



**INVITATION TO QUOTE/REQUEST FOR PROPOSALS NOTICE
BOTANICAL GARDEN LANDSCAPE SERVICES
Instructions to Proposers**

I. Introduction

City Park Conservancy (CPC) is issuing an Invitation to Quote/Request for Proposals for **Botanical Garden Landscape Services**. CPC is a 501(c)3 non-profit corporation that manages and oversees the day-to-day operations of New Orleans City Park ("City Park") a 1300-acre public park in New Orleans, Louisiana, founded 170 years ago. Open year-round, the 10-acre New Orleans Botanical Garden contains more than 2,000 varieties of plants from around the world.

CPC is soliciting quotes/proposals for a three-year Master Services Contract for Landscape Services for the City Park Botanical Garden as set forth in more detail in the Project Scope Statement attached as Exhibit A. City Park reserves the right to award multiple Master Services Contracts and may award more than one service provider.

For questions regarding this solicitation, please contact Courtney Charbonnet, Manager of Purchasing & Contract Services (ccharbonnet@nocp.org).

II. Timeline

Solicitation Release:	March 1, 2024
Questions Deadline:	March 8, 2024
Responses to Questions Sent:	March 15, 2024
Proposals Due:	March 29, 2024
Anticipated Project Award:	April 5, 2024

III. Response

Proposers must include in their Responses all requested information in the Proposal Specifications. Responding to this Invitation does not guarantee work or a contract. CPC will award the contract in its sole discretion. All Responses are due by **12:00pm CST on March 29, 2024** and may be submitted in any of the methods listed below. All provisions in this Invitation become binding on the selected Contractor(s) and will be made part of the Master Services Agreement.

Email: ccharbonnet@nocp.org

OR

Hand Delivery: Responses should be presented in a sealed envelope with the project name listed.

IV. Contract

The selected respondent will enter into a MASTER SERVICES AGREEMENT with City Park Conservancy.

ATTACHMENT A
PROPOSAL SPECIFICATIONS

1. Proposers should submit responses to this Invitation to Quote to Courtney Charbonnet (Manager of Purchasing & Contract Services) electronically (ccharbonnet@nocp.org) or in person at 1 Palm Drive, New Orleans on or before 12:00 pm March 29, 2024.
2. City Park Conservancy is soliciting quotes/proposals to obtain a three-year Master Services Agreement for Landscape Services at the City Park Botanical Garden.
3. City Park Conservancy reserves the right to select more than one service provider for scopes identified in Exhibit A.
4. Proposers may provide a quote for one, or more, or all of the scopes identified in Exhibit A, but preference will be given to proposers for quote all Bid Items.
5. Proposers acknowledge that even upon entering into a Master Services Agreement, selected Contractors must still provide invoices for work performed and receive an approved Purchase Order from City Park Conservancy to receive payment.
6. Proposers may elect to request a site visit of the Botanical Garden prior to submitting a proposal. Any such request shall be sent to Courtney Charbonnet (Manager of Purchasing & Contract Services) electronically (ccharbonnet@nocp.org).

Requirements:

1. Proposers must have a minimum of three (3) years prior experience with the landscape services identified in Exhibit A.
2. If certain equipment requires specific training or certification, proposer agrees to provide technicians with such certification or subcontract certified technicians as necessary.
3. All work shall be performed by and under the supervision of skilled experienced personnel that have the appropriate licenses for the work being performed and must be directly employed and supervised by the selected Contractor(s).
4. Selected Contractor(s) will not perform any services beyond the scope of work requested by City Park Conservancy unless prior written approval is provided.

Work Schedule:

1. Anticipated working days are set forth in Exhibit A.
2. Access to the premises outside of anticipated working hours shall be coordinated in advance.

Supplies and Equipment:

1. The Contractor shall furnish:
 - All labor, equipment, supplies, and materials.
 - All required safety equipment and fall protection equipment for all staff in compliance with all applicable health and safety regulations.
 - All lifts and/or heavy equipment required for the performance of the work.
2. The Contractor shall be responsible for the security of its equipment and material on site. City Park Conservancy will not take any responsibility for missing or damaged equipment, tools, or personal belongings.

