

REQUEST FOR PROPOSALS

LANDSCAPE MAINTENANCE

Issued: November 24, 2021

Due: December 9, 2021

**TAYLORSVILLE-BENNION
IMPROVEMENT DISTRICT**



TAYLORSVILLE-BENNION IMPROVEMENT DISTRICT REQUEST FOR PROPOSALS

TO PROVIDE LANDSCAPE MAINTENANCE SERVICES

GENERAL

Taylorsville-Bennion Improvement District (TBID) is a political subdivision of the State of Utah organized in March 1957, for the purpose of providing wastewater collection and water distribution services. The District serves a population of approximately 70,000 people.

The District employs 34 people and operates and maintains approximately 229 miles of water lines, 11 wells, and approximately 189 miles of sewer collection lines. The principal place of business and offices of the District are located at 1800 West 4700 South, in Taylorsville, Utah.

RFP CONTACT

This Request for Proposals (RFP) has been prepared by TBID and TBID is the issuing entity of this request. TBID's representative for this request for RFP is Dan McDougal, Director of Risk and Asset Management.

PURPOSE OF REQUEST FOR RFP

The purpose of this request for RFP is to solicit proposals from qualified companies to establish a contract to provide landscape maintenance services to the District, consisting of on-going maintenance of trees, shrub beds, turfgrass, irrigation and gravel and non-landscaped areas at numerous sites.

This request for RFP is part of a competitive procurement process which is intended to serve the best interests of TBID and its citizens. It also provides each qualified company responding to this RFP with a fair opportunity for its services to be considered.

SCOPE OF REQUEST FOR RFP

1 Trees

Standards

- Trees should be maintained in good condition.
- Trees should look clean, neat, and well pruned. Dead, broken, or diseased limbs should be removed.
- Trees should be free of pests.
- Dead or dying trees should be removed and/or replaced with the same tree type when conditions allow.
- Remove leaves as needed to keep lawns, parking lots, and sidewalks clear of debris.

Maintenance Requirements (Include in Annual Cost)

- Evaluation (Once a Year – Early Spring)
 - Evaluation: An experienced certified arborist should assist contractor in reviewing the overall health of trees in the springtime and recommend pesticide and fertilizer applications and other specialized treatments that may be required to promote good health and vigorous growth.
 - Provide report to TBID once completed.
 - Review Report with TBID, walk site, and make future recommendations for As Needed Maintenance.

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- Pruning (Once a Year Based on the Evaluation Report)
 - Trees located adjacent to walking surfaces and roads should be pruned so that lower branches do not project into walking surfaces (lower than 6ft).
 - Prune limbs that are dead, diseased, or damaged – Do not top or hedge trees.
 - Prune to promoted overall health the trees.
 - For trees that bloom in spring, prune when their flowers fade.
 - Trees and shrubs that flower in mid- to late summer should be pruned in winter or early spring.

As Needed Maintenance Requirements

- Fertilizing (Time and Materials with Prior Approval)
 - Apply Fertilizers to crown area during the growing season. Apply in the form of a slow-release fertilizer.
 - Apply 4-6 weeks before buds break in the spring. If under-story plants are present sweep or irrigate granules from the leaves.
 - Actual amount and type of fertilizer depends on the recommendations as indicated in the Evaluation Report.
- Chemicals Treatments (Time and Materials with Prior Approval)
 - Apply pesticide as recommended by an experienced certified arborist and only when a pest problem has been identified and other non-chemical controls are not effective.
 - Treat for pests and diseases on an ‘as needed’ basis and / or as recommended by the Evaluation Report.

2 Shrubs Beds

Shrub Beds enhance the attractiveness of the TBID Sites, help retain slopes, prevent soil erosion, and reduce weed development.

Standards

- Shrub Beds should be maintained in good condition.
- Shrub Beds should be free of weeds, litter, and plant debris.
- Shrub Beds should appear clean, neat, and trimmed of dead, damaged, or diseased branches.
- Shrub Beds should be free of pests.

