

Request for Proposal
Gardening/Conservation Landscaping Consultant
Town of Somerset

INTRODUCTION

The Town of Somerset, Chevy Chase, MD (“Town”) hereby solicits proposals from individuals or firms with experience in gardening and conservation landscaping. The successful bidder should be prepared to meet with the Town Council, Mayor, and staff as needed. The Town expects that the contract would be awarded at the Town’s February 3, 2020 Council meeting, and the successful bidder be prepared to attend the meeting to answer questions from the Council. This project is a one-year contract with the potential to be renewed depending on performance, need, and Town budget. The project should be designed and executed in accordance with best practices in conservation landscaping.

BACKGROUND

The Town of Somerset is a small incorporated municipality consisting of roughly 0.28 square miles of land, consisting of 413 residential houses, a Town Hall, Town Pool, and tennis courts. See appendix A for map of the Town. The Town currently employs three maintenance staff members who are responsible for the maintenance of the Town’s public spaces, including but not limited to the rain gardens near the Town Pool on Warwick Pl., the butterfly garden near the pool path on Warwick Pl., the green space abutting the Town Hall on Cumberland and Dorset Ave; and the Town entrances at the intersection of Dorset Ave. & Wisconsin Ave., Cumberland Ave. & Wisconsin Ave., Dorset Ave. & Little Falls Parkway, and Greystone St. & River Rd.

SCOPE OF WORK

The successful bidder would be engaged to review landscaped areas in the Town of Somerset and develop a comprehensive maintenance plan to protect the Town’s investment in conservation landscaping. The applicant should specifically review “special project” areas in the Town of Somerset, previously developed with conservation landscaping principles or with unique maintenance needs, including but not limited to:

- Rain gardens abutting Town Pool;
- Butterfly garden near Town Pool walkway;
- Dorset bench plantings;
- Town entrances;
- Ivy on trees and forest management, including monthly and seasonal care;
- General guidance to public works staff regarding maintenance practices, and determine if additional staff/contractors are needed.

The successful applicant should be able to communicate with the Town maintenance crew, preferably in English and Spanish, and the Town Mayor and Town Council to ensure that the investment the Town has made in sustainable landscaping is properly resourced and maintained, such that the environmental benefits are achieved, and the original investment is not for naught.

SUBMITTAL REQUIREMENTS

Proposals must include the following:

- A transmittal letter introducing your firm and general approach to this work;
- The qualifications of your company to perform the scope of work, and any equipment and materials that would be used;
- Proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201);
- Copy of certificate of liability insurance;
- The name(s) of the designated project manager(s) and a summary of their qualifications;
- Cost information, including equipment and materials rates, shoveling and any additional expenses for undertaking this work; and
- Two references with contact information.

The successful proposer will be required to execute affidavits of non-collusion, non-conviction, and non-suspension/disbarment (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)) (see attached appendices B & C), and a written contract in a form approved by the Town.

The successful proposer must be an equal opportunity employer and all qualified applicants for employment with the proposer must receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

SUBMITTING PROPOSALS

If you wish to provide a proposal, please submit the required information to:

