



Request for Proposal

Park and Landscape Maintenance

November 7, 2016

Proposal Due: November 18, 2016
Award of Contract: December 7, 2016

City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

Phone: (760) 355-4372
Fax: (760) 355-4718

I. Overview

The City of Imperial, California invites professional firms to submit proposals to provide Park and Landscape Maintenance Services for parks, parkway greenbelts, and retention basins. The required services are outlined in the Scope of Work.

II. Background

The City of Imperial is located in the center of Imperial County in California's southeastern desert region. Incorporated in 1904, the City of Imperial is the oldest city in the county, and it is currently the fast growing city in the Imperial Valley with an estimated population of 16,708 people according to latest population estimated from the State Department of Finance.

The City of Imperial Parks and Recreation Department is committed to providing quality parks and programs to meet the needs of the citizens of the City of Imperial for sports, fitness, leisure activities, and to foster a strong sense of community spirit. There are approximately 48 acres of developed open space spread over 15 parks and greenbelts.

III. Scope of Work

The City of Imperial is soliciting proposals for the purpose of hiring a qualified landscape maintenance contractor to furnish all labor, materials, tools, equipment, supervision, and transportation required to maintain Parks and Landscape Areas outlined below. All Parks and Landscape Areas shall be maintained in an attractive conditions throughout the years.

Work Areas

1. Sky Ranch

- (a) Sky Ranch Park (West Boley Field Drive)
- (b) Woof Town Dog Park
- (c) Aviation Park
- (d) Aten Road Greenbelt
- (e) Sky Ranch West Retention Basin
- (f) Sky Ranch East Retention Basin
- (g) Sandalwood Avenue Greenbelt from Aten Road to Boley Field Dr. (east side only)
- (h) Sheffield Avenue Greenbelt from Sandalwood to Morning Glory Trail (north side only)
- (i) Morning Glory Trail Greenbelt from Flying Cloud Dr. to Aten Rd (west side only)

2. Springfield

- (a) 6 Pocket parks and common area

3. Victoria Ranch

- (a) Victoria Ranch Park (including pedestrian access area)
- (b) Cross Road Greenbelt from Aten Rd. to Kadin Canal
- (c) Aten Road Greenbelt from Cross Road to Legakes Avenue
- (d) Bernard Greenbelt i from Cross Rd. to Cedro
- (e) De Pauli Greenbelt from Cross Rd. to Cedro

4. Paseo Del Sol

- (a) Paseo Del Sol park and retention basin
- (b) Aten Road Greenbelt from Clark Road ("P" Street) to east of Puerto Vallarta Avenue
- (c) Clark Road ("P" Street) Greenbelt from Aten Road to Rosarito Drive

5. Savanna Ranch

- (a) Savanna Park
- (b) Retention Basin including pedestrian walkway to Jade Tree Street
- (c) Worthington Road (Barioni Boulevard) Greenbelt
- (d) Savanna Way Greenbelt (including median and sidewalk areas)

6. Monterrey Park

- (a) Horizon Park
- (b) Vista Del Mar Lane Greenbelt (west side only)
- (c) Valle Verde Lane Greenbelt (east side only)
- (d) Monterrey Park Lane Greenbelt (including median and sidewalk areas)
- (e) Brewer Road Greenbelt (south side only)

7. Optional

- (a) Fenceline Landscaping at Sunset Park

Scope of Responsibility

- 1. Plant Material:** The contractor shall provide ten 5-gallon shrubs per month to replace dead plant material where requested by City of Imperial. Additionally, any and all plants that dies or is damaged due to Contractor's negligence shall be replaced at the Contractor's expense, equal in plant size. Replacement shall be made

within fifteen (15) days from the date the defective plant is brought to the attention of the contractor.

2. Landscape Maintenance and Irrigation.

- a. Shrubs shall be trimmed as needed and maintained per city specifications.
- b. Lawns are to be mowed, edged, and weed wacked once per week at a 1" to 2/1/2" height. Lawns are to be aerated as needed.
- c. Planter areas are to be maintained free of weeds, debris, and raked 2x per month or as needed.
- d. Irrigation to be maintained in proper watering conditions at all times. Irrigation lines and bubbler heads are to be maintained and replaced by the Contractor as needed. Programming of irrigation controllers per seasonal watering schedules. Backflows to be checked and maintained in proper condition.
- e. All trees less than 8'in height are to be maintained by the Contractor. All trees, regardless of size will be skirted to avoid pedestrian or vehicle accidents at a clearance of 8 feet. Trees shall be trimmed, pruned, or laced of trees during winter season, as needed.

