

REQUEST FOR PROPOSALS

Pueblo Convention Center Campus
Landscape Enhancement and Maintenance

PREPARED BY

Pueblo Urban Renewal Authority
115 E. Riverwalk, Suite 410,
Pueblo, Colorado 81003

INTRODUCTION AND SCOPE OF PROJECT

Pueblo Convention Center Campus Landscape Enhancement and Maintenance

I. INTRODUCTION AND SCOPE OF PROJECT

The Pueblo Urban Renewal Authority ("PURA") is seeking a qualified and experienced Proposer to provide landscape maintenance and enhancements on public grounds surrounding the Pueblo Convention Center campus in Downtown Pueblo, Colorado. The landscape maintenance work will be primarily performed within the public areas of the Pueblo Convention Center, PBR Sport Performance Center, Courtyard Marriott Hotel, its overflow parking lot, and Walk of Legends Park. This area is considered the Gateway to Pueblo's Downtown and requires a high standard of upkeep. A map showing the boundaries of the campus is included in Exhibit "A".

PURA owns and operates the Pueblo Convention Center through a management agreement with OVG 360, a venue managing company. The attached hotel, Courtyard Marriott and its overflow parking lot located on the Northwest corner of City Center and Santa Fe Ave., resides on PURA owned property through a ground lease. To fulfill its contractual obligations and maintain the quality appearance of the street, PURA is pleased to invite bids for landscape enhancement and maintenance for the 2024 season. A detail of the scope of work required is attached here as Exhibit "B".

This request for proposals along with any amendments, exhibits, supporting documentation, or other correspondence can be viewed at www.puebloura.org.

II. EVALUATION OF PROPOSALS

This RFP provides general and technical information as well as the required format for submitted proposals. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal, will be considered part of your proposal.

Submission of the proposal will signify the provider's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the

contract that is negotiated between PURA and the successful provider. The provisions of this RFP and the contents of the s u c c e s s f u l responses are considered available for inclusion in final contractual obligations.

Proposals may be withdrawn at any time prior to submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated f o r receipt. Upon release of the RFP, all provider communications concerning the overall RFP should be d i r e c t e d to the Inquiry Contact identified below.

PURA reserves the right to reject any or all proposals, to waive any proposal informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of PURA. Selection of a proposal shall not be construed as an award of contract, but as a commencement of contract negotiation, including, but not limited to the contract price proposed.

PURA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the providers can offer. The provider selected as the successful provider will be expected to enter into a contract with PURA on terms similar to those presented in the RFP. PURA will not reimburse any respondent for any cost associated with a proposal prepared in response to this RFP.

III. CONTENTS OF PROPOSAL

All proposals shall include the following information:

A. Statement of Qualifications:

- o The organization's name, address, phone, and contact person; basic organizational information, including professional history, and/or company information; and,
- o Identify the key individuals who will be the contacts for this project. Describe professional qualifications, availability for this project, and experience on similar projects.

B. Cost Estimate and Maintenance Operations Timeline:

- o A detailed cost estimate (lump sum dollar amount) for each of the Basic Services identified in Exhibit "B"; and,
- o A schedule of when each maintenance operation will be carried out.

IV. SELECTION PROCEDURE AND SCHEDULE

Procedure for selecting a provider:

- Step 1: Digital submission of proposal to PURA
- Step 2: PURA Proposal Review Committee evaluates and ranks all proposals received.
- Step 3: PURA Proposal Review Committee identifies preferred firm and maximum, not-to-exceed contract amount.
- Step 4: PURA staff negotiate contract with preferred firm.
- Step 5: PURA Board of Commissioners approves contract with preferred firm and authorizes staff to execute contract.

Schedule for selecting a provider:

- | | | |
|----|---|--|
| 1. | Request for Proposals Issued | February 5, 2024 |
| 2. | Mandatory walk-through
Pueblo Convention Center
320 Central Main St. | February 12, 2024
11:00 AM (local time) |
| 3. | Deadline for Submittal of Proposals | February 23, 2024
5:00 PM (local time) |
| 4. | Evaluation and review of proposals,
and identification of preferred firm by
Proposal Review Committee | Feb. 26 – Mar. 1, 2024 |
| 5. | PURA staff negotiates contract
with preferred firm. | March 4 – 8, 2024 |
| 6. | Final approval of contract with
preferred firm by PURA Board
of Commissioners | March 12, 2024 |

