



REQUEST FOR PROPOSALS

CAMBRIDGE HARBOR SITE SERVICES

Issue Date: October 13, 2026
Proposal Due Date: November 9, 2026 @ 5 pm

1. Purpose

Cambridge Waterfront Development, Inc. (CWDI) is soliciting proposals from qualified contractors to provide ongoing maintenance and support services at the Cambridge Harbor property in Cambridge, Maryland. This RFP consolidates multiple recurring site-service needs into one solicitation while allowing respondents to propose on one, several, or all service categories.

CWDI may award individual categories to different contractors, award multiple categories to one contractor, negotiate scope and pricing, make multiple awards, or elect not to award a category. This RFP does not guarantee any minimum volume of work.

2. Term

The anticipated initial service term is one year, with up to two additional one-year renewal options at CWDI's discretion, subject to satisfactory performance, continued need, agreed pricing, and available funding.

3. Services Included

Respondents may submit for any combination of the following independently awardable categories:

- A. Grounds Maintenance - mowing, trimming, edging, debris removal associated with mowing, and related routine grounds work.
- B. Landscape and Planter Maintenance - planter weeding, pruning, landscape upkeep, and related services.
- C. Trash and Site Cleanup - scheduled trash-can service, litter/debris pickup, and related site cleanup.
- D. Irrigation Services - seasonal start-up/winterization, inspection, adjustments, troubleshooting, and authorized minor repairs.
- E. Turf Treatment Services - fertilization, weed/fungus treatment, and other specialized turf applications.
- F. Environmental / Site Inspection Services - qualified erosion and sediment control / MDE-related inspection and reporting services, where applicable.
- G. Minor Site Maintenance and Repairs - minor fence/gate, boardwalk, sign, erosion-control/BMP, and similar site repairs; major construction is excluded.
- H. Miscellaneous Site Labor and Equipment - authorized labor/equipment needs not otherwise included, priced by labor classification and equipment type.

4. Excluded Services

This solicitation does not include engineering or professional design services, major construction, insurance services, or legal services. CWDI may procure those services separately.

5. General Performance Requirements

- Grass shall generally be maintained at 4 inches or higher unless CWDI directs otherwise.
- Before mowing, remove trash, limbs, and other debris from turf areas; mow cleanly; trim along sidewalks, buildings, fences, and fixtures; and clear clippings from sidewalks and streets.
- Protect in-ground lights, utilities, trees, exposed roots, structures, and other site features.
- Herbicide or pesticide applications may be performed only by appropriately licensed personnel and only where included in the awarded scope.
- Environmental/site inspections may be performed only by personnel holding qualifications required for the applicable inspection.
- Report observed hazards, damaged site features, distressed trees/plantings, drainage or erosion concerns, and other conditions requiring CWDI attention.
- Respondents must comply with applicable laws, licenses, safety requirements, permits, and site rules.

6. Site Areas and Baseline Frequencies

The attached Property Maintenance Site Maps (Exhibit C) define the Cambridge Harbor maintenance areas. The following schedule is based on CWDI's current grounds-maintenance specifications and is intended as the pricing baseline. CWDI may adjust frequencies during the contract term by written direction.

Location	Service	Baseline Frequency
Gateway East	Mowing	Weekly
All applicable areas	Environmental/MDE inspection	Monthly
Wharf	Trash - 4 cans	Weekly
Boat Ramp	Trash - 1 can	Weekly
Area 1 - Wharf/Promenade edge	Mowing	Weekly
Area 1 - Interior	Mowing	Biweekly
Area 2 - Byrn Street sidewalk edge	Mowing	Weekly
Area 2 - Interior	Mowing	Biweekly
Area 3 - Tree Park / Champion Elms	Mowing	Weekly
Area 4	Mowing	Biweekly
Area 5	Mowing	Biweekly
Area 6 - Franklin Street/Promenade edge	Mowing	Weekly
Area 6 - Interior	Mowing	Biweekly
Area 7	Mowing	Biweekly
Area 8 - Byrn Street/Dorchester Ave. edge	Mowing	Weekly
Area 8 - Interior	Mowing	Biweekly
Area 9 - Wharf Planters	Weeding / planter service	Weekly
Area 10 - Pump Station	Mowing	Weekly
Area 11 - New Promenade Planters	Landscape maintenance	Respondent to price; final frequency by CWDI

Additional baseline tasks include sidewalk herbicide maintenance where applicable; rip-rap weeding/herbicide maintenance in Areas 1 and 6; tree care/reporting in Area 3; monitoring Area 6 boardwalk planks for warping, trip hazards, exposed nails or similar concerns; and checking Area 9 planters after significant weather events for displaced mulch. Replacement/repair work requires CWDI authorization

7. Authorization, Documentation and Invoicing

- Routine recurring services included in an awarded scope may proceed according to the approved schedule.

