

## REQUEST FOR PROPOSAL

### **Garden Maintenance Services**

Proposal Due Date: Friday, September 2, 2022 @ 3:00 PM

Contract Administrator: Jolan Longway

[2022-gardenbidinfo@pittsburgca.gov](mailto:2022-gardenbidinfo@pittsburgca.gov)

CITY OF PITTSBURG  
COMMUNITY DEVELOPMENT DEPARTMENT  
65 CIVIC AVENUE  
PITTSBURG, CA 94565  
(925) 252-4930

**REQUEST FOR PROPOSAL**  
**FOR PROFESSIONAL SERVICES**  
for  
**Garden Maintenance Services**

**1 Introduction**

Living Green Gardens is a demonstration garden that provides information to residents, landscapers, and architects on plants that require less water and pesticide use as well as teach about low flow irrigation.

The plants selected for Living Green Gardens provide a mixture of native plants, Mediterranean plants and succulents to demonstrate that drought tolerant gardens are vibrant with lots of variety.

The garden also features a Turf Demonstration Garden to demonstrate new drought tolerant turf that use 75% less water than normal fescue turf grass. The garden has four types of turf: UC Verde Buffalo Grass, Kurapia, Delta Blue Grass, No Mow, and traditional fescue.

The City of Pittsburg is seeking proposals from qualified contractors to provide professional Landscape and Irrigation Maintenance of the City's Living Green Garden at City Hall.

**2 Scope of Services**

The Contractor shall provide landscaping and irrigation maintenance services for Pittsburg's Living Green Garden. Specialized services are required to maintain the demonstration garden according to bay-friendly landscaping standards. Maintenance services shall include but is not limited to weed abatement, pruning, trimming, mulching, pest control, litter removal, planting, and irrigation systems management.

**3 Routine Services**

3.1 Contractor shall perform regular gardening and landscaping services in order to maintain the health and condition of the site. A description of the scope of services for routine maintenance is listed on Exhibit A.

3.2 Contractor shall supply all labor, materials, tools, equipment, vehicles, protective clothing, protective gear, and other supplies that may be required to do maintenance and repairs for the site.

3.3 Contractor shall coordinate with the City on a per occurrence basis to determine the scope for any irrigation repairs, system upgrades, or other work needed outside the scope of typical maintenance services. Contractor shall send proposals for repairs and materials needed.

3.4 Contractor shall monitor the condition of the site regularly and report areas of concern. Plants needing removal or replacement shall be discussed with the city. At a minimum, a checklist shall be maintained on site in order to establish a maintenance and inspection routine.

3.5 Contractor shall be responsible for the supervision / management of its crew and ensure all necessary safety procedures are followed. This individual will also serve as the City contact for all projects.

3.6 Contractor shall follow ReScape (Bay Friendly) landscape guidelines (Attachment B) and Integrated Pest Management (IPM) practices for vegetation and pest management. No pesticides or herbicides shall be used.

3.7 Contractor shall trim shrubs and vegetation in a way that promotes plants to grow to their natural shape and size. Shearing and edging with motorized equipment shall be avoided. If shearing cannot be avoided, contractor shall inform the city and discuss alternatives.

3.8 Contractor may be asked to plant, replace, relocate, and remove multiple plants from the garden. Contractor will be responsible for acquiring new plants from original plant list or approved alternatives. Planting, replacement, relocation, and other significant changes to the garden will require separate cost proposals.

3.9 Contractor shall be familiar with the operation of fertigation systems and be able to add amendments as needed for plant growth and pest and disease control. Contractor shall notify city of any need for use of the fertigation system and provide recommendations on natural organic products.

3.10 Contractor shall manage irrigation system in order to conserve

water. Contractor shall follow applicable requirements for recycled water systems per Delta Diablo standards.

3.11 Contractor shall perform the work in a timely and efficient manner and conduct themselves in a courteous and business-like fashion at all times.

3.12 City reserves the right to cancel any given project with at least 24-hours' notice of any project cancellation.

3.13 Contractor shall properly handle and dispose of solid waste and recycle organic waste in accordance with all applicable laws.

#### **4 Supplemental Services for Incidental Repairs and Maintenance**

The City may request supplemental services for incidental repairs to the irrigation system of the Living Green Garden, or special maintenance services. These services would be performed if needed, under an amendment authorizing additional work.

#### **5 Term**

The Agreement term is anticipated to be two (2) years.

#### **6 Payment**

City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred.

Monthly service fees shall be inclusive of all wages, including all salaries, overhead costs, general and administrative costs, profit. Overhead costs shall include all hand tools, power tools, consumables, and related items that may be required to perform each project.

Any price adjustments are subject to the approval by the City and must be substantiated by the Contractor to the satisfaction of the City.

