

**HEBER PUBLIC UTILITY DISTRICT
REQUEST FOR PROPOSALS
FOR PROFESSIONAL PARK LANDSCAPE
MAINTENANCE SERVICES**

I. INTRODUCTION

A. General Information

The Heber Public Utility District (District) requests proposals from qualified contractors for professional park landscape maintenance services, with the option of providing these services for three (3) subsequent fiscal years through fiscal year ending June 30, 2024.

There is no expressed or implied obligation from the Heber Public Utility District to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by Laura Fisher, General Manager, at 1078 Dogwood Road Suite 103, Heber, California 92249, by 3:00 p.m. on March 12, 2020. The Heber Public Utility District reserves the right to reject any or all proposals submitted.

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and contractor within the contract between the District and the contractor selected.

B. Term of Engagement

The term is for a minimum one (1) year contract. An additional three (3) renewal years is contemplated, requiring the proposer to submit prices in the proposal for the three (3) renewal terms. Renewal terms are an option exercisable by the District and may not necessarily need to go back to the Board of Directors each year.

II. SCOPE OF WORK

A. General:

The District is soliciting the services of a qualified contractor for professional park landscape maintenance services, at four parks within the Heber District with the option of providing these services for three (3) subsequent fiscal years through fiscal year ending June 30, 2024.

The District is an independent special district in the County of Imperial and has served the community of Heber since 1931. The District has a governing body of a five (5) member Board of Directors elected at large with four (4) year staggered terms. The District provides recreational programming including special events, and community activities. The District currently owns 21.53 acres of parkland, comprised of four (4) developed parks. The District also owns 19 acres of property that has been designated as parkland and which will be developed as funding is available.

B. Wage Rates:

Notice is hereby given that this Professional Agreement for Parks Maintenance Services is subject to the general prevailing wage requirements of the Labor Code of the State of California. During the performance of this contract the Contractor shall comply with the wage guidelines.

C. Scope of Work to be performed:

The District desires the contractor provide professional landscape and maintenance services of four parks in the Heber Public Utility District.

Work Locations:

The work described will be performed at the following locations in Heber:

Estancia Park – The 7.02-acre Estancia Park serves two functions, as a park and as a retention basin. The park contains a shaded tot lot, basketball court and benches. Estancia Park has a walking path on the upper level perimeter that is used frequently. This area is lined with mature trees. There are no restroom facilities at Estancia Park.

Heber Children’s Park – The 0.41-acre Children’s Park is one of the District’s most mature park areas located within close proximity to the center of the Townsite. Existing amenities at the park include a tot lot, mature trees, and benches. The Heber Children’s Park does not contain restroom facilities.

Edward “Jiggs” Johnson Park – The 3.72-acre park commonly referred to as “Jiggs” Park is one of the newest parks within the District. It includes a shaded tot lot as well as community amenities including shaded picnic areas with barbecue grills. Jiggs Park features a tree lined walking path around the perimeter lit with solar lighting. There are also no restrooms at Edward “Jiggs” Park.

Margarito “Tito” Huerta Jr. Park – The 10.38-acre park is the largest park in the District and the only park that includes a baseball diamond. New sports lights were installed in 2017 enabling its use after hours of both the baseball field and soccer field. The park also includes public restrooms and mature trees.

Park Map Exhibit “A”: HPUD Park and Recreational Facilities Map, delineates park locations throughout the District’s Service Area.

D. Description of Work:

The contractor shall furnish all labor, materials, tools, equipment and incidentals needed to perform the described work, in a safe, timely and workmanlike manner.

The following work shall be performed at least once a week:

1. Mow turf areas between 3”-4” as needed seasonally (including ball fields, walking paths, and general turf)
2. Move soccer goal posts and picnic tables in order to mow underneath to the standards described above.
3. Edge turf along walkways, pavement and curbs.
4. Remove cuttings, leaves, trash and debris from turf and planting areas and dispose of off-site.
5. Blow, pick up and remove off-site, leaves, trash and debris from walkways, ball courts, picnic areas and other paved surfaces.
6. Clean benches, picnic tables, playground equipment, playground surfaces, barbecues and drinking fountains.

