

**CITY OF CASA GRANDE, ARIZONA**

**NOTICE OF REQUEST FOR QUALIFICATIONS**

**PARKS MAINTENANCE AND MEDIAN LANDSCAPE**

The City of casa Grande Casa Grande Parks Maintenance Division is seeking a vendor to aid in Neighborhood Park and Roadside Median Landscape Maintenance.

A Pre-Submittal Conference is scheduled for Monday, April 27, 2015, 8:30 A.M. at Casa Grande Parks and Recreation Office, 404 E. Florence Boulevard. This meeting is highly recommended. Parks Superintendent, Rod Wood, [rwood@casagrandeaz.gov](mailto:rwood@casagrandeaz.gov) (520) 251-1995 (cell) or (520) 421-8677 ext. 4690 (office) will be available to provide information and answers to any questions associated with this Request for Qualifications (RFQ). A written response will only be emailed to those in attendance at the Pre-Submittal Conference with the e-mail address provided.

Each response shall be in accordance with the RFQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: [www.casagrandeaz.gov](http://www.casagrandeaz.gov). All responses must be submitted by **2:00 p.m.** City time on **Friday, May 8, 2015** to the City Clerk at the address specified below.

Responses must be addressed to:

**Remilie S. Miller, City Clerk**  
**City of Casa Grande**  
**510 E. Florence Boulevard**  
**Casa Grande, Arizona 85122**

**THE ENVELOPE MUST BE BOLDLY MARKED:**  
**REQUEST FOR QUALIFICATIONS: PARKS MAINTENANCE AND MEDIAN**  
**LANDSCAPE**  
**DUE ON: FRIDAY, MAY 8, 2015 AT 2:00 P.M.**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Statement of Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/James V. Thompson  
City Manager

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## PROJECT DESCRIPTION

The City of Casa Grande Parks Maintenance Division is seeking a contracted vendor to assist with the mowing and general maintenance of specific parks, landscape maintenance of medians and roadside landscape areas as well as the daily maintenance for the seasonal Casa Grande Little League Sports Complex. The contract term would be for an initial three year term with two additional one year term extensions.

## SUBMITTAL REQUIREMENTS

The Contractor will be selected through a qualifications-based selection process. Firms interested in providing maintenance services must submit a Request for Qualification (RFQ) that meets the criteria set forth in this section. Information included in the RFQ response may be used to evaluate your firm as part of any criteria, regardless of where that information is found in the RFQ. Information obtained from the RFQ and from any other relevant source, including independent investigation by the City, may be used in the evaluation and selection process.

Please provide the following information in the sequence and format prescribed by this section.

- A. ***Maintenance / Management*** - Please provide a brief description of the firm proposing to provide construction management services. Information shall include:
- Provide manager name.
  - Provide address of principal office.
  - Provide Phone number, website address and e-mail address information.
  - Provide the name of the individual whom will be the City of Casa Grande's primary contact.
- B. ***Licensing*** - Please provide the following information:
- List jurisdictions and horticultural services which your organization is legally qualified to do business and indicate registration or license numbers, if applicable. Applicants must be currently and have been for at least one year prior, a registered contractor in the State of Arizona.
- C. ***Experience*** - Please provide a description of the relevant experience your firm/team possesses. Information should include:
- ***Existing Maintenance Contracts*** – List all maintenance contracts that your organization has completed or has in progress within the last 5 years. For each account, provide the following information:
    - Name and Location
    - Nature/description of the work
    - Original contracted maintenance cost
    - Term of the agreement
    - Owner's name and contact information
    - Reference information (two current names with telephone numbers per project)
    - Manner in which your organization was selected (bid or submittal or other method)
  - ***Company Team*** - Include a management organization chart. This should identify the Manager and all key staff members or positions related to this RFQ. Also include the current number of projects / contracts that your company is or will be managing in addition to this project at any given time.
  - ***Current Work*** – List the major maintenance projects your organization has in progress, giving the following information:

- Name and location of project
- Workscope under contract
- Size of Project
- Owner
- Contract amount
- Term of Contracts

**D. Background -**

1. Provide a Statement of why you should be selected. What differentiates your firm from others?
2. Claims and suits. (If the answer to any of the questions below is yes please attach details).
  - i. Has your organization ever failed to complete any work awarded to it?
  - ii. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
  - iii. Has your organization filed any lawsuits or requested arbitration with regard to any maintenance contracts within the last five years?
3. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete any contract? (If the answer is yes, please attach details including date, contracting agency and reason for failure).

