

REQUEST FOR PROPOSALS

Canal Place Preservation and Development Authority
Grant Writing and Administration Services
for
“The River Park at Canal Place”

Canal Place Preservation and Development Authority
Western Maryland Railway Station
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WARNING: A prospective offeror who has received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide that office with the prospective offeror’s name and mailing address so that amendments to this Request for Proposals or other communications can be sent to the prospective offeror. Failure to contact the Issuing Office may result in non-receipt of important information.

ISSUED DATE: _____

TO: _____ Prospective Offeror

Request For Proposals (RFP)

SECTION I. GENERAL DESCRIPTION

A. Project Overview.

The project is for services for Grant Writing and Administration for The River Park at Canal Place (the "River Park "), a partnership between the State of Maryland, the State of West Virginia, the Army Corps of Engineers, and numerous other interested entities and stakeholders. A conceptual plan for the River Park is at Appendix A (the "River Park Conceptual Plan").

The Canal Place Preservation and Development Authority (CPPDA) invites proposals from professional consulting services to identify, apply for, and administer grants for the purpose of creating the River Park. A proposal should include a fee for services to administer awarded grants as outlined in Section II of this RFP. The preferred consultant should have experience in applying for and being awarded Federal, State and other grants.

The River Park will be located along the North Branch of the Potomac River in the City of Cumberland, from an estimated 0.25 miles upstream of the Blue Bridge/Cumberland Industrial Dam to an estimated 1.50 miles downstream from the Blue Bridge/Cumberland Industrial Dam. The project area runs parallel to the Chesapeake and Ohio Canal (C&O Canal) Towpath which is along the south bank of the River and borders the Army Corps flood control up and down stream. As conceptualized, the River Park project will include the restoration of the North Branch of the Potomac River, removal of the Cumberland Dam, development, construction, and landscaping of whitewater features, trails, green space, canoe/kayak access, and fishing access to the North Branch.

It has been determined that the River Park is a feasible development project. The awardee of this procurement will identify grants as may be available to assist in funding river restoration, dam removal, and development and construction of river park aspects of the project. Once identified in cooperation with CPPDA, the awardee will assist the City of Cumberland and Allegany County in applying for those grants determined to be feasible to complete the project and will administer in accordance with the applicable grant program regulations and requirements those grants applied for and awarded.

B. Purpose.

The River Park project has the potential to improve the water quality of the river and create positive change and economic development for Allegany County and the City of Cumberland. Not only will the River Park bring new construction jobs to the area, it will positively impact quality of life for the region. An economic impact statement for the River Park project is at Appendix B.

For years the North Branch of the Potomac River and surrounding lands in Cumberland have largely been inaccessible for recreational uses. In contrast, cities all over the United States have embraced their rivers and revitalized the areas around them by turning urban

stretches of rivers into viable, usable parkland. These projects have brought tourists to these areas and have provided improved quality of life for city and regional residents. The River Park project promises just that: potential for economic improvements by encouraging more people to visit our area and providing recreational opportunities for the entire region. The removal of the Cumberland Dam and restoring the river to its natural state will improve the ecological health of the river and improve fish passage upstream.

The prospect of the River Park has generated a great deal of support from local and State elected officials, the local business and religious communities, and Allegany County and the City of Cumberland governments. Partnerships have been established with State and federal agencies, with members actively participating in meetings of the River Park Development Committee. The Committee includes, among others, representatives from Allegany County Health Department, the Maryland Department of Environment, the Maryland Department of Natural Resources, the City of Cumberland, and the local religious community.

C. Issuing Office.

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Attention: Deidra Ritchie, Executive Director CPPDA

D. Pre-proposal Questions.

For additional information, prospective offerors may contact Deidra Ritchie, Executive Director CPPDA, Western Maryland Railway Station, 13 Canal Street, Suite 301, Cumberland, Maryland 21502, Office: (301) 724-3655, Fax: (301) 724-3659, Email: Deidra.ritchie@maryland.gov

E. Addendum and Amendment to RFP.

If it becomes necessary to revise or amend any part of this RFP, the CPPDA Executive Director will furnish a notice of revision to all prospective offerors who are registered with the CPPDA as having received this RFP. Those prospective offerors who have not received this RFP directly from the CPPDA should register as a recipient by contacting Deidra Ritchie, Executive Director, as listed above. **RECEIPT OF AMENDMENTS MUST BE ACKNOWLEDGED IN WRITING BY PROSPECTIVE OFFERORS.**

F. Closing Date.

An offeror's proposal must be received by the CPPDA Executive Director at the Issuing Office no later than 12:00 p.m. local time, on **August 11, 2021** (the "closing date"). The acceptable method of submitting a proposal is by electronic mail transmittal in PDF format. Proposals, modifications to proposals, or withdrawals of proposals arriving after the closing date will not be considered.

