Reid Temple A.M.E. Church
11400 Glenn Dale Road
Glenn Dale, Maryland 20769

REQUEST FOR PROPOSALS
Engineering Design for Stormwater Mitigation Project

Request For Proposals (RFP)

Subject:	Request for Proposals (RFP): National Fish and Wildlife Foundation (NFWF) Chesapeake Bay Small Watershed Assistance (SWA) Planning and Technical Assistance (PTA) Grant
Project Name:	"Reid Rises to Stormwater Challenges" Stormwater Mitigation Engineering Design Project
Organization Type:	Non-profit Corporation 501(c)(3)
RFP Issue Date:	December 9, 2024
Proposals Due:	January 31, 2025, by 11:59 pm

Contact Information:	Edna Primrose, environmentaljustice@reidtemple.org
Deadline for Questions:	January 6, 2025
Award Notification:	February 10, 2025

INTRODUCTION

Reid Temple African Methodist Episcopal (A.M.E.) Church (Reid Temple) has secured funding for the engineering design of multiple green infrastructure improvements at the physical church location and property at 11400 Glenn Dale Blvd, Glenn Dale, MD in Prince George's County. This project would add stormwater retrofit practices to the property, with the objective of reducing and treating impervious areas through pervious and porous green alternatives that will yield the following outcomes upon implementation: 1) reduced localized flooding and icing; 2) increased erosion control and infiltration; 3) improved aesthetics of the property; 4) improved safety due to flooding and icing hazards; and 5) improved mental health and well-being through access to green space.
Reid Temple is seeking qualified consultants to develop construction-ready (100%) designs and obtain permits for the project based on the site assessment outlined in this RFP and in the attached map.

PROJECT ABSTRACT

The engineering design of a bioretention facility and bioswale seeks to address localized flooding, icing, sedimentation, and safety challenges at the Glenn Dale, MD church site. The project's goals and objectives advance NFWF priorities, "Managing Agricultural and Urban Runoff (Managing Upland Urban Runoff through Green Stormwater Infrastructure Improvements)" and "Enhancing Nature Based Resilience for Human Communities" by implementing green infrastructure to manage and treat urban stormwater runoff, and by improving health and safety via hazard mitigation and green space access.

Proposed practices to be designed include a large bioretention facility, one 900-ft bioswale, and parking lot islands converted to smaller bioretention facilities. The bioretention facility will include a constructed wetland, drought-tolerant native plants, ADA-accessible permeable paths, and a water feature central to a contemplative space. The bioswale will be placed along the northern parking lot incorporating drought-tolerant native species. The adjacent residential development next to the parking lot has contributed to erosion and sediment issues. This practice will intercept stormwater and alleviate erosion and sediment issues. Parking lot island bioretention practices will feature drought-tolerant native species.

SCOPE OF WORK

The scope of work for this engineering design project is based on an environmental site visit and concept plan developed by a Chesapeake Bay Community Based Organization Capacity Building Initiative (CBO-CBI) Technical Assistance Team in 2023-2024. The anticipated tasks are as follows:

Task 1. Background Investigations and Concept Design

- Attend a kick-off meeting with the Client and Stakeholders to gather background information on the project site and timeline and establish site plan goals and objectives (Meeting #1).
- Request, obtain, and review site survey information to include lot boundary information and topographic information. An allowance for survey should be included in the fee estimate.
- Request and review as-built utility mapping from Prince George's County and area utility companies.
- Prepare site basemaps for the existing site conditions.
- Conduct a site visit to identify utilities, site drainage, street condition, spot elevations, existing trees, additional site features, pedestrian and vehicle access, and to collect photographs.
- Attend a pre-development review meeting with the Client and Stakeholders to present the preliminary design plan and solicit comments (Meetings #2 & #3).
- Develop Concept Plans to include the following:
    - Existing site plan/demolition plan
    - Proposed site plan
    - Proposed grading plan
    - Proposed stormwater management/drainage plan
    - Project limits of disturbance
- Develop a concept level cost estimate for the concept design.

