

**Request for Proposals for Mowing and Garden Maintenance Services
Town of Basalt, Colorado**

February 29, 2016

The Town of Basalt is requesting and accepting proposals to perform regular mowing and garden maintenance services for Town properties, gardens, parks, and certain right-of-ways. These services shall include mowing approximately 23.38 acres of turf, (listed in Exhibit A) as well as garden maintenance activities as described on Exhibit B for approximately 89 gardens (listed in Exhibit A) as well as the RFTA stops and Park and Ride beds, on a weekly or bi-monthly basis from May 2, 2016 through October 14, 2018, (weather dependent). Services shall also include spring clean-up duties such as sweeping gravel from turf and debris clean up as directed by the Town Parks Manager.

A description of the services to be provided can be obtained by contacting the Town Parks Manager, Trevor LaLonde by phone at (970) 279-4395, by fax at (970) 927-4703, or by email at trevor.lalonde@basalt.net.

Mowing and garden maintenance services shall be for all of the Town properties, gardens, parks, and right-of-ways listed on the attached Exhibit A. The contractor shall provide all suitable equipment and suitable supplies required to complete the necessary services. Mowing and garden maintenance shall occur on a weekly or bi-monthly basis unless otherwise directed.

Proposals shall be submitted in a form that details the proposed cost for each of the mowing and garden areas. Proposers shall also include in their proposals a written description of the experience and qualifications to provide the specified services. Proposals shall also include a per unit basis for additional turf and garden areas within the contract time of 2016-2018, as Town properties are developed.

Proposals will be accepted until 4:00 pm on March 28, 2016. Proposals should be sent or delivered to the following address:

Trevor LaLonde, Parks Manager
Town of Basalt
101 Midland Avenue
Basalt, CO 81621

Proposals should be submitted in a sealed envelope labeled on the outside with "Proposal for Mowing and Garden Maintenance Services."

Proposals will be evaluated by the Public Works Director and Parks Manager, or his designated representative(s). The contract will be awarded to the proposer whose proposal is deemed by the Town Public Works Director to be in the best interests of the Town. The Town reserves the right to reject any or all proposals.

It is anticipated that the contract for mowing and garden maintenance services will be executed shortly after the selection of a contractor is completed. Agreement on contract will be subject to proof of appropriate liability insurance from the contractor. The initial contract shall be from May 2, 2016 to

October 14, 2018, with an annual review and renewal clause and may be renewable upon mutual agreement of the Town and the contractor. The contract may be terminated at any time by the Town for substantial or repeated non-performance.

Questions about this RFP or the services to be provided may be directed to the Town Parks Manager by one of the methods listed above.

EXHIBIT A

Town of Basalt Turf Sq. Ft./Acreage



| | Southside Turf | Sq. Ft. | Acre/s | Occurance |
|----|--------------------------------------|------------------|--------------|---------------|
| 1 | Soccer Field | 63,000 | 1.446280992 | 1 x week |
| 2 | Wildwood Park | 18,000 | 0.41322314 | 1 x week |
| | Total Turf | 81,000 | 1.86 | |
| | | | | |
| | Old Town Turf | | | |
| 1 | Skate Park/S. Abutment | 5,900 | 0.135445363 | 2x month |
| 2 | Ponderosa Park | | | 1 x month |
| 3 | Basalt Center Circle | 5,390 | 0.123737374 | 1 x week |
| 4 | Two Rivers Road | 5,300 | 0.121671258 | 1 x week |
| 5 | Swinging Bridge Park+Circle | 6,000 | 0.137741047 | 2x month |
| 6 | Swinging Bridge Pathway | 6,050 | 0.138888889 | 2x month |
| 7 | Riverside&Cottonwood Dr | 1,750 | 0.040174472 | 2x month |
| 8 | Arbany Park | 127,930 | 2.936868687 | 1 x week |
| 9 | 132 Midland Avenue | 130 | 0.002984389 | 1x week |
| 10 | Town Hall | 34,868 | 0.800459137 | 1 x week |
| 11 | Old Pond Park | 23,554 | 0.540725436 | establishment |
| 12 | Cliff Park | 5,200 | 0.119375574 | 1x week |
| 13 | Roaring Fork Conservancy Lot | 24,400 | 0.56 | establishment |
| 14 | Cemetery | 137,600 | 3.6920 | 2x month |
| 15 | Kiln | 7,020 | 0.161157 | 2x month |
| 16 | Berm Trail | 18,775 | 0.43 | 2x month |
| 17 | Old Pond Park Turf Island | 4,200 | 0.1 | 1x week |
| 18 | Midland Park Turf Island | 3,600 | 0.08 | 1x week |
| | Total Turf | 417,667 | 9.47 | |
| | | | | |
| | Willits Turf | | | |
| 1 | Willits Field and surrounding areas | 149,450 | 3.430899908 | 1 x week |
| 2 | Willits Lake | | | 1 x month |
| 3 | Linear Park South, Evans | 163,335 | 3.749655647 | 1 x week |
| 4 | Linear Park North, Willits Ln | 113,115 | 2.596763085 | 1 x week |
| 5 | East Valley& Village Ct.Turf Islands | 3,000 | 0.068870523 | 1 x week |
| 6 | Triangle Park, Willits Ln. | 33,570 | 0.770661157 | 1 x week |
| 7 | Sopris Village Fenceline | 7,700 | 0.176767677 | 1x month |
| 8 | Willits Lane & Hwy. 82 ROW | 47,100 | 1.081267218 | 2x month |
| 9 | Lake Avenue | 2,650 | 0.06 | |
| | Total Turf | 519,920 | 11.93 | |
| | | | | |
| | Total Turf | 1,018,587 | 23.38 | |
| | | | | |
| | Town Acreage 23.14 | | | |
| | | | | |
| | | | | |

