

REQUEST FOR PROPOSALS
Hillsmere Shores Improvement Association, Inc.

HSIA RFP 23001: Groundskeeping Services
March 2024 - February 2025
RESPONSES DUE BY November 22, 2023

Table of Contents

<i>I. BACKGROUND</i>	<i>1</i>
<i>II. INTENT</i>	<i>2</i>
<i>III. SCOPE</i>	<i>2</i>
<i>IV. PROPOSAL PROCESS</i>	<i>4</i>
<i>V. RFP SCHEDULE</i>	<i>4</i>
<i>VI. PROPOSALS - HOW TO APPLY</i>	<i>5</i>
<i>VII. INTERVIEWS</i>	<i>5</i>
<i>VIII. EVALUATION AND AWARD</i>	<i>6</i>
<i>IX. STANDARD OF SERVICE</i>	<i>7</i>
<i>X. BILLING AND INVOICING</i>	<i>7</i>
<i>XI. PRICING</i>	<i>8</i>
<i>XII. ADDITIONAL SERVICES</i>	<i>11</i>
<i>XIII. ADD/DEDUCT</i>	<i>11</i>
<i>XIV. PARTICIPATION</i>	<i>11</i>

I. BACKGROUND

The Hillsmere Shores Improvement Association, Inc. (HSIA) is seeking responses to a Request for Proposals (RFP) for groundskeeping services. Hillsmere Shores is located 3 miles southwest of historic downtown Annapolis, Maryland in Anne Arundel County. Nestled between Duvall Creek and Quiet Waters Park, Hillsmere Shores is a quiet, waterfront community with approximately 1,200 homes.

A priority for this contract is to enhance the quality of life of Hillsmere Shores residents and guests by maintaining beautifully landscaped common areas.

II. INTENT

It is the intent of these specifications, terms, and conditions to describe the scope of work for groundskeeping services for the Hillsmere Shores community. HSIA intends to award a contract to the individual or firm whose response conforms to the RFP, meets the Association's requirements and interests, and represents the **best value**.

III. SCOPE

A variety of groundskeeping requirements may arise during the term of this contract, some of the expected services and service areas include mowing and string trimming (also called weed whacking) up to once per week during the growing season and mulching as directed in spring and fall.

With regard to mowing and string trimming, frequency may vary depending on precipitation, but you should base your response on a frequency of once per week.

Bidders should be prepared to mow up to once a week during the growing season, as a maximum. In the case of extended dry periods or drought, mowing requirements may lessen to once every two weeks or less at the direction of the Property Manager.

In boat parks and at boat and kayak ramps, string trimming under trailers and under boat racks is required. Spreading wood chips may be required twice a year but it may also be only required annually.

- a. Front Entrance and Medians on Hillsmere Drive and three small medians at the intersection of Edgemere Drive and Cedar Lane
 - i. Mowing and string trimming up to once per week during growing season
 - ii. Mulching around trees and shrubs
 - iii. Maintaining the small garden bed on the north side of the first Hillsmere Drive median
- b. Hillsmere's community beach at the end of Hillsmere Drive*
 - i. Mowing and string trimming up to once per week during growing season (property is roughly 1.5 acres)
 - ii. Mulching around trees and shrubs that are not in the central swale or living shoreline areas
 - iii. Edging and weeding grass from walkway decking, volleyball court and playground stone areas
- c. Community Property between Harbor, Phipps, and Great Lake Drives, including the grassed areas on the inside of the community pool enclosure*
 - i. Mowing and string trimming up to once per week during growing season (property is roughly 3 acres)

