

CITY OF KYLE, TEXAS REQUESTS FOR PROPOSAL (RFP)
City of Kyle Beautification Corridors: RFP-2023 Beautification & Facilities

SPECIFICATIONS AND GENERAL PROPOSAL REQUIREMENTS FOR THE
CITY OF KYLE BEAUTIFICATION CORRIDORS

NOTICE TO RESPONDERS:

The City of Kyle is accepting proposals to provide the City landscaping beautification services as stated in this RFP and posted on our website: www.cityofkyle.com. Proposals marked **Beautification Corridors: RFP-2023 Beautification & Facilities** are to be submitted to:

Jerry Hendrix
City of Kyle, Chief of Staff
100 W. Center Street
Kyle, TX 78640
(512) 262-3921

REQUEST FOR PROPOSAL DEADLINE: 2:00 PM, Friday December 15, 2023

The primary travel corridors include the following streets:

1. N. Burleson St. from W. Lockhart St. to Market Place Ave.
2. 1626 from Overpass to IH35 Frontage
3. 1626 from Overpass to Kohlers Crossing
4. Dacy Ln. from Beebe Rd. to Bunton Creek Rd.
5. Kyle Parkway from IH35 to Dacy Lane
6. Kyle Parkway from Dacy Ln. to Jack C. Hays Tr.
7. Marketplace Av. from IH-35 frontage Rd. to Old Bridge Tr.
8. Lehman Road from Bunton Creek Rd. to FM 150 E.
9. Philomena Dr. from HI-35 Frontage Rd. to Kyle Parkway
10. W. Center St. from N. Burleson to S. Old Stagecoach Rd.
11. 150 E - From I-35 Frontage to Hill St.
12. W. FM 150 from Lehman Rd. to IH-35 Frontage Rd
13. Veterans Dr from W. Center St. to Old Stagecoach Rd.
14. Hill St. from W. FM 150 to IH-35 Frontage Rd.
15. Bunton Creek from IH-35 Frontage Rd to Goforth Rd

*Click on link below to view a map of locations:

<https://giskyle.maps.arcgis.com/apps/dashboards/0ed3dbcd5df748e7b48a9b785381b72c>

All proposals received will be reviewed by City Staff. The staff's recommendation will go to the Kyle City Council for final approval and consideration as part of the budget process for the City's Fiscal Year 2023-2024.

Proposals should be clearly marked, "**Beautification Corridors: RFP-2023 Beautification & Facilities**". Any proposal received later than the specified time, whether delivered in person, postal mail or emailed shall be disqualified. The City of Kyle will not be responsible for delivering mail from the post office. The City of Kyle will not be responsible for proposals delivered to any location other than the one specified above. The City of Kyle will not be responsible for emailed proposals that did not get into the "inbox". Respondents are encouraged to hand deliver their proposals well ahead of opening time or follow up to confirm their proposals were received before deadline.

The City of Kyle reserves the right to reject any or all proposals submitted. Resolution 795-Adopted March 20, 2012: The City of Kyle City Council hereby gives local preferences if the contractor meets requirements under the Local Government Code Section 271.9051.

The City of Kyle is exempt from taxation under the Sales Tax and Use Tax Laws, and proposals shall not include such taxes.

SCOPES:

1. It is the desire of the City of Kyle to develop a "Gold Standard" maintenance plan for the city's primary travel corridors. This Gold Standard, includes the following minimum requirements:
 - a. No weeds in flower beds, grassy areas, sidewalks, etc.
 - b. All areas needing grass should have grass
 - c. All flower beds should be full of flowers and mulched
 - d. Tree wells under trees where it makes sense
 - e. Trim all trees so that sunlight can help grass underneath to grow. Trim tree sprouts.
 - f. Maintain irrigation, drip lines, etc.
 - g. Properly edged sidewalks
 - h. Fountain maintained
 - i. Lighting maintained
 - j. Blow off/ properly dispose of clippings
 - k. Dispose of debris/trash pick-up in area
2. The travel corridors requiring services and general list of assets can be found in exhibit A. * Contact Victoria Torres (737) 414-9013 to set up a time to do a drive around of area
3. This Request for Proposal is for sixty (60) months of services beginning on November 1st, 2023, with options to renew for up to three (3) years.
4. Costs are to be submitted per corridor per cycle and include frequency of service and cost itemization.
5. It is highly encouraged that interested parties perform a site visit to each corridor to verify assets.
6. The City of Kyle reserves the right to accept or reject any proposal submitted for any and all reasons.
7. The contractor will maintain general automobile liability insurance for all vehicles which the contractor brings onto City property or use in any manner in the provision of services, including transportation to and from the site where the services are rendered.

