
**CITY OF FISHERS
PUBLIC WORKS PROJECT
REQUEST FOR PROPOSAL (RFP)**

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PART A – INTRODUCTION

1. STATEMENT OF INTENT

The Owner solicits proposals for:

Landscaping and maintenance services for roundabout, medians, and park areas in the City of Fishers, Indiana.

The selected Entity shall have an Agreement with the Owner to:

Landscape and maintain the City's various traffic roundabouts, street medians, and park areas. The Entity shall maintain the landscaping in and around roundabouts, street medians, ROW, and park areas based on the needs and requirements set by the City of Fishers Public Works Department. Entity shall also maintain roundabouts, street medians, ROW, and park areas in relation to weeding landscape beds, annual mulching of landscape beds, chemical and fertilization, deadheading of perennials/annuals, along with trimming of woody shrubs and trees, planting of summer annuals in desinganted areas, or other services as needed.

Selection of Landscape and Maintenance Contractor shall be based upon a combination of Technical and Fee Proposals as described in this RFP. Personal presentation to the Owner shall be scheduled individually for each proposal considered to be within the competitive range.

The Owner reserves the right to reject all proposals or elect not to utilize a Landscape and Maintenance Contractor as a delivery system of this project. The Owner specifically reserves the right to make an award based upon a combination of technical merit, presentation and fee.

2. SOLICITAION

Sealed Offers (in original and two [2] signed copies) for furnishing the supplies or services described in the Statement of Intent will be received:

CONTACT NAME	Sean O'Grady, Assistant Director of Public Works
ADDRESS	1 Municipal Drive, Fishers, IN 46038
TIME	12:00 p.m. (Noon)
DATE	Febuary 27, 2015

Technical Proposals and Fee Proposals shall be packaged separately. All Offers are subject to the laws of the State of Indiana.

3. PROJECT SCOPE

Landscape care and maintenance per specifications of City of Fishers Right-of-Ways, medians, Roundabouts, and green spaces. Totaling 2,231,000.05 sq ft of area. (see attached maps)

Inspections (should be performed same day when done each time, so we know when to expect reports)

- Contractor shall make general inspections of the property on bi-weekly basis during the growing season April 1st – November 1st and monthly during the off-season November 1st – April 1st.
- All reports shall be provided to the Owner within (48) forty-eight hours of inspection
- Contractor shall notify Owner in writing any irregularities with the property. This includes, but is not limited to: areas that appear to have irrigation problems, damaged/missing plant material, and damaged turf
- Contractor is to also offer suggestions and provide pricing for any replacements and/or improvements needed for the property when noted during their inspections and at the request of Owner

Edging (performed once per month – March through October)

- Mechanical blade edging shall be performed Monthly in such a manner to insure a neat, crisp and clean defining edge where turf edges meet hard surface edges such as walks and driveways
- Complete clearing of all hard surfaces, weekly or as needed, to remove grass clippings and debris.

Lawn Aeration (one time per season)

- Lawn Aeration consists of removing soil plugs in the spring to a depth of no more than 2.5 inches. It is understood that the cores deposited on the surface shall not be removed. The cores will disintegrate within a short period of time.
- Contractor shall show caution not to damage any underground lines on irrigation system
- Contractor is responsible for marking any necessary cables/pipes for gas, electric, data, etc before performing any work that may require this

Lawn Treatment

- Weed control shall be determined by the contractor for pre-emergent control of crabgrass, broadleaf weeds, dandelions, etc
- Lawn fertilization shall be applied 5 times throughout the growing season (April 1st through November 1st) in order to maintain green healthy turf during the growing season
- Total amount of nitrogen applied annually will not be less than 3.5lb/M
- Herbicide applications are as needed to keep the turf free of visible weeds

