

REQUEST FOR PROPOSAL
MOWING OF SELECT MUNICIPAL LANDS

PROJECT ONE

TWO YEAR MOWING CONTRACT AT PECKHAM PARK
LOCATION: 161 STRICKLAND ROAD, MIDDLEFIELD, CT

PROJECT TWO

TWO YEAR MOWING CONTRACT AT LAKE BESECK BEACH
LOCATION: 60 LAKE SHORE DRIVE, MIDDLEFIELD, CT

CONTACT PERSON

PARK AND RECREATION DIRECTOR
HANNAH MALCOLM
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MUNICIPALITY ADDRESS

TOWN OF MIDDLEFIELD
393 JACKSON HILL ROAD
MIDDLEFIELD, CT 06455

3/25/2019

1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate(s) who best represents the direction that the Town of Middlefield wishes to go.

The purpose of the intended contract includes mowing of select municipal owned lands around Middlefield Connecticut. There are two projects that can be bid on. The companies bidding can bid on **one or both** of the projects listed.

Project One- Includes the mowing and weed whacking of all the fields and common areas of Peckham Park, Located at 161 Strickland Road Middlefield. These areas are to be mowed and trimmed/weed wacked, as needed for the term of this contract (approximately 4/15/2019 through 1/1/2021). The typical occurrence of mowing is once per week from mid-April through the end of October.

Project Two- Includes the mowing and weed whacking of all the common areas of Lake Beseck Beach, Located at 60 Lake Shore Drive, Middlefield. These areas are to be mowed and trimmed/weed wacked, as needed for the term of this contract (approximately 4/15/2019 through 1/1/2021). The typical occurrence of mowing is once per week from mid-April through the end of October.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3pm EST, April 11, 2019. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

The bid for a proposal must be itemized, with the project number in which they are bidding. All costs must be itemized to include an explanation of all fees and costs for a **per mow basis**. For example, to properly submit the company will indicate that "Project One will cost \$xxx per mow and weed whack" and include the itemized amount for said project. This will be indicated for each project that the bidder intends to bid on.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by The Town of

Middlefield's legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

PROJECT ONE- Peckham Park

Municipal Supervisor- Park and Recreation Director Hannah Malcolm

The purpose of this project is to contract a fully insured company to service Peckham Park for mowing and basic weed whacking. Every two years the Town of Middlefield Park and Recreation Commission and the Town of Middlefield puts this job out to bid, to reevaluate our needs and decide our needed scope at Peckham Park. Peckham is a 26-acre park with a variety of terrain. We intend to have our grassy fields and common areas properly maintained by a specialty company so that we fulfill our mission to improve the quality of life for our citizens through the creation and maintenance of high-quality programs, facilities and community special events. By having a specialty company service our park, we can assure that that we are providing a high-quality facility at Peckham Park.

Middlefield Park and Recreation is seeking a provider to utilize the latest knowledge of mowing and weed whacking techniques, to service our park on an as needed basis. It is intended that we contract to a company that provides an attractive facility to our citizens and keeps up with the length at a reasonable pace.

All the fields and common areas of Peckham Park, located at 161 Strickland Road Middlefield, are to be mowed and trimmed/weed wacked, as needed. Common areas include, but are not limited to, the parking areas, driveways, walkways, basketball courts, and skate parks. Clumps of grass and clippings on the baseball diamonds and brick pathways should be blown off if necessary. Grass mowing's should not reach more than 4" in length. Weekly mowing is expected to start, on or around May 1st and to end, on or around October 31st, depending on the weather. The need for additional mowing's or fewer mowing's will be at the Park and Recreation Director's discretion.

Below is a picture of the current areas that need to be mowed and trimmed each time that the contractor mows the property.



The intent is to mow and weed whack all the grassy areas inside of the red shape. Interested parties can view the areas at Peckham Park from sunrise to sunset on any day. If they wish to meet directly with the Park and Recreation Director, a walkthrough of the grounds will be scheduled on Monday April 1, 2019 from 4:00pm-5:00pm.