Maintenance Requirements (Include in Annual Cost)

- Evaluation (Once a year – Early Spring)
 - A qualified horticulturalist, assigned specialist or lawn/grounds care service contractor should inspect shrubs once a year for dead, damaged, or diseased plants and for the presence of pests.
 - Provide report to TBID once completed.
 - Review Report with TBID, walk site, and make future recommendations for As Needed Maintenance.
- Shrub Trimming (Once a Year Based on the Shrub Bed Evaluation Report)
 - Prune before spring growth begins. Prune to preserve natural shape of shrub.
 - Only shear shrubs that require shaping the plants into formal hedges for aesthetic or privacy purposes. Otherwise prune shrubs to preserve its natural shape.
 - Trim branches that are dead, diseased, broken, or may causing a safety concern to the public. Cut branches as close to the main stem as possible.
- Weeding

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- Keep shrub area free of weeds and debris. Continual maintenance should occur when the turfgrass is mown.

As Needed Maintenance Requirements

- Fertilizing (Time and Materials with Prior Approval)
 - Apply Fertilizer to shrub bed or individual shrubs in the Early Spring. Apply in the form of a slow-release fertilizer.
 - Actual amount and type of fertilizer depends on the recommendations as indicated in the Evaluation Report.
- Chemicals Treatments (Time and Materials with Prior Approval)
 - Apply pesticide only when a pest problem has been identified and other non- chemical controls are not effective.
 - Treat for pests and diseases on an ‘as needed’ basis and / or as recommended by the Evaluation Report.

3 Turfgrass

Turfgrass enhances the attractiveness of the TBID Sites, help retain slopes, prevent soil erosion, and reduce weed development.

Standards

- Turfgrass areas are healthy green in color and have no dry spots.
- Turfgrass areas are mowed at a uniform height and appearance.
- Turfgrass edges are trimmed back to the sidewalk edge and are flush or no more than one inch below adjacent sidewalks and mow strips.
- Turfgrass around base of trees is cut back leaving bare soil.
- Turfgrass is weed-free
- Sprinkler heads are at or slightly below lawn level.
- Turfgrass is of uniform makeup in type, size and texture.

Maintenance Requirements (Include in Annual Cost)

- Evaluation (Once a Year – Early Spring)
 - A qualified lawn/grounds care service contractor should evaluate the lawn for overall health.
 - Provide report to TBID once completed.
 - Review Report with TBID, walk site, and make future recommendations for As Needed Maintenance.
- Fertilizing (Three Times a Year)
 - Apply fertilizers to turf three times a year during the growing season. Apply in the form of a slow release fertilizer. Limit fertilization during periods of high temperature.
 - Actual amount and type of fertilizer depends on the recommendations as indicated in the Evaluation Report.
- Weed Control (Three Times a Year)
 - Keep lawn free of broadleaf weeds. Apply pre-emergent broadleaf weed control once in early May and again in early June before temperatures get too hot (preferably between 60-80 degrees). Apply weed control again in mid-September after temperatures have cooled and plants begin to go into dormancy.

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- Actual amount and type of weed control chemicals shall depend on the recommendations as indicated in the Evaluation Report.
- Special care instructions –Water lawn deeply and infrequently, applying at least ½ inch of water per watering period and allow water to penetrate soils 6 to 8”.
- Mowing – Mow lawns as needed to maintain a mow height of 3”
- Trimming – Line trim and edge lawns as needed.

As Needed Maintenance Requirements

- Chemical applications for Pest Control (Time and Materials with Prior Approval)
 - Apply insect control only when advised by a certified horticulturist. Request consultation when problems are noticed and it appears turf will not be able to solve the problem on its own.

4 Irrigation

The irrigation system supports plant growth and development so that the aesthetic quality of the landscape design can be maintained and properly managed.

Standards

- The irrigation system should operate as designed for the conditions of the site.
- Zones should be separated based on watering needs of plants, soil types, slopes, and solar exposure.
- The system should perform with matched precipitation rates, uniform distribution, and head to head coverage.
- There should be no broken equipment or sprinkler heads and the automatic electronic signaling should operate without problems.
- The water should contain no element that will inhibit plant health or stain hard surfaces, and should be odor free.
- The system should not irrigate onto sidewalks, driveways, and parking lots or spray on any buildings.
- The irrigation schedule should conform to the watering needs of the season.
- Do not irrigate during times of heavy rainfall.

