City of Greensboro
North Carolina

Water Resources Department

Request for Proposal (RFP)

For Services

Laboratory Services for Taxonomy of Benthic Macroinvertebrates

November 2, 2026

1. SUMMARY

1.1. Request for Proposals: The City of Greensboro Water Resources Stormwater Management Division is soliciting proposals from qualified companies or businesses, with proven experience and expertise, to provide taxonomic identification of benthic macroinvertebrates. The City's service consultant selection process is based on qualifications.

1.2. Introduction and Background: The City of Greensboro Water Resources Stormwater Management Division has conducted stream water quality assessments for the City of Greensboro since 1996. Physical and chemical water quality data have historically been collected to assess water quality in Greensboro's streams, and in 1999 the Stormwater Management Division implemented a comprehensive biological assessment program to complement these other water quality monitoring efforts. The study and analysis of benthic macroinvertebrate communities help complete the assessment of water quality in Greensboro's streams. Staff will be utilizing the Full-Scale Method as described by NCDEQ's Standard Operating Procedures for the Collection and Analysis of Benthic Macroinvertebrates (revised 2016). The collection method consists of two kick-net samples, three sweep-net samples, one leaf-pack sample, two fine-mesh rock and/or log wash samples, one sand sample, and a visual collection. No attempt is made to collect all organisms; taxa will be collected in approximate proportion to their abundance.

1.3. Services To Be Provided: The City will provide the Contractor with organisms from each sampling location. There will be samples from 13 sampling sites, each preserved in 95% ethanol and stored in labeled sample vials. This contract is for a three-year period and has a total of 39 sampling sites. The sites are divided into three distinct watersheds (North Buffalo, South Buffalo**,** Watershed). Each year, 10 sites will be selected from a watershed in addition to 3 reference sites repeated each year.

2. ENVISIONED SCOPE SERVICES

2.1. Scope of Consultant's Services: The basic scope of consultant's services, as currently envisioned by the City includes the taxonomic identification of benthic macroinvertebrates to the lowest taxonomic level. Additional services to be provided by the selected consultant include the following:

a. Identify collected benthic macroinvertebrates to lowest taxonomic level (e.g., species, where possible). This includes documented QA/QC by another qualified taxonomist on at least one (1) of the samples selected at random.

b. Create a comprehensive species list for each sampling location, including abundance values for all taxa identified.

c. Calculate total taxa richness, EPT taxa richness (total taxa of Ephemeroptera, Plecoptera, and Trichoptera Orders), and North Carolina Biotic Index Values (NCBI) for each of the sampling locations. In addition, determine the final bioclassifications for each sampling site by using the average of the final scores for EPT taxa richness and NCBI values.

d. Upon completion of the identification of the organisms, the Contractor will compile the taxonomic results into a spreadsheet and produce a report that includes detailed documentation of QA/QC procedures and results.

3. RFP SUBMITTAL REQUIREMENTS

3.1. This RFP is issued by the City of Greensboro Water Resources Stormwater Management Division. Any questions concerning this RFP shall be submitted in writing and addressed to Eric Cohen-Kivett, Water Resources, Stormwater Management division, by mail to the address below or by email to eric.cohen-kivett@greensboro-nc.gov. The deadline for questions will be December 7, 2026. All questions will answered by Addenda.

3.2. **Please submit one original and two copies, as well as a digital copy (USB drive) of your RFP**, to the City of Greensboro **no later than 5:00 PM, January 1, 2027** to the attention of:

Eric Cohen-Kivett
City of Greensboro Water Resources Department
2602 S. Elm-Eugene St
Greensboro, NC 27402-3136

Item\Date

- City Issues Notice-To-Proceed On or before February 1, 2027.
- Complete Project On or before December 31, 2029.

3.3. **RFP Organization**: To facilitate the City's objective review of the RFPs from different Consultants, submitting firms are requested to organize their submittal using a standardized format. Each RFP should contain the following:

a) **Transmittal Letter**: A transmittal letter prepared on the firm's business stationery must accompany the RFP submittal. The purpose of this letter is to transmit the Proposal; therefore, it should be brief, but shall list all items contained within the proposal. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and financials, contained in the Proposal.

The transmittal letter must include a statement certifying that it will accept the City of Greensboro Standard Terms and Conditions as provided in "Attachment A" of this RFP.

b) **Consultant's Description of Scope of Services:** The Proposal shall include a description in clear and precise terms of the firm's understanding of the scope of work for this project. Include a narrative and description of the proposed effort and the products that will be delivered.

Outline your understanding of this project, scope of services, technical plan and organization. List, in detail, the full scope of services you intend to provide to achieve a successful completion of this program evaluation.

