

November 20, 2023

INVITATION TO BID

Request for Proposal For

Design and Engineering for Best Management Practices Projects

I. Background and General Instructions:

The conservation organizations such as Alliance for the Chesapeake Bay and Lancaster Farmland Trust, hereafter, “Buyers”, are partner conservation organizations in the Lancaster Clean Water Partners (Partners) dedicated to the betterment of the central PA watershed region, and Lancaster County in particular. The Partners’ vision is clean and clear water by 2040 for Lancaster and works to achieve that vision by expanding and accelerating the capacity of partner organizations working to restore and sustain healthy waterways in Lancaster

Through the efforts of the Partners, state and federal agencies have collectively committed significantly increased funding or BMP implementation in 2024. The funders have expressed that future funding will be heavily influenced by the degree of success achieved in using the current funding. In order to best use the funding now available, this RFP has been created to identify, as well as possible, the size and scope of work needed in 2024 and obtain commitments from pre-qualified organizations willing to do design and engineering work (Bidders).

The RFP is focused on the design and engineering work associated with Barnyard Improvements. It is anticipated that a total of 35 more or less barnyard improvement projects for these improvements will require design and engineering services in 2024 by the Buyers. This RFP has a focused perspective for the Buyers in 2024 and does not anticipate or represent all the projects the Bidders might have opportunity to work on as they arise, whether with the Buyers or other organizations operating in Lancaster County.

The Partners, on behalf of the Buyers, will facilitate this RFP for that collaborative partnering to occur. The Bidders and Buyers will thereafter work together on a project by project basis to execute agreements and/or contracts necessary for Ag Engineering services. A separate but related RFP will also be issued for implementation of Barnyard BMPs.

We are excited to work with you to collaboratively scope and execute projects with this increased funding as efficiently and effectively as possible.

More information about individual partners (Buyers) can be found here:

Partner websites

<https://lancastercleanwaterpartners.com>

<https://lancasterfarmlandtrust.org>

<https://www.allianceforthebay.org>

II. Bid Participation

The following Request for Proposal (RFP) outlines the desired technical services requirements for design and engineering on behalf of the Buyers.

Interested parties should notify the Partners of interest in order to be invited and included in early informational sessions for potential Bidders by .

Initial notification of interest, due within 10 days of this RFP publication, and eventual Bid Proposals, due by December 22, 2023, may each be submitted electronically to John Cox, Senior Advisor, Lancaster Clean Water Partners @ john@lancastercleanwaterpartners.com or by mail @ 1383 Arcadia Rd., Lancaster, PA. 17601. Questions about the RFP should be submitted at that time and will either be handled via a webinar or one on one with interested parties.

Proposals should include a summary of professional staffing and qualifications, as well as, a.) total projects desired for 2024, with minimum and maximum projects if applicable, b) capacity for 2024 that is above and beyond work done in Lancaster County in 2023, and c.) a bid and proposal for the anticipated projects.

Final awards are contingent on the bidder accepting the terms and conditions of the awarding partners and we retain the right to accept parts of, and reject any and all responses to this RFP. By participating on this bid and submitting a proposal, you agree to work in good faith with the partner organizations to meet and provide all required compliance documentation.

While it is the Partners intent to secure services at the lowest total cost for the Buyers, individual projects will we awarded based on a combination of price and non-price factors that provide the best overall value to the partners. Non-price factors include contractor availability/timing, ability to comply with and complete required regulatory documentation, and our partner farmers wishes.

