Invitation for Bids (IFB)

Project: Installation of Landscaping at the Warsaw Gateway

IFB SUMMARY:	**The Friends of the Rappahannock (FOR) is requesting bids from qualified professional contractors to trees, shrubs, and ground cover in Warsaw, VA in accordance with the requirement and specification set forth in this RFP.**
PROJECT LOCATION:	**WARSAW GATEWAY US - 360 Richmond Road 37.964546376952136, -76.7847885531592**
IFB RELEASE DATE:	**September 17, 2026**
IFB DUE DATE:	**October 1, 2026**
DEADLINE FOR QUESTIONS:	**September 24, 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:	**Sarah Dishman sarah.dishman@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 environmentally conscious people. FOR works to be the voice and active force for a healthy and scenic Rappahannock River. We accomplish this through three program pillars - advocacy, restoration , and education. Our office is based in Fredericksburg, Virginia with satellite offices in Culpeper and Tappahannock, Virginia.

FOR is requesting bids from qualified contractors to install plants in the corridor of the Town of Warsaw Gateway in Warsaw, 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 two grants from the Department of Forestry (VDOF) and Department of Environmental Quality (DEQ). VDOF works to protect and develop healthy, sustainable forest resources for Virginians and DEQ carries out its mission to protect and improve the environment for the health, well-being and quality of life of all Virginians. FOR is working with the Town of Warsaw to add plants to the Warsaw Gateway to beautify the entrance while providing increased canopy coverage to the town.

Key contextual factors include:

- **Work will occur within an active corridor along US 360 - Richmond Road. There is parking available on site for vehicles and equipment needed for the project.**
- **Installation requires obtaining plant material and necessary supplies, as well as all necessary site prep outlined in the planting plan.**
- **Coordination with FOR staff and site stakeholders will be required during implementation.**

Award Terms

The Friends of the Rappahannock (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 12/11/2026. 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. Where applicable, FOR may make multiple awards under this IFB and may award contracts for all or a portion of the services described herein.

2. SCOPE OF WORK

2.1 Purpose and Scope

The purpose of this contract is to install plant materials within the Warsaw Gateway 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 FOR and/or the Town of Warsaw. Expected outcomes include:

- **Proper installation of plant materials meeting design specifications**

This procurement is funded by VDOF and DEQ.

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 drafted planting plan). The contractor shall install plant material as described below:

1. The contractor shall be responsible for obtaining all required permits and approvals related to the median planting work and for notifying the appropriate authorities prior to the start of construction, in accordance with Town of Warsaw and VDOT requirements.

2. All materials, planting methods, and construction practices shall conform to applicable Town of Warsaw standards and ordinances, and where work occurs within or adjacent to state-maintained right-of-way, the Virginia Department of Transportation (VDOT) requirements and standards.

3. All work shall be subject to inspection and approval by the Town of Warsaw and FOR. The contractor shall coordinate with the Town prior to the start of work. Notification to VDOT shall be required only where work occurs within or impacts VDOT right-of-way.

4. The location of existing utilities shown on the plans is approximate and not guaranteed. Prior to any excavation, the contractor shall comply with the Virginia Underground Utility Damage Prevention Act by contacting VA 811 (Call Before You Dig) and coordinating with all utility owners. The contractor shall be responsible for protecting existing utilities and for coordinating with the appropriate utility providers if adjustments, protection, or temporary support are required.

5. The contractor shall comply with all conditions, limitations, and requirements of issued permits, including but not limited to traffic control, work hours, restoration, and protection of existing improvements.

6. This project is located within a designated Chesapeake Bay Preservation Area. All planting and land-disturbing activities shall comply with all pertinent laws and regulations.

7. All existing vegetation not slated for removal shall be protected during construction. Disturbed areas outside of planting limits shall be restored to existing conditions upon completion of work.

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 plant installation	12/11/2026
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 and the Town of Warsaw 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 and the Town or their designated representatives.**

Acceptance of work by FOR is required prior to payment unless otherwise specified 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 12/11/2026.

Services shall be performed at the Warsaw Gateway on US - 360 Richmond Road (37.964546376952136, -76.7847885531592). Where services are performed on property, the Contractor shall coordinate access in accordance with Town of Warsaw and VDOT 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 and request and receive necessary permits prior to commencing work**
- **Coordinate with FOR and Town of Warsaw as required**
- **Perform work safely and maintain site cleanliness**

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.

