

**REQUEST FOR PROPOSALS
PROFESSIONAL LANDSCAPING SERVICES**

Cincinnati Museum Center (CMC), 1301 Western Avenue, Cincinnati, OH 45203 invites interested parties to respond to this Request for Proposals for professional landscaping services.

Parties that respond should submit a detailed Statement of Qualifications providing all information described in this announcement. Responses shall be enclosed in an envelope, sealed, and plainly marked on the outside "PROFESSIONAL LANDSCAPING SERVICES." Sealed statements of qualifications must be received by CMC no later than **2:00 PM, September 28, 2018.**

Responses should be addressed and delivered to:

Hand Delivery Address:

Cincinnati Museum Center
ATTN: Mike Reed, Director Engineering
1301 Western Avenue
Cincinnati, OH 45203

US Mail Delivery Address:

Cincinnati Museum Center
ATTN: Mike Reed, Director Engineering
250 West Court St, Suite 300E
Cincinnati, OH 45202

1. BACKGROUND:

CMC is responsible for maintaining two properties, Cincinnati Union Terminal at 1301 Western Ave, Cincinnati, OH 45203 and the Geier Collections and Research Center at 760 West 5th St, Cincinnati, OH 45203. Cincinnati Union Terminal is a National Historic Landmark that has recently been restored so that much of its original character is visible. Historic preservation extends to the grounds surrounding the building and must be maintained as designed. CMC desires to obtain professional landscaping services to ensure that its public properties are maintained to preserve their useful life and improve the appearance of our facilities.

2. SCOPE OF WORK:

Vendors responding to this RFP shall include the cost of all materials, labor, equipment, fuel, supplies and services required to maintain the landscape in a superior condition in accordance with current horticultural standards.

Cincinnati Union Terminal recent renovation reflects many of the original historic elements including some of the landscape components. These historic plantings must be maintained. A site plan of the historic planting areas is Attachment A to this document.

3. EXPERIENCE AND QUALIFICATIONS OF VENDOR:

3.1. Vendors shall include a Statement of qualifications with the Proposal that includes the following information:

3.2. History of firm and any associated firm(s): (2-page limit suggested)

- 3.2.1. Name of firm and contact name with phone number.
- 3.2.2. Describe primary business type, professional services, equipment manufacturing, sales, etc.
- 3.2.3. Location of principal and any branch offices.
- 3.2.4. Length of time in business.
- 3.2.5. Firm ownership structure.

3.3. Annual grounds maintenance services volume for the past five years.

- 3.3.1. Number of projects.
- 3.3.2. Total dollar amount service volume.
- 3.3.3. Percentage of firm volume derived from grounds maintenance services

3.4. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group.

3.5. If applicable, nature of an association with one or more outside firms:

- 3.5.1. Name the firm that will be the lead contracting party.
- 3.5.2. How will the work be apportioned or shared between firms.
- 3.5.3. Describe percentage of the entire work will be apportioned to each firm.

3.6. Experience: (3 page limit suggested)

- 3.6.1. Provide a listing of relevant or similar completed or ongoing projects, involving the integration of two or more of the systems and vendors listed in Section 3.5 during the past five years and include:
 - 3.6.2. Project name, location, and owner
 - 3.6.3. Contact name and phone number
 - 3.6.4. Brief description of services provided
 - 3.6.5. Date of project
 - 3.6.6. Project's current status

3.7. Project Staff: (1-page limit suggested)

- 3.7.1. Identify your firm's and any associated firm's proposed staff for the Project.
- 3.7.2. Education
- 3.7.3. Professional training and/or certification(s).

3.8. Current capacity/workload: (2-page limit)

- 3.8.1. Capacity to handle project with current workload.
- 3.8.2. Capacity to handle project with anticipated workload during the project.
- 3.8.3. Ability to work within project schedules.

4. QUESTIONS /CLARIFICATIONS:

5. Any and all inquiries shall be directed to the Jane MacKnight in writing by email no later than 2:00PM September 14, 2018. Any questions submitted to CMC will be answered by August 21 and all questions and responses will be posted on the CMC web site. Questions should be addressed to:

Jane MacKnight, Director Museum Planning
jmacknight@cincymuseum.org

6. **TERMS OF THE AGREEMENT:**

Length of Contract: The contract with the successful Vendor selected to provide services described herein will be for an initial term ending December 31, 2019, with one renewal twelve month term ending December 31, 2020.

Cancellation: A thirty day written notice of cancellation will be required on behalf of either party, with no penalty for the remainder of the term of the contract.