The proposal shall list all proposed partnering and/or subcontracting arrangements, including reporting hierarchy, entered into to provide the services requested by the City of Greensboro.

c) **Key Personnel:** Provide information on key personnel that will comprise the team responsible for completing the project. At a minimum, please provide a resume listing the qualifications and experience for each team member and an organization chart representative of the team hierarchy to be utilized within the parent organization or firm. If a sub-consultant will be utilized the chart must show the management approach and report on relationships between the firms.

A list of each team members availability to work on this project shall also be included within this proposal.

d) **Preliminary Cost Estimate**: Provide a lump sum cost and cost per sample of the consultant services based on the envisioned scope of work and project deliverables described in this RFP, with any additional qualifications and clarifications that you may deem appropriate. The project cost estimate should be sufficiently detailed and include breakdowns (of both time and materials) for the various tasks and deliverables. Please provide your firm's total cost (lump sum) for three years utilizing a table like the one below:

Task	2027 Sample (Cost for 13 Samples)	2028 Sample (Cost for 13 Samples)	2029 Sample (Cost for 13 Samples)	Total Cost for 3 years
Taxonomy				
Report				
Total Amount				Total Lump Sum $

4. **Small Business Enterprises**: The City of Greensboro established a Small Business Enterprise Program (SBE) to provide small businesses with the opportunity to participate as prime contractors by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies.

   The SBE program is a sheltered market for small businesses. This allows smaller companies to participate in contracting and procurement events in areas of construction and repair, commodities and services. The program is non-specific to race or gender. It benefits all eligible small businesses principally located within Guilford, Randolph, and Rockingham counties. To qualify as small business, a company must certify with the City's Office of Business Opportunity.

   For questions about the City's SBE Program, or to register to be a certified SBE, please contact the Office of Business Opportunity at (336) 373-2674 or visit https://www.greensboro-nc.gov/business/office-of-business-opportunity/small-business-enterprise-sbe.

   SBE Policy Statement
   It is the policy of the City of Greensboro to ensure that all businesses, including SBEs, are afforded the maximum practical opportunity to participate in the City's purchasing and contracting processes. Therefore, the City will not enter into a contract or be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring, or commercial treatment of vendors, suppliers, subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age or on the basis of handicap or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring.

5. **RFP Submittal Evaluation**

   5.1. Proposal Evaluation: Submitted proposals will be rated based on responsiveness, technical merits and the ability of firm(s) to provide the required scope of services. This information will be used to determine a final rating for each proposal.

A Selection Committee will be utilized to rate each Technical Proposal based on the following criteria:

1. Responsiveness to the RFP – Firm provided all required information for a successful response. See matrix example below.
2. Understanding of the project and scope of services.
3. Qualifications of personnel/staff.
4. Capacity (municipal experience, references)
5. Availability and flexibility of consultant
6. Special terms or conditions:
    a. Certification through NC Division of Water Resources as a Certified Biological Laboratory.
    b. Society of Freshwater Science (SFS) Taxonomic Certification and other relevant macroinvertebrate taxonomy experience, expertise, and qualifications of the firm and personnel.
7. Local Preference (Guilford County – see "Attachment B")
8. Cost of services rendered

Water Resources Department will choose the proposal which best serve the interests of the Department and City. The City reserves the right to make an award with or without negotiations. Minor irregularities in proposals, which are deemed immaterial or inconsequential in nature, may be waived wherever it is determined to be in the best interest of the City of Greensboro.

Rating and Selection Team: The following individuals will comprise the team responsible for reviewing and rating submitted RFP's:

- Eric Cohen-Kivett, Environmental Compliance Specialist (Water Resources Dept.)
- Toni Branson, Stormwater Water Quality Supervisor (Water Resources Dept.)
- Sherri Scalcione, Analyst Contracts (Finance Dept.)
- Travis Matherly, Fire Captain (Emergency Services Dept.)

6. General Provisions

6.1 Terms and Conditions of the Contract: The City will utilize the services contract agreement included herein as "Attachment A."

6.2 Modifications and Withdrawals: Withdrawal of, or modifications to proposals are effective only if written notice thereof is sent to Water Resources prior to the time proposals are due. A notice of withdrawal or modification to a proposal must be signed by an officer with the authority to commit the company and no withdrawal or modifications will be accepted after the time proposals are due.

6.3 Questions and Inquiries: Questions and inquiries should be directed in writing to the individual listed on page two. Electronic submission of questions is acceptable. The deadline for questions is 12/7/2026. A written response to the questions submitted, in the form of an Addendum will be provided to all applicants.

