



REQUEST FOR PROPOSALS

Landscape Maintenance Services

May 24, 2019

SEALED SUBMITTALS DUE:

Wednesday, June 26th, 2019

3:00pm

CONTACT:

Sean Ventura

Park & Facilities Manager

Fair Oaks Recreation and Park District

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SECTION 1. PROJECT DESCRIPTION

The Fair Oaks Recreation and Park District, hereinafter called the "District", is seeking proposals for contracted Landscape Maintenance Services for District parks and facilities. The District plans for the contract work to commence on approximately August 1st, 2019.

SECTION 2. BACKGROUND

The District is an independent special district in the County of Sacramento and has served the community of Fair Oaks since 1945. The District has a governing body of a five (5) member Board of Directors elected at large with four (4) year staggered terms. The District provides a wide range of recreation programming, including special events, day camps, teen programs and trips, adult sports leagues, senior activities, youth programs and leisure enrichment classes. The District currently owns 131 ½ acres of parkland, comprised of ten (10) developed parks, two (2) parks awaiting construction, and eight (8) building facilities with associated landscaping.

SECTION 3. SCOPE OF WORK

Selected contractor is to provide the District with Landscape Maintenance Services as described below.

Landscape Maintenance Standards

I. Work Locations

The work described herein shall be performed at the following locations in Fair Oaks:

1. Plaza Park (Fair Oaks Boulevard at California Avenue)
 - a. Interior of fenced amphitheater included.
2. Village Park and Clubhouse grounds (Temescal Street at California Avenue)
3. Bannister Park (Bannister Road south of Fair Oaks Boulevard)
4. Fair Oaks Park (Madison Avenue at Fair Oaks Boulevard)
 - a. Interior of fenced community gardens, and interior of fenced Horticultural Center not included.
5. Montview Park (Winding Way at Minnesota Avenue)
6. Miller Park (Sunset Avenue at Kenneth Avenue)
7. Phoenix Park (Sunset Avenue east of Hazel Avenue)
 - a. Interior of fenced community gardens not included.
8. Little Phoenix Park (Phoenix Avenue at Vought Drive)
9. Vintage Woods Park (North end of Arbardee Drive)
10. Old Fair Oaks Library (Temescal Street at California Avenue)
11. Grand Avenue Preschool (Grand Avenue at Central Avenue)
12. District Administration Office (Temescal Street at California Avenue)
13. Sunset Avenue/Enclave, landscaped frontage on north side at Runway Drive, and drainage areas within the Enclave development
14. Madison Avenue, landscape frontage on south side near Flyway Drive
15. Madison Place Park (Kenneth Ave. at Pershing Dr.)
16. New Park @ Gum Ranch (Madison Ave. at Kenneth Ave.)
17. New Park @ Swallow Way (Lake Nimbus Dr. at Hazel Ave.)
18. Manana Landscape Strip (Manana at Kenneth)

II. **Description of Work**

The Contractor shall furnish all labor, materials, tools, equipment and incidentals needed to perform the described work, in a safe, timely and workmanlike manner.

The following work shall be performed at least once a week:

1. Mow turf areas between 3"-4" as needed seasonally (including ball fields, Dog Park and general turf)
2. Move soccer goal posts and picnic tables in order to mow underneath to the standards described above.
3. Edge turf along walkways, pavement and curbs.
4. Remove cuttings, leaves, trash and debris from turf and planting areas and dispose of off-site.
5. Blow, pick up and remove off-site, leaves, trash and debris from parking lots, walkways, ball courts, Skate Park and other paved surfaces.
6. Clean benches, picnic tables, playground equipment, playground surfaces, barbecues and drinking fountains.
7. Look for problems such as leaky valves, leaky sprinkler heads, potholes, sunken areas, dead plants, vandalism, graffiti, damaged facilities and equipment and notify District's representative in writing or by e-mail as soon as possible.
8. Monitor incidental weed growth, and control as needed.
9. Perform other incidental work of similar nature as directed by the District's representative.

The following work shall be performed semi-annually as scheduled by the District's representative:

1. Provide and apply herbicide or stringy-bark mulch to control weeds and turf within two feet of trees, and within areas of shrub plantings.
2. Provide and apply herbicide to control weeds along fence lines, around bollards, boulders, light fixtures and signs, under bleachers, in areas of inert material (mulch and cobble areas, decomposed granite surfaces, and baseball field base lines, pitcher's mounds, warm-up areas, etc.) and around sprinkler heads.
3. Control weeds by mowing or providing and applying herbicide within the maintenance compound in Fair Oaks Park.
4. Control weeds in firebreak area at Phoenix Park (south and east edges of vernal pools abutting residential areas), drainage areas in the Enclave development, Swale area, and Manana strip abutting residential areas and seasonal creek.
5. Perform minor tree and shrub pruning as directed by the District's Representative.

