

RESILIENCE AUTHORITY

Annapolis and Anne Arundel County

Request for Qualifications

Professional Services for Resilience Infrastructure Projects

Issue Date:	November 24, 2025
Submission Deadline:	February 27, 2026; 5:00PM EST; Applications accepted on a rolling basis
Email to:	resilienceauthority@aacounty.org
Approval Period:	Five Years ~ Reviewed Annually

1. Statement of Purpose

- 1.1. The purpose of this Request for Qualifications (RFQ) is for the Resilience Authority of Annapolis and Anne Arundel County, Inc. (the “Authority”) to obtain information from qualified companies and organizations (“Applicants”) to ensure qualifications exist to provide proper support to the Authority, to include, but not limited to, as-requested services to support local climate resilience and mitigation projects and programs.
- 1.2. This RFQ is issued solely for information and planning purposes and does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. Applicants are hereby advised that the Authority will not pay for any information or administrative costs incurred in response to this RFQ. All costs associated with responding to this RFQ will be solely at the Applicant’s expense.
- 1.3. The Authority is seeking Applicants with expertise in program development, project management, engineering/design, and property consulting.

2. Background

- 2.1. In July 2021, Anne Arundel County (the “County”) and the City of Annapolis (the “City”), pursuant to Maryland Code, passed legislation to establish the country’s first multi-jurisdictional climate resilience financing Authority with the ability to finance, manage, and support resilience projects within the County and the City. The Authority’s investments and activities will support those projects that directly mitigate climate change including sea level rise, nuisance flooding, storm events, erosion, and rising temperatures.
- 2.2. Generally, Resilience Infrastructure means infrastructure that mitigates the effects of climate change for the general welfare or safety of the public. More specifically, and for this RFQ, Resilience Infrastructure includes projects that support flood control, ecosystem resilience, shoreline protection, structural resilience, energy resilience, and other community-based projects and programs.

3. Proposed Solution and Approach

- 3.1. The Authority is seeking to pre-qualify professional consulting partners to provide on-demand services as they relate to advancing Resilience Infrastructure projects within the County and the City in support of awarded state, federal, and local grants.
- 3.2. Successful Applicants must have demonstrated experience and financial capacity within their stated expertise area(s) to support the Authority to simultaneously implement multiple projects under one or more programs including the management and administration of grant-based funding in the event multiple contracts are awarded.

4. Instructions for Responding

- 4.1. Applicants that are responding to this RFQ are requested to email their written responses by 5:00 pm on Friday, February 27, 2026, to Kristina Alexander, Director of Operations for the Resilience Authority of Annapolis and Anne Arundel County at: resilienceauthority@aaacounty.org. Applications will be considered and applicants will be qualified on a rolling basis.
- 4.2. Applicants are responsible for ensuring any proposal submissions are received timely by the Authority. The Authority will not be held responsible for any technology issues or power outages that may arise outside the Authority's control that may negatively impact an Applicant's proposal submission or delay the Authority's receipt of such submission.
- 4.3. Responses must include a cover page clearly marked with the Applicant's name, address, phone number, and email address.

5. Inquiries and Questions

- 5.1. All correspondence and questions related to the RFQ should be directed in writing to Kristina Alexander, Director of Operations of the Resilience Authority at: resilienceauthority@aaacounty.org. All questions must be submitted by January 30, 2025 at 5:00 p.m. EST.

6. Review and Qualification

- 6.1. An Applicant's qualifications will be reviewed by a panel of the Authority's Staff, Advisory Committee Members, and Board Members (the "Reviewers"). The Reviewers will verify responses against the selection criteria listed below. Any Applicants not meeting the selection criteria will not be considered. Applicants meeting the criteria may be contacted for subsequent interview(s)

and/or information prior to the Authority's final pre-qualification.

- 6.2. The goal of the Authority's contracting and procurement endeavors is to ensure the best use of public funds to serve the public purpose of fulfilling the Authority's mission while adhering to all professional and ethical standards.
- 6.3. The Authority is committed to ensuring that all funds entrusted to it are appropriately allocated using fair, ethical, equitable, responsible, and transparent practices. These values guide the Authority's conduct and decision-making practices related to procurements, bids, estimates, agreements, contracts, and other formal commitments.

7. Applicant Qualifications

- 7.1. The Authority shall take into account the below qualification review criteria when considering all of an Applicant's responses to this RFQ. An Applicant will be considered qualified provided the Applicant can provide the following services below (subject to available funding and further details as set forth in subsequent written contract(s), as needed):

7.1.1. Program Development

- 7.1.1.1. Provide full lifecycle grant support services, including management, research, proposal development, and progress reporting, to include seeking out private, local, state, and federal grant opportunities, and other new sources of funding.
- 7.1.1.2. Assess and align funding with opportunities for Resilience Infrastructure projects in underserved communities within the Authority's jurisdiction.

