



**Resilience Authority**  
*of Charles County, Maryland, Inc.*

**Resilience Authority of Charles County, Inc.**

**Request for Qualifications**

**Nature-Based Climate Resilience Project Design and/or Build**

Issue Date: October 9, 2025

Response Due Date: October 31, 2025

Email response to: Stacy Schaefer [SchafeS@resilientcharlescountymd.com](mailto:SchafeS@resilientcharlescountymd.com)

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>OVERVIEW .....</b>	<b>3</b>
<b>REQUEST FOR QUALIFICATIONS</b>	
Inquiries .....	4
Closing Date .....	4
Late Responses .....	4
Review and Selection .....	4
<b>SERVICES</b>	
Design.....	4
Construction .....	5
<b>EVALUATION CRITERIA</b>	
General Qualifications.....	5
Experience .....	5
<b>RESPONSE REQUIREMENTS.....</b>	<b>6</b>
<b>EQUAL OPPORTUNITY.....</b>	<b>6</b>
<b>CONFLICT OF INTEREST.....</b>	<b>7</b>
<b>LIMITATIONS.....</b>	<b>7</b>
<b>NARRATIVE FORM.....</b>	<b>8</b>

## OVERVIEW

The Resilience Authority of Charles County, Inc. (“RACC” or “Resilience Authority”) is a legislatively created government instrumentality of Charles County government and works in close collaboration with Charles County government. RACC often looks to procure contractor services by “piggybacking” on existing and competitively bid Charles County government contracts.

The RACC, while a government instrumentality, is a 501(c)(3) nonprofit that is separate from the government, with an independent Board of Directors. The Resilience Authority works in partnership with Charles County government to accelerate nature-based infrastructure financing and cost-effective implementation of nature-based projects that empower our communities to both mitigate and adapt to the risks of climate change.

The RACC is dedicated to setting a national example of climate resilience grounded in environmental justice. It is operated for the public purpose of responding to the impacts of climate change in communities across Charles County. The Resilience Authority prioritizes:

- **Equity:** The risks of climate change are not shared equally; therefore, our projects focus on the communities hurt first and worst – Underserved and Overburdened Communities.
- **Nature-Based Solutions:** We prioritize equitable and nature-based solutions with multiple benefits that are environmentally just.
- **Access to Nature:** To benefit the most people possible, the Resilience Authority works with Charles County government to finance and implement nature-based stormwater flooding, urban heat, and sea level rise/coastal erosion solutions on public lands (such as county parks) that are accessible to all Charles County residents.

The goal of Resilience Authority contracting and procurement is to ensure the best use of public and private funds that follows the U.S. Office of Management and Budget procurement guidelines. This is a public and competitive request for qualifications (RFQ) and the Resilience Authority uses a fair, ethical, responsible, and transparent request and review process. The purpose of this RFQ is to identify qualified applicants to assist the Resilience Authority with designing and/or building a variety of equitable nature-based climate resilience projects including living shorelines, nature-based stormwater management, stream restoration, and mitigation of urban heat islands, and access to nature and its health and climate resilience benefits. The geographic focus of this RFQ is Charles County, Maryland. Projects may be funded through such entities as Chesapeake Bay Trust, Maryland Department of the Environment, Maryland Department of Natural Resources, National Fish and Wildlife Foundation, United States Environmental Protection Agency, National Oceanic and Atmospheric Administration, other foundations, private donors and Public-Private Partnerships (P3).

The Resilience Authority seeks to competitively qualify several design and/or build partners with expertise in design, permitting, construction and/or implementation, maintenance, monitoring, and long-term management of equitable nature-based climate resilience projects.

This RFQ is public and competitive based on qualifications outlined in subsequent sections. Project values for this RFQ are typically between \$30,000 and \$2,500,000. Selected firms will be considered a qualified contractor to the Resilience Authority for a period of three years. Firms, whether selected or not, are welcome to compete for subsequent general RFQs and specific project RFPs (Request for Proposals) outside the scope of this RFQ from the Resilience Authority.

