

**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 Belmont Branch Library in the City of Richmond, Virginia. Proposals should include the contractor's summary of qualifications and past experience working on similar projects, an implementation plan with schedule and costs, and contact information for three references. Proposals should be emailed to Katy Riley of the James River Association at [kriley@thejamesriver.org](mailto:kriley@thejamesriver.org) by close of business on Friday, January 9, 2026.

**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, Richmond Department of Public Utilities/RVAH2O, and Four Winds Design, LC to plan, design, and implement 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 Belmont Branch Library from the community and stakeholders, the Greening Richmond Public Libraries partnership worked together to finalize plans for the library branch. Plans for the Belmont Branch Library were approved by the City of Richmond's Planning Commission on July 15, 2025.

**III. Project Description:** JRA, in partnership with Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, and Four Winds Design, is seeking a qualified contractor to implement approved plans for Belmont Branch Library prepared by Four Winds Design. Belmont Branch Library is located at 3100 Belmont Avenue, 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 Belmont Branch Library. Planned green infrastructure is designed to intercept stormwater in an effort to improve local water quality, create welcoming outdoor spaces on library grounds, and educate and inspire residents to implement river-friendly conservation practices at home. 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 with the exception of 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.

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

#### **Task 1: Secure Permits**

This project is under 4,000 square feet of disturbance and is not required to undergo site plan submission and stormwater permit approval. This has been confirmed with the head of stormwater permitting. Other permits needed are listed on the cover sheet. 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 the contractor's project manager and masonry subcontractor, and stormwater inspector. Representatives from JRA, Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, Four Winds Design, and SOAR365 should also be invited.

#### **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 Belmont 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](mailto: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 Belmont Branch Library, an on-site post-construction meeting shall be scheduled and held. Meeting attendees should include staff members from JRA, Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, Four Winds Design, and SOAR365.

**VI. Project Schedule:** The plans are currently approved by City of Richmond departments for permitting purposes. The project should be substantially completed by June 30, 2026. Contractor to submit a project schedule upon bid award, see Separation of Bids below.

**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, an implementation plan with schedule and costs (see

Separation of Bids), and contact information for 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:
  - Mobilization, permitting, E&S. Note that nothing may be stored on site. Please note mock-ups, submittals, and information signage during construction.
  - Demolition and site clearing. Note heights of finished grades particularly in re-grading in the planting bed to the west of the main plaza area.
  - All concrete work: basin walls, paving, DI collar, footers.
  - Bioretention basin 1 including downspout modifications and brick work in conveyance channels.
  - Bioretention basins 2-4
  - Ornamental gravel, fabric, and edging.
  - Trench grates, DI west of main plaza area, storm sewer tie in.
  - Seatwalls.
  - Ornamental fencing and gate.
  - Site features: bike rack reinstall, benches, interpretive sign (actual sign provided by JRA).
  - Site cleanup and miscellaneous. Include acid wash on all surfaces adjacent to concrete pours or cover/ protect surfaces.

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.

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

- November 11, 2025: RFP is sent to prospective contractors and posted to project webpage
- January 9, 2026: Proposals received by JRA
- Week of January 12, 2026: Proposals reviewed by project team

- Week of January 12, 2026: Determination of contract award and Notice of Intent to Award sent

**X. Conclusion:** Please direct questions about the Greening Richmond Public Libraries initiative and the project at Belmont Branch Library to Katy Riley, the James River Association's Community Conservation Coordinator, at [kriley@thejamesriver.org](mailto:kriley@thejamesriver.org). Proposals should be emailed to Katy by close of business on Friday, January 9, 2026.

**Contact Information:**

Ms. Katy Riley  
Community Conservation Coordinator  
James River Association  
16 S. 17th Street, Suite 100  
Richmond, VA 23219  
[kriley@thejamesriver.org](mailto:kriley@thejamesriver.org)