



2023 Uptown Grand Rapids Landscape Maintenance Request for Proposals

Project Overview

Uptown Grand Rapids, Inc. (UGRI) is seeking a Landscaping Contractor to clean and maintain the public right-of-way areas of four Grand Rapids neighborhood business districts: East Fulton, East Hills (Cherry, Lake, Diamond), Eastown, and Wealthy Street. Proposals should include costs for weeding, debris removal, pruning, and plant maintenance in the area from the curb (including storm sewers) to the sidewalk in the sections marked out in yellow on the attached maps. Each district should be serviced at least once per month.

Organizational Background

Uptown Grand Rapids consists of four central-city neighborhood business districts that work together to promote local businesses, to enhance public spaces, to attract and retain new investment and to engage business and property owners in local decision-making. Uptown is staffed by a full-time Executive Director, part-time Marketing and Communications Specialist, and part-time Community Engagement Coordinator, plus volunteers, contractors, and interns as needed. The Landscaping Contractor will work directly with the Executive Director with oversight and is funded by the Uptown Business Improvement District (BID).

Landscaper Responsibilities

- Annual springtime walk-through with the Executive Director or their designee to determine agreed-upon treatment areas and special needs,
- Weeding and removing debris in tree wells, bump-outs, and raised beds EXCLUDING planters, and parkway from April 1 through November 30. As of October 2022, the Uptown area contains 86 planting beds and 221 tree wells,
- Trimming and pruning for existing plant and tree health and public safety as needed,
- Maintenance of curb gutters and clearance of storm drains and triangle intersection barrier at Fuller Ave. and Lake Drive.
- Annual spring-time application of bark mulch to all appropriate beds in the designated areas,
- Provide feedback and recommendations to Uptown related to special considerations for landscape improvements or interventions as needed.

The contract will NOT include planting or installation of new beds, though these activities may take place with contract addenda at an additional cost.

Conditions

18-month contract to begin January 1, 2023 and end June 30, 2024 with two potential one-year (12 month) renewals dependent upon contractor performance.

Total contract amount to be invoiced in 18 equal monthly installments.

The Uptown BID Board reserves the right at any time to accept, reject, or modify all or portions of competitive bids or quotes or to select a vendor other than the vendor providing the lowest bid, quote, or price when it deems it would otherwise be in the best interests of Uptown.

The contractor will be required to register as a Vendor with the City of Grand Rapids.

Timeline

November 2, 2022 – Request for Proposals published

November 16, 2022 – Proposals due

November 17, 2022 – Design Committee reviews submissions

November 24, 2022 - UGRI approves recommendation

December 7, 2022 – BID Board approves contract

January 1, 2023 – Services begin

Submission Instructions

Proposals should include a statement of relevant past experience, examples of contractor work, references, and consultant's fee schedule.

Please submit proposals via email to Ingrid Miller at imiller@uptowngr.com by Wednesday, November 16, 2022.