- ii. Mowing and string trimming up to once per week during growing season the interior of the pool enclosure, requiring furniture to be moved and replaced.
 - iii. Mulching around trees and shrubs that are not in rain gardens twice per year (approximately 40 trees and shrubs), and also maintaining garden beds at front of Community House at 119 Great Lake Drive.
 - iv. Spreading wood chips for path up to twice annually, as directed, likely in spring and fall.
- d. Boat Park at 614 Beach Drive
 - i. Mowing and string trimming up to once per week, as directed, during growing season
 - ii. Spreading of wood chips at rear of lot up to twice annually, as directed, likely in spring and fall.
 - iii. Removing bamboo debris cut by others, up to twice annually, as directed
 - iv. Removing tree debris (cut or fallen branches) as needed.
- e. Kayak Pier at 514 Beach Drive*
 - i. Mowing and string trimming up to once per week, as directed, during growing season.
 - ii. Spreading wood chips along pathway up to twice annually, as directed, likely in spring and fall.
- f. Boat ramp at 609 Beach Drive
 - i. Mowing and string trimming up to once per week during growing season
 - ii. Removing of large debris (generally pieces of lumber, branches, logs that wash onto the boat ramp) as needed
 - iii. Raking and removing leaves in the fall and spring
- g. Boat ramp at 143 Bay View Drive East (Sunset Drive Ramp)
 - i. Mowing and string trimming up to once per week during growing season
 - ii. Removing large debris (generally pieces of lumber, branches, logs that wash onto the boat ramp), as needed
 - iii. Raking and removing leaves and gum balls in the fall and spring as needed
- h. Hillsmere Marina at 133C Bay View Drive East*
 - i. Mowing and string trimming up to once per week during growing season as directed (avoiding marine grasses, in particular those growing at river-side riprap bulkhead near entrance and at the small beach)
 - ii. Removing large debris (generally pieces of lumber, branches, logs that wash into the Marina, onto the Marina beach, or onto the rip-rap sea wall) as needed;
 - iii. Raking and removal of small debris that washes up onto the Sand Spit grass and/or gravel lot during extreme high tides or storms as needed;

- iv. Periodic weeding and removing debris from rock-lined culvert at Marina driveway entrance;
- v. Periodic weeding and/or spraying of weeds in gravel travel/parking areas.

*There is a separate contract for maintenance of best management practices of rain gardens, living shorelines, and tidal wetlands at these locations that are outside the scope of this request for proposals.

IV. PROPOSAL PROCESS

HSIA, at its sole discretion, reserves the following rights:

- 1. Supplement, amend, substitute or otherwise modify this RFP at any time prior to vendor selection;
- 2. Determine which respondent, if any, shall be selected;
- 3. Cancel this RFP with or without the substitution of another RFP;
- 4. Require one or more respondents to supplement, clarify or provide additional information to evaluate the proposals submitted;
- 5. Conduct investigations with respect to the qualifications and experience of each respondent;
- 6. Waive any defect or technicality in any proposal received;
- 7. Reject any portion of any proposal and/or reject any or all proposals, to waive any informalities or irregularities in the proposals or to re-advertise.

V. RFP SCHEDULE

PROPOSED TIMETABLE

October 30, 2023	Request for Proposal to Prospective Bidders
November 22, 2023	Proposal due date
November 25, 2023	Staff Review Complete
November 27-Dec 1, 2023	Meeting with Selected Firms
December 1-8, 2023	Potential Negotiations
December 8, 2023	Complete Recommendations to HSIA Board
December 21, 2023	HSIA Board Meeting
December 22, 2023	Project Contract Award

VI. PROPOSALS - HOW TO APPLY

Proposals must be emailed to HSIA's Property Manager, Robin Clark, at PropertyManager@hillsmereshores.org, or mailed to Property Manager, Hillsmere Shores Improvement Association, ATTN: HSIA RFP 23001, PO Box 3485, Annapolis, MD 21403, by November 22, 2023.

The proposal should not exceed 5-6 pages and must include a statement of qualifications. The statement should include:

1. A cover letter, signed by an individual or authorized representative of the firm that states the information provided in the statement is true, accurate, and current.
2. Name of individual or firm's primary point of contact including address, telephone number, and email address.
3. The proposed work plan addressing all items in Section III, SCOPE, including equipment and number of employees to be assigned and other details as available. Describe your backup plan for times when equipment fails.
4. A pricing proposal as detailed in Section XI, PRICING.
5. Qualifications or certifications of persons to be performing work. Winning bidders may be required to provide a business license, and any applicable fertilizer, and pesticide applicator training, certifications, or licenses.
6. 2-3 professional references for which the individual or firm has performed similar services within the past five years. Include project location, type, and the client's name and telephone number.
7. The name and address of the Bidder's insurance carrier and proof of the insurance required for this work.

HSIA reserves the right to accept or reject any or all proposals. Contact the Property Manager at propertymanager@hillsmereshores.org with questions regarding how to apply. No responses will be provided verbally. Any responses and any clarifications of the RFP will be shared with all applicants as addenda and become a part of this RFP.

