

## **Chesapeake Bay Trust**

### **REQUEST FOR PROPOSALS**

#### **CONSULTANT SERVICES FOR STORM SMART CHESAPEAKE TECHNICAL ASSISTANCE - BRIDGEVILLE SUSTAINABLE, NATURE-BASED STORMWATER SOLUTIONS CHARRETTE**

**Release Date: September 25, 2026**

#### **SECTION I - INTRODUCTION**

**1.1 Purpose:** The purpose of this Request for Proposals ("RFP") is to secure consultant services to plan, facilitate, and document a community charrette focused on sustainable, nature-based stormwater solutions for the Town of Bridgeville, Delaware, through the Chesapeake Bay Trust's (the Trust's) Storm Smart Chesapeake program. The work will support stormwater and watershed planning and advance outcomes of the Chesapeake Bay Watershed Agreement. Funding is provided by the U.S. Environmental Protection Agency, Region 3 (EPA Region 3), under CFDA No. 66.964.

#### **SECTION II - SERVICES/SCOPE OF WORK AND DELIVERABLES**

**Maximum bid:** Bids not to exceed \$20,000.

**Timeline:** All work must be completed by October 30, 2027.

**Charrette window:** The charrette is anticipated to occur between February and April 2027, with the final product delivery date and format determined in coordination with the project partners and selected Contractor.

##### **2.1 Scope of Work – Introduction**

A charrette is a collaborative planning process in which community members, municipal leaders, technical experts, and other stakeholders work together to identify needs, evaluate alternatives, and develop a shared plan for action. For this effort, the selected Contractor should recommend an appropriate format that engages a representative group of community and technical stakeholders and provides meaningful opportunities for broader community input.

The Town of Bridgeville completed a Master Stormwater and Drainage Study and a community-wide stormwater infrastructure inventory in 2024. That work documented the location and condition of existing infrastructure, evaluated system capacity, identified deficiencies, and noted potential opportunity areas. However, the Town does not yet have a community-supported list of priority projects or a clear pathway for advancing potential solutions toward planning, design, funding, and implementation. The charrette will build on the existing study and inventory.

The geographic area of interest is the Town of Bridgeville, with particular focus on the Bridgeville Branch corridor, the historic downtown and older residential neighborhoods, and other locations identified through the Town's stormwater inventory as experiencing flooding, drainage, erosion, or water quality concerns (*Existing plans, maps, and stormwater inventory information identifying these areas will be provided to the selected Contractor*). The process

should also consider connections to the Bridgeville Branch Tax Ditch system, roadway rights-of-way, utilities, public properties, and planned municipal projects.

The charrette is being advanced by the Town of Bridgeville, Nanticoke Watershed Alliance (NWA), and the University of Delaware Grant Assistance Program (GAP), with technical participation anticipated from the Delaware Department of Natural Resources and Environmental Control, Sussex Conservation District, Sussex County, the Delaware Department of Transportation, Bridgeville Branch Tax Ditch stakeholders, and community organizations. The selected Contractor will lead the planning, facilitation, documentation, and final product development described in this RFP.

The project's primary goals are to improve community understanding of sustainable, nature-based stormwater solutions and to produce a community-wide opportunity inventory and map, a prioritized project implementation matrix, a funding sources matrix, and brief recommendations that can inform Bridgeville's Comprehensive Plan update, capital planning, hazard preparedness efforts, and future funding requests. Appendix A provides geographic context for the project area and the Bridgeville Branch Tax Ditch system, and Appendix B provides representative photographs of flooding conditions.

## 2.2 Scope of Work - Deliverables

Offerors must describe their ability to complete the following services and products within the available budget and schedule. The selected Contractor will coordinate closely with the Trust, the Town of Bridgeville, NWA, the University of Delaware GAP, and other project partners throughout the Contract.

### **Deliverable A - Kickoff and Charrette Work Plan**

The Contractor shall hold a kickoff meeting with the Trust and project partners to review available plans and data, the geographic area of interest, potential sites of interest (e.g., experiencing flooding, targeted for water quality, etc.), partner responsibilities, the anticipated charrette audience and format, and the expected products.

#### **Required product:**

1. A brief charrette work plan that includes the project schedule, partner responsibilities, planned meetings, data and information needs, proposed charrette format and duration, and schedule for products.

### **Deliverable B - Charrette Planning and Materials**

The Contractor shall develop the charrette plan based on the findings and recommendations from Deliverable A, including the recommended format and duration, proposed participants, agenda and facilitation approach, and technical materials needed for the event. The Contractor shall submit the proposed charrette plan to the Trust and project partners for review and approval prior to implementation. The Town of Bridgeville and NWA will assist with venue selection, schedul-

ing, local outreach, identifying community participants, and accessibility and participation needs, as appropriate.

