Invitation for Bids (IFB)

Project: Installation of Permeable Pavers at the Historic Germanna Visitor Center

IFB SUMMARY:	The Friends of the Rappahannock (FOR) is requesting bids from qualified professional contractors to install permeable pavers at the Historic Germanna Visitor Center in Locust Grove, VA, in accordance with the requirement and specification set forth in this IFB.
PROJECT LOCATION:	2062 Germanna Hwy, Locust Grove, VA 22508
IFB RELEASE DATE:	11/6/2026
IFB DUE DATE:	11/20/2026
DEADLINE FOR QUESTIONS:	11/16/2026
IFB SUBMISSION PROCESS:	Bid submission requirements are described in Section 3 of this document. Interested parties should review carefully before preparing their bid.
IFB CONTACT:	Angela Nam | angela.nam@riverfriends.org

1. THE OPPORTUNITY

1.1 Summary

The Friends of the Rappahannock ("FOR") is an environmental nonprofit organization founded in 1985 by a group of environmental conscious people. FOR works to be the voice and active force for a healthy and scenic Rappahnnock River. We acccomplish this through three program pillars - advocacy, restoration , and education. Our office is based in Fredericksburg, Virginia with satellite offices in Culpeper and Tappahnnock, Virginia.

FOR is requesting bids from qualified contractors to install a permeable paver system at the Historic Germanna Visitor Center in Locust Grove, VA. The selected contractor will be responsible for completion of the work described herein, in accordance with the requirements set forth in this IFB and any applicable standards or regulations.

1.2 Background

This project is funded through a grant from the Federal Highway Administration and the Virginia Conservation Assistance Program (VCAP). Partial funding for the project is being provided by the Recreational Trails Program of the Federal Highway Administration administered in Virginia by The Department of Conservation and Recreation and must be undertaken in accordance with the Recreational Trails Program guidance of the FHWA, 2, 23 and 49 CFR, and the Build America and Build America, Buy America Acts*. VCAP implements stormwater best management practices to address resource concerns such as erosion and excess runoff. FOR has worked with Historic Germanna to install a public boat launch. This permeable paver parking lot will provide parking for visitors while reducing stormwater runoff.

All ground-disturbing activities, including asphalt removal, excavation, underdrain installation, utility work, staging-area preparation, and installation of erosion and sediment controls, shall be coordinated in advance with Historic Germanna. A Historic Germanna archaeologist or designated representative shall be present to monitor ground-disturbing activities. The contractor shall provide at least five business days' advance notice before beginning such activities and shall accommodate reasonable monitoring requirements.

If archaeological features, artifacts, human remains, or other potentially significant cultural materials are encountered, the contractor shall immediately suspend work in the affected area, protect the discovery from disturbance, and notify Historic Germanna and FOR. Work may resume only after written authorization from Historic Germanna and FOR and completion of any required notifications or consultations.

Key contextual factors include:

- Work will occur within an active visitor center. There is parking available on site for vehicles and equipment needed for the project.
- Installation requires removal of existing asphalt and construction of underdrain systems.
- Coordination with FOR staff and site stakeholders will be required during implementation.
- The Contractor is not responsible for permitting applications.

**This specific project is exempt from Build America Buy America*

1.3 Award Terms

FOR anticipates awarding one contract as a result of this IFB. The anticipated contract term is expected to be through completion of work, no later than 03/31/2027. The expected contract type is a firm-fixed-price. Bidders should structure their proposals and pricing accordingly and clearly identify any assumptions related to cost, schedule, or scope.

FOR reserves the right to negotiate scope, deliverables, and pricing prior to award.

2. SCOPE OF WORK

2.1 Purpose and Scope

The purpose of this contract is to install permeable pavers at the Historic Germanna Visitor Center in accordance with approved design plans. The contractor shall provide all labor, equipment, materials, supervision, and incidentals required to complete the installation. Work outside the scope described herein is not authorized without written approval from Historic Germanna and FOR. Expected outcomes include:

- Proper installation of permeable pavers meeting design specifications
- Functional stormwater infrastructure including underdrains
- Fully restored site conditions

This procurement is funded by the Federal Highway Administration and VCAP. Historic Germana is both the grant recipient and landowner. Historic Germanna will have final approval of:

- The final project design and limits of disturbance.
- Construction scheduling and property access.
- Changes affecting the project scope, cost, excavation, drainage, or site conditions.
- Final inspection and acceptance of the completed work.