Maintenance Requirements (Include in Annual Cost)

- The irrigation schedule should be reviewed periodically to prevent over watering.
- The irrigation system should be reviewed periodically to ensure uniform coverage during operation.
- The irrigation system should operate during pre-dawn hours to reduce development of plant disease and evaporation.
- Check system after mowing. Broken system parts should be fixed immediately or the water should be turned off in that location until they can be fixed.
- Monitor irrigation heads, controller, automatic control valves and quick coupler valves for damage or improper function.
- Watering Schedule
 - Apply ½ inch of water per application. Check periodically and adjust timing as needed. The “catch can” measuring method should be used to verify distribution levels. Adjust system as follows:
 - If a large portion of valve area is too wet or too dry then adjust timing on controller
 - If there are a few small patches of dry or wet spots check the sprinklers for proper coverage. Add or adjust heads in the area as needed. Avoid adding more time to clock to green up small areas.

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- Winterization – winterize the irrigation system no later than the end of October. Winterizing should include turning off the water supply and blowing compressed air through the sprinkler lines to purge them of water and prevent them from freezing.
 - Turn off the water supply
 - Turn off the controller
 - Open the valves
 - Drain pipes

As Needed Maintenance Requirements

- Repairing irrigation system components shall be based on Time and Materials with Prior Approval. (Provide Hourly Rate for Irrigation Work – Provide Hourly Rate in the Bid Form in Article 4)

5 Gravel and Non-Landscaped Areas

Gravel and Non-Landscaped Areas help retain slopes, prevent soil erosion, and reduce weed development.

Standards

- Gravel and Non-Landscaped Areas should be maintained in good condition.
- Gravel and Non-Landscaped Areas should be free of weeds, litter, and plant debris.
- Gravel and Non-Landscaped Areas should be free of pests.

Maintenance Requirements (Include in Annual Cost)

- Evaluation (Once a year – Early Spring)
 - A qualified horticulturalist, assigned specialist or lawn/grounds care service contractor should inspect the Gravel and Non-Landscaped Sites on a once a year for the presence of pests, weeds and debris.
 - Provide report to TBID once completed.
 - Review Report with TBID, walk site, and make future recommendations for As Needed Maintenance.
- Weeding
 - Continual maintenance should occur to keep sites area free of weeds and debris.

As Needed Maintenance Requirements

- Chemicals Treatments (Time and Materials with Prior Approval)
 - Apply pesticide only when a pest problem has been identified and other non- chemical controls are not effective.
 - Treat for pests and diseases on an ‘as needed’ basis and / or as recommended by the Evaluation Report.

Refer to Landscape Management Matrix for additional information.

TIMELINE

The following timeline will be followed with respect to this request for RFP:

**Request for Proposals (RFP) to Provide Landscape Maintenance Services
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1. Beginning date: Wednesday, November 24, 2021
2. Response submission deadline: Thursday, December 9, 2021 at 12:00 pm
3. Evaluation committee review period: Friday, December 10, 2021
4. Anticipated award of contract: Wednesday, December 15, 2021

SITE VISIT

Respondents are encouraged to visit the site(s) to familiarize themselves with the scope of work. All the sites are secured, but TBID will make the site(s) available to enter the site(s) if the Respondents need additional information. The sites will be available upon request on **Tuesday, November 30, 2021, at 10 AM**. To schedule a time to visit the site(s), contact Dan McDougal via email before **Wednesday, November 24 at 3 PM** to inform TBID which site(s) the Respondents would like to enter.

TERM

If the selected company performs satisfactorily for the 2022 year, it is anticipated that the same company will be engaged to perform the landscape maintenance services for the subsequent four (4) years, subject to an annual evaluation by the District. Therefore, the not-to-exceed fee information requested below should be provided on an annual basis for the five years.

