



**Request for Proposal
Streetscape Maintenance
Village of Shorewood
June 2018**

The Village of Shorewood is requesting proposals from qualified contractors for streetscape maintenance services within its E. Capitol Drive and N. Wilson Drive corridors.

Background

The Village of Shorewood maintains approximately 7,500 sf of median planting beds and 41,000 square feet of right-of-way planting areas within the E. Capitol Drive corridor. In 2018, the Village will add approximately 3,900 square feet of median plantings and 3,000 square feet of right-of-way on N. Wilson Drive. The Village seeks a contractor to perform annual maintenance as specified below under a three year contract beginning in the spring of 2019.

Schedule

The desired project timeline is outlined below:

Proposals issued	Tuesday, June 5, 2018
Proposals due	Friday, June 29, 2018
Contract award	Monday, July 16, 2018
Contract begins	January 1, 2019
Contract end	December 31, 2021

Scope of Work

Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of planting areas, as specified herein. It is the intent of the village that these sites be maintained in a resource-efficient, sustainable, and cost-effective manner.

This document is intended as a benchmark of the village's minimum standards for maintenance, repair and improvements; the Village respects the Contractor as a professional and as such, will take under consideration any and all recommendations made by the Contractor.

Task 1 Maintenance

Maintenance shall consist of control of weeds, edging, mulching, bulb foliage removal, fertilization, soil building, pruning, IPM, debris removal, litter control, deadheading, biofiltration care, plant replacement, and monitoring adequate and appropriate irrigation and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of landscape plantings.

1. Control of Weeds- Use cultural methods (mulch, proper pruning, proper irrigation) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, bi-weekly throughout the growing season by hand pulling or other mechanical means. Entire corridor shall be weeded by hand or mechanical weeding methods that remove the roots at least once monthly.

2. Edging- shall be done in early spring before mulching in areas where turf is adjacent to planting bed or tree well. Edging will be done with a straight edged spade to a depth of at least three to four (3-4") straight down as to create a barrier for turf to enter mulched bed. Excess soil and turf will be removed and disposed of by Contractor. Edging areas are indicated on landscape plan.
3. Mulching -Once annually in early spring Contractor shall replenish mulch to maintain a depth of no less than two inches (2") in all planting areas. All tree wells are to be re-mulched annually. Established beds where plant foliage completely covers the soil surface require no additional mulch. Additional touch ups may be required throughout the season, such as around plant replacements. Keep mulch at least two to three (2-3") inches away from the crown of plants and the base of tree trunks. Mixed hardwood, medium brown shredded mulch will be provided by the Village. Mulch to be supplied by Village; contractor will schedule and make arrangements to pick up mulch at the Shorewood DPW yard in early spring. Contractor is responsible for clean-up and return of any unused mulch after completion.
4. Dead-heading and Bulb foliage removal -Dead-head (remove spent flower blooms) as needed to promote a pleasing visual appearance and to encourage new growth. Dead-head plants based on the proper timing and method for each species. All planting areas shall be checked and dead-headed if necessary on a bi-weekly basis.

Spring flowering bulb foliage must be removed to maintain a visually pleasing appearance. Foliage must NOT be removed from bulbs until AT LEAST six weeks after bloom time. Contractor is responsible for monitoring this timing. Spent flowers only on bulb stems must be removed immediately to maintain a neat appearance.

5. Fertilization/Soil building - Fertilization of perennials, shrubs, groundcovers, and ornamental grasses shall be done in early spring or as warranted in all boulevard plantings, planting beds, raised planters, and Oak Leaf Trail bridge areas as defined on the landscape plan. A fertilizer which has at least 50% of its elements derived from organic sources, is preferable. A slow release solid organic fertilizer (such as Milorganite) may be used, worked into the soil well and thoroughly watered BEFORE applying mulch. A water soluble fertilizer may be used AFTER mulch is applied. A soil test should be done before applying fertilizer to determine if fertilizer is warranted and to determine any nutrients that are lacking in the soil. Contractor will develop fertilization plan and submit to Village for approval prior to application.
6. Pruning - Pruning must only be performed by trained personnel in accordance with accepted horticultural practices. Prune to enhance the natural growth and shape of plant materials and intended function of the planting. Plantings are designed to grow together and to the edges of the beds to minimize weed infestation and maximize water conservation. Shearing is permitted only for formal hedges. Prune back branches as needed when interfering with walks, buildings, signage, site lighting, security/safety/visibility, and vehicular circulation. Prune dead and broken branches as required. Street trees will be pruned by Village.

