



Great Rivers Greenway

REQUEST FOR BIDS

FOR LANDSCAPE, MOWING and PARK MAINTENANCE IN THE MISSISSIPPI, ST.
VINCENT, RIVER DES PERES GREENWAYS and OTHERS AS-NEEDED

SUBMITTAL DUE DATE: Thursday, November 2, 2017
3:30 P.M. Central Standard Time

SUBMITTAL LOCATION: Great Rivers Greenway
6178 Delmar Boulevard
St. Louis, MO 63112

Questions or information related to this request should be directed to:
Ben Grossman, Director of Greenway Operations
bgrossman@grgstl.org

BACKGROUND

The Metropolitan Park and Recreation District, doing business as The Great Rivers Greenway District (“the District”), is a multi-jurisdictional political subdivision including the City of St. Louis, St. Louis County and St. Charles County. The primary purpose of the District is to improve the quality of life throughout the St. Louis region by developing a public system of interconnected greenways, trails and parks.

CityArchRiver design and construction project is a public-private partnership that includes the National Park Service, Great Rivers Greenway, the City of St. Louis, Bi-State Development Agency, the Jefferson National Parks Association, the Gateway Arch Park Foundation and many other agencies and groups on both sides of the Mississippi River. This project is making St. Louis’ beloved Gateway Arch easier and safer for everyone to experience by connecting, invigorating and expanding the park’s grounds, museums, Leonor K. Sullivan Boulevard and Kiener Plaza.

Great Rivers Greenway is soliciting bids from firms competent in providing services in landscape and park maintenance for high use areas in the City of St. Louis and St. Louis County. Services to include performing regular mowing, litter removal, sustainable landscaping and park maintenance practices, splash pad/water fountain maintenance and other duties as needed for successful park operations.

In addition, the District is seeking qualified firms to assist the District and its partners with the establishment and care of landscaped and native habitats. These projects may be associated with a construction project in which services are sought to assist in the

short-term care and establishment of landscapes or habitats installed by others. These services could also be sought to install new landscapes or assist in maintaining new habitats or landscapes. No guarantee of work is made by the District for accepting a firm's submittal for this portion of the bid.

EXPECTATIONS

It is the expectation of all parties that these City facilities be cared for in a manner to maintain a high quality park environment for residents as well as visitors to the region. Maintenance approaches and techniques should reflect the desire and expectation that the considerable investments will remain in a high quality condition through diligent efforts and an attention to detail. Firm should conduct themselves in a professional manner at all times while performing the necessary tasks in this highly public area. Firms shall wear uniforms clearly identifying them with the company name and vehicles clearly marked with name of firm. Firm should be able to respond to changes in park and facility use during various times of the year and modify their schedules as needed to perform the following scope of services effectively.

SCOPE OF SERVICES

Several areas in the City of St. Louis and St. Louis County will be included in the scope of services. Several of these areas are maintained jointly with the City of St. Louis and other municipalities and coordination among Great Rivers Greenway District (the District), contracted firm and those Departments will be imperative.

It will also be the responsibility of the firm to contact the District when service or maintenance is needed which falls outside of their scope of service to maintain a high quality landscape and user experience for the general public. Firm should be able to respond to issues outside of their scope of services, at an hourly rate, when coordinated and approved by District staff. Tasks could include replacement of damaged or dead plant material, addressing vandalism or incidents which damage park facilities and assisting with special event preparation, cleanup or remediation of grounds due to high use or flooding. Figures and maps enclosed in this document are subject to field verification by firm submitting a proposal.

Firm will be responsible for submitting reports of tasks being completed including recommendations for additional service or issues discovered during normal maintenance visits. Report will be specific to greenways or project areas. Firm should also provide a schedule of tasks planned for the upcoming two weeks and be open to coordination or modification with the District and its partners as needed.

The areas included in this Request for Bid are divided into five sections and an itemized bid sheet is included. The five areas are: CityArchRiver, Other, River des Peres Greenway, Mowing and As-Needed. It is the intent of the District to award the CityArchRiver and Other areas to a single firm while reserving the right to award the mowing to a separate firm or the same firm. As-Needed services are those that will be determined by the District during the design and construction of greenway projects as well as other projects that the District determines a need for contracted assistance. Multiple firms may be awarded or reserved for the As-Needed portion of this request for bid.

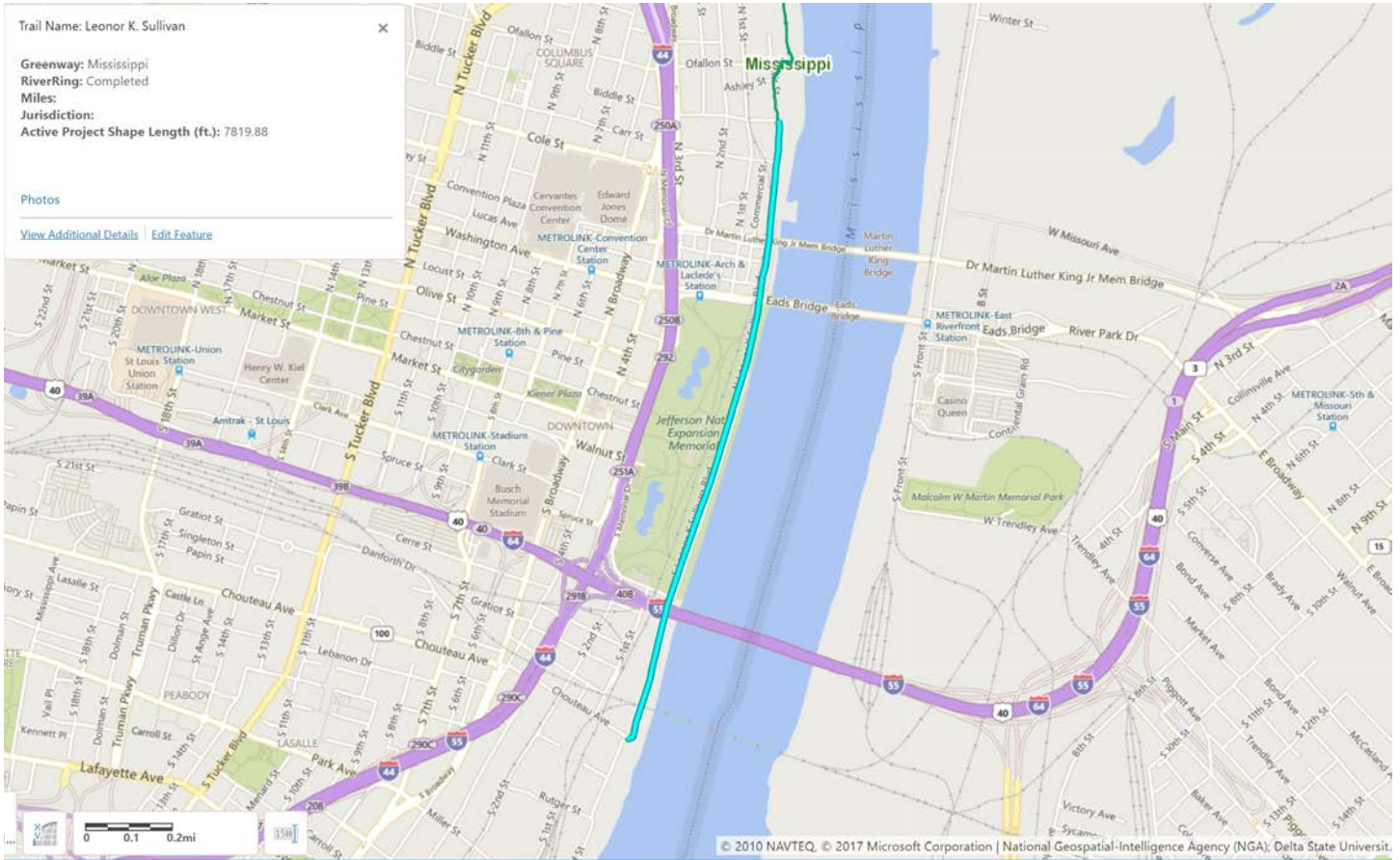
CITYARCHRIVER

Mississippi Greenway: Leonor K. Sullivan Boulevard Chouteau Ave. to Biddle St. (Figure 1)

City of St. Louis is responsible for the primary care of this roadway however, the District has agreed to support the increased level of care necessary following the improvements to the riverfront completed in 2016. Firm is not responsible for the levee road and fire lane east of the Leonor K. Sullivan Blvd. Snow, ice and flood debris removal is not required. Gateway Arch Park Foundation and the City of St. Louis will be responsible for all programming and special events that take place on Leonor K. Sullivan Blvd. Maintenance activities around these events shall be closely coordinated with all parties involved. Firm will be responsible for:

1. Daily, or as needed, patrol of the area between Chouteau Avenue and Biddle Street, including the Port Cochere, to keep the area free of litter, broken glass and trash from the street, sidewalks, bike path, and viewing areas. Patrols to take place before 9:00 a.m. CST. Special events will be permitted by the City of St. Louis and thus, cleanup is the responsibility of the permit holder and not of the firm under contract for the services listed here.
2. Removal of graffiti, tagging, stickers, posters, etc. from signs, bollards, chains, railings and site furnishings. Excessive graffiti found on the floodwall will be addressed on a per instance basis outside of the base contract and coordinated with District staff and the City of St. Louis.
3. Emptying of receptacles are the primary responsibility of the City of St. Louis, however due to a variety of peak user times, there may be a need to supplement with additional service when receptacles are found full or overflowing. Dumpsters are located nearby for firms contracted for maintenance.
4. Firm will be responsible for maintaining at least eighteen (18) concrete containers with perennial plants located along Leonor K. Sullivan. Maintenance to include watering, weeding, pruning, mulching, fertilizing as necessary to maintain plants in good condition. Planters are approximately three (3) feet wide and one and a half (1 ½) feet tall. Planters are located at strategic locations along the Greenway to limit illegal access by vehicles.
5. Firm will be responsible for mulching, weeding and watering fifty (50) bald cypress trees planted along the Mississippi Greenway on the east side of Leonor K. Sullivan Blvd. This will include weeding, as necessary, cobblestones north and south of each tree pit and two mulch beds with trees at the Port Cochere. Firm will be responsible for inspections of aeration pipes, with pipe and grate cleanout performed as required following flooding. There are two (2) pipes with two (2) grates each per tree pit.
6. Firm will be responsible for mulching, weeding, watering, etc. involved with regular care of shrub beds located at the intersection of Leonor K. Sullivan and Chouteau Avenue. Regular turf maintenance in this area to be completed by others.
7. Firm will be expected to report damage, vandalism, potential maintenance and/or any issues they encounter during their regular maintenance activities along and immediately adjacent to Leonor K. Sullivan Boulevard to District staff.
8. Following major flooding events in which Leonor K. Sullivan Blvd. is underwater and cleanup is necessary, firm may be called upon to assist and compensation will be outside of the normal duties listed in this scope.

Figure 1. Leonor K. Sullivan Blvd.



