



REQUEST FOR PROPOSALS

2021 Mowing & Landscape Maintenance Services

Parks' Project Number:

N/A

Release Date:

August 28, 2020

Responses Due:

September 11, 2020

3:00 p.m. Local Time

Mail or Hand Deliver Responses To:

Brownsburg Parks
ATTN: Jonathan K. Blake, AICP
402 E. Main Street
Brownsburg, Indiana 46112

SUBMITTALS WILL NOT BE OPENED PUBLICLY

RFP Contents

Invitation 3

Community Profile 4

Purpose & Intent 5

 VISION STATEMENT 5

 MISSION STATEMENT 5

 VALUES 5

 STRATEGIC MASTER PLAN GOALS..... 5

Scope of Services 6

Submittal Requirements 14

Selection Criteria 15

Supplemental Information..... 15

 GENERAL CONDITIONS. 15

 ADDITIONAL CONDITIONS..... 16

 BONDS, INSURANCE AND SPECIAL PROVISIONS..... 18

Anticipated Process Schedule..... 19

Invitation

The Town of Brownsburg, located on the west side of Indianapolis, is soliciting written proposals from qualified individuals, firms or corporations (“Contractors”) to provide professional Mowing and Landscape Maintenance Services for the Brownsburg Parks Department (“Owner”) at locations listed in this packet.

Proposals must be received no later than 3:00 p.m. Local Time on Friday, September 11, 2020. All responses must be in a sealed envelope and have “**2021 MOWING & LANDSCAPE MAINTENANCE SERVICES**” clearly marked on the outermost envelope. Please submit one (1) hard copy original and one (1) electronic copy (in PDF format) as follows:

Mail or Hand Deliver To:

Brownsburg Parks
ATTN: Jonathan K. Blake, AICP
402 E. Main Street
Brownsburg, Indiana 46112

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate Brownsburg Parks to award a contract, nor is Brownsburg Parks liable for any costs incurred by the Contractor in the preparation and submission of proposals for the subject work. Brownsburg Parks reserves the right to select a Contractor, multiple contractors or reject any and all proposals submitted for the subject work.

A mandatory Pre-Submittal conference will be held on Friday, September 4, 2020 at 10:00 a.m. in the Tech Room at the Town of Brownsburg Town Hall, located at 61 N. Green Street, Brownsburg, Indiana 46112.

Questions concerning this RFP, the anticipated work or the scope of services required under this RFP, must be submitted in writing via email to Jonathan K. Blake, AICP, Assistant Director, at jblake@brownsburgparks.com no later than Wednesday, September 9, 2020 at 12:00 p.m. All questions regarding this RFP should be sent via email to the above-named individual only. Prospective contractors contacting other Town officials or Town staff may be disqualified for doing so.

Any addenda shall be posted on the Brownsburg Parks & Recreation Department’s website at www.planbrownsburgparks.com. It is each prospective contractor’s responsibility to ensure they have received all addenda prior to submitting a sealed proposal.

The Town of Brownsburg and Brownsburg Parks are equal opportunity employers. They do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status, in any of their activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors and provision services. Brownsburg Parks expects its chosen contractors to comply with these standards.

Community Profile

Over the past 10 years Brownsburg has experienced significant growth in the single-family and multiple-family residential markets as well as the commercial, industrial and light manufacturing sectors. Over the past five years the Town has invested heavily in local planning efforts, including the 2012 Comprehensive Plan; 2013 Zoning Ordinance and Map Update, 2015 Unified Development Ordinance and the 2014-2018 Strategic Plan. Through the strong leadership of its elected and appointed officials Brownsburg remains one of the fastest growing communities in the state of Indiana. Between 2000 and 2010 the town's population grew from 14,848 to 21,285 (a 43% increase). Even during the economic recession in 2008-2010 the town experienced slow but steady growth in new single-family residential permits however, the Town survived the downturn and the housing market has grown exponentially since. Between January 1, 2014 and December 31, 2017 the Department of Development Services issued 743 single-family residential permits and approved 787 multiple-family residential units. Based on current projections (local estimates) of existing and new residential inventory the town's population could reach 30,000 by 2020.

