



**REQUEST FOR QUALIFICATIONS (RFQ)
CLEAN WATER PARTNERSHIP**

**CONSULTANT(S) FOR GEOTECHNICAL, MODELING AND ANALYSIS,
PLANNING, SURVEYING AND ENGINEERING SERVICES**

SCHEDULE FOR CONTRACTOR(S) SELECTION

Description	Date
Proposal Release Date	April 15, 2025
Proposal Submission Due Date	May 14, 2025
Proposal Question Deadline	April 23, 2025
Anticipated Award Date	May 21, 2025

Submission: RFQ Package is due no later than 5 p.m. ET May 14, 2025. RFQ questions and submissions shall be emailed via PDF format to the address below:

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BACKGROUND

Clean Water Partners, LLC (hereafter referred to as “CISs”) invites the submittal of written proposals from qualified firms interested in providing modeling and analysis, planning, surveying and engineering services for the Town of Cheverly located in Prince Georges County, Maryland. A detailed scope of work is included in this RFQ. CIS will select partners based on qualifications, experience, and the total estimated costs reflected in the RFQ submissions. Information within this RFQ and the RFQ itself is confidential and proprietary. Documents are and shall remain the exclusive property of CWP. The documents and any information contained within is to be used solely for the preparation of a proposal to CWP, should not be disseminated within the Responder’s organization beyond those who are preparing the response, and should not be disclosed to third parties.

ABOUT CORVIAS INFRASTRUCTURE SOLUTIONS

Corvia Infrastructure Solutions (CIS) was founded by Corvias in 2013, as a solution-provider solving the complicated challenges of outdated and ineffective stormwater infrastructure. CIS began through a pilot with Prince George’s County, MD to found the nation’s first community-based partnership known as the Clean Water Partnership Program that has gone on to become an award-winning national model for blending environmental, economic and social outcomes.

Since then, our focus has been on a broad offering of community-centric water infrastructure solutions that are accelerated, efficient, and large-scale. And as motivated as we are to solve water challenges, we are equally interested in the opportunity to stimulate socio-economic uplift of disadvantaged communities across our nation.

In 2023, CIS was spun-off to facilitate our focus on the core services that position us as a premier environmental and climate infrastructure solutions company. We continue to seek comprehensive, creative solutions that contribute to enhanced social outcomes and mitigate risk.

OVERVIEW OF PROGRAM/PROJECT

The Clean Water Partnership (CWP) is managing the execution of a FEMA Pre-Disaster Mitigation (PDM) grant from the Maryland Department of the Environment on behalf of the Town of Cheverly.

On September 10, 2020, the Town experienced catastrophic flooding from a 500-year or greater storm event. While flooding impacted the entire Town and adjacent areas, several locations faced particularly severe impacts, resulting in swift water rescues by the Cheverly Police Department. Numerous lives were endangered, and over 20 dwellings were damaged. Notably, significant flooding occurred at the intersections of Parkway and Forest Road, Newton Street and 57th Avenue, and within the Valley Way and Lake Avenue catchment area.

To reduce future flood risks, the Town is issuing this Request for Qualifications (RFQ) to identify qualified consultants to support a phased approach that includes flood hazard assessment, feasibility analysis, mitigation planning, and infrastructure design. The effort will focus on three priority catchment areas that align with the Town's storm drain lines where the most significant flooding was experienced in 2020. Before detailed design work begins, selected firms will be expected to complete a conceptual or feasibility assessment that outlines their proposed approach for each of the regional storm drain mainlines located within the three catchment basins. These assessments may propose replacing (upsizing) the existing mainlines or developing a parallel or supplemental system, depending on conditions in each catchment. The assessment will include a preliminary analysis of the causes and extent of flooding at each site, conceptual mitigation strategies, and initial cost estimates for each potential solution.

Following this initial phase, the contractor(s) will prepare construction-ready plans for stormwater infrastructure upgrades designed to address vulnerabilities created by past development, increased imperviousness, population growth, and the intensifying frequency of short-duration, high-intensity storm events. Consultants will also be expected to evaluate opportunities to incorporate low impact development strategies wherever feasible.