3. Fertilizing and Chemical Treatments. Fertilizing, weed abatement, rye seed, Bermuda seed, pre-emergent shall be included in the bid. All fertilizing and chemical treatments will be recorded and logged for dates of application. All chemicals and nutrient additive will be submitted to City for approval.

4. Cleanup. The contractor is responsible to maintain all Parks and Landscape Areas in a condition that is acceptable to the City of Imperial. Cleanup shall be performed by the Contractor and shall include the removal of all trash, debris, leaves, branches, excess soil, empty plant containers, grass cutting, and weeds. The Contractor shall take all green waste to the City Shop for disposal.

5. Monthly Maintenance Report and Coordination with City Staff. A Monthly Maintenance Report shall be submitted with the monthly billing for each Park and Greenbelt Area. The Contractor shall meet City Staff at each Park and Greenbelt area on a bi-weekly basis for site inspections and coordination.

6. Emergency Numbers. The Contractor shall be readily available by telephone during normal work hours. In addition, the Contractor shall provide the City of Imperial with a list of emergency telephone numbers to be contacted after normal working hours, on weekends, and holidays.

7. Licenses and Insurance Requirements. Contractor must have C-27 Landscape license, QAL applicator license, County of Imperial Pesticide License, CLT Certified Landscape Technician, City Business License. Workers Compensation, General Liability, and Commercial Vehicle insurance.

8. Exclusions. The following items are excluded from the Scope of Work and Services:

- a. Landscape enhancements.
- b. Water and electrical to be supplied by City of Imperial.
- c. Plant replacement that are currently missing.
- d. Plant replacement due to harsh weather conditions.
- e. Disposal of trash receptacles in common areas, basins, and parks.
- f. Removal of graffiti, maintenance of site furnishings and play equipment.
- g. Removal and cutting of trees due to wind damage. Separate proposal will be submitted. Immediate service will be offered for emergency situations.
- h. Main line breaks over 1 ½ due to water hammer or poor installation will be proposed at an additional cost.

IV. Instructions to Proposers

Proposal responses must adhere to the requirements outlined in this section. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

The following forms (included at the back of this Request for Proposal) shall be filled out, signed by the appropriate representative of the company and returned with submittal.

1. Proposer's Information Form
2. Bid Worksheet
3. Experience Statement
4. Proposer's Signature Form

5. Additional Data: Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements. This section will be limited to five (5) pages.

v. Proposal Submittal

To be considered, please submit three (3) copies of your proposal by Friday, November 18 at 3:00 P.M. to:

Jackie Loper
City of Imperial
Public Services Department
420 South Imperial Avenue
Imperial, CA 92251

All proposals shall be submitted in sealed envelope(s) and shall be clearly marked:

“SEALED PROPOSAL- DO NOT OPEN WITH REGULAR MAIL.”

Proposals received after the due date and time will be returned unopened. Faxed proposals will not be accepted. Hand carried proposal will be accepted before the response due date during normal business hours.

Questions regarding this Request for Proposal maybe directed to Jackie Loper, Director of Public Services, City of Imperial Public Services Department, 420 South Imperial Avenue, Imperial, CA 92251 or via email at jloper@cityofimperial.org. All questions should be submitted in writing and all prospective consultants will receive copies of the questions and responses.

VI. Review and Selected Procedure

An evaluation committee by the City Council will review each proposal. The following evaluation criteria will be used in selecting a consultant:

- a. Experience with similar efforts;
- b. Commitment of Senior Staff to the Project

- c. Relevant qualifications of key personnel;
- d. Familiarity with needs of municipal/governmental entity;
- e. Ability to provide a local presence during the process;
- f. Proposed schedule and ability to meet applicable deadlines; and
- h. Overall responsiveness to this RFP

After reviewing all submissions, the selection team may request to meet with its top candidates. The City of Imperial reserves the right to reject any or all proposals for any reason. Minor irregularities of the proposal may be waived at the discretion of the City.

Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.

The City anticipates making its final selection on or around December 7, 2016.

This RFP is not intended and should not be construed to commit the City of Imperial to contract with any proposer. All costs incurred in connection with responding to this RFP will be borne by the proposer.

After proposals are opened, all responses and documents submitted in conjunction with this RFP become public documents available for review by the public.

