

Request for Proposal (RFP) for Common Area Maintenance, Snow Removal and/or Pond Maintenance – Pembroke HOA

1. COMMON AREA MAINTENANCE

Pembroke Homeowners' Association (hereinafter Pembroke HOA) is currently accepting proposal for 12 months of Common Area Maintenance to run from January 1, 2021 through December 31, 2021, with five one-year renewal options. The guidelines below are applicable to the common area maintenance (at a minimum and to be discussed further at a walkthrough prior to proposal):

Lawn maintenance:

- Lawn maintenance from Abberly Crest to Colby Drive along Willows Road;
- Lawn maintenance on Colby Drive to the intersection of Shelton Drive on the left and to just before the intersection of Tenby Drive on the right, stopping at the homeowner's property 20762 Hampshire Place;
- Lawn maintenance around clusters of mailboxes located throughout the neighborhood;
- Lawn maintenance of common area behind homes near the corner of Colby Drive and Pembroke Street;
- Lawn maintenance at other designated common areas as provided at the walkthrough and highlighted in Attachment A and referred to as "Common Area Map";
- Edging of grass next to sidewalks or streets for Common Areas;
- Lawn Maintenance at the Common areas at the front of each pond;
- Detailed monthly status reports/invoices of services performed.

Pruning, Mulching & Weeding:

- Pruning/trimming and general landscaping at front entrance once per year.
- Mulching of the approximately 70 trees along Willows Road one time per year;
- Mulching and weeding for two flower beds at neighborhood entrance twice per year;
- Mulching of two trees at Tot Lot one time per year;
- Mulching and wood chip replacement at the Tot Lot one time per year in May;
- Weeding the Tot-Lot three times per year in March, May and September;
- Trimming of bushes and weeding at front entrance one time per year;
- Pruning / trimming of trees and bushes along backside of fence at the Tot Lot one time per year;
- Detailed monthly status reports/invoices of services performed.

Miscellaneous:

- Pressure washing of the Tot Lot fence, fence at the front entrance of the neighborhood, and brick Pembroke sign one time per year (March – May);
- Fertilizing/pre-emergent weed control in common areas approximately twice per year in March and September (requires appropriate licensing). Bidding on this line item is optional;
- Detailed monthly status reports/invoices of services performed.

Grass cutting and maintenance shall occur every ten days to two weeks from April through November and approximately once per month in December and March, if necessary, with any unused services rolling into the next option year, if exercised. Grass clippings should be bagged for removal and any excess from trimming blown back onto the lawn as opposed to left in the street.

2. SNOW REMOVAL

Pembroke HOA is also currently accepting proposals for periodic Snow Removal within the community when snow storms occur (on an as needed basis, estimated once for smaller snow storms less than 4 inches of snowfall, estimated 2-3 times for larger storms), from January 1, 2021 through December 31, 2021, with five one-year renewal options. The guidelines below are applicable to the snow removal effort (at a minimum and to be discussed further at a walkthrough prior to contract award):

- Snow removal and application of magnesium chloride, as needed and only upon approval by the HOA Designated Representative, along the sidewalk on Colby Drive, ending at the intersection with Shelton Drive;
- Snow removal and application of magnesium chloride, as needed and only upon approval by the HOA Designated Representative, at the mailbox clusters throughout the neighborhood;
- Snow removal and application of magnesium chloride, as needed and only upon approval by the HOA Designated Representative, of the sidewalk in front of the Tot Lot on Pembroke Street.