Notes:

- * Mow once a week unless noted.
- * When mowing around gardens, please have mower shoot on the opposite side of the garden.
- * Please stay a few inches away from tree trunks to prevent damage.
- * String trim as necessary around curbs, signs and fence posts.
- * Please blow leaf clippings back onto grass and not into the gardens.
- * Area calculations are approximate, recommend visit to all sights to gain understanding
- * No aerial map for Old Pond Park and Midland Park turf islands
- * Old Pond Park and Roaring Fork Conservancy lot in establishment phase, will be maintained on as needed
- * Willits Lake is included in Willits field area total
- * Ponderosa Park (seed garden) area not available, mow or string trim 1x month
- * Please contact Trevor LaLonde for questions about mowing areas, frequencies, etc.

Thank You ~

Trevor LaLonde 970-279-4395

Garden Maintenance (Including BRT Stations and Park and Rides) Protocol

Spring Maintenance

1. Deadhead flowers and plants
2. Cut back any ornamental grasses that were not cut back last fall
3. Remove dead plant material
4. Add Mulch as needed
5. Remove weeds
6. Replace and add plants as needed (additional budget needs approval by Public Works Director)
7. Clean and remove trash from beds

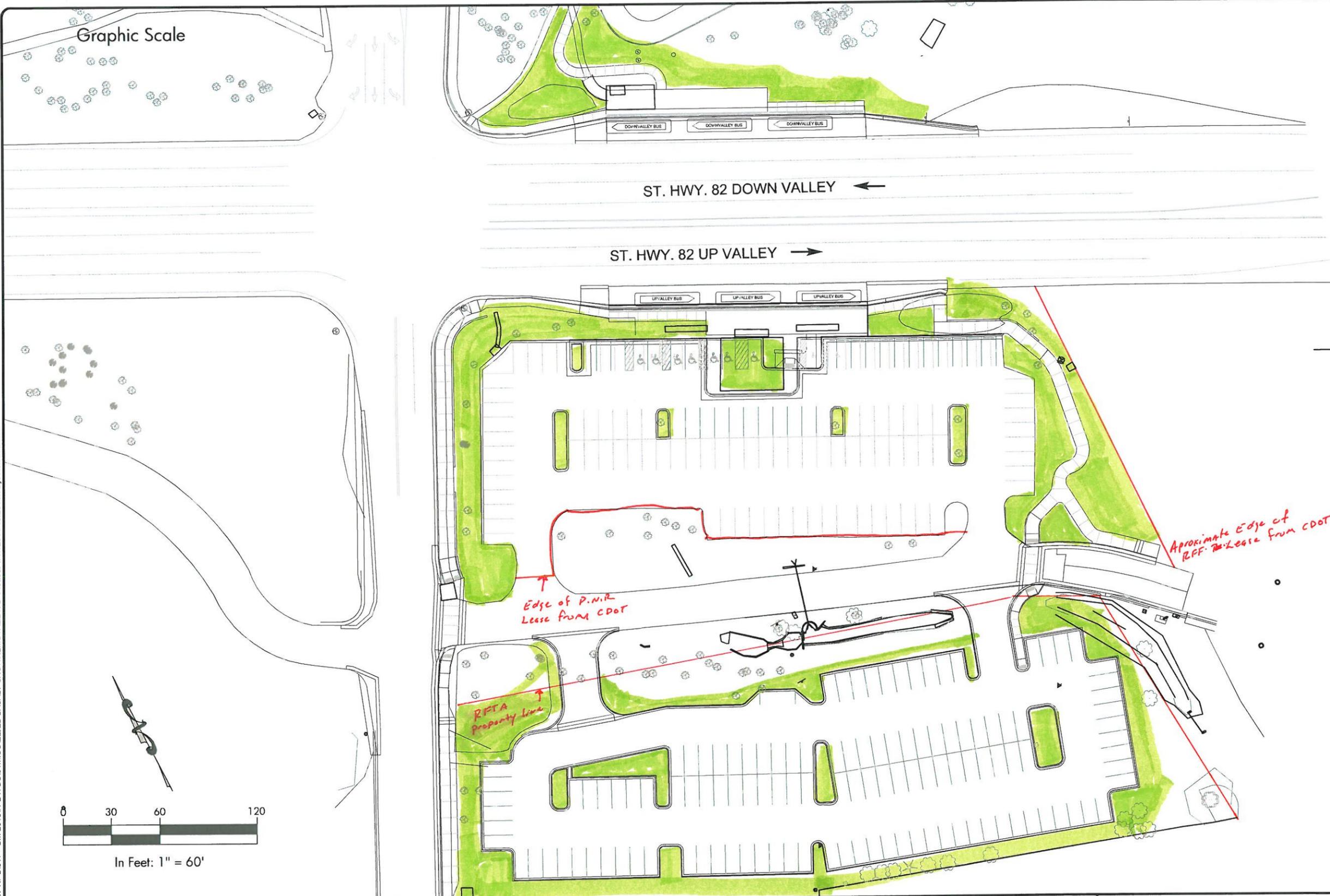
Ongoing Maintenance

1. Twice per month (unless otherwise noted) weed beds, pick up trash, dead head flowers
2. Once per week on the following beds- Town Hall, Midland Ave. Walkway garden
3. Trim shrubs and bushes as needed in all beds