## REQUEST FOR QUALIFICATIONS

### *Inquiries*

All inquiries related to this RFQ are to be directed via email to Stacy Schaefer, Executive Director, at [SchaeferS@resilientcharlescountymd.com](mailto:SchaeferS@resilientcharlescountymd.com). No phone calls please. Aggregated responses to inquiries will be provided by email and posted anonymously on our website as a FAQ.

### *Closing Date*

Responses must be made via email with a subject line including **“Nature Based Climate Resilience RFQ”** to Stacy Schaefer at [SchaeferS@resilientcharlescountymd.com](mailto:SchaeferS@resilientcharlescountymd.com) by 5pm on October 31, 2025. All responses must be in PDF format. Hard copies will not be accepted. An email confirming receipt of application will be sent within 5 business days.

### *Late Responses*

Late responses will not be accepted and will not be opened.

### *Review and Selection*

Responses will be reviewed by Resilience Authority staff and board members. Reviewers will check responses for completeness. Responses missing any required components will be disqualified. Responses submitted that meet the criteria might be followed up with a request for a virtual meeting before final selection of qualified firms. This RFQ is not a binding contract to purchase goods or services.

## SERVICES

Firms that are qualified through this RFQ will be expected to perform the tasks outlined below, with the precise scope to be detailed in written contract(s) on a per project basis. All contracts will be made on a firm-fixed-price. Where possible, the Resilience Authority will seek to “piggyback” on existing, competitively bid, contracts with the Charles County government. The Resilience Authority maintains all final approval on design approach, details, construction, and adaptive management decisions, and contractors will work closely with and defer to the Resilience Authority to ensure project integrity, preserve the restoration intent, and to maintain quality control on all aspects of design and construction.

### *Design*

1. Complete 100% permitted design on a firm-fixed-price and/or full delivery basis assuming all project-based risk and financial liability.
2. Coordinate with all permitting agencies and file and secure all necessary documents, information, and/or approvals.
3. Complete final 100% construction ready and permitted drawings that achieve the primary goals/objectives and metrics, such as, but not limited to, estimated pounds of nutrients and sediment reduced and habitat acres, as outlined in the funded grant proposal.
4. Complete the design under the agreed upon budget with the understanding that funds are limited by the final approved grant budget and that the Resilience Authority cannot pay more than what is budgeted in the funding grant.

5. Respondents should indicate whether they have the capacity to assume all project-based costs and work under “pay for performance” models, in the event such funding arrangements are applicable. This capacity is not a qualifier under this RFQ and will not influence whether a respondent is deemed qualified under other funding arrangements.
6. Provide engineering oversight during project construction. As needed, attend a post-construction meeting.
7. Complete and submit as-built drawings.

#### *Build/Construction*

1. Prior to construction, coordinate with the Resilience Authority and permit agencies to schedule and attend a pre-construction meeting.
2. Complete 100% constructed restoration project and/or permit required monitoring and/or maintenance on a firm-fixed-price and/or full delivery basis (i.e. receive payment as environmental outcomes are achieved and verified), assuming all project-based risk and financial liability.
3. Oversee all construction activities, including furnishing all services and materials needed to complete the project.
4. Coordinate with the Resilience Authority throughout the entire construction process and supply updates per contract.
5. As needed, attend a post-construction meeting.
6. If required, complete mandatory monitoring per permit and any maintenance requirements, prepare and submit performance reports to permitting agencies and Resilience Authority staff to review.

## **EVALUATION CRITERIA**

#### *General Qualifications*

Recent (within the last three years) experience in design and/or build for a variety of equitable nature-based climate resilience projects including living shorelines, nature-based stormwater management, stream restoration, and mitigation of urban heat islands, and access to nature and its health and climate resilience benefits in Charles County, Maryland and/or in Southern Maryland.