Kiener Plaza

Kiener Plaza (Figure 2) has and will continue to be operated as a City of St. Louis Park. Gateway Arch Park Foundation and the City of St. Louis will be responsible for coordinating all programming and special events that take place in Kiener Plaza and coordination of maintenance activities around these events shall be closely coordinated with all parties involved. Snow and ice removal is not required. Firm will be responsible for:

1. Daily patrols to keep the park free of litter and debris, maintain a clean and inviting environment. The City of St. Louis Parks Department is responsible for daily, Monday through Friday, emptying of trash receptacles and litter removal, however supplemental service may be necessary if receptacles are found to be at or near capacity. Regular issues of receptacles at capacity will be addressed by the District and City of St. Louis staff. Dumpsters are located nearby for firms contracted for maintenance. Special events will be permitted by the City of St. Louis and thus, cleanup is the responsibility of the permit holder and not of the firm under contract for the services listed here.
2. Emptying recycling receptacles as needed during regular maintenance visits. Recycling may be deposited in dumpsters located at 1 O'Fallon Street unless other arrangements are made.
3. Maintaining planting beds in good health, free of weeds and debris, pruning and dead heading as needed to maintain plant health. No synthetic pesticides, herbicides or fertilizers are to be used in the care of these sites. Any request for exceptions shall be made in writing to the District, product labels included and approved prior to use. Trees to be maintained by City of St. Louis Forestry Staff, minor pruning to remove limbs obstructing pathways or seating areas will be necessary by firm on an occasional basis or to correct damaged limbs from park use. Firm to provide line item bid for applying mulch to

the entire site. Mulch to be composted leaf mulch, submittal to the District shall be made prior to mulch being applied. Mulch application will be optional and performed on a work order basis.

4. Operation and maintenance of irrigation system to ensure adequate water is applied to maintain plants in good health but not overwatering. Alterations to irrigation programming will likely be necessary on a seasonal basis. Coordination of winterization will be done with Great Rivers Greenway and City staff. Contractor does not have sole responsibility of winterization of the entire park, but simply coordinate the winterization of the irrigation system.
5. Performing all necessary tasks including regular mowing to maintain a well-kept appearance (approximately once a week, to be adjusted per seasonal needs), weeding, managing irrigation schedules, fertilizing, aerating, overseeding, etc. to maintain a high quality turf environment. Firm to coordinate with Great Rivers Greenway to accommodate the application of Liquid Biological Amendment to be applied by others. Large mowing equipment, aggressive tread tires and wide mower decks with the potential to cause undue compaction or damage to the turf, trees or park amenities will not be acceptable. Walk behind mowers are preferred over riding mowers. Turf maintenance should not include any synthetic pesticides, herbicides or fertilizers; exceptions will be considered by all parties involved in the care of Kiener Plaza. Remediation of damaged turf, increased service due to special events or programming will be handled separate from the base contract.
6. Removal of graffiti, tagging, stickers, posters, etc. from signs, railings and site furnishings, playgrounds, etc. Excessive graffiti will be addressed on a per instance basis and coordinated with Great Rivers Greenway staff and the City of St. Louis.
7. Routine care and maintenance of all hard surfaces, including pavers and decomposed granite, to maintain a safe walking surface and free of incidental foreign material including leaves, mulch, gum, cigarette butts, discarded food, etc. Care should be taken to not jeopardize the polymeric sand between pavers. Damage done during cleaning shall be repaired by the firm.
8. Cleaning as necessary all signage, site furnishings, drinking fountains, playground equipment, benches, trash receptacles, railings etc. in Kiener Plaza to be kept free of excessive dirt, discarded food, debris, bird droppings, etc.
9. Inspect entirety of Kiener Plaza for damage, vandalism, accidents, water leaks or any other maintenance need, to be conducted by firm or other agency/firm involved in the care and maintenance of Kiener Plaza and reported to Great Rivers Greenway upon discovery. This should include sidewalks, curbs, handicap accessible ramps, truncated domes, etc. which are located on all four side of the park. Regular inspections shall also include playgrounds for signs of damage or unsafe conditions. Firm is not required to have a Certified Playground Safety Inspector (CPSI) Certification but if firm has staff that do possess this certification, please provide staff name and certification number.
10. Firm will be responsible for monthly inspections of aeration and underdrain pipes, with pipe and grate cleanout performed as required.
11. Performing all daily tasks for the splash pad/wall fountain, including clean-out of 13 filters, maintain pump functions by backwashing and rinsing pump on a daily basis, testing pH and chlorine levels and keeping a daily log of these levels. Water feature under operation for four months from approximately mid-May to mid-September.
12. The District will provide copies of the approved operations and maintenance manuals to the Firm. Activities performed by the Firm shall be in conformance with recommendations found in the operations and maintenance manuals.

Figure 2. Kiener Plaza



Memorial Avenue and Washington Avenue Planters

Two (2) planter beds are located on the 400 Block of Memorial Avenue (Figures 3-6) and one (1) located on the 300 Block of Washington Avenue (Figures 7-8). Raised planters on Memorial contain Bald Cypress and *Rosa rugosa* as a ground cover. The bed on Washington Ave. is only ground cover of *Rosa rugosa*. Firms are responsible for:

1. Maintaining planting beds and trees in good health, free of weeds and debris, pruning and dead heading as needed to maintain plant health. No synthetic pesticides, herbicides or fertilizers are to be used in the care of these sites. Any request for exceptions shall be made in writing to Great Rivers Greenway, product labels included and approved prior to use.
2. Turning mulch and top dressing to maintain a depth of no more than 3" of composted leaf mulch. Mulch shall not be mounded (i.e. volcano mulch) on stems of any plant material in the beds. Mulch to be partially decomposed, milled leaves or shredded pine bark. Mulch shall be free of prohibited weed seed as stated in the Missouri Seed Law and shall be relatively free of all other noxious and undesirable seed. The mulch shall be clean and bright, relatively free of foreign material and shall be dry enough to spread evenly.
3. Remove weeds as necessary in the cobble stone pavers surrounding the beds and reporting any damage or maintenance needed to Great Rivers Greenway upon discovery.
4. Watering as necessary to maintain plants in good health will be the responsibility of the contractor. Soaker hoses are installed and available for use. Water to be provided by the contractor at their expense.
5. Replacement planting as needed in spring 2018 will be determined with Great Rivers Greenway staff and negotiated outside of the base contract.
6. Plants to be pruned during the 2018 dormant season, prior to 2018 spring season.