4. Remove all noxious weeds in all beds, by mechanical methods, not chemical

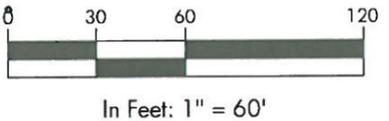
Fall Maintenance

1. Clean up all beds, remove dead plant material, and cut back proper perennial plants and ornamental grasses
2. Trim down all native plants in the RFTA stop beds and Park and Ride beds

Graphic Scale



I:\2009\2009-353 RFTA BRT NPS017 - CM 2013\H-DWGS\01\MISC\ELJEB-BASALT-SNOWREMOVAL.DWG Plotted: 1/17/2014 10:28 AM By: Ron Mitteldeier



| Computer File Information | |
|---------------------------|--------------------------|
| Print Date: | 1/17/14 |
| Last Modification Date: | 1/17/14 |
| Drawing File Name: | ELJeb-Basalt-SnowRemoval |
| Autocad Ver.: | 2012 |
| Scale: | As Shown |
| Units: | English |
| SGM Project No.: | 2009-353.017 |
| Quality Control: | BL |

| Sheet Revisions | | | |
|-----------------|------|----------|-------|
| Rev. | Date | Comments | Init. |
| 1 | | | |
| | | | |
| | | | |

1340 Main Street
 Carbondale, Co. 81623
 970-384-4973

118 West Sixth Street, Suite 200
 Glenwood Springs, CO 81601
 970.945.1004 www.sgm-inc.com

| As Constructed | |
|----------------|---|
| No Revisions: | - |
| Revised: | - |
| Void: | - |

| Basalt Park & Ride Station Snow Removal Plan | | | |
|---|----|----------------|---|
| Engineer: | BL | Structure | - |
| Drawn By: | RM | Numbers | - |
| Sheet Subset: | - | Subset Sheets: | - |

| Project No./Code | |
|------------------|-----------|
| No.: | 2010-0012 |
| Code: | - |
| Sheet Number: | 1 |

SKATE PARK & SOUTH ABUTMENT TURF SQ. FT.



