

**TOWN OF PLAISTOW, NH
REQUEST FOR PROPOSALS (RFP)**

LANDSCAPING REDESIGN AND MAINTENANCE ROUTE 125

**ADD ALTERNATE: LANDSCAPING REDESIGN AND MAINTENANCE
INTERSECTION OF MAIN AND ELM STREETS**

The Town of Plaistow, NH is currently requesting proposals from qualified individuals or companies, acting singularly or in consortium, for **Landscaping Redesign and Maintenance of the Route 125 Medians/Islands from the Haverhill, MA to the Kingston, NH town lines**. The Town is also soliciting for alternate proposals for **Landscaping Redesign and Maintenance of the Islands at the Intersection of Main and Elm Streets**.

Specifications may be obtained at the Town Manager's Office, 145 Main St, Plaistow, NH 03865 or www.plaistow.com. Proposals are due by **Thursday, September 28, 2019 at 2:00 PM**, and may be awarded depending on budget allocations.

The Town reserves the right to reject any and all proposals, to award in whole or in part, waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the Town.

PROPOSAL SPECIFICATIONS

LANDSCAPING AND MAINTENANCE OF ROUTE 125 **MEDIANS**

SECTION I: GENERAL REQUIREMENTS:

- A) Proposals for Landscaping and Maintenance of Route 125 Medians and/or the Add Alternate of the Main/Elm Street Islands be submitted to the Town Manager's Office, 145 Main Street, Plaistow, NH, **NO LATER THAN 2:00 PM on Thursday, September 28, 2019**. Proposals are to be submitted in a sealed envelope, clearly marked *Landscaping and Maintenance Proposal*. You may attach any explanatory materials, brochures, or other documents which you intend use in the presentation of the proposal.

Proposals will be publicly opened by the Town Manager or designee, and may be awarded depending on budget allocations.

The Town of Plaistow will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated above. No facsimile proposals will be accepted. Any unopened proposals will be returned to the vendor. All inquiries and correspondence relative to the proposed specifications shall be directed to:

Mark A. Pearson, Town Manager
145 Main Street
Plaistow, NH 03865
(603) 382-5200

The Town of Plaistow is a Tax-Exempt organization.

- B) All proposals shall be valid for at least 90 days from the due date. No proposal may be withdrawn prior to 90 days from the due date. The Town may request additional information after the proposal opening.
- C) The Town reserves the right to waive any informalities, to negotiate with any proposer and to reject any and all proposals.
- D) This request for a proposal (RFP) does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services, supplies or equipment. The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Town to do so.

- E) The Town is seeking a separate turn-key proposal(s) for each of the areas described in the Scope of Work. Vendors may choose to submit proposals for one or both landscaping areas described. However, each proposal should be submitted with separate pricing.

SECTION II: EVALUATION PROCESS:

The evaluation process will include each proposal being reviewed by the Town Manager, some or all members of the Board of Selectmen, Budget Committee and other designated Staff. The final recommendations will be submitted to the full Board of Selectmen for their approval.

Any contract entered by the Town will be in response to the proposal and subsequent discussions. It is the policy of the Town that contracts be awarded, among other considerations, only to responsive and responsible proposers. In order to qualify as responsive and responsible the proposer must meet the following standards as they relate to this request:

1. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
2. Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
3. Be able to comply with the proposed or required time of completion or performance schedule;
4. Have a demonstrated satisfactory performance;
5. Adhere to the specifications of this proposal and provide all documentation require of this proposal.

The contract will be awarded to a responsive and responsible proposer based on cost and experience.

The Town reserves the right to reject any and all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept any proposal in part, or in whole, as may be in the best interest of the Town, or any other option if it is considered in the best interest of the Town to do so.

Vendors' proposals will be evaluated as to the responsiveness to the specifications as presented in this document. No award will be made to any vendor who cannot satisfy the Town that they have sufficient ability and experience in this class of work, sufficient capital and planning to enable them to prosecute and complete delivery of the services successfully within the time frame defined herein. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

SECTION III - TIME TABLE:

The following schedule shall be adhered to under these specifications:

Proposal Solicitation:	August 21, 2019
Due Date / Proposal Opening:	Thursday, September 28, 2019 at 2:00 PM
Contract Award:	TBD – After Town Meeting (March 2020)
Term of Contract:	1-year, with option for two (2) additional years

SECTION IV: SCOPE OF WORK:

General: The Town is seeking proposals for a one-year contract for the following services with an ability to extend the contract for a second and third year should the Town elect to exercise said extension(s). All vendors need to be specific in identifying the cost for each year of the contract on the proposal forms as the Town operates on an annual budget requiring separate approval processes.

Per agreement with the State of New Hampshire, the Town is required to maintain the landscaping planted as part of the construction of the Route 125 (known as Plaistow Road). The area to be maintained under this agreement begins at the median area at East Road (in the vicinity of Dunkin Donuts), running north up Route 125 to the Kingston, NH town line. This includes weeding and maintenance of planting beds, trees, and all trimming and pruning as determined by the Town.

The vendor shall be responsible to provide necessary traffic control measures, including police details if deemed necessary, while landscaping/maintenance operations are underway. The vendor shall include these expected costs in their lump sum bid.

- A) ***Initial Spring Clean-up*** of all center median islands along the entire length of Route 125 from the Haverhill, MA to the Kingston, NH town lines. Clean-up to include clearing of any weeds that have grown in the concrete median sections, as well as the fully landscaped medians and removal and proper disposal of any trash or debris that has accumulated in the islands.
- B) ***Redesign Landscape Plan*** for current +/-3550LF of landscaping in the center median islands along Route 125 from the intersection of East Road to the Kingston, NH town line. The redesign plan should preserve as many of the current trees and plantings that are healthy and sustainable. The redesign should also propose the removal of all mulch, and other like ground covers and replace with

non-flammable, non-combustible, landscaping materials and a plan for weed blocking where appropriate. The intent of the redesign is to move towards less frequent maintenance of the median islands, make the medians less likely to catch fire from carelessly discarded smoking materials, while still providing an aesthetically pleasing appearance. This is intended to be a *one-time* provision of the landscape maintenance contract. Cost for this should be itemized and not included in any renewal pricing. The landscape redesign plan shall be approved by the Town prior to installation.

- C) ***Monthly Routine Landscape Maintenance*** of the concrete islands, including removal of weeds, trash and debris, and the landscaped islands, including removal of weeds, trash and debris, trimming and pruning; replacement of non-viable plantings; winter weather preparations; and other reasonable measures to provide an aesthetically pleasing appearance of all center median islands from the Haverhill, MA to the Kingston, NH town line.

ADD ALTERNATE:

SECTION IV-A: SCOPE OF WORK:

General: As a separate proposal, vendors may also submit for the redesign and maintenance of landscaped island at the intersection of *Main and Elm Streets*.

The vendor shall be responsible to provide necessary traffic control measures, including police details if deemed necessary, while landscaping/maintenance operations are underway. The vendor shall include these expected costs in their lump sum proposal(s).

The Town is not obligated to award any contract for the Route 125 proposals and the Add Alternate proposals to the same contractor.

- A) ***Initial Spring Clean-up*** of the landscaped areas from Pollard School, north on Main Street and through the intersection with Elm Street. Clean-up to include clearing of any weeds that have grown and removal and proper disposal of any trash or debris that has accumulated since the last maintenance.
- B) ***Redesign Landscape Plan*** for current landscaped areas. The redesign plan should preserve as many of the current trees and plantings that are healthy and sustainable. The redesign should also propose the removal of all mulch, and other like ground covers and replace with non-flammable, non-combustible, landscaping materials and a plan for weed blocking where appropriate. The intent of the redesign is to move towards less frequent maintenance of the landscape, make the medians less likely to catch fire from carelessly discarded smoking materials, while still providing an aesthetically pleasing appearance. This is intended to be a *one-time*

provision of any landscape maintenance contract. Cost for this should be itemized and not included in any renewal pricing. The landscape redesign plan shall be approved by the Town prior to installation.

- C) *Monthly Routine Landscape Maintenance* of the landscaped areas, including removal of weeds, trash and debris, trimming and pruning; replacement of non-viable plantings; preparations for winter weather; and other reasonable measures to provide an aesthetically pleasing appearance.

SECTION V: PAYMENT TERMS:

The successful proposer will be paid in equal, monthly payments divided over the months of May through November, or other mutually agreed upon schedule. A taxpayer identification form (W-9) will be required at the time of bid award.

SECTION VI: PENALTY:

If, for any reason, the vendor fails to fulfill the terms of contract, he/she forfeits his/her claim to continue work with the Town.

SECTION VII: INSURANCE:

1. **WORKER'S COMPENSATION INSURANCE** - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the Vendor shall require any subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work.
2. **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** - The Vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this bid, and the Town from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor.
3. **CERTIFICATES** - The vendor shall include preliminary certificates with the bid submission showing that the above insurance has been purchased. The adequacy of

protection shall be subject to the approval of the Board of Selectmen or Town Manager.

SECTION VIII: REFERENCES / WORK EXPERIENCE:

All proposals shall include a detailed listing of the firm's prior experience, full equipment list and at least three (3) references.

SECTION IX: NON-COLLUSION CLAUSE:

"The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid."

SUBMITTED BY:

FIRM: _____

MAILING ADDRESS: _____

SIGNATURE: _____ DATE: _____

CONTACT NAME (PRINT): _____

TITLE: _____ EMAIL: _____

OFFICE PHONE: _____ CELL PHONE: _____

PROPOSAL FORM

PART A Option: Route 125 Median/Landscape Maintenance

Complete Service (Sections IV: A – C; known as “Scope of Work”):

Includes Spring Clean-Up; Landscape Redesign; Monthly Routine Maintenance of the medians on Route 125:

Year One:

Total proposal for services on Route 125 Landscape Redesign and Maintenance as outlined in “Scope of Work”:

\$ _____

Year Two (at Town Option):

Total proposal for services on Route 125 Median/Landscape Maintenance as outlined in “Scope of Work”:

\$ _____

Year Three (at Town Option):

Total proposal for services on Route 125 Median/Landscape Maintenance as outlined in “Scope of Work”:

\$ _____

PART B Option: Main and Elm Streets Intersection Island Maintenance

Complete Service (Sections IV-A: A – C; known as “Scope of Work”):

Includes Spring Clean-Up; Landscape Redesign; Monthly Routine Maintenance of the landscape islands at the intersection of Main and Elm Streets.

Year One:

Total proposal for services on Main and Elm Street Intersection Landscape Redesign and Maintenance as outlined in “Scope of Work”:

\$ _____

Year Two (at Town Option):

Total proposal for services on Main and Elm Street Intersection Landscape Maintenance as outlined in “Scope of Work”:

\$ _____

Year Three (at Town Option):

Total proposal for services on Main and Elm Street Intersection Landscape Maintenance as outlined in “Scope of Work”:

\$ _____