

REQUEST FOR PROPOSALS  
FOR  
Landscape Maintenance Services



Response Deadline  
August 1, 2016  
4:00 PM Central Standard Time (CST)

To:  
General Manager's Office  
Brushy Creek MUD  
  
16318 Great Oaks Drive  
Round Rock, TX 78681

## **BRUSHY CREEK MUNICIPAL UTILITY DISTRICT**

### **REQUEST FOR PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES**

#### **1. INTRODUCTION**

Brushy Creek Municipal Utility District (the “District”) is accepting sealed proposals from qualified contractors to provide landscape maintenance services for a 12 month period beginning approximately October 1, 2016 and ending September 30, 2017 with up to four 1 year extensions.

#### **2. SCOPE OF SERVICES**

##### **2.1. General**

The District seeks proposals for landscape maintenance and mowing at District parks, trails, greenbelts, medians, and other facilities. The contractor is to provide all labor, equipment and process machinery required for the proper maintenance of District landscaping as listed in accordance with the attached specifications.

##### **2.2. Location and Frequency of Services**

Attached as **Exhibit “B”** to this RFP is a list of the locations for which landscape maintenance services as sought by the District. The exhibit identifies each facility, acreage, items to be mowed/cut, frequency of mowing (per year), and description of maintenance services to be provided at each facility location.

##### **2.3 Specifications**

**2.3.1** Attached as **Exhibit “D”** are specifications regarding the landscape maintenance services. The exhibit identifies the specifications for mulching; allowable mulch sources; trimming of landscape beds; fertilization of trees, beds, and turf areas; herbicide application and fire ant suppression.

**2.3.2** The specifications represent the general requirements for maintenance of District landscaping. Offerors shall be responsible for providing the service that meets or exceeds all of the requirements as set forth in the specifications, as well as providing equipment that is designed for the intended application.

#### **3. PROCEDURAL INSTRUCTIONS**

##### **3.1. Intent**

This procurement is intended to result in the selection of a contractor or contractors that are most advantageous to the District, and that will result in the best and most economical landscape maintenance services.

##### **3.2. Items to be Provided with Submittals**

All proposal submittals must include the following items:

1. Cover letter- signed letter stating that the Offeror has the capability of performing the landscape maintenance services requested by the District.
2. Questionnaire and Information Form- the questionnaire form set forth as **Exhibit “E”** must be completed in its entirety.

3. Pricing- Offeror shall specify the pricing for the landscape maintenance services in the form provided, see **Exhibit A**.
4. Experience- the Offeror must identify at least two examples of similar work to that which is requested that the Offeror is currently performing or has performed within the past 24 months.
5. Insurance- the Offeror shall indicate the types and amounts of insurance that meets District's requirements.
6. References- the Offeror must identify three current, former and recent cancelled contracts for references, including the name, title, and daytime telephone number.

### 3.3 Questions

Questions regarding the procurement process or the landscape maintenance services sought by the District must be in writing via e-mail to [n.dinsmore@bcmud.org](mailto:n.dinsmore@bcmud.org) no later than **2:00 PM (CST) July 8, 2016**. The subject line shall read: "*Questions for Landscaping Contract*." Phone calls and faxes WILL NOT be accepted. Questions will be consolidated and provided via e-mail to all contractors on record as having received this document.

The District shall attempt to answer written inquiries concerning the RFP, but shall not be obligated to do so. If an Offeror believes the RFP contains an error or ambiguity, then the Offeror shall make a written inquiry via Email to [n.dinsmore@bcmud.org](mailto:n.dinsmore@bcmud.org) explaining the issue and asking the appropriate question.