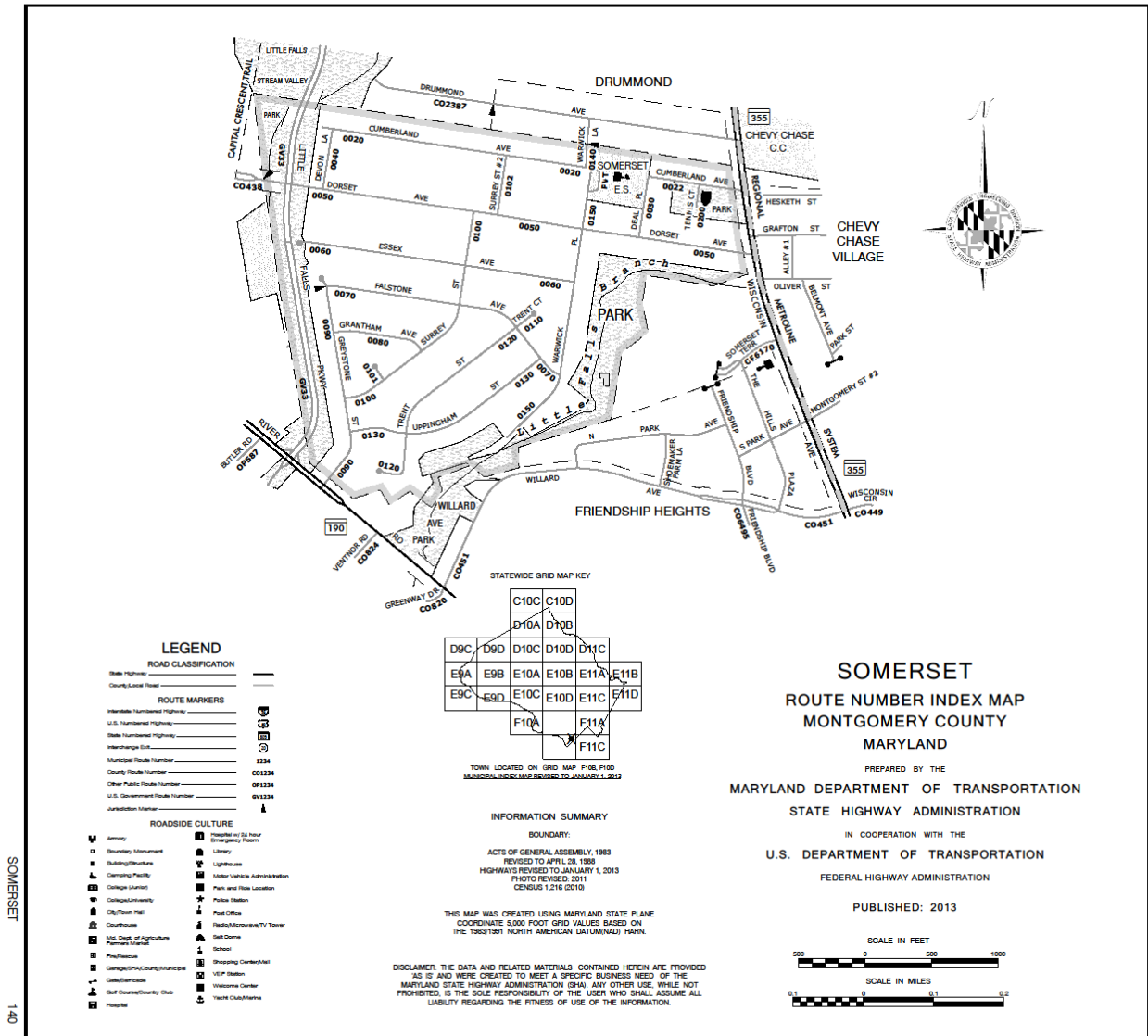
Town of Somerset
Attn: Gardening/Conservation Landscaping
4510 Cumberland Ave.
Chevy Chase, MD 20815

Or
somersetRFP@gmail.com

Proposals must be received no later than 4:30 p.m. January 17, 2020. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. The Town of Somerset reserves the right to reject any and all proposals in part or in full and to waive formalities that may best serve the interests of the Town.

The Town of Somerset is a municipality of approximately 413 homes in the Chevy Chase/Friendship Heights area of Maryland's Montgomery County. A five-person elected Council approves the Town budget and all contracts, while the Town Mayor oversees the ordinances and regulations governing the Town and serves as the administrative head of Town government. Together the Council and Mayor govern the Town and hire a Town Manager to which they delegate duties consistent with the Town Charter and ordinances.

The Town of Somerset



Appendix B

Non-Collusion Affidavit

I hereby affirm that:

I am the _____(title) and duly authorized representative of the firm of _____(name of Corporation) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Somerset or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: _____

Signature and Title: _____

Printed Name: _____

Date: _____

Appendix C

Affidavit of Non-Conviction

I hereby affirm that:

I am the _____(title) and duly authorized representative of _____(name of business entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State “none” or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals

involved and their position with the firm, and the sentence or disposition, if any.
_____.

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the Town of Somerset under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Somerset may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town of Somerset.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: _____

Signature and Title: _____

Printed Name: _____

Date: _____