Tree and Shrub Care

- Shrubs and trees in the bed areas shall be fertilized with a general purpose granular fertilizer containing the appropriate nutrient combinations at a rate necessary for proper plant health
- All dead and damaged branches shall be removed as needed
- Formal hedges shall be pruned as necessary. At no time during the year should any hedges appear un-kept
- Contractor shall monitor the health of all trees, shrubs and evergreens. Contractor shall administer all necessary measures to maintain proper plant strength
- In the fall, dormant oil shall be applied to the plant materials that cannot be sprayed in the early spring to suppress the activity of scale, mites, aphid eggs and mealy bugs
- A general insecticide/miticide spray shall be applied to the control the common insects – this is to be ongoing and as needed
- Insect control program shall be used to reduce the insect population so the health and vigor of the plants are not altered
- Fungicide program shall be designed for scab and rust on crabapples and hawthorns. This is a 3-step program: applied at bud break.

Pruning of Shrubs and Ornamental Trees

- Shrubs, evergreens and ornamental trees shall be pruned as needed for the pre-season. All plants will be pruned to retain the plants natural form and remain within the guidelines of the landscape architect's intent and to proper horticultural industry standards
- Pruning shall not be done while the flowering shrubs or trees are in full bloom
- Evergreen shrubs shall be pruned twice between April 1st and November 1st
- Maintain the base of the trees and shrubs in a manner designed to provide a neat appearance. This will include removing weeds, dead limbs and unsightly sprouts from around the base as well as using herbicide to reduce the growth of weeds around the trunk, only that such herbicides do not present a threat to the health and vigor of such trees or shrubs
- Shaping and trimming of ornamental shrubbery will be done 3 times per season to increase the health, vigor and natural shape of the plant

Mulch and Bed Care (set up is usually in March, weather permitting)

- All planting beds shall remain clear of all debris. This includes but is not limited to all natural and man-made debris
- All planting beds shall be weeded and remain neat and weed-free at all times
- Appropriate application of a pre-emergent weed control shall be applied to all beds in accordance with proper horticultural industry standards
- Mulch installation includes delivery and spreading of hardwood bark mulch to a total depth not to exceed (2) inches
- Edges of mulch beds shall be initially cut by mechanical means and touched up as needed with appropriate equipment to ensure a neat, crisp and clean edge
- All beds and buildings are to have weeding performed no less than one time per week

Perennial/Annual Care (Spring/Summer/Fall)

- Annual flowers are currently located at (please see map)
- Contractor shall install seasonal color at the beginning of each season. All annuals and plant beds will be maintained throughout the season to provide health and colorful plant life. This includes preparation of bed, planting material, and fertilization (usually happens in April/May). Maintaining material includes ensuring that the plants/flowers shall be fed, watered, pruned, weeded, and treated for insect control
- In fall, Contractor shall remove summer annual flowers, prepare beds, and plant fall annuals
- In winter, Contractor shall remove all annual flowers and prepare beds for freeze
- All plants will be inspected for insect damage. Contractor shall provide a schedule for inspection of all plant material and recommend necessary chemical controls procedures

Spring Clean Up (March – weather permitting)

- Blowing out and removing debris in planting beds and tree bases
- Removal of debris from turf areas
- Blowing/vacuuming leaves from parking lots, curbs, sewer grates, turf and beds
- Repairing sod damage caused by snow removal operations. The method of repair shall be seeding of damaged areas. Owner shall authorize all sod repairs in writing.
- Spring clean up must be completed by April 1st (weather permitting)

Fall Clean Up (October)

- The removal of leaves and debris from the turf and bed areas, parking lots, curbs, and sewer grates
- The bulk of fall clean up must be completed by November 1 (weather permitting) – there may be additional requests after this time for leaf clean up

General Clean Up

- Cleaning and maintenance of all drainage lines and catch basins – as needed or deemed necessary by Owner and/or Contractor
- Contractor will take all necessary measures to prepare for and close the planting season. This includes, but is not limited to, winter clean up of all debris and spring preparations
- Policing the grounds prior to mowing includes picking up debris such as cans, paper, etc. Excessive trash clean up resulting from failure of Contractor to perform required trash pick up, will be cleaned by Owner and billed to the Contractor on a time and materials basis

Material Cost

- Materials used in the performance of the proposed duties will be paid for by the Contractor, this includes but is not limited to: mulch, equipment, fuel, herbicide and fertilizer
- Any additional cost for material, time or labor must first be approved in writing by Owner.

