

REQUEST FOR PROPOSAL - PROJECT MANAGEMENT AND LANDSCAPING SERVICES FOR GREENING RICHMOND PUBLIC LIBRARIES PROJECT IN RICHMOND, VIRGINIA

I. Introduction: The James River Association (JRA), a 501(c)(3) nonprofit organization, is requesting proposals from qualified contractors for project management and landscaping services to be provided at Broad Rock Branch Library, North Avenue Branch Library, and West End Branch Library in the City of Richmond, Virginia. Proposals should include the contractor's summary of qualifications and past experience working on similar projects, implementation plan with schedule and costs, and contact information of three references. Proposals should be emailed to Justin Doyle of the James River Association at jdoyle@thejamesriver.org by close of business on Monday, April 12, 2021.

II. Background: Stormwater generated by impervious surfaces such as concrete and asphalt is a threat to the health of the James River and its tributaries and contributes to localized flooding. JRA worked alongside Richmond Public Libraries through the Greening Richmond Public Libraries project to identify stormwater management solutions at library branches across the City of Richmond. After receiving input on stormwater management and green infrastructure practices that could be applicable at Broad Rock Branch, North Avenue Branch and West End Branch libraries from library users and other stakeholders in July 2020, JRA staff members worked alongside staff members of Richmond Public Libraries, the Department of Public Utilities/RVAH2O, and Four Winds Design to finalize plans for the three libraries. Four Winds Design submitted the plans to Richmond's Urban Design Committee for review in November 2020 and presented them to the committee in December. The Urban Design Committee recommended approval of the plans and Richmond's Planning Commission approved them on January 4, 2021.

III. Project Description: JRA, in partnership with Richmond Public Libraries, City of Richmond Department of Public Utilities/RVAH2O, and Four Winds Design is seeking qualified contractors to implement landscaping plans on the grounds of Broad Rock Branch Library (4820 Old Warwick Road, Richmond, Virginia), North Avenue Branch Library (2901 North Avenue, Richmond, Virginia) and West End Branch Library (5420 Patterson Avenue, Richmond, Virginia). These plans include removal and demolition, construction, and landscaping activities.

IV. Project Goals and Objectives: The goals of the Greening Richmond Public Libraries project are to implement stormwater management and green infrastructure practices at Broad Rock Branch Library, North Avenue Branch Library, and West End Branch Library that capture stormwater and improve local water quality, create welcoming outdoor spaces on library grounds, and educate and inspire residents to implement conservation practices at home through JRA's River Hero Homes program. To achieve these goals, JRA and its partners are implementing a portion of the James River and Tributaries Implementation Plan established by the Virginia Department of Environmental Quality which recommends a suite of Best Management Practices to improve water quality and remove these waters from the state's 303(d) list of impaired waterways. The selected contractor will implement the following plans as approved by the City of Richmond's Planning Commission on January 4, 2021.

- Broad Rock Branch Library Plan
- North Avenue Branch Library Plan
- West End Branch Library Plan

V. Scope of Work: Services to be provided by the selected contractor include the following tasks.

Task 1: Secure Permits

The selected contractor is responsible for securing all permits necessary to start construction and bring the project to a successful completion. The selected contractor will provide JRA with copies of all permits associated with the project.

Task 2: Schedule and Attend Pre-Construction Meeting

An on-site pre-construction coordination meeting shall be scheduled within 30 days of the construction start date. Meeting attendees should include staff members from JRA, Richmond Public Libraries, City of Richmond Department of Public Utilities/RVAH2O, Four Winds Design, and New Market Grounds Corporation (current maintenance contractor). JRA will work with the selected contractor to schedule the pre-construction meeting.

Task 3: Implement Site Plans

After securing all necessary permits for the project, the selected contractor is solely responsible for the installation of components according to the approved plans (see Broad Rock Branch Library Plan, North Avenue Branch Library Plan, and West End Branch Library Plan). Please direct questions regarding site design, construction detailing, and drawing interpretation/material substitutions to Drew Harrigan of Four Winds Design at drew@fourwindsdesign.net.