2.2 Tasks/Services to be Provided

The Contractor shall be responsible for performing the following tasks and services in accordance with this Scope of Work on the site indicated (See Figures 1-2). The contractor shall install permeable interlocking pavers as described below:

- Approx. 1,947 sq ft
- 9 total parking spots with one ADA compliant spot (labeled H /C on concept plan) following ADA compliant parking spot requirements:
    - Be at least 96 inches wide
    - Have an access aisle at least 60 inches wide
    - Have no more than a 2.08% slope in all directions
- Have a sign with the international symbol of accessibility on it, mounted at least 60 inches above the ground (measured to the bottom of the sign)

- Erosion and sediment control measures
- Requires an underdrain
- Includes excavation, installation, and associated work
- The Contractor is not responsible for permitting applications

For the sites identified above the contractor shall complete the following tasks:

Task 1 — Site Preparation and Sediment Control. The Contractor shall implement sediment and erosion control measures and prepare the site for construction in accordance with applicable plans and standards.

Task 2 — Asphalt Removal and Excavation. The Contractor shall remove asphalt and perform excavation required for installation of pavers.

Task 3 — Installation of Permeable Pavers. The Contractor shall install subgrade material, non-woven geotextile layer, reservoir layer, bedding layer, and pavers in accordance with the design plans and manufacturer specification.

Task 4 — Installation of Underdrain. The Contractor shall install underdrain in accordance with plans and standards.

Task 5 — Site Restoration. The Contractor shall restore the site to safe and orderly condition

Task 6 — Cleanup and Final Adjustments. The Contractor shall remove all trash, construction debris and correct deficiencies identified during final inspection.

Deliverables and Schedule

The Contractor shall provide the following deliverables/schedule below. Deliverables must be submitted in a format acceptable to FOR and are subject to review and approval.

Deliverable/ Schedule	Description	Due Date / Milestone
Construction Schedule	Proposed timeline and sequencing	Within 30 days after contract award.
Installation Completion	Completion of permeable paver installation per plans	03/31/2027
Final Site Acceptance	Completion of acceptance punch list items, as needed	Upon Inspection

Failure to submit required deliverables in accordance with this schedule may delay acceptance of work and associated payments.

2.3 Performance Standards

FOR will determine that work performed under this contract is acceptable when:

- All work is performed in accordance with the specifications of the contract and any applicable plans, specifications, or technical standards.
- All required tasks and deliverables are completed within the contract period of performance.
- Completion of work is reviewed, verified and approved by FOR or its designated representative.

Acceptance of work by FOR is required prior to payment unless otherwise specific in the contract.

2.4 Period and Place of Performance

The period of performance for this contract shall be from date of contract execution and be complete no later than 03/31/2027.

Services shall be performed at 2062 Germanna Hwy, Locust Grove, VA 22508. Where services are performed on property, the Contractor shall coordinate access in accordance with Historic Germanna requirements and obtain or comply with any required landowner permissions, when applicable, and shall restore the site to a safe, clean, and orderly condition upon completion of the work.

2.5 Operating Constraints and Special Requirements

2.5.1. General Operating Constraints

The Contractor shall comply with the following operating constraints and special requirements; additional applicable constraints may also apply.

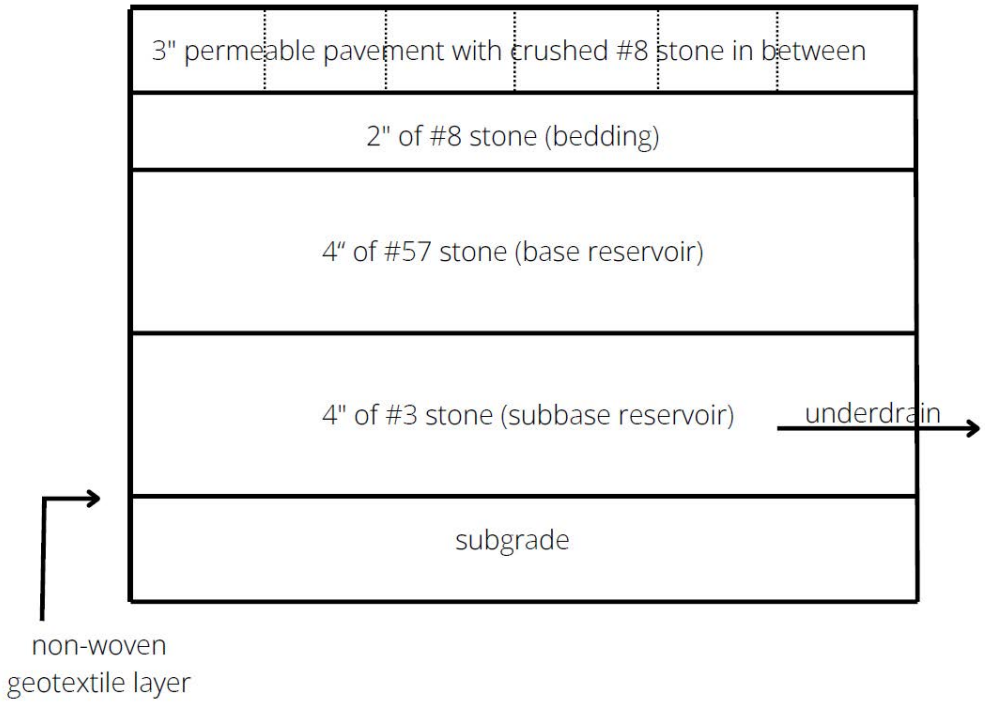
- Maintain required insurance
- Contractor must be registered with sam.gov and provide UEI
- Coordinate with FOR and Historic Germanna staff, as required
- Perform work safely and maintain site cleanliness
- Follow designated timeline