2.5.2. Davis-Bacon Act Compliance

This contract is subject to the labor standards requirements of the Davis-Bacon Act (40 U.S.C. §§ 3141– 3148), and its implementing regulations at 29 CFR Parts 1, 3, and 5, as applicable. All laborers and mechanics employed by the Contractor or any subcontractor shall be paid wages at rates not less than those prevailing on projects of a similar character in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.

Applicable Wage Determination. The following General Decision Numbers apply to this project. The Contractor is responsible for ensuring that the correct wage determination is applied to the specific work being performed based on the Department of Labor construction types (Heavy, Highway, etc.).

- **General Decision Number: DC20260001 https://sam.gov/wage-determination/DC20260001/4**
- **Construction Type: Highway Construction**

The Davis-Bacon wage determination in effect at the time of bid opening shall govern and will be incorporated into the Contract at award. Contractors are responsible for reviewing the applicable wage determination prior to submitting a bid.

Specific Requirements:

- **Posting: The Contractor shall post the applicable wage determination and required Department of Labor labor standards posters at the job site in a prominent and accessible location.**
- **Certified Payrolls: The Contractor shall submit weekly certified payroll reports (Form WH-347 or equivalent) for all laborers and mechanics to FOR no later than seven (7) calendar days after the end of each payroll period.**

- **Payroll Records: Payroll and basic employment records shall be maintained for a period of three (3) years after final payment and made available for inspection upon request.**

- **Overtime: Laborers and mechanics shall be paid at not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in a workweek, as applicable, in accordance with the Contract Work Hours and Safety Standards Act.**

- **Apprentices: Apprentice wages may be paid only to individuals registered in bona fide apprenticeship programs approved by the U.S. Department of Labor or a recognized State Apprenticeship Agency, and only in accordance with approved ratios and wage rates.**

- **Withholding: FOR may withhold payments as necessary to ensure compliance with Davis-Bacon labor standards.**
- **Subcontractors: All subcontractors shall comply with Davis-Bacon requirements, and the Contractor is responsible for ensuring and enforcing such compliance.**
- **Worker Classification: Workers shall be properly classified in accordance with the applicable wage determination.**

3. SUBMISSION INSTRUCTIONS

3.1 Bid Content

Bidders must submit bids in the format and with the content specified 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 and must be received by no later than the closing date and time noted on the cover page. Bids should be submitted as a 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 Sarah Dishman via email at sarah.dishman@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 Town of Warsaw. 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

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).**

- **Local and Small Business Participation (Encouraged). FOR encourages participation by contractors including local small businesses, certified green businesses, and firms registered under the Minority, Female, and Disabled-Owned Businesses Program (MFD) in the District 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.**

- **Davis-Bacon Act Compliance Requirement. This is a landscaping contract funded by federal grants. The Davis-Bacon Act applies to this contract. All bidders MUST be able to comply with Davis-Bacon prevailing wage requirements. Bidders who cannot or will not comply with Davis-Bacon requirements will be rejected as non-responsive.**

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, responsible, and qualified 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 20 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 responsive 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**
    - **Completion of all required bid forms and pricing schedules**
    - **Acknowledgment 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**

FORand the Town of Warsaw reserves the right to request additional information or documentation to determine bidder responsibility.

FOR and the Town of Warsaw 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 or the Town to award a contract or to pay any costs incurred in the preparation of a bid. Additionally, FOR and/or the Town 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.

Davis Bacon Act, as amended (40 U.S.C. 3141-3148).
Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall be required to pay wages not less than once a week.

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
Sourcing of plant material in accordance with the planting plan including: 99 2" B&B trees, 184 >= 18" shrubs, and 4750 SF VA southern coastal plain riparian mix groundcover		
Installation of landscaping including site preparation, transportation of supplies and materials, and all labor, equipment, and materials required to complete installation in accordance with the design.		

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 federal, state, or local government programs.**
4. **The bidder possesses, or will obtain prior to contract execution, all necessary 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, including compliance with Davis-Bacon Wage determination.**

Signature	
Printed	
Title	
Date	