



## Annual Landscaping Services

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### Request for Proposals

#### **Vision Statement**

*A world-class region, honoring our rich and vibrant history, encompassing transformative investments which contribute to San Antonio, Texas' overall success.*

#### **Mission Statement**

*Our mission is to promote and develop a dynamic, sustainable, and inclusive community by serving as a catalyst for transformative economic development and regional prosperity.*

#### **Brand Statement**

*Brooks is an energetic San Antonio, Texas community, rich in history and strategically located where you Live, Work, Learn, Play, and Stay.*

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**REQUEST FOR PROPOSALS  
ANNUAL LANDSCAPING SERVICES**

**I. GENERAL INFORMATION**

Brooks Development Authority (Brooks) is a Political Subdivision of the State of Texas, formed under Chapter 379B of the Local Government Code of the State of Texas. Brooks oversees the redevelopment of approximately 1,300 acres of land, facilities, infrastructure, greenspace, etc. and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. Brooks’ mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Proposals (RFP) to solicit responses from a qualified contractor for annual landscaping services. The contract shall commence November 1, 2021 and shall terminate September 30, 2024; with two one-year renewal options upon mutual consent between Brooks and the Contractor. If mutual consent cannot be reached, it is Brooks’ option to terminate the agreement.

**II. VENDOR CONTACT INFORMATION**

<b>VENDOR NAME:</b>			
<b>REMIT TO ADDRESS:</b>		<b>CITY:</b>	<b>STATE:</b>
<b>ZIP:</b>	<b>PHONE:</b>	<b>FAX:</b>	<b>POINT OF CONTACT:</b>
<b>FEDERAL ID NUMBER (PROVIDE COPY OF W9):</b>		<b>POINT OF CONTACT EMAIL</b>	

**III. SCOPE OF SERVICES**

Contractor agrees to furnish all skilled labor and/or materials, tools, and equipment necessary to maintain all POA landscaped areas per map provided, including, but not limited to all trees, shrubs, lawns, and groundcover. The work will be performed in a good and workmanlike manner with the highest standards of attention to detail and in accordance with the specifications set forth in Attachment I. All Work is to be performed during normal working hours (or at such other times if specifically addressed in the Scope of Work) and in such manner so as not to create any disturbance to Brooks, tenants, occupants, visitors, customers, or the general public.

### **III. CRITERIA**

Proposals will be evaluated using four (4) sets of criteria: (1) Background Information; (2) Proposed Plan; (3) Price; and (4) SBEDA. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria to be considered during the evaluation process.

#### **1. Criteria 1 – Background Information (30 points)**

Respondent shall include the following:

- a. A description of the firm's current business organization structure, stability of organization, organizational chart and number of years doing Landscape Maintenance contracting work under current name and under previous business names.
- b. The availability of equipment, staff, facilities, and current workload.
- c. A description of relevant similar experience, both as a firm and a team; including number/type of contracts, and similar types of projects.
- d. The qualifications of proposed Project Manager, Account Manager, and on-site Supervisor.
- e. Examples of cooperation with property owners and property management.
- f. A detailed list of your safety record demonstrated and lost time accidents.

#### **2. Criteria 2 – Proposed Plan (30 points)**

Respondent shall provide a strategic plan of action pertaining to scheduling the weekly completion of property and additional tasks included in the contract. The strategic plan of action should include but not be limited to:

- a. Landscape management approach and ability to coordinate work with all personnel, sub-contractors, suppliers, and property management.
- b. Proposed work plan and project understanding.
- c. Proposed quality control plan.
- d. Proposed strategic plan of action for scheduling the weekly completion of property and additional tasks included in contract.

- e. Staffing plan including number of onsite personnel, or sub-contractors, types of equipment, hours of operation, etc.
- f. Contractor to have an overall understanding of the Scope of Work and Performance Requirements.
  - a. Proposal quality
  - b. Technical merit

**3. Criteria 3 – Price (20 Points)**

The proposal with the lowest price will receive the full points for this category. The other proposals will receive a percentage of the points based on a comparison with the lowest price proposal. Respondent shall provide:

- a. An itemized total monthly cost for each of the proposed areas.
- b. The total annual contract amount.