All work shall be performed in accordance with applicable federal, state, and local laws and regulations and the terms and conditions of the funding sources supporting this work.

Figure 1. - Concept Plan



Figure 2. Cross Section



3. SUBMISSION INSTRUCTIONS

3.1 Bid Content

Bidders must submit bids in the format and with the content specfied in this Invitation for Bids (IFB). Bid submission requirements are intended to support a clear determination of responsiveness and responsibility and to ensure fair and consistent evaluation. At a minimum, bids shall include the following components, as applicable to this procurement:

- Bid Form. A complete and signed bid form acknowledging receipt of this IFB and any addenda issued. Including a completed pricing schedule reflecting the total bid price and

any required unit pricing or line items, submitted in accordance with the specifications set forth in the Scope of Work.

- Company Information and Past Performance References. Bidders must include a company profile, examples of similar work, and references to support demonstration, relevant experience and capability.
- Responsibility Information (if required). Documentation or certifications necessary to establish bidder responsibility, such as licenses, permits, or other mandatory qualifications identified in this IFB. See Section 4.1 for more information.

Bidders must ensure that all required information is submitted and that bids conform in all material respects to the requirements of this IFB. Bids that are incomplete, improperly formatted, or that fail to meet mandatory requirements may be deemed non-responsive and rejected.

3.2 Bid Submission Instructions

Bids must be submitted electronically by email to the individual identified on the cover page of this Invitation for Bids must be received no later than the closing date and time noted on the cover page. Bids should be submitted as PDF. Bidders are responsible for ensuring that their bids are successfully transmitted and received by FOR by the stated deadline.

Late bids will not be accepted or considered. FOR is not responsible for delays due to email transmission issues, file size limitations, or other technical difficulties experienced by the bidder.

Exceptions to electronic submission may be approved in advance by the IFB contact for extenuating circumstances. Any approved hard-copy submissions must be pre-authorized and received by FOR by the stated deadline. Mailed or hand-delivered bids received after the deadline will not be accepted.

3.3 Questions and Clarifications

Questions regarding bid submission should be directed to the contact identified on the cover page in accordance with the instructions provided in this IFB. Bidders may submit written questions regarding this IFB in accordance with the deadline and instructions identified on the cover page. Questions must be submitted in writing to the IFB Official Contact.

Responses to substantive questions may be shared with all prospective bidders, without identifying the source of the question, when FOR determines that the information is relevant to bid preparation.

3.4 Site Visit

FOR may hold a site visit to provide additional information relevant to this IFB. If an individual bidder would like the to hold a site visit, that can be scheduled with Angela Nam via email at angela.nam@riverfriends.org

3.5 Conflicts of Interest

Bidders must disclose any actual or potential conflicts of interest that could reasonably be perceived to affect their ability to perform the work objectively and in the best interest of FOR and Historic Germanna. FOR reserves the right to determine whether a disclosed conflict of interest is acceptable, can be mitigated, or requires disqualification of the bid.

4. HOW WE CHOOSE

4.1 Minimum Qualifications

To be considered responsive, bidders must meet the following minimum qualifications at the time of bid submission:

- Responsibility and Eligibility. The bidder must be a responsible entity and must not be suspended, debarred, or otherwise excluded from participation in federal, state, or local government programs.
- Licenses, Permits, and Legal Compliance. The bidder must possess, or be able to obtain prior to contract execution, all licenses, permits, registrations, and authorizations required to perform the work described in this IFB in the applicable jurisdiction(s).
- SAM.gov requirement. The bidder must be registered with SAM.gov and provide their UEI.
- Local and Small Business Participation (Encouraged). FOR encourages participation by contractors based in Virginia, including local small businesses, certified green businesses, and firms registered under the Minority, Female, and Disabled-Owned Businesses Program (MFD) in Virginia or registered as Minority-owned Business Enterprise (MBE) and Women-owned Business Enterprise (WBE). However, such status is not a mandatory qualification and will not be used as a basis for determining responsiveness.

