

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of Park Landscape Maintenance at the Dumas Bay Centre. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The City will follow the following timetable:

Issue RFP	October 1, 2019
Deadline for Submittal of Proposals	October 15, 2019 at 2:00 p.m.
Preliminary Selection of Firm	October 21, 2019
Notify Firm Chosen	October 31, 2019

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Rob Ettinger, Dumas Bay Centre Manager
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2002

B. If submitted on paper, all proposals must be in a sealed envelope and clearly labeled in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFP Park Landscape Maintenance at Dumas Bay Centre.” All proposals must use the attached **Quote Sheet labeled Attachment “C” – Bid sheet.**

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. Three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

- E. The Dumas Bay Centre Manager or representative will notify the firm selected by the date stated in II. Time Schedule.
- F. No subcontractors are allowed. All work should be performed by staff employed directly by contractor awarded contract.
- G. All proposals must include the following information:
 - The names of individuals from those firms who will be working on the project and their areas of responsibility.
 - Specific experience of individuals relative to the proposed project.
 - References.

IV. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	40%
2. Price.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

V. TERMS AND CONDITIONS.

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

See attachments labeled: attachment "A" - Maintenance Standards and attachment "B" - Maintenance Specifications.

VII. COMPENSATION.

Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:

Dates:

Federal Way Mirror

October 4 & 11, 2019

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ANNUAL MAINTENANCE STANDARDS - DUMAS BAY CENTRE
ATTACHMENT "A"

Frequency by Month

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TURF												
NONE												
LANDSCAPE BEDS												
Weeding				1	3	4	4	4	4	3	2	1
Edge ground cover						1			1			
Herbicide - Pre-emergent				1								1
TREES AND SHRUBS												
Tree Pruning			1									1
Shrubs*			1			1			1			1
Hedges *(Dumas Bay Centre)			1			1			1			1
HARD SURFACES												
Sweeping/Blowing		5	2	3	3	4	5	5	5	4	2	2
Weed/herbicide					1					1		1
OTHER												
Beach Access Trail		2	2	3	3	4	5	5	5	4	2	2
Garbage Removal		2	2	3	3	4	5	5	5	4	2	2
Litter Control		2	2	3	3	4	5	5	5	4	2	2
Fall/Storm Cleanup		2	2							2	2	2
TOTALS		13	13	14	16	23	24	24	27	22	12	16

*Shrubs/hedges - trim as needed to maintain a neat appearance

*Contractor is responsible for submitting a schedule weekly of tasks performed. Schedule should be turned into the Contract Administrator the day of service

DUMAS BAY CENTRE MAINTENANCE SPECIFICATIONS

Attachment B

General Specifications

1. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, supervision and transportation to perform landscape maintenance services as specifically outline in the Annual Maintenance Standards.
2. All fieldwork shall be performed under the supervision of a qualified horticulturist. Operators will be licensed for all functions, including pesticide, fertilizer, and herbicide application, and flagging card when required.
3. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed for the City of Federal Way.
4. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
5. Each employee will wear or display the company's name and/or logo.
6. The Contract Administrator or appointed designee will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: Require the Contractor to rectify the deficiency within 48 hours, or hold payment.
7. Equipment intensive work such as blowing done at this site shall not commence before 7:00 a.m. and end on 8:00 p.m. on weekdays, (weekend work not allowed without prior approval). **All equipment intensive work preformed at Dumas Bay Centre must be coordinated with contract administrator so that it will not disturb events inside the building.**
8. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Dumas Bay Centre, (253) 835-2000. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
9. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect public from injury. It is the Contractor's responsibility to provide close supervision of maintenance operations and management of the site.
10. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
11. The Contractor, at his or her expense, will remedy any damage to City structures, irrigation heads or plant material due to Contractor negligence in a timely manner. Ornamental trees, which have been allowed to grow branches to or near the ground, are to be vegetation free 12 to 18 inches around the perimeter of the lowest branches. The Contractor shall be responsible for notifying the Contract Administrator of any significant tree hazards including, but not limited to: dead native and ornamental trees, broken limbs, disease and insect infestations.

Landscape Maintenance Specifications

Beds areas shall be kept in a weed free condition. All beds shall be weeded by mechanical and/or chemical means. The City reserves the right to limit the use of specific herbicides and/or applications of said herbicides. Casaron shall be used only with the approval of the Contract Administrator and only in very limited areas. Applications will be applied according to label instructions.

