



## INVITATION FOR BIDS (IFB)

# INSTALLATION OF BIO-RETENTION GARDENS AT PARKSIDE PLAZA

Alliance for the Chesapeake Bay

<b>IFB SUMMARY:</b>	The Alliance for the Chesapeake Bay (“Alliance”) is soliciting bids from qualified professional landscape contractors to install two bioretention gardens at the Parkside Plaza Condominium property located in Silver Spring, Maryland, in accordance with the requirements and specifications set forth in this Invitation for Bids (IFB).
<b>PLACE OF PERFORMANCE</b>	Work will be performed at: Silver Spring, MD
<b>IFB ISSUE DATE</b>	March 6, 2026
<b>BID DUE DATE</b>	April 6, 2026
<b>DEADLINE FOR QUESTIONS</b>	The deadline for questions is March 30, 2026 at 5:00PM EST. Questions and/or inquiries must be submitted in writing to contact below.
<b>BID SUBMISSION PROCESS:</b>	Bid submission requirements are described in Section 3 of this document. Interested parties should review carefully before preparing their bid.
<b>IFB OFFICIAL CONTACT:</b>	Jordan Gochenaur, <a href="mailto:jgochenaur@allianceforthebay.org">jgochenaur@allianceforthebay.org</a>

# 1. THE OPPORTUNITY

## 1.1 Summary

The [Alliance for the Chesapeake Bay](#) (“Alliance”) is a regional nonprofit organization founded in 1971 and dedicated to restoring the lands and waters of the Chesapeake Bay watershed. With offices in Annapolis, Maryland; Lancaster, Pennsylvania; Washington, D.C.; and Richmond, Virginia, the Alliance works across state and local boundaries to advance practical, collaborative solutions that improve water quality and ecosystem health throughout the watershed.

Through on-the-ground implementation, technical assistance, capacity-building, and community engagement, the Alliance partners with local governments, landowners, nonprofits, and other stakeholders to achieve healthier lands, cleaner water, and more resilient communities. The organization’s approximately 75 staff members support a range of program areas, including Agriculture, Forests, Green Infrastructure, and Stewardship & Engagement. The Alliance’s work is guided by a collaborative, action-oriented approach and strategic priorities outlined in the [2023–2028 Strategic Plan](#).

The Alliance is soliciting bids from qualified contractors to install two bioretention gardens at the property of Parkside Plaza Condominium in Silver Spring, MD. The selected contractor will be responsible for completion of the work described herein, in accordance with the requirements set forth in this IFB and any applicable standards or regulations.

## 1.2 Background

This project is funded through a grant from the Chesapeake Bay Trust to support the Clean Water Montgomery program which supports community-based stormwater improvement initiatives. The Alliance has worked with the Parkside Plaza community and project partners to design two bioretention cells intended to improve site drainage and reduce pollutant runoff.

Key contextual factors include:

- Work will occur within an existing condominium property and active parking areas
- Installation requires removal of existing asphalt and construction of underdrain systems
- Coordination with Alliance staff and site stakeholders will be required during implementation

## 1.3 Award Terms

The Alliance for the Chesapeake Bay (“Alliance”) anticipates awarding one contract as a result of this IFB. The anticipated contract term is expected to be through completion of work, no later than September 30, 2026. The expected contract type is a firm-fixed-price. Bidders should structure their proposals and pricing accordingly and clearly identify any assumptions related to cost, schedule, or scope.

The total budget available for this procurement is **\$95,000**. Bidders are encouraged to propose approaches that are appropriately scaled to the available funding. The Alliance reserves the right to negotiate scope, deliverables, and pricing prior to award. Where applicable, the Alliance may make multiple awards under this IFB and may award contracts for all or a portion of the services described herein.

