Olivette
...in the center of it all

City of Olivette
REQUEST FOR PROPOSAL
CITY CENTER LANDSCAPE SERVICES
February 2019

Introduction

The City of Olivette (the "City") is soliciting Development Proposals from qualified landscapers or individuals (applicant) to reinforce the current landscape design along with regular maintenance of the City Center grounds located at 1140 Dielman Road. The City reserves the right to renew the applicant's contract annually.

There is no expressed or implied obligation of the City to reimburse responding applicants for any expenses incurred in preparing proposals in response to this request.

The City will consider redevelopment proposals from qualified developers interested in accomplishing the redevelopment pursuant to the objectives and strategy outlined in this RFP.

Background Information

The newly constructed and landscaped Olivette City Center opened to the public on April 22, 2107. Healthy and attractive trees, landscaping and correctly maintained bio-retention basins are recognized as an important responsibility and to ensure the longevity of the grounds and prevent unnecessary damage and expense.

The City seeks contract maintenance during the growing season to care for trees, shrubs, bedding plants, forbs, and grasses along with appropriate weed control, soil care and mulching.

Scope of Services

The City of Olivette is seeking proposals for a seasonal landscape maintenance contract for the City Center. The service will consist of four (4) comprehensive visits in April, May, July, and September. The City is requesting the cost of performance of an off-cycle visit in the event additional service is needed. The City reserves the right to choose any number of Responders based on the criteria listed below to fulfill the needs outlined above.

1. **Tree Management**

a. All trees in primary areas along pedestrian right of ways (sidewalks, islands, parking lots) shall be maintained with an 8' canopy.
b. Water suckers shall be removed each visit.
c. Trees shall be fertilized 1x per year with a broadcast fertilizer ½ lb. Nitrogen per 1,000 sq. ft.

2. **Bed Management**

a. Shrubs shall be shaped throughout the season to maintain an orderly look (natural or formal).
b. Shrubs shall be heavily pruned during the dormant season (Nov-Feb); excepting spring flowering shrubs which shall be heavily pruned just after flowering.

c. Perennials shall be reduced in late May by ½ by rounding and mounding them to produce greater dense growth and better flowering. They shall be reduced to a height of 4”-5” in the winter following the second hard freeze of the season or by Feb 15 whichever arrives first.
d. Ground cover shall be maintained in a healthy manner with no dead leaves or long runners. It shall be scalped in Feb for new growth.
e. All planted ornamental grasses shall be reduced to a 10” height by Feb 15th.
f. All irrigated beds shall receive a slow release fertilizer (3 month life span) 1x per year.
g. All beds shall have weeds removed by hand each visit.

3. Permeable Pavers & Paved Areas

a. Permeable pavers, sidewalks, expansion joints, cracks, curb lines, gutters and driveways shall have weeds and debris removed each visit.

4. Bio-Retention Basins

a. Trash and debris removed each visit.
b. Invasive plants and weeds removed each visit.

5. Clean Up

a. All sidewalks and parking lots shall be blown of landscape debris at the end of each visit with trash being removed from the area first.
b. All debris shall be removed from the site at the end of each visit unless otherwise agreed.
c. Leaves shall be removed from beds during all visits for a crisp clean look.
d. Landscape dumpsters are available for use when disposing of debris from the City Center located at Olivette Public Works 1200 N Price Rd, St. Louis, MO 63132.

6. Soil and Mulch

a. Soil will be monitored for erosion and replaced as needed with high quality top soil.
b. Triple milled, organic mulch will be applied in the spring around trees and in beds using appropriate measure to prevent damage to trees or shrubs.
c. No stained or painted mulch will be used.
d. No pre-emergent, pesticide, herbicide or algaecide will be applied to the site without prior approval of the Horticulturist. The least toxic solution will be used at all times and in minimal amounts.
e. Mulch delivery will be scheduled with the City prior to arrival. Mulch delivery shall not be placed on top of the permeable pavers.

7. Irrigation

a. The irrigation system is maintained by Hydrodynamics and is not part of this RFP. However, the contracted firm or individual will immediately report any irrigation issues to the Horticulturalist including but not limited to over or under watered areas, leaks, breaks, and any other malfunctions.

8. Quality

a. Services are expected to be completed to industry standards for facilities of these types as well as specific requirements contained in this document and subject to City approval. The Horticulturalist will be responsible for approving the quality of work.

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Site Tour

A walk through of the city center grounds will be held on **Thursday 2/21/19 beginning at 10:00 AM** located at 1140 Dielman Road.

Landscape Plan

Attached is the plan for the City Center's landscape for the applicant to follow and reference as needed to better execute the City's desires. The property between the City Center and Apple Tree apartments is to be maintained as well.

Schedule

The dates and times will be negotiated prior to signing of the contract.

Specification for Response

1. Completed Attachment I
    a. Firm Name and Contact Details
    b. Insurance certificates for general liability, workers compensation, and professional liability
2. Applicant Qualifications
3. References

Criteria for Selection

All submissions will be evaluated using the following criteria:

1. Compliance with the RFP including completed Attachment I with Response
2. Understanding of the services
3. Experience
4. Cost

Proposal Instructions

For consideration to be given to any submission to this RFP, responses must be received by **11:00 AM on Thursday 2/26/19**; City Center, 1140 Dielman Rd. Olivette, MO.

Mailed or couriered responses can be sent to:

City of Olivette
City Clerk, Bid Documents – Landscape Maintenance
1140 Dielman Road
Olivette, MO. 63132

No faxed, emailed, or late responses will be accepted. The City will not be responsible for responses placed in the mail which do not arrive by the deadline. Responses received before the time of opening will be kept by the City Clerk securely and unopened. Responses received after the deadline will not be considered.

Contact with City Personnel

At no time shall the Applicant, its agent, representatives or contracted personnel contact or otherwise communicate with City personnel. All questions relating to the RFP are to be addressed to **Christopher Aiken** at **caiken@olivettemo.com**. Addenda information shall be shared, as necessary, to all participants.

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Probable Schedule:

RFP issued on	2/12/19
Location walkthrough at Olivette City Center	2/21/19 @ 10:00AM
RFP responses due (11:00 AM)	2/26/19 @ 11:00AM
Review and interview with applicants	2/26/19 – 3/8/19
Contract signing and commencement	3/12/19

Disposition and Discloser of Proposals

All proposals submitted in response to this RFP will become the property of the City and a matter of public record. The Applicant must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any Applicant claiming such an exemption must also state in this proposal that the applicant aggress to hold harmless, indemnify and defend the City and its agents, officials, and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any Applicant failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Expiration of the Response

By submitting a response the applicant offers to enter into the Contract, the form and content of which shall be agreed upon by both parties. The response shall not be revocable for ninety (90) days following the deadline indicated above. The City reserves the right to waive any defects in the offer of any vendor, to reject any or all offers, and to request additional information from any and all vendors.

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ATTACHMENT I: *To be completed by Applicant*

Name of Applicant: _____

Address: _____

_____

_____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

	Cost per On-cycle visit	Annual cost total (4Xvisit)	Off-cycle one-time cost
Olivette City Center 1140 Dielman Road	$_____	$_____	$_____

Will the Applicant be subcontracting some or all of this service contract? *(check one)*
___Yes____No

If yes, please provide Subcontractor name, contact information, and list of similar projects.

Applicant Checklist:

____ Insurance (both liability and workers compensation) certificates attached.

Name of Company: _____

Authorized Signature: _____

Date: _____