

Request for Proposals
Village Landscape Management and Maintenance

Proposal Due Date: Monday, November 20, 2017

The Village of Fontana on Geneva Lake is requesting proposals from qualified landscaping companies to provide general landscaping management for the community. Proposals are due to the Village Public Works Manager no later than **4:00 pm on Monday, November 20, 2017.**

There is no expressed or implied obligation for the Village of Fontana on Geneva Lake to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals may be mailed, faxed, e-mailed, or hand-delivered to the Village of Fontana on Geneva Lake:

Village of Fontana on Geneva Lake
Attention: Brett McCollum
175 Valley View Dr
PO Box 200
Fontana WI 53125
Email: brett@villageoffontana.com
Fax: 262-275-5120

In the event you are mailing or hand-delivering please provide twelve (12) copies.

During the evaluation process, The Village of Fontana on Geneva Lake reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village of Fontana on Geneva Lake also reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Park Commission or the Public Works committee, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village of Fontana on Geneva Lake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the

proposal submitted and confirmed in the contract between the Village of Fontana on Geneva Lake and the firm selected.

RFP Overview

For additional information about the Village of Fontana, visit www.villageoffontana.com

The Village of Fontana on Geneva Lake is located on the western edge of Geneva Lake in Walworth County. With a year-round population of about 1,678 residents, Fontana offers the peace and serenity of small town life, but with easy accessibility from the Milwaukee, Chicago, and Rockford areas, it is week-end destination for another 3,500 to 5,000 property owners and guests at any given time. Geneva Lake and the surrounding area offers a wide variety of services and recreational opportunities.

Scope of Work

This proposal provides for the maintenance services for the 2018-2020 season, approximately April 1st through November 30th. A detailed map of the proposed landscape management area is available for inspection at the Village Hall, Monday through Friday 8:00 am to 4:00 pm. More information and questions also can be directed to the Village of Fontana DPW Manager Brett McCollum at brett@villageoffontana.com, or by calling (773) 318-8575

Lawn Care

1. Turf shall be cut at a height of 2 ½ to 3 ½ inches as conditions dictate. Mowing shall be done frequently enough so that no more than 1/3 of the grass blade is removed per cutting. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and to present a neat appearance. Excess clippings shall be removed. Blades on all equipment shall be sharp to prevent tearing of the grass blades. The total number of cuttings in this contract is 28.
2. A pre-emergence crabgrass control shall be applied to turf four (4) times a year in May, July, September, and a winterization application in November to prevent crabgrass seeds from sprouting.
3. A quality turf weed and feed fertilizer shall be applied to all turf four (4) times a year in May, July, September and a winterization application in November.
4. Leaves shall be removed from all turf in autumn.
5. Kinzie Path is to be mowed, trimmed and sprayed as part of the routine maintenance schedule.

Shrub, Evergreen and Groundcover Beds

1. All shrub and evergreen beds shall be pruned two (2) times or as needed
2. A post-emergent herbicide (Roundup®) shall be applied to **all beds, playgrounds (1 at Duck Pond, and 1 at Reid Park) village signs and baseball fields (2 at Duck Pond, 1 at Reid Park)** three (3) times or more to maintain them weed free year round.
3. All perennials will be fertilized once in spring. All perennials will be dead headed one time and all perennials that do not have an ornamental value in winter will be cut down and removed.
4. All flower beds and tree rings edged twice (2) a year and maintained to present a clean and neat appearance.
5. Leaves shall be removed from beds in autumn.

Tree Maintenance

1. Pruning of all village trees according to the village tree map and plan that will be provided and coordinated with choosing contractor. **(This section does not need to be part of bid but it will be required that the contractor is able and has the necessary equipment to prune trees 25'+ trees.)**

Miscellaneous

1. A general spring cleanup shall be provided to remove debris accumulated over winter.
2. All applicable beds and tree rings shall be mulched by June 1st, to an average depth of one (1) inch with village supplied leaf mulch once.
3. All perennial beds shall be composted to an average depth of 1”.
4. Interlocking Pavers along Hwy 67, Fontana Blvd. and on Mill St shall be sprayed with an herbicide five (5) times a season and **MUST** stay weed free all summer.
5. Christmas lights shall be furnished and installed in the ten (10) ornamental trees along Fontana Boulevard and in the nine (9) ornamental trees along the lake shore.
6. The Park House shall have lighted premium mixed green garland installed on the North and West rooflines.
7. Owner’s lights shall be installed on the spruce Reid Park.
8. The Gazebo shall have lighted premium mixed green garland installed on the roofline and the railing.
9. The beach house shall have two (2) 48” lighted mixed green wreaths and one (1) 60” lighted mixed green wreath.
10. A general spring clean up shall be provided to remove debris and compost from the entire municipally owned seawall, and two (2) other times throughout the summer and must maintain a clean appearance during requested timeframe.
11. Work not included in this proposal shall be done when requested in writing on a time and material basis at the current rates and material at retail less 10%. Equipment will be billed at current rates.