CLIFF PARK



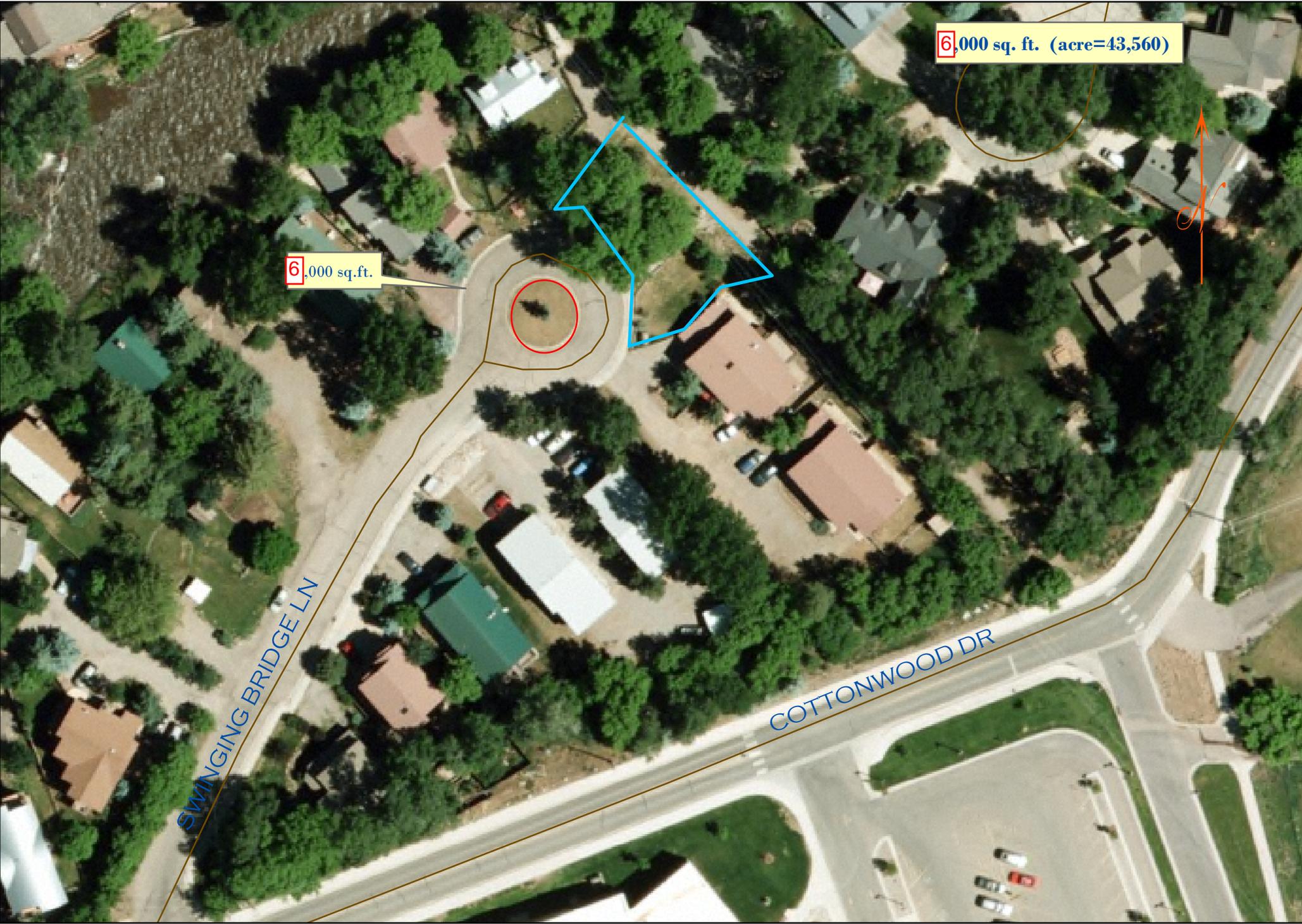
BASALT CENETR CIRCLE TURF SQUARE FEET 2-19-14



TWO RIVERS ROAD TURF SQ. FT. 2-21-14



SWING BRIDGE PARK TURF SQ. FT.