As part of the broader effort to strengthen the Town's long-term flood resilience and environmental health, the project will also include development of an Urban Forest Management Plan to support forest stability and integrate tree canopy as a natural mitigation tool. All work must align with FEMA grant requirements. Selected firm(s) will receive technical direction from the CWP or the designated program manager.

All deliverables must meet FEMA grant requirements.

SCOPE OF WORK

The intent of this RFQ is to identify a contractor(s) to provide geotechnical, modeling and analysis, planning, surveying and engineering services and ensure all elements of the final scope are delivered. The selected consultants(s) will take technical direction from the CWP or the designated program manager. The deliverable(s), includes but is not limited to:

- Bi-weekly progress meetings and quarterly status reports.
- Attendance at CWP requested presentations and meetings as needed.
- Development of approximately four (4) concept designs.
- Final project reports and closeouts.
- Other services as identified by the CWP.

Respondents can submit their qualifications for one or more of the categories described below. The first three categories – Sub-Recipient and Technical Management, Private BMP Program Coordination, and the Urban Forest Management Plan – are stand-alone services. Respondents do not need to submit for any storm drain planning and designing work if only interested in one or more of these stand-alone items. However, the remaining categories (4–8) must be submitted as a single, complete package, with

the feasibility analysis being conducted first. Subcontracting for individual elements within that package is permitted, but incomplete submissions will not be considered.

Category 1. Sub-Recipient and Technical Management - The manager will assist the CWP in overseeing technical project elements and ensuring all deliverables meet County requirements. This includes reviewing and commenting on technical documents such as design plans, Erosion and Sediment Control (E&SC) plans, Maintenance of Traffic (MOT) plans, stormwater management (SWM) and hydrology/hydraulic (H/H) reports, and any other technical documentation. The technical manager will also support sub-recipient grant management, including quarterly financial and programmatic reports, closeout reporting within 120 (calendar) days after the period of performance ends, and submission support as needed.

Category 2. Private BMP Program Coordination - Outreach support to property owners interested in volunteering to install BMPs (e.g., rain gardens, sump pump hookups, etc.).. Lead outreach activities that include identifying target parcels, developing tailored outreach materials, and promoting participation in Rain Check or similar programs. Tasks also include identifying sump pump tie-in opportunities, recommending cost-sharing strategies, and conducting desktop-level siting analysis. In addition, engage with homeowners to assess whether floodproofing measures—such as door barriers, window shields, or other structural interventions—are needed to protect residential properties from localized flooding.

Category 3. Urban Forest Management Plan - Assist the Town to identify long-term strategies that manage, protect, enhance, and expand the Town’s tree canopy. Key tasks include:

- Update Tree Inventory and Assessment – Utilize Cheverly’s existing inventory of public trees, assessing species diversity, health, age distribution, and risks such as invasive species and pests.
- Canopy Analysis – Utilize GIS and remote sensing to evaluate existing tree canopy coverage, identify gaps, and set targets for expansion.
- Policy and Regulatory Review – Assess town ordinances and County/State as needed, development codes, and tree protection policies to align with best practices for urban forest management.
- Community Engagement – Gather input from residents and stakeholders to incorporate community priorities and encourage stewardship.
- Maintenance and Planting Strategies – Develop guidelines for tree planting, maintenance, and replacement, emphasizing native species, climate resilience, and equitable distribution.
- Funding and Implementation Plan – Identify potential funding sources, partnerships, and phased implementation strategies to sustain urban forestry efforts.
- Wholistic review of private trees and canopy to determine future needs in private spaces.

Category 4. Feasibility Study – Conduct an evaluation of the existing Storm Drain System for each of the three storm drain infrastructure main lines of greatest interest to the Town of Cheverly. These are: Parkway and Forest Road, Newton Street and 57th Avenue, and within the Valley Way and Lake Avenue catchment area (see attached map). Develop improvements to the storm drain system that helps to mitigate future flood risks in the Town. Improvement may include, but not limited to, replacing (upsizing) the existing main storm drain lines, or they may involve installing a parallel or separate systems to supplement the existing mainlines to

determine the amount and cause of flood events at each storm drain. Mitigation strategies for these flood events will be conceptualized. Preliminary cost estimates will be provided.

