



4200 Somerset Drive, Suite 216 | Prairie Village, KS 66208 | info@armourhills.org | armourhills.org

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REQUEST FOR PROPOSAL

BROOKSIDE ROAD ISLANDS LANDSCAPING

Request for Proposal

The Armour Hills Homes Association in Kansas City, Missouri, seeks proposals for new landscaping at (3) islands along Brookside Road as defined in this Request for Proposal (RFP). The information set forth in this document is the minimum required to qualify for consideration. Contractors are encouraged to provide as much information as they deem necessary to illustrate their approach to the services requested.

All proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package.

Any agreement will be based on the specifications outlined in this RFP.

Date of Solicitation: April 3, 2017

The Project:

Project Name: AHHA Brookside Road Islands Landscaping
Project Address: The Armour Hills Neighborhood

The Association:

Name: Armour Hills Homes Association
Address: 4200 Somerset Drive, Suite 216
Prairie Village, KS 66208
Contact Phone: 913-385-2440

PROPOSAL CONTACTS

Any questions concerning this RFP can be directed to the following contact:

Name: Tiffany Moore
Contact Phone: 816-695-6862
Contact E-Mail: president@armourhills.org

SITE VISITS AND SUBMISSION OF PROPOSALS:

Contractors may visit the site(s) at their convenience or arrange a tour with a project representative to ask specific questions. Failure to thoroughly inspect the site(s) will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the Work.

All proposals must be received by 12:00 PM on Tuesday, April 18, 2017

Proposals can be delivered via email, US Mail, or hand-delivery at the following address(s):

Armour Hills Homes Association
c/o Homes Associations of Kansas City
4200 Somerset Drive, Suite 216
Prairie Village, KS 66208
president@armourhills.org

All proposals must remain in effect for at least 60 days from the date of submittal. The Association has the sole discretion to: (a) reject any and all proposals, and (b) negotiate the modification of any and all proposals in whatever manner it deems in its best interest. There is no guarantee, either expressed or implied, that award of a contract will be made to any firm.

SECTION 2 - INTENT

STATEMENT OF INTENT

It is the intent of the Armour Hills Homes Association to replace the landscaping at (3) islands along Brookside Road. The Work may be done in phases based on funding available and the priority of other capital improvements. This RFP details the Work and specific phases of installation.

Armour Hills is a large neighborhood of architecturally significant homes in the Country Club District. The homeowners and Board of Directors are equally proud of and committed to the aesthetic of both the private homes and common areas.

In 2014, the Armour Hills Board of Directors initiated a Capital Improvements Program to address deferred maintenance and repairs throughout the neighborhood. This RFP addresses one part of this program. Projects are prioritized based on the needs assessment and cost, with specific projects funded each year.

The successful contractor will be expected to partner with the Armour Hills Board of Directors to facilitate a successful project. Depending on the scope and duration of the Work, a representative of the Contractor may be asked to attend occasional board meetings, which occur after business hours.

SCOPE OF WORK

Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to landscape each island based on the information provided in this RFP. Each island shall be completed using the attached drawings and information provided in the scope of work. Adjustments in dimensions, plant counts, and specified varieties may be considered to facilitate the best possible outcome.

Attachment A provides a layout for each island.

QUALITY CONTROL

Work shall be performed by a firm experienced in work of a similar nature and scope. By submitting a proposal, the Contractor certifies compliance with the following requirements:

1. Has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work proposed.
2. Maintains a permanent place of business, with a minimum of five (5) years in the same business.
3. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the Work properly and expeditiously.

SAFETY

In addition to maintaining a safe working environment in compliance with all local, state, and federal requirements, the Contractor shall be responsible with securing the entire site to ensure the safety of the general public throughout the duration of the Work.

INSURANCE

Throughout the term of the Contract, the Contractor shall maintain at his sole expense effective insurance covering his activities and those of his subcontractors on the site. Such insurance shall be in the amounts stated below.