III. **Work Performed by District Staff or Others**

The Contractor shall cooperate and coordinate its work activities with the work activities performed by District's park maintenance workers, community partners, volunteers or other contractors, including but not limited to the following activities to be performed by others:

1. Occasional facility construction projects.
2. Daily emptying of trash receptacles.
3. Scheduling, operating and repairing irrigation systems.
4. Graffiti removal.
5. Annual fertilization, aeration and top dressing of sports fields.
6. Bi-annual application of mulch and decomposed granite in non-irrigated planting areas.
7. Major tree pruning.
8. Removal and replacement of plantings; new plantings.
9. Daily cleaning of restrooms.
10. Replacement of light bulbs.
11. Disking undeveloped area at Phoenix Park.
12. Replenishing sand in horseshoe pits.
13. Special events in and around district properties.

IV. Minimum Schedule and District Directed Work

1. The Contractor shall provide the staffing necessary to complete described work.
2. If specified tasks are completed, the District's Representative may direct Contractor to perform other tasks as needed, of a similar nature to the work described above. Such work may include, but is not limited to cleanups before and after major events such as the Fiesta Day, Chicken Festival, garage sales, etc.

Contract Expectations:

- I. The expectation of the District is to provide safe, clean, attractive facilities throughout the entire park and recreation system. The contractor will be required to inspect and monitor its own work product. The contractor is expected to guarantee that it will satisfy all maintenance standards as will be agreed upon and set forth in the final contract. A representative of the contractor shall communicate or be available for communication on a daily basis on weekdays and be able to be reached on weekends.

Expectations include full compliance with all applicable state and local laws and licensing requirements. When agreed upon by the District and Contractor, other industry standards or "best practices" for safe, attractive, well maintained grounds and facilities also may be used.

- II. Contractor to provide materials and supplies: Unless specifically stated otherwise and agreed in writing, the contractor is expected to provide all materials and supplies required to execute contract obligations. This will include all chemicals, paper products, oil and fuel, fertilizer, tools, office supplies, and all related items for all aspects of the operation. This includes all preventative maintenance, repairs, emergency repairs, storm damage and other acts of nature, or other planned or unplanned operations requiring materials, supplies, or other expenditures.
- III. Contract Term: This work will be awarded by contract covering a 2 year period. The contract manager for the District shall be the Park & Facilities Manager or his/her designee.

- IV. Customer Service: There is a high degree of customer service involved in this contract. Customers include the Parks and Recreation Department, the citizens and officials of the District, and all visitors to the park facilities. With regard to the Parks and Recreation Department, communication on a daily basis will be required in order to serve the community. The contractor shall communicate all problems, customer service issues, questions, etc. on a daily basis with the Park & Facilities Manager.

- V. Lost and Found: All lost and found items shall be turned in to the Park & Facilities Manager and/or the District main office. No lost and found items are to be retained by the contractor. The District will be responsible for receiving calls and returning items to the public. Items not claimed will be otherwise disposed of in a fair and appropriate manner. In no case will the items be returned to the finder unless warranted by law.

- VI. Maintenance Schedule: Active growing season and park use season shall be considered March 1 – November 15. This may vary depending on weather/use. During active season, parks require a maintenance presence 5 days/week. Mowing and similar maintenance operations that impact public use of the facilities are generally required to be performed Monday-Friday between the hours of 6:00AM and 5PM. Contractor is expected to work around public use and be courteous and respectful to park visitors at all times.

Saturday-Sunday. Weekend use by the public is extensive and weekend cleaning and other maintenance is provided by Park staff. Park facilities are open and available for public use from 7AM – Dusk.

- VII. Service Levels Subject to Change: A reasonable attempt has been made to provide an overview of anticipated work in this Request for Proposals. The District park system is not static. As service levels increase or decrease, it is expected that adjustments to ongoing levels of service delivery will be necessary. The contractor's ability and willingness to work in a dynamic system in a unique public/private partnership will be an important consideration.

SECTION 4. BASIS FOR COMPENSATION

The District has prepared a list of deliverables based on the scope of work that is consistent with the basis for compensation. The Contractor's proposal shall be a fixed monthly amount that includes an annual cost per park to perform the scope of services requested. The proposed fixed monthly amount and annual cost shall be submitted in a separate, sealed envelope from the proposal. The District shall prepare the agreement for services, and payments to the contractor will be monthly based on invoice.

SECTION 5. PROPOSAL REQUIREMENTS

Interested and qualified firms are requested to submit a proposal by the deadline set forth below. The proposal shall provide the following information:

- 5.1. Firm name, address, telephone number and website, and principal contact name, telephone number, and e-mail address.

5.2. Brief description of the firm and a statement of the firm's qualifications to perform the requested services.

5.3. Name of the principal staff person(s) who would be responsible for managing the services to the District and their resume and qualifications.

5.4. Description of the firm's proposed fees consistent with section 4 above.

5.5 Modifications

Proposer shall provide a description of any modifications to the proposed scope of services believed to improve the quality or effectiveness of the RFP. The description should identify the impact on the scope and cost that these modifications would have, if accepted.

