

SUBMITTED BY:

JIMAX
CONTRACTOR'S NAME

2000 W. CLARK
CONTRACTOR'S ADDRESS

PEORIA, IL 61607
CITY, STATE, ZIP

STATE OF ILLINOIS
CITY OF PEORIA
COUNTY OF PEORIA

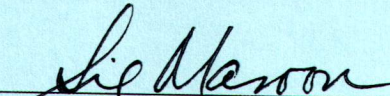
SPECIFICATIONS, PLANS, MATERIAL
QUANTITIES AND CONTRACT PROPOSAL

FOR

LANDSCAPE STEWARDSHIP and MAINTENANCE PROJECT

TO BE CONSTRUCTED UNDER THE PROVISIONS OF
THE CITY OF PEORIA

RFP Responses Due: Wednesday, March 26, 2018 at 10:00 AM
AWARD by CITY COUNCIL: April 10, 2018 Item #18-094



Sie Maroon, Deputy Director of Operations

CITY OF PEORIA
C O N T R A C T

This agreement, made and entered into this 10th day of April A.D., 2018 by and between the City of Peoria, a municipal corporation, party of the first part, and JIMAX, his/their executors, administrators, successors or assigns, party of the second part.

WITNESSETH: That for and in consideration of the payments and agreements mentioned in the proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the bond referring to these presents, the party of the second part agrees with said party of the first part, at his/their own proper costs and expense to furnish and deliver all the work, materials and supplies in accordance with the specifications contained in said proposal, and in full compliance with all of the terms of this agreement.

IT IS UNDERSTOOD AND AGREED that the instructions to bidders, proposal, and bid and specifications are component parts of this contract and shall be deemed a part hereof. It is also understood and agreed that the contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, unless the previous written consent of the City Manager of the City of Peoria shall first be obtained thereto.

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

JIMAX will provide City-wide Landscape Stewardship and Maintenance Services for the City of Peoria in accordance with the attached RFP and stated pricing.

THE CITY OF PEORIA

By [Signature]
City Manager

PARTY OF THE SECOND PART

JIMAX
(Name of individual, firm, or corporation)

By [Signature]
(Member of firm or officer of corporation)

APPROVED FINANCE DEPARTMENT

By [Signature]
(Name of Individual)

APPROVED LEGAL DEPARTMENT

By [Signature]
(Name of Individual)

APPROVED USING DEPARTMENT

By [Signature]
(Department Head)

ATTEST: [Signature]
City Clerk

CITY OF PEORIA
NOTICE OF REQUEST FOR PROPOSALS:

LANDSCAPE STEWARDSHIP AND MAINTENANCE

Multiple locations
PEORIA, ILLINOIS

STATEMENTS DUE: 10:00 AM MONDAY MARCH 26, 2018

The City of Peoria is requesting Proposals from professional service teams to assist the City in native plant stewardship and traditional plant maintenance for various City-owned facilities. The goal of this project is to evaluate, upgrade, and maintain native and traditional plantings. The City of Peoria's Engineering Division will accept sealed proposals submitted to the Office of the City Engineer, 3505 N Dries Lane, Peoria, Illinois, until 10:00 AM MONDAY MARCH 26, 2018 for establishing a contract with a qualified team.

Time is of the essence and any Statement of Interest and Qualifications received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Teams are responsible for ensuring that the Engineering Administrative Assistant receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Teams should submit **six (6) hard copies and one (1) electronic copy** of a Statement of Interest and Qualifications.

LANDSCAPE STEWARDSHIP AND MAINTENANCE

1.0 INTRODUCTION

The City of Peoria requires technical services to perform an evaluation of each planting, provide recommendations to upgrade the plantings to newly installed quality, provide native plant stewardship and traditional landscape maintenance. Work activities will include weeding, removing dead plant material, installing new plant material, mulching, herbicide and pesticide application, and other activities as needed. Attendance at meetings and report writing are also included in this project.

The City plans to award a contract for these services to the best-qualified team. Each team will be considered and ranked by a Selection Committee based upon the criteria listed herein. The City will then enter into negotiations with the top-ranked team. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked team and the City of Peoria not be able to reach an agreement, the City will terminate negotiations with that team and open negotiations with the second ranked team.

This process does not obligate the City to award a contract, or pay any cost incurred by teams responding to this request. The City reserves the right to accept or reject any or all statements received as a result of this request. All information submitted in response to this request will become the property of the City.