1. Worker's Compensation Insurance as required by Missouri state law.
2. Comprehensive General Liability Insurance: Minimum coverage shall be \$1,000,000 per occurrence, \$1,000,000 general aggregate for bodily injury and property damage.
3. Auto Liability Insurance: Minimum coverage shall be \$1,000,000 per occurrence combined single limit for bodily Injury and property damage.

Proof of Insurance: Contractor shall provide a certificate of insurance from a company licensed to do business in the State of Missouri indicating coverage is in place at the limits set forth above. The insurer shall give the Association thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract.

PAYMENTS

Contractor shall submit an invoice to the Association at the completion of the Work. Payment will be rendered upon inspection and final acceptance of the Work. Requests for reasonable deposit(s) to initiate the Work will be considered on a case-by-case basis.

TAXES

The Association is not a tax-exempt entity. The Contractor shall include in the proposal, all Sales, Consumer, Use and other similar taxes required by law.

SITE CONDITIONS

The Contractor shall be familiar with the site(s) and how the existing conditions will affect the Work. The Contractor is encouraged to tour the site(s) as indicated on page two of this RFP. Failure to visit the site(s) will in no way relieve the Contractor from necessity of furnishing any materials or equipment, or performing any work that may be required to complete the Work in accordance with the RFP.

The Association shall provide full information regarding all requirements for the Work, not specifically contained herein, and shall establish and maintain an effective communications system with the Contractor for the duration of the contract.

REFERENCES

Contractors may be asked to submit three (3) references of similar work as specified in Attachment B of the RFP.

SCHEDULING

Upon acceptance of the Proposal, the Contractor shall coordinate with the Association to arrange a schedule for the Work and shall continue coordination at intervals set forth by the Association, which may include attendance at occasional board meetings held after business hours.

INSTALLATION

General Work Description

The basis of design for each island is the original Ochsner Hare & Hare drawings. The islands remain largely unchanged, with the sidewalks and street lights having been added since the neighborhood was originally developed. The shade of mature trees and need to preserve a clear line of sight for traffic entering and leaving Brookside Road requires that some plant material specified on the original drawings be substituted with more appropriate selections.

Plants should be low maintenance and allow for pruning or trimming to maintain a maximum height over time. The use of perennial bloomers requiring frequent dead-heading or other maintenance is discouraged.

Contractor shall

1. Proposals shall include a detailed list of plant material and be formatted as follows:
 - a. Removal of existing turf, plant material (except trees), edging, and mulch
 - b. Phase I: Preparation of area, soil amendments as needed, installation of hedge and border plants, and mulch
 - c. Phase II: Installation of filler plants, such as spiraea.
2. Border material shall be solid green Liriope, clumping variety. Turf shall not be used on these islands.
3. Island at 66th Street includes an existing ornamental tree which is to remain. The original design includes plant material that is too tall for the required vehicular lines of sight. Contractor shall provide recommendations for filler plant material, which may include spiraea or similar shrub-style plants.
4. The original design for the island at 67th Street appears to be compliant with required vehicular lines of sight. Contractor shall include any recommended deviations from the drawing in their proposal.
5. The original design for the island at 68th Street includes Hibiscus in locations that limit required vehicular lines of sight. Additionally, the island may not receive enough sun for this type of plant. Contractor shall provide recommendations for filler plant material, which may include spiraea or similar shrub-style plants.

SECTION 5 - FORMS

Proposals must adhere to the format of these forms and content of this RFP. Proposals will not be evaluated unless all parts of the form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name

Contact Name

Email address

Type of Organization: Corporation, Partnership, Proprietorship

Mailing Address

City, State, Zip

Telephone

Date

ARMOUR HILLS BROOKSIDE ROAD ISLANDS:

In compliance with your RFP, we propose to furnish all materials, labor, equipment and services necessary to complete the following work.