Broad Rock Branch Library (4820 Old Warwick Road, Richmond, Virginia)

- **Removal and Demolition:** Removal of non-native species for installation of proposed landscape: Seven (7) panicle hydrangeas, liriopie and lawn throughout. Grind six (6) stumps and rake resulting debris back into hole. Topsoil and seed areas of grinding disturbance. Demolish and remove the following impervious surfaces: parking lot asphalt and subbase, section of concrete and cinder path from entrance to parking lot, and cinder circle in the front of the building as noted in Exhibit A. Provide construction protection for existing maples near proposed bioretention basin to include: root pruning along construction zones, deadwood removal, construction fencing, and Cambistat treatment. Tree protection work to be performed by certified arborists.
- **Construction:** Install site elements per drawings by Four Winds Design dated March 8, 2021 (see Separation of Bids below).

- **Native Species Planting:** Volunteer labor provided by JRA to install 315 ornamental grasses and perennials, and 21 shrubs. Contractor to install larger 39 trees (see plan).
- **Mulching and Cleanup:** Contractor to mulch planting beds per plans after volunteer work day. Provide final site clean-up after volunteer work to include blowing off surfaces and power washing of paved surfaces as necessary to achieve pre-construction cleanliness.

North Avenue Branch Library (2901 North Avenue, Richmond, Virginia)

- **Removal and Demolition:** Removal of non-native species for installation of proposed landscape: Two (2) crepe myrtles, six (6) Chinese hollies, liriopse and lawn throughout. Demolish and remove the following impervious surfaces: portions of existing concrete walks and paving within former tree wells as noted in Exhibit A. Remove debris and compacted soil within tree wells to a depth of 36". Excavate turf strip in parking lot to remove compacted soil and create concave profile for water retention.
- **Construction:** Install site elements per drawings by Four Winds Design dated March 8, 2021 (see Separation of Bids below).
- **Native Species Planting:** Volunteer labor provided by JRA to install 279 ornamental grasses and perennials, 41 shrubs, and 21 trees.
- **Mulching and Cleanup:** Contractor to mulch planting beds per plans after volunteer work day. Provide final site clean-up after volunteer work to include blowing off surfaces and power washing of paved surfaces as necessary to achieve pre-construction cleanliness.

West End Branch Library (5420 Patterson Avenue, Richmond, Virginia)

- **Removal and Demolition:** Remove invasive species along rear fence line as possible with hand tools. This area is densely vegetated and requires no restoration, only thinning. Removal of non-native species for installation of proposed landscape: One (1) dead tree, three (3) crepe myrtles, six (6) nandina, liriopse and lawn throughout. Demolish and remove the following impervious surfaces: asphalt, subbase, and associated curbing of one (1) parking stall; concrete and subbase for concrete island walk, asphalt and subbase for conveyance channel as noted in Exhibit A. Remove gravel surface treatment and fabric near entrance.
- **Construction:** Install site elements per drawings by Four Winds Design dated March 8, 2021 (see Separation of Bids below).
- **Native species planting:** Volunteer labor provided by JRA to install 357 ornamental grasses and perennials and 35 trees.
- **Mulching and Cleanup:** Contractor to mulch planting beds per plans after volunteer work day. Provide final site clean-up after volunteer work to include

blowing off surfaces and power washing of paved surfaces as necessary to achieve pre-construction cleanliness.

All work associated with the Greening Richmond Public Libraries project must conform to the requirements of all authorities in that jurisdiction, and shall conform to all environmental regulations and requirements by the required permits and the following general requirements:

- **Air:** Employ construction practices that minimize dust production and emissions from engine combustion. Limit unnecessary idling of vehicles and machinery.
- **Soil & Water:** Avoid using materials that can leach toxic chemicals into the environment. Prevent toxic chemicals from entering storm drains and sewers. Prevent soil erosion and contamination by following the approved erosion and sediment control plan.
- **Waste Management:** Employ processes that ensure waste generation is minimal. All waste must be managed and disposed of in a responsible and legal manner.