- Non-routine, additional, or repair work must receive prior written authorization from CWDI's designated representative before work begins, except where CWDI has expressly established an emergency-response protocol.
- Before-and-after photographs shall be provided for repair work and other corrective work when reasonably applicable.
- Invoices must be itemized and identify service date, site/area, service performed, applicable proposal line item/rate, labor hours where applicable, equipment, materials, and the CWDI authorization for non-routine work.
- Materials, disposal/tipping fees, mobilization, fuel surcharges, travel, equipment, subcontractor charges, and other add-ons must be clearly identified in the proposal. Unstated charges may not be added without CWDI's written approval.

8. Contractor Requirements

- Maintain all business and trade licenses required for the services proposed.
- Maintain insurance required by CWDI and provide current Certificates of Insurance before commencing work and upon renewal.
- Provide qualified/licensed personnel for specialized services, including herbicide/pesticide application and environmental inspection where applicable.
- Maintain safe work practices and promptly report site conditions that may present safety, compliance, or property concerns.
- Identify any subcontractors proposed and obtain CWDI approval before their use where required by the final service agreement.

9. Proposal Submission

A complete proposal should be concise and include:

- Company name, address, primary contact, telephone number, and email.
- Service categories for which the respondent is proposing.
- Completed Exhibit B - Mandatory Line-Item Pricing Schedule.
- Brief description of relevant qualifications and experience.
- Typical availability, scheduling approach, and response time for requested/non-routine work.
- Applicable licenses/certifications for specialized services.
- Identification of proposed subcontractors, if any.
- Any exceptions, exclusions, assumptions, minimum charges, or proposed changes to the scope.
- Confirmation that required insurance can be maintained throughout the service term.

Proposals are due November 9, 2026 by 5 pm. Please send proposals to Tracy Ward, Chief Administrative Officer, CWDI, Inc. @ Admin@cwdimd.org;

Questions regarding this RFP should be directed to admin@cwdimd.org

10. Evaluation and Award

CWDI will evaluate proposals and make award decisions on a BEST-VALUE basis, rather than solely on lowest price. Considerations include the estimated total cost and line-item pricing, any proposed combined-award discount, qualifications and experience, capacity, responsiveness, required licenses and insurance, past performance where applicable, availability, exceptions, and overall value to CWDI. CWDI may determine that a combined award to one respondent offers the best value or that separate category awards offer better value.

CWDI reserves the right to request clarification, negotiate scope or pricing, waive informalities, reject any or all proposals, award individual categories, make multiple awards, or award several or all categories to one

respondent where that provides the best value. CWDI is not obligated to accept the lowest-priced proposal or a combined-award offer.

11. Anticipated Schedule

Milestone	Date
RFP issued	October 13, 2026
Questions / clarifications	During proposal period; see submission instructions
Proposals due	November 9, 2026
Evaluation / clarification	November 2026
Award / service agreements	Following CWDI review and approval

EXHIBIT A - SERVICE SCOPE

The following scope supplements Sections 3-7 of the RFP. Respondents should price only the categories they propose to provide.

A. Grounds Maintenance

- Perform mowing at the baseline frequencies shown in Section 6 and Exhibit B.
- Remove trash/limbs before mowing; trim edges and around fixtures; clear clippings from paved areas.
- At Gateway East, provide the mowing/grounds component of maintaining a high-quality public-facing lawn. Irrigation and turf-treatment services are separately priced categories.
- Perform sidewalk weed/herbicide maintenance only if proposed and properly licensed.
- Prune specified trees/shrubs only when included in the proposal or separately authorized.

B. Landscape and Planter Maintenance

- Weed and maintain Wharf planters (Area 9) weekly during the active season.
- After significant weather events, check Area 9 for mulch migration and return displaced mulch to planters as needed.
- Provide proposed pricing for Area 11 - New Promenade Planters; final scope/frequency will be confirmed by CWDI.
- Provide separate rates for pruning and other landscape work not included in routine planter service.

C. Trash and Site Cleanup

- Empty four Wharf trash cans weekly and one Boat Ramp trash can weekly.
- Provide unit pricing for additional litter/debris cleanup visits and extraordinary cleanup requested by CWDI.

D. Irrigation Services

- Provide seasonal start-up and winterization pricing.
- Provide rates for inspection, adjustment, troubleshooting, and authorized repairs.
- Identify labor, equipment, parts/material markup, and any minimum service/call-out charge separately.

E. Turf Treatment Services

- Provide unit or application pricing for fertilization, weed control, fungus treatment, and other proposed turf treatments.
- Identify products/services included and any required licensing.

F. Environmental / Site Inspection Services

- Provide pricing for monthly inspections applicable to the site and any additional inspection/reporting services proposed.
- Identify inspector qualifications/certifications.
- Reports should clearly identify observed deficiencies, recommended corrective action, and follow-up/closure status.

