

REQUEST FOR PROPOSAL FOR

Seasonal Landscaping & Tree Services Proposal for Slavic Village Development

Slavic Village Development is a 501(c)3 non-profit community development organization dedicated to the revitalization of the Broadway neighborhood. We accomplish this mission by the rehabilitation of existing homes, storefronts and buildings; construction of new homes; provisions of housing services and community organizing programs to improve the quality of life.

Slavic Village holds properties for future development that need to be maintained in good condition. Slavic Village also takes responsibility for several pieces of land that are in the public right away or could be considered public land and parks. The cleanliness standard that is expected for each site is that all trash from the landscape and tree pits is removed prior to maintenance. After landscape & tree maintenance, all vegetative debris should be removed and the property should be swept or blown clean.

RFP Issuance:

March 31st, 2025

Deadline for Response:

April 15th, 2025 at 5 P.M.

Questions regarding the RFP should be directed to Krystal Sierra, Neighborhood Planning Director, Slavic Village Development, at 216-429-1182 ext. 1104 or KrystalS@slavicvillage.org

Project Description:

Slavic Village Development (SVD) seeks a qualified contractor who will provide seasonal landscaping and tree services at multiple land parcels within the North and South Broadway areas of the Slavic Village Neighborhood. The properties listed should be considered a sample cross section of properties that come in and out of our portfolio.

Contractor will provide monthly written report(s) which will be kept on file for at minimum 7 years pursuant to standard record-keeping practices. This report could be in the format of an invoice listing parcel(s) and description of services.

Contractor compliance with the City of Cleveland Department of Community Development requirements.

- The agency and contractor must comply with all the terms and conditions of the contract between the City and the agency, including compliance with all federal, state and local laws, rules and regulations.
- The contractor must comply with the Equal Employment opportunity Ordinance Section 187, 188 of the Codified Ordinances of the City Cleveland.

The contractor must follow the timeline indicated in the contract between the City and the agency that wards the funds for this activity.

Scope of Work 1: Tree Watering approximately 38 trees (see list of parcels)

- Young trees will receive approximately 15 gallons of water bi-weekly

Scope of Work 2: Tree Delivery approximately 50 trees (scattered site, TBD)

- Tree delivery to residential properties 2x per year

Scope of Work 3: Landscape (see list of locations)

- Broadway vegetation control and debris clean-up bi-weekly
- Green Infrastructure maintenance at Arch Park bi-weekly
- Trimming bushes 1x per year at approximately 3 parcels

Suggested Project Schedule

March 31st, 2025	Issue RFP
April 15th, 2025	RFP Due to SVD

April 18th, 2025	Hire Contractor / Contract signing with SVD & Landscaper
April 25, 2025	2025 Landscaping Season Begins
October 31st, 2025	2025 Landscaping Season Ends*

*Weather depending

Submissions should include

- A brief overview of company, length of time in business, and location of office(s), including contact person for the RFP.
- Describe firm's experience in ability to meet completion schedules and performance standards.
- Include name, address and telephone number of 3 (three) project references of similar project completed. Give a brief description of each project scope including size and nature of work.
- Work schedule including estimated time frame to complete the project.
- For all parcels listed, a specific price for each property is needed. (see attached list) *this must be on company letterhead

Selection Criteria

The successful applicant will be selected using the following selection criteria

- General quality and responsiveness of proposal
- Degree to which proposal addresses all items in Scope of Work
- Methodology and approach to project
- Cost of services

Terms and Conditions

- Proposals shall be valid for 60 (sixty) days from the proposal due date. Slavic Village Development reserves the right to request an extension of time if needed.
- Slavic Village Development reserves the right to accept or reject, in part or in whole, any or all proposals for any reason, to cancel in part or in whole the Request for Proposal, to re-advertise for new proposals, and to waive minor irregularities and informalities.
- All proposals must be signed by a duly authorized individual.
- All proposals become the property of Slavic Village Development (SVD) and no public bid opening will be held.
- No applicant will be part of the proposal, evaluation or negotiation process.

Submission Process

Contractors are to **submit proposals via email no later than 5 P.M.** EST by Wednesday April 15th, 2025. Due to the current situation, mailed and faxed submissions will not be accepted.

Please e-mail all proposals to:

Krystal Sierra at krystals@slavicvillage.org

All Proposals should be clearly marked: "Seasonal Landscaping & Tree Services for Slavic Village Development"