Proposer's Information Form (Required Form)

PROPOSER (please print):

Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact Person Name: _____

Telephone: _____ Email: _____

Proposer, if selected, intends to carry on the business as (check one):

Individual

Joint Venture

Partnership

Corporation

Date of Incorporation: _____

In what state? _____

When authorized to do business in California? _____

Other (explain):

BID WORK SHEET (Required Form)

Park and Landscape Maintenance Services

All park sites are to be bid separately. The price shall include all provisions of park maintenance services as specified within the contract made on a per year basis for the term of the three year contract. Your proposal will be evaluated on the total bid for all bid purposes. This contract shall be in effect for a period of two (2) years, with the option to renew for two additional one-year extensions, if agreeable to both parties.

NOTE: BID AMOUNTS MUST BE ENTERED FOR EACH PARK/LANDSCAPE MAINTENANCE AREA. FAILURE TO PROVIDE A BID AMOUNT FOR ANY ITEM WILL BE CONSIDERED NON-RESPONSIVE AND WILL RESULT IN DISQUALIFICATION WITHOUT RECOURSE.

Contractor's Name _____

1. Sky Ranch \$ _____

- (a) Sky Ranch Park (West Boley Field Drive)
- (b) Woof Town Dog Park
- (c) Aviation Park
- (d) Aten Road Greenbelt
- (e) Sky Ranch West Retention Basin
- (f) Sky Ranch East Retention Basin
- (g) Sandalwood Avenue Greenbelt from Aten Road to Boley Field Dr. (east side only)
- (h) Sheffield Avenue Greenbelt from Sandalwood to Morning Glory Trail (north side only)
- (i) Morning Glory Trail Greenbelt from Flying Cloud Dr. to Aten Rd (west side only)

2) Springfield \$ _____

- (a) 6 Pocket parks and common area

3) Victoria Ranch \$ _____

- (a) Victoria Ranch Park (including pedestrian access area)
- (b) Cross Road Greenbelt from Aten Rd. to Kadin Canal
- (c) Aten Road Greenbelt from Cross Road to Legakes Avenue
- (d) Bernard Greenbelt i from Cross Rd. to Cedro
- (e) De Pauli Greenbelt from Cross Rd. to Cedro

Contractor's Name _____

4) Paseo del Sol \$ _____

- (a) Paseo Del Sol park and retention basin
- (b) Aten Road Greenbelt from Clark Road ("P" Street) to east of Puerto Vallarta Avenue
- (c) Clark Road ("P" Street) Greenbelt from Aten Road to Rosarito Drive

5) Savanna Ranch \$ _____

- (a) Savanna Park
- (b) Retention Basin including pedestrian walkway to Jade Tree Street
- (c) Worthington Road (Barioni Boulevard) Greenbelt
- (d) Savanna Way Greenbelt (including median and sidewalk areas)

6) Monterrey Park \$ _____

- (a) Horizon Park
- (b) Vista Del Mar Lane Greenbelt (west side only)
- (c) Valle Verde Lane Greenbelt (east side only)
- (d) Monterrey Park Lane Greenbelt (including median and sidewalk areas)
- (e) Brewer Road Greenbelt (south side only)

7) Optional \$ _____

- (a) Fenceline Landscaping at Sunset Park

EXPERIENCE STATEMENT (Required Form)

List three (3) recent references where you have performed similar landscape, irrigation and mowing maintenance services within the past three (3) years. You may attach additional sheets as necessary.

WORK HISTORY

| | |
|---|--|
| Project Location: | |
| Date of Service: | |
| Scope of Service: | |
| Project Owner Name: | |
| Contact Name, Telephone and Email: | |

| | |
|---|--|
| Project Location: | |
| Date of Service: | |
| Scope of Service: | |
| Project Owner Name: | |
| Contact Name, Telephone and Email: | |

| | |
|---|--|
| Project Location: | |
| Date of Service: | |
| Scope of Service: | |
| Project Owner Name: | |
| Contact Name, Telephone and Email: | |

PROPOSER'S SIGNATURE (Required Form)

No proposal will be accepted which has not been signed in ink in the appropriate space below.

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

The undersigned submitter certifies that he/she/it is, at the time of presenting this Proposal, and shall be, throughout the length of the contract, licensed by the State of California to do the type of work required under the terms of the contract documents. Submitter further certifies that he/she/it is skilled and regularly engaged in the general class of work called for in the contract documents.

Printed Name

Signature

Title of Signator

Contractor's License Number

License Expiration Date