**4. Small Business Economic Development Advocacy (SBEDA): (Maximum Points – 20 Points)**

- a. *It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

**Brooks has established an overall contracting goal of 54.80%.**

- b. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

Company Name & Trade Area	Est. Percentage/Dollar Amount	Disadvantaged Business Enterprise (DBE) (Y/N)	SCTRCA Minority/Woman-Owned Business Enterprise (M/WBE) Certification Number

Please note: Only companies who obtain their certifications from the South Central Texas Regional Certification Agency (SCTRCA) are eligible to receive scoring towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322.

c. Business Location

- i. Where is the Respondents Headquarters?
- ii. How many employees are located at the Respondents Headquarters?
- iii. If the Respondent's Headquarters is not located in San Antonio; how many employees are located in San Antonio?

**IV. GENERAL EVALUATION PROCESS**

Brooks will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFP. An evaluation team will be established to evaluate the proposals. The team will include employees of Brooks and may include other impartial individuals who are not Brooks employees. The evaluation team may select all, some or none of the Respondents for interviews. If Brooks elects to conduct interviews, Respondents **may be** interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. Brooks may also request additional information from Respondents at any time prior to final approval of a selected respondent. Brooks reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Brooks Board of Directors. Brooks shall require that all Respondents provide the qualifications and licenses for the services to be provided.

**V. SCHEDULE**

<b>Task</b>	<b>Date and Time</b>
Release RFP	August 26, 2021
*RSVP for Mandatory Pre-Proposal Meeting	3:00 pm, September 9, 2021
**Mandatory Pre-Proposal Meeting	10:00 am, September 14, 2021
***Optional Site Visit (Contractor must sign up for a time)	September 15, 2021; & September 16, 2021
****All Questions Due	4:00 pm, September 20, 2021
Post Questions/Answers	4:00 pm, September 22, 2021
Proposals Due	10:00 am, September 29, 2021

**\* In order to attend the Mandatory Pre-Proposal Meeting, you must RSVP no later than 3:00 pm September 9, 2021. If Contractor fails to RSVP their proposal will not be accepted.**

\*\*Mandatory Pre-Proposal Conference will be held at 10:00 am on September 14, 2021. Contractors shall meet at the Greenline (2532 Sidney Brooks, San Antonio, TX 78235).

\*\*\*Optional Site Visits will be held September 15, 2021 and September 16, 2021. Contractors must contact Lucynda Massey via email ([lucynda@livebrooks.com](mailto:lucynda@livebrooks.com)) to secure a time for the visit.

\*\*\*\*All inquiries shall be submitted in writing to Lucynda Massey by email to [lucynda@livebrooks.com](mailto:lucynda@livebrooks.com).

## VI. PROCEDURES FOR SUBMISSION

Interested individuals and/or firms are invited to submit the following:

1. RFP must be typewritten, or computer generated. Handwritten RFP's will not be accepted. Proposals, without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 30 pages (8 1/2 x 11). Font should be legible, no less than 12pt, and all paragraphs single spaced.
  - Brooks requests that only relevant information to the type of project be included.
  - Vast amounts of marketing material are discouraged and will count toward the 30 page maximum.
  - The Attachments do not count toward the 30 page limit.
2. Each RESPONDENT must submit:
  - One (1) bound hard copy of the proposal (including attachments). Brooks requests that appendices not be manipulated with software. The original set of documents must be signed by a person with the authority to bind the Respondent to a legal document; and
  - One (1) USB drive containing the proposal (**without attachments**) which specifically address the criteria as referenced on page 3-7; limited to 30 pages (**Do not include copies of the Attachments on the USB drive. It is the responsibility of the bidder to ensure that all copies on the USB drives are readable and not corrupt**).
3. RFP must be submitted in a sealed envelope prior to **10:00 am on September 29, 2021 (SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES)**, marked on the outside as follows:

Brooks Proposal #08262021-008  
Attn: Lucynda Massey  
Procurement Manager  
3201 Sidney Brooks  
San Antonio, Texas 78235

- Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFP or cancel the entire RFP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.

- All Proposals and any related documents received in response to this Request for Proposal shall become the property of Brooks without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. Brooks shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

**1. ADDITIONAL INFORMATION (ATTACHMENTS)**

The Respondent must provide the following attachments with the bid:

1. Attachment I – Scope of Work
2. Attachment II – Price
  - a. Exhibit 1 – POA Map
  - b. Exhibit 2 – Greenline Park Mow Boundaries
3. Attachment III – W9
4. Attachment IV - Insurance Requirements
5. Attachment V - Indemnification Requirements
6. Attachment VI - Certificate of Interested Parties