Figure 3. Memorial Planter North

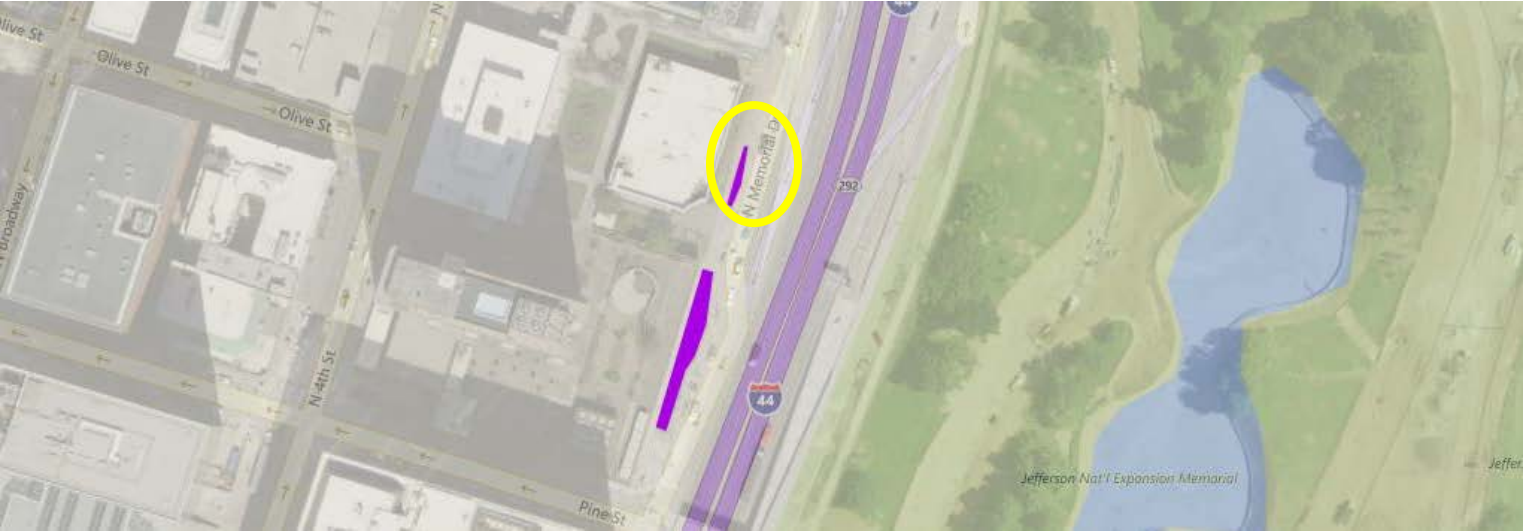


Figure 4. Memoria Planter North Street View



Figure 4. Memorial Planter South

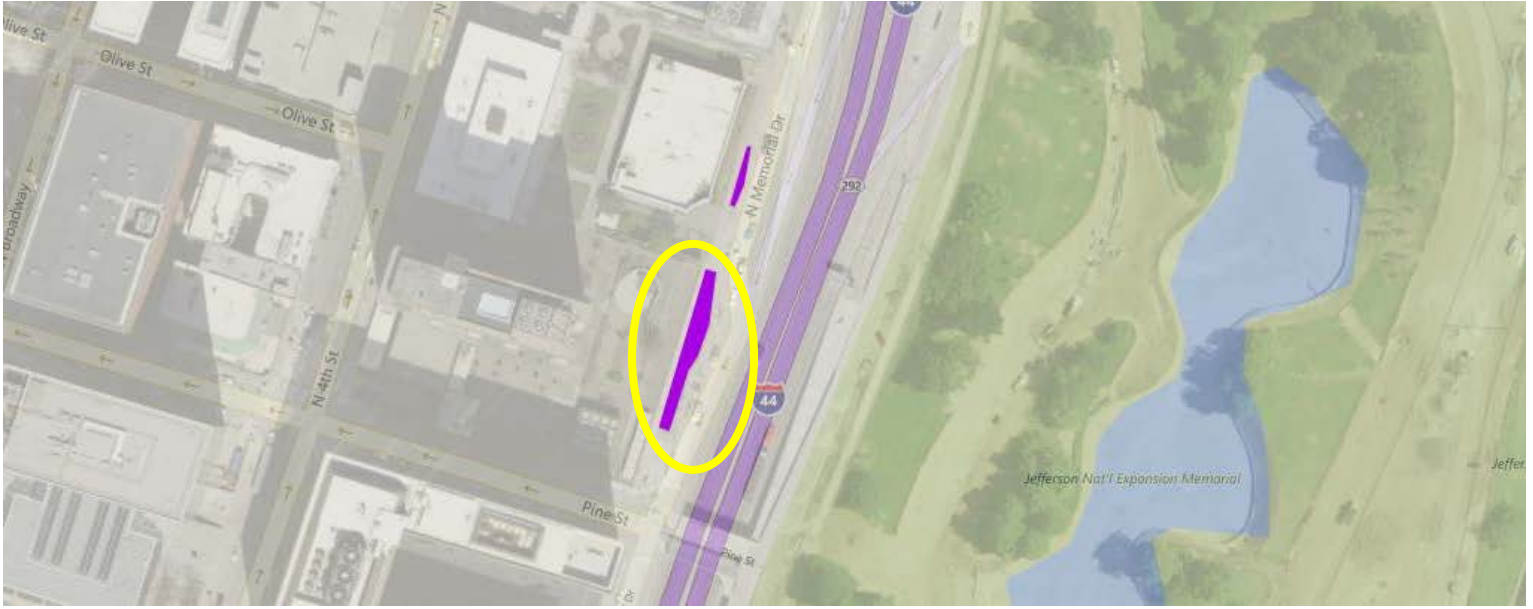


Figure 6. Memorial Planter South Street View

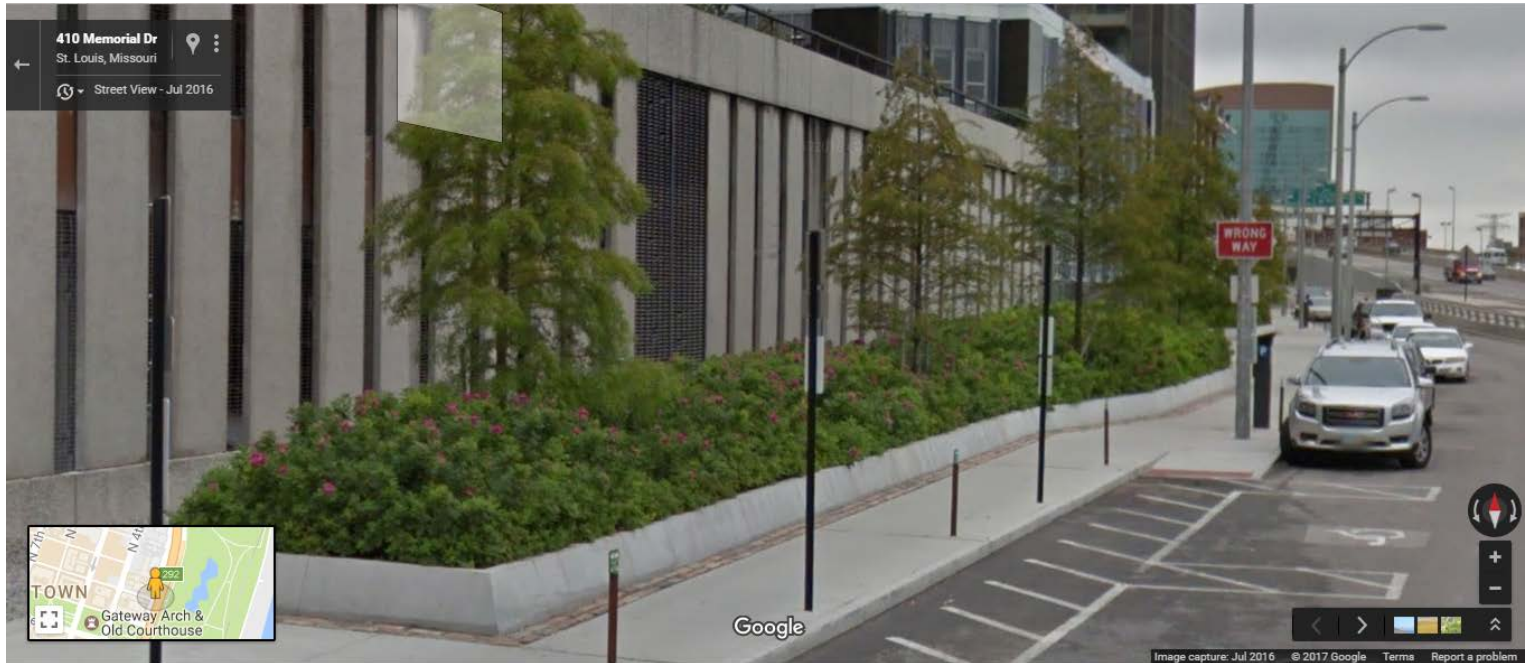


Figure 7. Washington Street Planter



Figure 8. Washington Street Planter Street View



Walnut Street and Pine Street Pedestrian Canopies

Firm will be responsible for patrolling this structure on Walnut Street (Figure 9-10) and a matching canopy north of Walnut on Pine Street (Figure 11) for litter, debris, graffiti, stickers, postings, etc. and cleaning as necessary to maintain a safe and clean walking surface. Snow and ice removal is not required. Once a month lighting shall be inspected during evening hours to determine the need to replacement or repair of fixtures.

Figure 9. Walnut Street Walkway

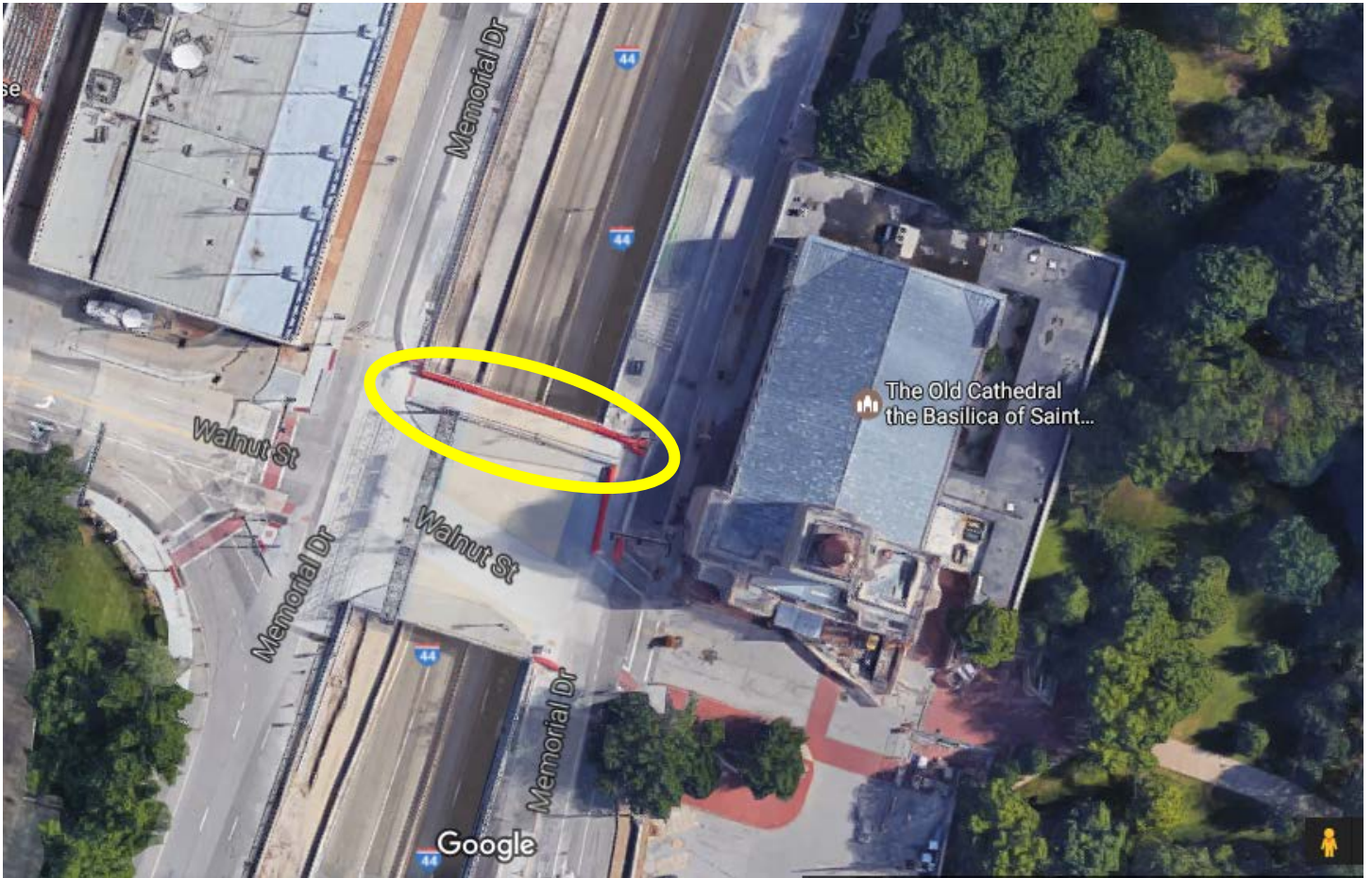


Figure 10. Walnut Street Walkway Street View

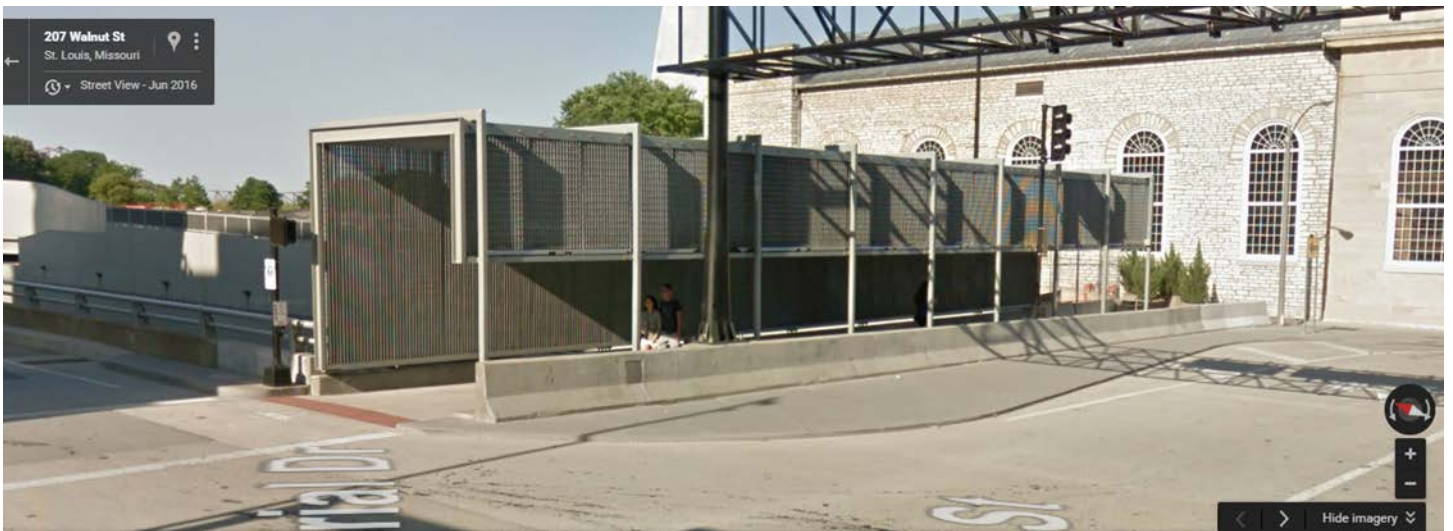
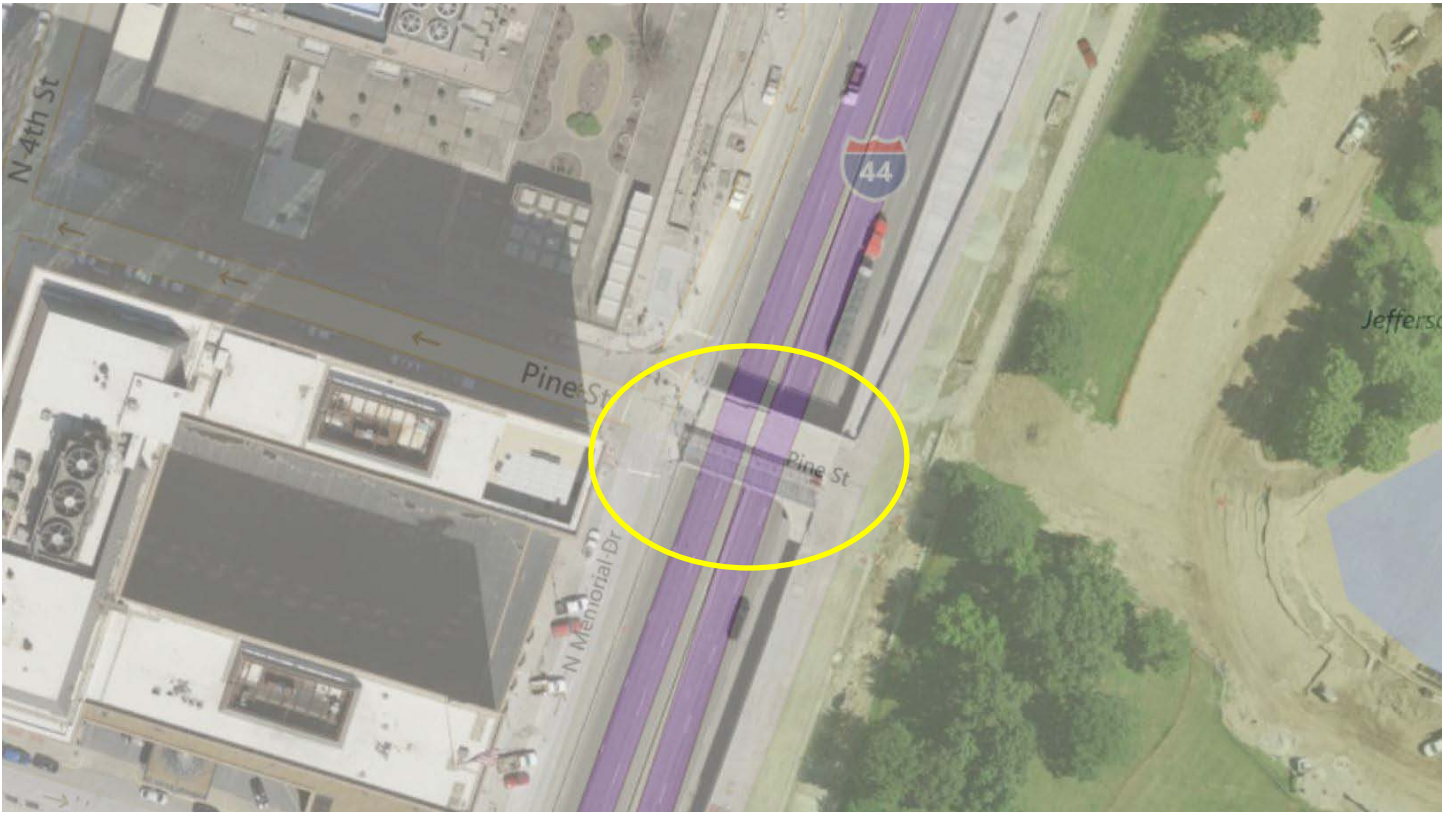


