



# HALF MOON BAY

CALIFORNIA

## **REQUEST FOR PROPOSALS (RFP)**

### **Landscape Maintenance Services for Highway 1 & 92 Medians**

Date of Issue: **Monday, March 19, 2018**

Due Date: **Wednesday, April 11, 2018 by 3:00 PM**

## GENERAL

The City of Half Moon Bay (City) seeks the services of landscape maintenance companies to provide vegetation management services on the Highway 1 and 92 Medians. The goal of the City of Half Moon Bay is to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for vegetation management on City property by applying Integrated Pest Management principles and techniques. Congruent with these efforts, the City would like to solicit proposals for landscape maintenance with the traditional use of herbicides for weed control on a minimal and as-needed basis along with an alternate cost proposal for an herbicide-free landscape maintenance plan.

Work in this section includes the landscape improvements and maintenance for the Highway 1 & Highway 92 Medians as defined in Exhibit A. Improvements include the proper and initial replanting as defined by the City. Plants to be purchased and supplied by the City. Landscape maintenance includes but is not exclusive to the following: planting, weeding, fertilizing, and trimming.

Services will be for a one year program on the Highway 1 and 92 Median within the City of Half Moon Bay with a provision for one two-year renewal upon satisfactory performance. The scope of work will include the initial cleanup and assessment of the sites followed by monthly cleanup and reassessment. Monthly reports will be required that record methods used, staffing levels and hours on site, total pests removed, general observations.

## SCOPE OF WORK

This contract is part of a potential Herbicide Free Median program for the areas specified herein. The goal of the Herbicide Free Median program is to deliver effective vegetation management while at the same time eliminating the use of synthetic pesticides used and human and environmental exposure to synthetic pesticides through the use of a wide variety of technological and management practices. Control techniques in an Herbicide Free Median program include a combination of monitoring, good sanitation practices, education, grounds maintenance, alternative physical, mechanical, and biological vegetation control methods.

The City may determine the use of herbicides for weed control to be necessary based on feasibility, associated cost, and overall best practices. Should herbicides be authorized for use, they shall be administered minimally on an as-needed basis to remove and prevent unwanted vegetation while in accordance with California Department of Pesticide Regulations and San Mateo County Integrated Pest Management laws and regulations.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, and management of weeds at the Herbicide Free Median sites. The Contractor shall also provide detailed, site specific recommendations for procedural modifications that may be necessary to achieve best results.

Contractor will be responsible for the control of weeds found at the Herbicide Free locations. Herbicide applications may not be used as a method of controlling weeds at any time. Contractor must leave the Medians in a safe and visually pleasing condition at the end of each visit.

## **I. RECORDS KEEPING**

The Contractor shall be responsible for maintaining a record keeping for each site specified in this contract. All working papers in support of each required report must be retained and made available to the city at no cost for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The successful bidder will be required to make working papers available to third parties only upon written request by the City Manager. In addition, the firm shall respond to the reasonable inquiries of successor successful bidders and allow successor successful bidders to review working papers relating to matters of continuing accounting significance.

1. Monthly Report shall be submitted to the City no later than the fifth day of each month following the monthly site cleanup. The monthly report shall be similar to the sample Monthly Report Template found below. Each file shall contain at least the following items:
  - a. Date of Service
  - b. Staff levels and staff hours
  - c. Technique utilized
  - d. Herbicide usage reports including product identification with EPA# and quantities used of each individual product for IPM reporting purposes.
2. Year- end report of the program shall follow a similar format to the monthly report and include an assessment of the efficacy of the contract execution and if any recommendations for improvements or inclusions of additional best practices should be considered.