V. SELECTION CRITERIA

All proposals will be evaluated using the following point score criteria:

1. The organization's experience and history with similar projects (30 points)
2. Schedule (30 points)
3. Cost (40 points)

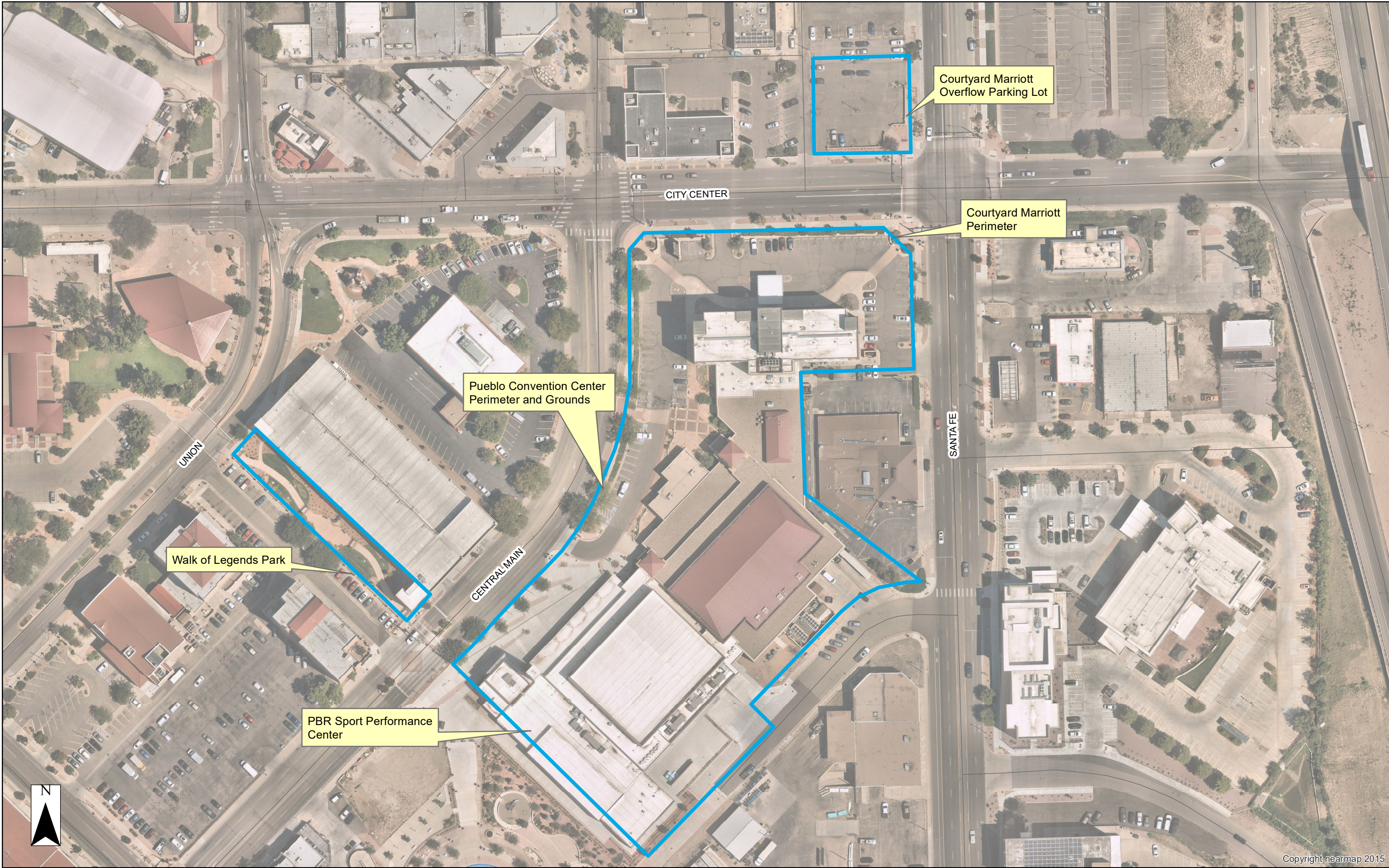
Total possible points: 100

VI. SUBMITTALS, INQUIRES AND APPEALS

Submittals, inquiries and appeals regarding the RFP should be directed to:

Andrea Delagarza
Director of Community Relations
Pueblo Urban Renewal Authority
(719) 542-2577
adelagarza@puebloura.org

All appeals must be emailed, signed by the appellant, and submitted no later than Friday, March 8, 2024, at 5:00PM local time (email appeals not accepted).