Figure 11. Pine Street Walkway



OTHER

Mississippi Greenway: Riverfront Trail (Biddle Street to Old Chain of Rocks Bridge)

City of St. Louis has primary responsibility for the care and maintenance of this segment of Greenway, excluding the Old Chain of Rocks Bridge and surrounding property. Firm will be responsible for:

1. Trash and debris removal from trail including receptacles at the Mary Meachum Freedom Crossing Building. This includes litter, broken glass, rocks, dirt, tree and vegetation debris from storms, illegal dumping and other activities that occur on the trail or within 25 feet of the trail. Glass to be swept from the McKinley Bridge Bikeway over the Mississippi River on a regular basis. Large piles of illegal dumping to be reported to the District for the City of St. Louis to address.
2. Maintaining trail nodes, rest stops and parking lots, free of debris, litter, weeds, overgrown vegetation and graffiti. Areas are identified in Figures 12 - 19 and are as follows. Additional details per area where applicable.

Figure 12. Biddle Street trailhead. Mowing twice a month April to November.

Figure 13. Laclede Building and Rootwad Park. Mowing twice a month April to November.

Figure 14 & 15. Branch Street Trail head and McKinley Bridge Bikeway. String trimming or weed control as needed to maintain native vegetation and eliminate invasive weeds. Glass kept free from bike lane over Mississippi River.

Figure 16. Mary Meachum Freedom Crossing. Mowing twice a month in area identified in the figure. String trimming or hand mowing inside fenced-in garden area.

Figure 17. East Prairie Avenue Trailhead

Figure 18. Rest Stop south of Humboldt Ave. Mowing or string trimming as needed.

Figure 19. Old Chain of Rocks Bridge in Missouri. Mowing twice a month around picnic area and along trail edges in District owned properties. Open field area to be mowed per work order once or twice per year or as needed for special events. Weed control around parking lot and barriers along Riverview Drive. Portable restroom inspections.

3. Clean and perform minor repair as needed to signs along the Greenway. Report of broken or damaged signs to District staff when discovered. Graffiti removal.
4. Reporting trail and asset damage, hazards or issues to District staff.