7. Look for problems such as leaky valves, leaky sprinkler heads, potholes, sunken areas, dead plants, vandalism, graffiti, damaged facilities and equipment and notify District's representative in writing or by e-mail as soon as possible.
8. Monitor incidental weed growth, and control as needed.
9. Perform other incidental work of similar nature as directed by the District's representative.

The following work shall be performed semi-annually as scheduled by the District's representative:

1. Provide and apply herbicide to control weeds along fence lines, around bollards, light fixtures and signs, under bleachers, in areas of inert material (mulch and cobble areas, decomposed granite surfaces, and baseball field base lines, pitcher's mounds, warm-up areas, etc.) and around sprinkler heads.
2. Perform minor tree and shrub pruning as directed by the District's Representative.

E. Work Performed by District Staff or Others

The Contractor shall cooperate and coordinate its work activities with the work activities performed by District's park maintenance workers, community partners, volunteers or other contractors, including but not limited to the following activities to be performed by others:

1. Occasional facility construction projects.
2. Daily emptying of trash receptacles.
3. Scheduling, operating and repairing irrigation systems.
4. Graffiti removal.
5. Annual fertilization, aeration and top dressing of sports fields.
6. Bi-annual application of mulch and decomposed granite in non-irrigated planting areas.
7. Major tree pruning.
8. Removal and replacement of plantings; new plantings.
9. Daily cleaning of restrooms.
10. Replacement of light bulbs.
11. Special events in and around district property.

F. Minimum Schedule and District Directed Work

1. The Contractor shall provide the staffing necessary to complete described work.
2. If specified tasks are completed, the District's Representative may direct Contractor to perform other tasks as needed, of a similar nature to the work described above. Such work may include, but is not limited to cleanups before and after major events such as the Fall Fiesta, Easter Egg Hunt, Christmas Events, Movie Nights, etc.

III. CONTRACT EXPECTATIONS

1. The expectation of the District is to provide safe, clean, attractive facilities throughout the entire parks and recreation system. The contractor will be required

to inspect and monitor its own work product. The contractor is expected to guarantee that it will satisfy all maintenance standards as will be agreed upon and set forth in the final contract. A representative of the contractor shall communicate or be available for communication on a daily basis on weekdays and be able to be reached on weekends.

Expectations include full compliance with all applicable state and local laws and licensing requirements. When agreed upon by the District and Contractor, other industry standards or "best practices" for safe, attractive, well maintained grounds and facilities also may be used.

2. Contractor to provide materials and supplies: Unless specifically stated otherwise and agreed in writing, the contractor is expected to provide all materials and supplies required to execute contract obligations. This will include all chemicals, paper products, oil and fuel, fertilizer, tools, office supplies, and all related items for all aspects of the operation. This includes all preventative maintenance, repairs, emergency repairs, storm damage and other acts of nature, or other planned or unplanned operations requiring materials, supplies, or other expenditures.
3. Contract Term: This work will be awarded by contract covering a 1 year period with the possibility of extending the contract for an additional three years. The contract manager for the District shall be the General Manager or his/her designee.
4. Customer Service: There is a high degree of customer service involved in this contract. Customers include the Heber Public Utility District Staff, Parks and Recreation Department, the citizens and officials of the District, and all visitors to the park facilities. With regard to the Parks and Recreation Department, communication on a daily basis will be required in order to serve the community. The contractor shall communicate all problems, customer service issues, questions, etc. on a daily basis with the General Manager or his/her designee.
5. Lost and Found: All lost and found items shall be turned in to the Heber Public Utility District main office. No lost and found items are to be retained by the contractor. The District will be responsible for receiving calls and returning items to the public. Items not claimed will be otherwise disposed of in a fair and appropriate manner. In no case will the items be returned to the finder unless warranted by law.
6. Maintenance Schedule: Active growing season and park use season shall be considered March 1 – November 15. This may vary depending on weather/use. During active season, parks require a maintenance presence of one (1) day per week. All other months, parks require a maintenance presence one (1) day every two weeks.

