

# INVITATION FOR BIDS

Administrative Agency Name:

***Culpeper SWCD***

***351 Lakeside Drive***

***Culpeper, Virginia 22701***

**(540) 825-8591**

Project Name:

***Urban Residential Stewardship***

***Incentive Program Development***

**PROJECT CODE NO: VASWCD URBAN 1**

**DATE:** February 6, 2012

Project Partner Agencies:

Four Soil and Water Conservation Districts (SWCD) as members of the Virginia Association of Soil and Water Conservation Districts Urban Committee

Thomas Jefferson SWCD

Hanover-Caroline SWCD

Piedmont SWCD

Culpeper SWCD

## **BID SPECIFICATIONS**

DATE:

PROJECT: **Urban Residential Stewardship Incentive Program/Development**

Project Code: **VASWCD URBAN 1**

To: **Culpeper Soil & Water Conservation District  
351 Lakeside Drive  
Culpeper, Virginia 22701**

### **Introduction**

The Project Partner Agencies (SWCD's) have undertaken an 18 month project to create a pilot Best Management Practice Cost Share Program targeted at the residential and urban property owners in all counties of the 4 SWCD's participating. The North Carolina Community Conservation Assistance Program (NCCCAP) was selected as a reasonable model to use for pilot program creation. The SWCD's have studied the origins, evolution and current program status of the NCCCAP and seek professional assistance for transforming the NCCCAP into a Virginia format as identified in the following Scope of Work. Some technical assistance may be available for this undertaking from the funding source; to be negotiated by SWCD's. The SWCD's have pre proposed an expected schedule that is available for negotiation. The SWCD's will be seeking funding for on the ground practices with which to inform the pilot during its development phase.

### **Scope of Work**

1. Critical program review of full North Carolina Community Conservation Assistance Program (NCCCAP) for consistency with a Virginia "platform". Identify inconsistencies and propose remedy. Expected deliverable is a report (**Report A**) on current needs assessment at the state level or watershed planning level.
2. Develop a draft program manual utilizing the NCCCAP format; policy, administrative and technical. Expected deliverable is a draft manual (**Report B**).
3. Technical review of NCCCAP BMP requirements and identify consistency with Virginia Storm water BMP Clearinghouse requirements. Identify inconsistencies and propose remedy. Perform a preliminary review of the Pennsylvania program BMPs – *Richard's reference*. Expected deliverable is a report (**Report C**) on inconsistencies and remedies.
4. Establish a suite of BMP's technically consistent with the Virginia Storm water BMP Clearinghouse criteria and a subset appropriate for a pilot program. All must be recognized as "credited" in the Chesapeake Bay Watershed Model 5.3.2. Expected deliverable is two suites of BMP's as identified (**Report D**).
5. Establish quantitative benefits for each BMP in #4 consistent with Model 5.3.2. Expected deliverable is a report (**Report E**) on the Chesapeake Bay Watershed Model credits per each BMP. (probably available from DCR).
6. Evaluate administrative capacity issues and possible impediments to pilot implementation. Expected deliverable is a report (**Report F**) with identified gaps and suggested remedies
7. Recommend a staff training program for district employees who will implement the pilot. Expected deliverable is a draft training program (**Report G**).
8. Create outreach materials for the program pilot. Expected deliverable is brochures and news articles in draft form (**Report H**).

9. Coordinate bimonthly (alternate months) meetings with the grant committee to evaluate progress and address work items . Total 6 meetings. Some correspondence may occur through e-mail although not to replace face to face meetings.
  
10. Propose a long term funding strategy consistent with implementation at the county or local level. Expected deliverable is a “research” report on what is done in other areas to fund such programs and a proposition for where the pilot should/could go for furtherance of projects (**Report I**).
  
11. Create a full summary report on the project. Expected deliverable is the report (**Report J**).

### **Proposed Draft Schedule**

April 15, 2012 Award project

First meeting with SWCD's by May 1, 2012

Report A completed by June 30, 2012

Second meeting with SWCD's by July 15, 2012

Report B completed by August 30, 2012

Third meeting with SWCD's by September 15,2012

Reports C,D and E completed together by December 1, 2012

Fourth meeting with SWCD's by December 15, 2012

Reports F and G completed together by February 15, 2013

Fifth meeting with SWCD's by March 1, 2013

Report H completed by April 1, 2013

Report I completed by May 1, 2013

Sixth meeting with SWCD's by May 15, 2013

Final meeting with SWCD's if necessary by June 15, 2013.

**All scheduled (6) meetings shall be face to face although other communications with the SWCD's can be established for consultations via conference calls or e-mails.**

### **Bid Requirements.**

All bidders shall use the attached Bid Form (page 8 & 9) for submitting their bid proposal. All bidders shall submit a performance bond equal to the full amount of the project. Three references and qualifications are required as part of bid submittal. The successful bidder shall comply with all applicable State and Federal regulations.

### **Design and Specifications**

All reports shall be submitted electronically although one hard copy (CD) must also be provided to each SWCD.

**Notification**

The contractor shall notify the SWCD's a minimum of 1 week prior to any scheduled meetings or deadlines if lack of performance seems apparent. Discouraged.

**Negotiation of Bid**

The SWCD's reserve the right to accept or reject any or all bids submitted.

**Negotiation with Low Bidder**

The SWCD's reserve the right to negotiate options with the lowest responsive/responsible bidder.

