

Town of Duck, North Carolina

Request for Proposal

Duck Trail and Duck Town
Park Landscape and
Maintenance



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Duck Trail and Duck Town Park Landscape and Maintenance

Scope of Services

The Town of Duck, North Carolina, is seeking qualified contractors to provide landscaping and maintenance services related to the annual upkeep of the Duck Trail Multi-Use Path and the Duck Town Park and related amenities, including certain services related to the Duck Soundside Boardwalk. In general, the contractor should have sufficient manpower, equipment and knowledge to provide the following services for all approximately six and one-half miles of the Duck Trail, the Duck Town Park, and the approximately one-half mile of the Duck Soundside Boardwalk:

Duck Trail Multi-Use Path

- The Duck Trail must be kept free of sand and other debris (swept or blow).
- The five (5) or so feet adjoining NC 12 and an additional one foot on the east side of the Duck Trail are to be kept mowed and maintained (holes filled, high spots leveled, drainage areas kept working, washouts repaired). Mowing should occur weekly from April 1 through October 31 and as needed from November 1 through March 31, although a minimum of five (5) times during this period is expected. The Duck Trail should be blown or swept after each mowing.
- The west side of NC 12 is to be mowed a minimum of three (3) times per year.
- The road edges in the Commercial Village area of the Town (approximately one (1) mile) are to be maintained on both sides of NC 12 in the same manner as above.
- Cracks and breaks in the Duck Trail paving are to be reported to the Town in order for repairs to be scheduled as necessary.
- Street signs are to be installed, replaced, or repaired as needed (signs will be provided by the Town).
- The edges of the Duck Trail (six inches wide on each side) and the paved area itself are to be sprayed with Roundup or a similar product a minimum of two (2) times per year and edged by hand once per year during the offseason to prevent weeds and grasses from damaging and encroaching on the Duck Trail.
- The five (5) or so feet adjoining NC 12 and an additional one foot on the east side of the Duck Trail are to be seeded with a rye/fescue mix and fertilized a minimum of one (1) time per year.
- Overhanging branches and limbs and bushes, branches and limbs that encroach on the Duck Trail are to be trimmed as necessary, with the entire Duck Trail trimmed a minimum of two (2) times per year.
- Bushes, branches and limbs that inhibit site distance at intersections will be trimmed as requested by the Town.

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- Areas of the Duck Trail composed of pervious concrete will be vacuumed with a shop vacuum a minimum of two (2) times per year.
- The 11 flower beds adjacent to the Duck Trail shall be maintained, trimmed, and kept clean and the irrigation systems maintained. Pre-emergent spraying shall be performed each spring and post emergent applied as required. Each bed shall be spot sprayed with Roundup or a similar product four (4) times per year and plants are to be deadheaded and hand weed control performed a minimum of five (5) times per year as needed. Beds shall be fertilized a minimum of two (2) times per year.
- Plantings, mulch and shrubs will be replaced as necessary with the permission of the Town at price to be negotiated at that time.
- Irrigation systems on each bed shall be monitored, maintained and repaired as necessary to ensure proper watering of each bed. The irrigation systems shall be winterized each fall and re-started each spring.
- Two sign areas north and south of the Town are to be mulched and maintained.
- The two (2) water fountains on the trail shall be monitored, maintained, and repaired as necessary. The water fountains shall be winterized each fall and re-started each spring.
- The four (4) trash cans on the Duck Trail shall be monitored and emptied at regular intervals to ensure that trash is not overflowing at any time.
- Post storm cleanup of debris on the Duck Trail shall be conducted as soon as possible as conditions allow. Blowing/sweeping of the Duck Trail and removal of small limbs and debris shall be included with this proposal. The removal of larger items and debris shall be negotiated at the time of the incident using the rates established as a part of this procurement process.

Duck Town Park

- Park grass is to be mowed once per week from April 1 to October 31 of each year and twice per month between November 1 and March 31 of each year.
- Grass is to be fertilized a minimum of two (2) times per year and pre-emergence spraying for sand spurs and spring grasses applied in late winter and early spring and post emergence spraying each summer and early fall. Winter rye shall be planted each fall.
- All Park trails and beds are to be edged after each mowing.
- All Park trails are to be blown off after each mowing.
- Flower beds shall be maintained as the flower beds on the Duck Trail and shall be weeded weekly and fertilizer and pre and post emergent applied as required.