Courtyard Marriott
Overflow Parking Lot

Courtyard Marriott
Perimeter

Pueblo Convention Center
Perimeter and Grounds

Walk of Legends Park

PBR Sport Performance
Center



EXHIBIT "B"

SCOPE OF SERVICES

2024 Pueblo Convention Center Campus Landscape Enhancement and Maintenance

1. DETAILED SCOPE

Scope of work:

The successful bidder will be responsible for maintenance of the Pueblo Convention Center campus to include PBR Sport Performance Center, Courtyard Marriott Hotel perimeter and its overflow parking lot and Walk of Legends Park. In general, items to be maintained include lawn, trees, shrubs, perennials, irrigation system and site trash and debris clean up and watering services. See attached drawings for plant species and general information.

During the term of this agreement, Contractor agrees to furnish all labor, tools, equipment, and materials to perform all basic services outlined below as requested by the Project Manager or any other department as needed. The Contractor must be able to demonstrate that they possess sufficient tools, equipment, and labor to fulfill the time requirements of this agreement. (The maintenance locations are defined in Exhibit "A"). The Contractor agrees to perform the services based on the following Basic Services (Include Items as listed below):

Basic Services (include items as listed below):

- A. Mow, edge, aerate, renovate, and reseed turf.
- B. Prune and trim shrubs.
- C. Remove dead plants.
- D. Replace annuals.
- E. Replace, water, cultivate and fertilize the landscaping.
- F. Control weeds.
- G. Protect plants from harmful insects.
- H. Pick-up and remove turf and plant cuttings, dead leaves, litter, and debris.
- I. Clean patios, walks, curbs, gutters, drains and signs.
- J. Clean parking lots in those areas that are inaccessible to street sweepers.
- K. Repair or replace inoperable irrigation equipment; and
- L. Enhance existing landscape using Colorado native plants and drought-tolerant materials.
- M. Snow removal in designated areas identified at walk-through.

General:

1. The bid consists of several landscape site locations for maintenance generally located in the areas designated as the Pueblo Convention Center, PBR Sport Performance Center, Walk of Legends and the perimeter of the Courtyard Marriott hotel and hotel overflow parking lot demonstrated in Exhibit "A". The various site locations will be awarded in total to one contractor. The Contractor must be familiar with each bid item and the maintenance tasks to be performed therein.
2. The contractor shall be responsible for performing the designated landscape maintenance practices in the designated locations. Plant materials shall be maintained in a healthy, vigorous growing condition. The contractor shall provide all the necessary supervision, labor, equipment, and materials as required to perform work according to the specifications. Equipment breakdown, manpower shortages, or equipment limitations are not acceptable causes for delay or failure to complete designated tasks within identified time frames. Deductions will be made for uncompleted work or work that is completed by another party.
3. Work at all locations shall be performed beginning April 2024 throughout the year. The contractor is responsible for ensuring that all applicable licenses required for performing the work are obtained and are current. All persons engaged in the work shall be considered as employees of the Contractor regardless of whether they are direct employees or are subcontractors, all shall be covered under the Contractor insurance. The contractor is held directly responsible for the work of all employees.
4. The contractor shall always conduct the work in a manner that will not interfere with normal pedestrian traffic on adjacent sidewalks plazas. Any potential interference with vehicular traffic on adjacent streets shall be dealt with in accordance with the Manual of Uniform Traffic Control Device.
5. Payments will be made monthly by dividing the lump sum bid by the number of months in the contract less any deductions resulting from substandard or unacceptable work. Progress payments will be held until all unacceptable work has been corrected. The contractor will have twenty-four hours after verbal notification to correct any unacceptable work. If the Pueblo Urban Renewal Authority must complete or redo any maintenance work that is unacceptable, the contractor will be liable for the direct costs associated with the work on a time and materials basis plus fifteen percent administrative/overhead costs.
6. After two (2) verbal warnings of any unacceptable work at the same job location the contractor will receive a written warning, this will be the last warning given. Any additional warnings at the same location shall warrant termination of the contract.
7. After the first of each month, the contractor will submit a summary report that details the maintenance performed, the materials used (if any), and a request for payment.

THANK YOU

From the Pueblo Urban
Renewal Authority Team

115 E. Riverwalk, Suite 410
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Phone: 719-542-2577
Email: info@puebloura.org

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