

# DEACONESS FOUNDATION

Executive Office

## Request for Proposals (RFP) – LANDSCAPING AND GROUNDS SERVICES

February 17, 2021

### INTRODUCTION AND BACKGROUND

**Purpose of the RFP** - Deaconess Foundation (“Deaconess” or “Foundation”) is seeking a landscaping and grounds services Agency/Firm to aid in the development and implementation of a multi-year landscaping and grounds maintenance plan for the entire Campus of the Deaconess Center for Child Well-Being located at 1000 N. Vandeventer Ave, St. Louis, MO 63119.

**Deaconess Foundation** is a grant making organization building power for child well-being through philanthropy, advocacy and organizing for racial equity and public policy change. More information can be found at [www.deaconess.org](http://www.deaconess.org).

**Deaconess Center for Child Well-Being** is a community action tank established by Deaconess Foundation. Since opening in 2018, Deaconess Center has hosted nearly 12,000 child advocates, civic leaders, and community organizers in more than 600 convenings aligned with Deaconess’ policy agenda. More information can be found at [www.deaconesscenter.org](http://www.deaconesscenter.org).

### SCOPE OF SERVICES

**Overview:** The scope includes, but is not limited to, development and implementation of a multi-year landscaping and grounds maintenance plan. Services shall maintain a Class A appearance of the Campus as determined by Deaconess Center. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup. Services of grounds shall include but not be limited to snow and leaf removal and treatment for inclement weather.

1. Landscaping services will be responsible for researching the existing condition and matters that affect the cost or performance of the services.
  - A. **Campus Tours:** Before submitting a completed RFP, each Agency/Firm shall have the opportunity to thoroughly examine the Campus and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the Campus will in no way relieve the successful Agency/Firm from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work. Companies are invited to tour the property, on their own on the established Campus Tour dates (See PROPOSAL SUBMISSION, SELECTION AND IMPLEMENTATION TIMELINE)
2. Agency/Firm will evaluate existing landscaping and grounds maintenance plans, layouts, and schedules.
3. Agency/Firm will develop and implement a landscaping and grounds maintenance schedule that includes:
  - A. The furnishment of all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period.
  - B. Maintenance of plant materials which shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup.
  - C. **Spring Clean Up:** Spring Clean Up shall include, but not be limited to, leaf removal from all beds, turning flower beds as appropriate, remove winter wrapping and remove any dirt and gravel from beds and lawns.
  - D. **Fall Clean Up:** Fall Clean Up shall be in late fall after all leaves have fallen from the trees in the area. Work shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead annual, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc.
  - E. **Control of Weeds:** Use cultural methods (mulch, proper pruning,) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots every week. Ground covers are to be trimmed so they meet but do not grow over walkways, surface parking lots or outside any of

the planters.

- F. **Campus Rain Garden:** Agency/Firm will be responsible for the compliance of care and maintenance for Deaconess Center rain garden in alignment with Metropolitan Sewer District (MSD) Rain Garden grant program standards.
  - G. **Inclement Weather and Snow Removal:** Agency/Firm will be requested to identify process for preparing landscaping and grounds for inclement weather and for the pre-treatment of sidewalks and surface parking lots. Snow removal from surface parking lot and sidewalks will be required when necessary.
4. Agency/Firm will provide direct communication and bi-weekly updates of landscaping and maintenance schedule to Deaconess Center staff
  5. Agency/Firm will provide metrics and monitoring of implementation effectiveness, including recommendations for redirection of resources as needed.

## PROPOSAL CONTENT

The Agency/Firm will be responsible for preparing an effective, clear, and concise proposal. In no more than ten (10) black and white pages in Microsoft Word, proposals should include the following information. Please provide the information in the order requested to facilitate an equitable and efficient review of the qualifications of each organization.