Mowing and similar maintenance operations that impact public use of the facilities are generally required to be performed Monday-Friday between the hours of 6:00AM and 5PM. Contractor is expected to work around public use and be courteous and respectful to park visitors at all times.

Saturday-Sunday. Weekend use by the public is extensive and weekend cleaning and other maintenance is provided by Park staff as needed. Park facilities are open and available for public use 24 hours per day.

7. Service Levels Subject to Change: A reasonable attempt has been made to provide an overview of anticipated work in this Request for Proposals. The District park system is not static. As service levels increase or decrease, it is expected that adjustments to ongoing levels of service delivery will be necessary. The contractor's ability and willingness to work in a dynamic system in a unique public/private partnership will be an important consideration.

IV. BASIS FOR COMPENSATION

The District has prepared a list of deliverables based on the scope of work that is consistent with the basis for compensation. ***The Contractor's proposal shall be a fixed monthly amount that includes an annual cost per park to perform the scope of services requested. The proposed fixed monthly amount and annual cost shall be submitted in a separate, sealed envelope from the proposal.*** The District shall prepare the agreement for services, and payments to the contractor will be monthly based on invoice.

V. PROPOSAL REQUIREMENTS

Interested and qualified firms are requested to submit a proposal by the deadline set forth below. The proposal shall provide the following information:

1. Firm name, address, telephone number and website, and principal contact name, telephone number, and e-mail address.
2. Brief description of the firm and a statement of the firm's qualifications to perform the requested services.
3. Name of the principal staff person(s) who would be responsible for managing the services to the District and their resume and qualifications.
4. Description of the firm's proposed fees consistent with section 4 above.

Modifications:

Proposer shall provide a description of any modifications to the proposed scope of services believed to improve the quality or effectiveness of the RFP. The description should identify the impact on the scope and cost that these modifications would have, if accepted.

Related Experience:

Provide a summary of similar services that the proposer has completed or is currently providing, including locations and a customer contact. Identify team members and percent of involvement and time commitment for each team member. Contractors submitting must have a minimum of 3 years of service/experience in the provision of landscape maintenance services similar in nature and scope to those described in this RFP. A previous or current successful contract with a minimum of 20 acres of service area is preferred. Representative work should include experience or capabilities in all aspects of turf management; litter control; hard surface trail or sidewalk maintenance; natural surface trail maintenance; herbicide and pesticide control; and unimproved areas maintenance.

References:

Provide a minimum of three references for which the proposer has provided similar services, include the name, address and telephone number of such references.

Conflicts of Interest:

The proposal should identify any actual, apparent, perceived or potential conflicts of interest that may result from the performance of proposed services.

Insurance:

Description of the firm's general liability, automobile liability, and workers' compensation insurance coverages. The successful proposer will need to provide satisfactory proof of insurance, during the term of the agreement; as follows:

Type Limits:

Scope Commercial general liability \$1,000,000 per occurrence & \$2,000,000 aggregate at least as broad as ISO CG 0001

Automobile liability \$1,000,000 per accident at least as broad as ISO CA 0001, code 1 (any auto)

Workers' compensation statutory limits Employers' liability \$1,000,000 per accident.

The general and automobile liability policy(ies) will need to be endorsed to name the District and its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the work.

VI. PROPOSAL REQUIREMENTS

The following material is required to be received by the District by 3:00PM, Wednesday, March 12, 2020, for a proposing contractor to be considered. No faxes or e-mails shall be accepted. Proposals received after that date and time shall not be accepted. ***The Contractor's proposal shall be a fixed monthly amount that includes an annual cost per park to perform the scope of services requested. The proposed fixed monthly amount and annual cost shall be submitted in a separate, sealed envelope from the proposal.***

Contractor must provide one (1) original and two (2) copies of the proposal at the time of submission to:

Laura Fischer
General Manager
Heber Public Utility District
178 Dogwood Road, Suite 103
Heber, CA 92249

All questions regarding the RFP should be directed to Laura Fischer at (760) 482-2440 or lfischer@heber.ca.gov. All questions and responses will be posted on the District's website through March 10, 2020 after which no questions or responses will be published.

