



THE AMERICAN LEGION CLINTON POST 259
P.O. BOX 44
9122 PISCATAWAY RD
CLINTON, MD 20735
(301) 868-2550

October 5, 2026

RE: Request for Proposals — Parking Lot Stormwater Retrofit & Community Engagement Initiative

To: Prospective Offerors

1. PURPOSE: Clinton American Legion Post #259 (“Post #259”), a federally chartered nonprofit veterans’ service organization located in Clinton, Maryland, has been awarded grant funding for its **Parking Lot Stormwater Retrofit & Community Engagement Initiative**. The project is funded through the **Chesapeake Bay Trust (“the Trust”)** under the **Prince George’s County Stormwater Stewardship Award Program, Award No. 29179**.

Post #259 is soliciting proposals from qualified firms for the **design and installation of stormwater best management practices (BMPs)** to treat runoff from the Post’s parking lot and grounds.

2. SCOPE OF WORK: The complete project requirements are provided in the attached **Design-Build Performance Work Statement (PWS)**.

- **Not-to-Exceed Amount:** The total proposed price shall not exceed **\$136,212**.
- **Period of Performance:** All work must be completed no later than **June 30, 2027**.

3. PROPOSAL SUBMISSION: Qualified firms are invited to submit proposals in accordance with the requirements contained in the attached PWS. Proposals must be received no later than **3:00 P.M. on November 2, 2026**, and submitted electronically to **mzmack99@gmail.com**.

Questions regarding this solicitation should be directed to **mzmack99@gmail.com** by **October 12, 2026**.

Thank you for your interest in this project and in supporting Post #259’s efforts to improve stormwater management and environmental stewardship within our community.

Respectfully,

Sylvester E. Jones, Sr.,
Post Commander American Legion Clinton Post #259

Attachments:

1. Design-Build Performance Work Statement
2. Photograph of American Legion Clinton Post #259



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Request for Proposals

Design-Build Services: Stormwater BMP Design, Permitting & Construction

Chesapeake Bay Trust — Prince George's County Stormwater Stewardship Award #29179

Issued by	American Legion Post #259 (Sylvester Jones, Post Commander)
Project	Design-build services — design, permitting, and construction of a stormwater BMP retrofit (bioretention cells and rain gardens), 9122 Piscataway Road, Clinton, MD 20735
Funding source	Chesapeake Bay Trust / Prince George's County Stormwater Stewardship Award Program — Award #29179 (\$136,212 total award)
RFP issue date	October 5, 2026
Questions due	October 12, 2026
Proposals due	November 2, 2026
Anticipated award	November 9, 2026
Submit to	Carrie Mack, Project Lead, American Legion Post #259 — mzmack99@gmail.com / 301.404.7332
Why this timeline matters This engagement supports a grant-funded project with fixed, binding deadlines: a conceptual design and site assessment are due to the Trust by 11/30/2026 (Phase 2), final 100% design plans and permits are due by 2/1/2027 (Phase 3, which also requires construction to have started), and the completed, installed project is due at final close-out by 6/30/2027. Proposers must be able to commit to these dates.	

Section 1 — Background & Purpose

American Legion Post #259 ("the Post") has been awarded Chesapeake Bay Trust Award #29179 under the Prince George's County Stormwater Stewardship Award Program, in the amount of \$136,212, for the design and installation of stormwater best management practices (BMPs) to treat runoff from the Post's parking lot and grounds at 9122 Piscataway Road, Clinton, Maryland. The award is administered jointly by the Chesapeake Bay Trust and the Prince George's County Department of the Environment (PGDOE).

The Post is soliciting proposals from qualified firms that can provide both design and construction services for this project under a single design-build contract. The Post prefers a single point of accountability from initial site assessment through final, installed and certified BMPs, rather than separately procuring a design firm and a construction contractor.

The selected firm's early tasks (survey, testing, conceptual design) directly produce the deliverables the Post must submit to the Trust in Phase 2 of the grant; later tasks (final design, permitting, and construction) support Phase 3 and

project close-out. Proposers should review this document as a single continuous design-build scope, even though it is being issued during the grant's Phase 1 (award acceptance/kickoff) period.

Firms that offer design services only, or construction services only, are welcome to propose as part of a teaming arrangement (e.g., an engineering firm partnered with a stormwater construction contractor), provided the proposal clearly identifies a single prime firm who will hold the contract and be accountable for the full scope described in Section 4.

