REQUEST FOR PROPOSAL FOR PROFESSIONAL LANDSCAPING SERVICES

The City of Whitesboro Economic Development Corporation is requesting proposals for landscape services of the Whitesboro United States Post Office located at 110 W Main Street, Whitesboro Texas. Responses are due at the Whitesboro Economic Development Corporation office located in City Hall at 111 W Main, Whitesboro by 12:00PM July 9, 2008 and will be presented to the Board of Directors at their regular monthly scheduled meeting at City Hall at 9:00AM July 10, 2008. No postmarks or exceptions will be accepted or made.

I. SCOPE OF WORK/DESCRIPTION OF PROJECT ACTIVITIES

The contract will encompass all project related services, including at a minimum the following activities:

- Raising the earth level on the west side of property to the height of the concrete wall and re-sod with the same turf currently in use.
- Repair the sprinkler system and start-up of system currently on location.
- Remove grass and add mulch w/ Texas native plants and seasonal flowers at the entire NE corner of the lot (flag pole and newly constructed sidewalk area)
- Level the entire lot where needed and roll the entire lot as needed for a smooth turf area.
- Remove bushes along the Main Street walkway and replace with sod, Texas native plants and level the dirt at curb level and sidewalk area (leave the crepe myrtle trees).
- Lay out the location of Street Light Poles w/ underground conduit (wiring & lighting to be supplied by a different contractor).
- Mulch beds shall be edged and a pre-emergent weed control shall be applied during installation of all new beds.
- Placement of two 3” caper trees on the south lot w/ compost mulch 4’ diameter surrounding each tree.
- 4’ diameter surrounding tree on the west lot and crepe myrtle tree in the front side area.
- Prune ornamental trees to maintain a natural appearance of the species.

Included with the landscape design is the inclusion of a 12 month maintenance proposal. Separate the cost of rework / design from the maintenance proposal. Following are the specifications for the maintenance agreement. This agreement shall begin on the 1st day of the month following completion of the work as specified above in Section 1 of this proposal outline.
• 12 month maintenance on mowing, trimming, clean-up, plant & bed care, weeding, replacement plant materials, mulching, pruning and leaf removal.
  • Mowing: all turf shall be mowed, on average, every 7-10 days during the growing season to a height of 3 to 3.5 inches. During periods of excessive rain or drought, the mowing frequency may be allowed to change as to avoid turf damage. Mowing direction shall be alternated with a diamond pattern in the turf to provide a uniform and unique look to the lawn (where accessible).
  • Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be preformed every other mowing and or as needed to maintain a sharp edge between the concrete areas and the turf. Damage to plant materials due to string line trimming shall be replaced by the contractor w/in 10 days.
  • Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. Removal of all trash and debris is to be removed from the property before departure.
  • Plant & Bed Care: landscaped beds shall be edged in spring prior to mulching. Excess soil/turf shall be removed from the property and not allowed back into the bed.
  • Weeding: weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as needed.
  • Placement Plant Materials: plant materials that need replacing will be on an as needed basis. (At least 4 times annually).
  • Mulching: previously mulched plant material shall be mulched using premium quality black dyed double shredded hardwood mulch once a year in spring. (This first 12 months the mulching is included in the preparation of the beds and added to as needed due to settlement). A defined 2” spade edging off all beds and a complete weed removal shall take place prior to installation of new mulch. No edging around trees (only mulch w/ string trimming). Mulch shall not exceed the edge of the defined bed line / tree circle.
  • Pruning: trees / shrubs / plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).
  • Leaf Removal: leaves shall be removed from the turf as required.

II. STATEMENT OF QUALIFICATIONS

Respondent should include in response all information relating to the following:
• Previous experience in landscape design.
• Previous work on projects similar to that described in Section I above.
• History of firm, including list of public sector entities for which landscape services have been provided.
• Five comparable references.

The respondent should also include a work schedule for completion of project in the response to this RFP.
III. EVALUATION CRITERIA:

The proposals will be evaluated and ranked according to the following criteria:

A. Experience, including but not limited to the number and size of previous projects of the type outlined in Section I, projects located in this region, and extent of experience in project management.

B. Work performance, including but not limited to past projects completed on schedule, managing projects within budgetary constraints, and quality of work product.

C. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, and coverage by professional liability insurance.

The City will rank the responses to this RFP according to the criteria listed above and will negotiate with the highest ranked person/business regarding an acceptable contract with the Whitesboro Economic Development Corporation. If negotiations are unsuccessful, the negotiations will be terminated and the Whitesboro Economic Development Corporation will negotiate with the second highest ranked person/business. This process will continue until an agreement with a person/business is reached.

All work as specified in this RFP shall begin within 30 days following the award of bid as notified in writing by the Whitesboro Economic Development Corporation.

Proposals must be mailed or hand delivered to the address below for arrival no later than 12:00 P.M., July 9, 2008. Please send or deliver personally to:

Whitesboro City Hall
Whitesboro Economic Development Corporation
111 W. Main
PO Box 340
Whitesboro, TX 76273
Please make note “Landscape Proposal”

Questions? Call Janis Crawley at 903.564.4000 or cell 903.436.6646
www.whitesborotexas.com

The Whitesboro Economic Development Corporation reserves the right to reject all proposals. The Whitesboro Economic Development Corporation is an Affirmative Action/Equal Opportunity Employer.
Whitesboro Post Office
110 W. Main
Whitesboro, TX 76273