



HOBBY AREA DISTRICT

REQUEST FOR PROPOSAL (RFP)

Landscape Maintenance Services

Harris County Improvement District No. 9 (Hobby Area District)

Houston, Texas

RELEASE DATE: **Tuesday, February 9, 2026**

CLOSING DATE: **Wednesday, March 4, 2026 at 12:00pm (noon) CST**

INTRODUCTION AND GENERAL SCOPE OF SERVICES

The Hobby Area District was established in 2007 and initially funded in 2014 for purposes of improving conditions in the area through a variety of projects and programs ranging from public safety and economic prosperity to beautification and community identity. The district is funded through an assessment paid by commercial property owners within the area. A portion of the district's funding is aimed toward maintaining and enhancing local corridors that often provide a first or last impression of both the area and the city as a whole, including those individuals traveling to and from Hobby Airport.

For that reason, **the Hobby Area District is seeking proposals from qualified contractors (contractor) for Landscape Maintenance Services described as follows as the CORE SERVICES and POTENTIAL ADDITIONAL SERVICES (depending upon budget availability):**

CORE LANDSCAPE MAINTENANCE SERVICES

1. **Broadway Boulevard esplanade maintenance, from the Gulf Freeway to Airport Boulevard** includes:
 - **Twice monthly** maintenance (includes litter and debris removal, bandit sign removal, weeding flower beds, applying herbicides, watering trees/shrubs and pruning small trees, general tree trimming up to 10 feet)
 - **Twice annually** changing seasonal flowers and fertilizing flower beds
 - **Once annually** fertilizing trees/shrubs and mulching beds
 - **Once each two months (Six times annually)** power washing and other necessary cleaning services at the 22 HAD branded bus shelters, including shelters, hardscape/pad, and accompanying streetscape furniture
 - **26 visits annually** (frequency/visits per month based on growing cycle) right of way maintenance including litter removal, mowing, edging, blowing, and changing liners at 22 HAD branded bus shelter trash receptacles
 - **PLEASE NOTE: bus shelter area maintenance, including power washing and changing trash receptacle liners should be completed in coordination with METRO to ensure complementary (not duplicative) services**
2. **Bellfort Avenue greenspace maintenance, from the Gulf Freeway to Telephone Road, includes:**
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way

3. **Airport Boulevard greenspace maintenance, from the Gulf Freeway to Monroe Boulevard,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way
4. **Clarewood Drive greenspace maintenance, from the Gulf Freeway to Alameda Genoa,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way
5. **Alameda Genoa Road greenspace maintenance, from Gulf Freeway to Telephone Road,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way
6. **Monroe Road greenspace maintenance, from the Gulf Freeway to Airport Boulevard,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way
7. **Special Landscape Maintenance Service Projects,** that could include:
 - Mowing, edging, litter and bandit sign removal, and other necessary landscape maintenance services in other areas beyond those mentioned but within the boundaries (or general area) of the Hobby Area District.
 - Replacement of landscape and hardscape materials and infrastructure where needed such as non-annual plantings, decomposed granite, and sprinkler system components.
 - ***PLEASE NOTE: Applicants should NOT include Special Projects in their proposed cost. Those projects will be allocated a line item in the Hobby Area District budget and approved by Task Order***

POTENTIAL ADDITIONAL SERVICES

The following segments may be added to the landscape maintenance service program depending upon budget availability. The cost to add each of the below potential segments should be provided individually and separate from the cost to provide the previously described CORE SERVICES.

Potential additional segments and services are as follows:

8. **Bellfort Avenue greenspace maintenance, from Telephone Road to Mykawa Road,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way.
9. **Monroe Road greenspace maintenance, from Airport Boulevard to Alameda Genoa,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades (excluding other areas of the right of way).
10. **Telephone Road greenspace maintenance, from Orem Drive/Alameda Genoa Road to Mykawa Road,** includes:
 - **24 visits annually** (frequency/visits per month based on growing cycle) litter removal, bandit sign removal, mowing, edging and blowing esplanades and right of way.

INTENT

It is the intention of the Hobby Area District to select a contractor to complete landscape maintenance services for the Hobby Area District under a Master Services Agreement.

SUBMISSION

Proposals must be received by 12:00pm (noon) CST on Wednesday, March 4, 2026. Late submissions will not be accepted. Proposals must be submitted electronically by email or may be delivered on a USB flash drive.

- If delivered, please enclose the USB flash drive in a sealed envelope and write on the envelope: "Attention: Jose Rivera, Hobby Area District Landscape Maintenance Services Proposal".
- If emailed, please include "Hobby Area District Landscape Maintenance Services Proposal" as the subject line.
- The Hobby Area District will respond to each emailed submission by 1:00pm (CST) Friday, February 13, 2026 with a formal reply that will include the time/date of submission as proof of submission. Note that proof of submission does not indicate that a submission is full and complete.