GENERAL PROVISIONS

- Contractor shall provide office hours between the times of 7:00 a.m. to 6:00 p.m. Monday through Friday. Contractor shall perform services any day of the week between the hours of 6:00 a.m. and 7:00 p.m., unless otherwise requested by Owner.
- Contractor shall maintain on a continuing basis, a supervisor who can effectively communicate with Ownership to discuss day to day issues, general concerns, and serve as Ownership's point of contact.
- Contractor will provide a representative to meet with Ownership monthly or upon request
- Contractor shall be responsible for maintaining a high level of safety in its equipment and work conditions and warrants that all equipment will be of such type as to cause no hazard, damage or danger reasonably foreseeable
- All personnel on site shall be uniformed, in a neat and clean manner at all times
- Contractor personnel shall be relieved of all duties and dismissed from the property if the Owner finds those individuals inappropriate for the property needs
- All materials to be used shall conform to all state and federal laws and regulations and must be approved by Owner in writing. All equipment, materials, and product data shall be submitted to Owner, in writing, prior to use or application on the property
- Contractor shall furnish Owner with all Material Safety Data Sheets
- Contractor will not store or place any materials or equipment on the property without authorization from Owner

GUARANTEE AND REPLACEMENT

- Contractor shall guarantee installation of all new plant material. If at anytime during this service agreement any material fails, Contractor shall replace and install new material at no charge
- Contractor is exempt from acts of God. Acts of God are defined as those caused by tornados, hail, fire, flood, earthquake and freezing

1. 131st St. and Lantern Rd. RAB
2. 126th and Lantern Rd. RAB
3. 141st and Cumberland Rd. RAB
4. 106th St. and Lantern Rd. RAB
5. 106th St. and Crosspoint Blvd RAB
6. 96th St. and Fall Creek Rd. RAB
7. State Road 238/136th St./Olio RAB
8. 135th and Britton Park Dr. RAB
9. Brookschoool and Fall Creek Rd. RAB
10. 116th from River Ridge to Olio
11. 126th from Parkside to Olio
12. 96th from Masters to Hague
13. Allisonville from Eller to River Glen
14. Allisonville and 96th intersection. Michigan left medians, Gateway signage

15. Pocket Park 116th and Jaycee St.
 16. Roatry Park 116th and lantern Rd.
 17. Comercial Drive from 116th to Lantern
 18. 106th and Geist Rd. RAB
 19. Hague Rd between 96th and Crosspoint Blvd.
 20. Possible I69 and 116th cloverleafs
- Maps of all areas are available at the Public Works office Located in City Hall.

4. SELECTION AND AWARD PROCESS

The selection, negotiation and award of an agreement for Landscaping and Maintenance Services will be based upon:

Based upon information and data provided by the Offerors in response to the RFP, the Owner shall award a contract to the firm that presents the best combination of Technical Proposal, Presentation and Fees. The Technical Proposal and Fees shall be utilized to prepare a shortlist of firms within the competitive range. The final shortlisted firms shall be invited for a personal presentation, which shall be utilized to make the final selection. In the whole the Technical Proposal and Presentation shall be of more value than the proposed Fees.