**I. GENERAL SPECIFICATIONS**

**A. Landscape Maintenance Scope**

The work shall include furnishing all labor and equipment necessary to maintain all landscape areas at least bi-weekly or as needed, more often if necessary from March 1 – October 31 and at least monthly or as needed, more often if necessary from November 1 – February 28.

The contractor will provide a DPS clearance card for the lead/crew supervisor of the team assigned to the Public Safety Facility. DPS clearance cards are obtained by passing a fingerprint and background check with the Casa Grande Police Department. The current charge for fingerprinting is \$10.00.

**1- Public Safety Facilities**

Fire Station #502  
1479 E. 9<sup>th</sup> Street

Fire Station #503  
3305 N. Piper Avenue

Fire Station #504  
1637 E. McCartney Road

Public Safety Facility  
373 E. Val Vista Boulevard

**2- Dave White Municipal Golf Course – 2121 N. Thornton Road**

Greens Retention Basin

At Dave White Municipal Golf Course on the north side, back nine, adjacent to Hole #15.

Links Retention Basin

At Dave White Municipal Golf Course on the east side of Hole #1 and south side of Hole #2 including Tract F along “The Links Way.”

**3- Medians and Right of Ways**

Cottonwood Lane Median I

Cottonwood Lane, east of Henness Road alignment, just west of the I-10 overpass.

Cottonwood Lane Median II

Cottonwood Lane, from Trekell Road east to Henness Road.

Desert Shadows Right of Way

North of Bisnaga Road, south of Rodeo Road, only along screened block wall adjacent to Desert Shadows.

Desert Sky Entryway

South of Kortsen Road on Thornton Road, east side of Thornton Road.

Henness Road Median

From Florence Boulevard, north to Cottonwood Lane.

Lakes Right of Way

West side of Pinal Avenue from Casa Grande Lakes Boulevard South.

Highway 84 Underpass Landscaping

This will include all median and Right of Way areas that have been improved with plant material and decomposed granite, plus additional undeveloped areas. This area includes approximately six (6) separate maintenances areas; the median (east/west), Right of Ways (north, south, east and west).

Peart Road Median

From Florence Boulevard north to Kortsen Road, including the four (4) intersections at Peart and Kortsen Roads.

Pinal Avenue Median

From Bisnaga Road north to Gila River Indian Community border, north of Val Vista Road.

Pinal Avenue Right of Way

East side from O’Neil Drive to Kortsen Road.

**4 – Retention Areas**

Highway 84/Thornton Road

This will include all landscaped areas within the boundaries of the basin at the southeast corner of Highway 84 and Thornton Road, from road to fence.

Mission Valley Trail

Kortsen Road east from Trekell Road, until road ends.

Southeast corner of Mission Valley subdivision.

Parkview Retention Basin

This will include all Right of Way and retention areas within the boundaries of the basin to the street west side of Arizola Road and north of Mesquite Elementary School.

Sandalwood Retention Basin/Right of Way

Arizola, McMurray Boulevard and Clements Road.

**B. Park Mowing and Maintenance Scope**

The park mowing and maintenance portion will involve, but is not limited to, raking decomposed granite, weed control and abatement on sidewalks, within playground areas, sport courts and parking lots. Shrub and plant / tree trimming and removal of clippings. All aspects of this mowing/landscape maintenance contract entails maintenance needs to be completed from the center of the alley to the backside of the curb in all cases.

Albert Cruz Park	1491 N. Crane Street
Burruss Park	1750 N. Palm Parke Boulevard
College Park	250 E. Viola Road
Colony Retention Basin	223 N. Peart Road
Elliott Park	150 S. Florence Street
Gilbert Park	1140 E. Trinity Place
Ivy Park	1616 E. McMurray Boulevard
Mosley Park	210 N. Pueblo Drive
Mountain View Park	1304 E. Rodeo Road (Rodeo Road east of Rancho Grande)
Nutt Park	340 E. Ash Street
O’Neil Park	1645 N. Casa Grande Avenue
Palm Parke Circle	800 block E. Palm Parke Boulevard/Circle
Rancho Grande Park	2540 N. Pueblo Drive
Reed-Mashore Park	259 E. 4 <sup>th</sup> Street (east of Casa Grande Food Bank)
Rotary Park (Desert Valley)	2220 N. Trekell Road
Sierra Ranch	1847 E. Sierra Parkway
Trekell Road Median	(Trinity Place south to south of 9th)
Turf area	(Drylake and Picacho)
Ward Park	1119 N. Walnut Drive
West Park	611 W. 11 <sup>th</sup> Street
Western Manor Park	815 N. Garden Avenue

**Detailed Mowing and Maintenance Specifications**

The specific maintenance items to be applied by the contractor shall be as follows:

- A. Irrigation - All irrigation functions will be performed by the City. Contractor shall have no responsibility in this area. City will advise Contractor of irrigation schedule as not to interfere with mowing and trimming of parks.
- B. Weeding/Landscape Maintenance (weekly) – Playgrounds, planters and decomposed granite areas shall be kept free of grass, weeds and debris. Weeds in lawn areas shall be controlled in such a manner and at such intervals that their height does not exceed the height of grass. Responsibility for weed control

and abatement in the designated parks will only be for the months that the parks are mowed (March, April, May, June, July, August, September and October).

