

**Request for Proposals
For
Mowing Services**

Town of Basalt, Colorado

January 21, 2020

The Town of Basalt is requesting and accepting proposals to perform regular lawn mowing services for Town properties, parks, and certain right-of-ways. These services shall include mowing all of the turf on an occurrence basis as outlined on Exhibit A, from April 1, 2020 through October 16, 2020.

A description of the services to be provided can be obtained by contacting the Town Public Works Director, Boyd Bierbaum, by phone at (970) 927-4723, by fax at (970) 927-4703, by email at boyd.bierbaum@basalt.net or Trevor LaLonde, Parks Foreman, by phone at (970) 279-4393 or by email at trevor.lalonde@basalt.net.

Mowing services shall be for all of the Town properties, parks, and right-of-ways listed on the attached Exhibit A. Square footage for areas listed in Exhibit A is approximate and should be used for a rough estimate only. The Contractor is responsible for verifying all locations to be mowed. The Contractor shall provide all suitable equipment and suitable supplies required to complete the necessary services. Mowing shall occur as outlined on Exhibits A & C.

Proposals shall be submitted in a form that details the proposed cost for each of the mowing areas. Proposers shall also include in their proposals a written description of their experience and qualifications to provide the specified mowing services.

Insurance requirement - Contractor shall secure and maintain throughout the full period of this Agreement sufficient insurance to protect itself adequately from claims made by its employees under applicable Workers' Compensation Act and from claims of bodily injury, death or property damage as may arise from the performance of services under the Agreement. Basalt must obtain its own insurance. Contractor shall secure and maintain errors and omissions (professional liability) insurance providing minimum coverage of \$1,000,000. Contractor will, upon request, file certification of such insurance coverage with Basalt or its authorized representative.

Proposals will be accepted until **9:00 am on February 20, 2020**. Bids will be publicly opened on that date and time at Town Hall, 101 Midland Avenue. Proposals should be submitted in a sealed envelope labeled on the outside with "Proposal for Mowing Services." Proposals should be sent or delivered to the following address:

Boyd Bierbaum, Public Works Director
Town of Basalt
101 Midland Avenue
Basalt, CO 81621

Proposals will be evaluated by the Public Works Director and/or his designated representative(s). The contract will be awarded to the Contractor 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 and/or all proposals.

A “Pre-bid” meeting will be held on Thursday, February 6 at 9:00 am at the Basalt Town Hall, 101 Midland Avenue. This meeting will include a site visit to all the turf areas as listed in Exhibit A. The meeting will require a minimum of 3-4 hours to visit all locations.

It is anticipated that the contract for mowing services will be executed shortly after the selection of a contractor is completed. The initial contract shall be from April 1, 2020 to November 1, 2020, 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 Public Works Director by one of the methods listed above.

**Request for Proposals
For
Garden Maintenance Services**

Town of Basalt, Colorado

January 21, 2020

The Town of Basalt is requesting and accepting proposals to perform regular garden maintenance services on Town properties, parks, and certain right-of-ways. These services shall include garden maintenance activities as described on Exhibit C for the gardens listed on Exhibit B from April 1, 2020 through November 1 2020.

Further information for services can be obtained by contacting the Town Public Works Director, Boyd Bierbaum, by phone at (970) 927-4723, by fax at (970) 927-4703, by email at boyd.bierbaum@basalt.net, or Tim Vogel, Gardens, Parks & Forestry, by phone at (970) 279-4395, by email at tim.vogel@basalt.net.

Garden maintenance services shall be for all of the Town properties, parks, and right-of-ways listed on the attached Exhibit B. The Contractor shall provide all suitable equipment and suitable supplies required to complete the necessary services. Garden maintenance shall occur as outlined on the attached Exhibits – B & C.

Proposals shall be submitted in a form that details the proposed cost for each of the garden areas. Proposers shall also include in their proposals a written description of their experience and qualifications to provide the specific garden and landscape services.

Insurance requirement - Contractor shall secure and maintain throughout the full period of this Agreement sufficient insurance to protect itself adequately from claims made by its employees under applicable Workers' Compensation Act and from claims of bodily injury, death or property damage as may arise from the performance of services under the Agreement. Basalt must obtain its own insurance. Contractor shall secure and maintain errors and omissions (professional liability) insurance providing minimum coverage of \$1,000,000. Contractor will, upon request, file certification of such insurance coverage with Basalt or its authorized representative.