Category 5. Soil/SWM Boring Procedures-Utility Test Holes –Perform ASCE Quality Level

“A” test holes. A complete list of services follows:

- Work with the CWP and the Town to coordinate with property owners for access and test hole operations.
- Request and co-ordinate with Miss Utility for utility identification and field marking.
- Work with the CWP and the Town to Obtain a permit to perform the work within public right-of-way.
- Field verify existing utility marking utilizing Metrotech 810 and/or a Pipehorn.
- Perform an ASCE Quality Level “A” task utility test holes, approximately four (4) to six (6) feet deep. Duct banks twenty-four inches and wider will be charged as two test holes to verify both edges of the utility. All test holes will be backfilled with the original material and all hard surfaces will be patched with AquaPhalt material. The quantity of test holes is mentioned in the fee derivation table.
- Perform a survey and locate utility test holes from the supplied onsite horizontal and vertical control. A CADD file of the topographic features must also be supplied for our sketch on the test hole report. Note – Topographic survey should be completed shortly after completion of utility test holes and geotechnical investigations. Consultants will coordinate activities through Project Manager.
- Prepare reference sketches and test hole reports.
- Provide maintenance of traffic (MOT) during field activities.

Category 6. Geotechnical Investigations – Soil sample analysis A complete list of services follows:

- Visit the site to observe site conditions and access for drilling activity.
- Visually stake boring locations based on existing features shown on the site or topographic plan.
- Work with the CWP to contact the Town and Prince George’s County to obtain drilling permits.
- Access through private property may be required for this task. Right of Entry agreements for private property will be the client’s responsibility.
- Contact Miss Utility, request utility designation of public utilities and secure utility clearances.
- Borings will be drilled utilizing an ATV-mounted or truck-mounted drill rig. Representative samples from each boring will be obtained at depth intervals of 2.5 feet in the upper 10 feet and at 5-foot intervals, thereafter. The test borings will be advanced using hollow-stem augers and soil samples obtained using the Standard Penetration Test (SPT) procedure in accordance with ASTM D1586.
- Soil borings will be extended to completion depth, or terminated at rock refusal, whichever occurs first.
- Observe groundwater levels during drilling, after the completion of the borings, and/or checking water levels after 24 hours, if possible.

- Collect required samples to perform necessary laboratory tests to determine various soil parameters. Based upon the proposed project information, the laboratory testing program is expected to include natural water content determination, Atterberg limits and grain size distribution analyses.
- Backfill boreholes with auger cutting when field sampling is completed. Evaluate the results of the subsurface exploration and laboratory testing and prepare a geotechnical report including field drilling summary, boring logs, test results, textural classifications of material, site geologic conditions and recommendations to assist in the design of the stormwater management facilities and potential difficulties and precautions during construction.
- Provide maintenance of traffic (MOT) during field activities.

Category 7. **Hydrology and Hydraulics** –Model and calculate at specific design stages using industry-standard tools. Perform a groundwater study to investigate subsurface conditions and ensure that proposed stormwater best management practices (BMPs) do not interfere with groundwater resources or lead to flooding.

- Prepare H&H calculations (30%, 60%, 90%, and 100%)
 - Various models may include TR-20, TR55, HEC-HMS, PC SWMM, XP SWMM. It is assumed that the software selected will incorporate hydraulic modeling of storm drain networks.
 - It is assumed HEC-RAS will be used for modeling of open channels.
- Conduct a groundwater “paper study” to identify the data gaps and recommend locations to install monitoring wells for review by Cheverly. Once approved, the geotechnical installation will occur under the oversight of a geologist. Monitoring will take place for three years, with the Consultants providing training to Cheverly staff to oversee monitoring after the first year.
- The study may also include monitoring determined locations for the potential contribution of WSSC water leaks in the area. Obtain WSSC Collect usage data to assist in determining the amount of groundwater versus potential leaks from water lines. Preliminary assessments suggest that both groundwater infiltration and leaks may be contributing factors.