Task 4: Schedule and Attend Post-Construction Meeting

After successfully implementing the three plans, an on-site post-construction meeting shall be scheduled. Meeting attendees should include staff members from JRA, Richmond Public Libraries, City of Richmond Department of Public Utilities, Four Winds Design, and New Market Grounds Corporation. JRA will work with the selected contractor to schedule the post-construction meeting.

VI. Project Schedule: Construction, hardscaping, and landscaping activities outlined in this the Scope of Work section of this RFP should be completed no more than three months after a contractor is selected, a contract is executed, and a notice to proceed is received by the contractor. All sites must be fully complete no later than September 9, 2021.

VII. Contractor Requirements: The selected contractor must be in compliance with the laws regarding conducting business in the Commonwealth of Virginia. The selected contractor shall provide evidence that the contractor is registered to do business in Virginia with the Virginia State Corporation Commission (SCC), holds an appropriate General Contractor’s license issued by the Department of Professional and Occupational Regulation (DPOR) – Board for Contractors, is not debarred and is in good standing with the SCC and DPOR. JRA reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Contractor’s inability to provide this documentation will result in the bid being rejected. The selected contractor shall meet the General Liability Insurance, Automobile Liability Insurance, Worker’s Compensation Insurance, and Contractors License requirements listed below.

- General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate
- Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident

- Worker’s Compensation Insurance in accordance with statutory requirements and Employer’s Liability Insurance, with a limit of \$500,000 for each occurrence
- Class “A” Contractors License in the State of Virginia with Highway Heavy specialty classification

VIII. Proposals: The selected contractor is responsible for securing all permits necessary to start construction and bring the project to a successful completion. Proposals should include a summary of the contractor’s qualifications and experience working on similar projects, implementation plan with schedule and costs, and contact information of a minimum of three references. Proposals shall be structured separated by library branch (see below).

- **Separation of Bids:** Proposals shall be structured separated by library branch as follows:
 - Demolition and erosion and sediment controls
 - Masonry work broken down into the following elements as applicable:
 - Walls, walks, or pavers
 - Conveyance channels
 - Curbing
 - Bee Zone markers
 - Benches and sign relocations (if applicable)
 - Site work
 - Excavation, grading, etc.
 - Bioretention basins
 - Berms, fill, pipe, borings, gravel diaphragms, etc.
 - Irrigation
 - Plant installation and mulching
 - Final site clean-up
 - Miscellaneous
 - Permits, construction meetings, documentation

JRA will employ good faith efforts to engage disadvantaged/minority/women business enterprises by reaching out to DBE/MBE/WBE firms to submit proposals. Proposals will be evaluated based on staff qualifications, past experience, project cost, and approach to bringing the project to a successful completion. JRA reserves the right to cancel this RFP, to reject any or all proposals in whole or part, to waive any technicalities or formalities, and to determine in its sole discretion which proposal will serve in the best interests of the project. JRA further reserves the right to cancel an award or Notice of Intent to award, at any time prior to the execution of a contract, without any liability on its part. This RFP is not a contract or commitment and JRA is not responsible for any expenses that may be incurred during the preparation of a proposal responding to it. Proposals should be emailed to Justin Doyle of the James River Association at jdoyle@thejamesriver.org by close of business on Monday, April 12, 2021.

JRA intends to complete its evaluation and decision process within three (3) weeks after submission of offers. The selected contractor will be notified via email and letter via a “Notice of Intent to Award.”

VIII. Contractor Selection Schedule: The contractor selection schedule is as follows.

- March 8, 2021: RFP is sent to prospective contractors and posted to project webpage
- April 12, 2021: Proposals received by JRA
- April 13-16, 2021: Committee reviews proposals and schedules contractor interviews
- April 23, 2021: Determination of contract award and Notice of Intent to Award sent

X. Conclusion: Please direct questions about the Greening Richmond Public Libraries project to Justin Doyle, the James River Association's Community Conservation Manager, at jdoyle@thejamesriver.org. Proposals should be emailed to Justin by close of business on Monday, April 12, 2021.

Contact Information:

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