6.4 Proposal Acceptance: The City of Greensboro reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities; or to negotiate with all responsible proposers, to serve the best interest of the City of Greensboro.

6.5 Insurance Requirements: Selected proposers shall maintain General Liability Insurance, Automobile Liability Insurance and Worker's Compensation Insurance at the levels prescribed in the attached services contract over the term of the contractual service agreement. Selected firm(s) will be required to submit a Certificate of Insurance, which specifically names the City of Greensboro as additional insured via an additional insured endorsement.

6.6 RFP Cancellation: The City of Greensboro may cancel this RFP, in whole or in part, at any time before the opening of the proposals.

6.7 Services Rendered: All work performed under this Contract shall be in compliance with all applicable North Carolina codes, standards and regulations.

6.8 Contract Period: The contract period will be from date of award through December 31, 2029.

7. **Schedule for the Selection Process:** The following is the anticipated schedule for the consultant selection process.

Item	Date
City of Greensboro issues RFP	November 2, 2026
Deadline for Proposal Questions	December 7, 2026
Completed Proposals due to City	Must be received by City no later than 12:00 PM, January 1, 2027
City review of Proposals and Selection Of Short List of Consultants	January 2, 2027
Interviews with potential Consultants (optional)	January 4, 2027
City selects Most Qualified Consultant	On or before January 7, 2027

Complete contract negotiations with selected Consultant	On or before January 14, 2027
Submittal of complete and signed Contract documents by the selected Consultant to the City	On or before January 21, 2027
City formal approval and signature of Contract	On or before January 28, 2027
Written Notice-To-Proceed (NTP)	On or before February 1, 2027

Water Resources Matrix for RFP's
Rank each proposal and list your reasons or comments.

Points	Selection Criteria	Vendor Name	Vendor Name	Vendor Name	Comments (please provide)
5	Responsiveness to the City's RFP – Firm provided the required information and/or additional information in their response.				
25	Understanding of the Project and Scope of Services				
25	Qualifications/Experience of Personal/Staff (Firms contact information and range of services (5); credential of project personnel & qualifications of firms(s) including partnering & teaming arrangements (10); demonstrated ability to carry out projects on time and within budget (10)				
15	Capacity: Experiences with municipalities in providing similar services as requested in RFP (5); Provide a minimum of 3 references with current contact information (5)				
15	Availability and flexibility of consultant				
15	Cost of services rendered				
	Average Total Score (rounded to nearest whole number)				

End of Request for Proposal

Attachment A
CITY OF GREENSBORO

SERVICES CONTRACT

This contract made and entered into this the __ day of _____, 20__, by and between the City of Greensboro, a municipal corporation of the State of North Carolina (hereafter referred to as the City) and _____ (hereafter referred to as the Consultant).

WITNESSETH:

Services Rendered

In consideration of the monetary payment hereinafter described in Attachment A, attached hereto and made a part hereof, the Consultant will provide services to the City of Greensboro.

Relationship

The Parties in this contract agree that the Consultant is a corporation, and that the relationship created by this contract is that of employer and independent contractor. The Consultant is not an employee of the City of Greensboro, and is not entitled to the benefits provided by employer to its employees, including, but not limited to, group insurance and pension plan. The Consultant may practice his profession for others during those periods when the Consultant is not performing work under this contract for the City.

Supervision and Inspection

In the performance of the work contemplated in this agreement, the Consultant is an independent contractor with the authority to control and direct the performance of the details of the services that are the subject of this contract. However, the work contemplated in this agreement must meet the approval of the City and shall be subject to City's general rights of inspection and supervision to secure the satisfactory completion thereof.

Specific Duties & Responsibilities

The specific duties and responsibilities of the Consultant shall include but not be limited to the following:

1. XXXX
2. XXXX
3. XXXX

4. XXXX

Compensation

The City agrees to pay the Consultant an amount not to exceed $_____. The Consultant will be paid as detailed in Attachment A, attached hereto and made a part hereof. Bills for fees or other compensation for Services or expenses shall be submitted to the City in detail sufficient for a proper preaudit and postaudit thereof. Consultant will complete project work within _____ timeframe.

Non-Appropriation Clause

The automatic renewal clause shall not apply to this contract should the Greensboro City Council fail to appropriate funds for the additional term of the contract for the ensuing fiscal year. If this non appropriation occurs the contract shall become void.

Invoices

1. Submittal

   Invoices to the City for compensation shall be submitted not more often than monthly. Invoices will be based on 100% of the work completed during the preceding month.