8. The contractor shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period.
9. The contractor shall maintain Worker's Compensation Insurance on all of the Company's employees.
10. The contractor shall provide, in a form acceptable to the City, certificates of Worker's Compensation Insurance, Auto Liability Insurance and General Liability Insurance.
11. The subsequent years are subject to funding by City Council and will be approved within the 30 days when renewal is being considered.
12. The contractor shall provide cell phone contact information to ensure communication during the time services are rendered.
13. The contractor shall provide written plans for delivery of services and expected frequency of services during various growing seasons.
14. All calls to the contractor shall be responded to within three (3) hours. If on-site remedies are necessary, the contractor should work to correct the issue within twenty-four (24) hours of the initial call.
15. The proposal shall include a company narrative that includes, but not limited to:
 - The history of the company
 - The experience of the company's principals
 - A descriptive narrative of the company's ability to provide quality landscaping services to meet the minimum standards.
 - Names of other Texas cities or clients that you have similar services for the past three years similar to the scope and size of this proposal and contact information for reference purposes.
 - Photos, video or links to examples of similar projects during the last 3 years in Texas of similar size and scope.

RFP RESPONSE FORMAT:

The proposal shall be submitted that shows the final total costs to complete all scopes listed. It is required that you complete and return the RFP Response Page and all supporting documents as listed in Scope to be considered.

TERMINATION FOR DEFAULT:

The City of Kyle reserves the right to enforce the performance of successful proposal in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of agreement. The City reserves the right to terminate the agreement immediately in the event the successful proposal fails to: 1) meet delivery schedules; 2) otherwise performs in accordance with these specifications. Breach of contract of default authorizes the City to, among other things, award to another proposal, purchase elsewhere and charge the full increase in cost and handling to defaulting successful proposal.

TERMS OF PAYMENT:

Any conditions other than payment in full 30 days after services provided shall be included in proposal. This includes deposits and payments made the night of the show must be written in the proposal.

LIABILITY INSURANCE:

The Contractor shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period. The contractor shall provide, in a form acceptable to the City, certificates of Worker's Compensation Insurance, Auto Liability Insurance and General Liability Insurance.

RFP SUBMITTAL SCORING:

All complete proposals received will be reviewed by City Staff. The Staff’s recommendation will go to the Kyle City Council for final approval.

Scoring Matrix:

Total cost to provide service based on Scope, including cost to provide service- 80%,
References- 20%

RFP SUBMITTAL PAGE

This page (page 4) shall be included in the submitted sealed proposal.

Total cost of the proposed services as described in Scope of RFP by corridor and by cycle will include cost of equipment, labor, travel, licenses, insurance, and all other needs and requirements.

Included in this submission package at these required supporting documents:

- _____ Company Narrative
- _____ A copy of a certificate or sample certificate of Insurance showing at least \$1M in General Liability, \$1M in Auto Liability and Statutory Workers Comp (Scope 6-8)
- Company Name: _____
- Company Mailing Address: _____
- Contact for Company/Vendor: _____ Email: _____
- Daytime Phone Number: _____

I, the undersigned agent for the company named above, certify that I am duly authorized to execute the proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Authorized Company Official (signature): _____

Authorized Company Official’s Name: (printed): _____

Date Signed: _____

EXHIBIT A

1. Burleson
 - a. Standard
 - i. Mowing as needed to maintain the desired aesthetic (see Scope Item #1)
 - ii. Trimming/Edging
 - iii. Weeding Sidewalk and ROW
 - iv. Irrigation (Where?)
 - v. Maintain Rain Gardens (x3)
 - vi. Maintain Roundabout and repair existing irrigation.
 - b. Assets
 - i. Flower Beds: 1 (Roundabout)
 - ii. Rain Gardens: 3
 - iii. Decorative Illumination
 - iv. Sidewalk
 - v. Curb and Gutter
 - vi. 5.43 Acres
 - vii. Code Enforcement
 - viii. Trees
2. 1626 from Overpass to Frontage
 - a. Standard
 - i. Mowing as needed to maintain the desired aesthetic (see Scope Item #1)
 - ii. Trimming/Edging
 - iii. Weeding Sidewalk and ROW
 - iv. Irrigation (Where?)
 - v. Possible area for proposed trees in center median. Irrigation would require a bore to the center median area of 1626
 - b. Assets
 - i. North and South ROW's Flowerbeds and Trees are currently maintained by property owners.
 - ii. Sidewalk
 - iii. Curb and Gutter
 - iv. TXDOT ROW
 - v. Code Enforcement
 - vi. 17.85 Acres between Corridors 2&3
3. 1626 from Overpass to Kohlers
 - a. Standard
 - i. Mowing as needed to maintain the desired aesthetic (see Scope Item #1)
 - ii. Trimming/Edging
 - iii. Weeding Sidewalk and ROW