Brownsburg has been recognized twice by *CNN Money* magazine among the nation's "Best Places to Live" for its low crime, strong local economy, affordable homes and excellent schools. The influx of residents to the community, and surrounding areas, is due in large part to the reputation of the Brownsburg Community School Corporation. The School Corporation recently celebrated its designation by the Indiana Department of Education as an *All A* school district, for the 5th consecutive year in a row.

Today, Brownsburg Parks manages more than 295 acres of park land and open space, and 13 miles of trails/greenways; and provides a variety of recreational programs, activities and special events throughout the year. There are more than 117,000 residents within a 15-minute drive of Arbuckle Acres, the Town's oldest and most well-known community park. Brownsburg Parks currently serves customers residing in the corporate limits of the Town, as well as customers from the surrounding unincorporated areas; however, only those residents located in the Town limits contribute to the park system through property taxes.

There are five parks in the Town and each park is used for a variety of active and passive recreational programs, services and sports leagues. In addition, Brownsburg Parks owns another 11 properties for future parks, trails and greenways. Many of our park properties contain buildings, facilities and other structures used by the public and our Recreation Services Division for programming and/or pre-approved permitted uses.

Purpose & Intent

VISION STATEMENT

“To enhance the quality of life in Brownsburg and further its economic development goals to create a community of choice to live, work, and play now and for future generations.”

MISSION STATEMENT

“To maximize resources in providing beautiful parks, recreation activities, and facilities to the Brownsburg community that enhances the residents’ health and promotes economic vitality for long-term sustainability.”

VALUES

INCLUSION: *We embrace different ways of thinking to ensure we help to build a community for everyone.*

GROWTH: *We challenge ourselves to have a bigger impact on the community.*

INTEGRITY: *We strive to build the respect and trust of the community.*

RELATIONSHIPS: *We build relationships to connect with our community.*

WELLNESS: *We improve our well-being so we can create an opportunity for community members to live a healthy lifestyle.*

STRATEGIC MASTER PLAN GOALS

- Develop and maintain quality parks and experiences for people of all ages in an equitable manner throughout the community to achieve 11 acres of parkland per 1,000 residents of which we will develop up to 70% of our park land for recreation purposes while protecting the remaining acres for conservation purposes.
- Develop a Multi-generational community center for people of all ages that can operate in a financially sustainable manner.
- Develop and implement creative park and recreation programs that target all residents in the Town to maximize the community’s appreciation for quality park and recreation experiences.
- Seek dedicated funding sources to support parks and recreation in Brownsburg Parks for the next ten years.
- Recruit, hire and retain highly engaged, driven and innovative staff to deliver quality parks, recreation facilities and programs in the Town that demonstrate the best of public services.

Scope of Services

GENERAL PROVISIONS.

- A. Work performed by the Contractor shall involve approximately 33 weekly mowing cycles and approximately 8 monthly cycles per year, during the term of the agreement.
- B. Work shall be performed Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m.; unless otherwise approved by the Natural Resources Manager.
- C. Frequency of mowing cycles will be at the discretion of the Natural Resources Manager, or their designee. Typically they will be every seven (7) to ten (10) days, depending on weather conditions.
- D. No guaranteed minimum or maximum number of mowing cycles is either stated or implied. At their discretion, the Natural Resources Manager, or their designee, reserve the right to increase, suspend, or cancel any part of the mowing and landscaping contract, for a specific location or all locations.
- E. If the Contractor notices any vandalism or damage, of any kind, to turf lawns, landscaping, trees, bushes or any other amenity in the park area, or within the extents of the contractually mowed areas, they shall be reported to the Natural Resources Manager, or their designee, before the Contractor finishes work at that specific location.
- F. All billing and invoices will be submitted to the Owner on a monthly basis with detailed itemized billing for each work item performed for each location. Billing will include the date the work was completed, the work item(s) performed, the cost per work item and the total cost.
- G. Care shall be taken to avoid damage to tree trunks, shrubs, sprinklers, sign posts, playgrounds, buildings, fences and other structures (public and private). Damage shall be promptly reported to the Natural Resources Manager, or their designee, and repairs promptly made at the Contractor's sole expense. Should the damage not be rectified within the agreed upon or to the satisfaction of Brownsburg Parks, the Department reserves the right to repair or replace that which was damaged and assess the associated costs to the Contractor.
- H. The Natural Resources Manager, or their designee, may require that the Contractor alter their service schedule to prevent a conflict with a special event scheduled for any location. Notice will be given to the Contractor at least two weeks prior to the date of the event.
- I. Equipment: The successful Contractor shall furnish and maintain all equipment necessary to perform the work specified in the Scope of Services. The following equipment requirements shall apply:
 - 1) Prior to, and as a condition of, contract award, all equipment may be examined and approved by Brownsburg Parks. The Owner reserves the right to randomly inspect all equipment at any time during the term of the agreement.
 - 2) Insufficient and/or inadequate equipment as determined by the Owner is cause for rejection of the Contractor's submittal.
 - 3) Failure to provide suitable equipment for the performance of the work shall be grounds for termination of the contract by the Owner.