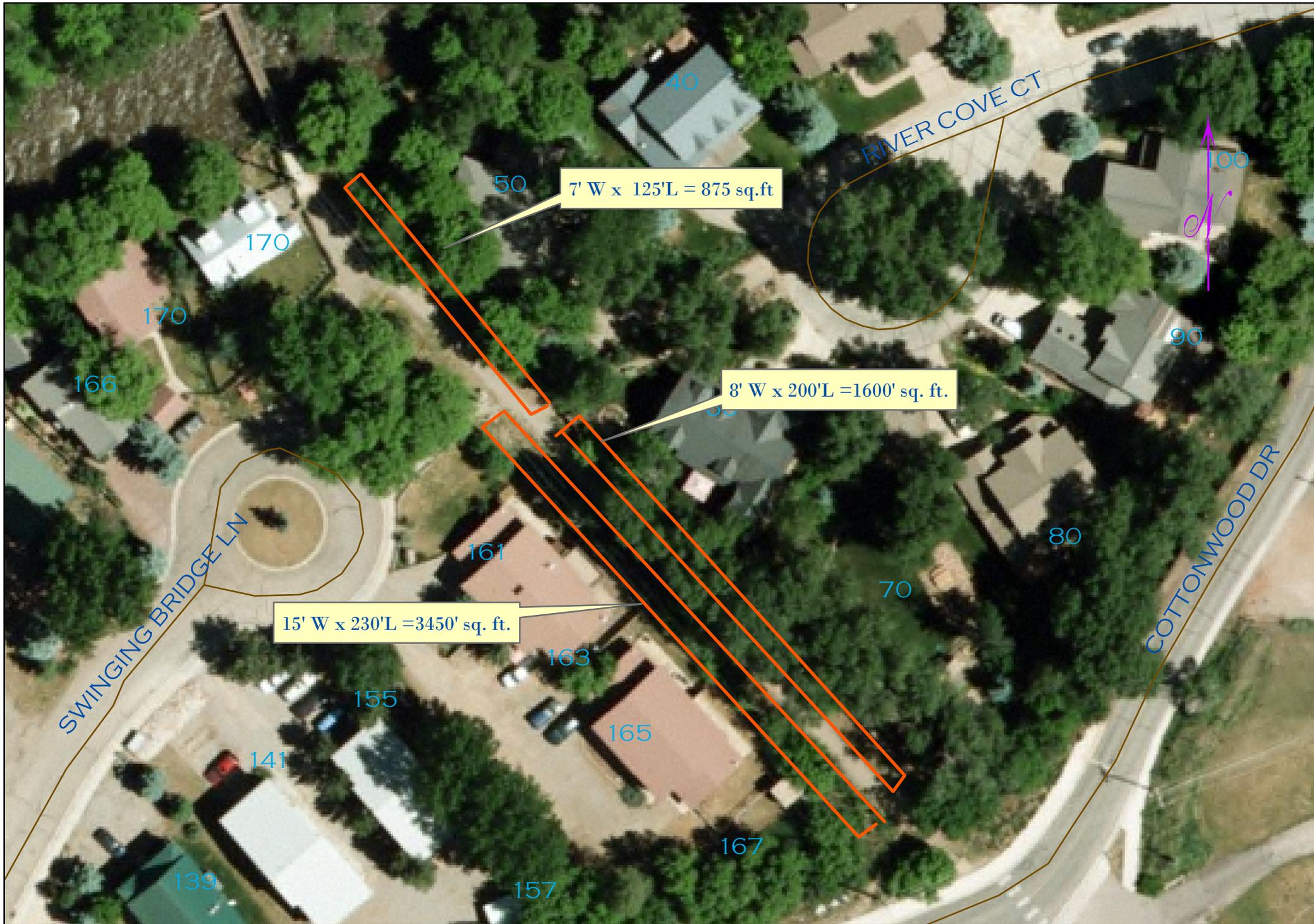
RIVERSIDE & COTTONWOOD DRIVE ~ SLEMMON'S CORNER



CEMETERY 137,600' SQ.FT. ~ MOW 2X A MONTH



TOWN OF BASALT SWINGING BRIDGE PATH TOTAL SQ. FT. 5925' 1 X A MONTH ~ STRINGTRIM



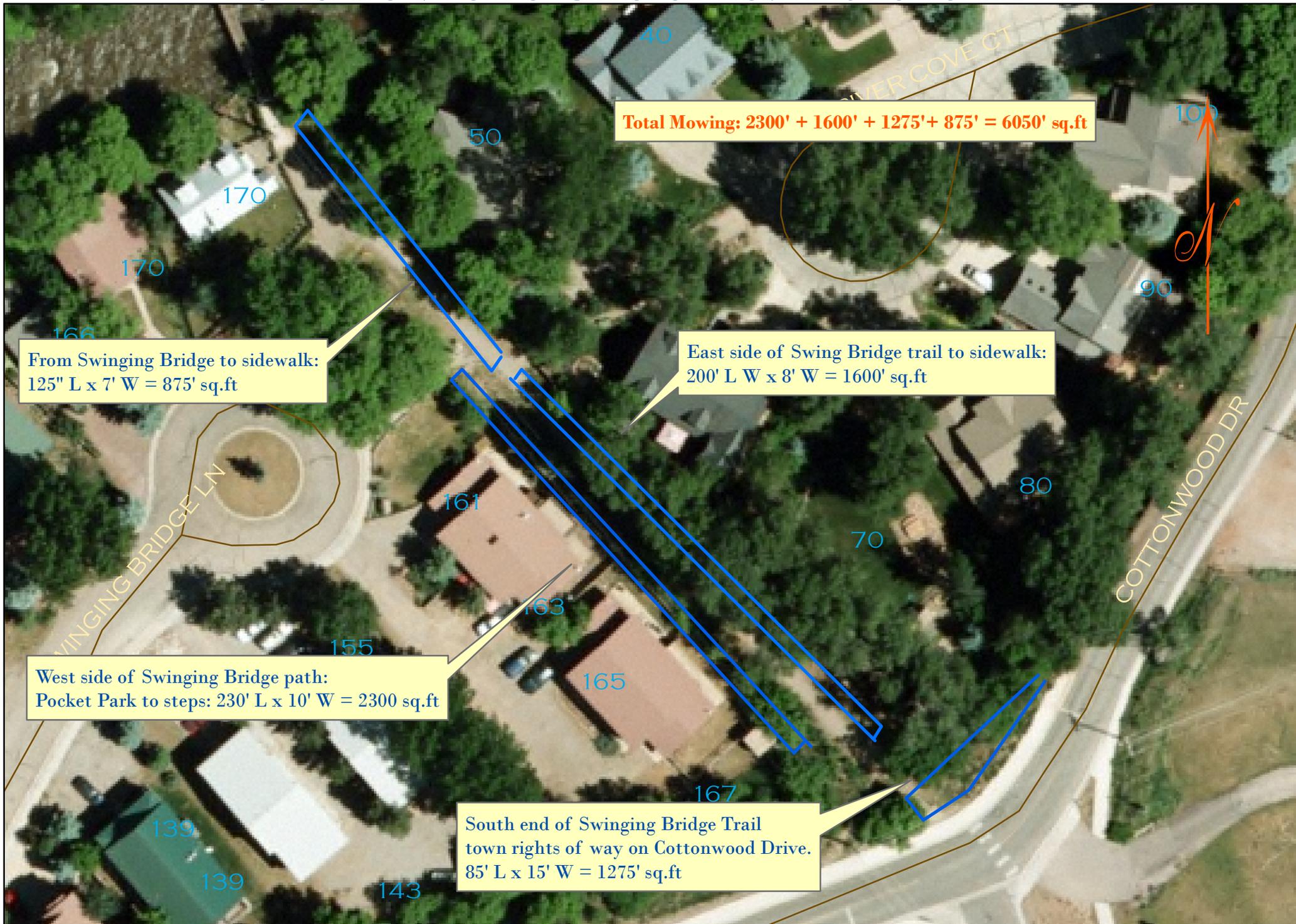
ARBANY PARK TURF SQ. FT.



TURF IN KILN AREA 7020' SQ. FT. ~ MOW 2X A MONTH



TOWN OF BASALT MOWING ~ SWINGING BRIDGE PATH & RIGHT OF WAY



OLD POND PARK TURF SQ.FT 2-19-14



TOWN HALL TURF SQUARE FEET 2-12-14



132 MIDLAND AVE

130 sq. ft. = (acre=43,560)

130 sq.ft.