PROJECT TWO: Lake Beseck Beach
Municipal Supervisor- Park and Recreation Director Hannah Malcolm

The purpose of this project is to contract a fully insured company to service Lake Beseck Beach area for mowing and basic weed whacking. The Town of Middlefield Park and Recreation Commission and The Town of Middlefield intend to put this job out to bid, to reevaluate our needs and decide our needed scope at Lake Beseck Beach. The Beach is a small park with a variety of terrain. We intend to have our grassy common areas properly maintained by a specialty company so that we fulfill our mission to improve the quality of life for our citizens through the creation and maintenance of high-quality programs, facilities and community special events. By having a specialty company service the mowing at Lake Beseck Beach, we can assure that that we are providing a high-quality facility at Lake Beseck Beach.

Middlefield Park and Recreation is seeking a provider to utilize the latest knowledge of mowing and weed whacking techniques, to service Lake Beseck Beach on an as needed basis. It is intended that we contract to a company that provides an attractive facility to our citizens and keeps up with the length at a reasonable pace.

All the grassy common areas of Lake Beseck Beach, located at 60 Lake Shore Drive, Middlefield, are to be mowed and trimmed/weed wacked, as needed. Common areas include, but are not limited to, the parking areas, driveways, walkways, picnic areas, and sitting areas, as well as the grassy that borders the park. Grass mowing's should be not reach more than 4" in length. Weekly mowing is expected to start, on or around May 1st and to end, on or around October 31st, depending on the weather. The need for additional mowing's or fewer mowing's will be at the Park and Recreation Director's discretion.

Below is a picture of the current areas that need to be mowed and trimmed each time that the contractor mows the property. The intent is to mow and weed whack all the grassy areas inside of the red shape.



Interested parties can view the areas at Lake Beseck Beach from sunrise to sunset on any day. If they wish to meet directly with the Park and Recreation Director, a walkthrough of the grounds will be scheduled on Tuesday, April 2, 2019 from 4:00pm-5:00pm.

4. PROJECT SCOPE

The selected bidder will be responsible for maintaining a conversation of the project's timeline and process with facilities directors, indicated within each project.

The following criteria must be met to achieve a successful project:

- Timeline followed and adjusted as needed.
- Assess sites and get précises measurements
- Full Insurance provided by the company bidding
- Approval of project site check-ins by the Municipal Supervisor of the Project
- Ability to work closely with the Municipal Supervisor of the Project to coordinate project tasks and resources

All proposals in response to this RFP must be sealed and received no later than 3:00pm EST on Thursday April 11, 2019 and delivered to Middlefield Town Hall, Office of the First Selectman, 393 Jackson Hill Road, Middlefield, CT 06455 at which time the said bids will be opened and read.

Evaluation of proposals will be conducted from Thursday, April 11th, 2019 through Monday April 15th, 2019. If additional information or discussions are needed with any bidders during this one-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 5PM Monday April 15th, 2019.

Notifications to bidders who were not selected will be completed by Tuesday April 16th, 2019.

5. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC). Pricing should be listed for each of the following items in accordance with the format below:

Price per mow

Expected number of mowings during the mowing season (approximately May 1st through October 31st)

Cost for additional services as may be requested (brush cleaning/clearing, etc.) on an hourly basis.

NOTE: All costs and fees must be clearly described in each proposal.

6. BIDDER QUALIFICATIONS

Bidders may provide the following items as part of their proposal for consideration:

- Experience of company
- Examples of 3 or more mowing commitments designed and implemented by your organization
- Testimonials from past clients
- Anticipated resources/workers you will assign to this project (total number, role, title, experience)
- Project management methodology
- Certificate of liability insurance with limits to be determined by the Town of Middlefield (minimum \$1,000,000 general liability; \$1,000,000 automobile liability; workers compensation per state statute) and the Town of Middlefield listed as the certificate holder and additional insured.

7. PROPOSAL EVALUATION CRITERIA

The Town of Middlefield will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to roofs as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience
- Insurance: Bidders must attest to insurance coverage

All bids must be received at the address indicated below by Thursday April 11, 2019 at 3pm EST:

Delivered to/ Received by:

The Office of The First Selectman
393 Jackson Hill Road
Middlefield, CT 06455