- 4) All mowers shall be kept in good operating condition and shall be maintained to provide a clean, sharp, level cut of turf lawns at all times.
- 5) Equipment shall not be stored on Owner's property overnight.

J. Service areas to be included in the contract:

1) Parks & Public Spaces

i. Arbuckle Acres Park – 7024 Lucas Drive

1. Mowable Area (Approximately): 17 acres
2. Landscape Bed Area (Approximately): 860 sq. ft.
3. Plant and maintain 4 planter pots.

ii. Arbuckle Commons – 7198 Arbuckle Commons

1. Mowable Area (Approximately): 0.2 acres
2. Landscape Bed Area (Approximately): 9,500 sq. ft.
3. Plant and maintain 20 hanging baskets.

iii. Cardinal Park – 3234 Hornaday Road

1. Mowable Area (Approximately): 15 acres
2. Landscape Bed Area (Approximately): 10,000 sq. ft.

iv. I-74 Gateway Park – N. Green St. & I-74 Interchange

1. Mowable Area (Approximately): 0.5 acres
2. Landscape Bed Area (Approximately): 25,000 sq. ft.

v. Nature's Classroom – 710 Alpha Ave.

1. Mowable Area (Approximately): 2 acres

vi. Parks Administrative Offices – 402 E. Main Street

1. Landscape Bed Area (Approximately): 700 sq. ft.

vii. Stephens Park – 605 Stephen Drive

1. Mowable Area (Approximately): 2 acres

viii. Tague Property – 315 W. Main Street

1. Mowable Area (Approximately): 7 acres

ix. Town Hall Complex – 61 N. Green Street

1. Mowable Area (Approximately): 2 acres
2. Landscape Bed Area (Approximately): 10,000 sq. ft.

x. Williams Park – 940 Locust Lane

1. Mowable Area (Approximately): 25 acres

2. Landscape Bed Area (Approximately): 4,600 sq. ft.

2) Streetscapes

i. Gateway (East) – 10469 E. US Hwy 136

1. Landscape Bed Area (Approximately): 650 sq. ft.

ii. Gateway (South) – 2531 Green Street

1. Landscape Bed Area (Approximately): 800 sq. ft.

iii. Gateway (West) – 5615 E. US Hwy 136

1. Landscape Bed Area (Approximately): 100 sq. ft.

iv. N. Green St. (Brownsburg Square) – 875 N. Green Street

1. Mowable Area (Approximately): 0.80 acres
2. Landscape Bed Area (Approximately): 2,600 sq. ft.

v. S. Green St. & Co. Rd. 300 N. Roundabout

1. Landscape Bed Area (Approximately): 10,138 sq. ft.

3) Trails & Greenways

i. B&O Trail (Multiple Locations)

1. Mowable Area (Approximately): 5 acres

ii. Bi-Centennial Trail (8000 Blk. E. Co. Rd. 300 N.)

1. Mowable Area (Approximately): 5 acres

iii. White Lick Creek Greenway

1. Mowable Area (Approximately): 5 acres

FINE CUT MOWING.

- A. Prior to mowing, the Contractor shall inspect the property and remove all litter and debris within the mowing area and dispose of it properly. If in the course of mowing, trash is overlooked and shredded by mowers, it shall immediately be collected and disposed of property by the Contractor.
- B. Typically the amount of trash and litter is minimal and the removal by the Contractor shall be considered within the scope of services provided by the Contractor. If the Contractor encounters a situation where an excessive amount of time would be required to clean up the site, the Contractor shall contact the Natural Resources Supervisor, or their designee, who will assign Brownsburg Parks staff to assist in the cleanup of the site.
- C. All turf areas shall be mowed one (1) time per week, unless otherwise specified in this RFP or directed by the Natural Resources Manager.
- D. Grass shall be cut to a height of two and one-half inches (2-1/2"). All turf areas shall be mowed as needed so that no more than one-third (1/3) of the leaf blades are removed per mowing.
- E. All lawn and grass mower blades must be kept sufficiently sharp so as not to tear, but cleanly cut the blades of grass.
- F. All fences require complete removal of vegetation from beneath the fence line.

