



HOBBY AREA DISTRICT

PO BOX 22167 • HOUSTON, TX 77227 • 713.595.1217

HAdistrict.org

The Board of Directors of Hobby Area District and its affiliated local government corporation, Hobby Area Improvement Corporation, seeks a proposal from a qualified, experienced contractor to perform landscape maintenance, litter abatement, and special projects.

The District Board meets regularly at 1:00 p.m. on the second Thursday of the month. Committee Meetings are held the third Thursday of the month. The Board of the Improvement Corporation meets only as needed.

Specific services may be included in this RFP for guidance, but they are not intended to preclude proposers from recommending alternative solutions offering comparable or better performance or value.

Interested and qualified firms are invited to submit proposals, **which will be accepted until December 01, 2020.** Proposals should be addressed to:

Hobby Area District

Attn: Beth Strobe

8121 Broadway, Suite 199

Houston, TX 77061

Parcel Delivery, FedEx, UPS or DHL. No Hand Delivered Parcels will be accepted.

Proposals may also be sent electronically to:

bstrobe@hadistrict.org



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Qualification proposal envelopes and /or emails should be clearly labeled and indicate the following:

ROW Maintenance Request for Proposals

Firm Name

RFP SCHEDULE Request for Proposals Issued: November 20, 2020

Deadline to Submit Questions: November 27, 2020

Responses to questions due: November 30, 2020

Effective Start Date of Contract: January 1, 2021

Questions may be submitted via email to bstrope@hadistrict.org

BACKGROUND:

The Hobby Area District was Established in 2007 by the Texas Legislature, the Hobby Area District's mission is to establish and attractive, connected, talented and celebrated place to invest and live. The Hobby Area District is a *municipal management district* created by the Texas Legislature to promote and benefit commercial development and commercial areas, eliminate unemployment and underemployment, and develop or expand transportation and commerce by engaging in improvement projects or services that carry out a public purpose in the William P. Hobby Airport area and its nearby neighborhoods. The District receives annual revenues of approximately \$2 million. Its affiliated Improvement Corporation produces special events designed to publicize and market the District and Airport area. The District's mission is to keep residents, visitors, business, and property owners safe and secure. To enhance the landscape of the District with physical improvements. Our long-term vision is focused on transforming the Hobby Area District into a celebrated place where commerce and community thrive.



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PROPOSAL REQUIREMENTS:

1. Firm's Qualifications.
2. Related Experience.
3. Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.
4. Provide a listing of current clients for which your firm is providing services.
5. Personnel Qualifications - Provide sufficient information and related experience of personnel who will perform services under this contract.
6. Provide a monthly cost rate for services performed as outlined in this RFP.

Special Projects

- A full-time crew of four (4) will be working from 6:30 A.M. to 3:00 P.M. for five (5) days a week.
- A DISTRICT representative together with the CONTRACTOR shall determine the Right-of-Way (ROW) sites that are a priority for mowing and edging, which will focus on gateways and major business corridors. The ROW s selected to be mowed will be enough to allow for a two (2) week turnaround.
- Collect and dispose of litter, removal of debris and bandit signs from public ROW and esplanades of thoroughfares within the DISTRICT boundaries. The ROW includes all areas within the setback, either 10' from the curb (or edge of street) or 3' from the outer edge of an existing sidewalk or pedestrian pathway.
- Collect and dispose of litter, mow, and edge Monroe Boulevard ditch and medians from the Gulf Freeway to Panair Street. Mowing of the median includes from the curb or private property line to the embankment of the ditch. Mowing of the ditch includes the ditch in the Monroe Boulevard median and includes the ditch as is continues behind the Holiday Inn (8611 Airport Boulevard) to Panair Street.
- Mow under maintained right-of-way areas of the DISTRICT.
- Porter services crew may collect litter, mow, and edge other ROW on an as needed basis, as directed by the DISTRICT.
- Porter services crew may do additional special projects, such as edge to expose curves and sidewalks and small tree trimming projects, as requested to improve the appearance of the DISTRICT.
- Collect all bandit signs located along public ROW' s on the streets in the scope of work.



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Broadway Landscape Maintenance

- CONTRACTOR will collect and dispose of litter, dispose of debris, weed flower beds, and apply herbicide within medians on Broadway Street from Interstate 45 Frontage Road to Airport Boulevard each week, fifty-two (52) times a year.
- CONTRACTOR will water setback trees within the designated area fifty-two (52) times each year.
- CONTRACTOR will fertilize trees and shrubs within the designated area two (2) times each year, in the Spring and Fall. CONTRACTOR will apply mulch to flower beds within the designated area two (2) times each year.
- CONTRACTOR will fertilize flowers within the designated area three (3) times each year.
- CONTRACTOR will change out seasonal color within the designated area three (3) times each year.

Other Maintenance

- Mow, edge, etc West side North side of I-45.
- Collect litter and debris West side of I-45.
- Herbicide applications as needed.
- Seasonal trimming.
- Removal of dead vegetation.
- Underpass cleanup at Broadway and I-45 once a month.
- ROW mowing Northside of I-45 from Kingsley at Broadway and I-45 in the district boundary.
- Prune small trees (15 ft and under) at Broadway and I-45 in the district boundary.
- Power wash 22 Metro Bus Shelters.
- Trash pickup and Disposal at 22 Metro Bus Shelters.

ADDITIONAL SERVICES

Additional services not listed under the scope of work requested by the DISTRICT.

- Clean-up of illegal dumpsites
- Tire disposal.



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TERM:

This agreement shall begin on January 1, 2021 and shall be in effect for one (1) year from the EFFECTIVE DATE and thereafter shall automatically renew for additional one (1) year periods unless either party hereto terminates the Agreement.

HOLIDAYS:

CONTRACTOR is not obligated to perform services on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the DISTRICT requests that services be performed on a holiday, the DISTRICT recognizes that such work will be considered Additional Services and that the price to be proposed by CONTRACTOR will be based on an overtime basis. If the work is to be performed on a holiday that falls on Saturday or Sunday, it shall be subject to an additional charge of one full day at straight time.

NOTICE:

Notices, requests, demands and other communications shall be in writing either by email or standard mail.

Note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide. Instructions for RFP Submission Prior to actual submission of proposals, any firm who wishes to meet with representatives of the District will be allowed to do so. All such meetings must be arranged in advance and any travel costs associated with such a meeting are the responsibility of the proposing audit firm. When the District has tentatively selected a firm's proposal, it may request an interview with that firm to clarify any unclear areas or discuss any prominent points concerning the proposal. Each firm choosing to submit a proposal should be willing to attend such an interview, if necessary, at its own expense. Based upon the District's proposal review, the proposal will be forwarded along with a recommendation for contract approval to the Board of Directors of the District. Upon that approval, a contract will then be executed. The District reserves the right to reject any and all proposals, and to waive any informalities in the proposals received whenever the District determines that such rejection or waiver is in its best interest.