5.2 Related Experience

Provide a summary of similar services that the proposer has completed or is currently providing, including locations and a customer contact. Identify team members and percent of involvement and time commitment for each team member.

Contractors submitting must have a minimum of 3 years of service/experience in the provision of landscape maintenance services similar in nature and scope to those described in this RFP. A previous or current successful contract with a minimum of 100 acres of service area is preferred. Representative work should include experience or capabilities in all aspects of turf management; litter control; hard surface trail or sidewalk maintenance; natural surface trail maintenance; herbicide and pesticide control; and unimproved areas maintenance.

5.3 References

Provide a minimum of three references for which the proposer has provided similar services, include the name, address and telephone number of such references.

5.4 Conflicts of Interest

The proposal should identify any actual, apparent, perceived or potential conflicts of interest that may result from the performance of proposed services.

5.5 Insurance

Description of the firm's general liability, automobile liability, and workers' compensation insurance coverages. The successful proposer will need to provide satisfactory proof of insurance, during the term of the agreement; as follows:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$1,000,000 per occurrence & \$2,000,000 aggregate	at least as broad as ISO CG 0001
Automobile liability	\$1,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)
Workers' compensation	statutory limits	
Employers' liability	\$1,000,000 per accident	

The general and automobile liability policy(ies) will need to be endorsed to name the District and its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the work.

SECTION 6. SUBMISSION REQUIREMENTS

Proposals must be received no later than 3:00pm on Wednesday, June 26th, 2019. No faxes or e-mails shall be accepted. Proposals received after that date and time shall not be accepted. The proposals fixed annual cost, shall be submitted in a separate, sealed envelope from the proposal.

Contractor must provide one (1) original and three (3) copies of the proposal at the time of submission to:

Sean Ventura
Park & Facilities Manager
Fair Oaks Recreation and Park District
4150 Temescal Street
Fair Oaks, CA 95628

All questions regarding the RFP should be directed to Sean Ventura at (916) 240-2168 or sventura@forpd.org. All questions and responses will be posted on the District's website through **06/20/2019**, after which no questions or responses will be published.

SECTION 7. SELECTION PROCESS AND SCHEDULE

The District will compile a panel to review the proposals received. The District may conduct interviews with the top three proposers. A tentative schedule (which is subject to change) is provided below:

SCHEDULE

05/24/2019	RFP document distributed
05/27/2019	Video walk-through posted on District's YouTube account at: https://www.youtube.com/user/FairOaksRecPark
06/20/2019	Last day for requests for clarification. Requests received after this date will not be responded to. All requests for clarification and responses will be shared with all contractors.
06/26/2019	Sealed bids/proposals are due by 3:00 p.m.
07/05/2019	Interviews (if necessary)
07/08/2019	District staff selects contractor.
07/17/2019	Selected contractor recommended to District Board of Directors.
07/29/2019	Contract executed with contractor
08/01/2019	Contractor begins work

The District will review all submitted proposals and evaluate them against the following selection criteria: demonstrated positive experience performing the requested services; capability to perform the services, including demonstrated qualifications and resources to competently and timely perform the work; firm and principal staff reputation in the community; quality of references; location of the firm's nearest office that would service the work; and, proposal price and fees.

Proposals will be reviewed and considered by the District Board of Directors, based on a recommendation from District staff. Contract award, if any, will be on the basis of the selection criteria set forth above.

Proposal price alone will not be the determinative criterion. If the Board decides to proceed with retaining a firm, the District will enter into contract negotiations with the selected firm. The contract will be based on the District's standard form of services contract. The selected firm will be expected to begin work without delay.

SECTION 8. ADDITIONAL INFORMATION

The District reserves the right to:

- Reject any and all proposals, or any part thereof;
- Waive any informality in the proposals or in the process;
- Accept the proposal that best meets the District needs;
- Conduct contract negotiations with any firm (whether or not it has submitted a proposal);
- Verify the information in any proposal;
- Alter the selection process in any way;
- Request additional information or clarifications;
- Allow corrections of errors or omissions;
- Revise the scope of services and work;
- Extend the deadline for proposal submission;
- Withdraw or cancel this request for proposals at any time without prior notice; and,
- Decide whether or not to contract with any firm.

The District makes no representation that any contract will be awarded to any firm responding to this request. Nothing in this request for proposals shall be construed to obligate the District to negotiate or enter into a contract with any particular firm. This request for proposals is not an offer to contract.

All costs of response and proposal preparation shall be borne by the proposer. The District shall not be liable for any pre-contractual expenses incurred by the proposer, including any time and costs associated with the preparation and submission of the proposal or any interview.

All submitted proposals shall become the property of the District. The District shall have the right to copy, publicly review and discuss, retain, and dispose of each proposal. All proposals and related information received by the District will be considered public records subject to disclosure under the California Public Records Act.