7.1.2. Project Management

- 7.1.2.1. Provide Resilience Infrastructure (see Section 2.2) project management support to the Authority to ensure team members implement effective planning and execution.
- 7.1.2.2. Develop and implement a stakeholder engagement process for funded Resilience Infrastructure projects within designated project areas.
- 7.1.2.3. Identify diversity, equity, and inclusion opportunities associated with funded Resilience Infrastructure projects within designated project areas.

- 7.1.2.4. Work with partners and the community to prioritize potential Resilience Infrastructure projects and appropriate funding within designated project areas.

- 7.1.3. Engineering/Design

- 7.1.3.1. Planning, design, and technical oversight of Resilience Infrastructure projects, ensuring compliance with industry standards and legal requirements, and providing sustainable solutions that meet project goals. This could include survey work and review of designs submitted for consideration for alignment with resilience goals.

- 7.1.4. Property Consulting

- 7.1.4.1. Asset inventory and prioritization, financial and credit analysis, concept programming and design integration, and implementation roadmap and procurement support.

8. Qualifications and Evaluation Criteria

- 8.1. Applicants must have demonstrated experience and expertise in program development, project management, engineering/design, or property consulting.
- 8.2. To pursue multiple projects of the type described above, Applicants must show proof of adequate insurance, assets, and/or bonding.
- 8.3. Applicants must demonstrate experience with state and federal funding opportunities, including from the Maryland Department of Natural Resources, Environmental Protection Agency, Department of Commerce, Department of Interior, Department of Defense, Department of Transportation, and Department of Energy.
- 8.4. Applicants must have the ability to accept payment on a reimbursement basis with financial flexibility to handle unpredictable timing of grant payments.
- 8.5. Applicants must avoid personal and/or organizational conflicts of interest prohibited under Federal, State, or Local law.

9. Submission Requirements

9.1. Applicants must include the following in their response:

- 9.1.1. A narrative describing the qualifications of your firm or team based on the qualifications set forth in Section 7 above, and responding to the evaluation criteria listed in Section 8 above.
- 9.1.2. Examples of similar past projects of the type listed in Section 1.3.
- 9.1.3. Resumes of key team members and firm profiles.
- 9.1.4. Explicit disclosure of any actual, potential, or perceived conflicts of interest (as set forth in Section 11 below).

10. Equal Opportunity

- 10.1. The Resilience Authority will not discriminate in its procurement with regard to race, ethnicity, religion, gender, sexual orientation, national origin, marital status, age, disability or any other characteristic protected by law.
- 10.2. MBE/WBE goals are not set by the Resilience Authority, rather they are established by individual grant and funding opportunities, and the Resilience Authority pledges to comply with these requirements as they arise.
- 10.3. The Resilience Authority reserves the right to select, from among a pool of qualified proposals, the ones that best provide an opportunity to further its mission and the goals of a specific project/opportunity.

11. Conflict of Interest

- 11.1. It is not uncommon for firms and their leadership in this region to have personal or professional relationships with entities that may create an actual, potential, or perceived conflict of interest. The majority of such conflicts can be easily dealt with through proactive disclosure.

- 11.2. The Authority takes seriously its role to avoid actual, potential, and perceived conflicts of interest. The Applicant should disclose any such conflicts, in writing, when submitting their proposals in accordance with Section 9.1.4. of this RFQ. The Reviewers will consider the nature and degree of the Applicant's responsibilities with regard to the potential conflict when deciding the appropriate course of action, if any, that may be required to remedy the conflict.
- 11.3. Provided is an example is the Resilience Authority's [Conflict or Duality of Interest Policy](#).

12. Limitations

- 12.1. The Resilience Authority reserves the right to select the respondent of its choosing, to reject all responses, or to terminate this request at any time. The Resilience Authority may issue a new request, extend the deadline, or make other good faith efforts to expand the applicant pool if the market appears to be limited.
- 12.2. In the event that the selected firm or team fails to perform adequately during a grant application phase, under contract or grantor rules requiring it, the Resilience Authority reserves the right to choose another procurement vehicle for subsequent project phases and disqualify the firm or team from the current RFQ qualification period.
- 12.3. In such a case when a firm or team is disqualified due to performance, the firm or team is eligible to apply during the next renewal period which will be released annually.
- 12.4. Neither this request, nor any proposals provided in response, constitute a contract between the Resilience Authority and the respondent. Qualification by the Resilience Authority does not guarantee that the parties will successfully execute a contract, and final scope and fee may vary.
- 12.5. Applicants/Firms who successfully qualify will remain eligible for up to five years, pending the successful annual review of performance and eligibility by the Resilience Authority Staff.
- 12.6. Applicants/Firms who successfully qualify may be asked to submit fixed price bids and proposals for those projects that the Resilience Authority believes that it would be beneficial to have multiple bids.
- 12.7. Eligible Applicants who successfully qualify for annual renewal will be provided a letter from the Resilience Authority confirming their eligibility and will not need to reapply to the Annual RFQ.

After 5 years time, Applicants/Firms will need to reapply to the Annual RFQ.

- 12.8. Applicants/Firms who are not successful or renewed may request a meeting to debrief.
- 12.9. The Resilience Authority documents created or used for the selection process are considered draft, predecisional internal materials, and internal materials will not be made available.

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