**Nepali American Cultural Center of baltimore, NACC, Hindu Buddha Temple**

**12231 Harford Rd Glen Arm MD 21234**

**Request For Proposals (RFP)**

**Subject:** Request for Proposals (RFP): National Fish and Wildlife Foundation WILD Grant

**Project Name:** Nepali American Cultural Center Green Infrastructure Design

**Date Issued:** February 2024

**Proposals Due: March 2024**

**Contact Information:** Tarun Poudel (tarunpoudel55@yahoo.com)

**Deadline for Questions:** February 28, 2024

**Award Notification:** March 13, 2024

**INTRODUCTION**

Nepali American Cultural Center of Baltimore NACC, Hindu Buddha Temple, aims to cater the needs of Nepali community regarding the religious, cultural, and social activities and observances on a regular basis. Diversity and inclusion of minorities through religious practice, interaction, integration, and conservation of nature. It has 30.8 Acres of sites. Nepali American community is a comparatively young immigrant community in the region and want to contribute on social, cultural, economic and sustainable environment development.

The Nepali American Cultural Center has secured funding through the National Fish and Wildlife Foundation WILD grant program for design of green infrastructure improvements at 12231 Harford Rd, Glen Arm, MD. The improvements will reduce water use and increase available water supply using underground rainwater cisterns, improve air quality, reduce atmospheric CO2, and improve habitat using reforestation tree planting, improve water quality, increase groundwater recharge, and reduce erosion using bioretention and stream restoration practices, and increase recreational opportunities and improve community cohesion through installation of nature play and trails for engagement.

The Nepali American Cultural Center 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.

**SCOPE OF WORK**

**Project Overview:**

The proposed green infrastructure improvements include:

* 165,256 square feet of Reforestation Areas
* 4,187 square feet of voluntary bioretention retrofits
* 2 underground cisterns for rainwater harvesting
* 16,180 square feet of impervious removal
* Evaluation of proposed parking expansion and perimeter sidewalks using porous paving
* Evaluation of the existing stream channel for future restoration potential

The project limit of disturbance is expected to exceed 5,000 square feet of disturbance, therefore stormwater management (SWM)/erosion and sediment control (ESC) and Forest Conservation reviews and permits are anticipated for the project. The project does not include the ongoing work to expand parking and improve the public right of way on Hartford Road. Right-of-way use permits are not anticipated. The project is not expected to impact the floodplain or forest buffer. See attached, approved Forest Conservation Plan from the aforementioned parking expansion project.

**Technical Needs:**

* Topographic survey
* Evaluation of onsite utilities by Miss Utility and public records
* Soil testing/geotechnical investigations for proposed infiltration practices according to MDE standards*.*
* Landscape design
* Forest stand delineation and Forest Conservation Plan
* Plan/Construction document development and review for schematic design phase (30%), design development phase (65%), and final design phase (100%) according to Baltimore County SWM/ESC regulatory review
* Design reports and grant reporting memorandum
* Stormwater Management and Erosion & Sediment Control Plans Review facilitation
* Construction Bid package development, including cost estimates and specifications
* Maintenance plan development

**Project Management**

* At least 5 meetings with the Center, virtual or in person, including scheduling, documentation of feedback and notes
* At least 1 in-person Community/stakeholder engagement meeting

**PROPOSED TIMELINE**

The period of work is expected to be from 1 year from the award

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 FORMAT/REQUIREMENTS**

Proposal should include the following:

1. Project understanding
2. Scope of Work with project schedule and deliverables
3. Firm/Staff Descriptions
4. Demonstrated Experience with Baltimore County rules and regulations, preferred
5. Cost proposal
6. Optional: Description of any Minority Business Enterprise (MBE) or Women-owned Business Enterprise (WBE) participation anticipated (preferred but not required)

**EVALUATION CONSIDERATIONS**

Proposals will be evaluated by the NACC steering committee. Considerations may include: proposed team qualifications, reputation, and compatibility with needs of the Center; proposed approach to accomplish the goals in this request; 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.

**ADDITIONAL SERVICES**

The Nepali American Cultural Center may request ancillary or additional services within the capacity of the contractor as may be useful or necessary. Contingent upon funding availability, the timeline may be extended to support an additional two years of training work. We will notify the contractor by the end of the period of performance if additional services in subsequent years will be requested as part of this contract. Approval of any additional services and extended timeline provided under this agreement must be made in writing in the form of an amendment to this Agreement, prior to the start of any work that is performed.

If you have any questions or concerns, please do not hesitate to contact me at tarunpoudel55@yahoo.com I appreciate the opportunity to collaborate on this exciting project and look forward to working with you!

Sincerely,

Tarun Poudel

Board of Trustee member and Project Coordinator

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Nepali American Cultural Center of Baltimore

12231 Harford Rd Glen Arm MD 21057