

**Request for Proposals
For
Mowing Services**

Town of Basalt, Colorado

November 1, 2018

The Town of Basalt is requesting and accepting proposals to perform regular lawn mowing services for Town properties, parks, and certain right-of-ways. These services shall include mowing all of the turf on an occurrence basis as outlined on Exhibit A, from May 1, 2019 through October 16, 2021.

A description of the services to be provided can be obtained by contacting the Town Public Works Director, Boyd Bierbaum, by phone at (970) 927-4723, by fax at (970) 927-4703, by email at boyd.bierbaum@basalt.net or Trevor LaLonde, Parks Foreman, by phone at (970) 279-4393 or by email at trevor.Lalonde@basalt.net.

Mowing services shall be for all of the Town properties, parks, and right-of-ways listed on the attached Exhibit A. Square footage for areas listed in Exhibit A are approximate and should be used for a rough estimate only. The Contractor is responsible for verifying all locations to be mowed. The Contractor shall provide all suitable equipment and suitable supplies required to complete the necessary services. Mowing shall occur on a weekly basis, unless noted otherwise in Exhibit A.

Proposals shall be submitted in a form that details the proposed cost for each of the mowing areas. Proposers shall also include in their proposals a written description of their experience and qualifications to provide the specified mowing services.

Proposals will be accepted until **4:00 pm on Friday, November 30, 2018**. Proposals should be sent or delivered to the following address:

Boyd Bierbaum, Public Works Director
Town of Basalt
101 Midland Avenue
Basalt, CO 81621

Proposals should be submitted in a sealed envelope labeled on the outside with "Proposal for Mowing Services."

Proposals will be evaluated by the Public Works Director and/or his designated representative(s). The contract will be awarded to the proposer whose proposal is deemed by the Town Public Works Director to be in the best interests of the Town. The Town reserves the right to reject any and/or all proposals.

A “Pre-bid” meeting will be held on Tuesday, November 13 at 9:00 am. This meeting will include a site visit to all the turf areas as listed in Exhibit A. The meeting will require a minimum of 3-4 hours to visit all locations.

It is anticipated that the contract for mowing services will be executed shortly after the selection of a contractor is completed. The initial contract shall be from May 1, 2019 to October 16, 2021, and may be renewable upon mutual agreement of the Town and the Contractor. The contract may be terminated at any time by the Town for substantial or repeated non-performance.

Questions about this RFP or the services to be provided may be directed to the Town Public Works Director by one of the methods listed above.

**Request for Proposals
For
Garden Maintenance Services**

Town of Basalt, Colorado

November 1, 2018

The Town of Basalt is requesting and accepting proposals to perform regular garden maintenance services on Town properties, parks, and certain right-of-ways. These services shall include garden maintenance activities as described on Exhibit C for the gardens listed on Exhibit B from April 1, 2019 through November 1 2021.

Further information for services can be obtained by contacting the Town Public Works Director, Boyd Bierbaum, by phone at (970) 927-4723, by fax at (970) 927-4703, by email at boyd.bierbaum@basalt.net, or Tim Vogel, Gardens, Parks & Forestry, by phone at (970) 279-4395, by email at tim.vogel@basalt.net.

Garden maintenance services shall be for all of the Town properties, parks, and right-of-ways listed on the attached Exhibit B. The Contractor shall provide all suitable equipment and suitable supplies required to complete the necessary services. Garden maintenance shall occur as outlined on the attached Exhibits – B & C.

Proposals shall be submitted in a form that details the proposed cost for each of the garden areas. Proposers shall also include in their proposals a written description of their experience and qualifications to provide the specific garden and landscape services.

Proposals will be accepted until **4:00 pm on Friday, November 30, 2018**. Proposals should be sent or delivered to the following address:

Boyd Bierbaum, Public Works Director
Town of Basalt
101 Midland Avenue
Basalt, CO 81621

Proposals should be submitted in a sealed envelope labeled on the outside with “Proposal for Garden Maintenance Services.”

Proposals will be evaluated by the Public Works Director and/or his designated representative(s). The contract will be awarded to the proposer whose proposal is deemed by the Town Public Works Director to be in the best interests of the Town. The Town reserves the right to reject any and/or all proposals.

A “Pre-bid” meeting will be held on Tuesday, November 13 at 9:00 am. This meeting will include a site visit to all the gardens listed in Exhibit B. The meeting will require a minimum of 3-4 hours to visit all locations.

It is anticipated that the contract for garden maintenance services will be executed shortly after the selection of a contractor is completed. The initial contract shall be from April 1, 2019 to November 1, 2021, and may be renewable upon mutual agreement of the Town and the Contractor. The contract may be terminated at any time by the Town for substantial or repeated non-performance.

Questions about this RFP or the services to be provided may be directed to the Town Public Works Director by one of the methods listed above.