Figure 12. Biddle Street Trail Head

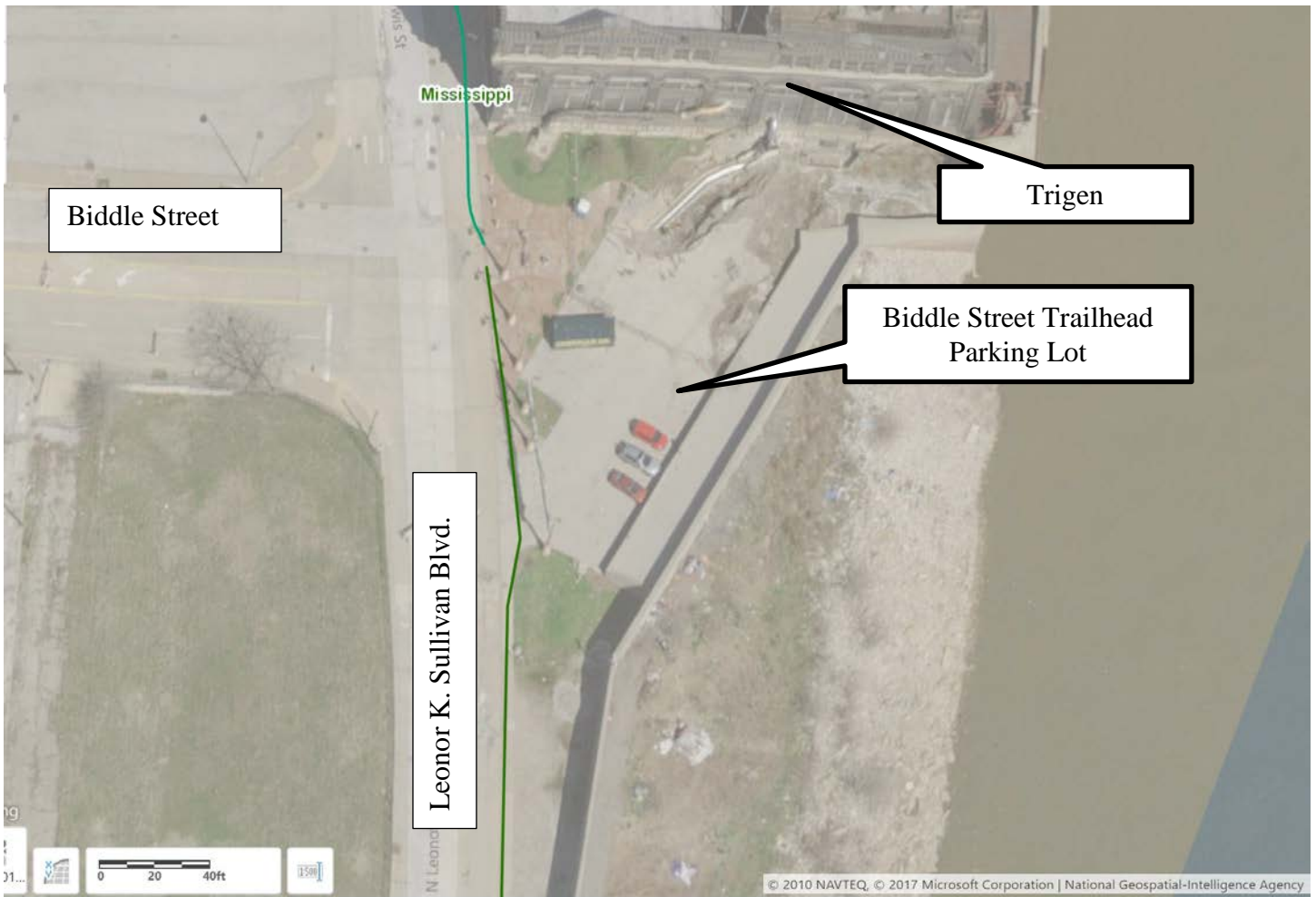


Figure 13. Laclede Building and Rootwad Park



Figure 14. Branch Street Trailhead and McKinley Bridge Bikeway Entrance



Figure 15. McKinley Bridge Bikeway, Branch Street to McKinley Bridge to Illinois

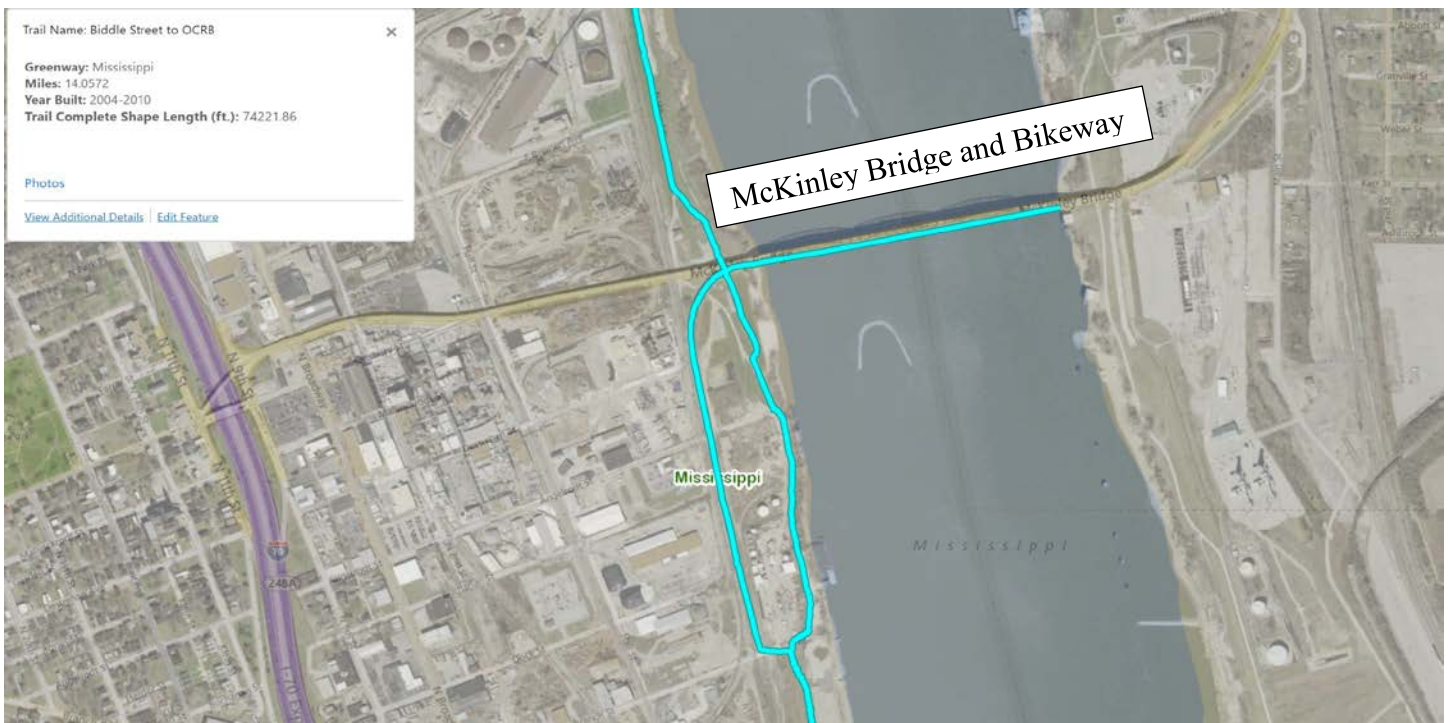


Figure 16. Mary Meachum Freedom Crossing

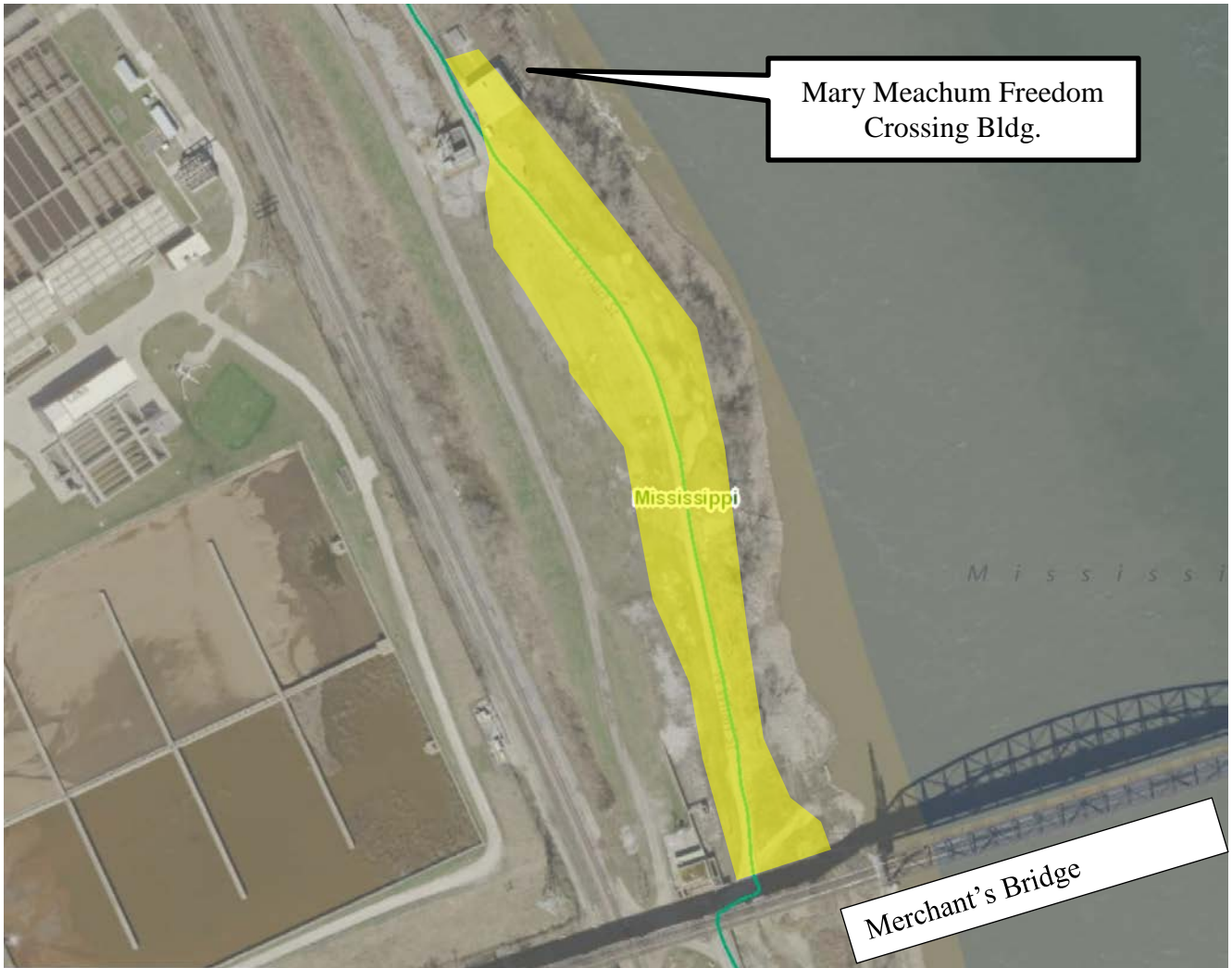


Figure 17. East Prairie Ave. Trailhead

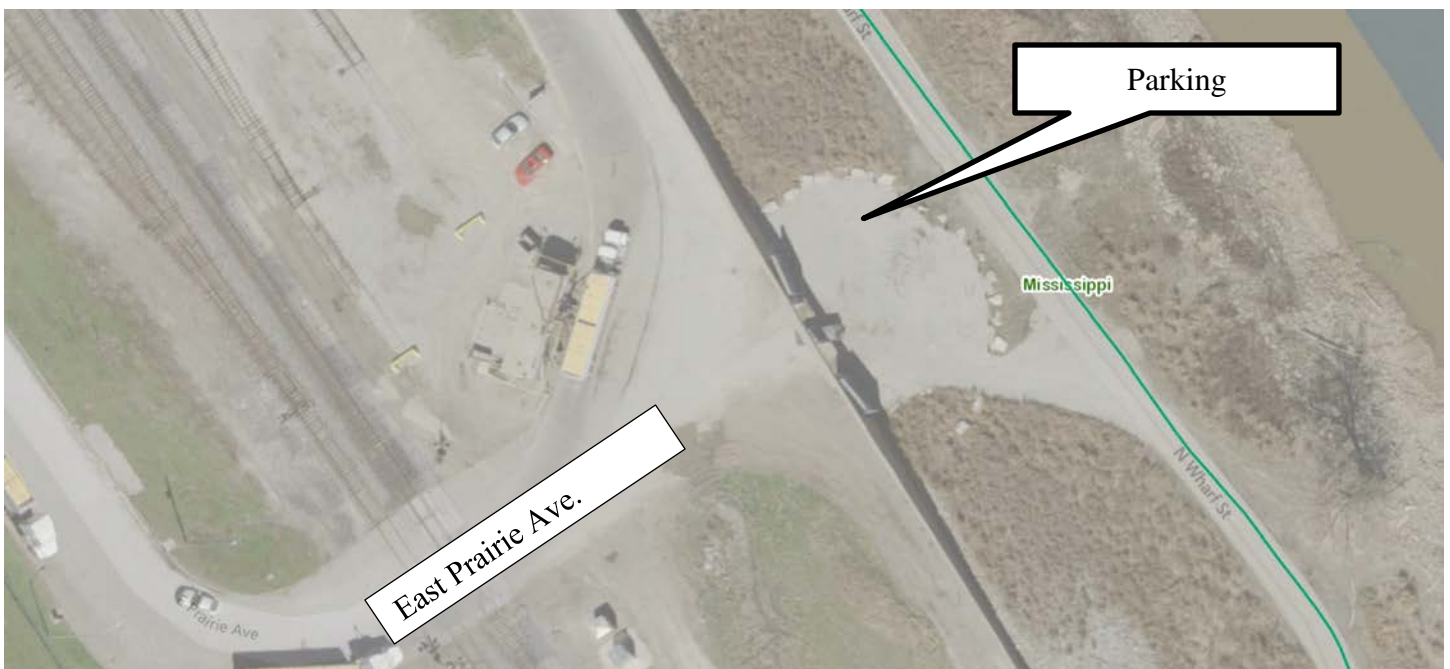
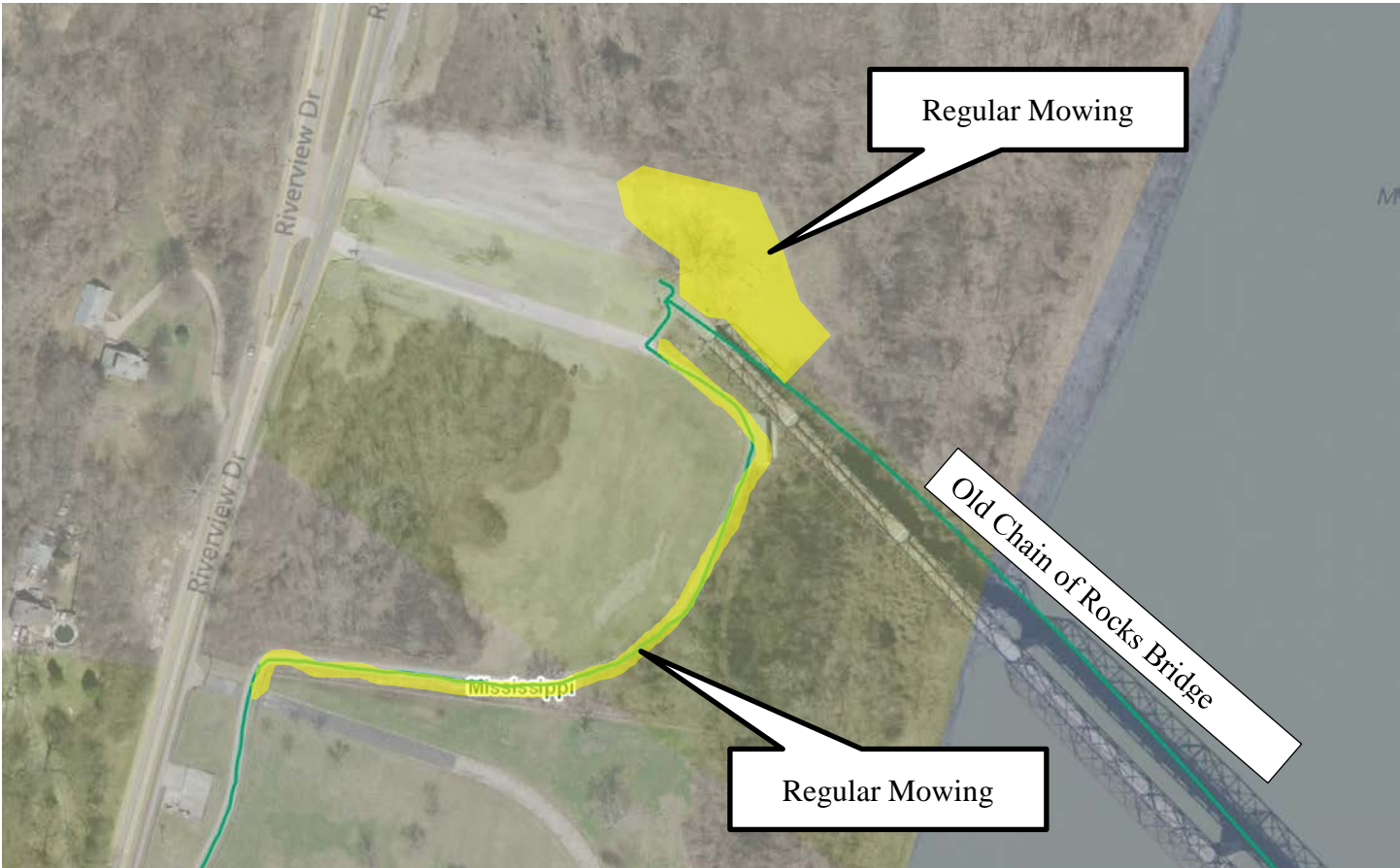


Figure 18. Rest stop (south of Humboldt Street)