12. Contractor will be required to clean and re-stock **ALL** bathrooms in Reid Park, Duck Pond and Beach House **Monday thru Friday from Memorial Day thru Labor Day.** (Cleaning supplies are provided by the Village of Fontana on Geneva Lake.) After Labor Day, Beach House is closed but Reid Park and Duck Pond bathrooms will remain open till October 30 and must still be cleaned Monday, Wednesday, Friday.
13. Contractor will be required to empty all garbage cans at Reid Park, Duck Pond, and the Beach plus any other areas throughout the village that will be specified by the DPW staff. **Monday thru Friday from Memorial Day to Labor Day before 10 am.** After Labor Day garbage pickup will be reduced to Monday, Wednesday, Friday until October 30th. (Garage Bags will be provided by the Village of Fontana on Geneva Lake.)
14. Contractor will be responsible to pick up any loose garbage on grounds as well as any falling tree branches in the parks.







General

1. All work shall be performed by trained, properly supervised personnel in accordance with accepted horticultural practices. Chemicals will be applied by licensed personnel.
2. Materials shall be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the products shall govern which is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the site at the end of each working day at no additional charge.
5. Certificates of insurance will be provided upon request. Worker's compensation and liability insurance must be current.
6. All water shall be provided by the owner with adequate silcox and/or hydrants provided.
7. Irrigation systems will be monitored by the crew supervisor and recommendations to adjust the rate of applications to meet changing conditions shall be their responsibility. Repair and maintenance of the system shall be the responsibility of the owner and no contractor will be held responsible for improperly installed systems. Although damage cause by carelessness of contractor, specifically damage to irrigation heads contractor will be held responsible for repair cost.
8. Pesticide license shall be current. **(AND SIGNS MUST BE POSTED AFTER SPRAYING OR FERTIZATION.)** Contractor must provide a M.S.D.S sheet to the DPW Manager (Brett McCollum) or Street Lead man (Ron Adams).
9. Contractor shall assume the responsibility for contacting the local utility location services (D.I.G.G.E.R), for underground line locations and cannot, however, be held responsible for any sub-surface lines, which are not normally located and marked by the local utility location services. These would include, but are not limited to, invisible dog fences, cable TV, security lines, irrigation of lighting systems, gas barbecue lines and pool equipment lines.
10. Progress reports shall be submitted to the client outlining current conditions.

Contingencies

It should be noted that unforeseen and unpredictable items occur and must be responded to. Because of their unpredictable nature, we have omitted them from this proposal. However, it is the contractor's responsibility to bring these concerns to the attention of the client. In these instances, we would respond upon written authorization on a time and material basis.

The following operations are a partial list of the types of work not included in this proposal:

-  Repairs to turf, shrubs and trees due to snow damage.
-  Repairs to turf, shrubs and trees due to damage by those other than the contractor.
-  Watering of turf, shrubs, flowers and trees not covered within this proposal.
-  The application of any pesticide not covered within the body of this proposal.
-  Insect and disease problems in turf.
-  Removal of trees on property.

Subcontracting

If firms are considering subcontracting portions of the engagement to other firms the name of the proposed firms, must be clearly identified in the proposal. Following the award of the landscape management contract, no additional subcontracting will be allowed without the express prior written consent of the Village of Fontana.

Insurance

Bidder shall maintain full insurance coverage to protect and hold harmless the Village of Fontana. An insurance certificate from the carrier attesting to coverage and naming the Village of Fontana as third-party insured shall be provided to the Village prior to commencement of work. Coverage must include Worker's Compensation, General Liability, and Comprehensive Auto liability. Bidder agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Village of Fontana by the bidder for its use as well as records created under this agreement.





Timeframe

The following is a list of key dates up to and including the date proposals are due to be submitted:

| | |
|-------------------------|---------------------------|
| RFP Issued: | Monday, October 23, 2017 |
| Due Date for Proposals: | Monday, November 20, 2017 |
| Selected Firm Notified: | Friday, December 5, 2017 |
| Contract Date: | January 1, 2018 |

Response

Firm Experience and Reference List:

-  Provide a narrative description of the firm.
-  Describe the general experience of the firm.
-  Identify other clients
-  Provide copies of applicable licenses referenced herein.





Proposed Fee Structure

The proposed individual fees for each of the service areas outlined above should be provided as well as the overall total bid. All labor, equipment and material necessary to accomplish the above for the 2018-2020 season shall be provided for the sum of \$_____, payable in eight (8) equal installments of \$_____ beginning April 1st and monthly thereafter. All time and material work, if applicable shall be at a rate of \$_____.

Evaluation and Selection

Evaluation Process

The Village reserves the right to award the contract to the proposal that best meets the needs and interest of the Village. The following steps are anticipated:

-  Receipt and review RFP.
-  Initial reference and information review.
-  Park Commission and Public Works Committee recommendations to Village Board.
-  Village Board confirmation.

Contacts

Brett McCollum (DPW Manager)
Cell: (773) 318-8575
Email: brett@villageoffontana.com

Ron Adams (DPW Street Forman)
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Email: ronadams@villageoffontana.com