

# Pensacola Escambia Promotion and Development Commission



## Request for Proposals: Landscape Maintenance

Deadline for Proposals: Friday, June 12<sup>th</sup>, 2019 by 12:00 PM

### Submission Contact Names and Addresses:

Lewis Bear, Jr.  
Chairman  
Pensacola Escambia Promotion and Development Commission  
3 West Garden Street, Suite 618  
Pensacola, FL 32502

## I. Background Information

The downtown Pensacola Technology Campus is located on the corner of East Chase Street and North 9<sup>th</sup> Avenue. The campus is a joint venture led by the Greater Pensacola Chamber in partnership with Escambia County, the City of Pensacola and PEDC. The goal of the Technology Campus is to create a location for 21<sup>st</sup> century jobs with a focus on innovation-based businesses. The project has involved land donated by the city and the county to PEDC, a \$2 million grant from the United States Economic Development Administration and infrastructure funding from Escambia County and the City of Pensacola. The Technology Campus will accommodate multiple companies and has the capacity to be home to more than 1,000 high wage jobs.

## II. Desired Scope of Work

The following operations shall be performed by the Contractor during the three years contract period for all of the landscape and turf area installed. At a minimum, maintenance shall occur weekly from April through October, and twice a month from November through March. A Mowing Log will be provided to the PEDC on a monthly basis as required detailing the services performed via email to sluth@floridawesteda.com and mstoker@floridawesteda.com.

- a. **Mowing:** It is the responsibility of the contractor to mow the contract area on a cycle sufficient to maintain the turf at the specified height for each type of turf. Hand cutting around obstructions (signs, headwalls, light poles, and like items) and litter pickup shall be incidental to the mowing performed each cycle. The last cycle of mowing shall be performed after the final cleanup of the project.
  - Mow common Bermuda grass to a height of 1.5 – 2.5 inches.
  - Mow Centipede grass to a height of 1.5 – 2.5 inches.
- b. **Fertilizer:** Based on plant growth monitoring and soil analysis at least 4x annually in March, May, July, and September.
- c. **Weeding/Edging:**
  - Weeding - All planting areas shall remain weed free. Manual removal of weeds is preferable to control by herbicide.
  - Edging - Mechanically edge all planting beds that are adjacent to paving and turf areas at every mowing cycle.
- d. **Herbicides/Pesticides:**
  - All personnel involved in the chemical program are to receive proper training and follow the operating guidelines provided by FDOT for chemical control. Contact the local County Agricultural Extension Service for additional information regarding herbicides, pesticides and required licenses.
  - Remove mechanically or by herbicide treatment all invasive exotic species (including aquatics) found.
  - Provide plant material insect and disease control inspections continually and treat as necessary.

- e. **Pruning:** Prune all plants as necessary to maintain proper form, health and vigor.
- f. **Mulch:**
  - At all trees outside of a planting bed (if applicable), a 6-foot diameter ring of pine straw mulch shall be maintained; and in all planting beds, pine straw mulch shall be maintained continually.
  - Replenish entire site annually to 2.0 inches' depth in May or upon initiation of contract and replenish areas of pine straw mulch to 2.0 inches' depth in October.
- g. **Irrigation:** Maintain and service the irrigation system and well and provide sufficient water to ensure plant material health. Major repairs to be negotiated separately.
- h. **Litter Pick-Up:** perform litter pickup prior to each mowing cycle. Litter pick-up between mowing, including after Civic Center events, is not included in this scope and will be negotiated on an as- needed basis. Send notice of need to [sluth@floridawesteda.com](mailto:sluth@floridawesteda.com) and [mstoker@floridawesteda.com](mailto:mstoker@floridawesteda.com) accordingly.
- i. **Tree Assessment:** Option to assess removal of dead trees and replanting of new trees.
- j. **1-Year Option:** Based upon the Contractor's maintenance performance during the three-year contract period, the owner may exercise a 1-Year Option for continued maintenance services by the Contractor.

### III. Proposal Requirements

Proposal should be sent to the PEDC board. Each proposal should include six (6) printed copies as well as a digital file to be delivered to Melissa Stoker at 3 West Garden Street, Suite 618, Pensacola, FL 32502.

Each submission copy should include the following:

- Contact information for proposer
- Scope of Work
- Firm Experience
- Bios/background of project team
- Client reference information
- Plan of Work with Timeline
- Cost Estimate

### IV. RFP Process Timeline

Questions during the preparation of submissions should be directed to Melissa Stoker on or before Wednesday, July 3<sup>rd</sup> by 5:00 pm. Questions will be accepted by email only at [mstoker@floridawesteda.com](mailto:mstoker@floridawesteda.com). Responses and/or answers where applicable will be provided within 1-3 business days.

- All proposal submissions must be received by **12:00 pm July 12<sup>th</sup>, 2019** to be eligible for consideration. Any proposals received after this time will not be accepted.

- The contract recipient will not initiate the contract until written Notice to Proceed has been received.

## **V. RFP Stipulations**

Proposals will be evaluated and scored by FloridaWest staff and recommendations voted upon by the PEDC Executive Board.

- Submissions that do not provide for all requirements as listed in *Section III, "Proposal Requirements"* will automatically be rejected. Any proposals that are received after the deadline will not be considered by the steering committee.
- Preference may be given to submissions which provide the competitive analysis conducted by a firm, or subcontractor of a firm, with professional site selection experience.

The PEDC board reserves the right to request any proposer to interview with or present their submissions for the committee either in person or by teleconference to answer questions about the proposal. If travel is required, this will come at the expense of the applicant.

## **VI. Terms and Conditions of Contract**

By submitting a proposal, the proposer agrees that all or portions of the proposal's contents may become part of a contract, if accepted, and the selection committee will reject any proposal submitted by a proposer who does not accept this condition.

The Pensacola Escambia Promotion and Development Commission reserve the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.