## **7 Prevailing Wages**

Contractor will pay, and will require all subcontractors to pay, all workers on the work a salary or wage at least equal to the prevailing rate of per diem wages for such work as set forth in the wage determinations and wage standards applicable to this work. Copies of such prevailing rate of per diem wages can be found at the following website: <https://www.dir.ca.gov/public-works/prevailing-wage.html> . Failure to comply with Labor Code 2, Wages, of the Labor Code may result in imposition of statutory penalties enumerated in Labor Code Section 1775. The work covered by this Agreement is a “public work” as that term is defined in California Labor Code, Division 2, part 7, Chapter 1. In accordance with Labor Code Section 1771.4, the work covered by this agreement is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. Pursuant to Labor Code Section 1771.1, the CONTRACTOR and each subcontractor shall be currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5.

## **8 Proposal Requirements**

**The submittal content shall include the following:**

### **8.1 Cover Letter**

8.1.1 *Summary.* Provide information of the Contractor’s background and sub-contractors proposed, and experience with similar work that is described in this RFP, including qualifying statements and understanding of landscape maintenance services. Include statement of commitment to maintain availability of key personnel / staff/ and sub-contractors.

8.1.2 *Agreement for General Services Acceptance Statement.* A statement indicating that Contractor can execute the City’s Agreement for General Services in this RFP, including required insurance and indemnity. Any requested exceptions or modifications shall be vetted through the Questions and Answers portion of the RFP process.

8.1.3 *Signature and Contact Information.* The cover letter shall be signed by the official authorized to contractually bind the Contractor with the City regarding the requested services, and shall also include the name, address, and phone number of the Contractor’s contact person for the remainder of the selection process.

## 8.2 Qualifications and Experience

The Contractor shall submit a statement of qualifications form for the services specified in this RFP using the forms provided in Attachment A, and also provide resumes of key staff, list of equipment to be used under this Agreement and proof of insurance.

Pricing submitted will apply for services performed in Fiscal Year 2022/23 (July 1, 2022 to June 30, 2023), which will increase by 3% each Fiscal Year for the duration of the Agreement.

## 8.3 Cost

The Contractor shall submit a detailed cost proposal for all services to be provided under the Agreement. Pricing submitted will apply for services performed in Fiscal Year 2022/23 (July 1, 2022 to June 30, 2023), which will increase by 3% each Fiscal Year for the duration of the Agreement.

# **9. Evaluation Criteria and Selection Process**

## 9.1 Evaluation Criteria

Proposal submittals are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of consultants. Submittals will be rated on the basis demonstrated experienced on similar projects/services, key staff and equipment proposed for services, references, sub-contractors, licensing/registration/insurance requirements, proximity, and cost proposal.

## 9.2 Selection

Based on the Proposal review, the evaluation committee will recommend which Contractor shall be awarded the Agreement for Landscape Maintenance Services. The City reserves the right to waive minor irregularities, modify the selection process at any time, seek any clarification or additional information from Contractors to evaluate a response, and not enter into a contract. The City reserves the sole right to evaluate each submittal and to accept or reject any or all submittals received as a result of the RFP process.

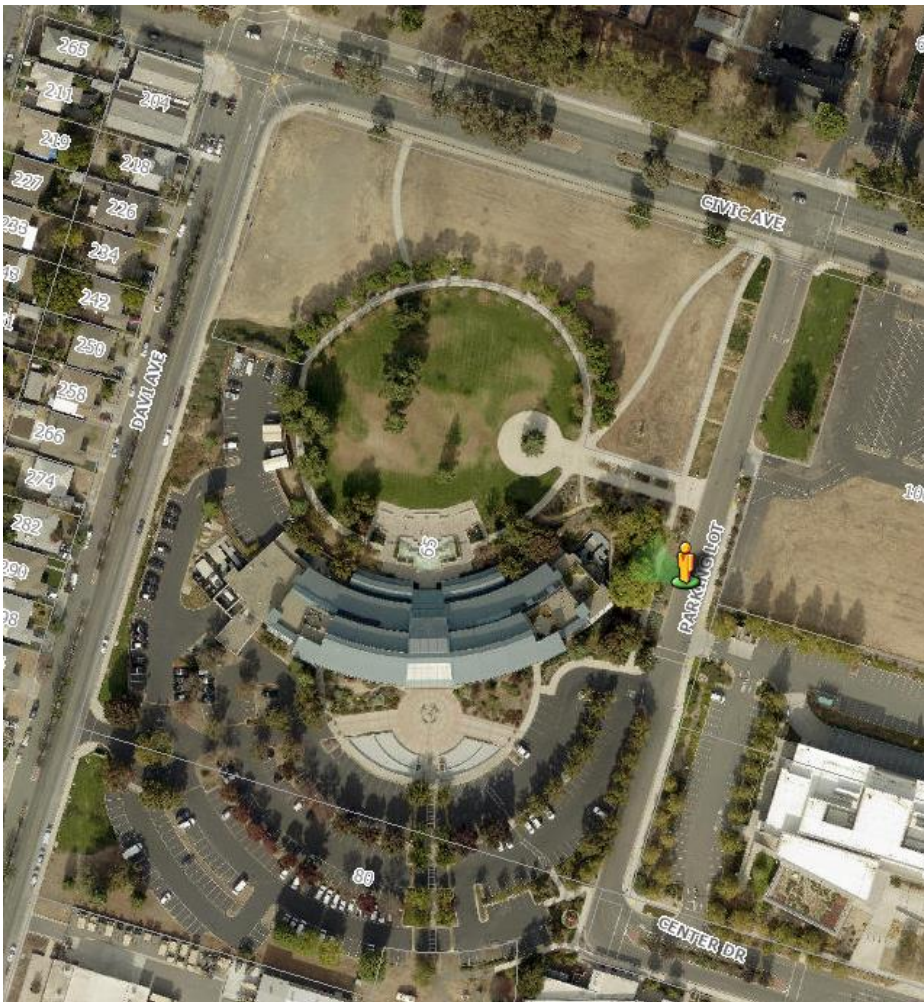
The attachments below are included with this Request for Proposals (RFP) for your review and submittal ( see asterisk):