Section 2 — Site Description

The project site is the parking lot and adjacent grounds of American Legion Post #259, 9122 Piscataway Road, Clinton, MD 20735, in Prince George's County. The project generally consists of retrofitting impervious parking lot area with bioretention cells and rain gardens to capture and treat stormwater runoff. Exact practice types, sizes, and locations are to be determined through the site assessment and conceptual design process described in Section 4.

Site walks may be arranged for interested proposers by contacting the Project Lead (see Section 8).

Section 3 — Firm Qualifications

Proposers must demonstrate the following minimum qualifications, covering both the design and construction sides of the work (through a single firm or a named prime/subcontractor team):

- Design licensure: A Maryland-licensed Professional Engineer (PE) and/or Registered Landscape Architect (RLA) must stamp/seal all design and permitting deliverables, as applicable to the discipline of the work.
- Construction licensure and capacity: A Maryland-licensed contractor (or named construction subcontractor/partner) with the trade licenses, bonding, and insurance required to perform stormwater BMP construction in Prince George's County.
- Direct experience designing and constructing stormwater BMPs — specifically bioretention and/or rain garden practices — for grant-funded or municipal projects in Maryland, ideally within Prince George's County.
- Demonstrated experience with the Prince George's County / Chesapeake Bay Trust Stormwater Stewardship program or comparable county/state stormwater retrofit programs, on either the design or construction side (or both).
- Capacity to complete a topographic survey and soil/infiltration testing, produce nutrient-reduction calculations, coordinate permitting, and self-perform or subcontract the physical construction, grading, and installation of the approved BMPs.
- Availability to meet the fixed grant deadlines in Section 6 and Section 7.

Firms proposing as a design-build team must identify their construction partner (or design partner, if the prime is a contractor) by name and qualifications in the proposal, and must designate one firm as the single point of contract accountability to the Post.

Section 4 — Performance-Based Statement of Work

This is a performance-based, design-build Statement of Work: the Post is specifying the required outcomes and standards for each task, and proposers should describe their proposed methodology, staffing, and schedule for achieving them. Tasks 1–3 correspond to Phase 2 grant deliverables (due 11/30/2026); Tasks 4–5 correspond to Phase 3 (due 3/1/2027, including construction start); Task 6 is construction and installation; Task 7 is construction administration and final close-out (through 6/30/2027).

Task 1 — Topographic Survey & Existing Conditions

Performance standard: A field-verified survey sufficient to support BMP siting and drainage-area delineation, suitable for submission to the Trust as part of the Phase 2 conceptual design package.

1. Prepare a topographic survey of the project area with two-foot (2') contour intervals.
2. Delineate property boundaries.
3. Locate and map roads, existing drainage infrastructure, and mapped underground utilities within the project area.
4. Identify contributing drainage area(s) to the proposed BMP locations.

Deliverable: Existing-conditions survey/base map (digital and PDF), suitable for direct inclusion in the Phase 2 submission.

Task 2 — Geotechnical & Infiltration Testing

Performance standard: Sufficient soil and infiltration data to justify (or rule out) infiltration-based BMP practices at each proposed location, per Trust/County requirements.

1. Conduct soil borings/test pits and infiltration testing at each proposed BMP location.
2. Classify soil types across the project area.
3. Where field and site conditions reasonably allow, perform infiltration testing in-situ (e.g., double-ring infiltrometer or similar in-place field methods) rather than relying solely on laboratory testing of disturbed/remolded samples, so results better reflect actual in-place soil behavior at each BMP location.
4. Where in-situ testing is not practicable at a given location (e.g., due to access, utility conflicts, or water table), document the reason and the alternative method used.
5. Provide infiltration test results, or documented justification where infiltration practices are not proposed, for each BMP location.

Deliverable: Geotechnical/infiltration testing report with results by location.

In-situ testing preference

The Post prefers that infiltration testing be performed in-situ wherever site conditions reasonably permit, rather than relying only on laboratory analysis of collected samples, to produce more representative infiltration rates and reduce the risk of under- or over-designed BMPs. Proposers should describe their proposed in-situ testing methodology and note any locations where they anticipate in-situ testing may not be practicable.

Task 3 — Conceptual BMP Design & Nutrient Reduction Calculations

Performance standard: A conceptual design package that the Post can submit as its complete Phase 2 deliverable, including the written permitting-coordination summary required by the grant agreement.