Please be aware that it is the City's policy to not compensate a consultant for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION

The City of Peoria has many landscaped plantings in the Right of Way (ROW) or on City-owned properties. These areas have had various levels of stewardship and maintenance. This project will evaluate each planting area and provide site-specific recommendations for improving the plantings to newly installed quality. The contractor will perform the recommendations in the report to bring the plantings back to newly installed quality. The contractor will then will provide routine stewardship and maintenance to keep the plantings to newly installed quality.

2.1 LIMITS OF THE PROJECT

The project sites are identified on the attached map and list. Additional project may be added. Peoria Corps will perform surface-level maintenance such as planting, weeding, pruning and litter pick-up from the SW side Washington Street from State to Maple. PeoriaCorp will also assist Keep Peoria Beautiful with the roundabout that is located on Harrison Street.

2.2 BACKGROUND

The City of Peoria is committed to building green infrastructure to manage storm water runoff. Vegetation, including native plants, will be incorporated into many green infrastructure projects. The City understands that stewardship and maintenance are an integral part to providing functional and aesthetically pleasing green infrastructure and landscaped areas. Currently, city staff does not have the resources to maintain the green infrastructure and landscaped areas and is looking for a contractor to provide these services. The City of Peoria reserves the right to use the areas as training for the Peoria Corp. The City understand that there may currently be limited capacity within local firms for native plant stewardship experience. We encourage partnering with additional firms as needed to provide the necessary expertise for this project.

2.3 ESTIMATED BUDGET

The contract will be based on Time and Materials. The not-to-exceed budget for labor and equipment is \$120,000 and the not-to-exceed budget for materials is \$30,000. If you are concerned with amount of work required and the available budget, please address it in your submittal.

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Peoria shall include the provision for all required labor, materials, equipment, and expertise related to traditional landscape maintenance and native plant stewardship.

The following should be included in the scope of services:

1. Perform a site specific evaluation of each planting area.
2. Provide a site specific recommendation for each planting area to bring to newly installed quality.
3. Prepare a report detailing the site evaluation and recommendations.
4. Contract supervisor will be provided a detailed weekly/monthly schedule prior to work being performed for that week/month.
5. Meet with City staff to review the evaluation and recommendations report and agree on work to be performed.
6. Implementation of recommendations agreed to by the City.
7. Remove dead plant material including plants, shrubs, and trees.
8. Install new plants, shrubs, and trees.
9. Perform native plant stewardship.
10. Perform traditional landscape maintenance.
11. Herbicide and Pesticide application.
12. Watering as needed.
13. Tree and shrub pruning.
14. Prepare final report which will include long term stewardship and maintenance activities for each site.

3.1 MEETINGS, PRESENTATIONS, AND PUBLIC INVOLVEMENT

Attend a minimum of two meetings with City staff: one to review the initial report and one to review the final report. Attend up to two (2) meetings with volunteer groups and/or city staff to describe maintenance activities to be performed at specific sites.

3.2 DELIVERABLE PRODUCTS

The selected team shall provide all deliverable products to the City Engineer for approval and dissemination. The selected team shall provide an initial evaluation and recommendations report, and

a final maintenance plan report. Provide Six (6) hard copies and one (1) electronic copy of the deliverables. Electronic format for all submittals shall be compatible with the current City software.

Deliverables include:

1. Initial evaluation and recommendations report.
2. Final report including recommendations for ongoing maintenance/stewardship at each site.

4.0 PROVISIONS BY THE CITY OF PEORIA

The City of Peoria will provide the following information to the selected team:

1. Aerial photography and topography in an electronic format.
2. ROW information available through the City of Peoria records including recent acquisitions.
3. GIS map of planting areas—see attached.
4. Plant list and plans for sites—only available for a few sites—see attached.
5. Designation of a person from the engineering staff to act as the City’s project manager with respect to the two-way flow of information and for the purposes of having direct access to staff’s knowledge base. Such person shall have the authority to transmit instructions, receive information, and interpret and define existing City policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the City Engineer.

5.0 PROJECT DURATION

It is anticipated that, after a team is selected, the stewardship and maintenance project will start immediately and continue through November 9, 2018. Specific timelines will be mutually agreed upon between the selected team and the City.

