



**L A P I N E**

O R E G O N

**City of La Pine Public  
Works Department**

**REQUEST FOR PROPOSALS**

PROJECT: Landscape Maintenance

PROPOSAL DUE DATE: March 17, 2020

**City of La Pine**

Public Works

Department Contact

Person

541-536-1432

**Public Works Manager**

**Jake Obrist**

## **BACKGROUND**

The City of La Pine takes great pride in maintaining the investments it has made in our landscaping through various streetscape projects. Those interested in providing these services for landscape maintenance should provide the City a bid for services for the landscape areas located and identified in the RFP. The independent contractor must be licensed through the Oregon Construction Contractor's board or the Landscape Contractor's board.

## **LANDSCAPE AREAS**

- ***West Side of Highway 97 Streetscape***-Starting at the intersection of 1<sup>st</sup> Street going southerly past 6<sup>th</sup> Street. Including City Hall on-site landscaping. Including "Triangle Park" located at Huntington and Highway 97.
- ***1<sup>st</sup> Street Streetscape***- Starting at Highway 97 going west on 1<sup>st</sup> Street, including north and south sections of 1<sup>st</sup> street. ending at the Huntington Road intersection. Not including the frontage of the La Pine Community Health Center on 1<sup>st</sup> Street.
- ***Huntington Streetscape***- Starting on Huntington Road at the south entrance of Bi-Mart continuing to the north entrance of Bi-Mart.

## **SCOPE OF WORK**

This scope of work intended to identify general duties of landscape maintenance within the City of La Pine.

- (1)Spring clean-up and irrigation fire up. Clean up of all winter caused maintenance needs on all landscaping areas to include, pruning, raking, mowing, edging, trash removal, irrigation testing and repair, fertilizing, etc. This is to get all areas ready for their regular interval maintenance.
- Weekly visits to include: April (1), May(4), June(4), July(5) August(4), September (3), October (1).
- (1)Fall clean-up and irrigation winterization. Clean up all landscape area to prepare for winter off season to include similar duties as spring clean-up.
- Both Spring and Fall-clean up duties are separate from the weekly maintenance identified above
- Provide costs associated with all (3) landscape areas individually, and provide a total for all (3) together
- Provide an hourly rate for any services performed outside the scope of regular maintenance

## **TIMELINE**

RFP Advertisement:	2-27-2020
Proposal Due Date:	3-17-2020

There will be no mandatory pre-proposal meeting. All questions shall be made in writing via email to Jake Obrist, Public Works Manager ([jobrist@lapineoregon.gov](mailto:jobrist@lapineoregon.gov)) by **2:00 p.m. (PST) March 17, 2020**. Faxed requests for information will not be accepted.

If a contract is awarded, the City will award the contract to the consultant whose proposal will best serve City's interests. Consultants responding to this Request for Proposals (this "RFP") do so at their own expense; City is not responsible for any costs and/or expenses associated with the preparation and/or submission of any proposal. City reserves the right to enter into one or more contracts concerning the project scope described in this RFP.

If a contract is awarded, City and the selected consultant will enter into a professional services agreement. The Agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to City. Without otherwise limiting the generality of the immediately preceding sentence, the Agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

Notwithstanding anything contained in this RFP to the contrary, if in City's best interest, City reserves the right to (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such proposals, and/or (e) reject any or all Proposals for any reason and/or without indicating reasons for rejection. Further, City reserves the right to (y) seek clarification(s) from each proposer and/or require supplemental information for any proposer, and/or (z) negotiate with alternate proposers, if initial contract negotiations are unsuccessful.