Category 8. **Design (Civil)** – Prepare concept design plans that meet all relevant design criteria for Prince George’s County (County), State of Maryland (State) and Federal as required based on design plan. Concepts may include SWM facilities, culvert, roadway, grading, erosion, and sediment control plans. Submit the following at 30%, 60%, 90% and 100%:

- Prepare Drainage/SWM Report including E&S design & calculations
- Prepare MOT design
- Prepare construction cost estimate
- Prepare Benefit-Cost Analysis (BCA) with FEMA’s BCA Toolkit.
- Prepare Environmental Mitigation Site Design if needed
- Prepare DPW&T, DPIE and PGSCD submission packages
- Address DPW&T, DPIE and PGSCD review comments
- QA/QC
- Prepare material for and attend various progress, design, and coordination meetings.

- Attend various progress, design, and coordination meetings
- Prepare meeting minutes & action item list
 - Prepare environmental permitting (JPA/NRI as applicable) submission packages. Address environmental permitting review comments.
 - Prepare minor local relocation utility design, as applicable
 - Prepare DPW&T, DPIE and PGSCD submission packages. Address DPW&T, DPIE and PGSCD review comments.
- The following will be provided:
 - Plan sheets: Title sheet
 - Index
 - Typical sections
 - Horizontal location of proposed improvements
 - Pipe profile of proposed storm drain system
 - Erosion and sediment control
 - Maintenance of Traffic
 - Environmental Mitigation
 - Maintenance of Traffic – Standard plates only
 - Drainage calculations:
 - Drainage/SWM report (RCN, Tc, TR-20, Drainage area maps)
 - Construction Cost Estimate
 - Legal descriptions of easements

Assumptions:

- Environmental and Permitting Services will include:
 - Resource Agency Coordination
 - Conducting a desktop GIS investigation/environmental screening using readily available GIS data from sources such as MD iMap, PGAtlas, County Open Data and Maryland LiDAR to assist with delineation of resources and support agency coordination.
 - Conducting agency coordination to support resource identification and permitting with the Maryland Department of Natural Resources (MDDNR) Wildlife and Heritage Service (WHS) for State-listed threatened and/or endangered species; the Maryland Historical Trust (MHT) for cultural resources; and the U.S. Fish and Wildlife Service (USFWS) for federally listed species. Identify fisheries using the MDNR Aquatic Resources Pre-Screening Tool.
 - Wetland and WUS Delineation
 - Performing wetland and waterways delineation for the 3 ponds downstream of the golf course cart path; areas within 50 feet of these ponds; and the outfall at Swan Creek. Flagging will be used to mark the delineations and will be located by surveyors.
 - Tree Identification - Identifying any trees 30-inch diameter at breast height or greater and any trees that are at least 75% of the size of the State champion of that species. Flagging will be used to mark trees and will be located by surveyors.

- Prepare Wetland/WUS Delineation Report
 - Reviewing resources field file from survey and prepare CAD file.
 - Preparing and submitting draft wetland delineation report to MDE (with mapping and agency coordination).
 - Revising and submitting final wetland delineation report to MDE (assume one round of agency comments).
- MDE / US Army Corps of Engineers Review and Coordination
 - Scheduling and attending pre-Joint Permit Application (JPA) meeting and prepare draft and final meeting memorandum (assume one round of agency comments).

