



**Request for Proposal  
Natural Turf Maintenance  
Village of Shorewood  
February 2021**

The Village of Shorewood, Wisconsin is requesting proposals from qualified vendors for organic turf care maintenance services.

**Background**

The Village of Shorewood maintains approximately 14 acres of turf in various locations, including municipal building areas, parks and medians/boulevards (map attached as Exhibit A). Beginning in 2005 the Village utilized organic components in its turf management program in selected locations. All 14 acres of municipal turf have been managed pesticide free since 2009.

The Village of Shorewood has contracted its turf management since 1992. Contract administration is provided through the Village's Department of Public Works.

**Schedule**

The desired project timeline is outlined below:

Proposals issued	Tuesday, February 16, 2021
Proposals due	Friday, March 19, 2021
Contract award	Monday, April 5, 2021
Contract begins	January 1, 2022
Contract end	December 31, 2024

**Project Scope**

Submission shall include a proposal(s) for providing all turf-related activities. The program intent is to allocate resources to areas based upon types of use, seasons of use and "showcase" areas of high visibility. This document is intended as a benchmark of the Village's minimum standards for maintenance and improvements; the Village respects the Contractor as a professional and as such, will take under consideration any and all recommendations made by the Contractor.

**All fertility and soil amendments must be 100% organic (100% derived from natural ingredients).** All products should meet National Organic Program (NOP) guidelines unless specifically noted in the proposal (Milorganite). Mowing height and frequency will vary dependent upon specific sites needs and uses. Mowing heights will be at 3.5" or higher unless needed for specific use, i.e.; soccer or baseball use at River Park. Additional visits or schedules may be required to accommodate DPW schedule and needs.

Tasks outlined below are to be provided on an annual basis. Upon request, DPW staff to flag all irrigated areas prior to each aeration and adjust irrigation system rates as necessary or warranted.

### *Task 1 High Visibility Turf Areas*

Includes non-athletic, high visibility and/or high use areas including Atwater Park, Village Hall/Library complex, Hubbard Park and Humble Park.

1. Perform annual soil test.
2. Apply calcium/humate blend at 10 lbs. per 1,000 sq. feet per year or modification based upon soil test results.
3. Apply Milorganite at a rate of eight (8) lbs. per 1,000 sq. feet per year, divided in two applications or modification based upon soil test. Milorganite to be purchased by the Village and picked up by the Contractor.
4. Once yearly aeration provided at average of 3" distance between cores (average spacing).
5. Application of biological amendments (compost, compost tea, granular molasses, etc.) to targeted area(s) based upon soil test results (currently approximately five yards of compost applied annually on rotating areas).
6. Hand weeding of Library Oval once in spring during dandelion season.
7. Mowing of these signature properties is done every 7-9 days at 3.5" or higher as necessary while still maintaining a manicured look. Special events may require mowing in conjunction with DPW schedule and specific set up requirements per event; i.e. mowing immediately prior to setting up picnic tables for a special event.

### *Task 2 Moderate Visibility Turf Areas*

Includes non-athletic, moderate visibility and/or moderate use areas including Menlo Boulevard, Triangle Park, River Park Parking lot, Capitol Drive median islands, Shorewood Police Department and Wilson Drive (west) right-of-way.

1. Perform soil test in contract year one.
2. Apply calcium/humate blend at 10 lbs. per 1,000 sq. feet or modification based upon soil test results.
3. Apply Milorganite at a rate of eight (8) lbs. per 1,000 sq. feet per year, divided in two applications, or modification based upon soil test.
4. Annual aeration of Menlo Boulevard and River Park parking lot area at average 3" distance between cores (average spacing).
5. Mowing every 7-12 days as necessary at 3.5" or higher.

### *Task 3 Minimal Use Areas*

Includes low visibility, low use areas including DPW yard.

1. Currently no additional natural inputs are used.
2. Mowing every 10-16 days as necessary at 3.5" or higher as needed.

### *Task 4 No-Mow Area*

Includes north slope adjacent to Hubbard Park parking lot.

1. Rough mow or string trim to a height of six (6) inches two to three times annually.

### *Task 5 Athletic Field Areas*

Includes soccer and baseball fields in River Park.