- b. Assets
 - i. Trees along ACC Frontage maintained by ACC
 - ii. TXDOT ROW
 - iii. 17.85 Acres between Corridors 2&3
4. Kohlers Crossing
- a. Standard
 - i. Mowing as needed to maintain the desired aesthetic (acres?)
 - ii. Trimming/Edging
 - iii. Weeding Sidewalk and ROW
 - iv. Irrigation
 - vi. Maintain tree wells
 - b. Assets
 - i. Trees (Currently Maintained by Property Owners/Plum Creek)
 - ii. Flowerbed (Currently Maintained by Property Owners/Plum Creek)
 - iii. Sidewalk
 - iv. Curb and Gutter
 - vi. 12.6 Acres
5. Kyle Parkway (35 to Dacy)
- a. Standard
 - I. Mowing as needed to maintain the desired aesthetic (acres?)
 - II. Trimming/Edging
 - III. Weeding Sidewalk and ROW
 - IV. Flower beds full of flowers and mulched
 - V. Trim Trees
 - b. Assets
 - i. 239 - Trees on North and South ROW Maintained by Property owners
 - ii. 60 - Median Trees Maintained by City
 - iv. Sidewalk
 - v. Curb and Gutter
 - vii. 2.94
6. Marketplace
- a. Standard
 - i. Mowing as needed to maintain the desired aesthetic
 - ii. Trimming/Edging
 - iii. Weeding Sidewalk and ROW
 - iv. Irrigation-North & South Side of road
 - v. Possible area for proposed trees along both sides of the roadway.
 - b. Assets
 - i. Trees and Flowerbeds Maintained by Property owners
 - ii. Decorative Illumination
 - iii. Sidewalk
 - iv. Curb and gutter
 - vi. 9.16 Acres

7. Lehman

a. Standard

- i. No weeds in flower beds, grassy areas, sidewalks, etc.
- ii. All areas needing grass should have grass
- iii. Mowing as needed to maintain the desired aesthetic
- iv. All flower beds should be full of flowers and mulched
- v. Tree wells under trees where it makes sense
- vi. Trim all trees so that sunlight can help grass underneath to grow. Trim tree sprouts.
- vii. Maintain irrigation, drip lines, etc.
- viii. Possible area for proposed trees along both sides of the roadway.
- ix. Properly edged sidewalks
- xi. Blow off/ properly dispose of clippings

b. Assets

- I. Sidewalk
- II. Curb and Gutter
- III. 6.59 Acres

8. Philomena

a. Standard

- i. No weeds in flower beds, grassy areas, sidewalks, etc.
- ii. All areas needing grass should have grass
- iii. Mowing as needed to maintain the desired aesthetic
- iv. All flower beds should be full of flowers and mulched
- v. Tree wells under trees where it makes sense
- vi. Trim all trees so that sunlight can help grass underneath to grow. Trim tree sprouts.
- vii. Maintain irrigation, drip lines, etc.
- viii. Properly edged sidewalks
- x. Blow off/ properly dispose of clippings

b. Assets

- i. Trees and flowerbeds maintained by property owners
- ii. Decorative Illumination
- iii. Sidewalk
- iv. Curb and Gutter
- vi. 5.79 Acres

9. Center Street

a. Standard

- i. No weeds in flower beds, grassy areas, sidewalks, etc.
- ii. All areas needing grass should have grass
- iii. Mowing as needed to maintain the desired aesthetic
- iv. All flower beds should be full of flowers and mulched
- v. Tree wells under trees where it makes sense
- vi. Trim all trees so that sunlight can help grass underneath to grow. Trim tree sprouts.
- vii. Maintain irrigation, drip lines, etc.
- viii. Properly edged sidewalks
- x. Blow off/ properly dispose of clippings

b. Assets

- i. Flower Beds and trees maintained by property owners

- ii. Trees from Front St. To Burleson are Maintained by the city
- iv. Crosswalks
- v. Sidewalks
- vi. Curb and Gutter
- viii. 2.65 Acres
- ix. 20 Trees

10. 150 E - From I-35 Frontage to Hill St.

- a. Standard
 - i. No weeds in flower beds, grassy areas, sidewalks, etc.
 - ii. All areas needing grass should have grass
 - iii. Mowing as needed to maintain the desired aesthetic
 - iv. All flower beds should be full of flowers and mulched
 - vi. Trim all trees so that sunlight can help grass underneath to grow. Trim tree sprouts.
 - vii. Properly edged sidewalks
 - x. Blow off/ properly dispose of clippings
- b. Assets
 - i. Median Trees
 - iii. Sidewalk
 - iv. Curb and Gutter
 - vi. 3.96 Acres
 - vii. 13 Trees

11. Veteran Drive.

- a. Standard
 - i. No weeds in flower beds, grassy areas, sidewalks, etc.
 - ii. All areas needing grass should have grass
 - iii. Mowing as needed to maintain the desired aesthetic
 - iv. Properly edged sidewalks
 - v. Blow off/ properly dispose of clippings
- b. Assets
 - i. Sidewalk
 - ii. Curb and Gutter
 - iv. 11.88 Acres