Task 1 Deliverables: The Design Team will prepare a preliminary design plan and cost estimate and share with the Client and Stakeholders for review and comment. Electronic copies of the deliverables will be provided to the Client. Attendance at up to three meetings is included.

Task 2. Design Development Submittal (60%)

- Coordinate with the Client on any revisions to the overall site plan.
- Develop draft Design Development Plans to include the following:
  - Updated Design Development Plans
  - Erosion and Sediment Control (ESC) plan
  - Landscape Planting Plans and Schedule
  - Utility profiles for the proposed drainage infrastructure
  - Construction details
  - Develop draft construction specifications as necessary
- Attend a Client meeting to review the plans (Meeting #4).
- Update the Design Development plans based on one round of minor comments from the client.
- Update the project cost estimate.
- Coordinate with a Geotechnical Subcontractor to perform up to two (2) SWM borings at proposed SWM facility locations. An allowance for geotechnical borings is to be included in the overall design fee estimate.

Task 2 Deliverables: The Design Team will prepare a design development plan and project cost estimate and share with the Client for review and comment. Electronic copies of the deliverables will be provided to the Client. Attendance at one meeting is included.

Task 3. Final Design/Final SWM Submittal (100%)

- Provide a minor plan update based on one round of minor comments from the Client and Regulatory Agencies.
- Develop a response letter to comments received.
- Finalize the construction specifications pertinent to the site plans.
- Prepare and sign the signature-ready set of the final approved plans.

Task 3 Deliverables: The Design Team will prepare Final Design Plans and an updated cost estimate and share with the Client for review and comment. Electronic copies of the deliverables will be provided to the Client.

Task 4. Bid Phase and Implementation Strategy

- Develop a construction Request for Proposals (RFP) package to be sent (by others) to contractors for bidding.
- Provide final plans and specifications pertaining to Civil items for inclusion in the project bid set.
- Attend an on-site pre-bid meeting (Meeting #6).
- Respond to bid phase requests-for-information (RFIs) from prospective bidders.
- Update SWM, ESC, drainage plans as a project addenda (as necessary).
- Review contractor bids for technical content and completeness.

Task 4 Deliverables: The Design Team will prepare a construction RFP, a Final Construction Bid Plan Set, and a Final Construction Bid Set with Addenda as relevant. Electronic copies of the deliverables will be provided to the Client. Attendance at 1 pre-bid meeting is included.

Assumptions/Inclusions

The following services are included under this scope:

- Allowances are included for survey and geotechnical services.
- All work will be limited to private property, and not within the public ROW.
- Attendance at up to six project meetings is included.

Exclusions

The following services are not included under this scope of work:

- Subsurface Utility Investigations and utility test pits. Site dimensions, utility locations and any pertinent fixtures will be based on available utility documents. The contractor may be required to perform test pits to verify utility locations prior to construction.
- Cultural resources, wetland delineation, and environmental Phase I or II investigations (hazardous materials).
- Water/Sanitary/Gas/Electric/Lighting utility design and utility provider coordination.
- Structural Engineering.
- Expedited plan review services.
- Building permit filing fees.
- Attendance at public meetings and community engagement services.
- Final Construction Permit Coordination.
- Construction Phase Services.

PERIOD OF PERFORMANCE

The period of work is expected to be from February 10, 2025, to August 31, 2025.
Consultants should provide a detailed schedule and timeline for when they propose to complete the scope of work.

BUDGET

Consultants should provide a total lump sum fee to complete the proposed scope of work, including all time, subcontractor fees, direct expenses, plans review fees, and material costs necessary to perform the services.

PROPOSAL REQUIREMENTS

Bidder proposals are to be submitted in the following format and address, in detail, the needs and requirements of the proposed project as described below.

A. Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
B. Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications. The designs should be developed by contractors with previous experience designing bioretention practices in the Mid-Atlantic region. This experience should include sub-contractor (surveying, geotechnical) coordination. Demonstrated experience with Prince George's County rules and regulations is preferred.

C. Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your action plan for executing and completing this project. Include a detailed milestone timeline in this section.
D. Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.
E. Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications. Include the estimated costs associated with these personnel in this section.
F. Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project.
G. Equipment and Resources. List all necessary equipment and associated costs. Include details of any subcontracted or outsourced work here.
H. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project.
I. Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
J. Insurance. If applicable, provide details of your insurance coverage related to this project.
K. References and Samples. Provide two (2) references for previous work of a similar nature. Bidders may also provide up to three (3) samples of previous related work.

Bidder proposals shall be submitted by no later than January 31, 2025, at 11:59 pm. Proposals shall be submitted via email to environmentaljustice@reidtemple.org. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

EVALUATION CONSIDERATIONS AND SELECTION CRITERIA

Proposals will be evaluated by a committee of Reid Temple representatives and technical experts. Considerations may include proposed team qualifications, reputation, and compatibility with needs of Reid Temple; proposed approach to accomplish the goals in this request; relevant experience of offeror; capacity and commitment to meet the intended timeline; and value of price in terms of hourly rate and number of hours devoted to the project.

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

A. Use of correct format
B. The proposal's ability and likelihood of achieving the desired outcome of the project
C. Past performance of bidder's similar services
D. The experience and expertise of the bidder's management and staff
E. The proposed budgeted costs of the project.

Reid Temple reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder. Contract negotiations with the winning bidder will begin immediately following notification of selection.

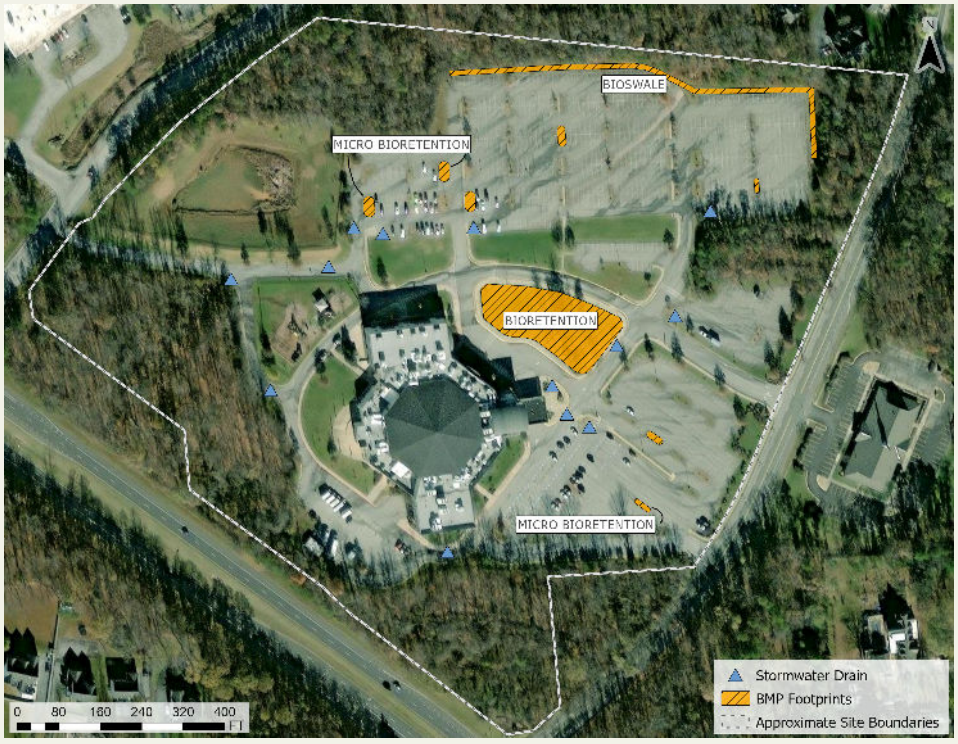
Reid Temple
AFRICAN METHODIST EPISCOPAL CHURCH

SUBMISSION OF QUESTIONS AND SITE VISIT

For any questions about this RFP, please contact Edna Primrose at environmentaljustice@reidtemple.org Reid Temple will host a site visit for interested bidders on or about the week of January 13, 2025. Reid Temple will issue an announcement at a later date with instructions to register.

MAP OF SITE FOR STORMWATER PROJECT

Below is a map of the site for the stormwater project.



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