1. Ground cover shall be edged 4 to 6 inches behind all sidewalks, curbs, fences and edges of landscape beds.
2. Shrubs shall be trimmed or sheared to maintain desired shape and function as needed to provide a neat, trimmed or sheared to maintain desired shape and function as needed to provide a neat, trim appearance. Special attention shall be made to all park entries.
3. Trees shall be pruned to remove singular broken branches or perform minor clearance pruning. Minimum clearance height for tree branches is fourteen (14) feet above the paved surface of the street or parking lots and eight (8) feet over the surface of a public sidewalk or pedestrian path.
4. Tree suckers and volunteer seedlings shall be removed as necessary.
5. Singular branches, which are hanging below the overall tree canopy and are in impediment to pedestrian traffic or maintenance activities, may be pruned back to the first lateral.
6. Trees which require minor clearance pruning shall be pruned to the closest lateral or, if such pruning will result in stubbing the branch, prune branch flush with tree trunk.

Hard Surfaces Specifications

1. Sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter and debris. The use of power blowers is acceptable, however, accumulations of debris must be removed from the site and legally disposed of and not blown onto adjacent property or onto adjacent street surfaces.
2. All vegetation in sidewalks, curbs and other hard surfaces shall receive an approved vegetation eliminator application and be removed at the next site visit. In no case shall any pre or post-emergent herbicides with residual characteristics (i.e. Casaron) be used in these areas.

Other Services Specifications

1. All litter, debris and animal feces shall be removed from turf, beds and hard surface areas. Litter shall be removed from the site for disposal by the Contractor. Garbage cans will be emptied to an approved dumping station or City provided dumpster at each visit. Each can will have a new liner installed so that is as invisible as possible.
2. Windfall branches shall be removed from all areas for disposal by the Contractor. Wind fallen trees are not included in the contract. Leaves, needles, cones and other vegetative material shall be removed from all formal areas.

Dumas Bay Centre Site Specifications

1. Special attention given to entries and courtyards for appearance to include, but not limited to: weeding, blowing, pruning, hedges trimmed and litter control.
2. Pines trimmed bonsai style are not included in base scope of services
3. Wipe down picnic tables and interpretive signage at each site visit.
4. **Due to overnight retreats and day meetings, all noise related activities must be scheduled with Contract Administrator prior to maintenance activity.**
5. Additional services shall be performed only with written notification from contract administrator
6. Project costs shall be based on the number of services (e.g. mowing, trimming, weeding etc.) provided for each month, the same unit cost is applied equally to all items of work.
7. All items of work task must be completed with any given month in order to receive full payment for that month. No items will be carried forward to the following month. If item is not completed by the end of the month, payment for that item will be forfeited.
8. All prices include Washington State sales tax.

ATTACHMENT "C"
DUMAS BAY CENTRE GROUNDS MAINTENANCE COSTS
BID SHEET

MONTH	SERVICES PER MONTH		COST PER SERVICE		TOTAL COST OF MAINTENANCE PER MONTH
January	13	x	\$	=	\$
February	13	x	\$	=	\$
March	14	x	\$	=	\$
April	16	x	\$	=	\$
May	23	x	\$	=	\$
June	24	x	\$	=	\$
July	24	x	\$	=	\$
August	27	x	\$	=	\$
September	22	x	\$	=	\$
October	12	x	\$	=	\$
November	16	x	\$	=	\$
December	10	x	\$	=	\$
Maximum Annual Cost for scheduled services					\$
*Additional services per hour	\$		Per hour		

* Additional services shall be performed only with written notification from contract administrator

*Project costs shall be based on the number of services (e.g. pruning, blowing, trimming, weeding etc.) provided for each month, the same unit cost is applied equally to all items of work.

* All items of work task must be completed with any given month in order to receive full payment for that month. No items will be carried forward to the following month. If item is not completed by the end of the month, payment for that item will be forfeited.

*All prices include Washington State sales tax

*All wages based on current prevailing wages

SELECTION CRITERIA:

Responsiveness to quote - 40%, Ability and history to supply – 30%, Price – 30%

All bids must be received no later than 2:00 pm October 15, 2019. Questions may be referred to Rob Ettinger at (253) 835-2002 Please return quotes to: Rob Ettinger at 33325 8th Ave S. Federal Way, WA 98003-6325 Office (253)835-2526 Fax (253)835-2509