1. Name and Contacts - Include agency's/firm's complete name and contact information. If this is a collaborative effort with another firm or firms, or if any of the work is subcontracted to another party, please provide the same information for all consultants and indicate who will be the lead consultant.
2. Firm Profile - Provide a brief description of the size of the firm(s) and
  - A. Include the racial/ethnic and gender demographics of your firm and its leadership and ownership.
  - B. Describe the recent experience of your firm in working with comparable projects with similar size campuses and properties. Provide the names of organizations and contact information for any 501(c)(3) organizations or foundations for whom you have worked within the past three years.
  - C. Deaconess believes that diverse and inclusive teams lead to better outcomes. Describe your firm's efforts to recruit, retain and support people of color in leadership positions
3. Qualifications - Provide number of years firm has been in business and the firm's qualifications and experience performing similar landscaping and grounds services.
4. Communication - Describe your firm's approach to communications with Deaconess throughout the engagement and for ongoing support.
5. Key Personnel - List staff directly assigned to this project, setting forth name, job title, duties and responsibilities and relevant experience.
6. Conflict of Interest - Describe any existing or potential relationships with board members or employees of Deaconess Foundation that could impact your firm's independence by creating an actual or perceived conflict of interest.
7. Fees - Provide a standard fee schedule (hours rates, or other fee schedule) for the personnel who would be assigned to this project. Included an overall not-to-exceed fee for the services described above. The fee is to be inclusive of all out-of-pocket expenses.
8. References - Provide at least three current references for similar types of projects. Briefly describe the scope of your work for these references, the year completed, and a contact name and telephone/email for each one. (This information may be included with Item 'C' above.)
9. Additional services - Feel free to provide information on additional services that you believe would be pertinent and align with Deaconess' operating and maintenance goals.

## SELECTION CRITERIA

Each proposal received will be evaluated and a determination will be made if it meets the minimum requirements. Failure to meet these requirements will be a cause for eliminating the proposal from further consideration.

Deaconess reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the proposal, and to be the sole judge of the suitability of the proposals offered.

Evaluation of the proposals will be made by the Manager, Deaconess Center for Child Well-Being. In addition to

evaluating written proposals, oral interviews may be requested.

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

- Qualification and experience of the respondent's organization and staff;
- Understanding of the work to be performed and scope of services available;
- Knowledge of best practices, latest standards and innovative solutions;
- Firm's alignment with Deaconess mission, vision and values, including racial equity;
- Individualized service approach, and
- Effective financial stewardship related to Fees.

#### **PROPOSAL SUBMISSION, SELECTION, AND IMPLEMENTATION TIMELINE**

- A. Submission - The proposals must be submitted in a PDF format via e-mail to [apply@deaconess.org](mailto:apply@deaconess.org) by **5:00 p.m. Central Standard Time on March 31, 2021**. Inquiries or questions regarding your submission may be directed to:

David Nehrt-Flores  
Manager, Deaconess Center  
for Child Well-Being  
[apply@deaconess.org](mailto:apply@deaconess.org)  
314.436.8001

Please direct all inquiries to the Manager, Deaconess Center for Child Well-Being only. Please do not contact any Board members. The failure to comply may result in disqualification.

- B. Selection Timeline - Deadlines and Selection Timing is as follows:

|                       |                                    |
|-----------------------|------------------------------------|
| March 1 and 3, 2021   | Project Tours                      |
| March 31, 2021        | Deadline for submitting a proposal |
| April 1-April 9, 2021 | Proposal Review/Reference Checking |
| April 13-15, 2021     | Firm Interviews                    |
| April 19, 2021        | Notification of Acceptance         |

## COMMITMENTS AND CONDITIONS

1. Racial Equity Commitment - Deaconess strongly encourages firms owned and led by members of historically under-represented and undercapitalized groups, including African Americans, Latinx, and Indigenous communities to submit proposals, to participate as partners, and/or to participate in other business activity in response to this RFP.

Any firm awarded the contract agrees to use its best efforts to subcontract and employ individuals from and firms owned and led by members of historically under-represented and undercapitalized groups, including African Americans, Latinx, and Indigenous communities. Deaconess is an equal opportunity employer and requires its entire contractor to comply with policies and regulations concerning equal employment opportunity and community benefit.

Our fully articulated commitments to racial equity in governance and operations can be found [here](#).

2. Withdrawal of Proposal - Proposals may be withdrawn before and after the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made. However, proposals may not be re-submitted after the deadline.
3. Environmental Standards: Deaconess Foundation encourages the use of non-polluting devices like rakes and brooms when feasible. Deaconess Foundation's commitment to environmental standards include sound pollution and prefer that blowers and other power equipment are low-decibel, low-fossil fuel consumption, low-emissions models. Agencies/Firms are encouraged to develop cultural practices which incorporate on-site recycling of organic material, such as leaves and grass clippings, and the use of recycled materials in its maintenance
4. Proposal Costs - All costs incurred in the preparation and presentation of the RFP shall be completely borne by the responding party to the RFP. All documents submitted as part of the RFP will become the property of Deaconess Foundation. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.