Figure 19. Old Chain of Rocks Bridge

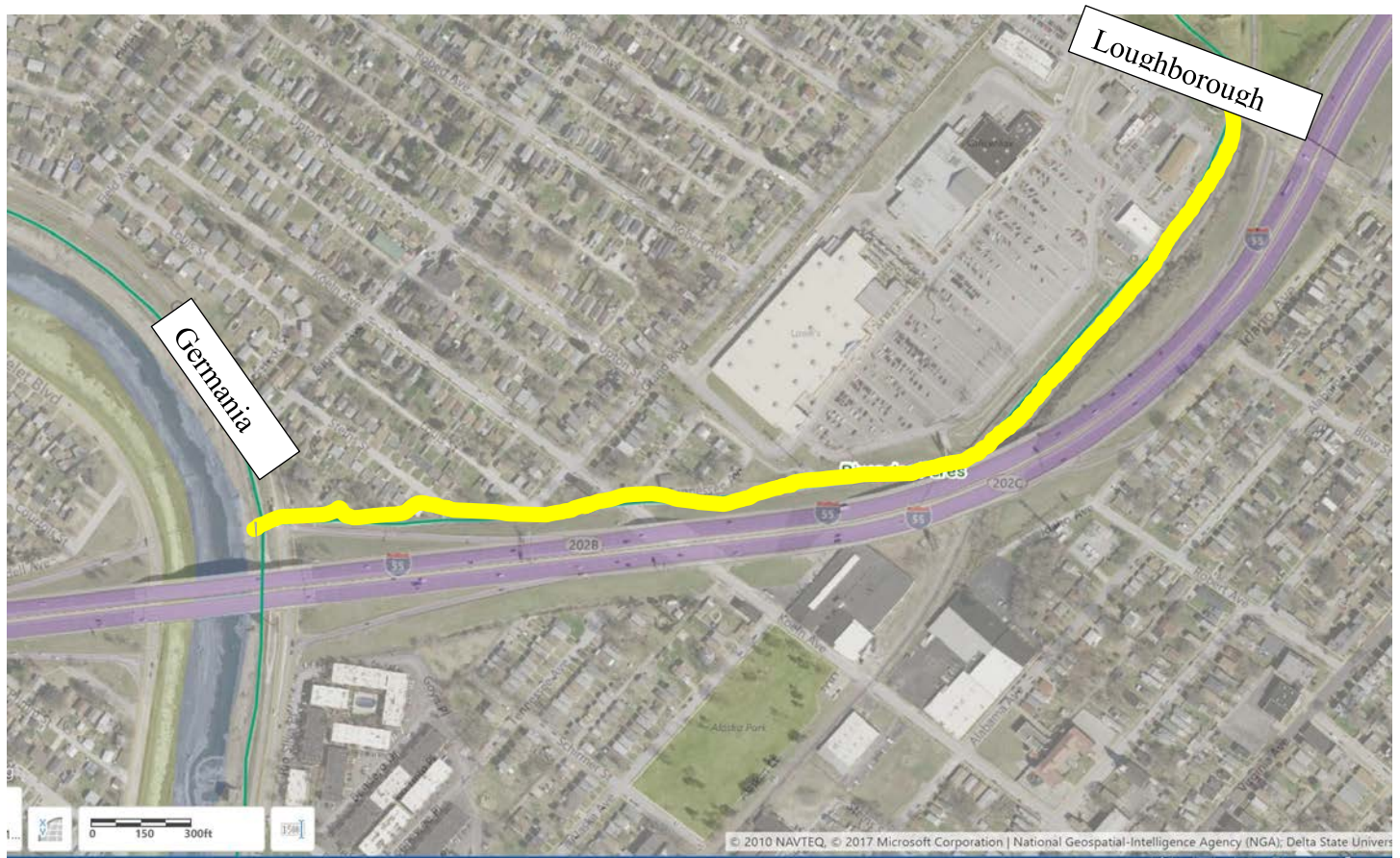


River des Peres Greenway: Carondelet Connector

The Carondelet Connector runs from Carondelet Park at the Loughborough Avenue overpass and travels south along I-55 and ends at the intersection with Germania Ave. (Figure 20) The contractor will be responsible for:

1. Trash and debris removal from the trail and 25 feet from the centerline.
2. Removal of broken glass from the trail, trail crossings and other areas that present a safety hazard.
3. Restocking and maintaining three (3) pet waste bag dispensers.
4. Inspection of the trail for illegal activity, graffiti, vandalism, accidents or other activities that damage the trail, assets, landscaping and signage. Graffiti removal as needed on greenway assets.
5. Turf mowing between fencing, average width approximately 25 feet from trail edge (field verification necessary), including trimming. Contactor to be responsible for keeping the trail free of clippings and debris.
6. Landscape maintenance of planting beds and landscape trees along this greenway segment including weeding, watering, pest control and pruning as needed. Weeds to be removed mechanically or with chemical herbicides. Pre-emergent herbicides may be used at a cost to the contractor. Mulching to be coordinated by the District and scheduled in accordance with the contractor.
7. Notification of issues or concerns to District staff on a weekly basis.

Figure 20. Carondelet Connector



St. Vincent Greenway: Forest Park Parkway north to Etzel Ave (in Ruth Porter Mall Park)

City of St. Louis Parks Department is responsible for the care and maintenance of Ruth Porter Mall Park and mowing of the turf median along DeBaliviere Avenue (Figures 21 – 22). The District has some primary responsibility for specific amenities and is supplementing the care of some aspects of this Greenway. The contractor will be responsible for:

1. Litter, broken glass and debris removal from the greenway and park. Emptying trash receptacles is the responsibility of the City of St. Louis, however full or overflowing receptacles should be emptied by the contractor during normal site visits.
2. Restocking and maintaining three pet waste bag dispensers. Bags provided by the District.
3. Cleaning of wayfinding and interpretive signs and all site furnishings to keep free of dirt, debris and graffiti.
4. Weed removal from landscape beds and raised planters throughout the project site including Ruth Porter Mall Park. Weeds can be either hand pulled, chemically treated with an approved herbicide and/or assisted with the use of pre-emergent herbicide at the cost of the contractor.
5. Annual cutting back of perennial vegetation prior to the spring of each season.
6. Park to be mulched by the District and its volunteers. Coordination of pre-emergent can be coordinated if so desired.

Figure 21. Debaliviere Ave. (Ruth Porter Mall to Forest Park Parkway)

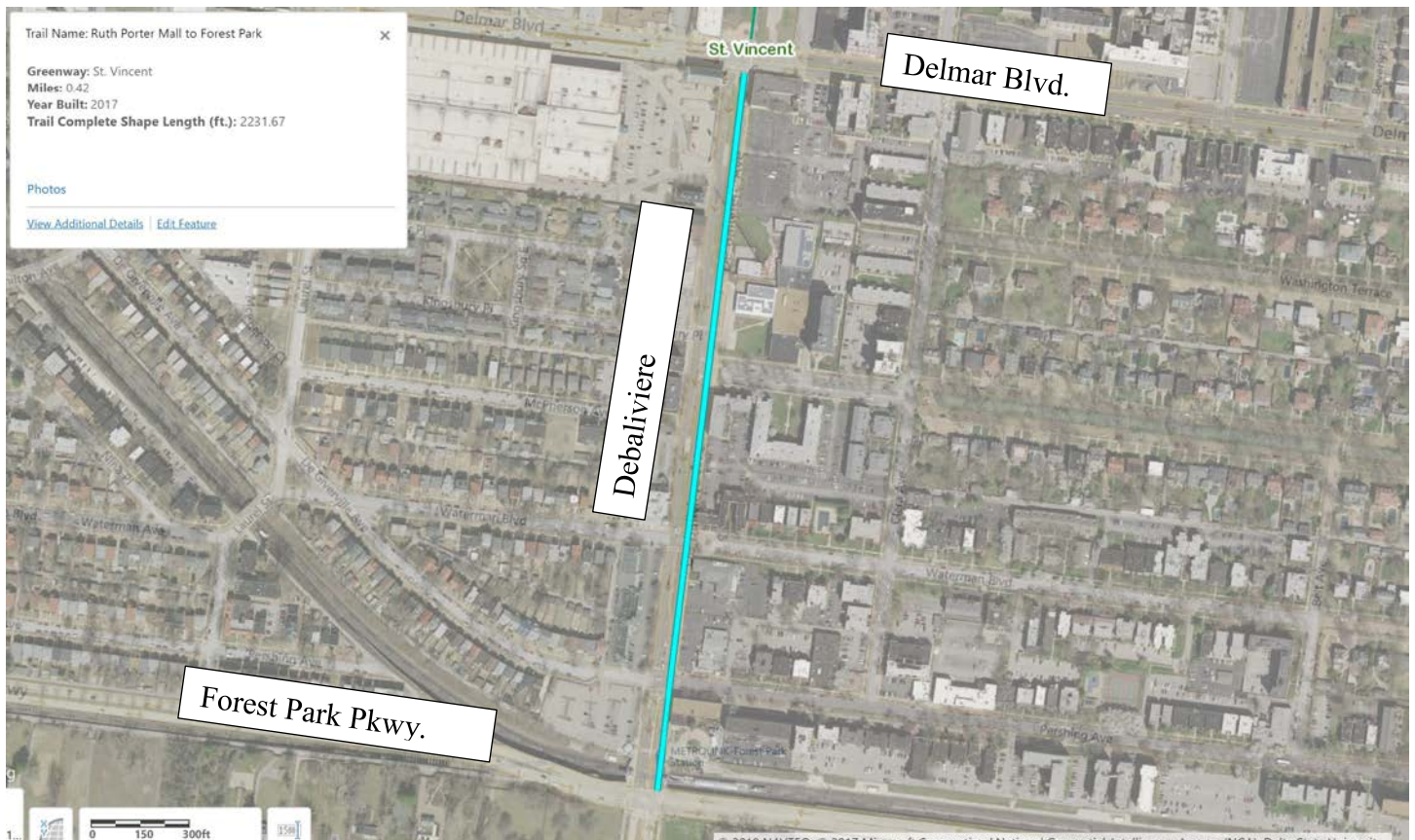
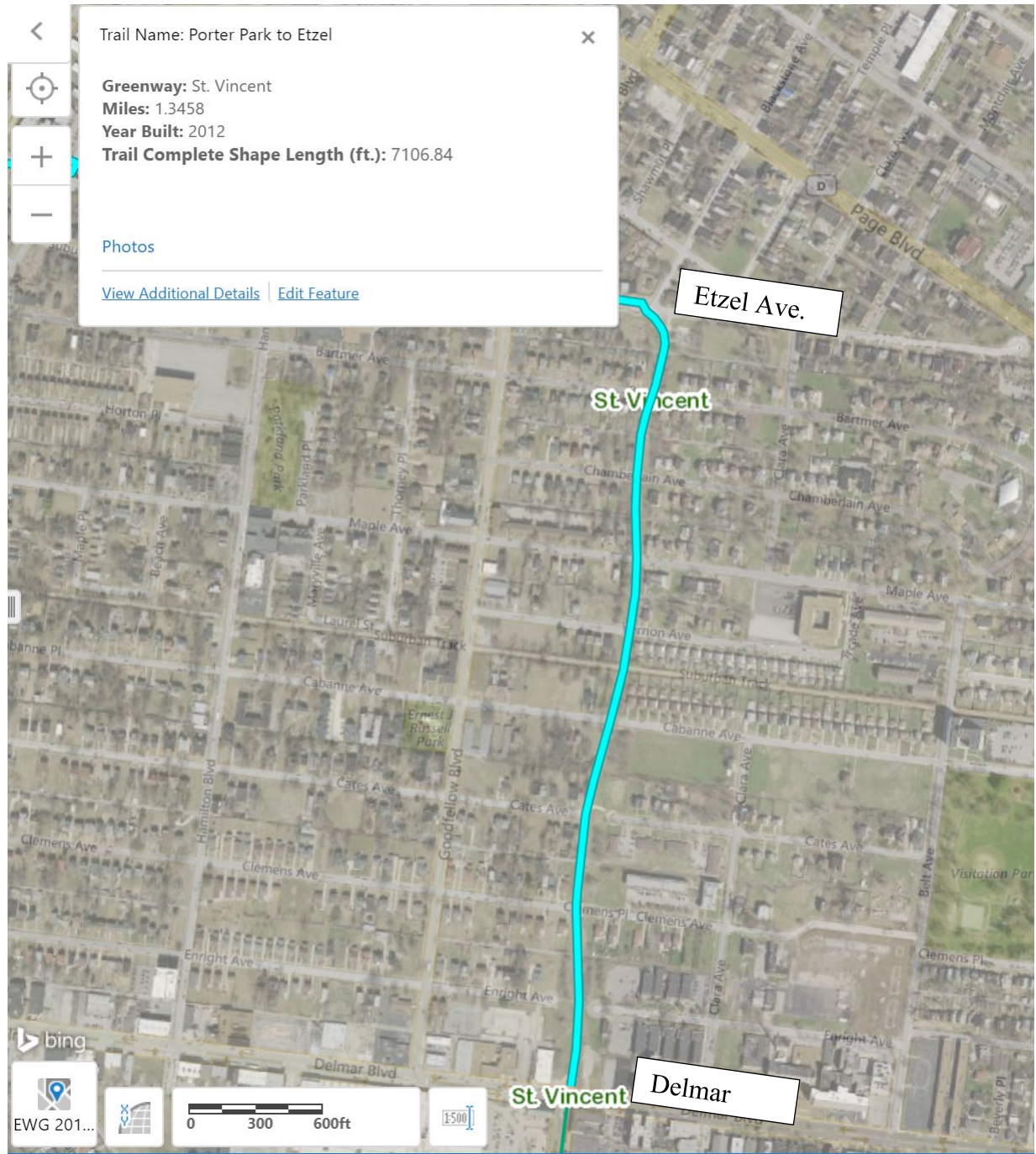


