



HOWARD COUNTY, MARYLAND
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ADDENDUM NO. 2

February 4, 2016

Request for Proposal No. 18-2016

ENVIRONMENTAL LANDSCAPING SERVICES (REBID)
Opening Date: February 10, 2016 Time: 11:00 A.M.

This addendum is hereby made a part of this Request for Proposal No. 18-2016. Please note the changes and questions received and submit your proposal accordingly.

Changes

Section D, Page 15, Item no.10.2.3, delete “at a rate of at least (seven) 7 per week.” and replace with “at a rate of at least four to six per week.”

Questions

1. How is the County going to pursue the homeowners that take part in the program? How will the County advertise?

Answer: Howard County has contacted all known leaders of Home Owners’ Associations in the project area, inviting them to attend a presentation or arrange an individual presentation about the program. The County is currently in the process of speaking with communities who responded to this mailing. Howard County has created a social marketing plan to assess the best methods to reach individuals in this community. The County is currently taking steps to implement some of the suggestions put forth in this plan, such as a rain garden commercial which may air on major networks, depending upon funding availability. Howard County has engaged several community groups, including the Watershed Stewards Academy, the Watershed Improvement Network, and the Earth Forum to aid in spreading information about this program. The County has already begun to receive names of interested parties as the result of these efforts. Howard County hopes to make local real estate agents aware of this opportunity.

2. Is there a minimum size project per house based on dollar value or square footage of storm water mitigated?

Answer: The following amounts of impervious surface, depending upon lot size and type, must be treated by proposed projects. Treatment of impervious surface and sizing of practices must be determined based upon Environmental Site Design equations found in the Maryland Department of Environment Stormwater Design Manual, chapter 5.

Condominium or Townhouse: 250 square feet of impervious surface
Single family home on ¼ acre or less: 500 square feet of impervious surface
Single family home on greater than ¼ acre: 1000 square feet of impervious surface

We have not determined a dollar value maximum per amount of impervious surface treated or size of project; however, this will be a consideration among firms who meet the technical requirements and proceed to price proposals.

3. How important is it for this money to be distributed over 50 separate houses?

Answer: 50 is an approximation of the homes that we believe can be reached with the available funding; however, we desire that the available funding be distributed to the largest number of homeowners without sacrificing product quality or customer service.

4. If we cannot meet deadlines for installation due to bad weather, plants not available etc. will we be penalized?

Answer: No, as long as best efforts have been made to communicate these difficulties to the County and the County believes that a reasonable effort has been made to meet deadlines for installation.

5. What are the qualifications of the County personnel running this program? Do we need to educate them or are they knowledgeable about BMPs, rain gardens, bio-swales, plant material?

Answer: The County Project Manager has been trained on appropriate BMP placement, construction, and maintenance through at least 40 hours of in-the-field inspections accompanied by a University of Maryland Extension Watershed Restoration Specialist. The Project Manager has also attended numerous BMP maintenance and design seminars to provide additional training and sits on the Advisory Committee of the Howard County Watershed Stewards Committee, as well as the Chesapeake Bay Landscaping Professional Technical Advisory Committee. The Office of Community Sustainability has numerous community and technical connections, especially as it pertains to stormwater management, that will help ensure the success of this program.

6. Can we charge administrative fees for having to gather and enter documentation data into umdseagrant.appspot.com?

Answer: No. The County will only accept charges for construction of the rain garden, rain barrel, and tree planting projects.

7. We have installed projects for Anne Arundel County Watershed Stewardship – Clean Water Communities project. They were the contact people for the individual homeowners and they “bundled” projects such as 5 houses in close proximity being installed at the same time. It made it much more cost efficient for us to perform this work. Is there potential for this program to be run the same way?

Answer: We are open to discussion of this possibility. However, our highest priority is responsive customer service; we would like to avoid residents remaining on a waiting list for long periods of time.

8. On the Howard County website there is a power point presentation titled Howard County Cleanscapes Howard County BMP Residential Stormwater BMP Financial Incentive Program. There is a list of preferred landscape contractors. Where did you get the list?

Answer: The list that you refer to contains landscapers who have performed work in Howard County that meet our financial incentive criteria; this is merely for residents’ reference and is not intended as an endorsement or certification.

9. Currently we do not have professional liability insurance. Would this disqualify us from this program?

Answer: Once notification of award is made, the contractor must provide evidence that they have professional liability insurance.

10. We currently do not have a plant dealer's license but are looking into getting one. Would we be able to include a photocopy of our Plant Dealers License with our application as proof?

Answer: Please refer to Section D, Item no. 5.4.

11. What will the customer flow be like (all at once, steadily and ongoing, etc.)? For example, say a large number of customers do not sign up until late in the program. Would we be able to adjust/extend the schedule to accommodate?

Answer: We are uncertain and believe it would be inaccurate to postulate. You must be able to accomplish the rate of installation specified within this RFP during the entire length of this program. If we develop a sizable waiting list, we expect you to make all efforts to respond to customers and accomplish work as quickly as possible without sacrificing quality or customer service; however, we expect that, at a minimum, you will be able to perform the specified rate of BMP installation throughout the length of the project.

Please acknowledge addenda by signing below and returning with the bid. Failure to acknowledge this addendum may be cause for rejection of the bid.

ADDENDUM RECEIVED BY:

Signature

Company Name

Title

EHB