Final acceptance of any offer submitted in response to this "Request for Proposal" (RFP) is expressly contingent upon:

1. Vendors must have a valid W-9 form.
2. Vendor must be licensed contractor with the state of Pennsylvania
3. Vendor must carry professional design services liability insure of \$1,000,000

W-9, contractor licensing, and proof of insurance **MUST** be submitted along with final pricing. The Partners and/or Buyers have resources available to help prospective Bidders' complete regulatory documentation. **Partners will not accept any proposals for services hereunder unless they are submitted as indicated above.**

It is the intention of the Partners and Buyers to select multiple responsive Bidders for award. Successful Bidders will be prioritized for right of first refusal as projects arise based on several factors in their proposals. The Buyers will favor lower priced bids but projects will be awarded based on price and non-price terms and factors:

1. A significant non-price factor is lead time from project availability to commencement and finalization of design and engineering. The goal of this RFP is to have a lead time of 60 days for the project's design and engineering to commence from when funding is finalized.
2. The more additional projects that a proposal is anticipated to be able to fulfill than the previous year, and the ability to do more than one project concurrently,

3. The ability to provide reports and documentation in accordance with funding requirements. Prior familiarity and experience with meeting grant reporting requirements is not required for proposals, but having such experience should be identified in proposals.
4. Start-up entrepreneurial entrants into the work who may need help to establish capacity.
5. The opportunity to assist with the Diversity, Equity and Inclusion objectives of the Partners and funders.
6. Quality Assurance capacity and capability

III. Description of Desired Services (Scope of Work) and Non-Price Terms

The following describes many, but not necessarily all, of the services, contract terms and specifications you must include in the written response to this RFP and corresponding agreement between the parties.

Buyers typically will look to one source for project implementation. Partners and Buyers reserve the right to allocate the award across several Bidders based on factors such as contractor availability, local or regulatory requirements, and vendor ability to perform specifically requested jobs. Preference will be given to Bidders who can provide timely responses throughout the year, meet obligations to agencies and funders, and work cooperatively with other contractors.

A. Scope of Work for Engineering and Design and estimated number of projects to be completed in calendar 2024:

The Buyers anticipate needing technical services for design and engineering for 30-35 farms which are yet to be fully identified for completion in 2024. Projects will become available for acceptance by successful bidders when funding is secured for the project. The work will be unique to each farm but is likely to most often include:

ENGINEERING and DESIGN
Contracting/Bid Documents
Ag Waste Survey & Design
Storm Water Design
Geology Report
General Permit Submission, 5 Permits
Quality Assurance & Certification
Update Conservation Plan
Landowner coordination

It is expected that technical services could commence as early as Q4, 2023 and continue through the fall. Buyers will be able to provide directional guidance on timing as funding and landowner interest progress.

More details are included in Exhibit A. For reference, a full list of the NRCS conservation practice standards can be found at:

<https://www.nrcs.usda.gov/resources/guides-and-instructions/conservation-practice-standards>

For reference, examples of specific practices often found in barnyard work:

<https://www.nrcs.usda.gov/resources/guides-and-instructions/heavy-use-area-protection-sq-ft-561-conservation-practice>

<https://www.nrcs.usda.gov/resources/guides-and-instructions/short-term-storage-of-animal-waste-and-byproducts-cubic-yards-318>

<https://www.nrcs.usda.gov/resources/guides-and-instructions/stormwater-runoff-control-ac-570-conservation-practice-standard>

<https://www.nrcs.usda.gov/resources/guides-and-instructions/stream-crossing-no-578-conservation-practice-standard>

<https://www.nrcs.usda.gov/resources/guides-and-instructions/waste-storage-facility-no-313-conservation-practice-standard>

B. Billing/Payment

1. When submitting projects for acceptance as they are ready for implementation, each Buyer will provide Bidders the specific billing information and terms set by funders for each project.
2. Payment terms will be determined on a project by project basis, and payment may be tied to specific design and permit milestones. Typically, costs are paid on a reimbursement basis, made on a monthly or quarterly basis, or in one full payment following project completion.
3. Disadvantaged Business Enterprises (WBO, MBO, etc)/Small Business Owners. The Partners is committed to taking all necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms ("MWSB Vendors") are used whenever possible.
4. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
5. Requiring the prime contractor, if subcontracts used, to take affirmative steps to do the same
6. Bidders must comply with all regional, federal, and local laws and regulations.
7. Vendors will provide signed Non-Collusion agreement
8. Due to funding coming in full or in part for these projects coming primarily from National Fish and Wildlife, PA DEP, PA DCNR, PA Dept of Ag, and other federal, state, local and private sources, the Bidders acknowledge that they can comply with and complete required documentation.

