



## Williamson Travis Counties MUD No. 1

### 2023 Landscape Contract RFP

**Overview:** Williamson Travis Counties MUD No. 1 is looking to find the best fit landscaping contractor for the district. This contract includes the landscape maintenance of 3 lift stations, 10 detention ponds, 6 parks, as well as various other areas throughout the district.

The District maintains these areas for the benefit of its residents and is seeking an annual contract with a qualified Contractor for the complete irrigation and maintenance of the parklands, which will include an annual renewal option. The services to be provided under this proposal are described under the Scope of Services section, but generally include the following services.

**Submission Deadline:** February 14<sup>th</sup>, 2023

**Contract Term:** The agreement shall be for one (1) year.

**Insurance:** With your submission, please include a copy of your Certificate of Insurance, evidencing adequate automobile liability, workers compensation, and general liability.

**Licenses:** With your submission, please attach all licenses and permits including but not limited to irrigators license, pesticide license, herbicide license, and backflow preventative licenses.

**RFP Submittal:** All proposals should include annual and monthly maintenance costs – please note that this is a Municipal Utility District and they are a tax-exempt entity.

**Mandatory Pre-bid Meeting:** There will be a mandatory pre-bid meeting held Tuesday, February 9<sup>th</sup> from 10 AM – 12 PM. The location for this meeting will be 1000 Old Mill Road, Cedar Park, TX 78613.

***Please itemize scope of work in your proposal separately***

**Questions:** Please direct all questions to:

Makenzi Scales – District Manager

[Makenzi.scales@inframark.com](mailto:Makenzi.scales@inframark.com)

*(Basic Services on the following page)*



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#### **Basic Services**

Basic services under the Landscape Maintenance contract shall include the following:

1. General policing of all the District owned landscaped areas. This includes the gathering, removal and disposal of all trash, debris and litter.
2. Mowing, edging and trimming of all irrigated and turf areas.
3. Non-selective herbicide spraying of weeds in walkways, expansion joints, open bed areas including sport fields, playground areas and decomposed granite trails.
4. Trim all shrubs as required in landscaped and adjacent areas.
5. Manually remove weeds from all landscape beds.

#### **Scope of Services**

The District owns property within various subdivisions including parkland, turf areas, open space and drainage channels and ponds. Each of these areas receive a different level of service. The various levels of service are shown on the attached map and described below.

**Level 1 Areas (Blue):** 35 Occurrences per year (See attached Exhibit 'A')

One (1) time per month: January, February, December

Two (2) times per month: March and November

Three (3) times per month: April

Four (4) times per month: May through October

- Mow, edge, trim and blow of all turf areas as described above. Trash and debris to be removed prior to mowing.
- Edge and trim all grass or vines from fences, including rock or gabion baskets and concrete walls.
- Apply a pre-emergent in March to all turf, bed areas and along decomposed granite trails.
- Apply a post-emergent in September to all turf, bed areas and along decomposed granite trails.
- Perform annual soil testing, representative of all turf, shrub and bed areas.
- Fertilize all turf, shrub and bed areas in March, June, September; fertilization shall be based on annual soil test results.
- Flower beds and tree rings are to be maintained weed free, turned at least monthly and fertilized in a manner necessary to promote healthy growth.
- Control treatment of all common pests and disease in the turf, beds and planted trees.
- Expansion joints, curb lines and crushed granite hiking trails to be maintained weed free.
- All valve box covers shall be visible and replaced if missing/broken as part of contract.
- Prune shrubs and ground cover to maintain a neat, uniformed and manicured appearance.
- Apply a 1" layer of mulch in all designated flower beds, street beds and tree rings two (2) times per year (March and September) with shredded hardwood mulch.
- Apply best available ant control agent in all Level 1 and Level 2 Areas; March and September, also spot treat ant mounds weekly in all pedestrian use areas including decomposed granite trails.