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- Plantings, mulch and shrubs will be replaced as necessary with the permission of the Town at price to be negotiated at that time.
- The irrigation system shall be monitored, maintained and repaired as required with a minimum of weekly monitoring during the summer months. The irrigation system is to be winterized each fall and restarted each spring.
- All Park trails and parking areas are to be sprayed a minimum of fifteen (15) times per year with Roundup or a similar product.
- All Park trails shall be monitored for ruts and raked as necessary to prevent trip hazards. If additional material is required to fill ruts, the cost of this material will be negotiated at the time it is needed.
- All Park trails shall be kept pruned and trimmed as required. Trees and shrubs within the park shall be trimmed and pruned in accordance with the requirements of the particular species of tree or shrub.
- The Amphitheater in the Park shall be maintained in general accordance with the requirements above; however, during the time period of approximately June 15 through August 15, the Amphitheater shall be blown off once per day.
- Trash cans in the Park and Amphitheater shall be monitored and emptied as necessary. At a minimum the trash cans shall be monitored and emptied as necessary once per day from May 1 through September 30 and a minimum of twice per week from October 1 through April 30.
- Post storm cleanup of debris in the Park shall be conducted as soon as possible as conditions allow. Blowing/sweeping of the trails and Amphitheater and removal of small limbs and debris shall be included with this proposal. The removal of larger items and debris shall be negotiated at the time of the incident using the rates established as a part of this procurement process.

Duck Soundside Boardwalk

- Boardwalk shall be blown off to remove leaves, limbs and other debris as necessary. At a minimum the Boardwalk will be blown off once a week from April 1 through October 31 and twice a month from November 1 through March 31.
- Overhanging limbs and branches will be trimmed as necessary and as requested by the Town.
- Trash cans on the Boardwalk shall be monitored and emptied as necessary. At a minimum the trash cans shall be monitored and emptied as necessary once per day from May 1 through September 30 and a minimum of twice per week from October 1 through April 30.

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Special Considerations

1. Proposals will be evaluated based on cost and also a demonstrated ability of the contractor to manage successfully contracts of this size and scope.
2. The contractor must have a valid irrigation license and a pesticide applicators license.
3. The contractor must maintain valid insurance in the amount of \$2,000,000 for general liability and \$1,000,000 for workers compensation. Proof of insurance shall be provided to the Town each year.
4. All workers employed by the contractor must be eligible to work in the United States of America and the State of North Carolina. Verification of employment eligibility shall be provided at the request of the Town.

Instructions

All proposals for this Request for Proposal shall be prepared in accordance with the following requirements. Failure to comply with these requirements shall be grounds for the rejection of the proposal. The Town reserves the right to reject any and all proposals.

1. Proposals are due no later than **2:00 p.m. on Friday, January 18, 2013**, at the Town of Duck Administrative Offices. Proposals shall be opened at this time to ensure that each proposal meets the submittal requirements. Questions may be submitted to Christopher Layton, Town Manager, at clayton@townofduck.com.
2. All proposals shall be submitted using the attached forms. All forms shall be completed and signed in ink. The proposal form shall not contain any unauthorized additions, deletions, or conditions. Please note that a separate sheet stating the number of employees available to do the work, equipment owned by the contractor to perform the work and three references of comparably sized contracts must be submitted. The proposal should also include a statement of how the work will be managed and completed.
3. The Town may conduct interviews of contractors responding to this Request for Proposal as a part of the procurement process prior to awarded the contract.
4. It is anticipated that the contract related to this RFP will be for five years. Annual costs associated with the RFP submittal should take this into account.

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5. A copy of the irrigation license and the pesticide applicators license shall be submitted with proposal forms.
6. A copy of the Certificate of General Liability Insurance and a Certificate of Workman's Compensation Insurance shall be submitted with the proposal forms.
7. The Town shall award the contract for the project to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time required in the performance of the contract.

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Project Location: Town of Duck, North Carolina

Project Description: Landscaping and maintenance services related to the Duck Trail Multi-Use Path, the Duck Town Park and the Duck Soundside Boardwalk

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Contractor Information:

NAME OF CONTRACTOR MAKING PROPOSAL

CONTACT PERSON

ADDRESS OF CONTRACTOR

PHONE NUMBER(S) & E-MAIL

RETURN PROPOSALS TO:
Christopher Layton
Town Manager
P.O. Box 8369 (by U.S. Mail)
1200 Duck Road (by Fed Ex, UPS, or in Person)
Duck, North Carolina 27949
252-255-1234
252-255-1236 (fax)