6.0 INVOICES AND PAYMENT

The project will be a Time and Materials contract. The team shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. Equipment description, hours and hourly rate shall also be included. All direct costs shall be itemized. Multipliers will be clearly indicated and applied to total man-hours summated for the period. Invoices shall be based upon actual hours of performance.

Invoices shall be accompanied by progress reports. The invoices will not be considered complete, and deemed unpayable, without a progress report. The progress report will be inclusive of rates of completion for all tasks scoped and for rates of completion for all deliverable products.

7.0 CRITICAL DATES

Selection will be made according to the following table:

RFQ advertised	Not Applicable in 2018
Voluntary Pre-submittal meeting at Public Works at 2:00 PM	Not Applicable in 2018
Due date for Statement of Interest and Qualifications at 10:00 AM	March 26, 2018
Committee informs highest ranked team and begins negotiations	Not Applicable in 2018
Contract submitted to Council Agenda process.....	April 9, 2018
City Council Meeting at which Contract is Recommended for Approval.....	April 23, 2018
Notice to Proceed Sent to Approved Team	April 24, 2018

8.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE

A questions and answers session will be held at a renewal meeting on Wednesday March 21, 2018, at 8:30 AM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.

9.0 EVALUATIONS OF QUALIFICATIONS

Teams are to submit a written Statement of Interest and Qualification which presents the team's qualifications and understanding of the work to be performed. Teams interested in submitting should have recent specific experience with this type of work.

The submission should include:

1. Name, size and brief description of the team, including the same information for any proposed subcontractors. If subcontractors are anticipated, describe the role proposed for each team or consultant involved in the project, and the approximate percentage of work assigned to each.
2. Location of offices for the team and for proposed subcontractors, and the office location responsible for managing the project.
3. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
4. Résumés of key personnel anticipated being available for this project, including their proposed role on the project and company affiliation (if more than one company is involved).
5. Descriptions of related project experience and client name for each project for each company or subcontractor proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subcontractors.
8. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that you feel are important to the success of the project (please review the selection criteria included in this document).
9. Provide specific examples of projects the team has maintained that includes native plants.
10. Project Manager shall have at a minimum the following qualifications:
 - a. Working knowledge and understanding of basic ecology and restoration principles
 - b. The skills to competently identify invasive and native species during the dormant and growing seasons
 - c. Working knowledge of the latest most effective and selective methods/materials/herbicides for providing quality natural areas management
 - d. Understanding of effective timing for successful target species herbicide application methods
 - e. Hold a current and valid State of Illinois Pesticide Applicator or Operator License
 - f. Preferred but not required qualification: Successful completion of NWCG s130/s190 wildland fire training
11. On-site Crew Supervisor (Supervisor) shall have at a minimum the following qualifications:
 - a. Working knowledge and understanding of basic ecology and restoration principles
 - b. The skills to competently identify invasive and native species, including grasses, forbs, shrubs and trees during the dormant and growing seasons
 - c. Working knowledge of the latest most effective and selective methods/materials/herbicides for providing quality ecological restoration
 - d. Understanding of effective timing for successful target species herbicide application methods
 - e. Hold a current and valid State of Illinois Pesticide Applicator License
 - f. Preferred but not required qualification: Successful completion of NWCG s130/s190 wildland fire training
12. Crew Members minimum qualifications:
 - a. Working knowledge and understanding of basic ecology and restoration principles
 - b. Working knowledge of the type and operation of equipment being used
 - c. The skills to competently identify most common invasive species

- d. Hold a current and valid State of Illinois Pesticide Applicator or Operator License
13. Owner/Owner's Representative reserves the right to request a field test of the PM, foreman and crew members assigned to the project to ensure adequate plant identification skills for the proposed restoration activities.

Offerors will need to address each of the evaluation criteria set in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other teams submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualification.
2. The City reserves the right to interview or perform a field test, if necessary, after reviewing the written submittals.