3. POND MAINTENANCE

Pembroke HOA is also currently accepting proposals for 12 months of Stormwater Pond Maintenance for nine (9) ponds within the community to run from January 1, 2021 through December 31, 2021, with five one-year renewal options. The guidelines below are applicable to the pond maintenance (at a minimum and to be discussed further at a walkthrough prior to contract award):

- Grass and woody vegetation cutting and removal. Work shall be performed from February to November, a minimum of three times with an optional fourth cut, if needed. Vegetation shall not be cut before its height exceeds 12” and shall not be cut to a height less than 4”. Clippings will be bagged and removed with each cut.
- Removal of trash, debris, clogs, and sediment and ensure filters are clear and functioning.
- Minor repairs to equipment and minor erosion areas, or minor stabilization as needed.
- Additional grass, vegetation, and trash removal at any pond as needed;
- Identify potential issues that may require additional maintenance or repairs (e.g. - erosion control, fence repair, dying vegetation, land movement, etc.) and provide a list, separated by pond with estimated cost to the HOA for review and approval;
- Adherence to ALL State of Maryland regulations pertaining to stormwater management ponds; and
- Detailed status reports/invoices of services performed at each site visit.

4. OTHER ITEMS TO NOTE

Licensing. Bidders MUST have a Maryland State License and be insured. Bonded businesses are preferred, but not required. Bidders must supply a copy of the State License, Bond (if applicable), and proof of insurance when responding to the RFP.

Pembroke Residents. Any bidder that is a resident of Pembroke must be current on all HOA dues/fees/fines and other obligations to the HOA in order to propose, pursuant to the CC&Rs of the Pembroke HOA.

Required Walkthrough. Prior to contract award, the HOA will complete a down select and notify the remaining bidders to schedule a walkthrough of the properties with the designated HOA representative. This walkthrough is required so there is a full understanding of the areas to be covered.

Individual Proposals. Please prepare individual proposals for the common area maintenance, snow removal and pond maintenance. Proposals may be for one, two or all three areas of this RFP. Proposals should include a line item description of the services and costs, along with the areas covered. Proposals should include price sheets for the first year and renewal years 1 – 5.

Combined Proposals. If you are interested in proposing on the common area maintenance, snow removal and/or pond maintenance at a combined discounted rate, please prepare the individual proposals, as well as a combined proposal. Proposals should include a line item description of the services and costs, along with the areas covered. Proposals should include price sheets for the first year and renewal years 1 – 5.

Schedule for Services. Each proposal should contain a schedule with the approximate timing of services to be provided and when they will be performed.

Contact Information/Proposal Submission. The HOA President is the designated **point of contact** from the date of release of this RFP until the Contract award is made.

Nicole Smith, Pembroke HOA President
Pembroke Homeowners' Association
46909 Pembroke St
Lexington Park, Maryland 20653
Email: president@pembrookehoa.org
Copy Questions and Proposal Submissions to: bod@pembrookehoa.org

Payments by the HOA. Payment for agreed upon services under any contract shall be made in equal monthly installments upon receipt of detailed invoice and pursuant to contract terms and conditions. Billing should be sent to the HOA for each service after the services have been provided, with payment from the HOA to the contractor expected within 30 days (Net 30). Payments for one-time/special services (such as snow removal) shall be made upon receipt of detailed invoice and pursuant to contract terms and conditions, or based on a pre-determined agreement between the HOA and the contractor.

Schedule for Proposals. The schedule below is applicable to both the common area maintenance and pond maintenance contract determinations:

Timeline of Events	Event Time (EDT)	Event Date
RFP posted to the Pembroke Homeowners' Association Webpage		10/15/2020
Deadline to submit questions to the President	3:00p.m.	10/23/2020
Pembroke HOA anticipated response to Bidders' questions via email.	3:00p.m.	10/30/2020
Mandatory Site Visits		11/1/2020 – 11/15/2020
Public Opening (Pembroke HOA Monthly Meeting)	10:00a.m.	11/14/2019
Deadline to submit proposal and all required documents to the HOA President.	3:00p.m.	11/30/2020
Anticipated date to post Notice of Intent to Award.		12/15/2020
Anticipated contract start date.		1/1/2021

As noted, please contact president@pembrookehoa.org (copy to bod@pembrookehoa.org) to schedule a walkthrough/mandatory site visit no later than October 30, 2020.

Please contact president@pembrookehoa.org (copy to bod@pembrookehoa.org) with any questions regarding this RFP prior to October 23, 2020.

Proposals must be submitted to president@pembrookehoa.org (copy to bod@pembrookehoa.org) no later than November 30, 2020.