1. Develop a conceptual layout identifying proposed BMP types (bioretention cells, rain gardens), locations, sizes, and contributing drainage areas.
2. Calculate estimated nutrient (nitrogen/phosphorus) and stormwater-volume reduction for the proposed practices, using methods acceptable to PGDOE and the Trust.
3. Identify any federal, state, or local permits likely to be required, and prepare a written summary (under one page) of permitting coordination completed or planned to date — this is a required grant deliverable.
4. Participate in the Phase 2 in-person check-in meeting with the Post, the Trust, and PGDOE to present the conceptual design.

Deliverable: Conceptual design package (drawings, nutrient-reduction calculations, permitting summary) and meeting attendance, in time for the Post to submit by the Trust's 11/30/2026 deadline.

Task 4 — Final (100%) Design & Permitting

Performance standard: Stamped, construction-ready design documents and all permits secured or formally submitted, sufficient to support construction mobilization and to satisfy the grant's Phase 3 deliverable.

1. Advance the conceptual design to a final, 100% construction-ready design, incorporating any comments from the Trust/PGDOE review of the conceptual submission.

2. Prepare full construction drawings and specifications sufficient for the firm's own construction crews (or named construction subcontractor) to build from.
3. Prepare and submit all required federal, state, and local permit applications; secure approvals or provide documented status if approvals are pending.
4. Schedule and attend the mandatory pre-construction meeting, to be held within 30 days of the construction start date, once the firm is mobilizing for construction.

Deliverable: Final stamped design set and permit documentation, in time for the Post to submit by the Trust's 3/1/2027 deadline.

Task 5 — Native Planting Plan & Maintenance Plan

Performance standard: A planting plan and maintenance framework that satisfy the grant's Phase 3 requirements and are usable by Post volunteers for ongoing upkeep after installation.

1. Prepare a native plant list (species, size, quantity) for all planted areas, confirming native status for each species using the USDA PLANTS database.
2. Draft a short-term (1–2 year) and long-term (3–10 year) maintenance plan using the Trust's template, describing tasks a volunteer maintenance crew can reasonably perform (weeding, mulching, watering) versus tasks requiring professional service.

Deliverable: Native plant list and maintenance plan (coordinated with Task 4 for the 3/1/2027 submission), plus procurement and on-site drop-off of the plant material ahead of the Post's planting event.

Planting responsibility

The firm is responsible for procuring the native plant material and delivering it to the site (drop-off only). Actual planting — the physical installation of the plants into the prepared BMP areas — is not part of the firm's scope: the Post will organize and lead a volunteer community planting event to install the plants the firm delivers, using the plant list and layout provided under this task.

Task 6 — Construction & Installation

Performance standard: The approved BMPs are constructed in full conformance with the final stamped design and all issued permits, with construction initiated no later than 3/1/2027 as required by the grant agreement, and substantially complete by 6/30/2027. Native planting is excluded from this task — see the planting-responsibility note under Task 5.

1. Mobilize crews and equipment and procure all materials and manufactured components specified in the final design (excluding plants — see Task 5).
2. Perform site preparation, grading, and excavation for each approved BMP location.
3. Construct bioretention cells and rain gardens per the approved design, including soil media, underdrains, and any structural components specified, leaving planting areas prepared and ready for the Post's volunteer planting event.
4. Install any specified rain barrels, cisterns, or educational signage called for in the final design.
5. Perform quality-control testing (e.g., infiltration/drawdown testing) to confirm installed practices function as designed.
6. Coordinate all required inspections with Prince George's County and any other permitting agencies and restore any disturbed areas outside the BMP footprints (e.g., temporarily disturbed parking or turf areas).

Deliverable: Fully constructed BMPs (excluding plantings), functioning per design intent, with planting areas ready for the Post's volunteer planting event and for post-construction verification under Task 7.

Task 7 — Construction Administration & Final Certification

Performance standard: Documentation sufficient to satisfy the grant's final close-out report, submitted in time for the Post to meet the 6/30/2027 deadline.

1. Provide construction quality documentation throughout Task 6, including photos and inspection records.
2. Attend the mandatory post-construction site visit with the Post, the Trust, and Prince George's County staff to verify the project was completed as approved, including the Post-led planting.
3. Prepare final as-built drawings reflecting actual constructed conditions.
4. Prepare final nutrient-reduction and impervious-surface-treated-area calculations based on as-built conditions.

Deliverable: As-built drawings and final calculations, in time for the Post's 7/30/2027 final report.

