

**RFP for the installation of a managed meadow buffer at
Mallard Point Association, Inc. in Hampton, VA.**

Issue Date: 5/28/26

Proposal Due Date: 8/31/26

CBF seeks estimates to complete the following tasks on the 15,000 SF Mallard Point Managed Meadow Buffer project located at 144 Eberly Ter, Hampton, VA 23669.

- Task 1: Site prep
- Task 2: Plant
- Task 3: Maintenance

VMRC App: 2025-0416

Proposed Scope of Work:

Task 1: Site Preparation

- Have a pre-construction site visit.
 - CBF staff will mark the landward perimeter.
 - Discuss the laydown area and placement of the dumpster.
 - Confirm timeline and implementation plan.
- Remove a portion of the turf grass via sod cutter.
 - Transplant these strips into designated areas on the property. The designated area will be discussed during the pre-installation walk-through meeting.
- Remove the remaining turf grass via large equipment.
 - Target depth = 1 ½"
 - All remaining turf/dirt needs to be disposed of off-site. Ideally, if it can be recycled, that would be great.
- One herbicide application.
 - Ensure to treat any Phragmites shoots within the sand area.
 - Remove the Mimosa Tree and "paint" the stump with herbicide.
 - Use aquatic-labeled herbicides only.
 - Prevent drift and runoff:
 - Use hand-held sprayers only.
 - Ensure sprayers are calibrated to prevent over-spraying.
 - Use an aquatic-friendly, brightly-colored dye in the herbicide mixture to track coverage and prevent accidental double-spraying.
 - Chesapeake Bay Foundation staff would like to do an inspection after the herbicide application.
- Plastic edging will be installed along the edge between the existing turf grass and the new buffer area.
- Add a 6" layer of wood chips (or mulch) over the whole area. Can be applied using heavy equipment or hand spreading.

Task 2: Planting

- Two weeks prior to planting, CBF wants to have the option of a second herbicide application on Phragmites, Mimosa, and any weed grasses that are popping up in the project footprint. Please follow the guidelines above.
 - We will want to ensure the herbicide is applied far enough in advance that it does not kill any of the desired plants.
- Contractor is responsible for sourcing plants. If you are unable to source the species below, please let CBF staff know and provide available alternatives.
 - All plants will need to come with a 1-year warranty.
 - Here is a list of the plants and quantities based on the planting plan:

Species	Size	Quantity
<i>Echinacea purpurea</i>	Plug	1125
<i>Schizachyrium scoparium</i>	Plug	2176
<i>Solidago shortii</i>	Plug	972
<i>Rudbeckia hirta</i>	Plug	972
<i>Asclepias tuberosa</i>	Plug	1051
<i>Pluchea odorata</i> var. <i>odorata</i>	Plug	1051
<i>Muhlenbergia capillaris</i>	Gallon pot	122
<i>Kosteletzkya pentacarpos</i>	Gallon pot	101

- Planting should be done based on [this](#) planting plan.
 - Please be sure to offset the pink muhly row by one foot.
- Pine straw will be placed once the plants are in the ground.
 - Please ensure that the pine straw is placed around the newly planted plants.
 - Along the edge, pine straw should be at least 4" depth. The rest of the planting can be between 2"-3" depth.
- Contractor will be responsible for installing an automated watering system.
 - Appropriate watering systems are drip tape or sprinklers.
 - The watering system will need to be set on a timer.
 - Hoses can be attached to the spigots attached to the Mallard Point condos.
 - Hoses will need to be flagged to ensure Mallard Point's regular lawn service does not run over them.

Task 3: Maintenance

- Bi-annual report on planting success.
 - Goal = 80% planting survivability within year 1.
 - To determine survivability, we will require the contractor to count the dead plants and provide a report to CBF staff.
 - If survivability drops below 80%, the contractor is responsible for managing the warranty process with the nursery and replanting within the first growing season.
 - Caveats to 80% survivability are declared natural disasters or other significant weather-related scenarios.
- The contractor must maintain the site for two years post-planting. Maintenance includes:

- Invasive species management of phragmites, Chinese privet, mimosa trees, Bradford pear, and lespedeza as well as other common invasive species not listed.
 - Herbicide application is acceptable, but please follow these instructions when applying:
 - Use aquatic-labeled herbicides only.
 - Prevent drift and runoff:
 - Use hand-held sprayers only.
 - Ensure sprayers are calibrated to prevent over-spraying.
 - Remove cut stems.
 - Use an aquatic-friendly, brightly-colored dye in the herbicide mixture to track coverage and prevent accidental double-spraying.
- Debris removal one time in the fall and one time in the spring along the buffer and within the shoreline. This includes raking up the rack line within the low and high marsh wetlands.
 - Disposal of any debris will need to be done off-site.
- Maintain the one-foot offset edge with at least 4" of pine straw.
 - Spray the one-foot edge of pine straw with herbicide two times a year. Please follow the herbicide guidelines above.
- In year two (2028), mow the buffer in February.
 - Avoid mowing the Pink Muhly and Marsh Mallow.
- Provide a maintenance report after each workday. Include any additional recommendations that are not included in this RFP.

Timeline:

Site Prep: April 15-17, 2027

Planting: April 20-24, 2027

Maintenance: June 2027 through December 2028

To bid, please provide an itemized budget and timeline for project completion.

Quotes are due by 5:00 p.m. on August 31, 2026. Please submit quotes to eronston@cbf.org. For questions about the project, please contact Kati Grigsby at kgrigsby@cbf.org.

Additionally, all contractors must be able to obtain the following insurance coverage to be eligible for consideration:

- Commercial General Liability, minimum \$1,000,000
- Business Auto, minimum \$1,000,000
- Workers Comp coverage
- CBF named as additional insured
- Certificate Holder field must read:
 - Chesapeake Bay Foundation
 - 6 Herndon Avenue
 - Annapolis, MD, 21403