G. Minor Site Maintenance and Repairs

- Provide labor classifications/rates for minor fence/gate, boardwalk, sign, erosion-control/BMP, and similar repairs.
- Area 6 boardwalk conditions should be observed during routine site service and reported to CWDI; board replacement requires prior authorization.
- Provide before-and-after photographs for corrective/repair work when reasonably applicable.
- Major construction is outside this RFP.

H. Miscellaneous Site Labor and Equipment

- Provide hourly labor rates by classification and hourly/daily equipment rates.
- State minimum call-out, mobilization, disposal, material markup, and after-hours/emergency rates, if any.

EXHIBIT B - MANDATORY LINE-ITEM PRICING SCHEDULE

Respondents must complete every applicable line item for the categories proposed, even when offering a combined-award discount. Enter N/A for services not proposed. Complete the pricing summary and identify the assumed annual quantities used for any estimated totals. CWDI may use standardized service quantities to compare proposals; estimates do not guarantee a minimum volume of work. State any exclusions or exceptions clearly.

Cat.	Line Item	Pricing Unit	Unit Price	Notes / Exclusions
A	Gateway East mowing	Per service		
A	Area 1 - Wharf/Promenade edge mowing	Per service		
A	Area 1 - Interior mowing	Per service		
A	Area 2 - Byrn Street edge mowing	Per service		
A	Area 2 - Interior mowing	Per service		
A	Area 3 - Tree Park mowing	Per service		
A	Area 4 mowing	Per service		
A	Area 5 mowing	Per service		
A	Area 6 - Franklin/Promenade edge mowing	Per service		
A	Area 6 - Interior mowing	Per service		
A	Area 7 mowing	Per service		
A	Area 8 - Byrn/Dorchester edge mowing	Per service		
A	Area 8 - Interior mowing	Per service		
A	Area 10 - Pump Station mowing	Per service		
A	Sidewalk herbicide maintenance	Per application / area		
A	Rip-rap weed/herbicide maintenance	Per service / area		
B	Area 9 - Wharf planter maintenance	Per weekly service		
B	Area 11 - New Promenade planter maintenance	Per service		
B	Pruning / landscape labor	Hourly		
C	Wharf trash - 4 cans	Per weekly service		
C	Boat Ramp trash - 1 can	Per weekly service		
C	Additional litter/debris cleanup	Per visit / hourly		
D	Irrigation seasonal start-up	Lump sum		
D	Irrigation winterization	Lump sum		
D	Irrigation service technician	Hourly		
D	Irrigation minimum/call-out	Per call		
E	Turf fertilization	Per application / area		
E	Weed/fungus/specialized turf treatment	Per application / area		
F	Environmental/MDE-related site inspection	Per monthly inspection		

F	Additional inspection/reporting	Per visit / hourly		
G	General maintenance labor	Hourly		
G	Fence/gate repair labor	Hourly		
G	Boardwalk/minor carpentry labor	Hourly		
G	E&S/BMP repair labor	Hourly		
H	General site labor	Hourly by classification		
H	Equipment	Attach rate sheet		
H	Emergency/after-hours premium	Hourly / %		
H	Mobilization / minimum charge	Per occurrence		
H	Materials markup	Percent over cost		
H	Disposal/tipping fee markup	Actual / %		

COMBINED PRICING AND DISCOUNT SUMMARY

Category	Estimated annual total	Basis / assumptions
Category A (if proposed)	\$ _____	_____
Category B (if proposed)	\$ _____	_____
Category C (if proposed)	\$ _____	_____
Category D (if proposed)	\$ _____	_____
Category E (if proposed)	\$ _____	_____
Category F (if proposed)	\$ _____	_____
Category G (if proposed)	\$ _____	_____
Category H (if proposed)	\$ _____	_____
Combined total before discount	\$ _____	_____
Combined-award discount (amount or %)	\$ _____	_____
Combined total after discount	\$ _____	_____

Discount contingent on: ☐ Award of all proposed categories ☐ Award of these categories: _____

Discount applies to: ☐ Annual estimated total ☐ Unit rates ☐ Other: _____

State discount calculation, exclusions, minimum volume, and other conditions: _____

Annual totals are comparison estimates only; actual work is subject to the final agreement and CWDI authorization.

Respondent: _____

Authorized Representative: _____ Date: _____

Pricing validity period: _____

EXHIBIT C - PROPERTY MAINTENANCE SITE MAPS

The following maps are incorporated for site context and identification of maintenance areas. Respondents are responsible for reviewing the mapped areas when preparing pricing.



Property Maintenance Site Maps - Page 1

East Cambridge



Cambridge Waterfront 2020

EDSA

Property Maintenance Site Maps - Page 2



Property Maintenance Site Maps - Page 4



Property Maintenance Site Maps - Page 5

