REQUEST FOR PROPOSAL (RFP)

Landscape Design, Seasonal Maintenance &/or Tree Trimming

Proposals must be submitted no later than 5:00 P.M. on **Friday March 20th, 2020.** Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals may be submitted only in the following ways:

Emailed to info@cherokeestreet.com

OR

Mailed or hand-delivered to the following address:

Cherokee Street CID
3407 S. Jefferson, Suite 515
St. Louis, MO 63118

If you have any questions concerning the RFP, please contact Emily Thenhaus at emily@cherokeestreet.com
Section I: INTRODUCTION

The Cherokee Street Community Improvement District (CID) is accepting proposals for individuals or agencies to provide landscape design, seasonal maintenance and/or tree trimming.

The proposed term of the seasonal maintenance and tree trimming contracts will be annual, starting roughly April 1, 2020 through March 31, 2021.

Agencies may bid on all three services outlined in this bid or one individual service cited in Section III: Scope of Services (landscape design, seasonal maintenance, tree trimming).

Established in 2017, in cooperation with the City of St. Louis, the Cherokee Street Community Improvement District is a political subdivision led by a volunteer board representing the property owners, business owners and residents of the District.

The Cherokee Street CID provides the financial resources to develop and implement programs, services and improvements that work to improve and support the physical and social environment, attract and retain businesses and residents and encourage public and private investment on Cherokee Street and the surrounding neighborhoods.

The Cherokee Street CID’s Board of Directors are not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All Bidders must hold a valid St. Louis (City) business license or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Although no applicant needs to identify themselves as belonging to a specific geographic location or group, we will pay special attention to local applicants (63118) or applicants who are certified or meet the definition of a Missouri Minority Business Enterprise (MBE) and/or Woman Owned Business Enterprise (WBE). To become M/WBE certified with the State of Missouri, a business meet the following requirements:

- At least 51 percent of the business must be owned by a minority and/or a woman;
- The minority and/or woman owner must be a U.S. citizen or lawfully admitted permanent resident of the U.S.;
- The minority and/or woman owner must hold the highest position in the company and be capable of exercising direct control over the daily, as well as long-term decisions regarding the management, policies and operations of the firm; and
- The business must be organized as a for-profit business.
Section II: CONTRACT TERMS

The term of the contract for seasonal maintenance and tree trimming shall be for a one (1) year period unless terminated by either party with a written notice thirty (30) days in advance. The term of the contract for landscape design is flexible to the capacity of the individual or agency applying and would begin in Spring 2020.

Landscaping design, maintenance and tree care will cover the Cherokee CID boundaries, shown in the map in Section V, which includes Cherokee Street between Gravois Avenue and Indiana Avenue, and the corresponding side streets that run north and south, up until the alley.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency’s rules and regulations, as well as any other policy established by the contracting parties.

A copy of Agency’s workers’ compensation insurance per the State of Missouri and $1M certificate of general liability coverage which names Cherokee Street Community Improvement District as additionally insured will be made addendums to the contract.

Agency shall administer all cost accounting and billing relative to this contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by Cherokee Street CID.

Section III: SCOPE OF SERVICES

Landscape Design

Cherokee CID is seeking an individual or agency with experience in landscape design to assist in crafting a landscape design plan for public domain areas of Cherokee CID footprint, including but not limited to the street trees, tree lawns and planters. The CID is particularly interested in collaborating with individuals or agencies with experience designing sustainable
landscapes, edible landscaping and/or permaculture. The plan will be developed in Spring and Summer of 2020 with input from the Cherokee CID Board of Directors, the Cherokee CID Beautification Committee and other CID stakeholders and would be implemented over multiple years. This RFP does not include implementation or installation.

Seasonal Landscape Maintenance

1. **Hard-Surface Weed Control** — Vegetation control of hard surface areas (sidewalk and curb lines, alley entrance/egress, sewer openings, at the base of streetlight and other poles, etc.) via spray and removal of growth.

2. **Tree and Planter Watering** — 28 planters on Cherokee Street to be maintained with proper watering in addition to all small trees of eight inches or less diameter.

3. **Fall Clean Up** — Clean up will consist of removal and/or mulching of accumulated leaves in tree lawns and on sidewalks. When a large volume or extended duration of leaf drop is involved based on tree varieties or weather, more than one occurrence may be necessary.

**Tree Trimming**

1. **Tree Trimming (as needed)** — Overgrown trees or branches that obstruct pathways, lighting or street signage will be trimmed back as needed

2. **Winter Tree Prune** — Trees up to 8” in diameter to be pruned when dormant, (late fall & winter) to eliminate dead, damaged, or unproductive branches as required.

Section IV: INSTRUCTIONS TO BIDDERS

Proposals must be received by email, mail or hand-delivery no later than **5:00 P.M. Friday, March 20, 2020**. Proposals must include all requested materials to be considered. Please send proposals:

Cherokee Street Community Improvement District
3407 S. Jefferson, Suite 515
St. Louis, MO 63118

Questions should be addressed to CID Executive Director Emily Thenhaus at emily@cherokeestreet.com

Proposals should address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

1. **Company History and Organization** — Provide a brief Agency history; include the name, title and contact information of the staff directly responsible for management and supervision of this project.
2 **Personnel Selection Process** – Describe staff recruitment, selection and vetting.

3 **Cost Proposal** – Agencies may propose for either one of the outlined services or multiple. Proposals must include billing rates per occurrence and a total cost for the service to be considered.

4 **Invoicing** – Propose invoicing frequency, procedures, and applicable discounts.

5 **Value-Added Features** – Indicate features or programs not covered elsewhere in the response which is offered to enhance your Agency’s ability to effectively carry out this project.

6 **References** – Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to the Cherokee Street CID. Include reference name, address, and contact number.

**Section V: CHEROKEE CID BOUNDARIES**