- Remove all fallen limbs with a caliper of 2" or less and dead vegetation as part of contract.
- The designated flower beds (see attachment) shall be cleared and planted twice per year to maintain a pleasing color scheme year-round. Top quality material shall be used to cover the beds; the design and plant variety shall be approved by the Parks Subcommittee prior to planting.
- Designated flower beds shall be mulched at the time of planting.
- Designated flower beds shall be planted with a slow-release super bloom fertilizer.
- Designated flower beds shall be deadheaded or pruned to promote eye pleasing blooms.
- Designated flower beds shall remain weed free at all times.
- Flowers shall be under warranty except for unforeseen acts of God.
- Under normal and reasonable circumstances, litter, debris, and waste will be removed from the site during each visit prior to all mowing activities. Under no circumstances will it be acceptable to mow over trash/debris.

**Level 2 Areas (Green):** 24 Occurrences per year (See attached Exhibit 'A')

Two (2) times a month January through December (24 visits)

- Mow, edge, trim and blow of all open areas. Trash and debris to be removed prior to mowing.
- Edge and trim all grass or vines from fences, including rock or gabion baskets and concrete walls.
- Apply a pre-emergent in March to all turf, bed and along decomposed granite trails.
- Apply a post-emergent in September to all turf, bed and decomposed granite trails.
- Perform annual soil testing, representative of all turf, shrub and bed areas.
- Fertilize all turf, shrub and bed areas in March, June, September; fertilization shall be based on annual soil test results.
- Flower beds and tree rings are to be maintained weed free, turned at least monthly and fertilized in a manner necessary to promote healthy growth.
- Control treatment of all common pests and disease in the turf, beds and planted trees.
- Expansion joints, curb lines and decomposed granite hiking trails are to be maintained weed free.
- All valve box covers shall be visible and replaced if missing/broken as part of contract.
- Prune shrubs and ground cover to maintain a neat, uniformed and manicured appearance.
- Street beds shall be mulched at the time of planting.
- Apply a 1" layer of mulch in all flower beds, street beds and tree rings 2 times per year (March and September) with shredded hardwood mulch.
- Street beds shall remain weed free at all times.
- Under normal and reasonable circumstances, litter, debris, and waste will be removed from the site during each visit prior to all mowing activities. Under no circumstances will it be acceptable to mow over trash/debris.

**Level 3 Areas (Orange):** Ten (10) Occurrences per year (See attached Exhibit 'A')

Once a month January, March through November

- Mow, edge, trim and blow of all open areas. Trash and debris to be removed prior to mowing.
- Edge and trim all grass or vines from fences, including rock or gabion baskets and concrete walls.
- Apply a pre-emergent in March to all turf, bed areas and decomposed granite trails.
- Apply a post-emergent in September to all turf, bed areas and along decomposed granite trails.
- Control treatment of all common pests and disease in the turf, beds and planted trees.
- Expansion joints, curb lines and decomposed granite hiking trails are to be maintained weed free.
- Prune shrubs and ground cover to maintain a neat, uniformed and manicured appearance.
- Street beds shall be mulched at the time of planting.
- Apply a 1" layer of mulch in all designated flower beds, street beds and tree rings 2 times per year (March and September) with shredded hardwood mulch.
- Street beds shall remain weed free at all times.

- Under normal and reasonable circumstances, litter, debris, and waste will be removed from the site during each visit prior to all mowing activities. Under no circumstances will it be acceptable to mow over trash/debris.

## **Irrigation of Parkland**

1. Landscape Maintenance Contractor shall determine the frequency and amount of irrigation for each area on a monthly basis.
2. Landscape Maintenance Contractor shall be responsible for the maintenance and operation of the entire irrigation system including all heads, piping, valves, bubblers and controls, Maintenance, including required testing, shall be performed on a monthly basis.
3. Landscape Maintenance Contractor shall provide a Project Superintendent to meet with the Parks Subcommittee once a month during the growing season of March-November.
4. Project Superintendent is to ensure working crews have access to any locked facility. No access of District facilities through private property will be allowed,
5. Project Superintendent is to keep the District's Management Company fully apprised of activities. Notifications will include monthly mowing schedules, photographic documentation of required repairs and/or completed work.

## **Compensation**

The Landscape Maintenance Contractor shall Invoice the District monthly for the basic services, which include the various levels of service described herein. The monthly charges will be determined on an annual basis and billed over twelve (12) equal monthly invoices, Additional services, if authorized by the District, shall be invoiced in the month following the providing of those services.