Failure to meet any of the minimum qualifications listed above may result in disqualification of the bid. FOR reserves the right to request documentation or verification to confirm that bidders meet the stated minimum qualifications.

4.2 Bid Evaluation

Award will be made to the lowest responsive and responsible bidder whose bid conforms to all material requirements of this IFB. Where federal funds are involved, bid prices will be reviewed for allowability, reasonableness, and allocability in accordance with 2 CFR Part 200. No tradeoffs between price and non-price factors will be made.

4.3 Selection Process and Selection Schedule

FOR anticipates the following schedule for this procurement. FOR reserves the right to modify this schedule as necessary.

- IFB Issued: see cover page
- Deadline for Questions: see cover page
- Bid Submission Deadline: see cover page
- Bid Opening: 2 days after submission deadline
- Anticipated Award: Approximately 14 days after submission deadline

Bids will be reviewed in accordance with the following:

1. Responsiveness Review. FOR will conduct an initial review to confirm that bids are complete and responsive to the submission requirements. A rresponsive bid is one that conforms in all material respects to the requirements of this IFB, including but not limited to:
    - Submission by the stated deadline
    - Acknowledgement of any addenda issued, if applicable
    - Compliance with all specifications and mandatory requirements

Bids that fail to meet the material requirements of this IFB may be deemed non-responsive and rejected.

2. Responsibility. A responsible bidder is one that:
    - Is not suspended, debarred, or otherwise excluded from participation in federal, state, or local government programs
    - Possesses, or can obtain prior to award, all required licenses, permits, and authorizations
    - Demonstrates the ability to perform the work in accordance with the IFB requirements

FOR reserves the right to request additional information or documentation to determine bidder responsibility.

FOR reserves the right to amend, suspend, or cancel this IFB at any time; to reject any or all bids; to waive minor irregularities; and to negotiate with one or more bidders prior to award. Issuance of this IFB does not commit FOR to award a contract or to pay any costs incurred in the preparation of a bid. Additionally, FOR reserves the right to reject any or all bids and to make no award under this IFB.

5. TERMS AND CONDITIONS

The resulting contract will incorporate FORs standard terms and conditions. Bidders are responsible for accounting for all compliance-related costs in their bid. The resulting contract will include additional funder-specific requirements, and the Contractor shall comply with all applicable terms and conditions associated with the funding source.

Friends of the Rappahannock Bid
Form and Pricing Schedule

SECTION 1: BIDDER INFORMATION

Invitation for Bids (IFB):	
Bidder Legal Name:	
Business Address:	
Company Website (if available)	
Is your company certified as a Minority-Owned Business Enterprise (MBE) or Women-Owned Business Enterprise (WBE)?	☐ Yes ☐ No If yes is selected, indicate certifying agency below:
Primary Contact Name	
Title of Primary Contact:	
Email:	
Phone:	

SECTION 2: BID PRICE SUMMARY

Bidders must complete the Pricing Schedule below. Prices entered for each task, activity, or line item shall be all-inclusive and must cover all labor, materials, equipment, overhead, profit and other costs necessary to perform the work in accordance with the Scope of Work (Section 2). The Total Bid Price shall equal the sum of all line items listed in the Pricing Schedule. If necessary for clarity, bidders may attach additional pages to explain or itemize pricing; however, any such attachments shall not alter the bid prices submitted below.

TASK/ACTIVITY	QUANTITY/ UNIT	TOTAL PRICE
Installation of Permeable Pavers, including sediment and erosion control, excavation, underdrain, and all labor, equipment, and materials required to complete installation in accordance with design.	1 Lump Sum (Pavers - Approx. 1,947 sq ft)	

TOTAL BID PRICE:	

SECTION 3 BID CERTIFICATION, ACKNOWLEDGMENTS AND SIGNATURE

By submitting this bid, the undersigned certifies that:

1. The bidder has examined the Invitation for Bids, including the Scope of Work, specifications, and all addenda issued.
2. The bid conforms in all material respects to the requirements of the IFB.
3. The bidder is a responsible entity and is not suspended, debarred, or otherwise excluded from participation in in federal, state, or local government programs.
4. The bidder possesses, or will obtain prior to contract execution, all licenses, permits, registrations, and authorizations required to perform the work.
5. The bid price includes all costs necessary to perform the work in accordance with the IFB requirements.

Signature	
Printed	
Title	
Date	