- G. All structures, trees, poles, tables, signs and shrub best are to be trimmed closely. Special care should be given to trimming around small trees so as not to inflict damage to the bark of the trees.
- H. All plant growth in cracks, seams and joints of paved areas such as sidewalks, curbs, medians, right-of-ways and driveways shall be cut down to the pavement surface during the completion of each mowing cycle.
- I. The frequency of mowing should allow clippings to remain on-site, but any window or clumping that occurs or clippings that remain on the surface, in a concentration that would be harmful to the turf, or unsightly, must be removed and disposed of by the Contractor.
- J. Care should be taken not to allow grass clippings to cover sidewalks, trails, streets, curb and gutters, parking lots other paved surfaces, mulch beds, infields, playground safety surfaces, etc. Any clippings that cover these areas must be removed by the Contractor.
- K. Concrete curbs and sidewalks shall be edged to remove any overgrowth of turf.
- L. All mowing's missed due to inclement weather, or unfavorable ground conditions from such weather, shall be rescheduled and completed within three (3) working days.
- M. During wet periods, the Contractor should avoid utilizing equipment on soft hillsides or areas where rutting of the sod may occur. Work in these areas shall be rescheduled when dry conditions permit, or be string trimmed to prevent rutting of the turf.
- N. The Contractor will arrange to keep sidewalks and trails open at all times. Normal mowing operations do not constitute a closure of a trail or sidewalk. Parking vehicles, trailers, or equipment on a sidewalk is not permitted.
- O. All elements of the mowing and trimming cycle at an individual location shall be completed the same day they are started. No partial mowing will be allowed unless inclement weather forces the delay. If rain or wet turf conditions exist, the Contractor shall finish the cycle as soon as favorable weather conditions allow.
- P. No tree limbs, other than those already fallen to the ground, shall be removed, trimmed or cut without permission of the Brownsburg Parks Arborist.

EDGING.

- A. All sidewalks, curbs and steps shall be mechanically edged using a metal blade power edger, or by hand, exposing concrete surface.
- B. Edging shall be completed one (1) time each month.
- C. Under no circumstances shall soil sterilizers, herbicides or Weed Eaters be used for lawn edging.
- D. Sidewalks and trails shall be edged on both sides.
- E. All material dislodged by edging must be removed from the site.

TRIMMING.

- A. Concurrent with every mowing, all turf grass borders shall be neatly and uniformly trimmed, using power operated string trimmers to maintain the required two and one-half inches (2-1/2") cutting height.

- B. The turf around tree wells, sprinkler heads or other objects shall be trimmed by hand clippers.
- C. String trimming shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, shrubs, tree trunks and rings, catch basins, poles, drain grates, manholes, guy wires, and any other object within or immediately adjacent to the lawn areas.

MULCHING.

- A. All shrub beds, slopes and open areas shall be top-dressed with a layer of premium hardwood mulch at a depth not less than two inches (2") and not to exceed three inches (3"). Contractor is responsible for ensuring that irrigation system sprinkler heads are able to operate effectively. Mulching shall be completed on or before April 1st of each year.
- B. Mulch product must be organic, triple-shredded hardwood fines, free from deleterious materials and suitable as a top dressing of trees and shrubs.
- C. Lift all leaves, low hanging stems and other green portions of small plants out of the mulch, if covered.
- D. Any deviation from this standard shall be approved in advance by the Natural Resources Manager – Operations & Development, or their designee.

AERATION.

- A. Contractor shall aerate all turf areas by removing one half (½)-inch by three (3)-inch (1/2" diameter x 3" deep) cores of sod with an aerator machine, with not more than six (6)-inch (6") spacing, once over. In addition, the tops of all mounds and any areas that show excessive compaction shall receive additional treatment, as required, to alleviate this condition and allow for proper water penetration and minimal runoff. All damaged areas larger than four (4)-inches by four (4)-inches shall be seeded on an as-needed basis.