VII. TIME REQUIREMENTS

The following is a list of key dates:

Request for proposals issued:	February 7, 2020
Due date for proposals:	March 12, 2020 – 3:00PM
Interviews if needed:	March 16, 2020 – March 17, 2020.

Proposed Notification and Contract Dates:

Selected contractor notified on or before:	March 20, 2020
Contract to Board of Directors:	March 19, 2020
Contract Date – on or before:	April 30, 2020

The District will review all submitted proposals and evaluate them against the following selection criteria: demonstrated positive experience performing the requested services; capability to perform the services, including demonstrated qualifications and resources to competently and timely perform the work; firm and principal staff reputation in the community; quality of references; and proposal price and fees.

Proposals will be reviewed and considered by the District Board of Directors, based on a recommendation from District staff. Contract award, if any, will be on the basis of the selection criteria set forth above.

If the Board decides to proceed with retaining a firm, the District will enter into contact negotiations with the selected firm. The contract will be based on the District's standard form of service contract. The selected firm will be expected to begin work without delay.

VIII. ADDITIONAL INFORMATION

The District reserves the right to:

1. Reject any and all proposals, or any part thereof;
2. Waive any informality in the proposals or in the process;
3. Accept the proposal that best meets the District needs;
4. Verify the information in any proposal;
5. Alter the selection process in any way;
6. Request additional information or clarifications;
7. Allow corrections of errors or omissions;
8. Revise the scope of services and work;
9. Extend the deadline for proposal submission;
10. Withdraw or cancel this request for proposals at any time without prior notice; and,
11. Decide whether or not to contract with any firm. The District makes no representation that any contract will be awarded to any firm responding to this request.