The technical subjects judged by the Owner in descending order of importance are:

- Firm Background
- Experience
- Financial Capabilities
- Home Office Location
- Other Factors

5. CONTRACT PROVISION

The successful Offeror agrees to enter into an agreement with the Owner on a Contract Form substantially like:

See attached *Goods and Services Agreement*

PART B – RFP REQUIREMENTS

SECTION 1 – FIRM BACKGROUND

1.01 Name/Address

Firm Name

Street Address

Mailing Address

1.02 Firm Contacts
Two (2) Designated Contacts With the Firm

Name Title Phone

Name Title Phone

1.03 Entity Type
Entity making this submittal:

___ parent company ___ subsidiary ___ division

___ branch office ___ other _____

1.04 Firm Type

Type of Firm

___ corporation ___ partnership ___ sole proprietorship

___ joint venture ___ other _____

1.05 Date Established

Year firm was established _____

1.06 Parent Company Address:

Name, address, and telephone or parent company (indicated N/A if not applicable).

Name	Phone	
Street Address		
City	State	Zip

1.07 Former Company Names

All Former Firm names (indicate N/A if not applicable)

SECTION 2 – EXPERIENCE

2.01 Comparable Work Experience

List contracts (ongoing or completed) for (blank) in the last ten (10) years similar in size and scope to this project. List not more than five (5) projects. Include information below in the following order:

Project Title
Project Location
Project Value (\$)
Owner (Name, Address, Contact [Reference], Phone Number)
Date Completed (or anticipated)
Contract Type (lump sum, GMP, Agency, CM at Risk, etc.)
Architect (Name, Address, Contact, Phone Number)

SECTION 3 – FINANCIAL CAPABILITIES

- 3.01 Provide a copy of the last year-end, audited annual report.

- 3.02 Provide a copy of the most current financial statement, balance sheet, and income statement signed by the Chief Financial Officer. If Proposer is a Subsidiary or Joint Venture, provide the same detail of all involved entities.

SECTION 4 - HOME OFFICE LOCATION

The Owner prefers to utilize firms headquartered in the State of Indiana. At a minimum, Proposers must have a major area office located in the State. Complete the following questionnaire.

4.01 Main (Home) Office Location ; Incorporation Location

City State ; State _____

4.02 Number of Years at This Location

4.03 Number of Employees (Salaried) in the State of Indiana

4.04 Average Number of Employees (Hourly) in the State of Indiana

4.05 Volume of work performed in the State of Indiana in the last 3 years:
2012 \$ _____
2011 \$ _____
2010 \$ _____

4.06 Other comments regarding your consideration as a firm considered headquartered in the State of Indiana.

SECTION 5 – OTHER FACTORS

5.01 Judgments, Claims, Lawsuits

Are there any judgments, claims and/or lawsuits pending or outstanding against, or involving your firm (exclude personal injury and property damage lawsuits)?

No Yes If yes, submit details on a separate sheet.

5.02 Safety

Describe your Safety Program and give incidence and severity rates for the last three (3) years. List any OSHA or IOSHA citations received in the last three (3) years and their outcomes.

5.03 Backlog

Provide a statement of total company backlog, current and for the past two years.

		A	B	A less B
	Number of Active Contracts	Total Original Value of Active Contracts	Total Value Completed for Active Contracts	Balance to Complete i.e. Backlog
Current				
One Year Ago				
Two Years Ago				

5.04 SIGNATURE AND CERTIFICATION

Under penalty of perjury, the undersigned declares, certifies, verifies and states to the best of his/her knowledge and belief that the foregoing and attached information is true, correct and complete.

Type Name Of Authorized Officer

Signature of Authorized Officer

Title

Date

Notary

Seal

Date

PART C – FEE PROPOSAL

The Owner will pay the Contracted Entity various fixed fees as the work progresses. The fees requested below include all costs for labor, equipment, materials and supplies necessary to provide the complete scope of work as well as overhead and profit.

Below is a partial listing of general condition and administrative costs the Proposer is expected to include in the lump sum fee proposal:

- Labor
- Equipment
- Materials – Plants, soils, mulch, fertilizers, stone, brick, or other materials as needed
- Any miscellaneous items required to perform the Contract requirements.