EXHIBIT A

Location	Square Feet	Acre/s	Occurence
Southside Turf			
Soccer Field	63,000	1.45	1 x week
Wildwood Park	18,000	0.41	1 x week
Old Town Turf			
Skate Park/S. Abutment	5,900	0.135	2 x month
Ponderosa Park	29,116	0.669	2 x month
Basalt Center Circle	5,390	0.124	1 x week
Two Rivers Rd	5,300	0.121	1 x week
Swinging Bridge Park and Circle	6,000	0.138	2 x month
Riverside & Cottonwood Dr	1,750	0.04	2 x month
Arbaney Park	127,930	2.937	1 x week
132 Midland Ave	130	0.003	1 x week
Town Hall	34,868	0.8	1 x week
Cliff's Hillside Park	5,200	0.119	1 x week
Roaring Fork Conservancy	7,280	0.167	1 x month
Cemetery	137,600	3.692	2 x month
Kiln	7,020	0.161	2 x month
Berm Trail	18,775	0.43	2 x month
Old Pond Park Turf Island	4,200	0.1	1 x week
Midland Park Turf Island	3,600	0.08	1 x week
River Park	43,560	1	1 x week
Two Rivers Rd ROW (RMI and Conservancy)	3,558	0.08	1 x week
Basalt Underpass North	2,542	0.06	1 x week
Basalt Underpass South	1,316	0.03	1 x week
Willits Turf			
Willits Field and surrounding areas	149,450	3.431	1 x week
Willits Lake	5,700	0.13	1 x month
Linear Park South, Evans	163,335	3.75	1 x week
Linear Park North, Willits Ln	113,115	2.6	1 x week
East Valley & Village Ct Turf Islands	3,000	0.069	1 x week
Triangle Park, Willits Ln	33,570	0.771	1 x week
Sopris Village Fenceline	7,700	0.177	1 x week
Willits Ln & Hwy 82 ROW	47,100	1.081	2 x month
Lake Avenue	2,650	0.06	1 x month
Town Total	1,057,655	24.27	

EXHIBIT B

Location	Square Feet
OLD TOWN	
Arbaney Park Beds	
Wood Fenceline Bed, west side 20'X4'	80
Pool Bed West, 337'X3'	1011
Pool Bed South, 55"X4"	220
Pool Bed East 75'X3'	225
Bench Garden East 144'+100'+115'	359
Bench Garden West 120'+120'+115'	355
Clark's Market, west of steps 110'X6'	660
Clark's Market, east of steps 75'X10'	750
Emma Bridge Planters - 4 beds	1,065
Music Garden, rose area 4'X25'	100
Basalt Ave, fenceline bed 6'X200'	1,800
Emma Rd, fenceline bed 8'X25'	200
Basalt Ave & Emma Rd, 4 beds	350
Iron Horse Bed Tree and Garden 9'X21'	189
Library R.O.W.- 8 beds	2,035
Basalt Center North Bed 20'X8'	160
Midland Ave Walkway Garden 475'X9'	4,275
Plant Select Demonstration Garden 190'X10'	1,900
Recycle Center Parking Area - 3 beds	1,776
Old Pond Park Perennial Beds	1,671
South Abutment 255'X10'	2,550
Susan's Flower Linden Tree and Garden	63
Swinging Bridge Shrub Bed West 12'X12'	144
Swinging Bridge Shrub Bed East 12'X12'	144
7/11 Garden 25'X8'	200
7/11 Garden Basalt Ave	975
School Berm Gardens 240'X4'	960
Elementary School Drive Garden 10'X10'	100
Stop Sign Bed, Elementary School 28'X8'	224
RoundAbout - Old Town	4,970
Town Hall - 8 Beds	3,280
RFTA - Basalt	
north side	2,200
south side	3,000

WILLITS	
Leroy's Corner 67'X30'	2,010
Roundabout	4,068
East Valley Rd & Willits Ln Garden SW	600
East Valley Rd Traffic Calming Gardens - 5 beds	489
East Valley Rd & Lewis Ln, east	205
East Valley Rd & Lewis Ln, west	305
Evans and East Valley Rd 12'X6'	72
East Valley Rd south of pocket park	270
East Valley Rd & Reed St garden south	300
East Valley Rd & Reed St Garden north	100
East Valley Rd & Harris, Bike Shop	100
East Valley Rd & Harris, Sure Thing	50
East Valley Rd & Harris garden west	180
East Valley Rd & Harris, Starbucks	60
Evans & Willits Ln, 78'X10'	780
Meadow & Willits Ln, 33'X4'	132
Boat Ramp Beds, Willits Ln - 11 beds	1562
Willits Ln, north of Lewis Ln north	480
Willits Ln, north of Lewis Ln south	317
Willits Ln, south of Lewis Ln 19'X7'	133
Willits & 82 - East Bed on 82 75'X12'	900
Willits & 82 - West Bed on 82 - 88'X12'	1056
Triangle Park, Stage Bed	540
Triangle Park, Fountain Bed	188
East Valley Rd & Market St north	300
East Valley & Market St, south	255
Market St Block 6 West Bed	300
Market St Block 6 East Bed	300
Market St & Grange St, NW Cor	108
Grange St, middle bed, Soak	192
Grange St, corner bed, towards Whole Foods	120
Grange St & E Lewis, NE Corner, 2 beds	360
Grange St & Market, NE Corner	140
Grange St & Market, SW Corner, 2 beds	325
Grange St & Market, SE Corner, 2 beds	250
RFTA	
EL Jebel Bus Stop	400
El Jebel Parking Area	mowing
Willits Bus Stop Upvalley	300
Willits Bus Stop, Down Valley	350