7. **CMC'S REPRESENTATIVE:**

CMC shall designate a representative from the CMC who shall serve as the primary contact for the Vendors providing landscaping services as selected.

8. **INSURANCE:**

Vendor shall maintain liability, bodily injury and automobile insurance and Worker's Compensation. The successful Vendor shall submit copies of the certificates prior to issuance Agreement.

9. **LAWS AND REGULATIONS:**

Vendor shall comply with all applicable state, local, county, and federal statutes and regulations governing the work performed and any materials used in the performance of landscaping services described herein.

10. **REQUIREMENTS REGARDING EMPLOYEES:**

Vendor ensures that any and all of its employees, agents and/or representatives which perform services for Vendor on CMC property shall be effectively screened as to criminal background. CMC shall have the right to request Vendor to remove and/or replace personnel on its property as long as such requests are not based on race, religion, color, national origin, sex, sexual orientation, age, disability, citizenship status, veteran status or union affiliation. Upon such request from CMC, Vendor shall remove any unacceptable personnel immediately.

11. **WARRANTY GUARANTEE:**

The Vendor warrants that all work will be performed in a professional workman-like manner and that all materials will be guaranteed for one year, or whatever is specified by the manufacturer.

12. **PRE-SERVICE INSPECTION:**

Prior to provision of services, vendor shall inspect the property and remove trash and debris from the service area. Vendor shall not be responsible to dispose of large items such as tires, computers, or furniture but shall remove them from the work area and bring these items to the attention of the CMC Chief Engineer prior to commencement of work.

13. CLEAN UP:

All debris will be cleaned up and removed from site and disposed of at the completion of each day's work.

14. SUPERVISION:

The Vendor shall provide qualified, certified supervision of all work performed under this contract. Prior to commencement of work Vendor shall submit the resume for the supervisor for approval by CMC. CMC shall be notified of the replacement of the supervisors.

15. INSPECTIONS AND CORRECTIVE ACTION:

All work shall be inspected by the crew supervisor on the date it is performed so as to uncover any problems, concerns or discrepancies. These will be brought to the attention of the CMC's Representative and corrective actions will be submitted with costs to complete any work beyond the scope of this contract.

16. EQUIPMENT:

Vendor shall provide well maintained equipment, serviced daily, to the job site. Vendor is responsible for all rental fees and repairs required to complete the work.

17. DAMAGE:

Vendor assumes all liability for damages incurred in the performance of this agreement.

18. COORDINATION WITH LOCAL CONTACT MULTIPLE SITES:

Vendor shall coordinate delivery of all services with CMC Director Engineering. At the conclusion of services, the Director of Engineering or representative shall inspect the work sites with the Vendor and sign the work order before the crew leaves the site.

19. TIME OF SERVICE DELIVERY:

Vendor shall provide services at a time that is acceptable to CMC in coordination with the Director of Engineering.

20. PAYMENT SCHEDULE:

Vendor shall submit monthly invoices during the contract season.

21. ACCEPTANCE OF PROPOSALS, AWARD OF CONTRACTS

CMC reserves the right to accept or reject any or all proposals in whole or in part.

DESCRIPTION OF SERVICES:

Item	Description	Frequency
1.	Planting Beds – At Union Terminal, specific plants have been defined per historic preservation standards and must be followed. Plants and design of beds at Union Terminal are included with this RFP. Weed control will be maintained to ensure that no obvious weeds are left visible. This means all grass and broadleaf weeds will be kept below ground cover height. Chemical weed control will consist of pre-emergent herbicide incorporated into beds and the use of post-emergent herbicides when necessary.	28 Applications per season
2.	Mulching - Spade edge all planting beds and tree mulch rings creating a clean vertical trench to 3" depth. Remove sod and soil from site. Install two (2) inches of fine shredded, composted (aged), hardwood mulch. Approximate completion date June 1. Other type mulches (i.e., cypress, pine bark, stone, etc.) available upon request at additional cost.	1 per year
3.	Ground Cover Pruning - Ground cover areas will be pruned as per schedule to maintain a neat, trimmed appearance. The overall height will be kept even; new growth will be cut back so that the ground cover is not encroaching on walks, lawn areas, or growing up into other plants or onto walls of buildings.	1 per year
4.	Floral Plantings - Initial bed preparation includes tilling soil, adding 1" compost and 10-10-10 starter fertilizer. Maintenance includes the planting of flowers, pinching spent flowers and the removal of flowers after the first hard frost. Insect and disease control and watering can be performed at an additional cost.	1 per year
5.	Grass Mowing - All lawn areas will be maintained at a height for optimum health of turf, between 2.5" and 4" depending on climatic conditions and season. Accumulation of clippings on turf dense enough to cause yellowing will be removed.	Every seven (7) to ten (10) days or as climatic conditions dictate.
6.	Trimming of Maintained Lawn Areas - All maintained areas inaccessible with mowers to be trimmed at same height as mowed areas. Vendor shall cause no damage trees, shrubs, siding and downspouts.	With mowing
7.	<p>Lawn Treatment Program - Up to five (5) applications per year to provide the following nutrients per 1,000 square feet. 4.5 lbs nitrogen, 1.5 lbs. phosphorus, 2.5 lbs. potassium, .5 lbs. sulfur and calcium. <u>Provide signs to alert staff and visitors to the application of materials.</u></p> <ul style="list-style-type: none"> • March 15 to March 30 - Complete fertilization, pre-emergent herbicide, broadleaf herbicide, residual grub control. • June 1 to June 15 - Slow release fertilization, broadleaf herbicide. • July 15 to August 1 - Slow release fertilization. • September 1 to October 15 - Slow release fertilization, Fall overseed at 5 lbs. per 1,000 sq. ft. using premium seed mix <p>Balanced slow release fertilization includes all necessary elements for plant vigor, color, and growth.</p> <p>Pre-emergent herbicide controls annual grasses and weeds such as crabgrass, foxtail, and annual bluegrass.</p>	Up to five (5) applications per year