Proposals will be accepted until **9:00 am on February 20, 2020**. Bids will be publicly opened on that date and time at Town Hall. Proposals should be submitted in a sealed envelope labeled on the outside with "Proposal for Garden Maintenance Services." Proposals should be sent or delivered to the following address:

Boyd Bierbaum, Public Works Director
Town of Basalt
101 Midland Avenue
Basalt, CO 81621

Proposals will be evaluated by the Public Works Director and/or his designated representative(s). The contract will be awarded to the Contractor 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 and/or all proposals.

A “Pre-bid” meeting will be held on Thursday, February 6 at 9:00 am at Basalt Town Hall, 101 Midland. This meeting will include a site visit to all the gardens listed in Exhibit B. The meeting will require a minimum of 3-4 hours to visit all locations.

It is anticipated that the contract for garden maintenance services will be executed shortly after the selection of a contractor is completed. The initial contract shall be from April 1, 2020 to November 1, 2020, 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 Public Works Director by one of the methods listed above.

EXHIBIT A

Location	Square Feet	Acre/s	Occurrence
Southside Turf			
Soccer Field	63,000	1.45	1 x week
Wildwood Park	18,000	0.41	1 x week
Old Town Turf			
Skate Park/S. Abutment	5,900	0.135	1 x week
Ponderosa Park	29,116	0.669	2 x month
Basalt Center Circle	5,390	0.124	1 x week
Two Rivers Rd	5,300	0.121	1 x week
Swinging Bridge Park and Circle	6,000	0.138	2 x month
Riverside & Cottonwood Dr	1,750	0.04	2 x month
Arbaney Park	127,930	2.937	1 x week
132 Midland Ave	130	0.003	1 x week
Town Hall	34,868	0.8	1 x week
Cliff's Hillside Park	5,200	0.119	1 x week
Roaring Fork Conservancy	7,280	0.167	2 x month
Cemetery	137,600	3.692	2 x month
Kiln	7,020	0.161	2 x month
Berm Trail	18,775	0.43	1 x week
Old Pond Park Turf Island	4,200	0.1	1 x week
Midland Park Turf Island	3,600	0.08	1 x week
River Park	43,560	1	1 x week
Two Rivers Rd ROW (RMI and Conservancy)	3,558	0.08	1 x week
Basalt Underpass North	2,542	0.06	1 x week
Basalt Underpass South	1,316	0.03	1 x week
Willits Turf			
Willits Field and surrounding areas	149,450	3.431	1 x week
Willits Lake	5,700	0.13	1 x month
Linear Park South, Evans	163,335	3.75	1 x week
Linear Park North, Meadow	113,115	2.6	1 x week
East Valley & Village Ct Turf Islands	3,000	0.069	1 x week
Triangle Park, Willits Ln	33,570	0.771	1 x week
Sopris Village Fence line	7,700	0.177	1 x week
Willits Ln & Hwy 82 ROW	47,100	1.081	2 x month
Lake Avenue	2,650	0.06	1 x month
Town Total			
	1,057,655	24.27	