Figure 22. Ruth Porter Mall Park (Delmar to Etzel)

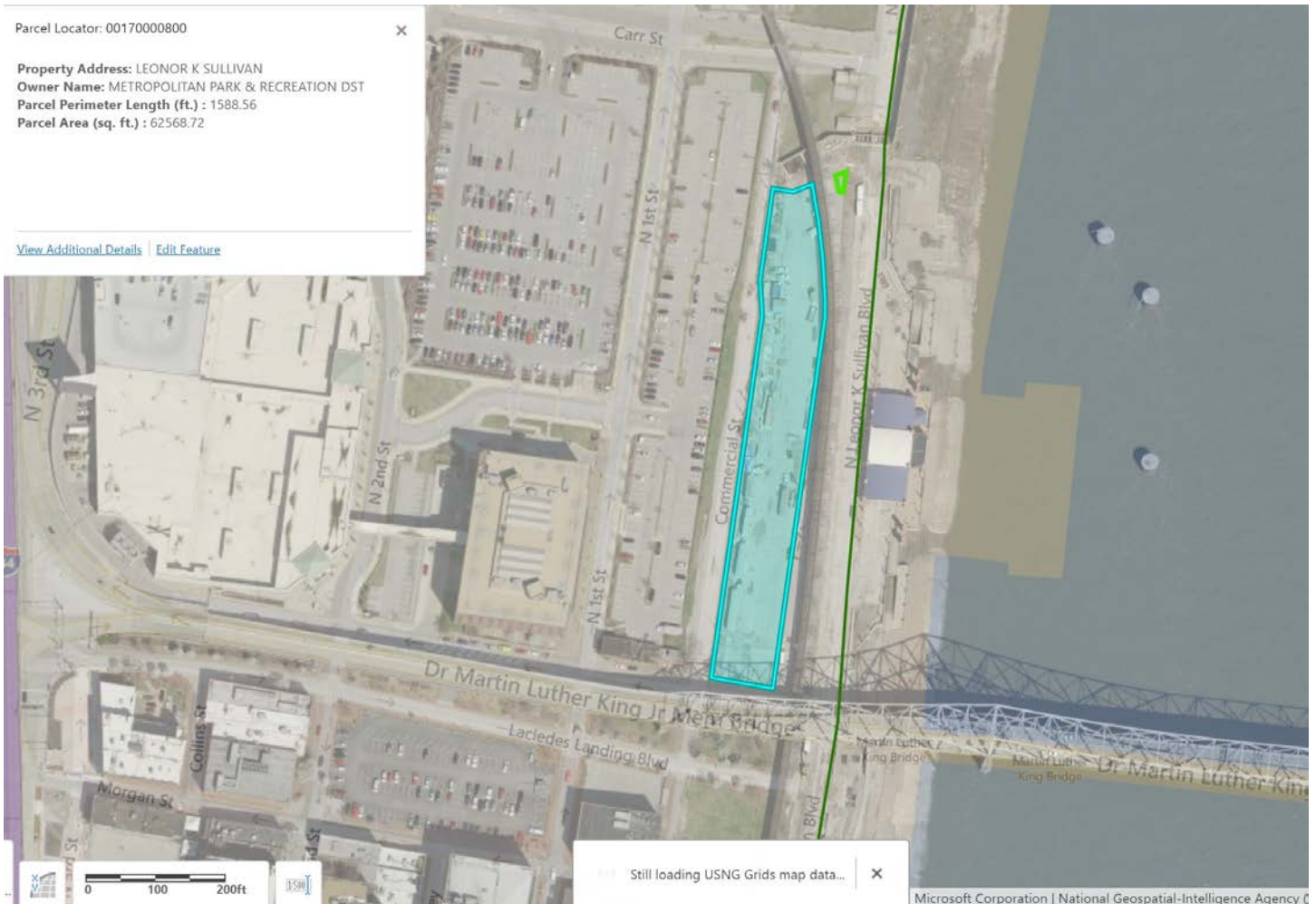


Cherrick Parking Lot - 119 North Leonor K. Sullivan Blvd, 63102

The Cherrick parking (Figure 23) lot is an empty asphalt parking lot with a rock retaining all on the west side. This lot is located along Leonor K. Sullivan Blvd. at the intersection with Dr. Martin Luther King Drive. The firm will be responsible for:

1. Trash and debris removal from the lot including litter, broken glass and illegal dumping.
2. Weed control throughout the parking lot and base of the retaining wall during the growing season.
3. Monitoring and maintaining the access restriction (chains and bollards) to ensure unauthorized access is prohibited.

Figure 23. Cherrick Lot



River des Peres Greenway: Lansdowne to Slay Park

The District is seeking maintenance services following construction and installation of the landscaping along the River des Peres Greenway: Lansdowne to Slay Park. Firm will be responsible for watering, weeding, mulching, trash removal and minor pruning as directed by District staff for 93 landscape trees and 28 shrubs as shown in **Exhibit A**.

- Minor pruning will be conducted during the dormant season to remove dead or broken limbs, those that obstruct view of street signs or interfere with the vehicular roadway or greenway use.
- An integrated pest management program is recommended for managing pest, disease and weeds. Weeding to be completed by hand or with spot spraying. Broadcast application will not be permitted. Pre-emergent herbicide will be allowed at the contractor's expense. Pest management techniques to be approved by District staff.
- Water trees and shrubs within the project corridor during periods of drought to enhance growth and survival of plants. Water and watering equipment to be provided by contractor. Use of tree watering bags (i.e. gator bags) is recommended. Water is available at Slay Park and should be coordinated with Park and District staff.

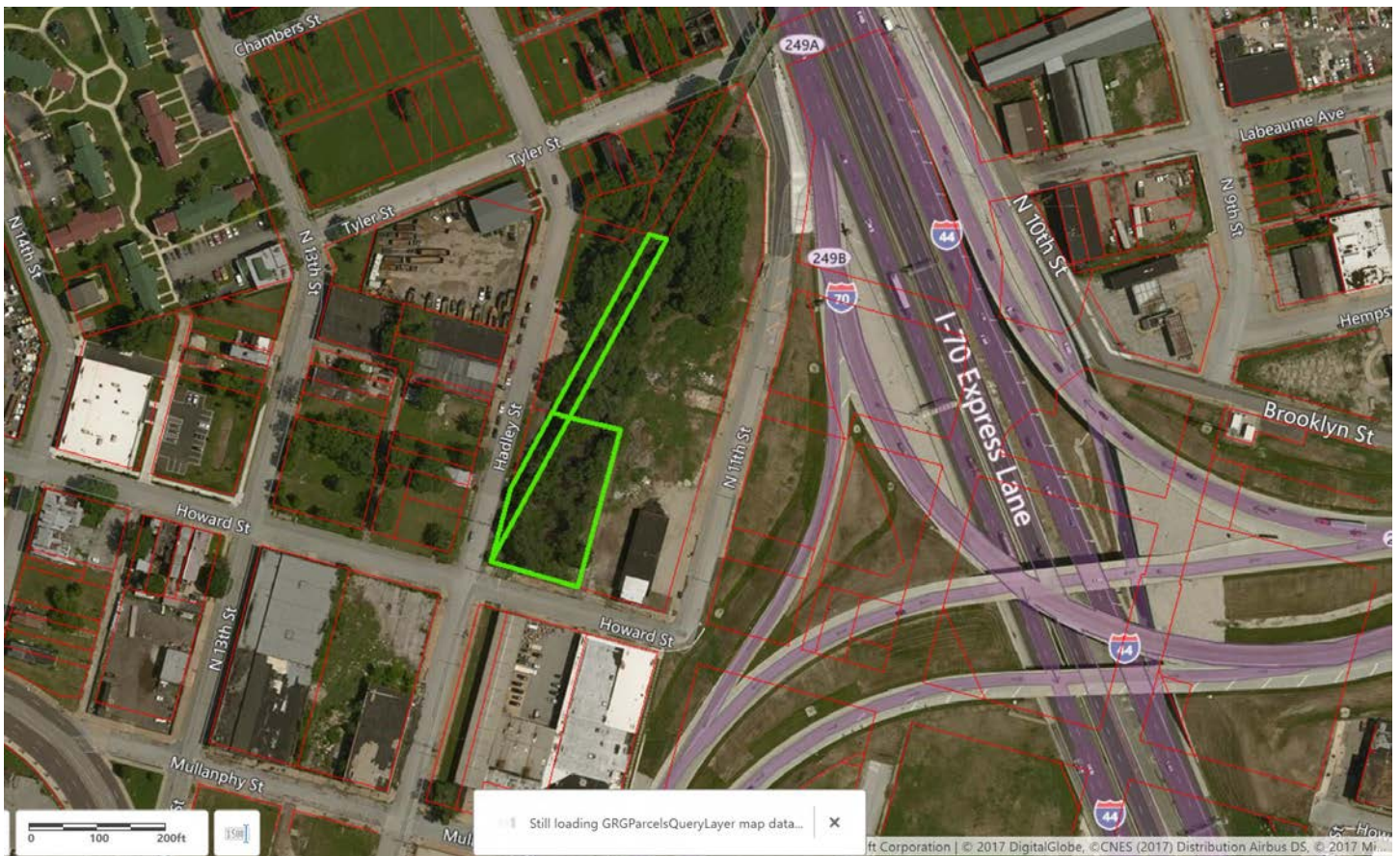
- Inspect the entirety of the greenway segment for damage, vandalism, graffiti, etc. during regular maintenance visits and report issues to District staff.
- Report dead or dying plant material to District staff.

MOWING

The District owns several empty lots not currently associated with a built greenway. These lots shall be mowed on a regular basis during the growing season (April 1 - November 1) as indicated below.

- All sites indicated for mowing, the grass areas between the street pavement and property lines, excluding heavily wooded areas shall be completely cut in a neat, uniform and accurate fashion.
- The grass shall be mowed to a cut height of 3.5", trimmings blown in a fashion as to avoid depositing them on any street, trail or sidewalk.
- Blowing to remove clippings from sidewalks, trails and streets is required. Blowing to spread out any clumps of grass on the lawn areas is also required.
- Hand trimming is required at all catch basins, manholes, structures, sidewalks and in locations that mowers cannot reach.
- Trash shall be removed prior to mowing to avoid spreading litter and debris. Trash shall include litter as well as illegal dumping; illegal dumping shall be reported to the District upon discovery.
- Firm to provide per acre or per 1000 square foot rate for additional mowing services, outside those listed here, should the District need so during the contract period.