LANDSCAPE BED MAINTENANCE.

- A. Contractor shall conduct bi-weekly visits to each area beginning April 1 through December 1, subject to conditions; a spring clean-up in March or early April and a complete mulching of all beds as defined herein.
- B. Landscape beds shall be kept free of weeds for the duration of this agreement. Any weeds found within the bed shall be removed promptly. Poison ivy shall be sprayed and removed.
- C. All plants in the landscape beds shall be pruned in accordance with ANSI Z133.1 standards. Pruning shall be completed in the spring, fall and late fall for winterization. Prune all other shrubs after dormancy to rejuvenate old canes and stems. Approximately one quarter (1/4) of the stems shall be trimmed to a height two to three inches (2"-3") above the ground. Remove the largest and oldest stems first.
- D. Perennials shall be reduced in late May by one-half (1/2) by rounding and mounding them to produce greater dense growth and better flowering. They shall be reduced to a height of 4-5" in the winter following the second hard freeze of the season, or by February 15th, whichever comes first.
- E. All planted ornamental grasses shall be reduced to a height of ten inches (10") by February 15th each year.

- F. Remove dead plant material. When a dead plant is observed, Contractor shall note its location and report it within two (2) working days to the Natural Resources Manager or their designee. Upon direction from the Natural Resources Manager, Contractor shall remove and replace the dead plant within two (2) working days.
- G. Remove all trash from beds.
- H. Rake leaves from all landscaped areas bi-weekly and remove leaves from the site beginning the last week in September.
- I. Ground cover shall be maintained in a healthy manner with no dead leaves or long runners; and shall be scalped in February for new growth.
- J. All irrigated beds shall receive slow release fertilizer, with a minimum 3-month lifespan; fertilizer shall be applied 3 times each year.
- K. All beds shall be maintained and kept free of weeds and garbage.
- L. Beds shall receive two (2) pre-emergent herbicide treatments per year and all necessary post-emergent herbicides.
- M. All necessary chemicals for pest and disease control shall be included in the contract.
- N. Monitor plants for disease and pest activity; and report any problems to the Natural Resources Manager.
- O. Deadhead perennial flowers to promote more flowering. Pinch back perennial flowers to promote more dense flowering. Cut back perennials to promote new growth from the base of the plants.
- P. Contractor shall provide ten (10) 1-gallon perennial plants and five (5) 5-gallon shrubs per month, to replace dead plant material where requested by the Natural Resources Manager, or their designee. Additionally, any and all plants that die due Contractor's negligence shall be replaced at the Contractor's expenses, equal in plant size. Replacement shall be made within fifteen (15) days from the date the defective plant is brought to the attention of the Contractor.

FERTILIZER APPLICATION.

- A. Contract does not include turf lawn fertilizer application.

HERBICIDE APPLICATION.

- A. Contract does not include turf lawn herbicide application.

PLANTER POTS & HANGING BASKETS.

- A. Contactor shall install plant material in existing planter pots and hanging baskets according to the schedule below. Contractor should assume the planter pot soils, base gravel and filter fabric shall be replaced before the first planting. Contractor will work with Owner to determine appropriate plant mix that balances the desire for seasonal interest with sustainability to reduce water and maintenance needs. Type, size, and quantity of plant material shall be approved by the Owner prior to installation.

B. Contractor shall submit two planting options per location listed below, including plant type, size, quantity and installation cost. Cost of plant material and maintenance shall be included in fee proposal.

1) Inventory by Location:

- Arbuckle Acres
 - Primary Planters
 - Qty. 4
 - Size: 13" x 13"
- Arbuckle Commons
 - Hanging Baskets
 - Qty. 20
 - Size: 24" diameter
- Town Hall
 - Primary Planters
 - Qty. 1
 - Size: 22" diameter & 42" diameter dual-planter
 - Secondary Planters
 - Qty. 8
 - Size: 22" diameter
- Williams Park
 - Primary Planters
 - Qty. 1
 - Size: 21" x 105"

C. Schedule:

- 1) May: Summer plant rotation shall be installed after the risk of major frost has passed and before Mother's Day.
- 2) September: Summer plants should be removed and fall plants installed prior to the 15th of the month.

D. Watering:

- 1) Contractor will not be responsible for planter pot maintenance or watering.

