

## **Pensacola Escambia Promotion and Development Commission**



### **Request for Proposals: Landscape Maintenance**

Deadline for Proposals: **September 9, 2024**

#### **Submission Contact Names and Addresses:**

David Peaden  
Chairman  
Pensacola Escambia Promotion and Development Commission  
3 W Garden Street Suite 618  
Pensacola, FL 32502

## **I. Background Information**

The downtown Pensacola Technology Campus is on the corner of East Chase Street and North 9th Avenue. The campus is a joint venture led by the FloridaWest 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 can be home to over 1,000 high wage jobs.

## **II. Desired Scope of Work**

The following operations shall be performed by the Contractor during the 365-day maintenance period for all the landscape and turf area per the plans. The Contractor shall assume responsibility for the proper maintenance, survival and condition of all landscape items for a period of one year after the final acceptance of all work under the contract. 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.

### **a. Mowing:**

- Mow the contract area to maintain turf at the specified height for each type.
- Hand cutting around obstructions and litter pickup shall be incidental to mowing. (signs, headwalls, light poles, and like items)
- 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.
- The last cycle of mowing shall be performed after the final cleanup of the project.

### **b. Fertilizer:**

- Apply fertilizer during the establishment period based on plant growth monitoring and soil analysis (minimum twice per year).

### **c. Weeding/Edging:**

- Weeding - All planting areas shall remain weed free during the establishment period. 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 during the establishment period.
  - Provide plant material insect and disease control inspections continually during the establishment period and treat, as necessary.
- e. **Pruning:** Prune all plants as necessary to maintain proper form, health and vigor during the establishment period.
- 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 initial areas of pine straw mulch (1.5 inches' depth) now and entire site one month prior to contract expiration.
- g. **Irrigation:** Maintain the irrigation system and well and provide sufficient water to ensure plant material health during the establishment period.
- 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.
- i. **Staking:** Contractor shall maintain all tree staking for the duration of the establishment period. The contractor shall remove all trees staking upon final acceptance at the end of the establishment period.
- j. **1-Year Option:** Based upon the Contractor's maintenance performance during the 365 Day Establishment Period, the owner may exercise a 1-Year Option for continued maintenance services by the Contractor.

### III. Proposal Requirements

#### Submission Instructions:

- Proposals should be sent to the PEDC board.
- Each proposal must include nine (9) printed copies.
- Additionally, a digital file should be delivered to Rick Byars at: [rbyars@floridawesteda.com](mailto:rbyars@floridawesteda.com).

**Each submission copy should include the following:**

**1. Contact Information for Proposer**

- Name
- Address
- Phone number
- Email address

**2. Scope of Work**

- Detailed description of the work to be performed.

**3. Firm Experience**

- Overview of the firm's experience relevant to the project.

**4. Bios/Background of Project Team**

- Brief biographies and background information for each team member involved in the project.

**5. Client Reference Information**

- Contact details for previous clients who can provide references.

**6. Plan of Work with Timeline**

- Detailed plan of how the work will be executed, including a timeline for each phase.

**7. Cost Estimate**

- Comprehensive cost estimate for the project.

**8. Contractor Licensing and Insurance Requirements**

- Proof of valid and current licensing to perform the specified work.
- Proof of comprehensive general liability insurance and workers' compensation insurance.
- Confirmation that the insurance and licensing can be verified with the respective issuing authorities.

**IV. RFP Process Timeline**

Questions during the preparation of submissions should be directed to Rick Byars on or before September 9, 2024. Questions will be accepted by email only to [bhilson@floridawesteda.com](mailto:bhilson@floridawesteda.com). Responses and/or answers where applicable will be provided within 1-3 business days.

- All proposal submissions must be received by **September 9, 2024** to be eligible for consideration. Any proposals received after this time will not be accepted.
- The PEDC will announce the selected firm on, or about, **September 23, 2024**.
- The contract recipient will not initiate the contract until a written Notice to Proceed has been received.

**V. RFP Stipulations**

Proposals will be evaluated and scored by the PEDC 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 a 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 reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.