Willing to travel throughout Charles County, Maryland and have in-person project site and remote (e.g. Microsoft Teams) meetings.

#### *Experience*

Demonstrated experience in the design, permitting, budgeting, implementation, and/or long-term monitoring and maintenance of equitable nature-based climate resilience projects in Charles County, Maryland and/or Southern Maryland.

Experience working with grant funding from, but not limited to, Charles County, Maryland Department of Natural Resources, Maryland Department of the Environment, Chesapeake Bay Program, U.S. Environmental Protection Agency, National Oceanic and Atmospheric Administration, National Fish and Wildlife Foundation, and the Chesapeake Bay Trust.

Adequate basis of insurance, assets, and/or bonding to pursue one or more project types as described previously.

Experience implementing fixed price, firm-fixed-price, and/or full delivery contracts for the types of projects described previously. Ability to accept payment on a reimbursement basis with the ability to remain flexible due to unpredictable timing of federal and/or state payments.

Ability to adhere to all federal and/or state and/or local regulations/provisions for contracting, subcontracting, and furnishing materials, as specified in any particular grant that is funding a project. Such pass-through regulations/provisions will be specified by the Resilience Authority at the time of contracting for each project.

Experience working with government landowners, such as Charles County Parks, Recreation, and Tourism, and Charles County Public School sites.

Experience providing recommendations and deliverables through an equity lens.

## RESPONSE REQUIREMENTS

*Please fill out the narrative form attached to this RFQ that includes*

1. Identification of services your firm is interested in being considered for.
2. Identification of project types your firm is interested in being considered for.
3. At least three examples of each project type your firm has selected with identification of services provided (design, design/build/construction).
4. Resumes of key team members.
5. Approximate cost for “typical” grant tasks with the understanding that actual scope and costs will be agreed upon based on project-specific details after the firm is deemed qualified but prior to seeking and securing grant funding.
6. Disclosure of all conflicts of interest.
7. Attach a short written narrative in addition to the Narrative Form that covers each of the Evaluation Criteria.

## EQUAL OPPORTUNITY

Equal opportunity is a fundamental principle at Resilience Authority, where selection of contractors is based upon capabilities and qualifications without discrimination based on race, color, religion, gender, sexual orientation or identity, age, national origin, marital status, citizenship, disability, military status or any other protected characteristic as established by law. The Resilience Authority conducts its activities and practices in a manner that fully complies with all federal, state, and local laws governing equal opportunity.

## CONFLICT OF INTEREST

The RACC actively avoids any relationship or activity that might impair, or lead to a perception of impairment of, the company's ability to make objective and fair decisions. Respondents should take conflict of interest seriously and disclose any actual, potential, or perceived conflict of interest that could harm the Resilience Authority if a working agreement is executed. This should be included in the application package and the Resilience Authority will consider the degree of potential conflict and decide if this precludes the respondent from working with the Resilience Authority.

## LIMITATIONS

The Resilience Authority reserves the right to select and reject respondents at its discretion or terminate this request at any time. The Resilience Authority reserves the right to accept or reject any exceptions to the terms and conditions in this RFQ as specified in a response. The Resilience Authority may request clarification from any respondent. If the number or quality of respondents does not achieve Resilience Authority RFQ goals then this same request will be reopened. Firms may re-apply to the reopened RFQ with updated or corrected material and be re-evaluated by the Resilience Authority.

Neither this RFQ nor any subsequent follow up, unless explicitly stated, constitutes a contract between the Resilience Authority and the respondent. Selection of a firm by the Resilience Authority does not guarantee a contract, which is dependent on securing funding on a per project basis. Contracts will be created and executed on a project-by-project basis. Final contracting, project scope, and fees will vary depending on funding source. The Resilience Authority reserves the right to award any or all specific project contracts outside of this RFQ through a standard bid process and does not guarantee any specific project contracts as a result of this RFQ process. Each project contract award budget and scope of work will be reviewed by the Resilience Authority and negotiated before a contract is signed.