MIDLAND SPUR

MIDLAND AVE

TWO RIVERS RD

BASALT CENTER CIR

TOWN OF BASALT MOWING ~ROARING FORK CONSERVANCY LOT



TWO RIVERS RD

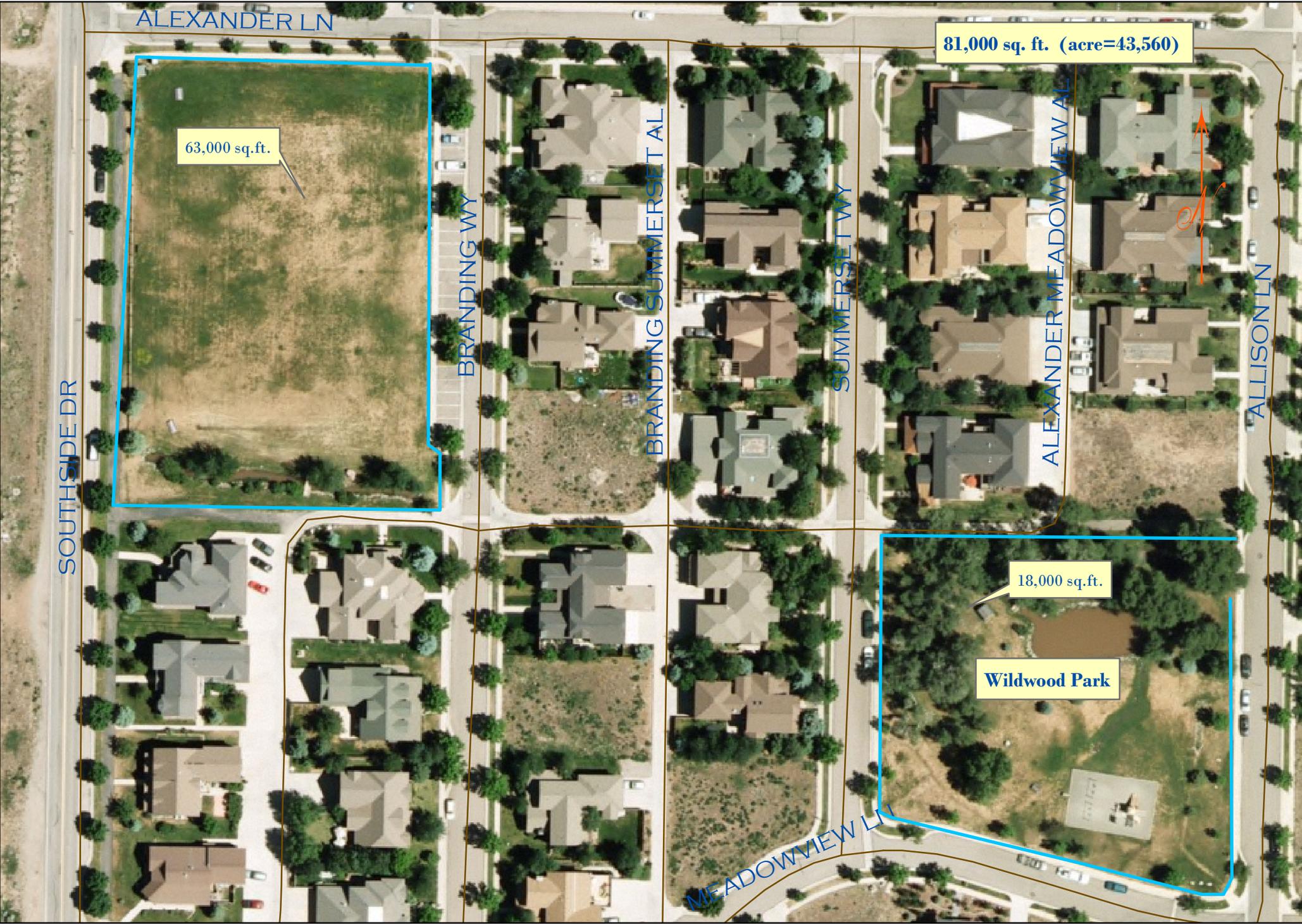
24,400' sq.ft. Mow 2x a month



TOWN OF BASALT MOWING ~ PONDEROSA PARK - FOOD GARDEN



SOUTHSIDE SOCCER FIELD & WILDWOOD PARK TURF SQ. FT.