Other Assumptions

- Any required Public Notice will be conducted by others.
- Property notification letters for all parcels within the project area will be performed by others.
- Delineations will be in accordance with US Army Corps of Engineers Wetland Delineation Manual (1987) and approved Regional Supplement.
- SWM Facilities and High Hazard Dams (Embankments):
 - Facilities requiring retrofit to meet SWM requirements will be designed to meet MD-378 standards.
 - Facilities will not be considered high hazard and will not require a standard dam breach analysis.
- The topographic survey limits will be determined after initial concepts are reviewed.
- Easements and Plats:
 - Up to 12 plats will be prepared to show proposed easements.
 - Metes and bounds descriptions of proposed easements will be prepared for up to 6 properties
 - Right of way/property boundaries (other than those determined through the metes and bounds survey) depicted on plans will be based on available GIS information.
- Maintenance of Traffic:
 - Minor MOT will be required for and will consist of standard plates.
- No JPA and/or NRI equivalency letter will be required for Phase 1.

SUBMISSION REQUIREMENTS

In no more than 20 pages, please provide the following:

- 1) State the full specific legal name of the entity that is responding to this request.
- 2) Identify all teaming partners and roles. Your responses to all requests should be with respect to the responding legal entity's experiences and qualifications. If the qualifications and experiences are those of a teaming partner, then the narrative should be explicit in that regard. Responses that are unclear in this regard will be disqualified for consideration. Please provide copies of teaming agreements as appropriate.
 - Provide a detailed narrative on your qualifications to perform geotechnical, modeling, surveying, planning and/or design services (including permitting and erosion and sediment control) and other skillsets required to perform the work. The narrative should include an

overview of recent projects that you have performed similar work in providing the aforementioned services.

- 3) The CWP is committed to hire Certified Target class contractors, as well as small, local contractors. CWP has also made a commitment to employ Prince George's County residents. Provide a narrative on how you endeavor to ensure that 50% of the man-hours on the project for the execution and performance of the planned scope of work will be staffed by county residents.
- 4) An Implementation Meeting is held weekly at the CWP Program office. CWP has an expectation that the successful respondent's representative will participate in these Implementation Meetings as an active participant in the CWP, providing input on their project if needed. Please indicate in your response your willingness to provide participation in the Implementation Meetings and discussions without direct compensation or provide an understanding of how you expect to be directly compensated for this participation.
- 5) Provide information on any Charitable organizations you currently work with or have worked with in the past that align with the CWP Credo of "Generously Give Back to the Communities which we Serve"
- 6) The Clean Water Partnership program is dedicated to assisting small, local and targeted businesses certified by the SD3. RFQ's that include the award of work from the list of pre-approved SDDD Contractors is highly encouraged. Required Documentation

a) Requested Information

- i) Organizational Chart: Provide an organizational chart demonstrating the relationships and hierarchy of the project team members
- ii) Resumes: Provide resumes of staff that will manage the completion of deliverables for this RFQ Submission. Submitted resumes should be no more than two pages for each staff member. Any changes in staff will require staff of equal knowledge, skills, abilities and credentials as submitted in the RFQ. Resumes shall, at a minimum, include the following information:
 - (1) Name of Person and Title;
 - (2) Proposed project position;
 - (3) Employment history for the last five years or names of projects where project modeling and analysis, planning, surveying and/or engineering requirements community outreach, and event planning; services have been performed and executed;
 - (4) Education (college degree and year)
 - (5) Professional registrations, certifications, licenses, etc.
 - (6) Prince George's County resident or not

b) Project Examples

- i) Identify a minimum of three project examples that demonstrate the consultant firm's success in modeling and analysis, planning, surveying and/or engineering requirements.
- ii) For each project example identify the following:
 - (1) Name of Project and Client;
 - (2) Identify personnel assigned to the "example project".

- (3) Project Location, duration, dates
- (4) Name and telephone number of the Client's Project Manager or other person who can verify firm's experience and roles and responsibilities; and
- (5) Brief description of firm's role on the project and how that experience relates to this Program.

c) Fee Proposal and Cost of Services: Proposal shall include the consultant's monthly billing rate for the services identified in the scope of work and costs associated with working with CWP and Prime Contractors to participate in weekly Program Implementation meetings led by CWP or designee.