**Required products:**

1. A final charrette plan that includes the proposed format and duration, agenda, invited participants, facilitation approach, partner responsibilities, local outreach and advertisement methods, accessibility considerations, and expected outcomes.
2. A charrette materials package that includes the draft presentation, maps or other visuals, worksheets, prioritization tools, and other materials needed to conduct the event.

Food and beverage costs are not eligible under this RFP.

**Deliverable C - Charrette Facilitation and Documentation**

The Contractor shall facilitate the charrette and guide participants through a process to review Bridgeville's documented stormwater conditions, identify locations of concern, consider potential sustainable, nature-based stormwater solutions, discuss feasibility and implementation considerations, and prioritize potential projects and next steps.

Potential approaches may include bioretention, rain gardens, stormwater tree practices, permeable pavement, impervious surface removal, native or riparian plantings, stream buffer plantings, and other appropriate sustainable, nature-based stormwater practices. Where appropriate, the Contractor should consider approaches that work with existing site conditions and soils, including the use of in-situ soils for rain garden and similar practices. Additional information on this approach is available through the Trust's [In-Situ Soil Solutions: Working with Nature for Better Stormwater Management webinar](#). The discussion should consider coordination with existing drainage infrastructure, the Bridgeville Branch Tax Ditch system, roadway rights-of-way, utilities, ownership and access, maintenance needs, and planned municipal projects.

**Required product:**

1. A charrette record submitted within 30 days following the event that includes the final agenda and presentation, participant list, photographs, completed worksheets or prioritization materials, a summary of input received, identified project opportunities, agreed priorities, and next steps.

**Deliverable D - Draft and Final Project Products**

Using the existing plans and data, partner input, and charrette results, the Contractor shall prepare the following draft products:

1. A community-wide opportunity inventory and map that identifies potential project locations and the stormwater or community concern each opportunity addresses.
2. A prioritized project implementation matrix that identifies, at a minimum:
  - Project location;

- Existing stormwater or community concern;
  - Potential sustainable, nature-based stormwater solution;
  - Anticipated benefits;
  - Ownership or right-of-way considerations;
  - Planning-level cost range, where feasible;
  - Maintenance considerations;
  - Relative priority and recommended timeframe;
  - Additional assessment or design needs; and
  - Recommended next steps.
3. A funding sources matrix that identifies potential grant programs, state or federal funding sources, and other resources that may support future planning, design, or implementation of the priority projects.
  4. Brief recommendations for incorporating the charrette results into Bridgeville's Comprehensive Plan update, capital planning, hazard preparedness efforts, and future funding requests.

The Contractor shall present the draft products to the Trust and project partners and support one community review opportunity. The Town of Bridgeville, NWA, and the University of Delaware GAP will assist with coordinating the review and finalizing the project and funding matrices.

**Required final products:**

1. Final versions of each of the four draft products listed above, incorporating one round of consolidated comments, in accessible PDF and editable source formats.

**SECTION III - OFFEROR'S MINIMUM QUALIFICATIONS**

**3.1 Qualifications and Expertise**

Offeror personnel assigned to perform under the Contract should demonstrate the following qualifications:

- Knowledge of sustainable, nature-based stormwater solutions, stormwater management, and watershed planning in the Chesapeake Bay watershed;
- Recent experience planning and facilitating in-person community meetings, workshops, or charrettes;
- Experience developing municipal stormwater planning products, opportunity inventories and maps, project implementation matrices, funding strategies, or similar planning products;
- Experience translating technical information into clear materials for residents, municipal officials, and community partners;
- Experience with geographic information systems (GIS), mapping, and project prioritization; and
- Ability to complete the work within the schedule and coordinate effectively with a small municipality and multiple project partners.

Familiarity with Delaware stormwater requirements, Tax Ditch systems, Sussex County, and the Nanticoke River watershed is preferred.

### **3.2 Information Session**

A webinar describing the opportunity and answering questions from potential Offerors will be held **October 16, 2026, from 12:30 – 1:00 PM**

**Registration link:** <https://us02web.zoom.us/meeting/register/PofFta6vTIO4CyFaKL-C9g>.

Any updates will be posted on the Trust's Bidder Opportunities webpage.

## **SECTION IV - ADDITIONAL SERVICES**

4.1 **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.

4.2 **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 V - PROPOSAL FORMAT AND SUBMISSION INFORMATION**

### **5.1 Principal Solicitation Officer and Issuing Office**

Contract Officer: Megan Diehl  
Telephone Number: 410-974-2941 ext. 139  
E-Mail: [mdiehl@cbtrust.org](mailto:mdiehl@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.

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

5.3 **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.

### **5.4 Submission Instructions/Proposal Closing Date**

Offerors must submit proposals using the Trust's Online Application System through the Bidder Opportunities page at <https://cbtrust.org/grants/bidder-opportunities/> no later than **4:00 p.m. Eastern Time on November 6, 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 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 5.1.