Any variations from these specifications must be made in writing.

IV.Pricing and other terms

1. All bids must be submitted in writing via email or on-line by 12/22/2023
2. Last, best and final prices expected.
3. Bidders should indicate the capacity for constructing the projects included in this RFP in calendar year 2024; this should include a minimum and maximum number of projects and the ability to handle more than one project concurrently.
4. All bids must include the lead time necessary for design and engineering to begin once a Buyer offers a fully engineered project for implementation.

5. Supplier's pricing must remain consistent with that submitted on this RFP.
6. While suppliers pricing must remain consistent with that submitted on this bid, bidders are not required to take all of the listed projects. The Partners will approach the lowest bidders first to discuss deliverables and Bidder's may pass on projects that they can't complete for in-time, in-full, or for some other reason.
7. Partners' and Buyers reserve the right to award all BMP volume to one supplier, or to multiple suppliers based on non-price factors such as contractor availability, lead time, and farmers wishes.
8. Bidders must provide a qualification statement of similar projects/work experience

V. Bid submission

1. This is a public request for proposal bid. Bidders will be assigned a bidder code. Your identity and those of your competitors will not be revealed, nor will the final bid prices. Only you will know your bid code and your rank relative to the other bidders.
2. All prices should be submitted in US dollars and be valid for 14 months (January 1, 2023 - February 28, 2024).

VI. Conclusion

RFP COMMUNICATIONS

Direct all scope of business questions regarding this RFP to John Cox, Senior Advisor @ john@lancastercleanwaterpartners.com by 11/28/2023. Questions submitted in this manner will be answered at an online webinar as soon as practical November 30 or after and will be visible to all participants, as deemed appropriate.

Partner names

Provide the following with fully loaded hourly rates, anticipated to help with projects:

- Principal
- Project engineer
- Staff designer
- Permit specialist

EXHIBIT A	
	Staff level assignment
ENGINEERING and DESIGN	
Contracting/Bid Documents	
Ag Waste Survey & Design	
Storm Water Design	
Geology Report	
General Permit Submission, 5 Permits	
Quality Assurance & Certification	
Update Conservation Plan	
Landowner Visit and Coordination	

ENGINEERING COST per hour rate
 Detail staff level and hourly rate - if more than one, list all that apply
 Describe RATE as an average if appropriate, or by task

TOTAL

ENGINEERING-BMP DESIGN - Examples

PA-313:	Waste Storage Facility
PA-342:	Critical Area Planting
PA-360:	Closure of Waste Impoundment
PA-367:	Roofs and Covers
PA-382:	Fencing
PA-468:	Lined Waterway or Outlet
PA-500:	Obstruction Removal
PA-533:	Pumping Plant
PA-558:	Roof Runoff
PA-560:	Access Road
PA-561:	Heavy Use Area Protection
PA-575:	Animal Trails and Walkways
PA-587:	Structure for Water Control
PA-606:	Subsurface Drain
PA-620:	Underground Outlet
PA-634:	Manure Transfer

ENGINEERING-QUALITY ASSURANCE- Examples

ROUND TANK FLOOR POUR
ROUND TANK WALL POUR
RECTANGULAR TANK FLOOR POUR
RECTANGULAR STRUCTURE WALL POUR
SET PRE-CAST TOP
HUA FLOOR POUR
HUA CURB POUR
ROOF WALL POSTS
ROOF TRUSSES
WALL INSP PRIOR TO BACKFILL X 2
MANURE TRANSFER INSP
FINAL COMPONENT INSP
ASBUILTS
Closeout paperwork
RATE (AVG)