Confidentiality, Fairness and Ethical Practices: Exhibit A includes a nondisclosure confidentiality agreement and must be returned prior to the release of the RFQ. CWP will treat all responses and other documentation submitted with any respondent's proposal as confidential information. CWP will not disclose or distribute to any Third Party except the County and will limit dissemination within CWP to those directly involved in the review process. CWP will treat all respondents ethically and fairly and will consider each proposal on its merits. CWP will communicate in a consistent manner with all respondents and disseminate any and all information to all respondents at the same time. Upon completion of the process, CWP will notify all respondents of the final award decision as soon as business requirements allow for an announcement.

Award: Responses will be reviewed and if a qualified proposal is accepted, the award will be made in a timely manner. This RFQ addresses real development needs that are a requirement of CWP executed agreements; therefore, CWP will move forward, and it is in our best interest to review and award in a timely manner. However, no set award date is guaranteed, and CWP is under no obligation to award based upon this RFQ and will review and award based on the merit of proposals and conformance with all stakeholder needs and other program requirements.

Terms and Conditions of RFQ:

- 1) All responses shall become the property of the CWP.
- 2) Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. CWP has made an effort to provide guidance for the Scope of Services in a full and complete manner to the Respondents for all work and phases. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither CWP nor its representatives shall be responsible for any error or omission in this RFQ or any response, nor for the failure on the part of the respondents to determine the full extent of their exposures. The respondents have the right to change, alter or propose an increase in scope in the interest of documentation, performance, efficiency and cost effectiveness of the program. CWP, in its sole discretion, will determine if such change, alteration or increase is necessary.
- 3) CWP reserves the right to select respondents at will; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirements in its entirety; or to reject any or all proposals received.
- 4) A response to this RFQ does not constitute a formal bid; therefore, the CWP retains the right to contact any or all proposing firms after submittal in order to obtain supplemental information

and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the CWP's proposal process or award of contract.

- 5) The CWP will not be liable for, nor pay for any costs incurred by responding firms related to the preparation of their proposal.
- 6) All Responses from all Responders will be held firm for one hundred eighty (180) calendar days from the RFQ due date. This period may be extended by mutual written agreement between the Responder and the CWP. Responders should be aware that the CWP anticipates no more than ninety (90) calendar days after the announcement of the selected Responder that an agreement will be negotiated and finalized. If an agreement is not reached within this period, CIS reserves the sole right to (a) continue negotiations with the selected Responder, (b) commence negotiations with the next highest ranked Responder, or (c) suspend negotiations with the referred selected Responder.
- 7) If a Responder finds discrepancies in the RFQ documents or is in doubt as to the meaning or intent of any part thereof, the Responder will no later than April 23, 2025, submit a request for clarification in writing from the CWP, which will issue a written addendum to the solicitation documents. Failure to request such clarification is a waiver to any claim by the Responder for expense made necessary by reason of later interpretation of the documents by CWP. Requests shall include the solicitation name.

SELECTION PROCESS

Selection Criteria Overview:

The CWP will evaluate the following:

