

A large, stylized, light blue Phoenix logo is centered in the background of the slide. The logo is composed of several curved, overlapping shapes that form the bird's head and tail. The background is a solid dark blue.

# RFP-24-0432

## Street Right-of-Way Landscape Maintenance

February 13, 2025, at 2:00 pm  
Via Webex

**City of Phoenix**  
Finance Department



# Housekeeping

- Please turn off or silence cell phones during this pre-offer conference.
- Please mute your microphones, unless you are speaking, to mitigate background noise and potential electronic feedback for the other participants.
- We will be touching on each major section of the solicitation, please try and limit your questions to the section being discussed.
- Please email your company name, first and last name, telephone number, and email address to the procurement officer: [william.langbehn@phoenix.gov](mailto:william.langbehn@phoenix.gov)



# Legal Notice

The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document and in the form of a written Solicitation Addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt of any/all addenda by signing and returning the document with their submittal, or the response may be considered non-responsive.

Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.



# Key Dates

Pre-Offer Conference: February 13, 2025,  
at 2:00 p.m.

Written Inquiries Due: February 28, 2025,  
at 2:00 p.m.

Offer Due Date: March 12, 2025,  
at 2:00 p.m.

All times are Phoenix local time.



# Agenda

RFP-24-0432

## Street Right-of-Way Landscape Maintenance

1. Review Solicitation Instructions
2. Review Special Terms and Conditions
3. Review Insurance and Indemnification Requirements
4. Review the Scope of Work
5. Review the Offer Evaluation Criteria
6. Review Submittal Requirements
7. Review Key Dates
8. Closing



# Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at Council Award.
- All offerors must register at:  
<https://www.phoenix.gov/procure>
- All written inquiries are due: **February 28, 2025, by 2:00 p.m.**
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- Businesses ***must*** be registered with the Arizona Corporation Commission (this is checked)
- Offeror must read the entire solicitation and accept all terms and conditions without exception



# Special Terms & Conditions

- Pricing shall be firm and fixed for the initial first year of the contract, thereafter price increases will be considered annually. The City will be the sole judge in determining the allowable increase amount. Price increases agreed to by any staff other than the Chief Procurement Officer are invalid (6.3.).
- Additional charges for fuel surcharges, delivery charges, dealer prep, environmental fees, waste disposal, shop supplies, set-up, freight and/or shipping and handling, etc. will not be paid. These costs must be incorporated in the pricing provided (6.19.).
- Please pay special attention to Section 6.21. Liquidated Damages on page 86.
- Background screening of all contract employees is required, and the City has set this contract at the Standard Risk level (6.42. – 6.48.).



# Insurance & Indemnification

- Please note the indemnification provisions within the solicitation (7.1. & 7.2.).
- Insurance requirements cover:
  - General liability (8.3.)
  - Automobile liability (8.4.)
  - Worker's compensation (8.5.)
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days.
- Send to the Procurement Division at [procurement@phoenix.gov](mailto:procurement@phoenix.gov).





# Scope of Work

The City of Phoenix is soliciting Contractor(s) for the performance of large-scale street ROW landscape maintenance services throughout the entire City. The Contractor will be performing routine, non-routine, and emergency landscape maintenance services for approximately 3,500 acres of City of Phoenix and ADOT street rights-of-way including: frontages, overpasses, roadways, medians, pedestrian walkways, access roads, embankments, multi-use pathways, retention basins, washes, dams and levees.

Contractor shall supply and maintain during the entire period of this contract all required labor, supplies, parts, chemicals, vehicles, tools, equipment, materials, transportation, incidentals, and disposal necessary and sufficient in quantity, operational condition, and capacity to provide landscape maintenance, weed control services, irrigation management, and repair services, as well as other specified services, in accordance with the terms, conditions and requirements contained in this contract.

The purpose of the Street ROW landscape maintenance is to maintain all aspects of the varying topography at each assigned location so that:

- A. Plants and trees are healthy and thriving.
- B. Water is not over or under used.
- C. The site is clean and free of plant debris, litter, graffiti, and weeds.
- D. The site is aesthetically pleasing
- E. Property hardscape, irrigation systems, and landscape elements function as designed.
- F. Observed safety issues are remedied.

In addition to providing routine landscape maintenance services at their assigned location(s), all Contractors shall provide non-routine and emergency services on an ad-hoc basis as needed.



# Scope of Work (Locations)

- Freeway Landscape – ADOT right of way that is managed by the City of Phoenix. This is divided into two separate zones: (1) North Zone – approximately 17.1 million square feet, and (2) South Zone – approximately 5.6 million square feet.
- Street Landscape – Landscaped areas are generally described as City right of ways, streets, traffic circles and medians. This is divided into four separate zones: (1) North Zone – approximately 6.2 million square feet, (2) North Central Zone – approximately 8.3 million square feet, (3) South Zone- approximately 6.3 million square feet, and (4) South Central Zone – approximately 7.5 million square feet.
- Water Conveyance Channels – Dedicated Natural Washes and man-made channels throughout the city.
- Multiuse Pathways and Trails – Paved pathways along canals and greenbelts. Approximately 23 miles of pathways.
- Retention Basins – Retention and detention basins located throughout the City. Approximately 3.8 million square feet.
- Dams and Levees – Earthen dams and impoundment areas located throughout the City.



# Offer Evaluation Criteria

In accordance with the Administrative Regulation 3.10, Competitive Sealed Proposal awards shall be made to the responsive and responsible Offeror(s) whose Offer is determined in writing to be the most advantageous to the City based upon the evaluation criteria listed below.

The evaluation factors are listed in the relative order of importance and more details are provided in Scope of Work. The following evaluation criteria will be used to evaluate all Offers:

## Evaluation Criteria (maximum 1000 points)

Listed in relative order of importance:

Evaluation Criteria #1 - Qualifications and Experience (350 pts)

Evaluation Criteria #2 - Method of Approach (250 pts)

Evaluation Criteria #3 – Capacity (200 pts)

Evaluation Criteria #4 - Price – Submittal Pricing Proposal RFP-24-0432 (200 pts)



# Submittals

- Please submit one electronic copy of the Submittal Section and all other required documentation. Please do not lock the electronic copy with password protection so that the City may incorporate the successful Offer into the awarded contract.
- Please submit only the Submittal Section, do not submit a copy of the entire solicitation document. This Offer will remain in effect for a period of 180 calendar days from the opening date and is irrevocable unless it is in the City's best interest to release offer(s).
- Be sure to complete and submit **all** Submittal documents.



# Submittals – Pricing Proposal

- Offerors must include pricing for at least one location for "Routine Landscape Service". Offerors may submit prices for all locations but must submit prices for each location they propose to provide service.
- All offers must include pricing for "Non-Routine Services". Proposals missing this area will be deemed non-responsive.
- Offeror will not be considered for locations with blank prices on any line in the "Routine Landscape Service".
- Offers may submit the Pricing Proposal as an Excel sheet separately.
- Unit Prices where the Unit of Measure is "Sq Foot" may only be entered to the 6th decimal place (\$0.123456, or the 1/10,000 of a cent).



# Key Dates

**IMPORTANT  
INFORMATION**

Written Inquiries Due

February 28, 2025,  
at 2:00 p.m.

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