Submittal Requirements

A mandatory Pre-Submittal conference will be held on Friday, September 4, 2020 at 10:00 a.m. in the Tech Room at the Town of Brownsburg Town Hall, located at 61 N. Green Street, Brownsburg, Indiana 46112. Answers to questions and clarification of information shall be provided at this meeting, and will be followed up with a written response to all meeting attendees.

Contractors must mail or hand-deliver their response to the individual and address identified in the "Invitation" section of this RFP. Submissions must be provided in 8.5" x 11" paper format and must include a minimum of two (2) hard copy originals and one (1) electronic copy (in PDF format). Submissions should be prepared simply and economically, providing a straightforward, concise description of the contractor's qualifications. Submissions shall be limited to eight (8) sheets, double-sided. **Any information beyond these limitations will not be considered in evaluating the submission.**

At a minimum, the Statement of Qualifications should include the following items:

Cover Letter: (1 page) Indicate your interest in providing the services outlined in the RFP and any unique qualifications that the selection team should take into consideration. The letter also should include the contact information for the primary point of contact during the RFP evaluation process who is authorized to negotiate on behalf of the firm or individual.

Company Overview: (1-2 pages) Include information on the lead contractor and any sub-contractors included in the team. Please identify the type of organization (corporation, partnership, etc.). Also include relevant technical capabilities, similar experience and any DBE/WBE certifications held by the lead or sub-contractors. Describe the capacity of the key personnel and their ability to perform the work in a timely manner relative to present workload. Identify the location of the primary office that will be responsible for the majority of the work identified in the Scope of Services.

Understanding and Approach: (3 pages) Provide a statement demonstrating your understanding of the work and your approach to completing the Scope of Services. Explain how the team will leverage work that has been previously achieved to complete the project in an efficient and effective manner.

Equipment List: All Contractors must provide a list of equipment they will use to complete the work in the Scope of Services. Brownsburg Parks reserves the right to determine the capability of the equipment and to reserve acceptance or terminate the Contract due to improper or deficient equipment. Brownsburg Parks may conduct a visit to the Contractor's business facility to inspect all equipment that will be used to complete the work in the Scope of Services.

Proven Experience: (2 page) Provide at least four (4) examples that demonstrate relevant experience similar to the services proposed in this RFP. These examples should come from team members' experience, identifying the specific role(s) each team member played, and unique resources that yield a relevant added value or efficiency to the services provided.

References: (1 page) Provide contact information for a least five (5) references for similar work performed, or completed, by the firm within the past five years.

Fee Schedule: (1-2 pages) Provide the proposed cost for the services required in this RFP, including alternate items.

Selection Criteria

A selection committee will review and evaluate responses based on the desired qualifications described in this RFP. The committee will rate each of the following criteria on a six point scale (0-5) and the scores for each criterion will be weighted as follows:

Price (30%): The Contractor's proven ability to propose a fair price for the services to be performed.

Experience(30%): The Contractor's proven ability to effectively and efficiently provide the work outlined in the Scope of Services.

Mowing, Landscaping and Maintenance Plan (30%): The Contractor must provide details on how and when they will perform the work outlined in the Scope of Services, including installation, maintenance, mowing, trimming, etc.

DBE, MBE or WBE Certification (10%): Is the firm certified as a Disadvantaged Business Enterprise (DBE), Minority-Owned Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) through the State of Indiana?

Supplemental Information

GENERAL CONDITIONS.

- A) Contractor shall submit monthly written reports outlining services performed at each location, problems encountered and any plant or lawn health concerns. The report must be submitted with each invoice. Invoice submitted without a completed monthly report will be rejected.
- B) Contractor will perform the maintenance, furnish all labor, equipment and supplies for the mowing, trimming, cleanup and landscape bed maintenance services for Brownsburg Parks.
- C) The Contractor's personnel will, at all times, present a neat appearance, and perform all mowing, trimming and landscape services in a safe manner and with courtesy to the recreating public. The Natural Resources Manager, or their designee, and the Contractor will each be promptly notified by the other of any complaints received from members of the public. The Contractor will utilize competent employees in performing the work specified in this RFP. The Contractor will assume sole responsibility for the performance of their employees and will address any concerns promptly and to the satisfaction of the Assistant Director of Park Operations and Development or their designee.