2. Receipts Required

   Where invoices are based in part on reimbursable expenses, the Consultant shall collect and maintain receipts for said expenses and shall make the receipts available to the City, if requested. The requirement to retain receipts shall generally follow the established rules of the Federal Internal Revenue Service regarding what type of expenditure must be supported by receipts for income tax purposes.

3. Disputed Items

   If any items in any invoices submitted by the Consultant are disputed by City for any reason, including the lack of supporting documentation, City shall temporarily delete the item(s) and shall promptly notify the Consultant of dispute and request clarification and/or remedial action. After the dispute has been settled, the Consultant shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only. The undisputed portion of the invoices shall, however, be paid within the normal 30-day period.

Payment of Taxes and Insurance

The Consultant assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether State or Federal, as to all employees engaged in the performance of work under this contract. In addition, the Consultant agrees to pay any and all gross receipts,

compensation, transaction, sales, use, or other taxes and assessments of whatever nature and kind levied or assessed as a consequence of the work performed or on the compensation paid under this contract.

Insurance

During the performance of the services under this Agreement, the Consultant shall maintain the following insurance:

1. General Liability Insurance, including but not limited to coverage for all premises and non-premises operations, independent contractors, broad form property damage coverage, including explosion, collapse and underground property damage hazards, personal injury liability protection including coverage relating to employment of persons, contractual liability protection, and products and completed operations coverage. This insurance shall provide bodily injury limits of not less than $1,000,000 for each occurrence and not less than $2,000,000 in the aggregate, and with property damage limits of not less than $500,000 for each occurrence and not less than $500,000 in the aggregate. The General Liability Insurance shall name the City of Greensboro as an additional insured, and the insurance shall be primary and non-contributory to any other insurance that may be available to the City.

2. Liability Insurance with limits of not less than $1,000.000 for each occurrence and not less than $2,000,000 in the aggregate. This Liability Insurance shall provide coverage for the claims concerning the Contractor's errors and omissions for the scope of services provided to the City under this Agreement, including but not limited to, claims concerning the preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications, and claims relating to supervisory, inspection, architectural or engineering activities.

3. Automobile Liability Insurance, covering owned, non-owned, hired vehicles and trailers using in connection with this project. This insurance shall provide bodily injury and property damages limits of not less then $1,000,000 combined single limit/aggregate.

4. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than $100,000 for each occurrence. In case any work is sublet under this Agreement, the Consultant shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This Agreement shall be void and of no effect unless the Consultant shall secure and keep in effect during the term of this Agreement the Consultant's compliance with the provisions of the Worker's Compensation laws of the State of North Carolina.

Consultant shall furnish certificates of insurance and a copy of the insurance policies for all of the insurance coverages described herein within ten (10) days after this Agreement is ratified and certified copies of any amendments and/or renewals to the policies which occur thereafter. At least thirty (30) days written notice shall be given to the City prior to any cancellation, modification or non-renewal of any insurance required under this Agreement.

Amendments

Alterations, deletions, and/or additions to the terms and conditions of this contract may only be made by the mutual written consent of the parties.

Conflict of Interest

The Contractor certifies that it does not and will not employ in any capacity, any employee, officer, or elected or appointed official of the City of Greensboro, or their respective spouse, who will obtain a direct financial benefit from this Contract and:

i. Has any oversight or responsibility in administering this Contract on behalf of the City; or
ii. Participates in the negotiating, making, or otherwise influences the execution of this Contract.

Unless otherwise directed by law, a violation of this provision provides only the City the option to void this Contract or take other appropriate measures that may be available regarding the employee, officer, or elected, or appointed official.

Termination for Convenience

The City, in its sole discretion, may terminate this Agreement in whole or in part whenever the City determines that said termination is in its best interest. Any such termination shall be effected by the delivery to the Consultant of a written notice of termination thirty (30) days before the effective date of the termination.

Failure to Comply With Terms of Contract

Should the Consultant fail to comply with the terms of this contract, the Consultant, upon actual or constructive notice of the default shall have thirty (30) days to remedy the default. Should the Consultant fail to remedy the default, the contract is terminated immediately upon the expiration of the thirty (30) days.

Rights

City retains the exclusive rights to cancel, stop or re-schedule any or all services associated with the Contract.

Compliance with Applicable Law

Any term or condition of the Contract which by operation or existence is in conflict with applicable Local, State, or Federal Law shall be rendered void and inoperative. City and the Consultant agree to accept the remaining terms and conditions.

Indemnification

The Consultant does hereby agree to indemnify and save harmless the City of Greensboro, its officers, agents and employees, against all claims, actions, lawsuits and demands, including reasonable attorney fees, made by anyone for any damages, losses or injuries of any kind, including environmental, which may arise from the sole negligence of Consultant, its agents or employees, or as a result of work performed pursuant to this Contract.