	<p>Broadleaf herbicide is a combination of three weed killers to control dandelion, plantain, dock and other broadleaf weeds.</p> <p>Residual insecticide controls bluegrass billbug, sod web worm, chinch bug, grubs, among others.</p>	
8.	Edging - All concrete sidewalks, walkways, curbs, driveways, and parking lots to be edged three (3) times during growing season. A steel blade mechanical rotary edger to be used. Debris will be removed at end of operation.	Three (3) times during growing season
9.	Aeration of Turf - The best method of counteracting soil compaction and thatch is through aeration of the lawn. This process utilizes a machine that extracts cores, approximately 2 long and ½" in diameter, from the turf. The coring process leaves a hole or cavity in the soil and an opening at the soil surface. The opening/cavities enhance water and nutrient penetration into the soil as well as root growth. The cores are left on the surface and gradually breakdown	As Requested
10	Irrigation - Includes spring start-up, winterization and weekly inspections and adjustments. Does not include labor and material to repair or add to the system.	Twice per Year
11	Trimming of Shrubs - All shrubs to be selectively pruned and/or lightly sheared to remove one seasons growth two (2) times during growing season. All pruning will be completed with sharpened tools and performed to maintain the shrubs' health and natural habit. Pruning will be completed approximately June 15 after spring flush of growth and October 31 to prepare shrubs for winter. All bed areas will be kept in a neat, clean condition, removing all diseased or deadwood and other undesirable materials from planting area. Ornamental trees, 15' maximum height such as Crabapple, Weeping Mulberry, and Weeping Cherry – will be included in price.	Two (2) Times During Growing Season
12	Winter Rejuvenation Pruning - Shrubs and small trees that are overgrown will be pruned while dormant to remove dead, broken, diseased and conflicting branches. Also, pruning will be performed in order to reduce height and width by ¼ to ½ as needed.	As Requested
13	<p>Insect and Disease Control - Will be controlled at a level which protects the aesthetics, health, and vigor of your landscape. During the growing season, we will inspect your landscape for damaging insect populations and diseases and apply EPA approved chemical controls as needed.</p> <p style="text-align: center;"> Dormant Oil Spring Insect Control Summer Insect Control Late Summer Insect Control </p>	As Requested
14	Fertilization of Ornamental Trees - Deep root feed trees and granular fertilize shrubs.	As Requested
15	Spring Clean-Up - Consists of pruning water kill from trees and shrubs, removing weeds and debris from all mulched beds and pruning ground covers from walls, air conditioning units and sidewalks. Late March.	As Requested
16	Fall Clean-Up - Lawn and mulched areas will be cleared of late fall debris, leaves, twigs, etc. Late November - early December	As Requested
17	Chemical Vegetation Control - Chemical control of vegetation under fences, along buildings, curbs, sidewalk joints, and other areas where vegetation is undesirable. To be completed as needed	As Needed
18	Bush Hog - Bush hogging of lower maintenance areas not covered under grass mowing.	As Requested

19	Watering - Newly planted trees (within 2 years or less) and lawns, twice weekly from July to Sept.	As Requested

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Proposal Form and Scope of Work:

Name of Company: _____

Address: _____

Phone: _____ Email: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

Date: _____