



## INVITATION FOR BIDS (IFB)

### INSTALLATION OF BIO-RETENTION RAIN GARDEN AT ATLANTIS LODGE, AMORC

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 one bioretention located in Washington, DC, 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: 4839 Meade St NE, Washington, DC 20019                                                                                                                                                                                                                |
| <b>IFB ISSUE DATE</b>          | 3/20/26                                                                                                                                                                                                                                                                          |
| <b>BID DUE DATE</b>            | 4/20/26                                                                                                                                                                                                                                                                          |
| <b>DEADLINE FOR QUESTIONS</b>  | The deadline for questions is 4/15/26 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 one bioretention rain garden and rain barrels at the property of Atlantis Lodge, AMORC in Washington, DC. 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 the District Department of Energy & Environment's RiverSmart Communities Grant Program which supports community-based stormwater improvement initiatives. The Alliance has worked with Atlantis Lodge, AMORC representatives and project partners to design one bioretention cell intended to improve site drainage and reduce pollutant runoff.

Key contextual factors include:

- Work will occur across the street from a public school; limited off-street parking is available.
- Tree protection is required as installation is within the drip line of three mature sidewalk tree box trees.
- 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 15th, 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 **\$10,000**. 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 one bioretention rain garden and two rain barrels at Atlantis Lodge, AMORC in Washington, DC 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 cell meeting design specifications
- Proper installation of two rain barrels meeting design specifications
- Stable, planted, and fully restored site conditions
- Adherence to Sediment and Erosion Control permits
- Protection of three mature street trees adjacent to the work site.

This procurement is funded in whole or in part through District of Columbia government funds.

### 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 install one bioretention cells as described below:

#### **Bioretention** (See Figure 2)

- Approx. 272 sq ft
- Includes excavation, bioretention mix, native plants, mulch, and associated work

#### **Rain Barrels** (See Figure 3)

- Two, 132 gallon Riversides rain barrels
- Includes downspout disconnection, installation, and associated work

For the sites 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 – Excavation.** The Contractor shall perform excavation required for installation of bioretention.

**Task 3 – Installation of Bioretention Infrastructure.** The Contractor shall install bioretention media in accordance with the design plans.

**Task 4 – Installation of Rain Barrels.** The Contractor shall install two Riversides rain barrels in accordance with the design plans.

**Task 5 – Planting and Site Restoration.** The Contractor shall install 130 gallons of native plantings and mulch per approved planting plans and restore the site to safe and orderly condition.

**Task 6 – 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 the [Design Plans](#) and include 130 gallons of native plants.

### 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/<br/>Schedule</b> | <b>Description</b>                                      | <b>Due Date /<br/>Milestone</b>            |
|----------------------------------|---------------------------------------------------------|--------------------------------------------|
| Construction<br>Schedule         | Proposed timeline and sequencing                        | Within 30 days<br>after contract<br>award. |
| Installation<br>Completion       | Completion of Bioretention & Rain Barrels per plans     | By Sept 15 2026                            |
| Final Site<br>Acceptance         | Completion of acceptance punch list items, as<br>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.

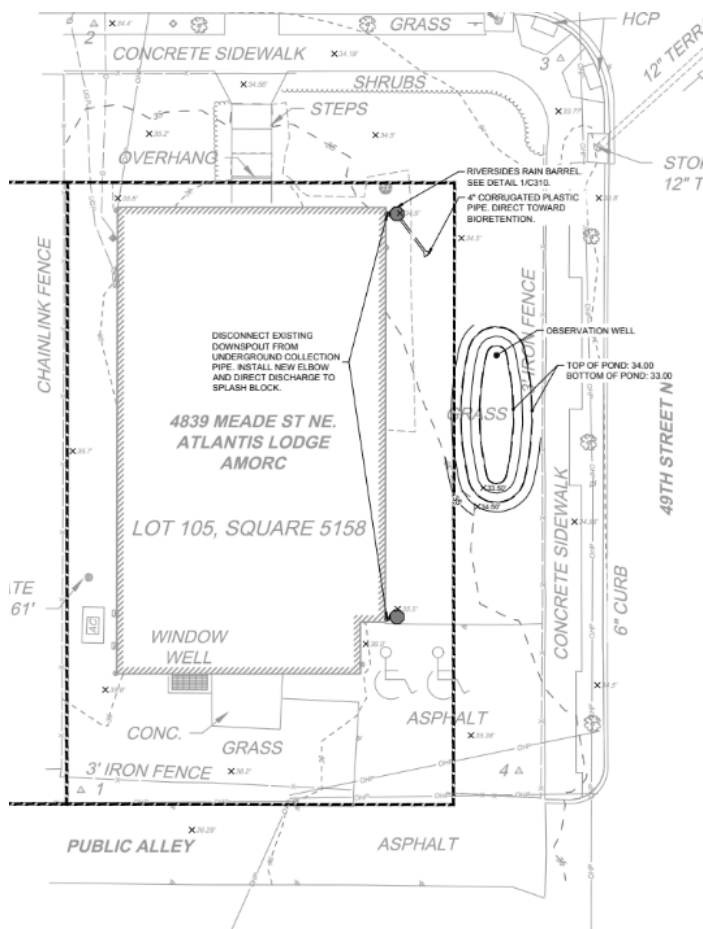
Acceptance of work by the Alliance is required prior to payment unless otherwise specified in the contract.

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

## 2.5 Operating Constraints and Special Requirements

- 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

### Figure 1. - Concept Plan





**Figure 2. Bioretention Location**



**Figure 3. Rain Barrel Locations**



### 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 Pre-Bid Meetings

The Alliance will not hold a pre-bid meeting, site visit, webinar, or other informational session in relation to this project. Questions about the project may be directed to Jordan Gochenaur at [jgochenaur@allianceforthebay.org](mailto:jgochenaur@allianceforthebay.org). If you wish to visit the site, you are asked to remain on the public sidewalk and not enter the private property.

### 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 the District of Columbia, including local small businesses, certified green businesses, and firms registered under the Minority, Female, and Disabled-Owned Businesses Program (MFD) in the District 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

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<br><input type="checkbox"/> No<br>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/<br>UNIT                                   | TOTAL PRICE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------|
| <b>Installation of Bioretention</b> , including excavation, underdrain, bioretention media, 130 gallons of native plantings, mulch, and all labor, equipment, and materials required to complete installation in accordance with design. | 1 Lump Sum<br>(approx.<br>272 sq. ft.)              |             |
| <b>Installation of Rain Barrels</b> , including connecting to downspout, and all labor, equipment, and materials required to complete installation in accordance with design.                                                            | 1 Lump Sum (2<br>rain barrels, 132<br>gallons each) |             |

|                         |  |
|-------------------------|--|
| <b>TOTAL BID PRICE:</b> |  |
|-------------------------|--|

### 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>      |  |