Prune all plantings on a rotational basis appropriate to site, need, season, and plant species. Pruning cuts shall be clean and just outside the branch collar on trees in accordance with accepted horticultural practices. All pruning will be performed by, or under the direct on-site supervision of, staff with documented education and training in proper and naturalistic pruning techniques. Pruning of trees greater than six inches DBH will only be performed by an ISA certified Arborist.

Plants are to be trimmed so that they do not hang over sidewalks or interfere with traffic site lines.

7. IPM - The Village strongly encourages environmentally sensitive maintenance practices. The principles of Integrated Pest Management (IPM) shall be employed. The intent is to limit any pesticide (including herbicide) applications through healthy landscape management practices. Pest monitoring and inspections are to include the following:
 - a. Contractor shall visually inspect all landscape areas once bi-weekly from April through September, and once monthly in October and March to identify potential pest problems. Pest problems include insect, disease and weed infestations. Contractor shall keep record of pests identified and areas where problems may be developing.
 - b. Contractor shall identify any area where non-chemical IPM control methods should begin and notify Village monthly of pests identified and controls implemented.
8. Pesticide Applications - all pesticide applications shall be preceded by monitoring and positive pest identification. Contractor shall submit these findings in writing to Village prior to any pesticide application. Any "blanket" or calendar-based application must have prior approval from Village. Any pesticides must be EPA approved.
9. Herbicide applications - use of contact herbicides may be considered during the growing season to control noxious and other difficult to control perennial weeds. Contractor shall choose the most effective and least hazardous product.
10. Contractor shall apply insecticide or fungicide to trees, shrubs, and perennials only when significant plant damage would result from not addressing the infestation. Contractor is responsible for any damage to plant material incurred as a result of failure to monitor and notify Village of correctable disease and /or insect problems and Contractor must replace any such damaged plant material at no additional cost to the Village.
11. All applications shall be performed by a Contractor (or sub-contractor) licensed and insured as a Wisconsin State Commercial Applicator. Contractor staff performing the pesticide application shall be licensed as Commercial Applicators. License numbers will be provided to the Village prior to award of contract.

Task 2 Debris removal

1. Leaf and branch removal –Contractor shall keep walks, planting beds, roadway gutters, and lawn areas free of leaves and branches on a bi-weekly basis throughout the year. Leaves are to be removed from site as needed to maintain a neat appearance and the health of the planting.
2. Landscape debris removal – Contractor shall remove biodegradable landscape debris, leaves, branches, dead plant material, etc. to a yard refuse recycling facility. Acceptable sites include topsoil producing facilities and/or other facilities, which utilize yard waste for landscape purposes. No biodegradable material may be disposed of as garbage, except noxious weed debris.
3. Litter control – On a bi-weekly basis Contractor shall remove all trash from landscaping beds, turf areas, and adjacent walks to an approved trash container onsite.

4. Biofiltration Devices - biofilters shall be kept free of weeds, litter, and debris on a bi-weekly basis. Plant material shall be cut down and removed at the end of the season. NO mulch is to be used in the biofilters.

Task 3 Plant Replacement

1. Contractor shall replace, at no additional charge to Village, any turf or plant materials damaged as a result of improper maintenance attention or procedures. Replacement materials shall be of the same size and variety as the dead or damaged material. Replace plant material within two weeks of identification of damage. Alternatives to size, variety, and scheduling of replacement only by permission of Village. Initial walk through and inspection with the Village of all areas to identify any plants that are damaged, diseased, dead, or missing to occur at the start of the contract. Replacement walk-through plant materials identified as sub-standard, if any, may be coordinated with the Village outside of this contract.
2. Contractor is not responsible for losses, repair, or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.
3. Contractor shall inform Village on a monthly basis of plant losses not covered by warranty and unrelated to the maintenance activities. Contractor shall provide Village with the cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.
4. Contractor shall provide proposals for renovations, replacements, and other changes, along with associated budget recommendations, once annually.

Task 4 Irrigation Monitoring

Contractor shall monitor irrigation with regard to plant health. Plants should receive at least one inch (1") of water per week at a temperature of 70 degrees; amount should increase as temperatures increase.

1. Contractor shall inform Village if irrigation needs to be adjusted for water output, direction of spray, duration of time, etc. to maintain optimum plant health.
2. Contractor shall also inform Village of any leaks, damaged heads, cut lines, etc. or anything that would compromise the system as soon as it is noticed.
3. Contractor shall manually check depth of water penetration to the root zone of plants to ensure adequate moisture levels on a biweekly basis after irrigation system is operating.
4. Contractor will advise Village of appropriate starting dates for irrigation system determined by temperature, rainfall, and plant needs.