9.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Additional, promotional information should be avoided. **Six (6) hard copies and one (1) electronic copy of the submittal will be required.**

10.0 CRITERIA FOR EVALUATION

A) Technical Qualifications:

- a. Qualifications of the company and subcontractors (if any). Identify which tasks will be performed by each company or subcontractor
- b. Qualifications of the Project Manager, including which tasks they will be performing. See Section 9 for minimum qualifications
- c. Qualifications of the onsite Crew Supervisor, including which tasks they will be performing. See Section 9 for minimum qualifications
- d. Qualifications of crew members to be assigned to the project, including which tasks they will be performing. See Section 9 for minimum qualifications

B) Experience/Quality of Work:

- a. Quality of a minimum of five (5) recent successful landscape plant maintenance projects of similar size and scope
 - i. Include description of the work completed, date of installation, dates of maintenance, size of the project, which work was completed by the submitting firm, length of time maintenance has been performed, and before and after photos
 - ii. Include project owner contact information
- b. Quality of a minimum of three (3) recent successful native plant stewardship projects of similar size and scope
 - i. Include description of the work completed, date of installation, dates of stewardship, size of the project, which work was completed by the submitting firm, length of time maintenance has been performed, and before and after photos
 - ii. Include project owner contact information
- c. **OPTIONAL** Quality of recent Prescribed Burn project, if available
 - i. Include description of the work completed, date of installation, dates of burn, size of the project, which work was completed by the submitting firm, and before and after photos
 - ii. Include project owner contact information
- d. Examples of the firm's ability to meet schedules and budgets
- e. A minimum of three references—at least one must be for native plant stewardship

C) Project Cost:

- a. Hourly cost for labor
- b. Hourly cost for equipment
- c. List of equipment anticipated to be used and if it is owned by contractor or not
- d. List of typical crew

D) Project Details:

- a. Describe how the crew functions on a day to day basis
- b. Identify who and how weeds, pests, and diseases are identification
- c. Provide an example of a site evaluation and recommendations

E) Other:

- a. Ability to staff project locally/ Local Knowledge
- a. Commitment to EEO goals
- b. Quality of the proposal

11.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified team for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee. The team with the highest overall point total will be ranked first.

<u>Criteria</u>	<u>Weight</u>	<u>Rank</u>	<u>Total</u>
Technical Qualification	30	10	300
Experience/Quality of Work	35	10	350
Project Cost	10	10	100
Project Details	20	10	200
Other	05	10	50
Total Maximum Points			1000

NOTE: Total Maximum Points Possible assumes that a team receives a best rank of 10 on all criteria.

The City of Peoria will interview teams or hold a field test for this project if deemed necessary by the selection committee. The same criteria above will be used to evaluate the interviews or field test.

The Selection Committee will determine the best qualified team by consensus. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.

12.0 EEO

To be awarded a contract, all Suppliers, Vendors, and Contactors to the City of Peoria must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be request on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:
City of Peoria

Equal Opportunity Office
419 Fulton Street
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (**\$50.00**) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a submittal. The EEO Certification Number is only required prior to the award of the contract.

EEO CERTIFICATION* (Check one):

_____ We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

_____ Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: _____

**Please note there is a \$50.00 processing fee for new and renewal certification requests.*

12.1 SUBCONTRACTOR UTILIZATION

The City of Peoria is committed to promoting equal opportunity and has established the following sub-consultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected team will have an obligation to make a good faith effort to advance the City's commitment to increase diversity among the companies working on City projects

13.0 EMPLOYEE/EMPLOYMENT RESTRICTIONS- THE CONSULTANT:

THE CONSULTANT, (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00). *This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

14.0 OMISSION OF SCOPE

Please indicate if you believe a major item(s) is(are) missing from scope of services outlined in RFP.


15.0 QUESTIONS

A site visit to the project area is strongly recommended. All information with regard to the project is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to the Program Supervisor, Shawn D. Johnson at Sdjohnson@peoriagov.org or Project Manager Andrea Klopfenstein at Aklopfenstein@peoriagov.org .

CITY OF PEORIA PROPOSAL

Execution of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

<u>JIMAR</u>		# <u>03104-180630</u>
Company	Peoria EEO Certificate of Compliance Number	
<u>2000 W Clark St</u>		
Address		
<u>Peoria</u>	<u>IL</u>	<u>61607</u>
City	State	Zip
<u>309 273 4106</u>	<u>Jimar.Jmartiz@gmail.com</u>	
Daytime Telephone #	email address	
<u>309 273 4106</u>	<u>Jarrod Martiz</u>	
After Hours Telephone #	Contact Person (Please print or type)	
<u>Jarrod Martiz</u>	<u>President</u>	
Name of Authorized Agent or Officer	Title	
		
Signature of Authorized Agent or Officer		

PLEASE MARK ENVELOPE as per Paragraph 1.3: "Landscape Stewardship and Maintenance Project Proposal"