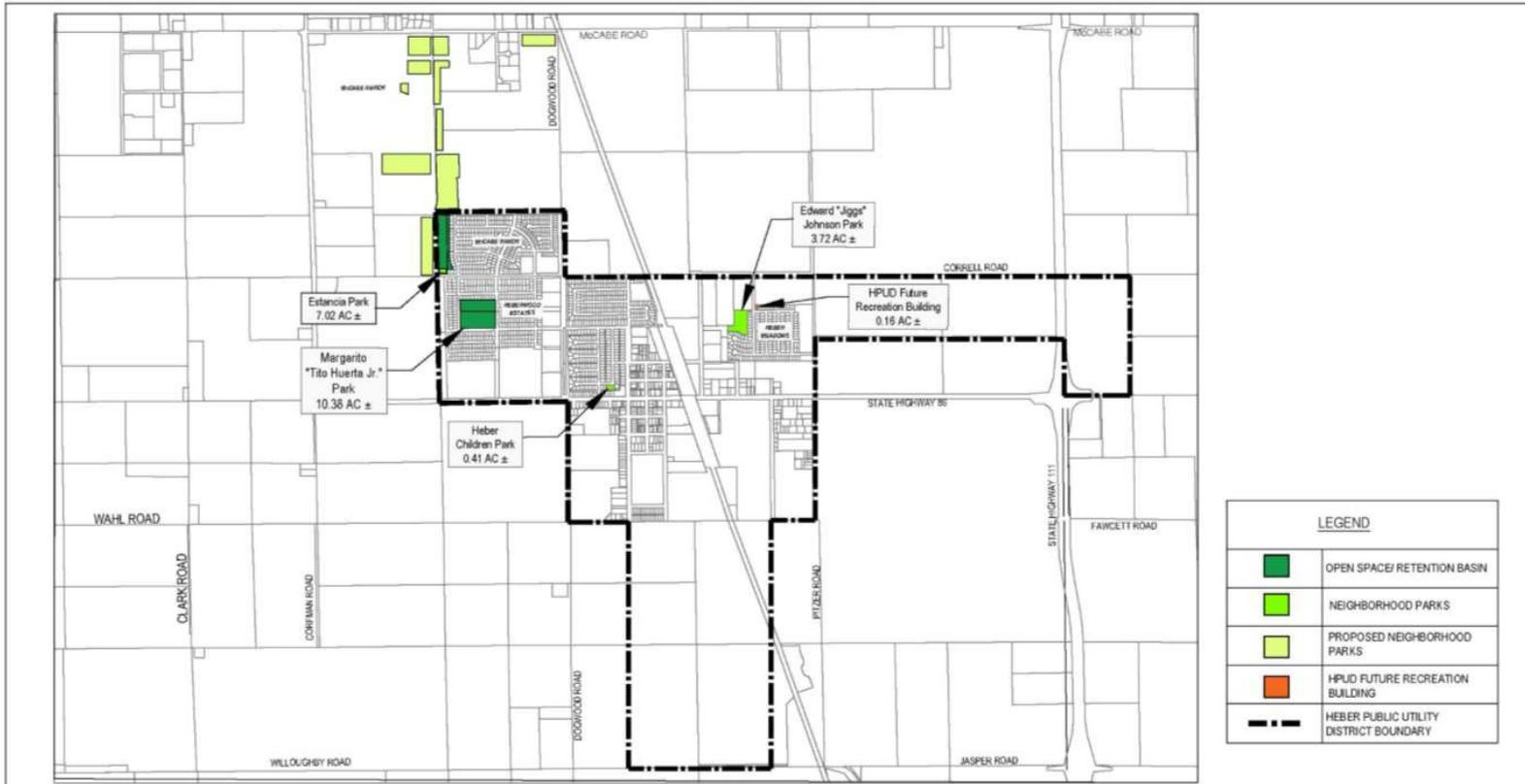
Nothing in this request for proposals shall be construed to obligate the District to negotiate or enter into a contract with any particular firm. This request for proposals is not an offer to contract.

All costs of response and proposal preparation shall be borne by the proposer. The District shall not be liable for any pre-contractual expenses incurred by the proposer, including any time and costs associated with the preparation and submission of the proposal or any interview.

All submitted proposals shall become the property of the District. The District shall have the right to copy, publicly review and discuss, retain, and dispose of each proposal. All proposals and related information received by the District will be considered public records subject to disclosure under the California Public Records Act.

APPENDIX A

MAP OF HEBER PARKS



The Holt Group, Inc.
 • ENGINEERING • PLANNING • SURVEYING

1601 NORTH IMPERIAL AVENUE EL CENTRO, CALIFORNIA 92243 760-337-3583

NOT TO SCALE

HEBER PUBLIC UTILITY DISTRICT PARK AND RECREATIONAL FACILITIES MAP

EXHIBIT 4-B

PROJECT NO: THG 744.072 DATE: December 2017

APPENDIX B

LIST OF KEY PERSONNEL, OFFICE LOCATION, E-MAIL AND TELEPHONE NUMBERS

Laura Fischer General Manager lfischer@heber.ca.gov	1078 Dogwood Road, Suite 103 Heber, CA 92249	760-482-2440 office 760-336-1572 cell
Francisco Rodriguez Chief Operator frdriguez@heber.ca.gov	1085 Ingram Avenue Heber, CA 92249	760-482-2440 office 760-427-4685 cell

APPENDIX C

PROPOSER GUARANTEES

1. The proposer certifies it can and will provide and make available, at a minimum all services set forth in Section II, Scope of Work

Signature of Official: _____

Name (typed): _____

Title: _____

Contractor: _____

Date: _____

APPENDIX D

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with the State of California Laws including prevailing wage laws under the Labor Code.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Heber Public Utility District.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Contractor: _____

Date: _____