Task 5 Landscape Scheduling

Contractor shall establish a schedule and chart or calendar for regular maintenance activities by area and submit to Village for review. Contractor to review proposed schedules with Village at the regularly scheduled meetings and adjust as necessary to avoid conflicts. Schedule shall include but not be limited to:

1. Spring clean-up- Clean up in early spring as soon as snow is melted to include removing litter, debris, leaves, weeds, and branches in all planting areas including tree wells, raised planters, biofilters, boulevard plantings, and areas adjacent to the Oak Leaf Trail bike paths and bridge.

Regular, biweekly maintenance will commence at that time as weather allows. Cut back no-mow grass area at pedestrian bridge once in late May or early June to a height of three inches.

2. Fall clean-up - Fall clean-up will include cutting back perennials and ornamental grasses in planting beds, biofilters, raised planters, and boulevard beds.
3. Ongoing maintenance as described above.

Contract General Standards

1. Contractor training and experience: Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices regarding; safety, plant health, pruning, integrated pest management, pesticide application and hazardous materials spill response. Village reserves the right to demand the replacement of Contractor's staff who does not meet the Village's standards for safety, professionalism, or horticultural knowledge.

2. Village/Contractor Communication: Contractor shall designate a contact person for all matters pertaining to the performance of the Streetscape Maintenance Contract. Contractor is to provide Village with an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel, including mobile and pager numbers for the landscape maintenance manager and site supervisor.

Contractor will attend meetings and site inspections of the grounds as requested by Village.

3. Maintenance and Record Keeping

Contractor shall maintain a computerized log of activities performed, schedules, additional service repairs, and documentation of each application of fertilizer, pesticide (includes herbicides), and/or other chemicals. A written copy shall be provided monthly.

Pesticide application records shall be kept in accordance with Chapter ATCP 29. Records shall be kept by the Contractor on all pesticide (includes herbicide) applications for a minimum of two years. Such records shall be completed in accordance with all applicable laws and regulations.

At a minimum, the following information shall be recorded and provided in the monthly report:

- a. The location where the pesticide or herbicide was applied.
- b. The year, month, day, and time the pesticide or herbicide was applied.
- c. Purpose of application.
- d. The person or firm who supplied the pesticide or herbicide.
- e. Trade name of the pesticide or herbicide which was applied, amount, and concentration.
- f. Method and rate of application.
- g. The temperature and direction and estimated velocity of the wind at the time the pesticide or herbicide was applied.
- h. The name and license number of the applicator.

Proposal Contents

The proposal should address the following:

1. Transmittal Information.
 - a. Firm's name, address, telephone number and contact person.
 - b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.

2. Firm Description.
 - a. Brief history of firm.
 - b. Provide at least three references of similar size or scope contracts which your firm has held in the last five years. References are to include client name, contact person, mailing address, telephone number and email address of the owner for which your firm has provided similar services.
 - c. Provide the names of any subcontractors and state the capacity in which they would be used. Provide the relevant information outlined in 1.b. above for any subcontractors.

3. Cost.
 - a. Contractors are required to provide a Cost Proposal that contains all pricing information relative to performing the tasks as described in this request for proposal.
 - b. Costs
 - c. Costs shall be identified for each year of a three year period: 2019, 2020, and 2021.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the firm on similar projects. The contractor should have at least five years of experience in delivering organic landscape care programs.
2. Quality and content of the written proposal.
3. Experience and technical competence of the firm.
4. Total cost of the overall proposal.

Proposal Submission

1. All proposals shall be submitted to Leeann Butschlick, Shorewood Director of Public Works by **3:00 p.m. on Friday, June 29, 2018**.
2. The proposal shall be submitted via email to lbutschlick@villageofshorewood.org with the subject line marked "Shorewood Streetscape Maintenance Proposal".

Questions regarding this RFP should be directed to Leeann Butschlick at 414-847-2650.

TERMS AND CONDITIONS

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted with within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be through construction close-out.

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, an no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be as follows:

By Village - Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm - Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The Director of Public Works is responsible for managing this project. The Director of Public Works is the primary contact for the firm. In lieu of the Director’s absence, the Assistant Director of Public Work will direct and manage items within the contract.

- END DOCUMENT -