

Towson Presbyterian Church SWM Construction – Request for Proposals **(RFP)**

Issue Date: February 1, 2023
Bid Submission Due Date: February 24, 2023 at 5:00 PM
Award Announcement: March 8, 2023
Anticipated NTP: May 1, 2023 (Tentative)
Project Owner: Towson Presbyterian Church
400 W Chesapeake Ave, Towson, MD 21204
c/o Kathryn Bojanowski, Business Manager
Phone: 410-823-6500
Email: kathryn@towsonpres.org
Project Engineer: Nick Lindow, CityScape Engineering, LLC

Goal:

The purpose of this project is to construct voluntary (SWM) management facilities at Towson Presbyterian Church. The project consists of three separate areas: Area 1-Courtyard Rainwater Harvesting System; Area 2 – Courtyard Planters and Rain garden Plan; and Area 3 – Parking Lot Rain garden as shown in the attached Construction Documents. In all, there are seven (7) stormwater management facilities: three (3) Rain Gardens, two (2) Rainwater Harvesting cisterns, and two (2) micro-bioretention planters. The project will also involve construction of a dry river-bed conveyance, re-configuration of building downspouts, relocation of a dry-stacked stone wall, construction of a flagstone pedestrian walkway, and installation of an inline check valve in the storm drain to prevent backwater. This project has applied for funding through the Chesapeake Bay Trust (CBT) Outreach and Restoration Grant program.

Scope of Work:

All work shall be performed according to the attached Construction Drawings (CDs). The contract shall include all areas of work described in the CDs Execution and Inspection Schedule, including all materials and installation for construction of the rain gardens, rainwater harvesting, dry river bed, planters, drainage utilities, landscaping, stone wall relocation, and required demolition and hauling in compliance with Baltimore County rules and regulations. The Contractor is responsible for delivering as-built information as a set of redlines of all the elevations and specifications shown in the CDs, as well as field-run topographic survey of the final, as-built SWM Retrofits to be delivered to the Project Engineer within 30 days of approval of final site stabilization.

Bid Instructions:

All Contractor's bid proposals must include, at a minimum:

1. Contact information
 - a. Organizational Name
 - b. Tax and/or incorporation status
 - c. Mailing address
 - d. Physical address
 - e. Point of Contact and Title
 - f. Contact email and phone number
2. Total lump sum price, with an itemized breakdown with materials and quantities associated with the necessary grading, soil preparation, landscaping establishment, erosion and sediment control, paving, and as-built survey as shown in the CDs and per this Contract;
 - a. Contractors are to provide price breakdowns for the three areas described in the Goals section, separately.

- b. Contractors are to include an additional estimate for one (1) year of post-construction maintenance of the SWM facilities as described in the Stormwater Maintenance Schedule: Environmental Sensitive Design table in the CDs.
- 3. Description of the Contractor's methods and experience with sourcing materials, staffing, and utilizing the appropriate equipment;
- 4. A written schedule, including:
 - a. When contractor intends to begin construction,
 - b. When contractor intends to install stormwater management utilities, and
 - c. Contractor's tentative closing date;
- 5. Portfolio of three-five (3-5) examples of similar work the organization has done while in a similar capacity as a Prime Contractor. Project examples should include client name and contact information, location, and approximate construction cost.
- 6. Sub-contractors - List of any sub-contractors proposed to be assigned to the project, summarizing in one paragraph, for each sub-contractor, the proposed role within the project team and relevant qualifications.

List of Qualified Assumptions and Corrections to the CDs:

1. This is a Lump Sum project to construct to design parameters, and the Contractor assumes all risk for price and cost control. The Contractor will be responsible for facilitating compliance inspections once the project begins. Any questions about the scope of work should be clarified before a bid is submitted.
2. The Contractor bid shall be broken down by each construction area (Area 1-Courtyard Rainwater Harvesting System, Area 2- Courtyard Planters and Raingarden Plan, and Area 3-Parking Lot Raingarden).
3. The Owner shall be responsible for any costs associated with obtaining the following items and not included in the awarded grant: backflow preventer check valve, modified downspouts, flagstone path. The Contractor shall list these items separately in the bid.
4. The Project Engineer will produce a set of certified as-built drawings for approval by Baltimore County. The Contractor shall provide an independently certified post-construction topographic survey to support these drawings.
5. The Contractor shall maintain erosion and sediment controls for the duration of the project.
6. Contractor shall provide material tickets and cut sheets in accordance with the specifications included in the CDs, including:
 - a. Delivery tickets
 - b. Photo documentation
 - c. Lab reports
7. It is the Contractor's responsibility to contact Miss Utility at 1-800-257-7777 at least 5 days prior to beginning excavation to determine the location of existing utilities.
8. Contractor shall mark and notify the Project Engineer and Owner at least 24-hours prior to removing any trees.
9. The contractor will submit bi-weekly progress reports, via email to the Project Engineer, beginning the first Friday after the NTP is issued. Special notification of anticipated completion of all milestones and/or inspections requiring the Project Engineer, the Owner or its representatives, and/or government regulatory agency staff sign off must be submitted within 72 hours of the event.
10. Milestones requiring the Project Engineer's inspection:
 - a. BMP layout
 - b. Excavation to subgrade
 - c. Drainage aggregate and drainage structures
 - d. Bioretention Soil Media placement
 - e. Pre-treatment and Mulch placement

f. Plant installation

11. Prior to project completion, the contractor shall contact the Owner, Owner's Representative, and as-built Engineer to perform a pre-final site inspection to develop a punchlist. A Final walkthrough and approval of mutually agreed-upon punchlist items is required before contract completion is achieved.
12. The selected contractor shall warranty the SWM Retrofits for one (1) year after substantial completion of the project, excluding any volunteer-installed landscaping.
13. The Owner reserves the right to withhold up to 10% of the construction funds until contract completion is achieved.

Bid Process:

Pre-bid Meeting and Questions:

A voluntary Pre-bid site meeting will be held on **February 16, 2023 at 9 AM**; meet at the parking lot on Central Avenue. Pre-bid questions should be sent to the Owner's Representative email address below. Questions will be addressed prior to the Bid Submission Due Date or other appropriate time, as determined by Owner. Responses will be communicated either privately or publicly, at the Owner's discretion.

Any questions during the RFP process can be directed to Jessica Krueger, Email: jkrueger015@gmail.com

Bid Selection:

Bids are due no later than 5 PM on **Feb 24, 2023**

Email bids to: Jessica Krueger, jkrueger015@gmail.com
and Kathryn Bojanowski, kathryn@towsonpres.org

This is a best-value bid selection process and Towson Presbyterian Church will select the most qualified bid based on the standards and selected evaluation process. Only qualified bids from demonstrably capable bidders will be considered.

The project budget is not to exceed \$74,000. The project is in-part funded by a Chesapeake Bay Trust grant with very little budgetary flexibility. Best value bids will be judged based, in part, upon the ability to completely provide the construction services, as designed, within or below the budgeted amount.

Towson Presbyterian Church reserves the right to set and revise their timeline to meet its needs during the RFP process, as well as to withdraw and re-issue this RFP at any time, with notice to registered and qualified respondents.

Contractual Awards:

Award of the contract will be announced to the successful bidder on March 8, 2023. All other bidders will be notified of their non-selection by March 8, 2023.

The successful bidder is expected to enter into a formal contract with the Owner of the Owner's choice.

Bids shall remain fixed for a period of 90 days following the receipt of bids.

END