**Submission of Bid**

Sealed bids shall be submitted on the attached bid submission form to Culpeper Soil & Water Conservation District. Bids can be mailed to Culpeper Soil & Water Conservation District, 351 Lakeside Drive, Culpeper, VA 22701. All Bids should be marked on the outside of the envelope with the letters "Urban Bid" so as to avoid its possible opening with regular mail or inclusion with other bid projects. Bids will be rejected if not on the attached form. Sealed bids must be received by the Culpeper District by \_\_\_\_\_.

**Opening of Bid**

The bids will be opened on \_\_\_\_\_ at Culpeper Soil & Water Conservation District office. The successful bidder will be notified on the following day. In the event of bad weather that closes the Culpeper SWCD office, the bids will be opened on the next business day.

If notice of acceptance of this bid is given to the undersigned within 10 working days after the date of opening of bids, or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver a contract in the prescribed form (Commonwealth of Virginia Contract Between Owner and Contractor, Form CO-9) within 10 days after the contract has been presented to him for signature.

**Timeline**

The undersigned understands that time is of the essence and agrees that the time completion of the entire project shall be May 15, 2013.

**Payment Time**

Payment will be made within 30 days after acceptance of individual work elements by the SWCD's. A schedule of payments will be identified prior to contract signing.

**Fair Employment Practices**

The bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth this nondiscrimination clause. The bidder, in all solicitations or advertisements for employees placed because of this proposal, will state that such bidder is an equal opportunity employer.

**Immigration Reform and Control Act of 1986:** The undersigned certifies that it does not and will not during the performance of the Contract for this project violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

**Disqualification of Contractors:** By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts

by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

**Modification of Bid**

Either the undersigned or one of the following individuals, if any, is authorized to modify this bid prior to the deadline for receipt of bids by writing the modification and signing his name on the face of the bid, on the envelope in which it is enclosed, on a separate document, or on a document which is telefaxed to the Administrative Agency SWCD.

**Nondiscrimination Statement**

In accordance with the Code of Virginia, this public body does not discriminate against faith based organizations or against a bidder or offeror because of race, religion, color, sex, nation origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**Right to Terminate Contract**

In the event that any provisions of this Contract are violated by the Contractor, the SWCD's shall have the right to serve written notice upon the Contractor of its intention to terminate such Contract, such notice to contain the reasons for such intention to terminate. The Contractor shall immediately upon receipt of such notice, cease such violation or make satisfactory arrangements for corrections or the SWCD's may declare the Contract terminated by serving written notice upon the Contractor. The termination shall be effective and the Contract shall cease five (5) days after mailing such written notice via certified United States mail to the Contractor and his surety. In the event of such termination, the SWCD's may take over the work or any portion thereof, and prosecute the same, by contract or any other method, for the account and at the expense of the Contractor, and the Contractor shall be liable to the SWCD's for any excess cost occasioned by the SWCD's thereby.

**Negotiation with Successful Bidder**

If all bids received exceed the available funds for the proposed project, the SWCD's, pursuant to Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed project and negotiate a contract price within the available funds.

After bid negotiations, the lowest responsive and responsible bidder shall submit an addendum to his bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value.

If the proposed addendum is acceptable to the SWCD's, the SWCD's may award a contract within funds available to the lowest responsive and responsible bidder based upon the amended bid.

If the SWCD's and the lowest responsive and responsible bidder cannot negotiate a contract within available funds, all bids may be rejected.

**Performance Bond**

The successful bidder will provide a standard performance bond for the full contract price of the project at the time of contract signing.

**BID SUBMISSION FORM**

**URBAN-RESIDENTIAL STEWARDSHIP INCENTIVE PROGRAM DEVELOPMENT**

**Issue Date:**

**Project Code Number : VASWCD URBAN 1**

**Issuing Agency: Culpeper Soil & Water Conservation District for VASWCD Urban Committee**

**Completion Date: TBA**

**Sealed Bids will be received until May 11, 2012 at the Culpeper Soil & Water Conservation District office.**

**All inquiries for information should be directed to Greg Wichelns, Phone (540) 825-8591, gregw@culpeperswcd.org**

**Submission of Bid (mail or hand deliver) to:**

**Culpeper Soil & Water Conservation District, 351 Lakeside Drive, Culpeper, VA 22701**

**Project Preview: All relevant materials for the North Carolina Community Conservation Assistance Program can be found at [http://www.enr.state.nc.us/DSWC/pages/ccap\\_program.html](http://www.enr.state.nc.us/DSWC/pages/ccap_program.html). The Virginia Stormwater BMP Clearinghouse can be found at <http://vwrrc.vt.edu/swc/>**

*Bids will be rated on the following criteria:*

- 1. Cost*
- 2. Ability to complete the contract in the specified time.*
- 3. Experience of contractor to perform the task.*
- 4. Bidder meeting all bid requirements and providing all submittals.*

*Business name* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

In compliance with and subject to your Invitation for Bids and the documents therein referenced, the undersigned bidder proposes to furnish all materials and perform all work necessary for this project as outlined in the RFP document for the consideration of the following amount:

**CONTRACT BID:**

**Total Lump Sum Bid \$** \_\_\_\_\_

**A schedule of payments will be negotiated at bid award time.**

Attended a Pre-Bid Meeting on \_\_\_\_\_ (yes/no): \_\_\_\_\_

Name of individual who attended: \_\_\_\_\_

Bidder \_\_\_\_\_

By \_\_\_\_\_ signature

Date \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax# \_\_\_\_\_

Email \_\_\_\_\_