

# PARKWOOD RESIDENTS ASSOCIATION REQUEST FOR PROPOSAL FOR LANDSCAPING SERVICES

## Beautification and Maintenance of Common Area Gardens

### PROPOSAL TIMING

**Submit proposals by March 18, 2015** to Gerald Sharp at [gbs2001@yahoo.com](mailto:gbs2001@yahoo.com). No exceptions allowed. Direct inquiries to, or request a walk-through of the work sites from, either Gerald Sharp or PRA Beautification Chair Gail Dalferes at [gaildalferes@yahoo.com](mailto:gaildalferes@yahoo.com) or 240-888-2901.

### The Objective

The Parkwood Residents Association (a non-profit organization) Request for Proposal (RFP) seeks landscaping services for the 2015 growing season to maintain and beautify seven (7) gardens located in common areas of the Parkwood neighborhood. The RFP invites bids to complete the entire scope of work necessary to maintain all seven gardens within the Parkwood Community. The PRA requests the response distinguish labor rates from material costs (such as the cost per bag of mulch). If the need arises during the calendar year for work outside of scope, the winning bidder may be contracted separately to perform work outside of the scope of the RFP at a rate agreed to by both parties.

### The Opportunity

The successful bidder will submit a proposal that meets the requirements of the request to the fullest extent and at the best price; must provide a foreman for the PRA work who is able to speak and understand English; must coordinate the work schedule with the PRA Beautification Committee; must be capable of working independently to maintain seven (7) garden areas in Parkwood except where collaboration with the PRA Beautification Committee (PRA BC) is required. Preference may be given to proprietors living in Parkwood or neighboring communities. No bidder will be paid for the proposal submission. All proposals become the property of the Parkwood Residents Association and their content will remain confidential among the members of the Executive and Beautification Committees.

The gardens are located in seven different locations and vary in size and the level of work needed to ready them for spring and winter, with weeding performed at least twice during the growing season from May to September.

### PROPOSAL SCOPE OF EFFORT

The successful bid will include the following minimum level of effort for each garden area, plus the additional work required to meet specific needs identified below for each garden including:

- During the spring, the borders will require the removal of leaves, the cutting of a new edge, weeding, mulching and removal of dead growth from the winter. The spring work must be conducted in conjunction with the PRA Beautification Committee to avoid damaging perennials.
- All borders will require weeding twice during the growing season.
- The fall/winter clean-up requires the removal of leaves, weeding and possibly mulch application. Provide a best estimate given the level of effort depends on growing patterns/remaining mulch.

Winning bidder will work with the PRA Beautification Committee to finalize actual level of effort for each phase of work throughout the growing season. Planting/transplanting work will be done by the PRA BC.

### **Garden #1 - Saul Road from Cedar Lane to Roxbury Drive**

This garden is located in the center median of Saul Road and contains nine distinct borders:

- (2) Two flower borders at Cedar Lane, separated by a sidewalk;
- (6) Six borders containing bushes such as flame bush, pyracantha, hydrangea and forsythia;
- (1) One large border containing a spruce tree.

The forsythia, flame bush and pyracantha will require pruning on a periodic basis, so a separate quote for this work is requested. Roughly six-cubic-yards of wood chips are sufficient to cover the ground under the spruce. The other 8 borders need roughly 50, three-cubic-foot bags of hardwood bark mulch.

### **Garden #2 - Wildwood Road @ Saul Road**

This garden is composed of two borders on opposite sides of the street. Roughly eight-cubic-yards of wood chips are sufficient to cover these two borders, or 65 to 70, three-cubic-foot bags of hardwood bark mulch. The PRA will be responsible for pruning the crape myrtle trees in these borders.

### **Garden #3 - 10 oak trees at the western end of Wildwood Rd @ Parkwood Dr.**

This will include cutting borders around each tree, then weeding and mulching the tree borders, plus weeding and mulching a small border of black-eyed-susans. Each tree gets one bag of mulch.

### **Garden #4 - Parkwood Drive and Cedar Lane @ Parkwood entrance sign**

This border extends up the street roughly 20-feet from the main border. Mulching requires 11 to 15, three-cubic-foot bags of hardwood bark mulch.

### **Garden #5 - Franklin Street and Beach Drive @ Parkwood entrance sign**

Roughly eight bags of hardwood bark mulch, (3-cu.-yd) cover this shade garden.

### **Garden #6 - Parkwood Terrace w/in triangular common area**

This garden has five separate trees within their own small borders: One fig tree protected by deer fencing; Three small crape myrtles; One newly planted County tree. Four, 3-cubic-foot bags of hardwood bark mulch is sufficient.

### **Garden #7 - Saul Road @ Rock Creek Park entrance**

This garden contains a small bee-balm border around a county sign and a larger border containing a dogwood tree and tulip trees. This border contains a large amount of Bermuda grass that has taken deep hold. These borders have been mulched with wood chips in the past requiring roughly five-cubic-yards. The bee-balm has been mulched with hardwood bark mulch. The PRA Beautification Committee is actively working with the County to determine if this area qualifies to be converted into a rain garden. Please separate the proposal for this area from the rest of the proposal in case the area is removed from the 2015 maintenance requirements.

###