Successful bidder shall enter into a contract with the District to provide these services on an annual basis with a two-year renewal option.

The District will accept proposals for the Landscape Maintenance Services at the office of the districts General Manager, located at 14050 Summit Drive, Suite 103, Austin, TX 78728 until 4:00 PM on February 13<sup>th</sup>, 2023.

## **Work Force**

Contractor's work force shall be properly attired and in uniforms at all times (with safety vests), conduct themselves and perform their work in a professional manner. Contractor and work force shall comply with all current laws, statutes, regulations, ordinances, and codes, including all applicable Immigration Laws of the United States. Maintenance vehicles and equipment shall be maintained in clean and working order and shall be located out of the mainstream pedestrian and vehicular traffic. Contractor's representatives shall be knowledgeable in accepted horticultural principles and experienced in landscape maintenance to ensure normal, vigorous, and healthy growth in all areas. Contractor work force shall be transported in Contractor marked vehicles and equipped with Contractor owned equipment.

Contractor will designate one staff member of the work force as the site manager, whom shall be the districts' primary contact regarding all issues of the landscape maintenance program. The site manager shall review all service visits on a weekly basis. A report of the weekly reviews shall be included in a monthly report to be provided to the District's Park Committee and District Manager. Contractor will provide at all times an after-hours emergency contact telephone number, including cellular telephone numbers of the site manager and/or other management personnel of Contractor.

The Contractor's site manager shall meet, as requested, with the Williamson Travis County MUD No. 1 board. This meeting will be in addition to any site meetings that may be necessary to conduct business.

**License**

Contractor shall obtain any necessary certificates, licenses and/or permits required by any federal, state or local agency and provide the district a copy of any upon request.

**General Liability Insurance**

Contractor shall obtain General Liability Insurance in the amount of at least \$1 million, shall provide the Williamson Travis County MUD No. 1 with a Certificate of Insurance that names Williamson Travis County MUD No. 1 as the "additional insured" and list both the effective and expiration dates of insurance. The insurance must be kept in effect for the term of this agreement.

**Taxes**

Williamson Travis County MUD No. 1 is a tax-exempt government entity. A tax-exempt form will be provided to the contractor that is awarded the agreement in this RFP.

## Exhibit A- Mowing Schedule

	LEVEL 1	LEVEL 2	LEVEL 3
JANUARY	1	2	1
FEBRUARY	1	2	0
MARCH	2	2	1
APRIL	3	2	1
MAY	5	2	1
JUNE	4	2	1
JULY	4	2	1
AUGUST	4	2	1
SEPTEMBER	4	2	1
OCTOBER	4	2	1
NOVEMBER	2	2	1
DECEMBER	1	2	0
<b>TOTALS:</b>	<b>35</b>	<b>24</b>	<b>10</b>
	<b>PARKS:</b>		<b>TOTAL</b>
1	LAKELINE OAKS		35
2	ANDERSON MILL WEST		35
3	SUN CHASE (FRONT)		35
4	SUN CHASE (BACK)		24
5	2907 ASTER PASS		35
6	TRIANGLE PARK (2901 ANDERSON MILL ROAD)		35
7	OLD MILL ROAD GAZEBO		35

	ROADWAYS:	LIMITS	TOTAL
1	EL SALIDO PARKWAY	BOTH SIDES FROM FM 620 TO END OF DISTRICT AT DAYFLOWER TRACE	35
2	PLUM CREEK	(-BSI SIDE ALONG CMU WALL	35
3	HATCH ROAD	SOUTH SIDE FROM 12020 FM 620 TO 1500 SPIDELILY VIEW	35
4	OLD MILL ROAD	BOTH SIDES ALONG CMU WALL FROM 2414 KRISTEN LANE TO ANDERSON MILL ROAD	35
5	ANDERSON MILL ROAD	ANDERSON MILL ROAD TO 2901 ANDERSON MILL ROAD	35
6	LITTL.M TRAIL	WOOD RIDGE LANE TO OLD MILL ROAD	35