## **II. CONTRACTOR PROVISIONS**

In order for a company to qualify for the bidding process, it must meet the following requirements. The successful bidder will be required to enter into an agreement with the City. This agreement shall define the work scope, performance measures and payment schedule for the services offered subject to the following:

1. Possess a valid business license to work in Half Moon Bay.

<https://halfmoonbay.hdlgov.com/>

2. Provide proof of appropriate insurance prior to start up.
3. Provide three references attesting to the company's Integrated Pest Management (IPM) experience.
4. Contractors and/or employees must be IPM certified through the California Department of Pesticide Regulations holding a Qualified Applicators Certificate with a desired Category C endorsement. Copies of certification must be provided prior to award of contract.
5. Contractor shall clearly identify and equip each vehicle used at said areas with decals on the exterior right and left front door panels, identifying the contractor's name, address and phone number. All vehicles and equipment used in this proposal shall be in operable working condition, clean appearance without visible damage, dirt, graffiti, etc.
6. The Contract shall contain a warranty that the successful bidder agrees that, in performing the Work, it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment or person because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion.
7. Contractor's crew must be trained in landscape management practices and have proficiency in weed identification.
8. In accordance with California Labor Code Section 1773.2, the City has determined the general prevailing wages in the locality in which the work is to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the Public Works Department and shall be made available on request. The successful bidder and any subcontractors engaged in the performance of the work shall pay no less than these rates to all persons engaged in performance of the work.

### III. SELECTION PROCESS

**All proposals must be received no later than 3:00 p.m. on April 4, 2018.** Please submit your four copies of the proposal (3 hard copies and 1 digital) to:

City of Half Moon Bay  
Attn: Dan Barros  
501 Main Street  
Half Moon Bay, CA 94019

**Late submittals will not be considered.**

Individuals/Firms wishing to respond to this request must supply the information requested in this RFP by the date and time required. All submittals shall be in an 8 ½" x 11" format.

**Proposals shall be typed and shall not exceed fifteen pages of written material including the cover letter. Typeface must be Calibri - 12 point. Submittals failing to comply with the page limitation will not be considered.**

The fifteen(15) page limitation includes any written, photographic or graphic material contained in the body of the statement and any appendices. The limitation *does not include*:

- The cover (although narrative on the reverse side of the front cover or front of the back cover will be counted);
- A title page;
- A table of contents and/or index;
- Resumes of pertinent staff; or
- Blank tab pages.

Five (5) printed copies and one electronic copy of all proposals shall be submitted, packaged in one envelope or container marked:

### **Landscape Maintenance Services for Highway 1 & 92 Medians**

Note: Email submittals will not be accepted in-lieu of printed copies.

#### **IV. QUOTE CONTENT**

The proposal should include the following items:

Responses must be organized as follows:

##### **Executive Summary**

Provide a concise summary of the significant information contained in your qualifications statement and proposal. Executive summary paragraphs must correspond to the numbered sections below.

1. Identification of the Firm/Sole Proprietor  
Provide the legal name of the firm, the firm's address, telephone number, facsimile number and email. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed.
2. Firm and Project Manager Overview

Identify the team and the individual proposed as the “Project Manager”. The City will heavily weight the qualifications of the proposed “Project Manager” in the overall evaluation of proposals. Use an easily comprehensible resume format.

Provide a complete listing of all related projects undertaken or completed in the past ten (10) years. The format for these listings must include:

- a) Project name, location and description (describe relevance to this project);
- b) Project participants, including the names and telephone numbers of the owner, general contractor and sub-consultants (any or all of these may be contacted during the selection process);
- c) Role of the project manager in the project; and,
- d) Cost and schedule information including project cost at the planning phase and at completion as well as the originally scheduled and actual completion dates (explain any significant variance from the original budget or schedule).

### 3. Cost

Complete the following monthly cost estimate using this year’s costs, **do not include emergency services or on-call services.**

CITY FACILITY	STANDARD MONTHLY COST	HRBICIDE FREE COST
1. HIGHWAY 1 NORTH AND SOUTH OF HIGHWAY 92	\$	
2. HIGHWAY 92	\$	
<b>TOTAL PER MONTH FOR ALL MEDIANS:</b>	\$	
<b>TOTAL PER YEAR (12 MONTHS):</b>	\$	

Each consultant shall provide an estimate of hourly cost rates. Please breakdown cost by major tasks.