G. Duration of Proposal.

Following the closing date, an offeror may not revoke or modify the offeror’s proposal or price quote for a period of ninety (90) days thereafter, unless as may be mutually agreed to by the offeror and CPPDA during discussions on the proposal.

H. Incurred Expenses.

The CPPDA is not responsible for and will not pay for any expenses incurred by an offeror in preparing or submitting a proposal in response to this RFP.

I. Discussions and Oral Presentation.

The CPPDA anticipates that, following the closing date, it will engage in discussions with offerors who submit a proposal that the CPPDA determines is reasonably susceptible of being selected (a “qualified offeror”). As part of these discussions, a qualified offeror may be required to make oral presentations to or be interviewed by the CPPDA and/or the River Park at Canal Place Development Committee to further discuss or clarify the offeror’s proposal. Following discussions, the CPPDA may require qualified offerors to submit one or more series of best and final offers to remain in consideration for selection.

J. Negotiations.

The CPPDA may, at its sole and absolute discretion, negotiate directly with any one or more qualified offeror. That the CPPDA may enter into direct negotiations with a qualified offeror does not entitle any other qualified offeror to a right to engage in similar negotiations.

K. Rejection of Proposals.

The CPPDA may, at its sole and absolute discretion, reject any proposal that the CPPDA determines deviates from the requirements of this RFP. An offeror whose proposals are rejected will be notified in writing.

L. Cancellation of the RFP.

This RFP may be cancelled by the CPPDA for any reason either before or after the closing date, regardless of whether the CPPDA has engaged in any discussions or negotiations with one or more qualified offerors. Issuance of this RFP does not guarantee that an offeror will be selected or that a contract will be awarded.

M. Public Information Act Notice.

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets, and provide any justification why such materials, upon request, should not be disclosed by CPPDA under the Public Information Act, Title 4, General Provisions Article of the Annotated Code of Maryland.

N. Conflicts of Interest.

An offeror shall consider and resolve any potential conflicts of interest which presently exist or which may arise if the offeror were to be awarded the contract for this procurement.

O. Arrearages.

By submitting a response to this solicitation, an offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

SECTION II. SCOPE OF WORK FOR GRANT WRITING AND ADMINISTRATION SERVICES FOR THE RIVER PARK AT CANAL PLACE

General Project Assessment.

An offer will be evaluated on the offeror's demonstrated ability and experience in successfully applying for and administering Federal, State and other grants.

Deliverables:

- A. Provide examples of successful grant applications and grant administration, including award amounts and time frames for administration.
- B. Identify potential grant opportunities for funding of the following aspects of the River Part project:
 - 1. River restoration and potential removal of toxic sediment behind the Cumberland Dam.
 - 2. Cumberland Dam removal
 - 3. Development and constructions of water park recreational amenities
 - 4. River access and trails including boating ramp access
- C. Provide any experience working with mitigation banking.
- D. Provide fee structure for grant administration services.

SECTION III. CONTRACT INFORMATION AND CONTRACT TERMS

A. Parties to the Contract.

Any contract entered into as a result of this RFP will be by and between the successful offeror as contractor and the CPPDA.

B. Scope of Work and Contract Terms.

It is anticipated that the services to be provided by the successful offeror will include the tasks and requirements described in Part II of this RFP. In addition to other terms as may

be required by the CPPDA and agreed to by the selected offeror, the contract will include the following provisions:

1. Incorporation of RFP/Proposal. This RFP and the successful offeror's proposal, as either may be revised by agreement between the CPPDA and the successful offeror, will be attached to, incorporated into, and substantively a part of the contract.
2. Fee for Services Price. The contract will include a fee for administration services for successful grant awards payable by the grant program. No fees or cost shall be incurred by CPPDA.
3. Project Commencement; Deadlines; Project Completion. The contract will include a commencement date, project deadlines, and a project completion date, each of which will be negotiated by and between the CPPDA and the successful offeror prior to finalization of the contract. Time will be of the essence in the commencement, execution, and completion of the contract.
4. General Contract Provisions. The CPPDA's "General Contract Provisions," dated June 2015, attached hereto at Appendix C, will be incorporated by reference and binding upon the contract. If any other provision of the contract conflicts with any provision of the General Contract Provisions, the provision of the contract will be controlled.