	STREET BEDS:		MAINTENANCE SCHEDULE
1	MIMOSA AND HATCH		35
2	MIMOSA AND EL SALIDO PARKWAY		35
3	LAURETTA WOOD DR AT HATCH		35
4	LOCUST COVE AND EL SALIDO PARKWAY		35
5	SPIDERLILY VIEW AND EL SALIDO PARKWAY		35
6	OLD MILL ROAD AND EL SALIDO PARKWAY		35
7	OLD MILL ROAD AND ANDERSON MILL ROAD		35

8	CASHELL WOOD AND ANDERSON MILL ROAD		35
9	EL SAUDO PARKWAY AND FM 620		35
10	DIES RANCH RD AT ANDERSON MILL RD		35
11	1000 BLK OLD MILL ROAD		35

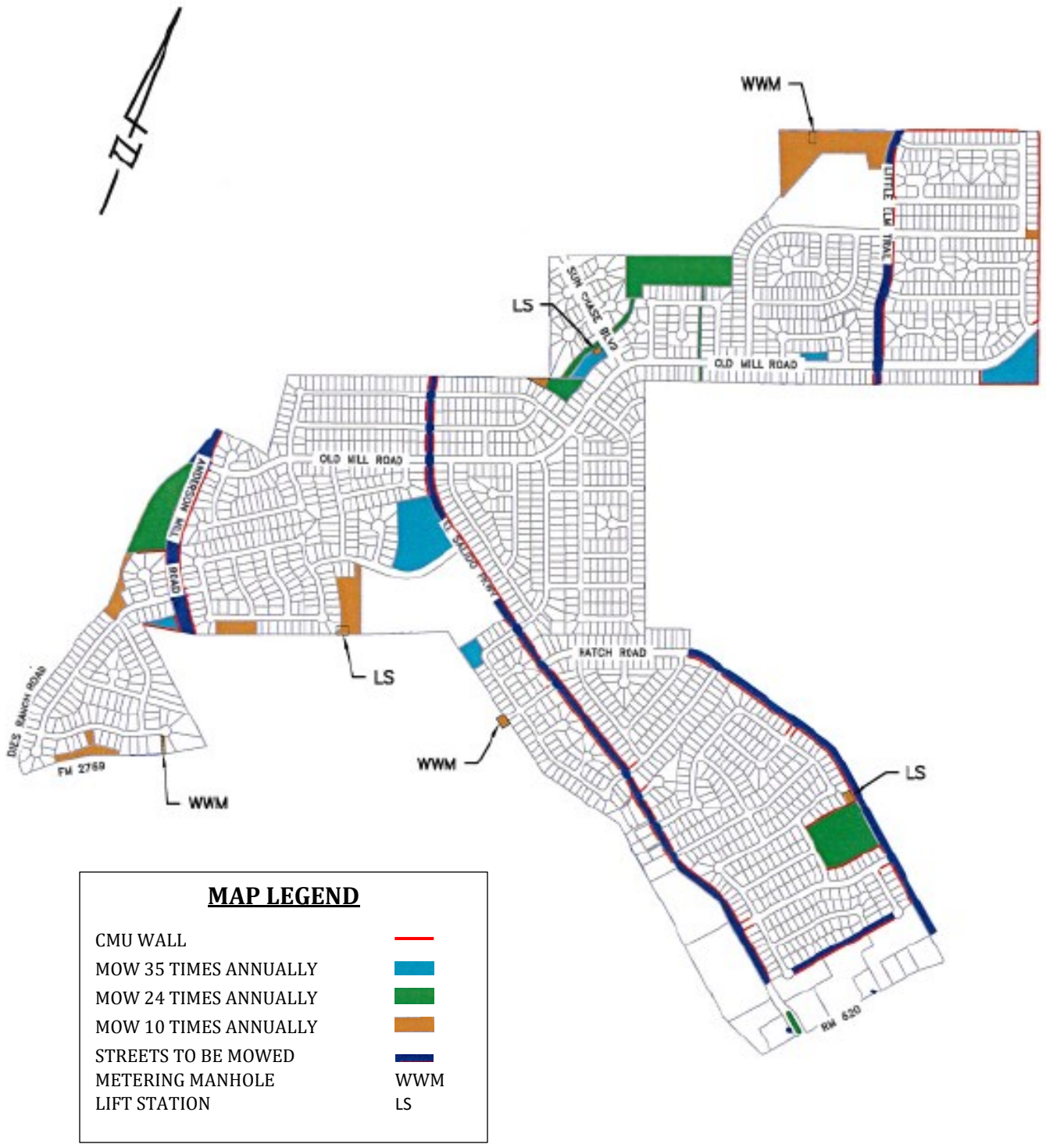
	PONDSS	MAINTENANCE PER MONTH	TOTAL
1	HATCH	2	24
2	ASTER PASS	2	24
3	DAGAMA	1	10
4	ANDERSON MILL WEST	2	24
5	CASHELL WOOD	1	10
6	VESTAVIA	1	10
7	MADLINE LOOP	2	24
8	LITTLE ELM	1	10

