



3/29/2021

Request For Proposals

Landscaping Maintenance Services
Borough's Rain Gardens

Borough of Lemoine

510 HERMAN AVE. LEMOYNE, PA 17043

I. OVERVIEW OF THE REQUEST FOR PROPOSAL (RFP) PROCESS

The Borough of Lemoyne is seeking proposals from landscape maintenance companies to provide seasonal landscape maintenance services for Lemoyne's Rain Gardens located throughout Market and State Streets. The selected company will be responsible for providing services in accordance with the scope of services outlined in the proposal.

II. BACKGROUND INFORMATION

The Borough of Lemoyne, located in Cumberland County on the western bank of the Susquehanna River directly across from the City of Harrisburg, is bordered by the boroughs of Camp Hill, New Cumberland, and Wormleysburg. According to the 2010 census, Lemoyne Borough encompasses 1.61 square miles with a population of 4,553. The Borough has a "home town" feel to it and its residents take pride in their homes and their community. Market Street runs through the center of town and is considered the main downtown area in which the rain gardens are located.

The Borough is one of a few municipalities in central Pennsylvania to embrace green infrastructure and make it the centerpiece of its downtown. In May 2010, the Borough unveiled the completed construction of 18 storm water best management practices (BMPs) which were designed not only to treat storm water runoff, but also to calm traffic and beautify its downtown. Lemoyne's greener downtown is one of many such projects promoted in the award-winning Tri-Borough Streetscape Master Plan published in 2010. The plan, written by Kairos Design and financed in part through a planning grant from the Cumberland/Perry County Housing and Redevelopment Authority, promotes a pedestrian-friendly main street and economic value to the downtowns of Lemoyne, Camp Hill, and Wormleysburg. Additionally, in 2013, a total of 14 more rain garden BMP's and 17 pollinator pots were added as Phase 2 of the downtown area's streetscape plan.

III. ISSUING OFFICE

Lemoyne Borough is the sole point of contact for this RFP. Direct any and all questions regarding this RFP or the procedural requirements to Cindy L. Foster, Borough Manager, at 717-737-6843 or cfoster@lemoynepa.com.

IV. MINIMUM REQUIREMENTS

The selected contractor must provide personnel meeting the following minimum criteria:

1. A minimum of (5) years of experience in landscaping or green infrastructure.
2. Expertise in the areas of stormwater management, conservation landscaping, green infrastructure, and plant & invasive species identification.
3. A list of references in other municipalities where services have been or are being provided.

Any contractor that meets the conditions of this RFP may submit a proposal for consideration. Lemoyne Borough does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or familial status in employment or the provision of services.

V. TERMS OF CONTRACT

The selected contractor will be appointed by Borough Council and must comply with Scope of Services Terms.

VI. DEADLINE FOR PROPOSALS

All proposals are to be received on or before 12:00 p.m. (noon) on Thursday, May 6, 2021. Lemoyne Borough is not liable for any costs incurred by any contractor in the preparation and/or negotiation of any proposal submitted in response to this RFP.

VII. SUBMISSION OF PROPOSAL

Proposals submitted in response to this RFP must conform to the following specifications:

1. The responding contractor must identify their point of contact as well as the name of the person performing the primary services.
2. Proposals must provide a straight-forward and concise description of the contractor's ability to meet the requirements of this RFP.
3. Proposals are to be submitted via email to cfoster@lemoynepa.com.

VIII. PRESENTATIONS

Contractors responding to this RFP may be required to make oral presentations to Borough Council and/or Borough staff.

IX. REJECTION OF PROPOSALS

The Borough reserves the right to accept or reject any and all proposals and to accept or reject any part of any proposal submitted in response to this RFP. Only proposals containing contractor and qualified costs will be considered. Proposals must be presented in accordance with the requirements of this RFP. To be considered, proposals must be submitted independently and without collusion with any other contractor.

X. CONFIDENTIALITY

Sensitive information may clearly be considered "trade or corporate secrets" (information protected by copyright or patent) and may be labeled as such by the contractor. To the extent possible and permissible by law, the Borough will make its best effort to maintain the confidentiality of this information. However, the Borough accepts no liability for any adverse action resulting from the release of any information contained in any proposal submitted, including that information labeled as confidential.

XI. REQUIRED INSURANCE

Contractors responding to this RFP are required to provide a certificate of insurance naming the Borough as an additionally insured party. Proof of Worker's Compensation coverage is required.

XII. REGULATORY AGENCY COMPLIANCE

All activities under this RFP are bound by applicable State and Federal regulations and policies, as well as by all policies and procedures of the Borough.

XIII. SCOPE OF SERVICES TO BE PROVIDED

The Borough intends to obtain services of a qualified landscaping contractor to perform agreed-upon maintenance and rehabilitation services of all Borough-owned Rain Gardens and Pollinator Pots.

Maintenance and service requirements consist of, but are not limited to:

1. Task #1: Monthly Maintenance Visits (Total of 5 Visits)
 - a. Removal of all dead plant materials, debris, and trash found in gardens and pollinator pots
 - b. Removal of sediment and debris that has collected in forebays and brickwork of gardens
 - c. Hand pulling of all weeds and invasion plant species
 - d. Trimming and pruning of overgrown vegetation to stabilize overall plant-life and aesthetics (primarily aromatic asters in mid-late June)
 - e. Avoid use of mulch and herbicide
 - f. All general maintenance guidelines expressed in Borough's BMP Maintenance Guide
 - g. Report any structural damage or major design changes to Borough's MS4 Coordinator (Cliff Karlsen) immediately
 - h. Disposal of all vegetation, trash, debris, and sediment is to be deposited in Borough's MS4 Container found at the Maintenance Facility at 1 Lowther St. Lemoyne, PA 17043
2. Task #2: Installation of 500 herbaceous plugs in Spring of 2021
 - a. Plugs to be used where designated by Borough
 - i. Primary: RG7 and RG3
 - ii. Secondary: BO5 and BO6
 - iii. Tertiary: Open spaces of remaining gardens
3. Task #3: Daily rate of 2-person crew for as-requested work

COST OF SERVICES

1. Provide the contractor's pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel; i.e., professionals, technicians, and support staff.
2. Identify the minimum period of time billed for services; i.e., telephone calls, conferences, correspondence, etc.
3. Provide the Borough with detailed monthly activity reports and detailed invoices. Time and Materials billing is the preferred method of task pricing.

4. Provide the Borough with an out-of-pocket expense rate schedule, if applicable.

BASIS OF SELECTION BY THE BOROUGH

The Borough will evaluate proposals and select a Landscaping Contractor using the following criteria:

1. The contractor's plan to provide services to the Borough as described herein.
2. The contractor's qualifications, experience, and success in providing the services set forth in this RFP.
3. The quality and adequacy of the proposal, specifically the contractor's responsiveness to the requirements of the Borough.
4. The designation of a single point for the coordination of services to be provided.
5. Any other factors relevant to the contractor's willingness and capacity to satisfy the needs of the Borough.