1. Perform annual soil test.
2. Apply Milorganite at a rate of 16 lbs. per 1000 sq. feet per year, divided into two applications. Milorganite to be purchased by Village and picked up by contractor. Soccer field areas to receive additional application in June also at 16 lbs./1000 sf.
3. Aerate all sports areas with three inch spacing of cores (double pass) once yearly in spring, plus two additional aerations on soccer areas in June and September, also three-inch spacing.
4. Over-seeding of targeted heavy-use soccer areas in spring (annual rye and athletic seed blend) and fall (perennial seed only).
5. Application of approximately 15 yards of an OMRI-listed (Organic Materials Review Institute) compost on sports areas.
6. Applications should be timed appropriately for the seasonal needs of turf and should avoid times that inordinately stress turf or increase weed growth. For example, no fertilization should occur in mid-summer, and aeration should not be conducted during heat and/or drought.
7. Mowing for River Park is separated into sporting use and non-use. Outside of baseball or soccer seasons mowing will occur approximately every 7-12 days at 3.5 inches or higher. Twice weekly mowing may be necessary in-season or during periods of peak growth to maintain a “playable” surface. Contractor shall create a mowing plan in cooperation with sport league representatives. At all times, non-sports use areas are to be mowed at 3.5 inches or higher every 7-12 days as needed.

### **Proposal Contents**

The proposal should address the following:

1. Transmittal Information.
  - a. Firm’s name, address, telephone number and contact person.
  - b. Firm’s confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
2. Firm Description.
  - a. Brief history of firm.
  - b. Provide at least three references of similar size or scope contracts which your firm has held in the last five years. References are to include client name, contact person, mailing address, telephone number and email address of the owner for which your firm has provided similar services.
  - c. Provide the names of any subcontractors and state the capacity in which they would be used. Provide the relevant information outlined in 1.b. above for any subcontractors.

3. Cost.
  - a. Contractors are required to provide a Cost Proposal that contains all pricing information relative to performing the tasks as described in this request for proposal as follows:
    - i. Cost for turf management services shall be provided on a not-to-exceed basis for the year in question.
    - ii. Costs for mowing services shall be provided on a per-cut basis.
  - b. Costs shall be provided for a three-year period: 2022, 2023, and 2024.

### **Selection Criteria**

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the firm on similar projects. The following experience is preferred:
  - a. Firm should have at least five years of experience in delivering organic turf care programs. This experience should include service of all-organic programs without use of synthetic herbicides.
  - b. Prior experience in turf application on larger acreage (3+ acres) under mixed sports and general public use.
  - c. Experience reading soil tests and tailoring programs to soil-specific needs.
2. Quality and content of the written proposal.
3. Experience and technical competence of the firm.
4. Total cost of the overall proposal.

### **Proposal Submission**

1. All proposals shall be submitted to Leeann Butschlick, Shorewood Director of Public Works by **12:00 p.m. on Friday, March 19, 2021**.
2. The proposal shall be submitted via email to [lbutschlick@villageofshorewood.org](mailto:lbutschlick@villageofshorewood.org) with the subject line marked "Shorewood Natural Turf Management Proposal".

Questions regarding this RFP should be directed to Leeann Butschlick at 414-847-2650.

## **TERMS AND CONDITIONS**

### ***Insurance***

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

### ***Nondiscrimination***

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

### ***Assignment or Subcontract***

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted with within the scope of the proposal.

### ***Independent Contractor Status***

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

### ***Amendments to Contract***

This contract may be modified only by written amendment to the contract, signed by both parties.

### ***Waiver***

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

### ***Indemnification and Defense of Suits***

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

### ***Contract Period***

The term of this contract will be January 1, 2022 through December 31, 2024.

**Termination of Contract**

To be defined in the contract document.

**Professional Services Contract**

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

**Amendments**

Amendment of proposals may be as follows:

By Village - Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm - Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

**Contract Administration**

The Director of Public Works is responsible for managing this project. The Director of Public Works is the primary contact for the firm. In lieu of the Director’s absence, the Assistant Director of Public Work will direct and manage items within the contract.

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