VII. INTERVIEWS

HSIA will select one or more responsive proposals and invite representatives of those firms to engage in selection interviews. These interviews will take place at the Hillsmere Shores Improvement Association facilities in Annapolis, Maryland, and will be scheduled at the convenience of the interviewers. Inability to participate in the interview process may disqualify the firm from further consideration.

VIII. EVALUATION AND AWARD

The contract resulting from this RFP will be a best value procurement. HSIA will conduct interviews before awarding the contract. Although cost will be a factor in making the award, it will not be the sole or necessarily determining factor. HSIA will base the award on the basis of the cost, experience, and qualifications of the vendor and reserves the right to reject any or all bids.

Evaluation criteria:

1. Complete response to all required items;
2. Ability to provide timely, responsive, effective services and to meet project requirements over the term of the agreement;
3. The experience, and efficiency of the individual or firm and the quality of performance of previous contracts;
4. Such other information as may be secured having a bearing on the decision to make the award; and
5. Price.

Terms and Conditions:

1. HSIA reserves the right to reject any and all proposals, to waive any irregularities in any proposal or in the proposal procedures and to accept or reject any item or combination of items. The award will be to the bidder whose proposal, in HSIA's opinion, is the best, taking into consideration all aspects of the bidder's response.
2. Bidders shall thoroughly examine and be familiar with these specifications. The failure or omission of any proposer to examine and/or understand this document shall in no way relieve the proposer of obligations with respect to this proposal or the subsequent contract.
3. Unauthorized changes to the specifications, forms or terms in this RFP may render a bid unacceptable. However, bidders are welcomed to provide additional information beyond what is required for response to this RFP regarding alternatives for scope and pricing that represent value propositions. For example, if a different frequency or timing for grass mowing and string trimming in April represents an overall value, that could be indicated.
4. If a bidder would only be able to fulfill some aspects of the scope of service for the RFP but would still like to provide a bid for only those services, that is welcomed, however, that bid may be considered less competitive than a bidder who can provide the full scope.
5. Feedback challenging the effectiveness or viability of any aspect of the scope, or the pricing is welcomed. In the unlikely event that the RFP is modified based on the feedback, an updated RFP will be shared with all bidders and re-released.

IX. STANDARD OF SERVICE

Continuity of service: Contractor needs to have a plan for continuity of service that accommodates equipment breakdowns such that timelines for service are met.

Quality of mowing: Contractor should align mowing schedule with the demands of seasonal growth and follow best practices for healthy, attractive lawns, including not cutting off more than the top third of the grass plant, and keeping mower blades sharp to allow for clean cuts to the grass blades, both for appearance and to protect the plant's strength and resilience to disease and insect attacks. Contractor should expect to cut all areas at least once a week from April through October.

Safety: Contractor should take special consideration of the safety of its employees and the safety of Hillsmere Shores residents, guests, and the members of the public who travel Hillsmere roads and visit common areas while work is occurring. Contractor must have insurance for any incidents that may arise.

Environment: Hillsmere is a clean water community that borders the South River, a tributary to the Chesapeake Bay. Contractor should be aware of avoiding tidal wetlands, and rain gardens that are maintained separately from this contact and practice care when cleaning up excess grass trimmings. Trimmings and other debris should never be blown into stormwater intakes. Contractor should be aware of composting exclusions and be prepared to dispose of bamboo and large debris at the dump rather than through county compost.

Neat and clean appearance: Following maintenance, the contractor should clear all excess debris. Grass clippings should be raked into grass such that there is not the appearance of grass heaps on any lawn.

If any of the services fail to meet standards, are defective, or incomplete, HSIA shall have the right to notify the contractor at which time the contractor must promptly correct the work within a reasonable time. Failure to meet these standards of service will be considered adequate basis for thirty-days' notice of termination of the contract by HSIA.

X. BILLING AND INVOICING

Payments will be made by check on a monthly basis following completion of work and receipt of an invoice. Compensation may be subject to HSIA inspection of the completed services of the service provider.

XI. PRICING

Bidders must prepare a pricing proposal with the response to this RFP. Pricing proposals should include the price of delivering the following services **one time** with the expectation of the frequencies described in the SCOPE.

