

**REQUEST FOR PROPOSAL - CONSTRUCTION SERVICES FOR
GREENING RICHMOND PUBLIC LIBRARIES INITIATIVE IN RICHMOND, VIRGINIA**

I. Introduction: The James River Association (JRA), a 501(c)(3) nonprofit organization, is requesting proposals from qualified contractors for construction services to be provided at East 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, August 22, 2022.

II. Background: Stormwater runoff generated by impervious surfaces such as asphalt and concrete is a threat to the health of the James River. JRA is working alongside Richmond Public Library, City of Richmond's Department of Public Utilities/RVAH2O, and Four Winds Design to identify stormwater management solutions at Richmond Public Library branches through the Greening Richmond Public Libraries initiative. After receiving input on stormwater management and green infrastructure solutions that could be installed at and around East End Branch Library from the community and stakeholders in June 2022, the partners worked together to finalize plans for the library branch.

III. Project Description: JRA, in partnership with Richmond Public Library, City of Richmond's Department of Public Utilities/RVAH2O, and Four Winds Design is seeking a qualified contractor to implement plans for East End Branch Library prepared by Four Winds Design. East End Branch Library is located in the City of Richmond's East End at 1200 N. 25th Street, Richmond, Virginia.

IV. Project Goals and Objectives: The primary goal of this project is to reduce stormwater runoff by improving stormwater management through the installation of green infrastructure at East End Branch Library. Planned green infrastructure is designed to intercept stormwater in an effort to improve local water quality, create welcoming outdoor spaces on and around 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.

V. Scope of Work: The selected contractor shall provide all goods and services described in the drawings except for plants, mulch, and labor to install them. JRA and Four Winds Design will be responsible for ordering plants and mulch and coordinating their installation using volunteer assistance. After plants and mulch are installed, the selected contractor will need to return to the site for a final cleanup and confirmation of critical grades.

The plans are currently being reviewed by City of Richmond departments for permitting purposes. The construction start date should be no later than October 17, 2022 with completion

occurring by the end of November 2022. This will allow time for volunteers to be coordinated to install plants and mulch by December 31, 2022.

Services to be provided by the selected contractor include the following tasks.

Task 1: Secure Permits

Four Winds Design will work with the contractor to secure all permits necessary to start construction and bring the project to a successful completion. Copies of all permits associated with the project shall be provided to JRA.

Task 2: Schedule and Attend Preconstruction Meeting

An on-site preconstruction coordination meeting shall be scheduled within 30 days of the construction start date. Meeting attendees should include staff members from JRA, Richmond Public Library, City of Richmond’s Department of Public Utilities/RVAH2O, Four Winds Design, and New Market Grounds Corporation (current maintenance contractor).

Task 3: Implement Site Plan

After securing all necessary permits for the project, the selected contractor is solely responsible for the installation of components according to the approved plan for East End Branch Library (excluding plant material and mulch). Please direct questions regarding site design, construction detailing, and drawing interpretation/material substitutions to Drew Harrigan of Four Winds Design at drew@fourwindsdesign.net.

All work associated with the Greening Richmond Public Libraries initiative 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 plan for East End Branch Library, an on-site post-construction meeting shall be scheduled and held. Meeting attendees should include staff members from JRA, Richmond Public Library, City of Richmond’s Department of Public Utilities/RVAH2O, Four Winds Design, and New Market Grounds Corporation.

VI. Project Schedule: The project should be complete by December 31, 2022.

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 it 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.

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: Proposals should include a summary of the contractor's qualifications and experience working on similar projects, implementation plan with schedule and costs (see Separation of Bids), and contact information of a minimum of three references. Please note value engineering may be necessary.

- **Separation of Bids:** The implementation plan with schedule and costs should be separated as follows:
 - The primary work on the bioretention basins on R Street (demolition/excavation and concrete work)
 - The secondary work on the bioretention basins on R Street (engineered soil and plumbing)
 - The primary work on the bioretention basins on 25th Street (demolition/excavation and concrete work)
 - The secondary work on the bioretention basins on 25th Street (engineered soil and plumbing)
 - Irrigation (see notes on plans)
 - Free standing trellises (ballpark figure or accurate allowance is acceptable)
 - Pervious paver parking lot including demolition (construction is planned for early 2023 as a separate project)
 - Clean-up, erosion and sediment control, and other miscellaneous costs

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.

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

- July 22, 2022: RFP is sent to prospective contractors and posted to project webpage
- August 22, 2022: Proposals received by JRA
- August 23-26, 2022: Committee reviews proposals and schedules contractor interviews
- August 26, 2022: Determination of contract award and Notice of Intent to Award sent

X. Conclusion: Please direct questions about the Greening Richmond Public Libraries initiative to Justin Doyle, the James River Association's Director of Community Conservation, at jdoyle@thejamesriver.org. Proposals should be emailed to Justin by close of business on Monday, August 22, 2022.

Contact Information:

Justin Doyle
Director of Community Conservation
James River Association
211 Rocketts Way, Suite 200
Richmond, VA 23231
jdoyle@thejamesriver.org
(804) 572-4667