## 2. SCOPE OF WORK

### 2.1 Purpose and Scope

The purpose of this contract is to install two bioretention practices at Parkside Plaza Condominium in accordance with approved design plans. The contractor shall provide all labor, equipment, materials, supervision, and incidentals required to complete the installation. Work outside the scope described herein is not authorized without written approval from the Alliance. Expected outcomes include:

- Proper installation of bioretention cells meeting design specifications
- Functional stormwater infrastructure including underdrains
- Stable, planted, and fully restored site conditions

This procurement is funded in whole or in part through federal funds, and where federal funds are involved, this procurement is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

### 2.2 Tasks/Services to be Provided

The Contractor shall be responsible for performing the following tasks and services in accordance with this Scope of Work on the site indicated (See Figure 1). The contractor shall two bioretention cells as described below:

#### Cell A (See Figure 2)

- Approx. 1,900 sq ft
- Requires underdrain
- Includes excavation, curb/inlet, bioretention mix, native plants, mulch, and associated work

#### Cell B (See Figure 3)

- Approx. 500 sq ft
- Includes excavation, curb/inlet, bioretention mix, native plants, mulch, and associated work

For each site, identified above, the contractor shall complete the following tasks:

**Task 1 – Site Preparation and Sediment Control.** The Contractor shall implement sediment and erosion control measures and prepare the site for construction in accordance with applicable plans and standards.

**Task 2 – Asphalt Removal and Excavation.** The Contractor shall remove asphalt and perform excavation required for installation of bioretention cells A and B.

**Task 3 – Installation of Bioretention Infrastructure.** The Contractor shall install underdrains (cell A only), concrete curbs, inlets, and bioretention media in accordance with the design plans.

**Task 4 – Planting and Site Restoration.** The Contractor shall install native plantings and mulch per approved [planting plans](#) and restore the site to safe and orderly condition.

**Task 5 – Cleanup and Final Adjustments.** The Contractor shall remove all trash, construction debris and correct deficiencies identified during final inspection.

All work completed must be in accordance with with the [Final Design Plans](#) and [Planting Plans](#)

**2.3 Deliverables and Schedule**

The Contractor shall provide the following deliverables/schedule below. Deliverables must be submitted in a format acceptable to the Alliance and are subject to review and approval.

<b>Deliverable/ Schedule</b>	<b>Description</b>	<b>Due Date / Milestone</b>
Construction Schedule	Proposed timeline and sequencing	Within 30 days after contract award.
Installation Completion	Completion of Cells A & B per plans	By Sept 30 2026
Final Site Acceptance	Completion of acceptance punch list items, as needed	Upon Inspection

Failure to submit required deliverables in accordance with this schedule may delay acceptance of work and associated payments.

**2.4 Performance Standards**

The Alliance will determine that work performed under this contract is acceptable when:

- All work is performed in accordance with the specifications of the contract and any applicable plans, specifications, or technical standards.
- All required tasks and deliverables are completed within the contract period of performance.
- Completion of work is reviewed, verified and approved by the Alliance or its designated representative.

Acceptance of work by the Alliance is required prior to payment unless otherwise specified in the contract.

**2.5 Period and Place of Performance**

The period of performance for this contract shall be from date of contract execution and be complete no later than September 30, 2026.

Services shall be performed at **9039 Sligo Creek Pkwy, Silver Spring, MD 20901**. Where services are performed on property, the Contractor shall coordinate access in accordance with Alliance requirements and obtain or comply with any required landowner permissions, when applicable, and shall restore the site to a safe, clean, and orderly condition upon completion of the work.

## 2.6 Operating Constraints and Special Requirements

The Contractor shall comply with the following operating constraints and special requirements; additional applicable constraints may also apply.

- Maintain required insurance and request and receive necessary permits prior to commencing work
- Coordinate with Alliance staff and property stakeholders, as required
- Perform work safely and maintain site cleanliness

All work shall be performed in accordance with applicable federal, state, and local laws and regulations and the terms and conditions of the funding sources supporting this work.

**Figure 1 - Concept Plan**



**Figure 2. Cell A Location**



**Figure 3. Cell B Location**



### 3. SUBMISSION INSTRUCTIONS

#### 3.1 Bid Content

Bidders must submit bids in the format and with the content specified in this Invitation for Bids (IFB). Bid submission requirements are intended to support a clear determination of responsiveness and responsibility and to ensure fair and consistent evaluation. At a minimum, bids shall include the following components, as applicable to this procurement:

- **Bid Form.** A completed and signed bid form acknowledging receipt of this IFB and any addenda issued. Including a completed pricing schedule reflecting the total bid price and any required unit pricing or line items, submitted in accordance with the specifications set forth in the Scope of Work.
- **Company Information and Past Performance References.** Bidders must include a company profile, examples of similar work, and references to support demonstration of relevant experience and capability.
- **Responsibility Information (if required).** Documentation or certifications necessary to establish bidder responsibility, such as licenses, permits, or other mandatory qualifications identified in this IFB. See Section 4.1 for more information.

