

TOWN OF CANANDAIGUA

Request for Proposals (RFP / RFQ)

Released October 17, 2017

Due November 6, 2017

Notice to Bidders

NOTICE IS HEREBY GIVEN that the Town of Canandaigua will receive sealed bids for landscaping improvements including the planting of trees at Miller Park. Such sealed bids must be filed with the Town Clerk, 5440 State Routes 5 & 20 West, Canandaigua, New York 14424, PRIOR TO 4:00 PM, November 6, 2017 at which time said bids will be publicly opened and read.

Introduction and Background Information

Miller Park is a 23 acre passive recreation park owned by the Town of Canandaigua and located at the corner of County Route 32 and State Route 21. The parkland was formerly an agricultural field owned by the Miller family and until recently, remained undeveloped. The topography consists of rolling hills surrounded by rural residences, farms, and open fields. In 2015, MRB was hired by the Town Board to create a concept design for the park, including walking trails, a gazebo, areas for picnicking, bird watching, and parking areas. In 2014, a landscaping company designed a tree planting plan for the park accompanied by a list of tree species. Earlier in 2017, the Parks and Recreation staff began constructing the walking trails and parking area. No landscaping work has begun to date.

This Request for Proposals (RFP) and all supporting documentation, including the site plan, planting plan, and tree species list, is available at the Town of Canandaigua Town Clerk's office at the above mentioned address and also on the Town of Canandaigua's bid/proposal page on the website at townofcanandaigua.org.

Scope of Services

The selected firm will be expected to provide the following services to the Town of Canandaigua:

- Purchase, delivery, and installation of trees for Miller Park. Provide all planting services including preparation and finish work (including any necessary erosion

control measures) and stake the trees, all in accordance with the provided site plan, tree planting plan, and tree species list.

- Provide any necessary materials, equipment, tools, labor, and incidentals as required to perform these services.
- Provide a one (1) year minimum guarantee of tree health and viability.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Pricing as proposed, including any alternate proposals or suggestions.
3. Proposed timeline of services to be provided to the Town including initial plantings and a one year follow up to assess the health of the plantings (at minimum).
4. Type of work contractor licensed to perform and any other specialization of the firm.
5. Insurance Company Name, address, phone, fax, and email; plus Proof of General Liability, Workers Compensation, and Automobile Insurance.

Selection

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s), in accordance with the Town's Best Value Policy, in part or in whole who meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

Submission Procedures

1. One copy of the proposal should be addressed to:

Town of Canandaigua
Attn: Town Clerk
5440 Route 5 & 20 West
Canandaigua, NY 14424

2. Proposals may be delivered by mail, courier, or in person to the address above or by e-mail as a PDF document to jchrisman@townofcanandaigua.org.
3. Proposals should be received by the Town no later than 4:00 pm, November 6, 2017.

Miscellaneous

1. The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
3. Prevailing wage rates will apply.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.