Severance

Should any part of this contract be declared unenforceable, all remaining sections remain in force.

Non-Assignment

The Consultant without the written approval of the City shall not assign this contract.

Governing Law

This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of North Carolina. Venue for any legal action resulting from this Agreement shall lie in Guilford County.

Scope of Agreement

This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

Confidentiality

The Recipient will not disclose to any third party, or make any use of the Discloser's Confidential Information except as required by the North Carolina Public Records Act. The Recipient will use at least the same standard of care to maintain the confidentiality of the Discloser's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information, but in no event less than reasonable care. The obligations hereunder will remain in full force with respect to each item of Confidential Information for a period of ten (10) years after Recipient's receipt of that item. However, The City's obligations to maintain software as confidential will survive in perpetuity. "Discloser" means the party providing

Confidential Information to the Recipient. "Recipient" means the party receiving Confidential Information from the Discloser. "Confidential Information" means non-public information of a party to this Agreement that is identified as or would be reasonably understood to be confidential and/or proprietary and is marked "confidential" and meets the requirements of North Carolina General Statutes 132-1.2. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; or (iv) is independently developed by the Recipient without access to Confidential Information.

Pursuant to the North Carolina Public Records Act, trade secrets or confidential information as defined by the North Carolina Public Records Act that are identified as such prior to disclosure to the Recipient is not public information and will not be released to the public by the Recipient except as set out below. Recipient will notify Discloser of any public records request, and if Discloser objects to Recipient disclosing any of the records responsive to the request, Discloser will notify the Recipient in writing within forty-eight (48) hours. If so notified, Recipient will not disclose the records until ordered to do so by a court of competent jurisdiction, and Discloser will enter an appearance as a party in-interest and defend Recipient in any claim, suit, mediation, litigation, or arbitration proceeding concerning the release of the records to which Discloser objected. Discloser will indemnify, save harmless, and pay any and all attorney's fees incurred by Recipient, and any attorney's fees Recipient is ordered to pay to any person(s) or organization(s) as a result of Discloser's objection to the release of the public records. Discloser will also indemnify, save harmless, and pay any and all claims for damages, court costs, or other fees Recipient incurs as a result of Discloser's objection to the release of the records requested pursuant to the North Carolina Public Records Act.

Non-Discrimination

Contractor agrees to not discriminate against any member of the public in the use of City facilities or in the delivery of City programs, services or activities on the basis of sex, race, gender, color, ethnicity, national origin, age, familial status, marital status, military status, political affiliation, religion, physical or mental disability, genetic information, sexual orientation, gender expression, or gender identity.

E-Verify

Consultant certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Contract, it will continue to comply with these requirements. Consultant also certifies that it will require that all of its subcontractors that perform any work pursuant to this Contract to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Violation of this section shall be deemed a material breach of this Contract.

Iran Divestment Certification

As of the date of this Contract/Agreement, the Contractor/Vendor/Consultant/Company certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58 and that the Contractor/Vendor/Consultant/Company will not utilize any subcontractor found on the State Treasurer's Final Divestment List. All individuals signing this Contract/Agreement on behalf of the Contractor/Vendor/Consultant/Company certify that they are authorized by the Contractor/Vendor/Consultant/Company to make this certification.

Safety Requirements

All Contractor/Vendor/Consultant/Company are responsible for the safety of their employees while working for the City. The Contractor/Vendor/Consultant/Company is required to have a written safety program, perform regular safety training and abide by safe practices in the performance of the Work, as required by North Carolina Occupational Safety and Health (NC OSHA) and the U.S. Occupational Safety and Health Administration (OSHA). The Contractor/Vendor/Consultant/Company shall coordinate safety requirements for any subcontractor and/or third party personnel used related to the Work and shall provide written documentation that subcontractors are meeting proper safety standards. The Contractor/Vendor/Consultant/Company shall participate in an introductory "Hazard Communications and Owner Safe Practices Class" and acknowledge the attached Contractor Safety Requirements documents prior to performing any work on site. All Contractor/Vendor/Consultant/Company personnel shall be escorted on site by a primary contact of the City prior to participation in the aforementioned class.

Divestment from Companies Boycotting Israel Certification

As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment and Do-Not-Contract List – Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that the Contractor will not utilize any subcontractor found on the State Treasurer's Final Divestment and Do-Not-Contract List. All individuals signing this Contract on behalf of the Contractor certify that they are authorized by the Contractor to make this certification.