### 3.4. Timeline

Procurement package distributed to Contractors:

June 10, 2016

Bid Advertisement in the Round Rock Leader:

June 16 & 23, 2016

Non-Mandatory Meeting 16318 Great Oaks @10am

June 30, 2016

Deadline for Written Questions:

July 8, 2016

Responses to Questions:

July 15, 2016

Proposals due from Contractors:

August 1, 2016

Staff Recommendation to Board of Directors:

August 25, 2016

Estimated Implementation Date:

October 1, 2016

### 3.5. Sealed Proposals

Proposals must conform to the requirements set forth herein. Incomplete proposal forms, schedules and information may be grounds for disqualification.

Proposals must be submitted in a sealed envelope using the attached response forms. The Offeror shall return One (1) original and Three (3) exact duplicate copies of the completed proposal forms and other pertinent information and reports to the attention of: General Manager, Brushy Creek Municipal Utility District, 16318 Great Oaks Drive, Round Rock, TX 78681 by **4:00 PM (CST) on August 1, 2016.** Any proposals received after the above date and time will not be considered. Facsimiles and e-mails will not be accepted.

All proposals must be sealed and the envelope clearly marked, "CONFIDENTIAL DISTRICT TRAIL LANDSCAPING PROPOSAL ENCLOSED."

All costs associated with the preparation and submissions of proposals are the sole responsibility of the Offeror. All proposals shall be signed and dated by an official authorized to bind the Offeror in legal matters.

All submitted proposals become the property of the District.

### 3.6. Selection Process

Proposals will not be publicly opened. All proposals will be evaluated by District staff. Its recommendations will be submitted to the Board of Directors for consideration at a regularly scheduled meeting following the proposal date deadline.

The criteria that will be used to make the selection include the following, not necessarily in the order listed:

- (a) Cost;
- (b) Qualifications; and
- (c) References.

If the District has experience with your firm and you do not list the District as a reference, the District reserves the right to use past experience for this proposal.

### 3.7 Discussions with Offerors.

The District may submit written questions to any Offeror for the purpose of clarification or to assure full understanding of, and responsiveness to, the solicitation requirement. These questions will be prepared for the purpose of explanation or clarification of items submitted. Answers must be submitted in writing to the District within three (3) business days of receipt of the question. Written answers will become part of the proposal. The purpose of such inquiries may include: (i) investigation in greater detail of an Offeror's qualifications; (ii) establishment of the experience and availability of personnel and equipment necessary to perform the services; (iii) review of the Offerors's proposed compensation and opportunities for savings, taking into account the nature, scope, and complexity of the proposed project.

As a result of such questions, revisions may be permitted after initial submission and prior to award for the purpose of obtaining best and final offers. In conducting questions, District staff shall not disclose to an Offeror any information derived from proposals submitted by competing Offerors.

### 3.8 Addenda.

Nothing in this RFP shall limit the District's right to issue addenda to the RFP prior to proposal opening.

### **3.9 Confidential Information.**

The District is subject to the Texas Public Information Act. Any information submitted to the District by an Offeror shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Offeror if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Offeror shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

### **4.0 CONTRACT.**

Attached as **Exhibit "F"** to this RFP is the form of the contract to be entered into regarding the landscape maintenance services. The contract is a part of this RFP. Upon selection of an Offeror by the Board of Directors, the Offeror must execute the contract. Failure to do so shall constitute cause for the District to enter into a contract with another Offeror.

### **5.0 CONFLICT OF INTEREST**

The Board of Directors of Brushy Creek Municipal Utility District (the "District"), in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy. In accordance with this policy, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below has a direct or indirect contractual relationship with the Offeror or its affiliates.

Furthermore, the Texas Legislature adopted House Bill 1295, which added section 2255.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

2016

Board of Directors

Brushy Creek Municipal Utility District

- Rebecca Tullos, Board President
- Russ Shermer, Board Vice President
- Shean Dalton, Treasurer
- Donna Parker, Assistant Secretary/Treasurer
- Kim Filiatrault, Secretary

District Staff

- Mike Petter, General Manager
- David Gaines, Chief Administrative Officer
- Joey Miller, Utilities Coordinator
- Rachel Hagan, Parks and Facilities Maintenance Coordinator