Request for Proposals:
Hopewell, Virginia Tree Charettes

ORGANIZATIONAL INFORMATION:
Name: Chesapeake Bay Foundation, Inc. (CBF)
Address: 1108 E. Main Street, Suite 1600
         Richmond, VA 23219
Contact: Elizabeth Ronston

REISSUE DATE: 10/31/19

SUMMARY OF NEED: CBF received a federal grant to plant 250 large caliper trees in the City of Hopewell. We have identified areas in the city where there is very little tree canopy; many of these areas are in low-income, primarily African-American neighborhoods. Approximately 50% of the properties in these neighborhoods are rentals.

CBF is seeking an experienced facilitator who can lead two community charettes to help CBF gain awareness of possible roadblocks to urban tree plantings in Hopewell, as well as to communicate with citizens about the benefits of urban trees. The ideal outcomes are to help CBF understand potential community concerns with urban tree plantings and help CBF address these concerns through facilitated conversations, resulting in community buy-in for these new trees.

SCOPE OF WORK:
Tasks:
• Review and/or help develop appropriate messaging to targeted audiences in Hopewell to ensure participation at charettes (late 2019/early 2020).
• Help develop an appropriate agenda for the charettes that will meet both CBF's and the community's needs.
• Host charettes in targeted neighborhoods to determine whether folks want trees on their streets, address concerns, promote benefits, ensure buy-in, look at detailed siting and tree type to develop agreed-upon planting locations (proposed for February 2020).
• Conduct post-event discussion to evaluate effectiveness of charettes.

THE SCHEDULE: We request that your proposal be delivered electronically to CBF Program Manager Elizabeth Ronston at eronston@cbf.org no later than 5:00 p.m. on November 13, 2019. It is the intent of CBF to make a selection no later than November 30, 2019. We will notify you once a decision for award of bid is made.

INTERVIEWS: Interviews may take place depending on proposals received.

MINORITY CBF actively encourages proposals from Small, Women and Minority
PARTICIPATION: Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION OR QUESTIONS: Elizabeth Ronston
Phone: 804/258-1862
Fax: 804/648-4011
Email: eronston@cbf.org

CBF RESPONSE FORM

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team. Provide basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.

2. List and describe at least one other project completed that is relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]

3. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out-of-pocket costs such as travel reimbursement, copies, mailings etc..., and any other anticipated expenses that you foresee:

4. Additional information, such as you/your team member's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position (such as experience with ...): [Attach additional materials as appropriate.]

A successful applicant may need to provide proof of insurance based on the services or product provided.
The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

________________________________________________________________
(Name of Firm)

____________________________________
(Authorized Signature) (Title)

(Please Print Name) (Date)