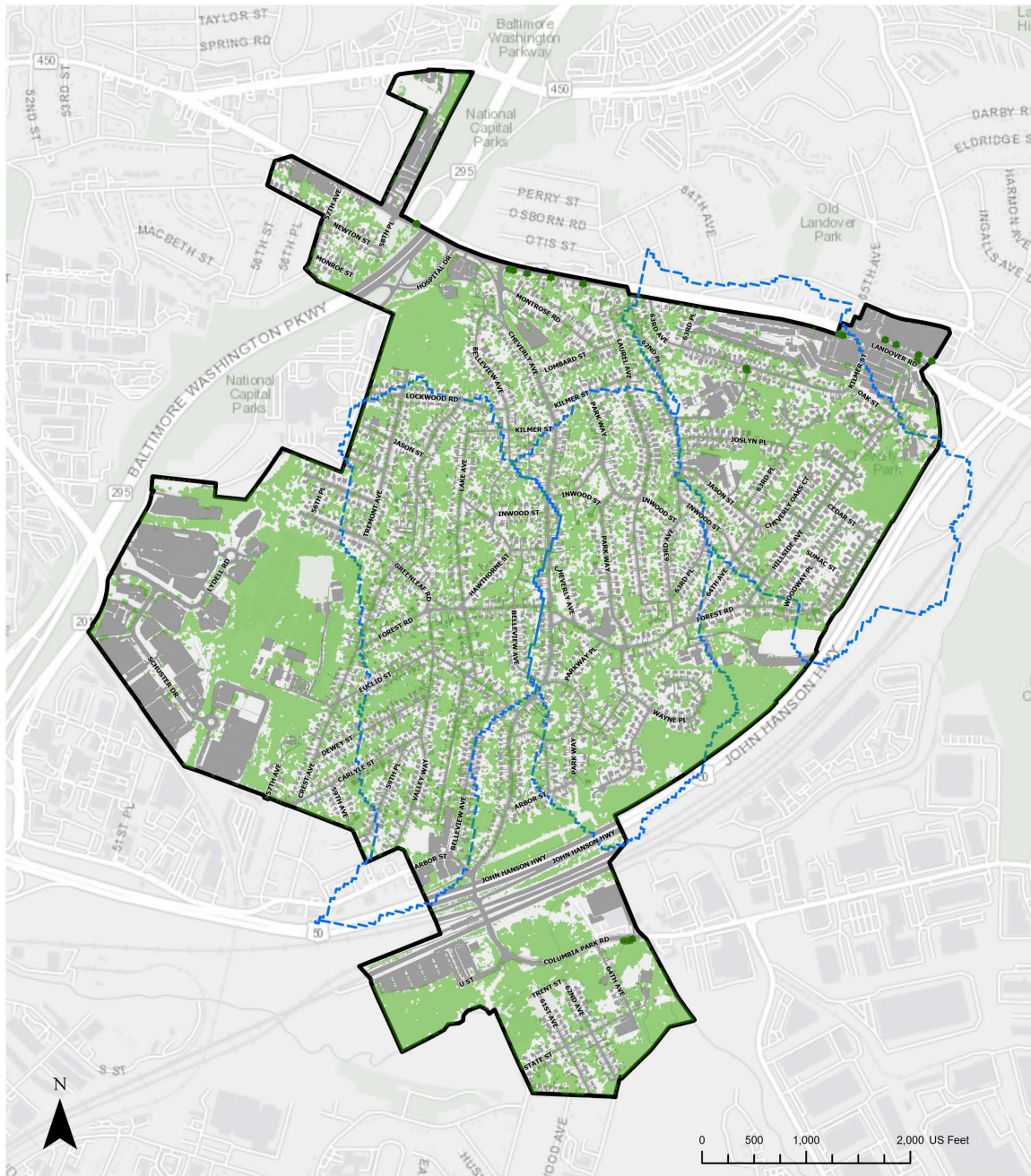
- i) The experience, technical competence and qualifications of the project team members including each member's specific role and responsibility proposed for this Program and their past experience and expertise in the areas for which they are proposed.
- ii) The team's experience and understanding of geotechnical, modeling, surveying, planning and/or design services and associated tasks.

Scoring Rubric

- Scored Separately
 - Subrecipient and Technical Management
 - Experience – 10 points
 - Key Team Members – 10 Points
 - Local Knowledge and Experience – 10 Points
 - BMP Coordination
 - Experience – 10 points
 - Key Team Members – 10 points
 - Local Knowledge and Experience - 10 points
 - Urban Forestry –

- Experience – 10 points
 - Key Team Members – 10 Points
 - Local Knowledge and Experience – 10 Points
- Team Experience
 - Planning/Concept Design – 10 points
 - H/H Analysis – 10 points
 - Design/Permitting – 10 points
- Team Member Experience (Key members)
 - Planning/Concept Design – 10 points
 - H/H Analysis – 10 points
 - Design/Permitting – 10 points
- Survey, Geotechnical, Utility Designation – Team Experience – 10 points

PROJECT MAP-Cheverly



- Preliminary Catchment Areas
- Town Boundary
- CBP Tree Canopy (2018)
- Tree Plantings
- Impervious Surface (2020)