- C. Mowing (weekly) – The contract shall require that the designated parks be mowed once weekly beginning the months of March 1, April, May, June, July, August, September and through October 31. A minimum height of one (1) inch and a maximum height of three (3) inches is expected. Actual time on lawn mowing by bidder is left to his/her discretion after taking into consideration the general welfare and courtesy to surrounding public residents. Contractor shall comply with the City of Casa Grande Noise Ordinance.
- D. Edging (weekly) - The turf shall be edged when mowed around sidewalks, curbs, concrete slabs, trees, shrubs and along the curbs around the playground equipment. Chemical edging may be used with approval of the Community Services Director or his designated representative. Chemical for this use shall be the contractor’s expense since it is a labor saving device.
- E. Trimming (weekly) - All shrubs and trees (no higher than 8’) shall be the responsibility of the contractor.
- F. Replanting - Whenever a plant, shrub or tree dies, the City shall replant it with plant material(s) furnished by the City. If it becomes apparent that plant material has died due to negligence on the part of the contractor, then the contractor shall replace and replant plant materials. The contractor is not allowed to remove any trees, plants, shrubs, etc. without prior approval from the Community Services Director or his designated representative.
- G. Monthly Progress Report - Contractor shall prepare a written monthly report covering the landscape maintenance activities and employee hours associated with the work completed during the month, then submit it to the Community Services Department Director no later than the second working day of the month.

**C. Little League Sports Complex Maintenance – 1000 N. Amarillo Street**

The Little League Sports Complex is a five (5) field youth baseball / softball complex consisting of three baseball and two softball athletic fields, concession stand and public restroom. The contracted maintenance season for this facility runs from January 1 – July 30; annually.

**A. Sports Field Standards**

- a. Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
- b. Appropriate grass for warm seasons is Common Bermuda or Hybrid Bermuda and for cool seasons is Perennial Rye Grass in the infields only.
- c. Play area has a uniform surface and well drained.
- d. Turf is mowed at the appropriate height for the type of grass used, the time of the season, and the type of field use.
- e. Turf is free of any litter or debris.

**B. Sports Field Specifications**

- a. Mow turf one or two times per week during league play at a height of 1.25” to 2”.
- b. Mow athletic field alleyways and grounds at least once per week at a height of 2”.
- c. Apply 1 pre-emergent herbicide application in the spring and 2 post-emerge applications prior to the end of July annually.

- d. Apply fire ant bait to athletic fields at a rate of 1 pound per acre, once in the spring and once in the fall. Use pesticides as needed on the fields.
- e. Clean and stock public restroom facility daily.

## **Infields**

### **A. Infield Standards**

- a. Infields have a uniform surface and is free of lips, holes and trip hazards.
- b. Infields are well drained with no standing water areas.
- c. Infields have proper soil consistency for intended usage.
- d. Infields are free of weeds and grass.
- e. Infields are free of rocks, dirt clods, and debris as per Little League and Amateur Softball Association rules and specifications.
- f. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements.
- g. Pitchers mounds are to be maintained and tamped daily and restored to Little League standards – game ready.

### **B. Daily Field Requirements / Specifications**

- a. Use amendments on infield soil and surface such as stabilized infield mix to maintain a minimum 2" depth.
- b. Grade infields to allow for proper drainage.
- c. Water, drag and rake out infields for games during league play.
- d. Rake, level, fill holes, and pack pitcher mounds and home plate for games during league play.
- e. Line all fields daily as per the provided game schedule. Chalked lines include batters boxes, foul lines. Foul lines in the turf areas shall be painted.
- f. Remove rocks, dirt clods, and debris from the play areas and dugouts daily.
- g. Trash shall be collected daily on fields and bleacher areas and placed in canisters and hauled out to the parking lot on scheduled trash collection days.
- h. Inspect bases, home plates, pitching rubbers and bleachers daily for damage and wear. Report damaged bases or items as needed
- i. Broom, rake, or power wash dirt build-up and lips around the fields as needed.

