



**PROSPER**  
**PORTLAND**  
Building an Equitable Economy

## Request for Proposals #20-02

RFP Title:	<b>Landscape Maintenance Services</b>
Date Issued:	October 20, 2020
Submit Question by:	5:00 PM on November 5, 2020
Proposals Due:	<b>November 10, 2020 by 2:00 PM (Pacific)</b>
Solicitation Coordinator:	Nick Ioanna, CPPB   Procurement Services Coordinator
Contact Information	503.823.5118 ioannan@prosperportland.us
Email Proposals To:	ioannan@prosperportland.us

Through this Request for Proposals (this “RFP”), **Prosper Portland**, the assumed business name of the Portland Development Commission, the economic development and redevelopment agency of the City of Portland, Oregon (“Prosper Portland”) is seeking competitive proposals from qualified firms, teams, or individuals (the “Proposers”) to provide landscaping services on Prosper Portland properties.

Prosper Portland intends to issue multiple contracts from this RFP. Prosper Portland anticipates that each Landscaper selected from this RFP will be responsible for multiple properties as requested and/or assigned. See attached Exhibit B: Property List (“Properties”).

### Attachments to the RFP:

**Exhibit A:** Proposal Response Packet

**Exhibit B:** Property List

**A. Services Needed.** If awarded a Contract from this RFP, the selected Landscaper(s) shall inspect each property no less than once per week, performing routine landscape maintenance as needed. All special projects must be pre-approved by Prosper Portland. Routine landscape maintenance includes:

1. Maintaining healthy, neat, and trimmed lawns (4” – 6” lawn height).
2. Disposing of all paper, rubbish, wind-fallen branches, and debris prior to mowing.
3. Trimming around posts, fences, sidewalks, tree wells, etc.
4. Recycling, composting, or mulching yard waste at an approved site, if feasible and cost effective.
5. Leaf removal. Use of a power blower is acceptable, but leaves must not be blown onto adjacent street surfaces or other properties.
6. Furnishing all necessary labor, tools, materials, supplies, and equipment.
7. Be professional at all times.
8. Ensuring that employees comply with all City of Portland and State of Oregon industrial regulations and practices.
9. Reporting damage or hazards to Prosper Portland’s property manager as soon as possible.
10. Being responsible for any accidental damage resulting from employees or equipment.

**B. Submittal Requirement.** Email the following to the Solicitation Coordinator named above to respond to this RFP:

- Cover Letter including: (2 pages maximum)
  - the name, mailing address, phone number, and email address of your primary point of contact for this RFP, and the legal name of the business.
  - A brief description of the experience, qualifications, and capability of the firm to complete the services needed
- Completed Exhibit A

**C. Evaluation Process.** Prosper Portland will review all responses received by the deadline and select multiple Proposers that Prosper Portland, in its sole determination, deems to offer the best overall value, benefit, convenience, and service for this project.

Evaluation factors will include:

- Experience (15 Points)
  - Does your firm have enough experience and qualification to complete service outlined in Section A?
- Capability (20 Points)
  - How many of the properties can your firm serve?
  - How large is your firm?
- COBID Certification (5 Points)
  - Is your firm COBID certified?
    - Yes = 5 Points
    - No, but application pending (with proof) = 3 Points
    - No = 0 Points
- Price (15 Points)
  - What is the cost of your services? (This will be provided in Exhibit A)

Interviews with the highest-ranked respondent(s) may also be a part of the evaluation process for this RFQ. If interviews are conducted, Prosper Portland reserves the right to re-rank the respondents based on the combined strength of the written response and interview.

**D. Budget and Contract Term.** Prosper Portland anticipates a contract term of one year. This contract may be extended for two (2) additional one-year periods. The budget is approximately \$100,000. The resulting contracts will be for the anticipated budget in aggregate.

**E. Contract Terms & Conditions.** The selected consultant will be required to comply with Prosper Portland's standard insurance requirements and contract terms and conditions [\[link\]](#).

**F. Questions and Changes to this RFP.** Submit any questions on or proposed changes to this RFP by email to the RFP Coordinator no later than the deadline for questions. Any material change or clarification of this RFP will be issued in the form of a written Addendum to this RFP.

**G. Contract Requirements.** To be awarded a Contract, the successful proposer must:

- a. Be a company that is authorized to conduct business in Oregon.
- b. Certify as an EEO employer with the City of Portland.
- c. Obtain a City of Portland Business License.
- d. Provide certificates for the following types of insurance:
  - i. General Liability: \$1,000,000 per occurrence
  - ii. Automobile Liability: \$1,000,000 per accident
  - iii. Workers' Compensation Insurance

**Please Note:** Only those Proposers that are awarded a contract are required to comply with this section.

**H. Miscellaneous Term.** Prosper Portland, in its sole discretion, reserves the right to change or cancel this RFP at any time, to waive minor informalities of any proposal, request additional information to evaluate a proposal, and negotiate a contract with the successful proposer. All proposals will become the property of Prosper Portland and will be subject to public inspection under the Oregon Public Records Law (ORS 192). All matters not specifically addressed in this RFP or the contract will be governed by the Oregon Public Contracting Code (ORS Chapter 279A-C) and Prosper Portland's administrative rules for public contracting.

## Exhibit A: Landscape Maintenance Services Proposal Form

Proposer's Business Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

To respond to this RFP, submit this form to the RFP Coordinator listed above **no later than the Deadline for Proposals as stated on page 1 of RFP:**

1. How long has your company been in business? \_\_\_\_\_
2. Is your business a minority-owned, women-owned, disadvantaged, or emerging small business that is [certified by the State of Oregon](#)? \_\_\_\_\_
3. How many landscapers does your company employ? \_\_\_\_\_
4. Are you or any staff licensed to apply Restricted Use Pesticides (RUPs) in Oregon? \_\_\_\_\_
5. Are you or any staff educated on invasive species and City statutes? \_\_\_\_\_
6. Does your company have experience in maintaining and managing bioswales? \_\_\_\_\_

A. Please describe your experience. Include how many years of experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What equipment do you own? Use additional sheets of paper if needed.

Equipment	How many?	Equipment	How many?
Push Mower			
Riding Mower			
Weed Trimmer			
Edger			
Leaf Blower			
Vehicles			
Hedge Trimmer			

8. List three professional references, including their name and phone number.

Reference Name	Reference Phone Number

9. List your hourly rates and any other pricing to maintain the landscape of the Properties as described in the attached property list. Use additional sheets of paper if needed.

Task	Hourly Rate	Task	Hourly Rate

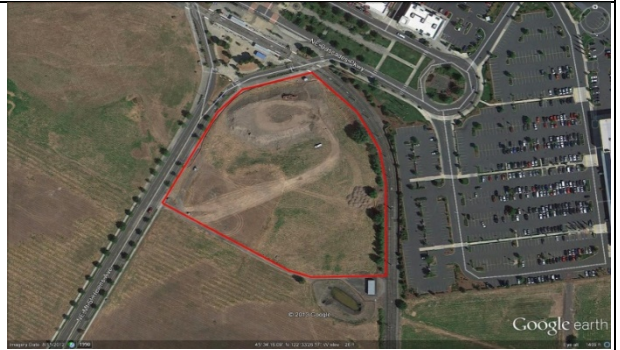


10. Which of the properties in the attached list are included in your proposal? Enter the number from the Property List.


## EXHIBIT B: Landscape Maintenance Services Property List





**Weeding:** Remove weeds in landscaped beds, asphalt cracks, and tree wells, by using a weed trimmer, pulling, and/or environmentally safe weed killer.





**Trimming:** Aggressively shape bushes using hedge trimmers.

**Pruning:** By hand with pruning shears gently shape bushes and trees.





1	<b>Parcel D</b>  6698 NE Mt St Helens Avenue	Invasive Species Management and Minimum of two (2) field mowings a year	
2	<b>Parcel E</b>  SWC NE Cascades Parkway/NE Mt St Helens Avenue	Invasive Species Management and Minimum of two (2) field mowings a year	
3	<b>Parcel G</b>  S SIDE NE Cascades Parkway	Invasive Species Management and Minimum of two (2) field mowings a year	



4	<b>Festival Lots</b> 1225-1321 SE Water Ave	Sand & Stormwater Filtration maintenance, Bioswale maintenance, and Southern Ramp area pruning	
5	<b>Springwater Trail</b> 49 SE Clay Street	Waterfront mowing/weeding/pruning and Northern Ramp area pruning	
6	<b>MLK Parking Lot</b> 3620 NE MLK Blvd	Weeding/ trimming/ pruning, street tree maintenance	
7	<b>Albina Triangle</b> 4500 N Albina Ave	Weeding/pruning/trimmin g/tree maintenance  (No Bioswales)	

8	<b>South Waterfront Lot 4</b> 2397 SW Moody Ave	Weeding/pruning/trimming, street tree maintenance	
9	<b>B&amp;K Lot</b> 84 NE Weidler St	Weeding/ trimming/ pruning	
10	<b>AIP</b> 9231 SE Foster Road	Weeding/ trimming/ pruning/mowing, street tree maintenance	
11	<b>Tate</b> 9320 SE Ramona	Weeding/ trimming/ pruning/mowing	



12	<b>Lents Little League</b> 9330 SE Harold Street	Field mowing, street tree maintenance	
13	<b>Dagel Triangle Lot</b> SW Corner of SE Couplet Street & Foster Road	Weeding/ trimming/ pruning/mowing, on-site tree maintenance	
14	<b>Old Fire Station</b> 510 NW 3 <sup>rd</sup> Avenue	Weeding/ trimming/ pruning, on-site tree maintenance	
15	<b>RD Small Lots</b> NW 9th Avenue/NW Naito Parkway	Weeding	

16	<b>Centennial Mills</b> 1362 NW Naito Parkway	Weeding/ trimming/ pruning/moving, street tree maintenance	