CONTENTS OF REQUEST FOR RFP

The RFP should be submitted following these guidelines:

A. Submission Time, Place and Manner

Printed copies (4 copies) or an electronic copy (in PDF format) must be received on or before Thursday, December 9, 2021 at 12:00 p.m. (MDT). Cost proposals must be provided in a separate, sealed envelope, or a separate PDF, and will be scored separately as indicated below. Mail to Taylorsville-Bennion Improvement District, PO Box 18579, Taylorsville, UT 84118, or e-mail as follows:

Attention: Dan McDougal
E-Mail: dan@tbid.org

Late Submission: Proposals received after December 9, 2021 at 12:00 p.m. (MDT) will not be considered. Any mailed proposal received after that date and time will not be considered, irrespective of the date of mailing or any other factor.

B. Responder Information

**Request for Proposals (RFP) to Provide Landscape Maintenance Services
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The first page of the proposal should include:

Title: "Request For Proposals to Provide Landscape Maintenance Services"

Responder information: Company Name / RFP Contact Person
 Address
 Telephone
 E-Mail

C. Response Criteria

The proposal should address the following:

1. Qualifications and ability to provide landscape maintenance services:

Personnel and Company Qualifications:

- Respondents shall submit information that will identify names and experience of key personnel who will be assigned to the landscape maintenance, such as manager, superintendent, office support personnel, etc.
- Respondents to submit list of key landscape maintenance contracts completed by company during the last 5 years. List of key landscape maintenance contracts to include information on landscape location, client, and brief scope of work completed by Respondent.

2. Work plan:

Include a complete narrative of your assessment and understanding of the work to be performed, your company's ability and approach, and the resources necessary to fulfill the requirements. Include discussion of the following:

- Ability and capacity to perform the tasks described in the Scope
- Ability to alert owner of potential site hazards
- Ability to provide recommendations of waterwise plantings and maintenance

3. Past performance:

- List references (including a contact person and that person's contact information and title) of entities for which landscape maintenance services have been provided, and who can render an opinion regarding the ability of the responder to provide those services

4. Conflicts of interest:

Indicate whether there are any potential conflicts of interest that would affect the ability of your company to fairly provide services to the District. For each potential conflict of interest state:

- The names of the individuals and entities involved;
- The nature of the conflict, and
- The steps that responder will take to mitigate the impact of the conflict

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D. Cost Proposal

Include all information on cost for landscape maintenance services and any related items for which the responder may charge. Base cost proposal Scope of Request For RFP section that lists necessary work to be performed and a list of District sites.

As it is anticipated that the same company will be engaged to perform the landscape maintenance services for the subsequent four (4) years, the cost proposal should be provided on an annual basis for each of the five years.

The proposal with the lowest cost will receive the maximum points available. All other proposals will receive points determined by the ratio for the lowest proposal's cost to each other proposal's cost with the points being rounded down to the nearest whole number. The ratio is calculated as follows: the maximum points available for the cost category, multiplied by lowest proposed price/proposal price.

Cost proposals must be submitted in a separate, sealed envelope, or separate PDF file. Cost proposals will be scored separately from the main proposal, by an individual who is not a part of the scoring committee. The cost score will be added to the total scores after scoring of the proposals has been completed.

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EVALUATION

Evaluation Criteria

An evaluation and selection committee will meet to consider all responsive proposals submitted and rank the proposals based on the criteria stated below. The contract will be awarded to the applicant that receives the highest score, using the following scoring criteria.

Evaluation categories are assigned a maximum number of points for evaluation purposes, with a maximum cumulative total of 100 points. The proposals will be evaluated based on the following factors:

	Criteria	Score (0 - 5) *	Weight	Maximum Points
1	Qualifications and ability to provide landscape maintenance services: Personnel and Company Qualifications Key Personnel Key Landscape Maintenance Contracts	5 5	x 2 x 2	10 10
2	Work Plan: Complete narrative of your assessment and understanding of the work to be performed, your company's ability and approach, and the resources necessary to fulfill the requirements	5	x 4	20
3	Past Performance List references (including a contact person and that person's contact information and title) of entities for which landscape maintenance services have been provided.	5	x 4	20
4	Conflicts of Interest	P/F		
5	Cost Proposal - based on formula described under cost section	5	x 8	40
Total Maximum Score Available				100

Score (0 – Unacceptable, 5 – Superior)