Proposals are irrevocable for 90 days following the Closing Date.

## 5.5 **Proposal Format**

### Narrative:

You will be asked to submit a narrative. Each proposal must include responses to a-d in a concise ( $\leq 5$  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 III
- d) Names, phone numbers, and email addresses of three references
- e) The resume or curricula vitae (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](http://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. If your proposed indirect rate is higher than 15% of the direct costs and your proposal is selected for funding, you will be required to provide the Negotiated Indirect Cost Rate Agreement (NICRA) documentation.

Applicant Resources, Forms, and Policies: <https://cbtrust.org/grants/applicant-resources-forms-policies/>

Subcontracting Opportunities: It is assumed this solicitation will result in a small procurement 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 Offerer 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.

5.6 **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.

5.7 **Eligible Organizations:** No entity may enter into a Contract with the Chesapeake Bay Trust under this funding opportunity unless the entity has provided its Unique Entity Identifier (UEI) to the Trust.

## **SECTION VI - EVALUATION PROCEDURE**

6.1 **Qualifying Proposals:** The Contract Officer will review each proposal for compliance with the minimum qualifications set forth in Section III and the submission requirements in Section V.

6.2 **Deviations and Negotiation:** The Contract Officer has the sole right to determine whether a deviation from the requirements of this RFP is substantial and may reject nonconforming proposals. The Contract Officer may waive minor irregularities, allow an Offeror to correct minor irregularities, request clarification, and negotiate with responsible Offerors in any manner deemed necessary or desirable to serve the best interests of the Project.

6.3 **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.

6.4 **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, relevant experience, availability, 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 time-line for the Project.
- E. Price and Hours. Hourly rate and number of hours to be devoted to the project.

## **SECTION VII - OTHER INFORMATION**

7.1 **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.

7.2 **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.

7.3 **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).

7.4 **Disadvantaged Business Enterprise/Minority Business Enterprise 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.

7.5 **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 EPA approval prior to Contract award.

7.6 **Contract Documents:** The Contract shall include the following documents: this RFP, the Contractor's Proposal (to the extent not inconsistent with the RFP or 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.

**7.7 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 authorized work has been successfully completed, unless the Contract is renewed or extended at the sole option of the Contract Officer.

**7.8 Billing Procedures and Compensation**

A. **Method.** The Contract resulting from this RFP will not exceed the applicable federal small procurement threshold. The Contractor must comply with billing procedures required by the Contract Officer and EPA Region 3. These procedures may entail regular reporting of time and eligible expenses or payment based on satisfactory completion of benchmark tasks.

B. **Records.** The Contractor must submit invoices in a form acceptable to the Contract Officer and maintain records relating to costs and expenses incurred in the performance of the Contract for at least three years from the date of final Project payment, or longer if required by the funding source.

**7.9 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 the best and final offer.

**7.10 Branding and Funding Acknowledgement:** All outreach materials, presentations, meeting products, maps, reports, events, and other public-facing products must use the Storm Smart Chesapeake program name and the Trust and EPA Region 3 logos, funding acknowledgement, and federal disclaimer supplied or approved by the Trust. Draft public-facing materials must be submitted to the Trust for review before publication or distribution.

**7.11 Geospatial Data**

If federal funding is used to collect, create, or modify geospatial data, including mapping information associated with geographic coordinates, the Contractor must comply with applicable requirements of the Geospatial Data Act of 2018. Additional information is available at <https://www.fgdc.gov/gda>. The Contractor must provide a separate metadata file for geospatial data created or modified under the Contract. The metadata file must include:

- A description of the data;
- The geographic area or location covered;
- The date the data were collected or created;
- The method used to collect or create the data;
- Any quality checks completed;
- The name and contact information of the responsible individual or organization; and
- A description of how the data may be used.

**7.12 Ownership and Delivery of Work Products:** Unless otherwise stated in the Contract, all final reports, maps, GIS files, meeting materials, photographs, presentations, data, and other products developed under the Contract must be provided to the Trust in final and editable formats. The Contractor must obtain permission for any third-party material incorporated into the products and identify any applicable use restrictions.

## APPENDIX A - BRIDGEVILLE BRANCH TAX DITCH SYSTEM

*The geographic area of interest is the Town of Bridgeville, with particular attention to the Bridgeville Branch corridor, the historic downtown and older residential neighborhoods, and other locations identified in the 2024 stormwater inventory as experiencing flooding, drainage, erosion, or water quality concerns. The map below provides context for the Bridgeville Branch Tax Ditch system. Additional existing plans, maps, and stormwater inventory information will be provided to the selected Contractor.*



## **APPENDIX B - REPRESENTATIVE FLOODING CONDITIONS**

*Photos provided with Storm Smart Chesapeake Grant Program's Charrette Proposal*