- a) List the hourly rates for any applicable position of staff or sub-contractor that may work on these services.
- b) List the hourly rates for all applicable working shifts (i.e. graveyard shift, swing shift).
- c) Provide estimated costs for “Emergency Services” and define scope of work included in these services that are considered emergency type services.
- d) Provide estimated hourly costs for On-Call services.
- e) Provide annual adjustment in rates proposed and basis for rate increases, i.e. consumer index, cost of living, etc.
- f) Provide monthly total costs per facility. Complete the monthly proposed fee schedule below.

4. Project Approach  
Provide a thorough explanation of the approach planned for weed removal and suppression:
  - a. How to manage the project, including any internal organizational support;
  - b. The latest information on different administrative and management techniques for handling several simultaneous construction projects;
  - c. Project document controls, including proper coordination and checking of bid documents;
  - d. Quality control methods;
  - e. Discuss demonstrated success in controlling project costs and schedules.
  - f. Estimation of project manager time allocation through project duration;
  - g. How your firm manages schedule and budget;
  - h. Your approach to construction administration; public relations; contractor relations, etc.
  
5. Client References  
Provide a list of three (3) references (name, address, phone number, project type) for recent similar work within the past five (5) years.
  
6. Insurance  
Provide insurance coverage in force (general liability, professional liability, automotive liability, worker's compensation) and limits of same.
  
7. Form of Contract  
Confirm receipt and review of the City's standard form contract attached.
  
8. Warranties. The Proposal shall contain a statement that the proposing firm is aware of, and is ready, able and willing to provide to the City each of the warranties as described in the section entitled below, A Contract Document. If the statement providing the warranties is not included in the proposal, it must be provided prior to the acceptance of an Agreement by the City.
  
9. Statement of Past Contract Disqualification. Each bidder shall submit a statement regarding any past governmental agency contract disqualification.
  
10. Similar Engagements with other Government Entities. List the most significant engagements (maximum—three) performed in the last five years that are similar to the engagement described in this request for proposal. Indicate the scope of work, date, engagement partners, total hours or cost, telephone number and the name of the principal client contact. Indicate "none" if your firm has not provided service for any municipal clients.

The City of Half Moon Bay reserves the right to reject any and all proposals received as a result of this request.

## **V. INSURANCE**

The successful bidder shall provide insurance that meets the following criteria:

1. Comprehensive general liability insurance, including legal liability, owned and non-owned and hired automobile liability with a minimum combined single limit in the amount of one million dollars (\$1,000,000) per occurrence for bodily or personal injury to, illness of, or death of persons, and damage to property. All such liability insurance shall:
  - a. Name City, its council members, its appointed officials, its officers and its employees as additional insureds;
  - b. Be primary and noncontributing with any insurance which may be carried by the City;
  - c. Afford coverage for all claims based on any act, omission, event or condition that occurred arose (or the onset of which occurred or arose) during the policy period;
  - d. Expressly provide that City, although named as an insured, shall nevertheless be entitled to recover under the policy for any loss, injury or damage to City; and
  - e. Apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement).
  - f. Worker's compensation insurance and employer's liability insurance as required by the laws of the State of California. Said insurance policy shall provide that the insurer waives all rights of subrogation against the City, its officers, agents, employees and volunteers for losses arising from work performed by successful bidder for City.
2. All insurance required under this section and all renewals of this contract shall be issued by good and responsible companies admitted to do and doing business in the State of California. Each policy shall expressly provide that the policy shall not be cancelled or altered without thirty (30) days prior written notice to City. Upon the issuance thereof, and on or before the expiration of each such policy and a replacement thereof, successful bidder shall deliver to City "Proof of Insurance" consisting of such policy or a certified copy and a certificate thereof to City for retention by City. If successful bidder fails to insure or fails to furnish to City upon notice to do any such policy or certified copy and certificate thereof as required, City shall have the right from time to time to effect such insurance for the benefit of successful bidder or City or both of them and all premiums paid by City shall be payable by successful bidder as an Additional Service Fee on demand.



