B: Structural load analysis from a licensed structural engineer demonstrating that the green roof is possible at the site (this can be submitted with the application if available). Green roof design, planting plan, stormwater management estimates for the site, all permits needed, and maintenance plan. Pre-construction meeting with funding partners and notes from the meeting provided to the Trust.
- Deliverable C: Green roof implemented, final planting plan, final stormwater management results for the site, final designs and as-builts (if needed), and post-construction site visit with funding partners.

### **2.3 Qualifications and Expertise**

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

- Knowledge of green infrastructure and stormwater management in the Chesapeake Bay watershed;
- Ability to engage with community/business owners to install green infrastructure practices;
- Experience designing and implementing at least two green roof projects in the last five years in the Chesapeake Bay (in Maryland and in Prince George’s County preferred);

- Experience with Maryland stormwater and erosion and sediment control permitting (in Prince George’s County preferred);
- Ability to attest to structural engineering requirements (structural load analysis) needed to support a green roof and support the permitting process;
- Construction oversight and management;
- Knowledge of green roof plant and soil requirements;
- Stormwater practice maintenance planning and implementation; and
- Certified green roof contractor used for installation.

Offeror’s organization should have the following qualifications:

- Knowledge of procurement processes;
- Ability to retain/attain professional staff;
- Team/capacity to implement a green roof within the period of performance; and
- Have, attain, and/or retain professional certifications, insurance, and other requirements needed to perform the work.

### 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 one additional phase of work through this procurement action.

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 – 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](mailto: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 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 our Online Application System, located at: <https://us.grantrequest.com/application.aspx?sid=1520&fid=35343> no later than **4:00 p.m.** on **November 30, 2023** 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:** The Offeror must submit a proposal that includes responses to a) through d) in a concise ( $\leq 5$  pages) description. Item e) must be submitted as a separate excel file. Items f) through h) may be addressed outside of the five (5)-page limit and may be attached as additional pages. All narrative materials must be submitted in one electronic file.

- a) Names of individuals providing the services and number of years of experience in green infrastructure and stormwater management in the Chesapeake Bay watershed);
- 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 2 above);
- c) Response to the qualifications section: a description of the experience to provide services as described in Section 2, including demonstration of existing completed green roof projects and any relevant certifications by either the Offeror’s organization or the key personnel engaged in the project;
- d) Names, telephone numbers, and email addresses of three references;
- e) 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/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;
- f) The resume(s) of the individual(s) providing the service;
- g) Signed and dated IRS form W-9; and
- h) Any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.

\*Example projects can include a mix of successful green infrastructure and stormwater management completed projects in the Chesapeake Bay watershed and at least two completed green roof projects.

4.6 **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](http://www.sam.gov) as debarred, suspended, or otherwise excluded.

4.7 **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/>.

## **SECTION V – EVALUATION PROCEDURE**

5.1 **Qualifying Proposals:** The Contract Officer will review each proposal for compliance with the qualifications set forth in Section 2.3 "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. This evaluation will be made on the basis of 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.

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 the Scope of Work in Section 2 (scale of 1 – 20)
- b) **Experience of Offeror:** Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed, supported by references (scale of 1 – 20)
- c) **Capacity:** Evaluation of the Offeror's ability and commitment to meet timeline for the Project (scale of 1 – 20)
- d) **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 (scale of 1 – 15)
- e) **Cost:** The total cost, including hourly rate and number of hours devoted to the project, proposed to accomplish deliverables (scale of 1 – 15)
- f) **Proposed priority audience:** Evaluation of the proposed priority audience(s) including justification for prioritizing the proposed audience(s) given their current level of engagement in regional environmental initiatives. (scale of 1 – 10)

## **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; and (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.

6.4 **Disadvantaged Business Enterprise, Minority Business Enterprise, and Small Business Enterprise (DBE/MBE/SBE) Participation:** This RFP encourages the participation of DBE/MBE/SBE 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/SBE 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:** 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 2.

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, events) will be branded with the Chesapeake Bay Trust logo found online at <https://cbtrust.org/additional-resources/>.