EXHIBIT B

	Sq. Ft.	Location
Arbany Park Beds		
Wood Fence line Bed, west side 20'X4'	80	Pool
Pool Bed West, 337'X3'	1011	Pool
Pool Bed South, 55"X4"	220	Pool
Pool Bed East 75'X3'	225	Pool
School Berm Gardens 240'X4'	960	Two Rivers Rd
Elementary School Drive Garden 10'X10'	100	Two Rivers Rd
Stop Sign Bed, Elementary School 28'X8'	224	Two Rivers Rd
Bench Garden East 144'+100'+115'	359	Two Rivers Rd
Bench Garden West 120'+120'+115'	355	Two Rivers Rd
Clark's Market, west of steps 110'X6'	660	Two Rivers Rd
Clark's Market, east of steps 75'X10'	750	Two Rivers Rd
Recycle Center Parking Area - 3 beds	1,776	Two Rivers Rd
Old Pond Park Beds	1,000	Two Rivers Rd
Town Hall - 8 Beds	3,280	Midland and Two Rivers
Iron Horse Bed Tree and Garden 9'X21'	189	Midland Ave
Susan's Flower Linden Tree and Garden	63	Midland Ave
South Abutment 255'X10'	2,550	Midland Ave
Midland Ave Walkway Garden 475'X9'	4,275	Midland Ave
Library R.O.W., 8 beds	2,035	Midland Ave
7/11 Garden 25'X8'	200	Basalt Ave
7/11 Garden Basalt Ave	975	Basalt Ave
Emma Bridge Planters - 4 beds	1,065	Basalt Ave
Music Garden, rose area 4'X25'	100	Basalt Ave
Basalt Ave, fence line bed 6'X200'	1,800	Basalt Ave
Basalt Ave and Emma Rd, 4 beds	350	Basalt Ave
Round About - Old Town	4,970	Basalt Ave
Ponderosa Park - edible garden beds	3,000	Ponderosa Park
Emma Rd, fence line bed 8'X150'	1,200	Emma Rd
Plant Select Demonstration Garden, 190'X10'	1,900	Emma Rd
Swinging Bridge Shrub Bed West 12'X12'	144	Cottonwood Dr
Swinging Bridge Shrub Bed East 12'X12'	144	Cottonwood Dr
Southside Sign	600	Basalt Ave
RFTA - Basalt		
north side	2,200	Basalt Ave
south side	3,000	Basalt Ave

WILLITS	Sq. Ft.	Location:
Boat Ramp Beds, Willits Ln - 11 beds	1,562	Willits Ln
Leroy's Corner	2,010	Willits Ln
Evans & Willits Ln, 78'X10'	780	Willits Ln
Meadow & Willits Ln, 33'X4'	132	Willits Ln
Willits Ln, south of Lewis Ln 19'X7'	133	Willits Ln
Willits Ln, north of Lewis Ln south	317	Willits Ln
Willits Ln, north of Lewis Ln north	480	Willits Ln
Roundabout	4,068	Willits Ln
East Valley Rd & Willits Ln SW of Roundabout	600	Willits Ln
Willits & 82 - West Bed on 82 75'X12'	1,056	Willits Ln
Willits & 82 - East Bed on 82 - 88'X12'	900	Willits Ln
East Valley Rd Traffic Calming Gardens - 5 beds	489	East Valley Rd
Evans and East Valley Rd 12'X6'	72	East Valley Rd
East Valley Rd & Lewis Ln, east	205	East Valley Rd
East Valley Rd & Lewis Ln, west	305	East Valley Rd
Pocket Park Beds, Whole Foods - 9 Beds	1,000	Whole Foods Blk
East Valley Rd & Reed St Garden north	100	Whole Foods Blk
East Valley Rd & Harris, Bike Shop	100	Whole Foods Blk
East Valley Rd & Harris, Sure Thing	50	Starbucks
East Valley Rd & Harris garden west	180	Starbucks
East Valley Rd & Harris, Starbucks	60	Starbucks
Triangle Park, Stage Bed	540	Triangle Park
Triangle Park, Fountain Bed	188	Triangle Park
BLOCK 6, all gardens between sidewalk and parking areas		Blk 6-----
NW Bed	200	Blk 6
SW Beds - 2	350	Blk 6
South Center Beds - 2, Willits Care Center	500	Blk 6
SE Beds - 2	200	Blk 6
East Bed - Soak	192	Blk 6
NE Bed	120	Blk 6
Block 7, all gardens between sidewalk and parking areas		Blk 7-----
NW Beds	225	Blk 7
Center West Beds - 2	200	Blk 7
SW Beds - 2	1,000	Blk 7
South Center Beds - 4	500	Blk 7
SE Beds - 2	225	Blk 7

East Bed - Elec. Box	300	Blk 7
NE Beds - 2	325	Blk 7
North Center Beds - 3	600	Blk 7
Grange & Lewis Ln, south, 4 beds	600	across from blk 7
Grange St & Lewis Ln , NE Corner, 2 beds	360	Element Hotel
Grange St & Market, SE Corner, 2 beds	250	Element Hotel
Grange St & Market, NE Corner	140	Blk 8
RFTA		
EL Jebel Bus Stop	400	
Willits Bus Stop Up Valley	300	
Willits Bus Stop, Down Valley	350	
Willits Underpass - West Circle Bed	2,000	
Willits Underpass - East lower Bed	250	

Exhibit C

Mowing Protocol:

Regular scheduled mowing should begin April 13, 2020, weather dependent. The contract may be adjusted for early or late starts.