	CHANNELS/EASEMENTS	MAINTENANCE PER MONTH	TOTAL
1	SUN CHASE	2	24
2	MADLINE LOOP	2	24
3	LITTLE ELM	1	10
4	BRIGHTON BEND	1	10

	LIFT STATION/METERING LOCATIONS	MAINTENANCE PER MONTH	TOTAL
1	HATCH ROAD	1	10
2	PETUNIA STREET	1	10
3	DAGAMA DRIVE	1	10
4	VESTAVIA RIDGE LANE	1	10
5	SUN CHASE BLVD	1	10
6	LITTLE ELM	1	10

(Landscape Map on next page)

## Exhibit B - Landscape Map



*(Asset listing provided on the next page)*



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### Exhibit C - Asset Listing

<b>Sewer Lift Stations</b>		
<b>WTC1-LS1</b>	3211 Hatch Ln Cedar Park TX 78613	Williamson - Travis County MUD # 1 - Lift Station # 1 (Dry Well)
<b>WTC1-LS2</b>	2000 Dagama Cedar Park TX 78613	Williamson - Travis County MUD # 1 - Lift Station # 2
<b>WTC1-LS3</b>	2403 Sun Chase Blvd Cedar Park TX 78613	Williamson - Travis County MUD # 1 - Lift Station # 3

<b>Detention Ponds</b>		
<b>WTC1-DP01</b>	3301 Hatch Rd Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 01
<b>WTC1-DP02</b>	1911 Aster Pass Cedar Park Tx 78613	Williamson-Travis County MUD 1 - Detention Pond 02
<b>WTC1-DP03</b>	2000 Dagama Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 03
<b>WTC1-DP04</b>	2300 London Ln Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 04
<b>WTC1-DP05</b>	13183 Anderson Mill Rd Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 05
<b>WTC1-DP06</b>	2403 Sun Chase Blvd Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 06
<b>WTC1-DP07</b>	2420 Madeline Loop Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 07
<b>WTC1-DP08</b>	2009 Little Elm Trl Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 08
<b>WTC1-DP09</b>	2813 Cashell Wood Dr Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 09
<b>WTC1-DP10</b>	2513 Vestavia Ridge Ln Cedar Park TX 78613	Williamson-Travis County MUD 1 - Detention Pond 10

<b>Parks</b>		
<b>WTC1-PK1</b>	2900 El Salido Pkwy Cedar Park Tx 78613	Williamson-Travis County MUD 1 - Park 1
<b>WTC1-PK2</b>	2403 Sun Chase Blvd Cedar Park TX 78613	Williamson-Travis County MUD 1 - Park 2
<b>WTC1-PK3</b>	1215 Old Mill Rd Cedar Park Tx 78613	Williamson-Travis County MUD 1 - Park 3
<b>WTC1-PK4</b>	1000 Old Mill Rd Cedar Park Tx 78613	Williamson-Travis County MUD 1 - Park 4
<b>WTC1-PK5</b>	2902 Briona Wood Ln Cedar Park TX 78613	Williamson-Travis County MUD 1 - Park 5
<b>WTC1-PK6</b>	290 Aster Pass Cedar Park TX 78613	Williamson-Travis County MUD 1 - Park 6