Removal of existing plant material, mulch & turf	\$ _____
Landscape installation, Phase I	\$ _____
Landscape installation, Phase II	\$ _____

Contractor is encouraged to provide any supporting documents that detail or support the total price for use by the Association in evaluating the proposal.

PRICE AUTHORIZATION

By signing this proposal, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the form, and has checked the same in detail before submitting said proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with this proposal.

That all of said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary qualifications, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal to the Amour Hills Homes Association.

Authorized Signature

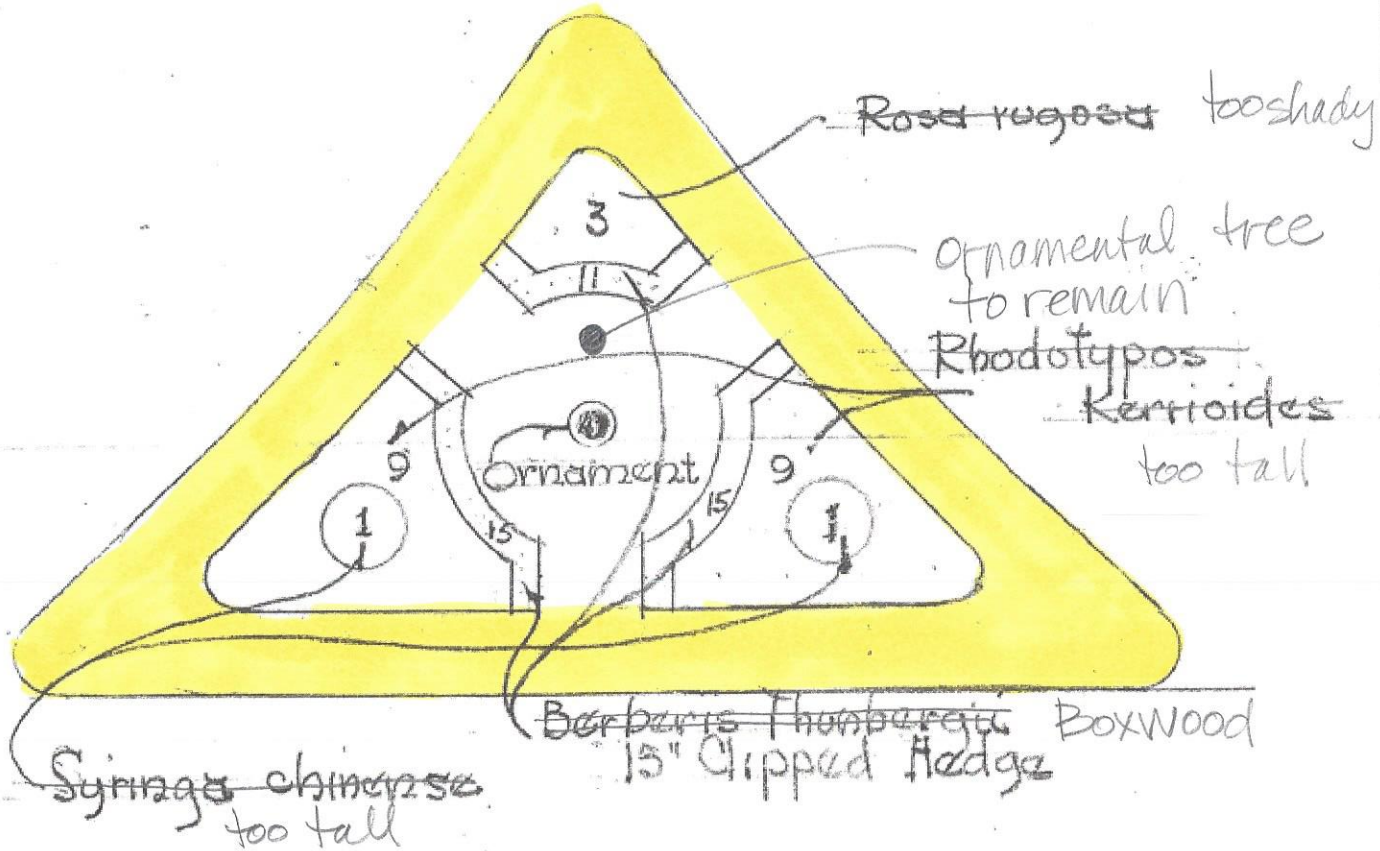
Name & Title of Signatory

Date

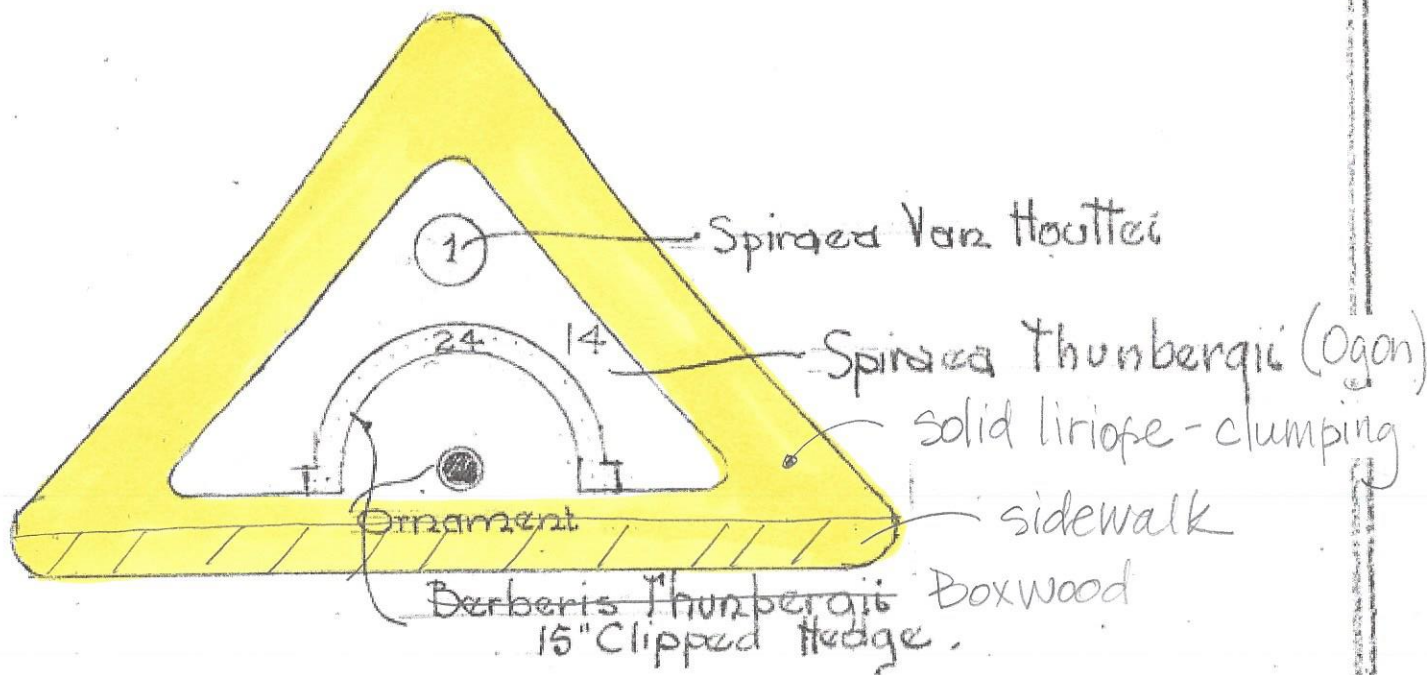
ATTACHMENT A - WORK AREAS

The following documents are provided to further clarify the design intent of the islands.