WILLITS SOCCER AND SURROUNDING TURF



TURF SQ. FT. HIGHWAY 82 ~ RIGHTS OF WAY



TOWN OF BASALT MOWING ~ EAST VALLEY ROAD GRASS ISLANDS @ VILLAGE COURT

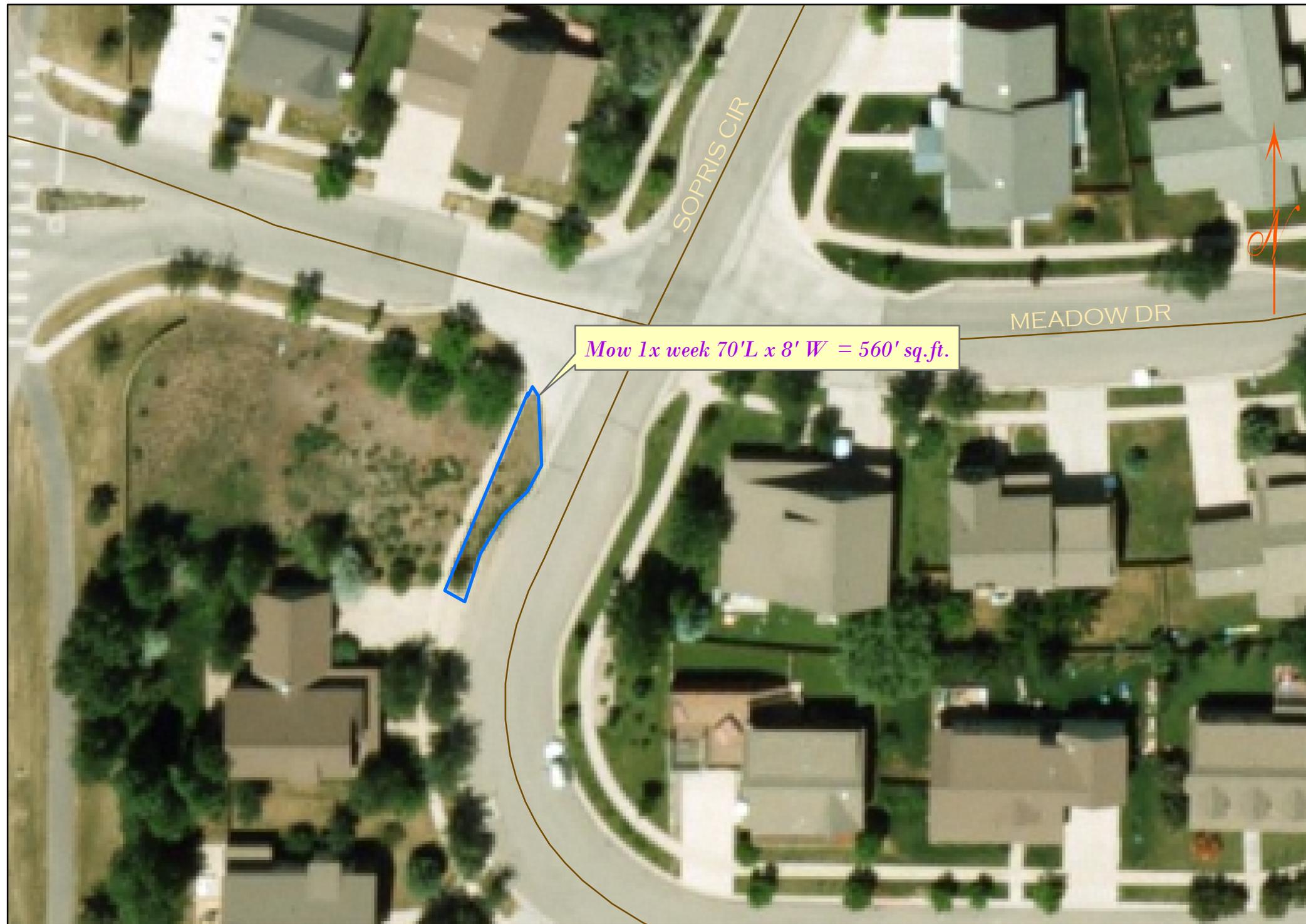


TOWN OF BASALT ~ MOWING LAKE AVENUE



Mow 5' path 2x month
530' L x 5' W = 2650' sq. ft.

TOWN OF BASALT RIGHTS OF WAY MOWING MEADOW AND SOPRIS DRIVE



TURF SQ. FT. E. VALLEY RD., LINEAR PARK NORTH & WILLITS LANE



TURF SQ. FT. SOPRIS VILLAGE FENCELINE



7,700 sq. ft. (acre=43,560)

CHEYENNE

ZUNI

HOP I

WILLITS LN

E VALLEY RD

TURF SQ. FT. TRIANGLE PARK & WILLITS LANE



TURF SQ. FT. EVANS ROAD, LINEAR PARK SOUTH, WILLITS LANE & MEADOW DR.

