



2024-25 Uptown Grand Rapids Landscape Maintenance Request for Proposals

Project Overview

Uptown Grand Rapids, Inc. (UGRI) is seeking a Landscaping Contractor to install plants in 37 planters throughout the district in the Fall 2024 and Spring 2025 as well as clean and maintain the public right-of-way areas of four Grand Rapids neighborhood business districts: East Fulton, East Hills (Cherry, Lake, Diamond), Easttown, 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 and two seasons of planters maintained annually.

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 full-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,
- Installing plants and watering of the 37 planters in Uptown in the Fall 2024 and Spring 2025. Locations of these planters are Easttown (12 pots), East Fulton (5 troughs), East Hills (10 cement pots) and Wealthy St. (10 troughs).
- Weeding and removing debris in tree wells, bump-outs, planters, and raised beds EXCLUDING parkway from July 1, 2024 through June 30, 2025. As of December 2023, the Uptown area contains 86 planting beds, 221 tree wells and 37 planters.
- 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.

Conditions

12-month contract to begin July 1, 2024, and end June 30, 2025, with two potential one-year (12 month) renewals dependent upon contractor performance.

Total contract amount to be invoiced in 12 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

February 7, 2024 – Request for Proposals published

March 8, 2024 – Proposals due

March 21, 2024 – Design Committee reviews submissions

March 28, 2024 - UGRI approves recommendation

April 10, 2024 – BID Board approves contract

July 1, 2024 – 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, March 8, 2024.