A. Assignment.

The successful offeror will be prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the contract or any rights created thereunder to any person, company or corporation without the prior written consent of CPPDA which may be withheld at CPPDA's sole discretion.

B. Indemnification.

The successful offeror will agree to indemnify and hold harmless the CPPDA and the State of Maryland from all liability which may hereafter be incurred by reason of dissemination, publication, distribution, or circulation in any manner whatsoever of any information, data or records pertaining in any way to the contract by the successful offeror and its employees.

C. Accounting Records.

The successful offeror will be required to maintain its books, records and other evidence pertaining to expenditures incurred, pursuant to the contract, in accordance with generally accepted accounting principles. These records shall be available to the CPPDA and any authorized representatives acting on behalf of the CPPDA and the State at all reasonable times during the contract period and for three (3) years thereafter.

D. Non-discrimination.

The offeror agrees to comply with all Federal and State laws, and rules and regulations involving non-discrimination on the basis of race, color, creed, national origin, religious or political affiliation or opinion, marital status, age, sex, or physical or mental handicap.

E. Governing Law.

The contract will be governed by the laws of the State of Maryland.

F. Work Products.

All work products prepared under the terms of the contract will be the property of the CPPDA, and shall be delivered to the CPPDA at the end of the contract in a usable form.

G. Acceptance of Terms and Conditions.

By submitting a proposal in response to this RFP, the offeror thereby accepts the terms and conditions set forth herein.

SECTION IV. SUBMISSION REQUIREMENTS; EVALUATION AND SELECTION CRITERIA

A. Proposal Submission Requirements.

An offeror's proposal must include, at a minimum, the following:

1. Price Proposal. The offeror's fee for services contract price for completion of the project, broken down by task. The price should be recorded on the Price Proposal, Appendix D.
2. Key Personnel. A list of the principal staff members, consultants, or subcontractors that the offer will assign to or employ for the project. For each person or entity identified, the offeror should include a description of the individual's or entity's role in the project, an estimate of the time the individual or entity will allocate to the project, and a copy of the individual's or entity's professional resume, curriculum vitae, or equivalent.
3. Project Manager. Identification of the offeror's project manager, who must be made available to the CPPDA for interview prior to selection.
4. Timeline. A timeline for the completion of the project.
5. Experience. A detailed description of the offeror's experience working on similar projects, to include descriptions of each staff member's experience on such projects or similar projects.
6. Methodology and Approach. A description of the offeror's methodology and proposed approach to the project, which shall include, at a minimum, a proposed work plan.

7. Workload. An explanation as to the offeror's ability to integrate this project into the offeror's other workload requirements.
8. References. A list of references for similar projects, with name and contact information.
9. Additional Requirements:
 - a. Verification of any required professional licenses and registrations.
 - b. Bid/Proposal Affidavit, Appendix E.
 - c. Contract Affidavit, Appendix F.

B. Evaluation and Selection.

In its evaluation and selection, the CPPDA will use procedures for competitive sealed proposals established in COMAR 14.28.08.08. All proposals received by the closing date will be reviewed and evaluated by the CPPDA, in consultation with the River Park Development Committee Allegany County and the City of Cumberland. Prior to selection, the CPPDA may enter into discussions with and conduct interviews of offerors.

An award of a contract by the CPPDA resulting from this RFP, if any, will be made to the responsible and qualified offeror whose proposal is most advantageous to the CPPDA, as determined by the CPPDA. Evaluation factors will include, in order of significance, the offeror's: (1) demonstrated qualification, experience, and success with similar projects; (2) completeness of the proposal and the extent to which it sufficiently addresses all tasks set forth in this RFP; (3) price quote; (4) demonstrated ability of the offeror's personnel; (5) demonstrated ability to complete the project.

SECTION V. APPENDIX

- Appendix A – River Park Conceptual Plan
- Appendix B – Economic Impact Statement
- Appendix C – CPPDA General Contract Provisions, June 2015
- Appendix D – Price Proposal
- Appendix E – Bid/Proposal Affidavit
- Appendix F – Contract Affidavit