

# Request for Bids

## Reducing Chloride Impacts in Winter Salt Management through Smart Salting Training for Snowplow Operators in Washington, DC

**ORGANIZATION:** Center for Watershed Protection, Inc.

**ISSUE DATE:** June 29th, 2023

**BIDS REQUESTED  
BY:** July 29th at 5pm

**PROJECT  
SUMMARY:** The Center for Watershed Protection (CWP) intends to develop training for the District of Columbia (the District) winter maintenance professionals on best practices for more efficient application of road salt. This “Smart Salting” training will include topics such as calibration, anti-icing, pre-wetting, application rates, monitoring and tracking, and equipment handling, with the goal of reducing the impacts of excess chloride on local waterways, as well as on public health and infrastructure. This project is the first phase of a three-part project: 1) Develop the Smart Salting training for Washington DC, 2) Conduct the training, and 3) Adapt the training to a Train-the-Trainer format so Washington DC staff can continue to deliver the training annually.

**SCOPE OF WORK:** The requested scope of work is for the first phase of this project – to develop training materials for the “Smart Salting” training. The scope of work is divided into the following tasks:

**Task 1 – Kickoff Meeting and Brainstorming**

Participate in a kickoff meeting with DC Snow Team Leads.

**Task 2 – Content Development**

Develop content for an in-person, 6-hour training for winter maintenance crews. The target audience is the District of Columbia Department of Public Works (DPW) roads crew. Task 2 will be split into two sub-tasks as specified below.

**Task 2A - Draft Training Materials**

Participate in a virtual call with CWP to discuss topics to be included in the training. Develop a draft agenda and format for training, then review the training with the field expert. The field expert may be identified by CWP and DPW. CWP will review training material and provide a set of comments

Deliverables for Task 2A will include:

1. Draft agenda and format for training, including ideas for any class exercises.
2. Draft powerpoint slides for training

**Task 2B – Finalize Training Materials**

Develop final training materials addressing comments provided by CWP.

Deliverables for Task 2B will include:

1. Final agenda and format
2. Final PowerPoint slides for training
3. Final class handouts

**BIDDING  
INSTRUCTIONS:**

Interested bidders should submit the following information by email to [avl@cwpc.org](mailto:avl@cwpc.org)

- The name and full contact information of your company
- Brief description of company, including technical capability and unique qualifications to perform the requested work
- Qualifications and experience of key personnel
- List and describe three projects completed within the previous five years that are relevant to this project
- List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP.
- Fee proposal, broken out by task and budget category. Please include any limitations, caveats, or assumptions upon which your fee proposal is based. Note that funding is currently available for Task 1 and Task 2A (total of \$17,000) and must be completed by the end of September 2023. Task 2B will proceed in October 2023 if additional funding for the project is secured (\$11,600 expected for Task 2B).

<b>Task</b>	<b>Completion Date</b>	<b>Amount</b>	<b>Funding Status</b>
1	September 30, 2023	\$17,000	Available
2A			
2B	August 2024	\$11,600	Pending

**BIDDERS  
REQUIREMENTS/  
QUALIFICATIONS:**

Respondents should have a demonstrated expertise in advanced chlorides management and reduction research and at least ten years of training and education experience, specifically for winter maintenance operators in public and private sectors.

**MINORITY  
PARTICIPATION:**

The Center for Watershed Protection encourages proposals from Small, Women, and Minority-Owned (SWAM) Businesses. Please note if you are a Small, Women, or Minority Owned Business.

**FOR FURTHER  
INFORMATION OR  
QUESTIONS:**

Allison Lee, Center for Watershed Protection  
[avl@cwpc.org](mailto:avl@cwpc.org)