- D) All Contractor personnel will be courteous to the public, park visitors and Town personnel, acting at all times in a respectable manner, while performing services for Brownsburg Parks. Under no circumstances will Contractor personnel yell, shout, or call out to patrons, or engage in suggestive comments, gestures or lascivious behavior while performing services.
- E) Contractor must perform services while taking all efforts to minimize disruptions and safety hazards to park users, including being cognizant of visitor's proximity to mowing equipment, machinery and other equipment employed by Contractor. Mower decks must be disengaged and string trimmers pulled up from work and allowed to idle whenever a member of the public is within fifty feet (50') of the equipment. Contractor will shut off mower, or any motorized hand equipment, if approached by a member of the public. Rotation of string trimmers and the discharge of chutes of mowing equipment will always be directed away from the street and/or members of the public. Discharge chutes on mowing equipment will be down and in place while mowing.
- F) The Contractor will exercise caution at all times for the protection of persons and property. Safety provisions and all applicable OSHA (Occupational Safety and Health Administration) safety rules, laws and ordinances will be strictly enforced. The Assistant Director of Park Operations and Development will require the Contractor to immediately discontinue all hazardous work practices upon verbal, or written, notice.
- G) It is the Contractor's sole responsibility to provide all necessary safety equipment, and training, to their employees. The Contractor's personnel will adhere to all applicable OSHA standards and ordinances with regards to the use of Personal Protection Equipment (PPE), including but not limited to: safety glasses, hearing protection, clothing and footwear.
- H) In order minimize disruptions and safety concerns around playground equipment, Contractor will mow around playgrounds first thing in the morning to avoid peak times when children are at play in the parks.
- I) **Contractor may use sub-contractors to perform services outlined in this RFP.**
- J) Contractor shall be responsible for damage to Town or private property, facilities, or structures damaged as a result of his/her operations. The Contractor shall notify the Assistant Director of Park Operations and Development; or his or her designee, immediately if damage to public or private property occurs while providing services to Brownsburg Parks.

ADDITIONAL CONDITIONS.

- A) Prospective contractors must disclose any potential conflicts of interest that the firm may have in performing the requested services for the Project and must provide a statement of assurance that the firm is not currently in violation of any regulatory rules or regulations or the subject of litigation that may have any impact on the firm's operations.
- B) Prospective Contractors may not attempt to improperly influence any member of the selection staff or elected or appointed officials of the Town of Brownsburg and Brownsburg Parks. Any such attempt(s) shall disqualify that proposal without further consideration.

- C) A prospective Contractor may withdraw their proposal at any time prior to the date and time set forth herein as the deadline for acceptance of proposals.
- D) Brownsburg Parks reserves the right to request additional information from any and all prospective Contractor(s) as deemed necessary by Brownsburg Parks in order to evaluate the proposal. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.
- E) As required by I.C. 5-22-16.5, the Contractor must certify that it is not engaged in investment activities in Iran. Providing false certification may result in consequences listed in I.C. 6-22-16.5-14; including termination of the contract and denial of future contracts, as well as imposition of a civil penalty.
- F) Pursuant to I.C. 22-5-1.7, each Contractor that is awarded a contract with Brownsburg Parks must enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program. Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.
- G) The Contractor must comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference.
- H) **All communications from interested parties to Brownsburg Parks during the RFP submittal process shall be made electronically through email only (see "Invitation" section).**
- I) Once submitted, a response to this RFP becomes property of Brownsburg Parks. The release of information will conform to Indiana law.
- J) Brownsburg Parks reserves the right to enter into an agreement with any prospective Contractor at any time, deviate from this Request, reject any or all proposals, continue to advertise for new proposals, negotiate with multiple entities simultaneously, waive any defects in proposals, split services among multiple Contractors, or proceed otherwise. The RFP and the selection process will in no way be deemed to create a binding contract or agreement of any kind between Brownsburg Parks and any prospective Contractor(s).
- K) Brownsburg Parks is tax exempt from Federal and State excise, use and sales tax.
- L) The successful Contractor(s), their officers, agents, employees and subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of work with Brownsburg Parks, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability or United States military service veteran status.
- M) In the sole judgement of Brownsburg Parks, any and all proposals are subject to disqualification on the basis of a conflict of interest. Brownsburg Parks may not contract with a contractor if the contractor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the Town who influences the making of the contract or has a direct or indirect interest in the contract.

