



## **Koinonia Baptist Church Green Infrastructure Improvements** **Request For Proposals (RFP)**

**Subject:** Request for Proposals (RFP): Chesapeake Bay Watershed Assistance Grant Program  
**Project Name:** Koinonia Baptist Church Green Infrastructure Improvements  
**Issue Date:** June 30, 2026  
**Proposals Due:** July 17, 2026, by 5:00 PM

**Contact Information:** Tina Aurthur, acarthur22@yahoo.com  
**Deadline for Questions:** July 10, 2026  
**Award Notification:** July 31, 2026

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### **GOAL**

Koinonia Baptist Church has been awarded funding through the Chesapeake Bay Trust (CBT) Watershed Assistance Grant Program (WAGP) for design of green infrastructure improvements at 5728 Belair Rd, Baltimore, MD 21206. The improvements will help reduce stormwater runoff from the property, reduce through-traffic in the parking lot, beautify, and provide recreation and environmental education opportunities.

Koinonia Baptist 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 attachments.

### **SCOPE OF WORK**

#### **Project Overview:**

A preliminary layout of potential improvements is shown in the attached Site Assessment Maps. Green infrastructure features include:

- Removal of existing asphalt parking areas
- Reinforced turf parking stalls
- Two (2) rain garden/micro-bioretenion/bioretenion facilities
- Stormwater management planter boxes
- Cisterns/Rainwater Harvesting Practices
- Native conservation landscaping area

The project limit of disturbance is expected to exceed 5,000 square feet of disturbance and 100 cubic yards of earthwork; therefore stormwater management (SWM), erosion and sediment control (ESC) and Forest Conservation reviews and permits are anticipated for the project.

#### **Technical Needs:**

- Site surveying activities include, but not limited to:
  - Topographic survey
  - Private utility location
  - Soil testing/geotechnical investigations
- Plan/Construction document development and review for schematic design phase (30%), design development phase (60%), and final design phase (90/100%)

- Design reporting including, but not limited to stormwater management, drainage, and grant metrics
- Forest Stand Delineation and Forest Conservation Plan
- Stormwater Management and Erosion & Sediment Control Plans Review facilitation
- Permit facilitation
- Maintenance plan development

**Project Management**

- At least 3 meetings with the Church, at least 1 of which being 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 August 2026 to April 2027.

Consultants should provide a 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.

Koinonia Baptist Church requests that the proposed estimates do not exceed \$85,000.

**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 City 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 using a value-based assessment process. Considerations will include: price, proposed team (i.e. qualifications, reputation, and/or compatibility), proposed approach, experience and capacity (i.e. ability to meet commitment and timeline).

**ADDITIONAL SERVICES**

Koinonia Baptist 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 additional work. Approval of any additional services and extended timeline must be made in writing in the form of an amendment 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 [acarthur22@yahoo.com](mailto:acarthur22@yahoo.com). I appreciate the opportunity to collaborate on this exciting project and look forward to working with you!

Sincerely,

Tina Arthur  
Koinonia Baptist Church

### Considerations for evaluating consultant proposals:

- Look for proposals that demonstrate the consultant is familiar with the permitting process for the appropriate jurisdiction.
  - Proposed scopes should identify at what points in the project permit reviews are anticipated
  - Proposals should note anticipated deliverables required for regulatory plan review (reports, specific plan sheets/maps, checklists, etc.) and meetings
- Does the proposal include meeting time?
  - Make sure they've accounted for time meeting with you as frequently as you'd prefer
  - 1-2 stakeholder/community engagement meetings should be included in the early stages of the design
  - Assume 1-2 meetings will be required with local regulatory agencies
- Budget should include applicable regulatory plans review and permitting fees
- Look carefully at any assumptions or items excluded from the scope. Are any of them items that were mentioned in site assessment you think should be included?

### Ways to find design consultants:

- The RFP can be posted to <https://www.chesapeakenetwork.org/> for responses
- Databases of design consultant firms for restoration projects
  - National Fish and Wildlife Foundation Chesapeake Bay Watershed Technical Assistance Providers  
(<https://www.nfwf.org/programs/chesapeake-bay-stewardship-fund/tools-current-grantees>)
  - Maryland Department of Transportation (MDOT) Certified Minority Business database  
(<https://marylandmdbe.mdbecert.com/>)
    - Click on 'Search Directory of Certified Firms'
    - Enter the appropriate search filters.
      - It may be helpful to limit your search to your County (or adjacent counties).
      - Use the commodity codes 541320 for Landscape Design Services and 541330 for Engineering Design Services.
    - Once the list comes up, you can export with excel. Save the file on your computer. You will want at least 10 firms to pop up. So if nothing comes up for "stormwater" just keep searching until you get at least 10 firms for your project's scope of work.
    - Take a screen shot as proof you searched, save it on your computer (this documents your search for firms)
    - Copy the column with the email addresses
    - Send your email to inquire about an estimate and/or to advertise your RFP for services. Post the RFP or request for estimates on your website (if that applies to you).
    - Decide whether there is any other "broad outreach" that needs to be done to qualify for "open competitive advertisement;" e.g., a relevant association website, the Baltimore Sun, or other local paper, etc.
    - Take a screen shot of the opportunity on our website (if that applies to you).
  - Chesapeake Bay Landscape Professionals (<https://certified.cblpro.org/>) - good resource for smaller projects
  - United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Technical Services Providers  
(<https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>)

- o Click on 'Find a TSP'*
- o Enter the appropriate search terms (if you just want MD firms, for example). Enter keyword terms relevant to your project name, such as "stormwater runoff control" or "drainage water management." Usually searching one keyword at a time yields better results. Make sure you ask for all the appropriate terms to show up (just click all of them – you want email for sure)*