Service	Item	Price per cut
Mowing and string trimming	Medians on Hillsmere Drive	
	Hillsmere Community Beach at the end of Hillsmere Drive (1.5 acres)	
	Community Property between Harbor, Phipps, and Great Lake Drives, including the grassed areas on the inside of the community pool enclosure (3 acres).	
	Boat Park at 614 Beach Drive	
	Kayak Pier at 514 Beach Drive	
	Boat ramp at 609 Beach Drive	
	Boat ramp at 143 Bay View Drive East (Sunset Drive Ramp)	
	Hillsmere Marina at 133C Bay View Drive East	
	Three small medians at the intersection of Edgemere Drive and Cedar Lane	
	Front Entrance of the community, including the area adjacent to Quiet Waters Park (from the entrance sign to the first property on the right) and across Hillsmere Drive, (from the bulletin board to Hillsmere Court)	

Weekly estimate for mowing and string trimming all properties listed above:

Service	Item	Price per visit
Edging, raking, weeding, spraying, small plantings, mulching	Small garden bed on the north side of the first median on Hillsmere Drive and trees and shrubs planted on all medians on Hillsmere Drive	
	Trees and shrubs outside the rain gardens and shorelines at the Community Beach Park Weeding grass from walkway decking, and playground stone areas and edging volleyball court at the Community Beach Park	
	Trees and shrubs that are not in rain gardens at Community Property between Harbor, Phipps, and Great Lake Drives, and garden beds at Community House at 119 Great Lake Drive	
	Weeding and removing debris from rock-lined culvert at 133C Bay View Drive East Marina driveway entrance	
	Weeding and/or spraying of weeds in gravel travel/parking areas at Hillsmere Marina at 133C Bay View Drive East	

Per visit bundled estimate for edging, raking, weeding, spraying, small plantings, mulching all properties listed above:

Service	Item	Price per visit
Spreading wood chips	At both ends of bridge across rain garden in Community Property between Harbor, Phipps, and Great Lake Drives	
	At Kayak Pier at 514 Beach Drive	
	At rear of lot at Boat Park at 614 Beach Drive	

Per visit bundled estimate for spreading wood chips at all properties listed above:

Service	Item	Price per visit
Leaf removal	At boat ramp at 143 Bay View Drive East (Sunset Drive Ramp) and at boat ramp at 609 Beach Drive	

Service	Item	Hourly price
Miscellaneous tasks	Removing large debris (generally pieces of lumber, branches, logs that wash onto the boat ramp) as needed, often following storms at Hillsmere Marina at 133C Bay View Drive East, Boat ramp at 143 Bay View Drive East (Sunset Drive Ramp), and Boat ramp at 609 Beach Drive.	
	Removing bamboo debris, cut by others, and tree debris that has been cut or has fallen twice annually (fall/spring) at Boat Park at 614 Beach Drive	
	Digging post holes, replacing posts and signs, filling sinkholes as needed at boat ramp at 609 Beach Drive and Hillsmere Marina at 133C Bay View Drive East	
	Spreading gravel at boat ramp at 609 Beach Drive and boat ramp at 143 Bay View Drive East (Sunset Drive Ramp)	
	Raking and removal of small debris that washes up onto the Sand Spit grass and/or gravel lot during extreme high tides or storms.	

XII. ADDITIONAL SERVICES

HSIA may request ancillary or additional services within the capacity of the Contractor as may be useful or necessary in the interests of HSIA for the above scope of work. Additional services will be negotiated separately when needed and added as a contract addendum.

Additional services may include:

- i. Re-positioning boats and trailers twice annually
- ii. Digging post holes, replacing posts and signs, filling sinkholes as needed
- iii. Spreading gravel as needed

XIII. ADD/DEDUCT

HSIA reserves the right to add or remove items from the base bid proposal during the contract and modify or adjust scope of work and payment as needed.

XIV. PARTICIPATION

Any individual or firm licensed to do business in Maryland is invited to submit a response to this RFP. HSIA actively encourages proposals from small, women- and/or minority-owned businesses. If you are a small, women- and/or minority-owned business and you are encountering a particular hurdle to responding to this RFP, please contact HSIA Contract Property Manager Robin Clark at Propertymanager@hillsmereshores.org, 443.995.8753. Any modifications or accommodations will be extended to all bidders.

For further information, contact HSIA Contract Property Manager, Propertymanager@hillsmereshores.org, 443.995.8753.