Bodily Injury by Disease

\$500,000.00 (policy limit)

Anticipated Process Schedule

RFP Released	August 28, 2020
Mandatory Pre-Submittal Meeting	September 4, 2020
Proposals Due from Prospective Contractors	September 11, 2020
Review of Proposals Completed	October 30, 2020
Notice of Award to Prime Contractor	November 2, 2020
Contract Begins	January 1, 2021

Brownsburg Parks reserves the right to conduct interviews with contractors as it deems necessary during the selection process.

SCOPE OF SERVICES
BY LOCATION

AREA & MAP NUMBER	LOCATION	CYCLE FREQUENCY	TOTAL ANNUAL CYCLES	PRICE PER CYCLE	TOTAL PRICE
PARKS & PUBLIC SPACES					
PK-01 Arbuckle Acres Park					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
	6) Decorative Planter Pot Maintenance	1x Bi-Weekly	17		
Annual Site Total: \$					-
PK-02 Arbuckle Commons					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
	6) Decorative Planter Pot Maintenance	1x Bi-Weekly	17		
Annual Site Total: \$					-
PK-03 Cardinal Park					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
Annual Site Total: \$					-

SCOPE OF SERVICES
BY LOCATION

AREA & MAP NUMBER	LOCATION	CYCLE FREQUENCY	TOTAL ANNUAL CYCLES	PRICE PER CYCLE	TOTAL PRICE
PK-04 I-74 Gateway Park					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
Annual Site Total:					\$ -
PK-05 Nature's Classroom					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
Annual Site Total:					\$ -
PK-06 Parks Administrative Offices					
	1) Landscape Maintenance	1x Bi-Weekly	17		
	2) Mulching	1x per Year	1		
Annual Site Total:					\$ -
PK-07 Stephens Park					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
Annual Site Total:					\$ -

SCOPE OF SERVICES
BY LOCATION

AREA & MAP NUMBER	LOCATION	CYCLE FREQUENCY	TOTAL ANNUAL CYCLES	PRICE PER CYCLE	TOTAL PRICE
PK-08 Tague Property					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
Annual Site Total:					\$ -
PK-09 Town Hall Complex					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
	6) Decorative Planter Pot Maintenance	1x Bi-Weekly	17		
Annual Site Total:					\$ -
PK-13 Williams Park					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
Annual Site Total:					\$ -

SCOPE OF SERVICES
BY LOCATION

AREA & MAP NUMBER	LOCATION	CYCLE FREQUENCY	TOTAL ANNUAL CYCLES	PRICE PER CYCLE	TOTAL PRICE
STREETSCAPES					
ST-01 Gateway (East)					
	1) Landscape Maintenance	1x Bi-Weekly	17		
	2) Mulching	1x per Year	1		
Annual Site Total:					\$ -
ST-02 Gateway (South)					
	1) Landscape Maintenance	1x Bi-Weekly	17		
	2) Mulching	1x per Year	1		
Annual Site Total:					\$ -
ST-03 Gateway (West)					
	1) Landscape Maintenance	1x Bi-Weekly	17		
	2) Mulching	1x per Year	1		
Annual Site Total:					\$ -
ST-04 N. Green St. (Brownsburg Square)					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
	3) Aeration	1x per Year	1		
	4) Landscape Maintenance	1x Bi-Weekly	17		
	5) Mulching	1x per Year	1		
Annual Site Total:					\$ -
ST-05 S. Green St. & Co. Rd. 300 N. Roundabout					
	1) Mowing & String Trimming	1x per Week	33		
	2) Landscape Maintenance	1x Bi-Weekly	17		
	3) Mulching	1x per Year	1		
Annual Site Total:					\$ -

SCOPE OF SERVICES
BY LOCATION

AREA & MAP NUMBER	LOCATION	CYCLE FREQUENCY	TOTAL ANNUAL CYCLES	PRICE PER CYCLE	TOTAL PRICE
TRAILS & GREENWAYS					
TR-01 B&O Trail					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
Annual Site Total:					\$ -
TR-02 Bicentennial Trail					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
Annual Site Total:					\$ -
TR-03 White Lick Creek Greenway					
	1) Mowing & String Trimming	1x per Week	33		
	2) Edging	1x per Month	8		
Annual Site Total:					\$ -