



**INVITATION FOR BIDS (IFB)**  
**INSTALLATION OF GREEN STORMWATER INFRASTRUCTURE AT**  
**AMES UNITED METHODIST CHURCH**

Alliance for the Chesapeake Bay

<p><b>IFB SUMMARY:</b></p>	<p>The Alliance for the Chesapeake Bay (“Alliance”) is soliciting bids from qualified professional landscape contractors to install multiple green infrastructure practices at the Ames United Methodist Church located in Bel Air, Maryland, in accordance with the requirements and specifications set forth in this Invitation for Bids (IFB).</p>
<p><b>PLACE OF PERFORMANCE</b></p>	<p>Work will be performed at: Ames United Methodist Church (UMC)        110 Baltimore Pike        Bel Air, MD 21014</p>
<p><b>IFB ISSUE DATE</b></p>	<p>Wednesday, April 1, 2026</p>
<p><b>BID DUE DATE</b></p>	<p>10:00am Wednesday, April 29, 2026</p>
<p><b>DEADLINE FOR QUESTIONS</b></p>	<p>The deadline for questions is Monday, April 20, 2026 at 10:00am Eastern Standard Time (EST). Questions and/or inquiries must be submitted in writing to the contact below.</p>
<p><b>BID SUBMISSION PROCESS:</b></p>	<p>Bid submission requirements are described in Section 3 of this document. Interested parties should review carefully before preparing their bid.</p>
<p><b>IFB OFFICIAL CONTACT:</b></p>	<p>Savanna Rivera        Green Infrastructure Projects Manager        Phone: <a href="tel:202-553-6483">202-553-6483</a>        Email: <a href="mailto:svivera@allianceforthebay.org">svivera@allianceforthebay.org</a></p>

# 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 for the installation of green infrastructure practices including rain gardens, rain barrels, and conservation landscaping to be performed on Ames UMC’s property. The purpose of this procurement is to capture and treat runoff, increase pollinator and wildlife habitat, and inspire others to take action. 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 Small Watershed Grant from the National Fish and Wildlife Foundation and is intended to address significant drainage issues on the Ames UMC property. The procurement supports a plan to remedy ponding and icing at the main entrance leading to unsafe conditions for pedestrians and is informed by the final engineering detailed site plan for the property.

Where relevant, bidders should be aware of the following contextual factors in developing their proposals:

- Work will occur on the Ames UMC property, including active parking and pedestrian areas
- Project requires removal of existing asphalt and installation of green infrastructure practices
- 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 Invitation for Bids. The anticipated contract term is expected to be through completion of work, no later than October 31, 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 **\$56,000.00**. 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**

### **Purpose and Scope**

The purpose of this contract is to install 4 conservation landscaping, 3 rain gardens, and 1 concrete treatment with trench drain. The contractor will provide 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.

The scope of work under this contract includes installation of green infrastructure practices, as further described in this section. Services are intended to create a more environmentally sustainable and resilient church campus. Work outside the scope described herein is not authorized unless approved in writing by the Alliance. Successful performance under this contract is expected to achieve the following outcomes:

- Proper installation of green infrastructure practices meeting design specifications and project deadline.
- Functional stormwater infrastructure with stable, planted, and fully restored site conditions
- Reduced stormwater pooling on property and decreased stormwater runoff

This procurement is funded in whole or in part through a Small Watershed Grant from the National Fish and Wildlife Foundation. 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).

### **2.1 Tasks/Services to be Provided**

The Contractor shall be responsible for performing the following tasks and services in accordance with this Scope of Work:

#### **Task 1: Site Preparation and Sediment Control**

The Contractor shall implement and maintain erosion and sediment control measures and prepare the site for installation in accordance with the applicable Harford County SWM Permit, design plans, and standards. The permit will be made available during a pre-installation meeting.

#### **Task 2: Concrete removal and excavation**

The Contractor shall perform excavation and concrete removal required for installations.

#### **Task 3: Installation of Green Infrastructure practices**

The Contractor shall install native plant gardens and implement concrete enhancement treatment in accordance with the Final Design Plans. Including:

- 3 conservation landscaping projects
- 3 rain gardens
- 1 concrete treatment with trench drain

#### **Task 4: Cleanup and Final Adjustments.**

The Contractor shall restore the site to safe and orderly condition including, but not limited to, removal of all trash, debris, erosion and sediment control devices, and correcting any and all deficiencies identified during final inspection.

**Task 5: As-built Survey**

The Contractor shall provide an as-built survey documenting the exact, existing locations of structures and green infrastructure practices; highlighting any changes made from the original plans.

All work completed must be in accordance with the [final design plan](#) and [Harford County SWM Permit](#) (Permit #: SWMENG-000471-2026).

**2.2 Deliverables and Schedule**

The Contractor shall provide the following deliverables in accordance with the schedule below. Deliverables must be submitted in a format acceptable to the Alliance and are subject to review and approval. The Contractor should coordinate with the Alliance’s designated representative in advance of submission to confirm format requirements and clarify what is and is not acceptable.

<b>Deliverable</b>	<b>Description</b>	<b>Due Date / Milestone</b>
Installation Schedule	Proposed timeline and sequencing	Within 30 days after contract award
Kickoff Meeting	Ensure goals, scope of work, and timeline align	Within 30 days after contract award
Installation Completion	Removal of existing asphalt/ landscaping, and install green infrastructure practices	October 31, 2026
Final Site Acceptance	Site inspection to ensure all design specifications have been met	Within 21 days after completion.
As-built Survey	Survey documenting the exact, existing locations of structures and green infrastructure practices	Within 21 days after final site acceptance.

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

## **2.3 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 and deliverables 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.

## **2.4 Period and Place of Performance**

The period of performance for this contract shall be from date of contract execution through October 31, 2026.

Services shall be performed at Ames UMC located at 110 Baltimore Pike in Bel Air, MD. 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.

## **2.5 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 minimum of \$1 million and provide certificate of insurance
- 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.

### 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. Bids must be organized in accordance with the requirements identified in this IFB.

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.
- **Pricing Schedule.** 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.
- **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 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 hold a pre-bid site visit to provide additional information relevant to this IFB. The purpose of this site visit is to provide all interested bidders with the same information regarding project requirements and bid preparation. Pre-submission meetings or discussions with individual bidders will not be held unless the opportunity is announced and made equally available to all interested bidders.

Meeting Type: Pre-Bid Site Visit

Date: Wednesday, April 15, 2026

Time: 11:45-12:30pm EDT

Location / Access Information: Ames UMC located at 110 Baltimore Pike in Bel Air, MD.

Attendance: Please reach out to the listed point of contact to confirm attendance by 5pm on Monday, April 13, 2026.

### **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 Harford 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:** 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
<b>Install and maintain erosion and sediment controls</b> in accordance with the Harford County SWM.	1
<b>Install native plant gardens</b> including excavation, underdrain, drain basin with dome grate or solid locking cover based on design, concrete curb and inlet, bioretention media and soil amendments, native plantings, mulch, and all labor, equipment, and materials required to complete installation in accordance with final design.	Conservation landscaping A: 443sf Conservation landscaping B: 222sf Conservation landscaping C: 58sf Conservation landscaping D: 55sf Rain garden 1: 146sf Rain garden 2: 177sf Rain garden 3: 524sf
<b>Concrete treatment</b> of the parking area including	1 trench drain

concrete removal, excavation, regrading, concrete curb, installation of underdrain, and all labor, equipment, and material required to complete installation in accordance with the final design.	
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<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>	