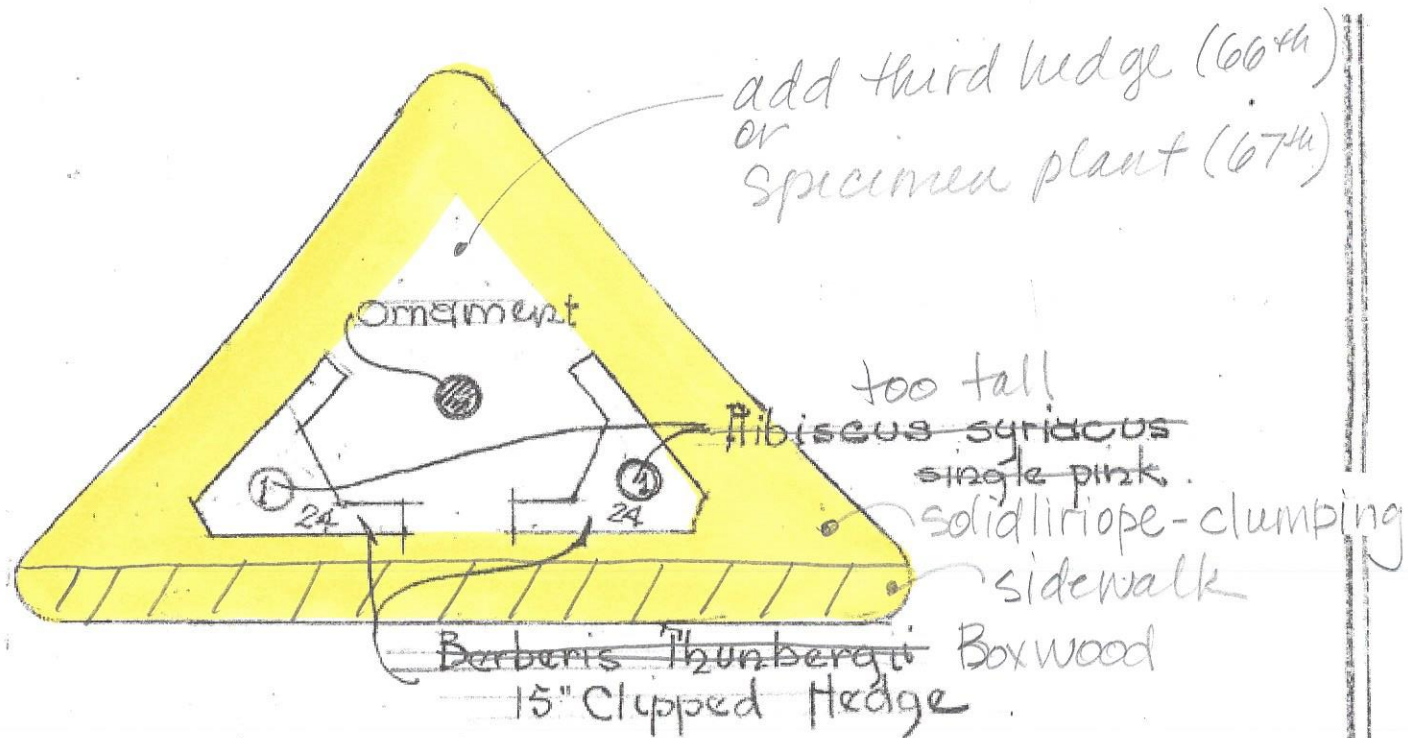
1. Ochsner Hare & Hare drawings, November 1922, annotated.



TRIANGLE AT 66TH STREET
& BROOKSIDE ROAD



TRIANGLE AT 67TH STREET
& BROOKSIDE ROAD.



TRIANGLE AT 68TH STREET
& BROOKSIDE ROAD

2011

ATTACHMENT B - REFERENCES

Complete and submit the following information for three (3) projects of similar complexity as the work specified. References must also reflect the same quality and level of service proposed by the Contractor on the form. Include photographs of each project and label appropriately. (Duplicate the form as required.)

Name of Project:

Address of Project:

Management Company:

Contact Person:

Telephone Number:

Email:

Description of Work:

Other Remarks: