

# REQUEST FOR PROPOSALS: BALTIMORE WASHINGTON PARKWAY LANDSCAPE MEDIAN MAINTENANCE

Date Released: March 6, 2019  
Proposals Due: 5:00 pm on March 22, 2018

The South Baltimore Gateway Partnership (SBGP) is an economic development authority working within a collection of neighborhoods across south and southwest Baltimore known as the South Baltimore Gateway Community Impact District.

SBGP is offering this solicitation on behalf of the Baltimore City Department of Recreation and Parks (BCRP). Although the contract will be between the vendor and SBGP, BCRP staff will be actively involved in managing the contract.

## 1. Background

The Baltimore–Washington Parkway, also known as MD 295, is a 29-mile highway that runs southwest from Baltimore to Washington, DC. The road begins at Russell Street in downtown Baltimore and continues southwest to an interchange with U.S. Route 50 and Maryland Route 201 near Cheverly in Prince George's County at the Washington DC border. However, only the portion of 295 located within Baltimore City limits is controlled by Baltimore City government.

The median of the highway within the City limits was planted with decorative vegetation in 2008 and has since fallen into disrepair. The purpose of this solicitation is to find a landscaping firm that can successfully improve the quality of plantings in the median while performing safely and responsibly within an active highway environment.

## 2. Scope of Work

South Baltimore Gateway Partnership (SBGP) is soliciting quotes for **Baltimore Washington Parkway Landscape Median Maintenance**. This contract services the median landscaping located on the Baltimore Washington Parkway (BWPKWY) from the City/County boundary to Waterview Avenue.

The contractor awarded this work will be responsible for all aspects of maintenance and upkeep for the identified medians and any specified bed renovations. Subcontractors to the General Contractor must adhere to the same specifications noted.

- The Contractor will coordinate all activities necessary for the completion of contract requirements.
- The Contractor will perform landscape maintenance and service activities beginning March 1st.
- Final weeding and IPM treatment, end of season trimming and pruning, and cleanup shall occur within the last two weeks of December, no earlier than 12.18.2019
- Contractor will always keep beds and surrounding hardscape free of weeds and litter by scheduling and performing work as specified.
- All plants, soil, and other material required for maintenance activities will conform to contract specifications.
- Contractor is responsible for watering and the success of newly planted materials.
- The Contractor must comply with all applicable State and Federal laws and regulations, including any regarding the inspection of plant material for disease and insect infestation, the use of pesticides and fertilizers, and any laws regarding the transportation of material across state lines. Any required inspection certificates will accompany each shipment, and on arrival, be submitted to BCRP with routine reports.
- All pesticides must be approved by BCRP before use on the BWPKWY median planting or hardscape. Contractor shall provide a current label and SDS, and anticipated application rates with pesticide approval requests.
- Contractor will report all pesticide and fertilizer use to designated BCRP personnel by noon of the day following pesticide or fertilizer application.
- Damage to existing structures, plants, utilities, pavement, trees, turf, shrubs, or other property caused by the Contractor will be reported to BCRP by 8pm same day as discovery; must be restored or replaced to original condition at the Contractor's expense, as directed by BCRP.
- Contractor will provide traffic control, following all State and Federal Department of Transportation and OSHA regulations, and assumes all responsibility and liability for accident, injury, or damages involving BWPKWY motorists.
- Contractor will inspect all maintained landscape and hardscape areas at the conclusion of each maintenance visit and will submit the provided inspection report to BCRP by noon the following day.
- Contractor is required to answer BCRP calls, email correspondence, and text messages within 24 hours.
- Contractor remains available to meet with BCRP for monthly maintenance performance review (dates TBD).

### **Grading, Prep, and Planting Specification for beds identified for renovation:**

- 100% of trash and debris will be removed from designated beds no more than 48 hours in advance of grading.
- Weeds will be trimmed back to their crown. This debris will be removed from the beds.
- Soil provided by BCRP will be used to grade bed soil height of all identified beds to 2" below Jersey wall height.
  1. Contractor shall schedule material pickup with BCRP.
  2. Soil will be loaded into Contractor's trucks by BCRP operators at the staging pad behind the Westport DOT yard.

3. The entirety of the BCRP BWPKWY site will be blown or swept clean of spilled soil each day grading work occurs.
- Plant vendor and order details must be approved by BCRP, pre-order.
    1. Perennials will be full grown in quart pots at minimum.
    2. Shrubs will be full grown 1gal size or larger, minimum 12"x12", flush & full.
  - Plants must be installed by 5.1.
  - Plants are to be installed per industry standard and planted to the layout.
    1. Crowns at grade, level and plumb, spaced as indicated.
    2. All pots, labels, markers, and related packaging debris will be removed from the site.
    3. Plants will receive their initial watering same day as installation, at 1" of water per square foot.
    4. Contractor will then water all 2019 plantings twice weekly through 10.1, and once weekly 10.1-12.1.
    5. Entirety of the BCRP BWPKWY site will be blown or swept clean of spilled soil each day planting work occurs.
  - Contractor may choose to plant before or after mulching.
  - Pre-Emergent Pesticides must be approved before use. Pesticide use requests will be submitted to BCRP for review three weeks before anticipated use; pesticides may not be used on site without BCRP review and permission.
  - Plants determined by BCRP to be planted with abnormally high crowns will be replanted properly by the contractor. The Contractor will be responsible for watering replants same day as the height correction.
  - Mulch will be provided by BCRP.
    1. Contractor shall schedule material pickup with BCRP.
    2. Mulch will be loaded into Contractor's trucks by BCRP operators at the staging pad at the Westport DOT yard.
    3. All re-planted beds will be mulched at 3" depth.
    4. The entirety of the BCRP BWPKWY site will be blown or swept clean of spilled mulch each day mulching occurs.
  - Contractor is responsible for transplant success of new, replanted, and replacement plantings.
  - Contractor is responsible for replacement of dead plant material for eighteen months post installation.
  - All bed prep, grading, pesticide or fertilizer usage, planting, watering and cleanup work executed for bed renovation must be documented and reported to designated BCRP personnel for each day of this phase of renovation work by noon of the following day.

## **Seasonal Maintenance Specification:**

### **Maintenance**

- Maintenance of the entirety of BCRP's BWPKWY site must occur within every 15 calendar days.
- Maintenance work will address seasonal and continuous landscape needs, maintaining a clean, tidy, attractive, and healthy landscape year-round.

### **Mulching**

- Contractor mulches the entire BWPKWY site once in 2019.
- All beds shall be mulched by 4.1.2019.
- Mulch will be spread on all beds at 2-3" depth.
- The entirety of the BCRP BWPKWY site will be blown or swept clean of spilled mulch each day mulching occurs.

- Contractor mulches all 2019 re-plantings and replacement plantings at 3" depth.

### **Weeding** (beds & hardscape)

- All landscape beds, rip-rap, and hardscape areas within the BCRP BWPKWY site will be weeded every 14 days.
- A weed shall be any plant present in a bed that is not on the design plan.
- Weeds are to be controlled for eradication to industry standard and so as not to increase the soil seed bank or rootstock of seeding and perennial weeds. This includes unwanted juvenile trees in beds, rip-rap, and cracks.
- Weeds near and within the habit of shrubs and trees will be removed manually or treated with an approved pesticide. Shrubs and trees damaged by trimmers and pesticide will be replaced by the Contractor.
- Weeds over 10" controlled with herbicide must be removed. Standing dead weeds taller than 10" are not permissible.
- Rip Rap zones within the BCRP BWPKWY site will be kept clean and clear of weeds by the Contractor.
- Weeds in hardscape cracks in the jersey wall and the adjoining road surface will be controlled, cleaned and cleared by the Contractor.

### **Clean up and Debris removal** (beds & hardscape)

- Trash and Debris will be removed from the entire site weekly, in concert with watering or maintenance service.

### **Pesticide and Fertilizer use**

- Contractor submits copies of MDA Pesticide and Nutrient Management licenses to BCRP.
- All Contractor and Sub-Contractor pesticide and fertilizer applicators must be, at minimum, currently and appropriately registered with the MDA for all pesticide and fertilizer application performed on the BWPKWY site.
- Contractor must have BCRP permission to use pesticides and fertilizers on site; BCRP permission is required for each pesticide and fertilizer product used on the BWPKWY site.
- Pesticide and fertilizer use requests will be submitted to BCRP for review three weeks prior to anticipated use; zero pesticides or fertilizer may be used on the BWPKWY site without BCRP review and permission.
- Contractor is responsible for appropriate application. Plant damage due to drift and non-target application will be corrected by the Contractor; the Contractor will replace all plants determined to have failed due to exposure.
- Contractor is responsible to keep rip-rap, jersey wall cracks, and the seam where the jersey walls meet the road surface clean and clear of weeds, silt, liter, and all other debris (except for road-kill).
- Contractor will place a minimum of three pesticide application markers within the BWPKWY BCRP site at the time of each application.
- Pesticide markers will contain: Contractor's name, name of product used, and the date of application.

- Contractor will remove or reuse pesticide markers and stakes. Pesticide markers shall not remain on site more than 14 days post application, unless being reused and updated with current pesticide application information.

### **Watering**

- Contractor is responsible to obtain, transport, and appropriately apply all water needed for plant health care, pesticide, and fertilizer applications.
- Plants will receive their initial watering on the same day as installation at 1" of water per square foot.
- Contractor will then water all 2019 plantings twice weekly through 10.1, and once weekly 10.1-12.1.
- Contractor will water 2019 plantings at the rate of 0.5-1" per square foot (minimum of 1 gal.) per site watering.
- Contractor shall water unless 1" or more rain was recorded to have fallen within 5 miles of the site within 24hrs of a scheduled watering.

### **Pruning**

- Contractor will prune to industry standard. Cuts will be made cleanly and at appropriate locations.
- Contractor will dead prune all shrubs and trees within the BCRP BWPKWY site as needed, every visit.
- Contractor will prune to remove any woody plant material leaning over the jersey wall bed edge, at every visit.
- Dead pruning and boundary pruning is the only permissible pruning without BCRP permission.
- All pruning debris will be removed from the site on the day of and by completion of work.

### **Trimming**

- Contractor will trim all perennials to 6" in December, not before.
- Contractor will trim back decorative grasses, following industry standards, between 3.1 - 4.1.2019.
- All trim debris will be removed from the site on the day of, and by completion of work.

### **Lane Closure**

- Contractor is responsible for all aspects of lane closure necessary to fulfill all contract requirements.
- Contractor is responsible for the safety and preparedness of their staff and adherence to all related OSHA, DOT, State, and Federal laws and regulations.

### **Routine BCRP Maintenance Report Specification:**

- Contractor shall submit a summary report to BCRP Managers by noon of the day after each maintenance visit.
- BCRP will provide a report template which the contractor shall use to report all periodic maintenance.
- The report must be complete and accurate when submitted.

- Management will remain available and responsive to related BCRP emails, calls, and text messages.
- Failure to submit this report on time and complete, or to field BCRP inquiry will trigger, and a site inspection upon the Contractor's next day of site work.
- Contractor shall submit six current pictures of beds and adjacent hardscape, from six different site locations, with each maintenance report (as email attachments).
  1. The Contractor's current maintenance report must provide pictures from different site locations than those documented in the previous report.
  2. Pictures shall provide a clear view of at least 25 linear feet of bed space or bed and hardscape combined.

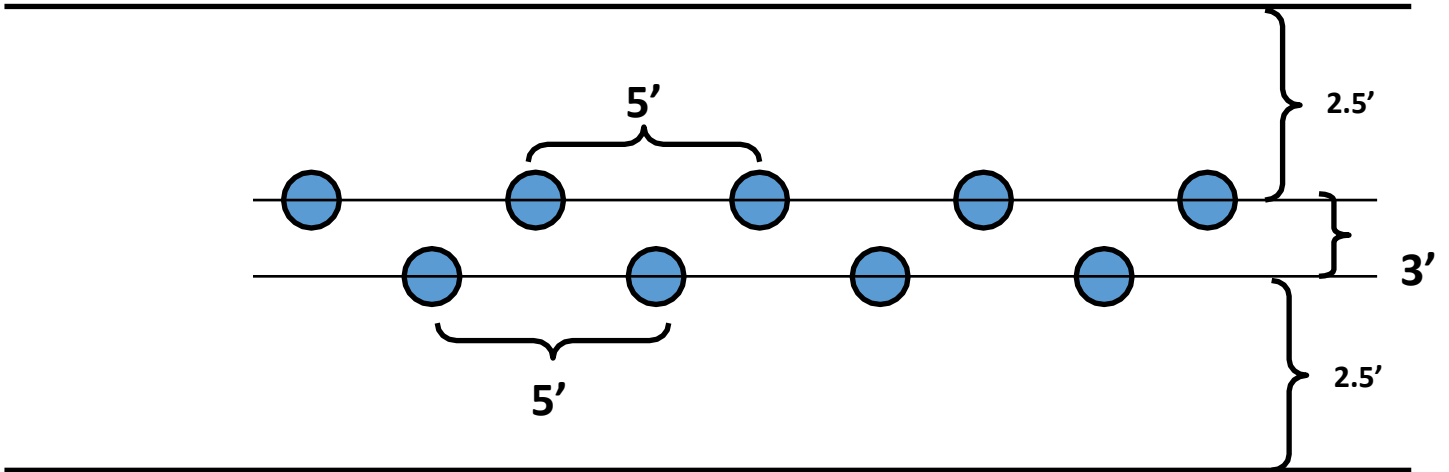
### **Plant Replacement Specification:**

- Contractor will inventory and report failed plants to BCRP, providing bed location, species, count, and pics.
- Contractor will submit vendor, species name, pot size, and count - for all plant replacement to BCRP for approval prior to removal and replacement of failed plants.
- Contractor shall replace any 2019 plantings or existing plants that fail in 2019 due to inappropriate watering and or fertilization; errant pesticide exposure; manual or mechanical damage; exposure to disease, bacteria, fungi; or introduction of biome-hazardous materials by the Contractor's staff, tools, equipment, and or vehicles.
- Replacement plants are to be installed per industry standard and planted to the layout.
  1. Plants sited with crowns at grade, level and plumb, and spaced as indicated.
  2. Contractor is responsible to replenish mulch at 3" depth for all replacement plantings.
  3. All pots, labels, markers, and related debris will be removed from the site each day planting occurs.
  4. Plants will be watered-in at 1" per square foot, same day as installation.
  5. Contractor will then water all 2019 plantings twice weekly through 10.1, and once weekly 10.1-12.1.
  6. All BWPKWY Site zones being planted will have surrounding hardscape blown or swept clean of spilled debris each day planting occurs.

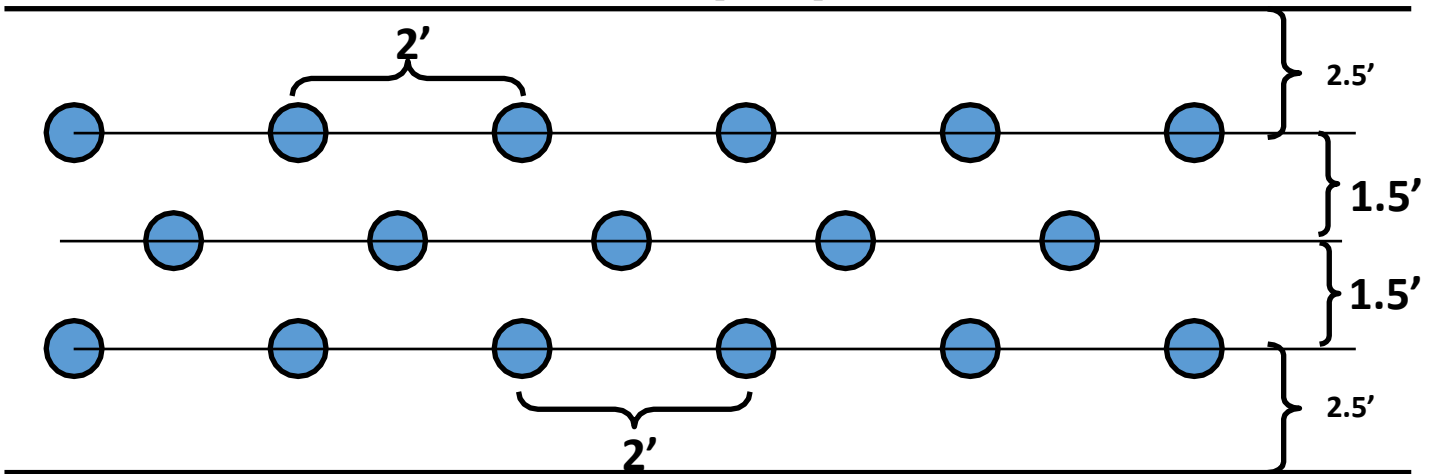
**Planting plan:** Bed numbers and planting plans - Sections from the South (City/County Line) into the City (North)

Section	Current Plants	Approx. Length of Section	Approx. # of plants needed
0	<b>PROPOSED Stones</b>	90'	
1	Low Gro Sumac		
2	<b>PROPOSED Crepe Myrtle</b>	255'	51
3	Smoke Bush		
4	Grass, Panicum		
5	Smoke Bush		
6	Smoke Bush		
7	<b>PROPOSED Crepe Myrtle</b>	240	48
8	Grass, Panicum		
9	<b>PROPOSED LoGro Sumac</b>	240	108
10	Low Gro Sumac		
11	<b>PROPOSED STONES</b>	150	
12	Panicum		
13	Smoke Bush		
13A	Smoke Bush		
14	Grass		
15	Smoke Bush		
15 A	Smoke Bush		
16	Grass, Lymus		
17 A	<b>PROPOSED Grass, Lymus</b>	90	162
17 B	<b>PROPOSED Crepe Myrtle</b>	210	42
18	<b>PROPOSED - Grass- Panicum Dallas Blues</b>	210	168
19	Smoke Bush		
20	Smoke Bush		
21	<b>PROPOSED - Grass- Panicum Dallas Blues</b>	180	144
22	<b>PROPOSED - Grass- Panicum Dallas Blues</b>	90	72
23	Smoke Bush		
24	Smoke Bush		
25	<b>PROPOSED Blue Dune Grass</b>	320	544
26	Low Gro Sumac		
27	Grass, Panicum		

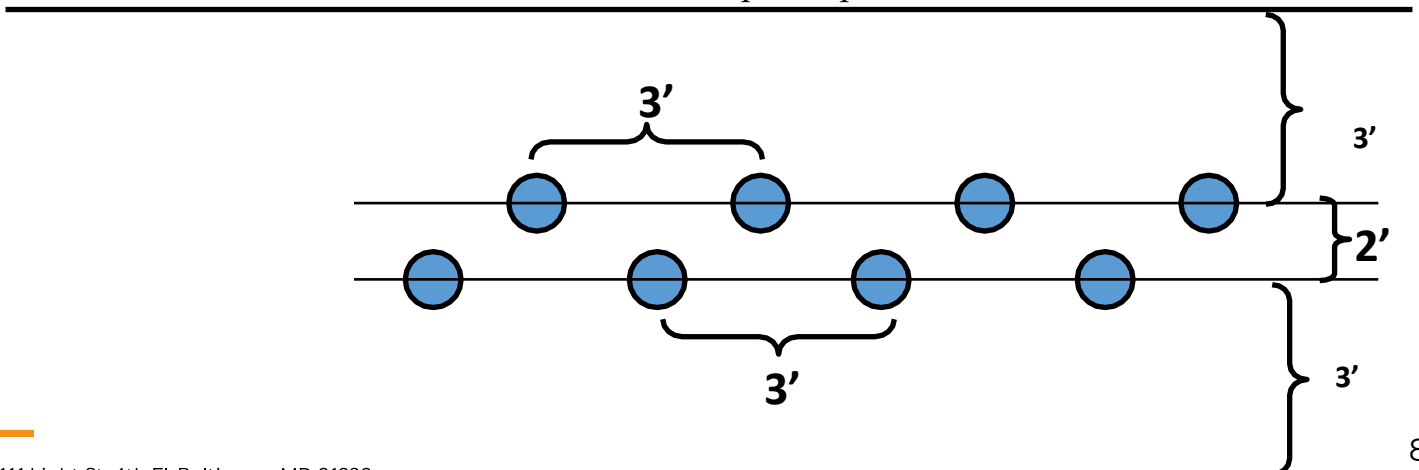
**Grow Low Sumac** - 20' section shown, 9 plants per 20'



**Blue Dune Grass**—10' section shown; 17 plants per 10'



**Panicum Dallas Blues**—10' section shown; 8 plants per 10'





**Contractor will include a seasonal schedule that will include the following:** *planting windows, grass cut-back timing, mulch timing, watering, specs for Spring 2019 replenishment – soil grade/planting/mulching*

The description of work is intended to be general in nature and is neither a complete description nor a limitation of the work to be performed. Measurements listed are approximate and may require verification. Contractor is responsible for measuring and calculating median areas. Contractor must perform all work described in the detailed specifications as assigned by BCRP.

**Any contractor intending to submit a bid is required to attend a pre-bid conference. Date TBD.**

### 3. Timeframes for Submission and Implementation

RFP Released:	March 6, 2019
Pre-bid Meeting:	March 12, 2019 *
Bid Submissions Due:	March 22, 2019 at 5:00 PM
Review and Award:	March 25, 2019
Start Work	April 1, 2019

\*Location and time for Pre-bid Meeting Department of Recreation and Parks  
3001 East Drive, Baltimore MD, 21217 @11:30 a.m.

### 4. Additional Information

When work is coordinated with lane closures already planned by DOT, BCRP or other government entities, traffic control costs are removed and may not be charged.

When soaking rains coincide with the watering schedule, service will be suspended for that designated time period.

Interested parties should submit the bid as electronic documents.

### 5. Submission Requirements

#### Firm Qualifications

- Qualifications and relevant experience of firm (and any subcontractors).
- Names and qualifications of key staff and subcontractors.
- Relevant examples of past work.
- Evidence that the applicant team can work safely and legally within an active highway right of way.

- e. Evidence that the applicant team can comply with MBE/WBE contracting goals under this contract (see Paragraph 7 for more information).

Price Proposal

- a. Provide pricing information and proposed invoicing schedule for providing the services as described in the Proposal. **Pricing/invoicing must be submitted in unit costs.**

Proposals must be emailed to Oscar Harrell at [oharrell@sbgpartnership.org](mailto:oharrell@sbgpartnership.org) in Word, Excel, or PDF formats. **Hard copy submissions will not be accepted.**

## 6. Evaluation Process

The goal of all SBGP contracting and procurement is to ensure the best use of public funds to serve the public good by fulfilling SBGP’s mission while adhering to the highest standards of professional and ethical behavior. SBGP is committed to ensuring that all funds entrusted to the entity are appropriately allocated using fair, ethical, competitive, consistent, equitable, reasonable, responsible, and transparent practices that demonstrate integrity.

These values guide all SBGP conduct and decision making related to procurements, bids/estimates for goods and services, agreements, contracts, and related forms of commitments.

An SBGP/BCRP review panel will review all submissions and seek the highest value option that complies with all legal and technical requirements.

## 7. MBE/WBE Goals

Under this solicitation, the vendor must comply with Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition) regarding participation by Minority Business Enterprises (“MBE”) and Women’s Business Enterprises (“WBE”) (collectively, “Certified Business Enterprises” or “CBEs”) in the execution of the Services under this Agreement. The winning firm must use all reasonably good faith efforts to meet the following Baltimore City-certified MBE and WBE participation goals (“Goal” or “Goals”) for this project:

<b>MBE GOAL:</b>	<b><u>27%</u></b>
<b>WBE GOAL:</b>	<b><u>10%</u></b>

A CBE must be certified through the City's Minority and Women's Business Opportunity Office (“MWBOO”). A business that is certified through MDOT or

another jurisdiction may not be certified in Baltimore City. The directory of City-certified CBEs can be found at: <http://cityservices.baltimorecity.gov/mwboo/>

A business that is certified both as an MBE and a WBE may be counted towards either the MBE or the WBE contract goal, but not towards both. The participation of the certified firm cannot be split between the MBE Goal and the WBE Goal.

If CONTRACTOR is a certified MBE or WBE firm, CONTRACTOR may count up to 50% of the dollar value of the work it intends to perform with its own forces towards the applicable MBE or WBE Goal.

## 8. Impact Investments

While ultimately each vendor must be able to provide excellent products or services at a fair price, SBGP is committed to seeking out Impact Investments, including those that support minority- and women-owned businesses, local businesses, and social enterprises. Wherever feasible, SBGP will use these Impact Investments to further its mission by supporting local and minority- and women-owned businesses, associated hiring opportunities, community-driven social impact, and our local economy. Each of SBGP's contractual relationships is designed to expand its network and ability to access a strong pool of diverse vendors to meet SBGP's needs.

In order to carry out the goal of SBGP contracting and procurement, SBGP will:

1. Seek out opportunities to foster equal opportunities, minority- and women-owned businesses, and other Impact Investments.
2. Educate vendors about how to conduct business with SBGP.
3. Engage in a fair, ethical, competitive, consistent, equitable, reasonable, responsible, and transparent procurement process.

## 9. Equal Opportunity

SBGP will not discriminate in its procurement with regard to race, ethnicity, religion, gender, sexual orientation, national origin, marital status, age, disability, or any other characteristic protected by law.

SBGP does reserve the right to select, from among a pool of qualified proposals, the one that best provides an opportunity to further its mission through Impact Investment.

## 10. General Provisions

Neither this solicitation, nor any proposals provided in response to it, constitute a contract between SBGP and the applicant(s).

Applicants who are not successful may request a meeting to debrief about the selection process. SBGP documents created or used during the selection process, including any score cards, notes, emails, memos, or other written materials, are internal materials and will not be made available.

Late proposals, or proposals that are not fully responsive to the requirements of the RFP, will be disqualified.

SBGP may issue a new RFP, extend the deadline, or make other good faith efforts to expand the applicant pool if the market for goods or services is limited.