Responses that deviate from the instructions provided are late, or do not cover everything requested in this RFQ will be disqualified and not reviewed.

## RFQ NARRATIVE FORM

### NATURE-BASED CLIMATE RESILIENCE PROJECT DESIGN AND/OR BUILD

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Service interested in, please check all that apply:

- ☐ Design
- ☐ Design-Build (Construction)
- ☐ Build (Construction)

Project type interested in, please check all project types that apply:

- ☐ Nature-Based Stormwater Management
- ☐ Living Shorelines
- ☐ Stream Restoration

For approximate project costs please base it on projects completed over the past 5 (five) years using best judgment cost increases since project completion and provide cost per unit as shown below for services your firm has indicated as interested in completing. For firms that select build only, in lieu of providing the information below, a costing sheet for typical practice component costs will also be accepted or flat rate cost sheet. An example template is attached.

**Design:**

Average cost per sq. ft. of nature-based stormwater management: \_\_\_\_\_

Average cost per linear ft. of living shoreline: \_\_\_\_\_

Average cost per linear ft. of stream restoration: \_\_\_\_\_

**Design-Build:**

Average cost per sq. ft. of nature-based stormwater management: \_\_\_\_\_

Average cost per linear ft. of living shoreline: \_\_\_\_\_

Average cost per linear ft. of stream restoration: \_\_\_\_\_

**Build:**

Average cost per sq. ft. of nature-based stormwater management: \_\_\_\_\_

Average cost per linear ft. of living shoreline: \_\_\_\_\_

Average cost per linear ft. of stream restoration: \_\_\_\_\_

### Example Cost Sheet



**Example Construction Bid Sheet**


Developer: Resilience Authority of Charles County  
 Address:  
 Point of Contact:  
 Email:  
 Tel:

Construction Firm:  
 Address:  
 Point of Contact:  
 Email:  
 Tel:

Item#	Description	Quantity	Unit	Unit Price	Total Amount
<b>Project Initiation</b>					
1	Mobilization/Demobilization	1	LS		
2	Construction Stakeout	1	LS		
3	Clearing and Grubbing	0.3	AC		
<b>Erosion and Sediment Control</b>					
4	Stabilized Construction Entrance	1	EA		
5	High Visibility/Tree Protection Fence	100	LF		
6	Silt Fence on Pavement	40	LF		
7	Mountable Berm	2	EA		
<b>Proposed Work and Site Features</b>					
8	Unclassified Excavation and Offsite Removal	346	Cy		
9	Furnish and Install Bioretention Planting Media	106	CY		
10	Furnish and Install Pre-cast Type 'D' Storm Inlets	1	EA		
<b>Site Restoration and Landscaping</b>					
11	Understory Trees	3	EA		
12	Herbaceous Quarts	96	EA		
13	Temporary Stabilization	146	SY		
14	Strip, Stockpile, and Place Salvaged Topsoil	724	SY		
15	Permanent Seeding, Fertilizer, and Mulch	724	SY		
<b>Additional Features</b>					
	<b>Subtotal, Estimated Construction Cost</b>				
	<b>10% Contingency</b>				
	<b>Total Estimated Construction Cost</b>				

If area specific or average mobilization costs are known, please add to the cost sheet.

Please provide an additional short narrative that describes the qualifications of your firm, specifically covering the Evaluation Criteria. Include at least three examples of each project type selected that have been successfully completed and at a minimum detail:

- Location
- Year completed
- Project cost
- Project size (feet or acres)
- Funding source
- Partners
- Experience providing recommendations and/or deliverables through an equity lens
- Photos of example projects, if available
- Please err on providing more detail than less so that an understanding of the project can be

easily understood by reviewers.

- Following project examples please attach resumes of key team members
- Disclosure of any conflicts of interest.