Bidders must ensure that all required information is submitted and that bids conform in all material respects to the requirements of this IFB. Bids that are incomplete, improperly formatted, or that fail to meet mandatory requirements may be deemed non-responsive and rejected.

#### 3.2 Bid Submission Instructions

Bids must be submitted electronically by email to the individual identified on the cover page of this Invitation for Bids must be received no later than the closing date and time noted on the cover page. Bids should be submitted as PDF. Bidders are responsible for ensuring that their bids are successfully transmitted and received by the Alliance by the stated deadline.

Late bids will not be accepted or considered. The Alliance is not responsible for delays due to email transmission issues, file size limitations, or other technical difficulties experienced by the bidder.

Exceptions to electronic submission may be approved in advance by the IFB contact for extenuating circumstances. Any approved hard-copy submissions must be pre-authorized and received by the Alliance by the stated deadline. Mailed or hand-delivered bids received after the deadline will not be accepted.

#### 3.3 Questions and Clarifications

Questions regarding bid submission should be directed to the contact identified on the cover page in accordance with the instructions provided in this IFB. Bidders may submit written questions regarding this IFB in accordance with the deadline and instructions identified on the cover page. Questions must be submitted in writing to the IFB Official Contact.

Responses to substantive questions may be shared with all prospective bidders, without identifying the source of the question, when the Alliance determines that the information is relevant to bid preparation.

### **3.4 Site Visit**

The Alliance may hold a site visits to provide additional information relevant to this IFB. If an individual bidder would like the to hold a site visit, that can be scheduled with Jordan Gochenaur via email at [jgochenaur@allianceforthebay.org](mailto:jgochenaur@allianceforthebay.org)

### **3.5 Conflicts of Interest**

Bidders must disclose any actual or potential conflicts of interest that could reasonably be perceived to affect their ability to perform the work objectively and in the best interest of the Alliance. The Alliance reserves the right to determine whether a disclosed conflict of interest is acceptable, can be mitigated, or requires disqualification of the bid.

## 4. HOW WE CHOOSE

### 4.1 Minimum Qualifications

To be considered responsive, bidders must meet the following minimum qualifications at the time of bid submission:

- **Responsibility and Eligibility.** The bidder must be a responsible entity and must not be suspended, debarred, or otherwise excluded from participation in federal, state, or local government programs.
- **Licenses, Permits, and Legal Compliance.** The bidder must possess, or be able to obtain prior to contract execution, all licenses, permits, registrations, and authorizations required to perform the work described in this IFB in the applicable jurisdiction(s).
- **Local and Small Business Participation (Encouraged).** The Alliance encourages participation by contractors based in Montgomery County, Maryland, including local small businesses, certified green businesses, and firms registered under the Minority, Female, and Disabled-Owned Businesses Program (MFD) in the County or registered as Minority-owned Business Enterprise (MBE) and Women-owned Business Enterprise (WBE). However, such status is not a mandatory qualification and will not be used as a basis for determining responsiveness.

Failure to meet any of the minimum qualifications listed above may result in disqualification of the bid. The Alliance reserves the right to request documentation or verification to confirm that bidders meet the stated minimum qualifications.

### 4.2 Bid Evaluation

Award will be made to the lowest responsive and responsible bidder whose bid conforms to all material requirements of this IFB. Where federal funds are involved, bid prices will be reviewed for allowability, reasonableness, and allocability in accordance with 2 CFR Part 200. No tradeoffs between price and non-price factors will be made.

### 4.3 Selection Process and Selection Schedule

The Alliance anticipates the following schedule for this procurement. The Alliance reserves the right to modify this schedule as necessary.