Willits Underpass - West Circle Bed	2,000
Willits Underpass - East lower Bed	250

EXHIBIT C

Mowing Protocol

Regular scheduled mowing should begin April 22, 2019, and the third Monday in April in subsequent years, weather dependent. The contract may be adjusted for early or late starts.

Before the first mowing, trash, tree branches, and other large debris must be cleared and removed from turf areas (leaves do not need to be removed)

Mowing operations can be completed on a schedule determined by contractor, such that all areas get completed on frequency set forth in RFP.

Inside the pool fence must be done Friday morning, before 9am, and the grass clippings in this area must be bagged and removed.

Per Town of Basalt municipal code, no audible machinery can be run before 7am, and no backup alarms may be used before 8am.

Branches and sticks must be picked up on turf areas prior to mowing. If there are significant limbs down after a wind event, notify Trevor or Tim to have them cleaned up.

Grass clippings must be blown or swept off of hard surfaces, back onto the turf.

Excessive, visible clippings must be dispersed by raking, blowing, mowing over, or occasionally bagging and removing the clip. If clippings cover any areas of turf such that the growing grass underneath is completely covered, it must be dispersed or removed.

After significant rain events, contact Trevor to determine if some or all turf areas are too wet to mow, and the mowing schedule will be adjusted to allow turf to dry out.

Report any unusually wet and soggy areas to Trevor, as this may indicate an irrigation issue. Keep machines off any unusually wet and soggy areas until issue is fixed and area dries out.

Report any irrigation heads or other infrastructure broken to Trevor, whether caused by mowers or not.

The Last week for mowing will be the second week in October, weather dependent. This is 26 weeks of mowing. The contract may be adjusted for early or later finish

Garden Maintenance (Including RFTA Stations and Park and Rides) Protocol

Spring Maintenance

1. Rake out and weed all beds. Complete any cutbacks, including ornamental grasses (per species requirements), that were not cut back previously
2. Leaves, debris, weeds* and trash to be removed from garden beds
3. All material removed to be disposed of off-site by contractor
4. Add a fine mulch suitable for perennial beds (3/8" minus compost bark), to be provided by contractor
5. Weed* removal to be done preferably in a manner that removes the root system
6. Remove dead plant material, give inventory of removal to the contract manager
7. Make recommendations of plants needed to the contract manager
8. Spring Maintenance completion date is May 1, (Completion date is weather and ground condition contingent. Extension of this date must be made and granted in writing by the contract manager).

Ongoing Maintenance

1. Weed beds*, remove noxious weeds**, remove all trash, dead head flowers per species requirements
 - a. Once a week for the following beds – Town Hall, Midland Ave, Walkway Garden
 - b. Twice a month for all other beds
 - c. Prune shrubs, bushes, trees and perennials to maintain health and natural habit as per species requirements
 - a. Plants shall be pruned to retain their natural form. Boxing, topping and shearing of shrubs/trees is not acceptable
 - b. Pruning shall include the removal of dead or diseased branches, lateral and/or crossing braches not consistent with standard form
 - c. Suckers from adjacent trees, such as Cottonwood, Aspen, Locust ect., shall be removed
 - d. Flowering shrubs, bushes or perennials shall not be pruned during bloom or at a time that will inhibit blooming
2. Trim all islands in the RFTA Park & Ride areas while leaving the shrubs/bushes. Add mulch to all shrubs in the area. Hand pull all weeds* in the islands prior to trimming.
3. Maintenance period is from May 1-Oct. 1

Fall Maintenance

1. Remove all weeds* from beds
2. Remove any dead plant material and give inventory of removal to the contract manager
3. Cut back perennial plants and ornamental grasses as per species requirements
4. Fall maintenance will be completed by Nov. 1

*A weed is considered anything growing in the garden beds that were not physically planted.

** Noxious weeds are considered any vegetation that the Colorado Department of Agriculture has identified on List A-List C.

Please contact Trevor LaLonde, (970) 279-4394, for questions about turf and mowing areas.

Please contact Tim Vogel, (970) 279-4395, for questions on the garden areas.