



*IRVINGTON DEVELOPMENT ORGANIZATION
WASHINGTON STREET LANDSCAPING REQUEST FOR PROPOSAL (RFP)*

I | PROPOSAL INSTRUCTIONS:

TITLE: Washington Street Landscaping Maintenance

LOCATION: Washington Street between Emerson and Arlington Avenues, Indianapolis, Indiana 46219

The Irvington Development Organization (IDO) invites your company to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. The information set forth is the minimum required in order to qualify for consideration. The successful bidder will enter into a landscape maintenance supply of services agreement based on the specifications outlined in this RFP.

In order to qualify for the work in this project, bidders must submit all information requested. All proposals must be received by **June 5, 2017**. *With the commencement of the gardening season, last year's growth still attached, a dead tree, and the extreme rain in recent weeks, time is of the essence.*

IDO has the sole discretion to: (a) reject any and all bid proposals, and (b) renegotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee that award of a landscaping contract will be made to any firm.

All bids shall be legible and comply with the requirements described in the Scope of Work as detailed in Section III and include applicable references. All questions concerning the bid package should be raised prior to the final submission date. Questions may be emailed to Margaret Lawrence Banning to the address below or by phone, 317-260-0669.

Submittals may be transmitted:

1) Mail to:

Irvington Development Organization

ATTN: Margaret Lawrence Banning

5855 E. Washington St.

Unit 100

Indianapolis, IN 46219

2) Email to:

Margaret@irvingtondevelopment.org

4) Hand delivered to:

IDO office is located in the Irvington Lofts apartment building at the above address.

II | PURPOSE AND KEY OBJECTIVE

The intent of the RFP is to establish a Supply of Service Agreement between a Landscape Maintenance Contractor and IDO for the maintenance of landscape and hardscape features along Washington Street between Emerson Avenue and Arlington Avenue. The medians and beds were planted in the late fall of 2012 with additional trees planted in March 2017.

The Washington Streetscape is maintained by IDO, a neighborhood not-for-profit organization, which is dependent upon private donations to pay for the maintenance and any improvements. *Effective cost management is an essential component for the winning proposal.*

III | SCOPE OF WORK

The Landscape Maintenance Contractor (herein after called the "Contractor") shall perform in accordance with all stated intents, specifications and stipulations contained or referenced herein.

- Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services. The original designs and plant selections are available for review upon request. Bidders are encouraged to schedule a walk-through of the corridor, time permitting, with the Executive Director.
- Landscape features include:
 - Perennials ("Little Spire" Russian Sage, "Autumn Joy" Sedum, "Big Blue" Liriope, varietal daylilies, "Shenandoah" Switch Grass, varietal irises)
 - 67 trees total, 40 of which are maintained by KIB for three years, but may be included under this contract with prior notification (Chokecherry, Japanese Silk Lilac, Apollo Sugar Maple, Kentucky Coffee Espresso, Bur Oak, Pecan, Yellowwood, Redbud, Tulip, Regal Prince Oak, London Planetree, American Hornbeam "Palisade," Chinquapin Oak, Swamp White Oak, American Elm "Princeton")
 - 11 flush planters
 - 4 raised beds
 - 2 medians
 - 1 empty corner lot at Ritter Ave. (weed control only)
- Hardscape features include:
 - 50 streetlights
 - 35 recognition plaques
 - 14 tree grates
 - 7 trash cans
 - 4 gutter grates
 - 4 bike racks
 - 4 raised concrete planters
 - 3 benches
 - 1 interpretive panel

- The Contractor shall adhere to the original landscape design and plant selections where practical and financially feasible.
- The Contractor shall furnish all labor, equipment, supplies, and services required to maintain the landscape in an attractive condition throughout the contract period.
- Maintenance of plant materials shall include but is not limited to watering as needed during dry periods, weeding, mulching, pruning, deadheading, fertilizing, and cleanup.
- It is the responsibility of the Contractor to have adequate equipment and staff to perform the specified services under the contract.
- Contractor's proposal shall include a schedule of services to be performed during the growing season.
- Contractor will coordinate with IDO to organize two volunteer clean-up/planting work days, one each in the fall and spring during a Saturday. Twenty to forty volunteers of varying abilities and skills will be supervised to perform tasks such as litter removal, weeding, re-planting, and mulching.
- Contractor will inform IDO of the need to purchase additional mulch and plants for filling in as needed and provide estimates for approval before proceeding. An annual estimate for these additional materials is to be provided separately as a part of this proposal. Currently a Hornbeam tree has died and needs to be replaced.
- Contractor is expected to appropriately dispose of all excess or removed material off-site, with a preference for recycling and composting.
- The Contractor shall inspect landscaped areas for indications of pest problems and general plant health and advise IDO of such problems with a recommended treatment plan.
- Organic and/or natural growing practices are preferred but not necessary. The type of practices used should be identified in the proposal with any associated price differences.
- The Contractor shall ensure trash, debris, and any other foreign rubbish is removed at least monthly from the designated and surrounding areas to ensure a tidy appearance.
- The Contractor will periodically remove and replace the tree and gutter grates as needed for tree health and debris removal.
- The contractor will periodically install or replace commemorative plaques on streetlights and street furniture as requested.

IV | TERMS AND CONDITIONS:

TERM

The term of this agreement shall expire December 2017 with options to renew for a full year in 2018 and beyond.

PAYMENT

The Contractor shall commence work upon the issuance of a signed contract and verification of insurance requirements.

Contractor will provide IDO a monthly invoice for services when provided. The invoice must show:

- Any pre-approved additional costs for materials or labor beyond the standard scope of services;
- Any watering provided;
- Hours spent on a specific service during the billing period; and
- Hourly rates for the workers.

All invoices should be directed to:
Margaret Lawrence Banning
Irvington Development Organization
5855 E. Washington St.
Unit 100
Indianapolis, IN 46219

INSURANCE REQUIREMENTS

The Contractor, at its sole cost and expense, shall provide proof of insurance upon execution of this Agreement by submitting a Certificate of Liability Insurance to IDO. At a minimum, the Contractor shall provide and maintain Worker's Compensation Insurance and Commercial General Liability Insurance, and identify IDO as an additional insured on such Certificate. All such insurance shall comply with the laws of the State of Indiana.

TERMINATION

If either party wishes to cancel this agreement for services, written notice thirty (30) days in advance will be required of either party.

V | RFP TIMELINE

Requests for proposals released: May 22, 2017

Proposals due: June 5, 2017

Award contract: June 30, 2017

Supply of Services commences: July 1, 2017