- **IFB Issued:** see cover page
- **Deadline for Questions:** see cover page
- **Bid Submission Deadline:** see cover page
- **Bid Opening:** 2 days after submission deadline
- **Anticipated Award:** Approximately 20 days after submission deadline

Bids will be reviewed in accordance with the following:

1. **Responsiveness Review.** The Alliance will conduct an initial review to confirm that bids are complete and responsive to the submission requirements. A responsive bid is one that conforms in all material respects to the requirements of this IFB, including but not limited to:

- Submission by the stated deadline
- Completion of all required bid forms and pricing schedules
- Acknowledgment of any addenda issued, if applicable
- Compliance with all specifications and mandatory requirements

Bids that fail to meet the material requirements of this IFB may be deemed non-responsive and rejected.

2. **Responsibility.** A responsible bidder is one that:

- Is not suspended, debarred, or otherwise excluded from participation in federal, state, or local government programs
- Possesses, or can obtain prior to award, all required licenses, permits, and authorizations
- Demonstrates the ability to perform the work in accordance with the IFB requirements

The Alliance reserves the right to request additional information or documentation to determine bidder responsibility.

The Alliance reserves the right to amend, suspend, or cancel this IFB at any time; to reject any or all bids; to waive minor irregularities; and to negotiate with one or more bidders prior to award. Issuance of this IFB does not commit the Alliance to award a contract or to pay any costs incurred in the preparation of a bid. Additionally, the Alliance reserves the right to reject any or all bids and to make no award under this IFB.

## **5. TERMS AND CONDITIONS**

This procurement is subject to the applicable requirements of 2 CFR Part 200, including the contract provisions identified in [Appendix II to Part 200](#). The resulting contract will incorporate the Alliance's standard terms and conditions as well as all required federal flow-down provisions. Bidders are responsible for accounting for all compliance-related costs in their bid. The resulting contract will include additional funder-specific requirements, and the Contractor shall comply with all applicable terms and conditions associated with the funding source.

**Alliance for the Chesapeake Bay  
Bid Form and Pricing Schedule**

**SECTION 1: BIDDER INFORMATION**

<b>Invitation for Bids (IFB):</b>	
<b>Bidder Legal Name:</b>	
<b>Business Address:</b>	
<b>Company Website (if available)</b>	
<b>Is your company certified as a Minority-Owned Business Enterprise (MBE) or Women-Owned Business Enterprise (WBE)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes is selected, indicate certifying agency below:
<b>Primary Contact Name</b>	
<b>Title of Primary Contact:</b>	
<b>Email:</b>	
<b>Phone:</b>	

**SECTION 2: BID PRICE SUMMARY**

Bidders must complete the Pricing Schedule below. Prices entered for each task, activity, or line item shall be all-inclusive and must cover all labor, materials, equipment, overhead, profit, and other costs necessary to perform the work in accordance with the Scope of Work (Section 2). The Total Bid Price shall equal the sum of all line items listed in the Pricing Schedule. If necessary for clarity, bidders may attach additional pages to explain or itemize pricing; however, any such attachments shall not alter the bid prices submitted below.

TASK/ACTIVITY	QUANTITY/UNIT	TOTAL PRICE
<b>Installation of Bioretention Cell A</b> , including excavation, underdrain, concrete curb and inlet, bioretention media, native plantings, mulch, and all labor, equipment, and materials required to complete installation in accordance with design and planting plans.	1 Lump Sum (Cell A – approx. 1,900 sq. ft.)	
<b>Installation of Bioretention Cell B</b> , including excavation, underdrain, concrete curb and inlet, bioretention media, native plantings, mulch, and all labor, equipment, and materials required to complete installation in accordance with design and planting plans.	1 Lump Sum (Cell B – approx. 500 sq. ft.)	

<b>TOTAL BID PRICE:</b>	
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**SECTION 3 BID CERTIFICATION, ACKNOWLEDGMENTS AND SIGNATURE**

By submitting this bid, the undersigned certifies that:

1. The bidder has examined the Invitation for Bids, including the Scope of Work, specifications, and all addenda issued.
2. The bid conforms in all material respects to the requirements of the IFB.
3. The bidder is a responsible entity and is not suspended, debarred, or otherwise excluded from participation in federal, state, or local government programs.
4. The bidder possesses, or will obtain prior to contract execution, all licenses, permits, registrations, and authorizations required to perform the work.
5. The bid price includes all costs necessary to perform the work in accordance with the IFB requirements.

<b>Signature</b>	
<b>Printed</b>	
<b>Title</b>	
<b>Date</b>	