- Attachment A – Scope of Services
- Attachment B – Rescape (BayFriendly) Scorecard Practices
- Attachment C – Living Green Gardens Layout
- Attachment D – Sample Maintenance Services Agreement

## 10. Submittal of Proposals

### 10.1 Attend MANDATORY Pre-Proposal Site Tour

A mandatory pre-proposal site tour will be held on August 17, 2022 at 9:00 a.m. at City Hall, 65 Civic Ave. specifically at the Living Green Garden pictured below.



All prospective Contractors intending to submit proposals shall attend. Firms wishing to submit proposals must attend the site tour.

## 10.1 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Contractor that they:

- Have fully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represent that all information contained in the proposal is true and correct.
- Did not, in any way, collude conspire to agree, directly or indirectly, with any person, firm, corporation or other Contractor in regard to the amount, terms or conditions of this proposal.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Contractor, and Contractor hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Contractor was not fully informed to any fact or condition.

## 10.2 Addenda / Clarification

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City by way of email no later than 2:00 p.m., Friday, August 12, 2022. Correspondence shall be sent to Jolan Longway, Contract Administrator by way of email at [2022-gardenbidinfo@pittsburgca.gov](mailto:2022-gardenbidinfo@pittsburgca.gov). Responses from the City will be posted on the City's website on August 23, 2022. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. Questions will only be accepted via email and responses will be compiled and posted on the City's website at <https://www.pittsburgca.gov/business/current-bidding-opportunities> It is your responsibility to obtain the answers from the City's website and the City shall not be responsible for transmitting the answers to any holders of the RFP.



### 10.3 Submission of Proposals

All proposals shall be submitted to:

City of Pittsburg  
Engineering Department  
65 Civic Avenue  
Pittsburg, CA 94565  
Attn: Jolan Longway

Please submit two (2) copies of your Proposal by **3:00 p.m. on Friday September 2, 2022.**

All proposals received after that time will be returned to the Contractor unopened.

Proposals shall be submitted in a sealed envelope, with the contractor's name and address provided, and shall be labeled:

**City of Pittsburg – Proposal for Landscape Maintenance Services**

### 10.4 Summary of Schedule

- Request for Proposal Issued Friday, August 5, 2022
- Written Questions Deadline Friday, August 12, 2022
- Mandatory Site Visit Wednesday, August 17, 2022
- Answers Posted on City Website Tuesday, August 23, 2022
- **Proposal Due Date - Friday, September 2, 2022  
on or before 3:00p.m.**
- Anticipated Selection Date Friday, September 9, 2022

### 10.5 Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored On a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total.

RATING SCALE		
0	Not acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.

2	Fair	Has a reasonable probability of success in achieving project objectives per RFP.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The proposals will be evaluated and scored based upon the following :

- **Personnel with Related Experience (40 points)**
  1. Staff has related experience and appropriate training/ skills applying the principles of integrated pest management .
- **Equipment (20 points)**
  1. Company has appropriate equipment and number of personnel to complete the task.
  2. Items furnished shall meet requirements of Occupational Safety and Health Act (OSHA), federal, state and local requirements.
- **Communication (20 points)**
  1. At least one crew member must be able to communicate with City staff in English, both verbally and in writing.
- **Cost (20 points)**

**ATTACHMENT A**

**SCOPE OF SERVICES**

**ATTACHMENT B**

**RESCAPE/BAYFRIENDLY SCORECARD PRACTICES**

**ATTACHMENT C**

**LIVING GREEN GARDENS LAYOUT**

**ATTACHMENT D**

**SAMPLE MAINTENANCE SERVICE AGREEMENT**