**REQUEST FOR PROPOSALS (RFP)**

**Landscaping**

Issue Date: April 24, 2018

Due Date: May 21, 2018 3:00 PM,

Shay Hager: District Manager

401 Tatum Highway

Lovington, NM 88260

1. **Introduction:**

The Lea Soil and Water Conservation District ( Lea SWCD) is soliciting proposals from qualified professional vendors for Landscaping services. The qualified vendor will enable the LEA SWCD to significantly improve the quality of the grounds owned by Lea SWCD.

1. **Background Information:**

The LEA SWCD has occupied the building at 401 Tatum Highway, Lovington, NM 88260 since 2002. The LEA SWCD wishes to update the look and feel of the space with new paint and carpet throughout. The LEA SWCD will occupy and remain in business during the renovation; we seek professional advice regarding the phasing of the work to limit the impact to the staff. The LEA SWCD wishes to begin construction as soon as possible. The contractor shall provide all permits for construction.

1. **Services Required**:

The following outlines the services to be requested by the LEA SWCD in the area of Landscape Renovation. Services will be completed during office hours (M-F / 8:30 am – 5:00 pm).

1. Install new landscaping on south part of property that complies with water conservation efforts and ease of maintenance
2. Trim bottom of tress in eastern windbreak and remove dead trees.
3. Install drip system on tree line.
4. **Submittal Requirements :**

The following information shall be required in the RFP submittal:

1. Letter of Transmittal –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

a. Company name, address, and telephone number(s) of the firm submitting the proposal.

b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.

 c. Federal and state taxpayer identification numbers of the firm

 d. Briefly state your understanding of the services to be performed and commitment to providing the services as specified.

e. The letter must be signed by a corporate officer or another individual who is legally authorized to bind the applicant to both its proposal and cost schedule.

f. A statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the LEA SWCD.”

2. General Vendor Information – Provide the following information:

a. Length of time in business.

b. Length of time in the business of providing proposed services.

c. A number of full-time personnel in consulting, installation, training, sales, marketing, and administrative support.

 d. Location of office which would service this account

3. References - Provide the following information:

a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.

b. Describe the actual services provided and the length of tenure providing services to each client reference.

4. Staff Resources – Provide the following information:

a. Identify names of principals and key personnel who, if your company is selected, will provide the Landscape Renovation services.

b. Summarize the experience and expertise of these staff. c. Describe the role and responsibilities that each of these individuals will have.

5. Default - If your company has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance, and the issue was either

(a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If a default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, declare that. The Commission will evaluate the facts and may, at its sole discretion, reject the vendor’s proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.

6. Other Information - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to the LEA SWCD?

7. Cost of Services - Provide the following information:

a. The proposal must contain a fee schedule that includes hourly rates for proposed services.

b. Describe how your services are priced, and any specific pricing you can provide.

c. Define any additional charges (e.g., travel expenses).

d. Do you have any state contracts that the LEA SWCD would qualify to utilize?

8. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman’s compensation for company and employees before beginning any work.

9. Bid Form – Please fill out the attached bid form and include it in your proposal.

V. **Evaluation Criteria and Process –**

 A selection committee will evaluate qualifications and will rate each submittal based upon the following criteria:

1. Experience

2. Understanding of services to be provided

 3. Personnel expertise

 4. Ability to provide requested services

5. Compatibility with end users

 6. Project approach

7. Satisfaction of clients/end users

8. Cost

9. References

1. **Deadline for Submissions of Proposals –**

Three (3) sealed copies of the proposal must be received by the LEA SWCD before 2:00 PM on Monday, May 21, 2018.

One (1) copy should be submitted as a loosely-bound reproducible copy. All copies of the proposals must be under sealed cover and plainly marked as “Landscaping Services Proposal.”

 Proposals shall be delivered or mailed to:

Lea SWCD 401 Tatum Highway Lovington, NN 88260.

 Any questions regarding this proposal are to be directed to:

Shay Hager

401 Tatum Highway

Lovington, NM 88260

Ph: 575-621-0049

Email: leaswcd@leaco.net

**VII.** **Miscellaneous**

1. The Lea SWCD reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the LEA SWCD’s sole judgment, best meets the requirements of the project

2. The Request for Proposal creates no obligation on the part of the LEA SWCD to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The LEA SWCD reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

3. The LEA SWCD further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the LEA SWCD may request.

4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the LEA SWCD should not, upon written request, disclose such materials.

5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the LEA SWCD has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor are solely within the discretion of the LEA SWCD. After the contract award has been announced, no unsuccessful Vendor should submit additional information for the LEA SWCD’s consideration or have any subsequent contact with LEA SWCD employees or officials, other than to receive a debrief from an authorized individual.

6. Transportation Charges – Unless proposal states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, ect., necessary to complete delivery on an F.O.B. Destination basis.

7. Job Familiarization – the Vendor, is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible for questioning any discrepancies, errors, and/or omissions in the specification and familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the LEA SWCD.

**LEA SOIL AND WATER CONSERVATION DISTRICT**

**RFP BID FORM**

 Landscape Renovation:

Lea SWCD

401 Tatum Highway Lovington, NM 88260

Submit bids in compliance REQUEST FOR PROPOSALS. Fill in blanks. The Owner reserves the right to reject incomplete bid forms.

This Bidding document is not part of the Contract Documents unless specifically referenced in the Owner/Contractor Agreement.

Name and Address of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Bidder proposes to perform all of the Work required by the Contract Documents for the amount of:

Install new landscaping on south part of property that complies with water conservation efforts and ease of maintenance. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trim bottom of tress in eastern windbreak and remove dead trees.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Install drip system on tree line.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: The Bidder proposes to the following dates (Fill in):

A. Proposed Starting Date after receipt of permits:\_\_\_\_\_\_\_\_

B. Proposed calendar days required for substantial completion: \_\_\_\_\_\_\_

9. By submitting this Bid Form, the Bidder certifies that he has visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents, including the following Addenda:

10. Signed and sealed

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_