

Request for Qualifications, Experience, and Technical Proposals

**Contractual horticulture, nursery development, conservation-based
apprenticeship program development, and environmental educational
services**

Table of Contents

1. Introduction and Overview
2. Deliverables
3. Schedule
4. Meetings and Coordination
5. Consultant Proposal Submittal Requirements

1. Introductions and Overview

The Eastern Panhandle Planning and Development Council (Region 9) is seeking qualifications, experience, and technical proposals to provide contractual horticulture/nursery services to increase the local availability of native plants, while also providing local apprenticeship opportunities.

The general outcomes of the work to be performed include:

- Increase supply of native plants for local green infrastructure practices^[SEP]
- Capture and harvest rainwater
- Create an educational arena to rear future stewards of the watershed through hands on training, apprenticeship programs, and educational programs.

2. Deliverables^[SEP]

- **Task 1 – Green Collar Apprenticeship Program** -^[SEP] Contractor will develop and manage an Apprenticeship program focused around conservation-based services, also referred to as “Green Collar Jobs”.
- **Task 2 – Nursery Development** - Contractor will develop and manage fully operational nursery(s) that will grow native plants for to be used in conservation-based projects around the region.
- **Task 3 – Support Region 9 Community’s Best Management Practices** -^[SEP] The Contractor will provide green infrastructure / best management practice assistance and educational programming assistance.

This project shall be work related to horticulture and native plant growing services funded by a 2015 National Fish and Wildlife Foundation, Chesapeake Bay Small Watersheds Grant.

4. Meetings and Coordination

The Contractor will meet with the designated representatives of Region 9 to discuss the progress of the project on an as needed basis to seek input and exchange ideas. Some of these meetings may be combined with specified focus meetings.

5. Contractor Proposal Submittal Requirements

The successful applicant will be able to demonstrate the requisite professional capabilities to provide for an apprenticeship program in conservation services, knowledge in nursery, management, and ability to support municipal stormwater management efforts

As a minimum, the proposal shall include the following evaluation information factors:

- A. Professional qualifications necessary for consideration and satisfactory performance of the required work and as a minimum shall have a professional forestry licensed by the State of West Virginia. The firm shall have all licenses required by State and local governments to perform this work. That person shall be located within the office where the work is to be performed. This individual shall be the person-in-charge overseeing the work and must be readily accessible to Region 9.
- B. Specialized experience and technical competence. Specialized experience shall focus on the qualifications of the staff working on the project with emphasis placed on individual specialized expertise required for the project. As a minimum, the firm shall provide a résumé of those individuals who will be committed to the needs of the project. Strong considerations will be based on the professional and non-professional staff specialized experience and technical competence stationed within the office where the work is to be performed.
- C. The firm's ability to accomplish the work within the required schedule time frame and personnel dedicated to perform such work. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

All proposals to perform professional services are expected by the Region 9 no later than 2:00 p.m., EST 28 February 2019. Proposal materials may be submitted electronically to mpennington@region9wv.com

Or to:

Eastern Panhandle Planning and Development Council
400 W. Stephen Street Suite 301 Martinsburg, WV 25401
Attention: Matthew Pennington

Questions regarding this Request for Proposals may be addressed to Mr. Matthew Pennington at office:

mpennington@region9wv.com

Once proposals have been received and reviewed respondents may be requested to present their proposal to the selection committee.

Preparation of proposals are entirely at the cost of the respondents. While the Region 9 intends to move forward with this project it is dependent to a degree on funding from various sources and while such sources have been responsive there is no guarantee of award.