FORMAT: One (1) electronic document in PDF Format with content not to exceed 20 pages (excluding provision of certificates, licenses, proof of insurance and similar items).

CONTACT, DELIVERY & EMAIL INFORMATION:

Jose Rivera,
Hobby Area District Director of Services
8866 Gulf Freeway, Suite 301
Houston, TX 77017
713.906.7994
jrivera@haweshill.com

The **Hobby Area District** will not accept any proposals except as outlined above.

Submission of a proposal will constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP. Proposers, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP at the time a proposal is submitted.

ADDITIONAL INFORMATION AND SPECIFICATIONS

Requests for additional information or questions should be sent to **Jose Rivera** no later than **Wednesday, March 4, 2026, at 12:00pm (noon) CST.** Any amendments to the RFP will be posted on the **Hobby Area District** website.

INTERPRETING SPECIFICATIONS

The specifications and product references contained herein are intended to be descriptive rather than restrictive. The **Hobby Area District** is soliciting proposals to provide a complete service package which meets its overall requirements. Specifications in this RFP are not intended to preclude proposers from recommending alternative solutions that offer comparable or better performance or value.

The **Hobby Area District** has sole discretion and reserves the right to cancel this RFP or to reject any or all proposals received prior to the contract award. The **Hobby Area District** reserves the right to waive any formalities concerning this RFP, or to reject any or all proposals or any part thereof.

PROPOSAL CONTENTS AND SPECIFICATIONS

Proposals should, at a minimum, include the information described below and in the order requested:

A. Introduction & Qualifications

The introduction should include:

- A general introduction to the Proposing Contractor, including location and years in business providing landscape maintenance services,
- Experience with similar conditions and organizations, including special districts in the Houston area
- Contractor and staff qualifications, including relevant certifications and licenses
- Ability to take on the work described in this Request for Proposals in accordance with timelines established in the Master Services Agreement or by subsequent task order
- Ability to mobilize quickly and respond if needed

B. Project Understanding/Methodology

The Proposing Contractor should describe the proposed methodology for completing the work, such as the number of service crews involved, size of crews, equipment available to complete projects, techniques to provide quality care, and the Contractor's role/commitment to providing those services.

C. Portfolio and References

Proposals should include information that shows successful application of services and client satisfaction by including:

- A minimum of three examples of similar services including photos, a brief summary of services and dates associated with service
- A minimum of three client references including name of organization, point of contact, role of contact, phone number and email address,
- Testimonials or performance reviews (optional).

D. Cost Proposal

The Proposing Contractor should provide a cost proposal for those services previously described in this RFP as follows:

- A cost proposed for each above mentioned services by line item as listed above. Cost is to be provided annually with the understanding that invoices are to be submitted monthly.
- Total annual cost of proposed services
- Hourly rates anticipated for special projects with the understanding that special services will be estimated appropriately in development of each task order

E. Compliance and Insurance

The Proposing Contractor should provide:

- Proof of licensing and bonding as needed
- Proof of insurance upon selection of Proposing Contractor as follows (more detail to be provided in the Master Services Agreement for the selected contractor):
 - Workers' Compensation Insurance covering liability arising out of Proposing Contractor's employment of workers and anyone for whom the contractor may be liable for workers' compensation claims at limits as imposed by statute. Workers' compensation insurance is required, and no alternative forms of insurance shall be permitted,
 - Employer's Liability Insurance Limitations with limits of not less than \$500,000.,

- Commercial General Liability Insurance with limits not less than:
 - Each occurrence – \$1,000,000
 - General aggregate - \$2,000,000
 - Products-Completed Operations Aggregate - \$2,000,000
 - Personal & Advertising Injury - \$1,000,000,
- Comprehensive Automobile Liability Insurance with limits not less than \$1,000,000 (combined),
- Excess Liability: \$2,000,000/\$2,000,000.
- Compliance with all appropriate local, state and federal regulations
- Ability to obtain permits, if needed for a special project

EVALUATION PROCEDURES

A Selection Committee will review responses received by the closing date to determine **the lowest responsive and responsible proposal**. In addition to cost, the Selection Committee will give consideration to the following:

- Financial stability of contractor
- Relevant experience and technical capability, including with special districts
- Track record of past/current performance
- Proper licenses and certifications
- Sufficient staffing and equipment
- History of contract default
- Safety record and legal compliance

The Hobby Area District reserves the right to contact Proposing Contractors for clarification of information submitted and to contact references to obtain information regarding past performance, reliability and integrity. Requests for a debriefing are requested to be made within one week of notification of non-selection.

HOBBY AREA DISTRICT RESPONSIBILITIES

The Hobby Area District is responsible for project administration and final decisions on all contractual matters. All responses to inquiries about the RFP and attachments should be directed to **Jose Rivera** as the individual that will serve as project manager for the District.