## **SELECTION PROCESS.**

Representatives of the City of Casa Grande will read, review and evaluate the submittals independently based on the evaluation criteria. A point formula system will be used to evaluate the submittals. A "short list" will be constructed based on the ranking of the initial evaluations. The City may, however, call firms to clarify information received in the submittal. The "short list" of firms may be asked to host a site visit and/or interview with the Selection Committee. However, the City of Casa Grande may proceed with an award on the basis of information received in the original submittal and subsequent interviews (if held) without calling for additional discussions. Upon completion of the selection process and the identification of the best qualified team, the City shall enter into negotiations with the selected team and execute a contract following completion of negotiation of fees and any contract terms for Council consideration. Generally, the form of contract shall be one prescribed by the City, and as part of the interview process, the short-list firms must identify any objections to the form of contract, which objections shall be considered as part of the interview process. If the City is unable to successfully negotiate a contract with the best-qualified team, the City may then negotiate with the second or third most qualified until a contract is reached or may terminate the selection process.

**The following factors will be used in the initial evaluation process:**

- A. Reputation, quality and experience as a maintenance contractor. (35 points possible)**
- How substantial is the contractor’s recent experience in projects of comparable size and complexity?
  - Is the contractor knowledgeable in regards to the requirements related with a municipal contract (i.e., State, City, and county codes, etc)?
    - Has the maintenance company worked for the City in the past? If so, when and in what capacity? Was the work satisfactory to the City?
- B. Meets the City’s Need (25 points possible)**
- Does the contractor appear to have the capability to meet the City’s needs?
  - Does the description provided by the contractor of its services appear to be adequate for this project?
  - Does the contractor appear to have the capability to meet the City’s objectives?
- C. Personnel (15 points possible)**
- Do the proposed personnel appear to have the appropriate experience and capabilities to perform the project?
- D. Approach to Project Management (15 points possible)**
- Does contractor address its approach to project management in regards to quality assurance, cost control, and plan for implementation.
- E. Overall Qualifications (10 points possible)**
- Did the contractor respond to all RFQ directions and are the materials organized?

**PROPOSED SCHEDULE OF EVENTS.**

This Calendar of Events is an integral part of the Submittal Requirements and Contract Documents. The City, however, reserves the right to alter these timelines as necessary in the best interest of the City and to accommodate scheduling difficulties relating to interviews or Council selection of the Contractor. All times refer to Local Time, as kept by the City Clerk.

<u>Event</u>	<u>Item (Referenced Document)</u>	<u>Date and Time</u>
1	Request for Qualifications Release	April 13, 2015
2	Pre-Submittal Conference	April 27, 2015
4	Closing Date	May 8, 2015 @ 2:00 P.M.
5	Review Qualifications	May 11 – 15, 2015
6	Notify Contractors	May 15, 2015
7	Anticipated Council approval	June 15, 2015

## **Persons with Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Contracts Manager. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified on the first page of this solicitation.

**SUBMITTAL ACKNOWLEDGMENT**

To the City of Casa Grande:

The undersigned hereby submittals and agrees to furnish the materials in compliance with all terms, conditions, specifications and amendments in the Solicitation. Signature also certifies understanding and compliance with the City of Casa Grande’s Standard Terms and Conditions.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

AUTHORIZED COMPANY SIGNATURE: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED WITH SUBMITTAL**

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**Authorization for Release of Performance Information and Waiver**

I, \_\_\_\_\_, the undersigned, on behalf of \_\_\_\_\_ (this company), being duly authorized to do so, do hereby consent and authorize all those companies and government entities listed in my Submittal to the City of Casa Grande, and any other government entity for whom this company has performed pre-construction and/or construction services, to disclose and release to the City of Casa Grande, or its representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references and background material to the City of Casa Grande. This company hereby waives any claim it may have against the City of Casa Grande or any company or entity providing information to the City of Casa Grande by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization shall be effective for one year, and a copy of this authorization shall be as valid and effective as the original.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CHECK LIST FOR SUBMISSION OF SUBMITTAL RESPONSE**

- \_\_\_\_\_ 1 Submittal has been submitted, checked and reviewed.
- \_\_\_\_\_ 2 Any addendums have been signed and are included.
- \_\_\_\_\_ 3 The original submittal and acceptance form has been fully completed in ink and is included. (submittals will be considered non-responsive if not included)
- \_\_\_\_\_ 4 The non-collusion affidavit has been fully completed in ink and is included.
- \_\_\_\_\_ 5 W-9 has been fully completed and is included.
- \_\_\_\_\_ 6 All information requested from the questionnaire is included.
- \_\_\_\_\_ 7 The envelope is properly addressed and sealed.
- \_\_\_\_\_ 8 The submittal will be mailed or delivered in time to be received no later than the designated due date and time (otherwise the submittal will not be considered).