Before mowing, trash, tree branches, and other large debris must be cleared and removed from turf areas.

The mowing schedule will be determined in conversation between the contractor and Town staff such that all areas get completed on frequency set forth in Exhibit A. Mowing operations shall be scheduled such that all the areas are completed within 2 weekdays.

Inside the pool fence mowing must be completed by 9am, and specific day and time must be coordinated with Town staff to minimize impact with pool activities. The grass clippings in this area must be bagged and removed.

Per Town of Basalt municipal code, no audible machinery can be run before 7am, and no backup alarms may be used before 8am.

Branches and sticks must be picked up on turf areas prior to mowing. If there are significant limbs down after a wind event, notify Town staff to have them cleaned up.

Grass clippings must be blown or swept off of hard surfaces, back onto the turf.

Excessive, visible clippings must be dispersed by raking, blowing, mowing over, or occasionally bagging and removing the clip. If clippings cover any areas of turf such that the growing grass underneath is completely covered, it must be dispersed or removed.

After significant rain events, contact Town staff to determine if some or all turf areas are too wet to mow, and the mowing schedule will be adjusted to allow turf to dry out.

Report any unusually wet and soggy areas to Town staff, as this may indicate an irrigation issue. Keep machines off any unusually wet and soggy areas until issue is fixed and area dries out.

Report any irrigation heads or other infrastructure broken to Town staff, whether caused by mowers or not.

The Last week for mowing will be the second week in October, weather dependent. This is 27 weeks of mowing. The contract may be adjusted for early or later finish.

Garden Maintenance (Including RFTA Stations and Park and Rides) Protocol:

Spring Maintenance

1. Rake out and weed all beds. Complete any cutbacks, including ornamental grasses (per species requirements), that were not cut back previously
2. Leaves, debris, weeds* and trash to be removed from garden beds
3. All material removed to be disposed of off-site by contractor
4. Add a fine mulch suitable for perennial beds (3/8" minus compost bark), to be provided by contractor and approved by Town staff
5. Weed* removal to be done preferably in a manner that removes the root system
6. Remove dead plant material, give inventory of removal to the contract manager
7. Make recommendations of plants needed to Town staff
8. Spring Maintenance completion date is May 1, (Completion date is weather and ground condition contingent. Extension of this date must be made and granted in writing by Town staff).

Ongoing Maintenance

1. Weed beds*, remove noxious weeds**, remove all trash, dead head flowers per species requirements
 - a. Once a week for the following beds – Town Hall, Midland Ave, Walkway Garden
 - b. Twice a month for all other beds
 - c. Prune shrubs, bushes, trees and perennials to maintain health and natural habit as per species requirements
 - a. Plants shall be pruned to retain their natural form. Boxing, topping and shearing of shrubs/trees is not acceptable

- b. Pruning shall include the removal of dead or diseased branches, lateral and/or crossing braches not consistent with standard form
 - c. Suckers from adjacent trees, such as Cottonwood, Aspen, Locust etc., shall be removed
 - d. Flowering shrubs, bushes or perennials shall not be pruned during bloom or at a time that will inhibit blooming
2. Maintenance period is from May 1-Oct. 1

Fall Maintenance

1. Remove all weeds* from beds
2. Remove any dead plant material and give inventory of removal to the contract manager
3. Cut back perennial plants and ornamental grasses as per species requirements
4. Fall maintenance will be completed by Nov. 1

*A weed is considered anything growing in the garden beds that were not physically planted.

** Noxious weeds are considered any vegetation that the Colorado Department of Agriculture has identified on List A-List C.

Please contact Trevor LaLonde, (970) 279-4394, trevor.lalonde@basalt.net for questions about turf and mowing areas.

Please contact Tim Vogel, (970) 279-4395, tim.vogel@basalt.net for questions on the garden areas.