1. Mowing Site 1: 1700 Hadley Street (Trestle West) Monthly or 8 cuttings



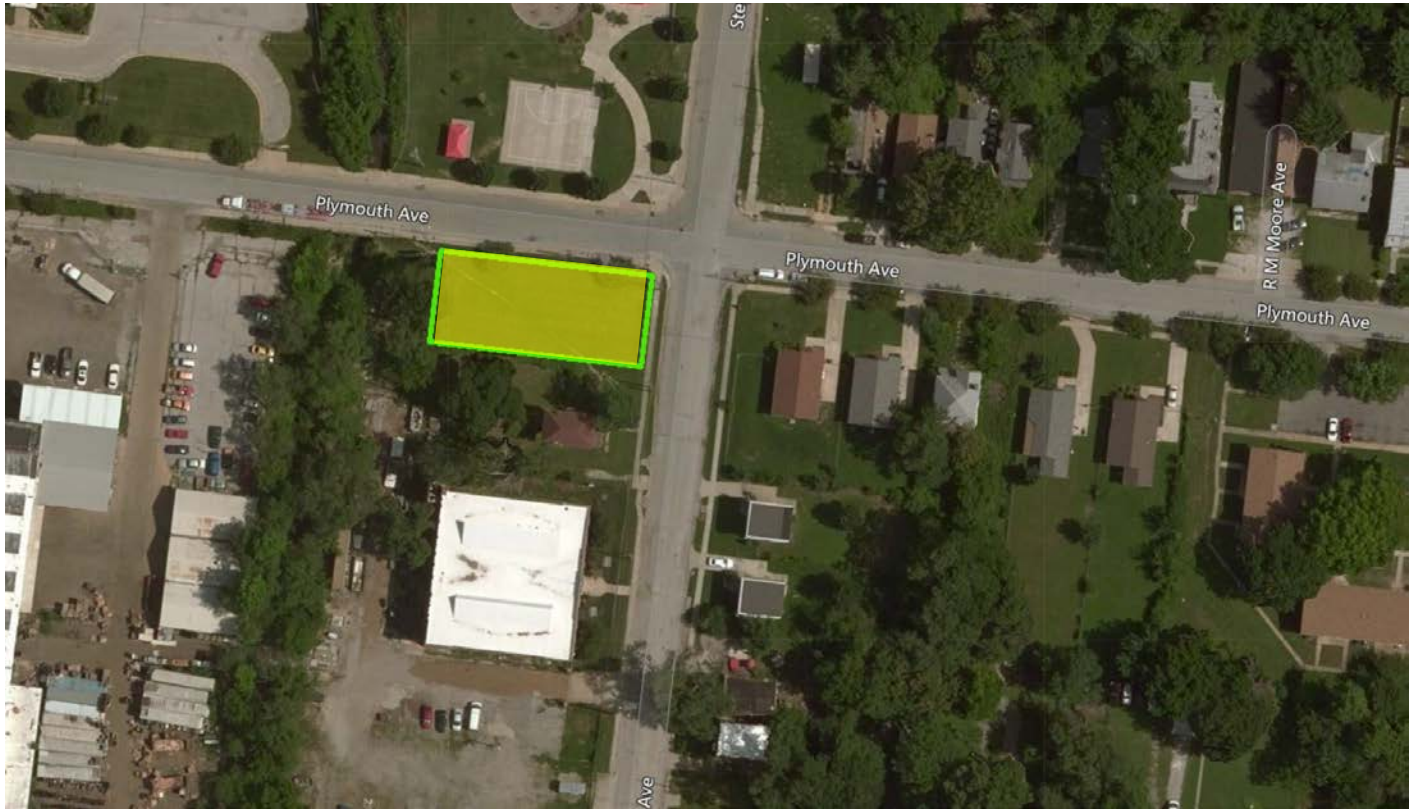
2. Mowing Site 2: 924 Madison Street (Trestle East) Bi-monthly or 17 cuttings



3. Mowing Site 3: 1245 Lewis Street Bi-monthly or 17 cuttings



4. Mowing Site 4: 1275 Stephen Jones Avenue, Wellston, MO. Bi-monthly or 17 cuttings



AS-NEEDED SERVICES

The District is seeking firms that are capable of performing native landscape and habitat establishment and maintenance services throughout the District. These habitats could include, but are not limited to, prairies, wetlands, woodlands, rain gardens, native planting beds and storm water best management practices (BMP). Services could include, but are not limited to, seeding, planting, mowing, spraying, watering, weeding, tilling, burning, site preparation, mulching, and performing storm water BMP inspections and subsequent MSD reporting required for permitting purposes. Interested firms should possess, or have access to, the necessary equipment and expertise to perform these services or have the ability to work with subcontractors who possess or have access to them.

Projects may range from performing a single maintenance activity to taking on all responsibilities related to the establishment and care of a landscape or habitat for one to three years.

Interested firms should submit qualifications, experience and fees associated with these types of services. The District will reserve the right to accept bids from multiple bidders under this section. Once the District's Board of Directors accepts bids from vendors under this section, the District is under no obligation to enter into a subsequent contract. The District further retains its right to enter into a contract with alternative firms in accordance with its procurement policies. Areas of expertise the District is seeking along with associated costs are as follows:

1. Mowing-turf: walk behind or riding mower, landscaped or turf maintenance (per acre plus mobilization)
2. Brush hogging: tractor or skid steer mounted rotary mower (per acre plus mobilization)
3. Chemical treatment: identification and treatment of invasive plants with back pack or other spot application (per acre plus mobilization)
4. General landscape maintenance: litter removal, emptying receptacles, weeding, planting perennials, watering, mulching, etc. (per hour plus mobilization)
5. Site preparation: tilling, discing, finish grading (per acre plus mobilization)
6. Brush clearing-hand: cutting with hand tools or power tools, stump treatment, dragging, chipping or disposal included (per acre plus mobilization)
7. Brush clearing-mechanized: forestry or grinding cutter, tractor or skid steer mounted (per acre plus mobilization)
8. Tree removal: individual tree removal, landscape or street tree removal (per hour plus mobilization/equipment)
9. Native Seeding: planting native seed with appropriate drill or seeder, not including seed (per acre plus mobilization)
10. Planting/plugging: perennial plants, plugs or container trees (per acre plus mobilization)

INSTRUCTIONS FOR PREPARING PROPOSALS

General Provisions

Proposals should include all costs associated with the above specifications for one year of maintenance beginning January 1, 2018 ending December 31, 2018 with an option to extend to December 31, 2020. The District reserves the right to award multiple contractors portions of this bid. It is the intent of the District to award the CityArchRiver, Other and River des Peres areas to a single firm; option to award Mowing to a different or same firm and accept multiple firms for the As-Needed portion of the bid. The District also reserves the right to award all service to a single firm or award no contracts to any firm.

Any contract awarded as a result of this Request for Bid will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Prospective firms shall assure the District that they will comply with The Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.) and 2010 ADA standards for Accessible Design.

Minority and Women Business Enterprise Policies

It is the policy of the District that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing District funds.

Proposed MBE/WBE firms either as prime contractor or sub-contractors must be certified by one or more of the following agencies on or before the date of the submission of qualifications:

- Missouri Division of Purchasing and Materials Management
- City of St. Louis: Disadvantage Business Enterprise Program
- St. Louis Minority Business Council

Questions concerning MBE or WBE certification requirements and definitions, including what is a good faith effort, must be addressed to The Great Rivers Greenway District, 6178 Delmar Blvd., St. Louis, MO 63112.

Submission of Proposals: Submit one (1) unbound copy suitable for photocopying and one in pdf format on either a compact disc or flash drive. **The following items should be included in a submittal.**

- One page letter of interest that includes a synopsis of qualifications of the firm, the primary contact and anticipated project manager stating his/her professional credentials. Please clearly state the individual representing the contractual authority of the firm.
- Provide a brief description of the firm participating in this proposal and its ownership structure. Indicate percentage ownership by women and minorities.
- Profile of firm including number of employees, location, and relevant experience working on similar projects within the last three (3) years. Describe the firm's experience with local governments, districts or other public/non-profit agencies in the conduction of similar services.
- Completed three page bid sheet (Enclosed) including itemized annual prices to perform the services outlined in this document for 2018 (with options for 2019 and 2020) and any deviations from the listed scope of services. Firms wishing to submit for CITYARCHRIVER, OTHER AREAS and RIVER DES PERES will be required to submit for ALL of those areas. These will be awarded to a single firm and not be divided among firms.
- Include an hourly rate of pay or per acre rate plus mobilization as indicated in the bid sheet for work to be performed under the specified areas.
- Provide three (3) references for clients and contracts similar to scope of work in this document.
- Disclose any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof.
- Disclose if the Contractor has ever failed to complete any work awarded to it, attach details.
- Disclose if there are any judgments, claims, arbitration proceedings or suits pending or outstanding against the Contractor or its officers, attach details.
- Affidavit of Compliance (enclosed).

BID AWARD

District staff will assemble a review committee to evaluate all responses to the Request for Bid. Interviews may be scheduled. The committee may contact any or all respondents to clarify submitted information. The contract will be awarded to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. Firms will be notified in writing via electronic mail or letter once the committee has reviewed all materials and selected a candidate.

Important Considerations

The District reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a

submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which the District deems necessary.

This Request for Bids does not obligate the District to pay any costs incurred by any respondent in the submission of proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for proposals. The District will give preference to firms located in the District (St. Louis City, St. Louis County and/or St. Charles County) and secondly, in the State of Missouri, when other considerations are equal.

RESPONSES DUE

Submittals are due at 3:30 PM Central Standard Time on Thursday, November 3, 2017

Please send proposals to:

The Great Rivers Greenway District
RE: Greenway Maintenance Bid
6178 Delmar Boulevard
St. Louis, MO 63112

All proposals delivered after the due date and time will not be considered. It shall be the responsibility of the respondent to insure their submittal has been received by the District prior to the deadline date and time. It should not be assumed by the respondent that their Proposal envelope sent by US mail, UPS, FedEx or any other carrier will be in the correct hands by the Proposal deadline. Be sure to mark the outside of the submittal envelope with the appropriate project manager name and project name.

QUESTIONS

Questions concerning this request for bid should be made to the District's Director of Greenway Operations, Ben Grossman, bgrossman@grgstl.org

**Affidavit of Compliance with Section 285.500 R.S.Mo., Et Seq.
For all Agreements in excess of \$5,000.00.
Effective January 1, 2009**

STATE OF _____)

) ss.

COUNTY OF _____)

Before me, the undersigned Notary Public, in and for the County/City of -
_____, State of _____, personally
appeared (*Name*) _____, who is

_____ (*Title*) of _____
(*Name of company*), (a corporation), (a partnership), (a sole proprietorship),
(a limited liability company), and is authorized to make this affidavit, and
being duly sworn upon oath deposes and says as follows:

- (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 R.S.Mo., et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Signature _____

Name: _____

Subscribed and sworn to before me this _____ day of

_____, _____.

Notary Public

My commission expires: _____

Bid Sheet

ITEMIZED BIDS FOR REQUESTED SCOPE OF SERVICES FOR ONE CALENDAR YEAR

CITYARCHRIVER

Mississippi Greenway: Leonor K. Sullivan \$ _____

Kiener Plaza \$ _____

Mulching Kiener Plaza \$ _____

Washington Ave. & Memorial Dr. Planters \$ _____

Walnut & Pine Street Pedestrian Canopy \$ _____

Hourly rate for additional services \$ _____/hour/person

Mobilization fee \$ _____/event

OTHER AREAS

Mississippi Greenway: Riverfront Trail \$ _____

Carondelet Connector \$ _____

St. Vincent Greenway: Forest Park to Etzel \$ _____

Cherrick Lot \$ _____

River des Peres: Lansdowne to Slay Park \$ _____

Hourly rate for additional services \$ _____/hour/person

Mobilization fee \$ _____/event

MOWING

Mowing All Sites \$ _____

Additional mowing \$ _____ / _____ unit
(Indicate per acre or per 1000 sq. ft.)

AS-NEEDED SERVICES

Mowing-turf: \$ _____ (per acre)

\$ _____ (mobilization)

Brush hogging: \$ _____ (per acre)

\$ _____ (mobilization)

Chemical treatment: \$ _____ (per acre)

\$ _____ (mobilization)

General landscape maint: \$ _____ (per hour)

\$ _____ (mobilization)

Site preparation: \$ _____ (per acre)

\$ _____ (mobilization)

Brush clearing-hand: \$ _____ (per acre)

\$ _____ (mobilization)

Brush clearing-mechanized: \$ _____ (per acre)

\$ _____ (mobilization)

Tree removal: \$ _____ (per hour)

\$ _____ (mobilization)