Schedule of Deliverables

Task	Deliverable	Needed by
1–3	Survey, testing, conceptual design & nutrient calcs, permitting summary	By 11/15/2026 (allows Post review before 11/30/2026 grant deadline)
4–5	Final 100% design, permits, planting & maintenance plans	By 2/15/2027 (allows Post review before 3/1/2027 grant deadline)
6	Construction of approved BMPs (excluding plant installation)	Start by 3/1/2027; substantially complete by 4/30/2027
7	Construction administration, as-builts, final calculations	Final documents by 6/30/2027

Section 5 — Proposal Submission Requirements

Proposals must include the following, organized in the order listed:

1. Firm Overview & Qualifications — firm background; relevant design licensure (PE/RLA) and construction licensure/bonding/insurance; staff who will be assigned to this project with their qualifications.
2. Relevant Experience — at least three comparable stormwater BMP projects completed in the last five years for which the firm (or team) performed both design and construction, including client references and contact information. If proposing as a design-build team, describe at least one prior project the two firms completed together, if applicable.
3. Team Structure — for design-build teams, identify the prime firm holding the contract, the named design and construction partners, and how responsibilities and warranty obligations are divided between them.
4. Proposed Approach & Schedule — methodology for Tasks 1–7 and a proposed schedule showing how the firm will meet the deadlines in Section 6, including an estimated construction duration and substantial-completion date.
5. Fee Proposal — a not-to-exceed fee for Tasks 1–5 (design phase), and a separate not-to-exceed or guaranteed-maximum-price fee for Tasks 6–7 (construction and close-out, excluding plant material — see Task 5), broken out by major cost category (materials, labor, equipment, permitting fees, contingency).
6. References — at least two references from prior grant-funded or municipal stormwater clients who can speak to both design quality and construction performance.

Proposals should be submitted electronically (PDF) to the contact listed in Section 8 by the proposal due date on the cover page.

Section 6 — Key Dates (Grant-Driven)

RFP issued	10/5/2026
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Questions due	10/12/2026
Proposals due	11/2/2026
Firm selected / notice to proceed	11/9/2026
Tasks 1–3 complete (survey, testing, conceptual design)	By 11/16/2026
Phase 2 grant deliverable submitted by Post	11/30/2026
Tasks 4–5 complete (final design, permits, planting/maintenance plans)	By 1/15/2027
Pre-construction meeting	Within 30 days of construction start
Construction (Task 6) must begin (grant requirement)	By 3/1/2027
Phase 3 grant deliverable submitted by Post	3/1/2027
Construction substantially complete (revised project end date)	4/30/2027
Community native planting event (Post-organized, after BMP construction is complete)	Late-April 2027/early- May
Post-construction meeting, as-builts & final report support (Task 7)	Through 6/30/2027

Binding deadlines

The 11/30/2026 and 3/1/2027 dates are set by the Post's grant agreement with the Chesapeake Bay Trust, not negotiable by the Post, and failure to meet them can result in the Trust withholding payment or terminating the award. The Post has set 4/30/2027 as the revised target for substantial construction completion; because this leaves only about eight weeks after the required 3/1/2027 construction start; proposers should confirm crew and material lead-time capacity to meet it before submitting a proposal.

Section 7 — Evaluation & Selection

Proposals will be evaluated using the following criteria:

1. Relevant stormwater BMP design and construction experience, particularly with bioretention/rain garden practices and grant-funded municipal projects, on both the design and construction side (30%).
2. Demonstrated ability to meet the grant's fixed deadlines — including construction start by 3/1/2027 — based on proposed schedule and current firm/team workload (25%).
3. Qualifications of assigned design and construction staff, and clarity of the team structure for design-build proposals (15%).
4. References and quality of past comparable design-build or design-then-build work (15%).
5. Fee proposal, evaluated for reasonableness relative to scope across both design and construction phases rather than lowest cost alone (15%).

The Post reserves the right to request interviews, request clarifications, reject any or all proposals, and negotiate final scope and fee with the selected firm prior to contract execution. Award of a contract is contingent on execution of a written agreement between the Post and the selected firm (or the designated prime firm of a design-build team).

Section 8 — Contact & Questions

All questions regarding this RFP should be directed in writing to:

Carrie Mack, Project Lead

mzmack99@gmail.com / 301.404.7332

Questions and answers of general applicability may be shared with all proposers who have indicated interest, to keep the solicitation process fair and transparent.

CLINTON AMERICAN LEGION POST #259

