

**Request for Proposals for
Civil Engineering and Land Surveying Services for Chesapeake Conservancy, Inc.**

BACKGROUND

Chesapeake Conservancy, Inc. (“The Conservancy”) is a 501(c) (3) organization. The mission of The Conservancy is “To conserve and restore the natural and cultural resources of the Chesapeake Bay watershed for the enjoyment, education, and inspiration of this and future generations. We serve as a catalyst for change, advancing strong public and private partnerships, developing and using new technology, and empowering environmental stewardship.”

The programs of The Conservancy are funded primarily through the National Park Service, the Environmental Protection Agency, a number of State and Local governmental agencies, along with corporate and individual donors. The Conservancy has a staff of 30 employees.

DESCRIPTION OF SERVICES REQUESTED:

The Conservancy desires the services of professional Civil Engineering and Land Surveying services for Quiet Waters Retreat, Quiet Waters Lane, Annapolis, 2140. The subject property is approximately 19 acres in area and currently has multiple building structures. The majority of the site is zoned R-1 and a portion of the site is zoned R-2. The entire property is located in the Chesapeake Bay Critical Area with a split designation of Resource Conservation Area (RCA) and Limited Development Area (LDA).

SCOPE OF WORK:

1. Detailed Location & Limited Topographic Land Survey:

Services include: Perform a detailed location survey of all the site improvements on the subject property. The topographic portion of the land survey should include approximately 10 acres of area. The site topographic survey should also include the shoreline, areas adjacent to the shoreline, steep sloped areas and areas of the site that maybe utilized for future improvements.

The survey should include the location of existing and adjacent structures, driveways, sidewalks, walls, shoreline, roads, significant trees, grades, piers and other existing features, as necessary.

2. Site restrictions and limitations and initial project planning/engineering:

Services include: Assist the Client and the project team in establishing and confirming environmental buffers and site restrictions as they relate to Anne Arundel County and State of Maryland Chesapeake Bay Critical Area regulations. Services should also include review of site design parameters, site constraints, and County Code requirements as they relate to future site improvements, site opportunities, design criteria, design alternatives, and zoning and environmental restrictions.

3. Preliminary Structural Engineering Assessment

Visual assessment of existing structures onsite to assess current condition resulting in a preliminary determination to renovate or raze and replace.

CONFIDENTIALITY OF INFORMATION:

All COMPANY personnel and financial information and all of the contractor's findings and recommendations shall be kept confidential by the contractor for discussion only with the Conservancy's management, Board of Directors and such other persons as the Board's authorized representatives may direct.

BID PROPOSAL SUBMISSION

Proposals shall be emailed to Patty Allen, Director of Administration at pallen@chesapeakeconservancy.org and will be accepted until February 5, 2020. Any supplemental information may be mailed to:

Chesapeake Conservancy, Inc.
716 Giddings Avenue, Suite 42
Annapolis, MD 21401

The Conservancy will contact select bidders to conduct interviews after all submissions are received. Any questions prior to submission of the proposal should be emailed to Patty Allen, Director of Administration at pallen@chesapeakeconservancy.org.