3. City reserves the right from time to time in its reasonable discretion to require successful bidder to obtain additional liability insurance coverage and to increase existing limits of insurance coverage to levels then generally maintained by prudent business organizations operating a similar business in light of inflation, awards for personal injury or wrongful death and other risks.

## VI. INDEMNIFICATION OF LIABILITY, DUTY TO DEFEND

To the fullest extent permitted by law, selected firm shall defend through counsel approved by City, indemnify, and hold harmless City, its officers, representatives, agents and/or employees against all claims, demands, causes of actions, losses, liability and expenses, including without limitation attorney's fees arising or resulting directly or indirectly from any act or omission of firm, or firm's assistants, employees or agent, including all claims relating to the injury or death of any person or damage to any property.

## VII. SELECTION CRITERIA

The successful consulting firm/sole proprietor will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

1. **Content and Knowledge** – Clearly demonstrating and understanding of the City's objectives as outlined in Exhibit A, and the ability to meet the City's needs.
2. **Competence** – The qualifications of personnel and if needed subcontractors who will be working within the City. The City reserves the right to select alternate personnel.
3. **Experience** – Provide experience and qualifications to perform landscape maintenance, including current licenses. Provide a minimum of three (3) local client references for the past five (5) years. Please also provide information regarding your firm's policies regarding equal opportunity employment and experience in complying with applicable Federal, State and local regulations.
4. **Working Relationships** - Ability to work effectively with City staff and representatives.
5. **Cost** – Although a significant factor, may not be the dominant factor; cost is particularly important when all the other evaluation criteria are relatively equal.

## VIII. SELECTION PROCEDURE

All responses to this RFP that meet the submittal requirements will be evaluated by a review panel formulated by the City. The review panel will be asked to review the proposals and make its recommendation to the City Council. While not anticipated, the City reserves the right to convene an interview panel for the top 2-3 firms. Questions

regarding the RFP shall be directed by email to Dan Barros, Maintenance Superintendent [Dbarros@hmbcity.com](mailto:Dbarros@hmbcity.com) no later than 5:00 PM April 2, 2018.

**IX. SELECTION SCHEDULE**

All individuals and firms meeting the minimum qualifications are encouraged to submit. The City is sending the RFP directly to firms and individuals that are believed possess the relevant experience and qualifications.

Release RFP.....	March 19, 2018
Written Questions Due.....	April 2, 2018
Responses to Questions issued.....	April 5, 2018
Proposal Due.....	April 11, 2018 – 3 p.m.
City Review.....	April 12-20, 2018
City Council Awards Project Manager Contract.....	May 8, 2016

# Exhibit A

## Request for Proposal

### LANDSCAPE MAINTENANCE SERVICES HIGHWAY 1 & 92 MEDIANS

#### Landscape Maintenance Schedule

#### Proposed Maintenance Schedule

Herbicide applications may or may not be authorized for use as a method of controlling weeds.

1. Preventive and General Weeding
2. Bi-weekly Trash Pickup
3. Irrigation and Watering 3 times per week
  - Irrigation Repair monthly or as needed
  - Retain existing irrigation system. Contractor shall verify operation of existing water emitters and shall replace per unit if required.
4. Contractor must leave the Medians in a safe and visually pleasing condition at the end of each visit.
5. Trimming every 2 months or as reduced weeding time will allow
6. Planting ->
  - Replanting of dead or damaged plant material should be done at the earliest convenience of the contractor but no later than 1 week following notification from City to Contractor.
  - Planting for both medians to occur at same time should large quantities of plants need replacement.
  - City will purchase plants and store at their corporation yard at Stone Pine Road in Half Moon Bay
  - Contractor shall notify the City 48 hours in advance to arrange for field assistance
7. Replenishment of decomposed granite fines at median island ends.
  - Supplemental decomposed granite fines per specifications are to be wet rolled onto existing in a 1/2' thick layer.
  - Retain all existing gravel mulch. Gravel mulch is to be moved aside for new plant pits and re-spread as a continuous mulch cover after planting.
8. Work shall be performed Monday thru Friday from 8am – 5pm only, unless requested by the City Staff or a case-by-case basis.