Safety:

1. The Contractor must ensure all work is performed in accordance with all local, state, and federal laws, rules, and regulations, including OSHA safety regulations.
2. City Park Conservancy reserves the right to request the removal from the work site any supplies and/or equipment that does not meet City Park Conservancy's standards and regulations. In addition, City Park Conservancy may request the halt of any unsafe practices observed in carrying out the contracted service. This will in no way relieve the Contractor of complying with the contract requirements.
3. The Contractor will ensure that their safety plan is current and updated.

Contractor's Employees:

1. Contractor personnel shall have identification with them at all times while on City Park property.
2. Contractor personnel shall not use any City Park Conservancy equipment or supplies without the express permission of City Park Conservancy.
3. Contractor personnel shall not smoke within 25 feet of any building.
4. Contractor personnel shall not be present on City Park property while under the influence of drugs or alcohol or any substance which affect or could affect judgment, performance, or safety.
5. Contractor personnel shall adhere to the City Park Contractor Conduct Requirements attached hereto.

Proposal Specifications (including all acknowledgements contained herein):

1. Acknowledge that bid prices do not include sales tax for materials purchases, as City Park Conservancy will provide a Contractor Sales Tax Exemption Certificate.

_____ Initials

2. Acknowledge Net 30 payment terms:

_____ Initials

Scope of Work Items and Quoted Rates		
<u>Item</u>	<u>Description</u>	<u>Quote Price</u>
Item A - Japanese Yews	<ul style="list-style-type: none"> 4 Trimmings to be completed by March 25, May 25, June 25, September 25 	
Item B - Yaupons	<ul style="list-style-type: none"> Trimming to be completed by March 15, June 15, September 15 	
Item C - Asian Jasmine	<ul style="list-style-type: none"> Trimming to be completed by March 20, May 20, July 20, September 20 	
Item D - lawns	<ul style="list-style-type: none"> Turf Care Program of existing lawns (excludes mowing, edging and overseeding) includes the following: <ul style="list-style-type: none"> January 15 - broadleaf pre-emergent, repair and level lawns from foot traffic April 15 - aerate and fertilize July 1 - fertilize August 15 - general pre-emergent 	

<p>Item E – Lawn Resod (one-time)</p>	<ul style="list-style-type: none"> • Runway Lawn <ul style="list-style-type: none"> ○ Length from Lily Pond to Pavilion ○ Complete resod with Palisade Zoysia 	
<p>Item F – Irrigation Repairs</p>	<ul style="list-style-type: none"> • Provide On Call or Labor pricing for service within the Botanical Garden <ul style="list-style-type: none"> ○ As-needed repair work to existing systems ○ Rate should include all levels of technician and/or equipment rates 	<p>Rates Per Hour</p>
<p>Item G – Living Wall Maintenance</p>	<ul style="list-style-type: none"> • 6 times a year (Jan, March, May, July, Sept and Nov) <ul style="list-style-type: none"> ○ Replace material and containers as necessar ○ ○ Inspect and ensure irrigation system is operating as prescribed 	

3. Provide 3 references for similar services (below or note attached):

Business Name:	
Print Name & Title:	
Authorized Signature:	
Date:	

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- Include corporate board resolution establishing authority to sign contracts, if needed

EXHIBIT A



City Park Conservancy Botanical Garden Landscape Services Scope Statement

Quote Guidelines:

- Individual quotes for each Item are permitted, but preference will be given to proposers that quote all Items
- Maps are attached and provide a relative location of all the items to be included in quotes; contractor should verify locations and linear feet before submitting

Scope of work guidelines:

- Work to be done on Mondays when Botanical Garden is closed.
- Other dates of work must be done with Botanical Garden permission and the location should be closed to guests while work is performed.
- Staff enter the Botanical Garden via the Stadium Drive access point never through Tolmas Center.
- Equipment may not be used within 10 ft of patrons and pets making use of the park.
- All paths, walkways, hardscape and garden beds to be cleared of clippings.
- Any damage to trees, buildings, structures or other must be reported to City Park officials immediately.

Items/Scopes of Work:

Bid/Item A – Japanese Yews (please see attached appendix)

- 4 Trimmings to be completed by March 25, May 25, June 25, September 25
- Follow existing angles
- Widths, heights, and picture examples to be provided

Bid/Item B – Yaupons (please see attached appendix)

- Trimming to be completed by March 15, June 15, September 15
- Price for stand alone service, as needed
- Follow existing angles and curves
- Widths, heights, and picture examples to be provided

Bid/Item C - Asian Jasmine (please see attached appendix)

- Trimming to be completed by March 20, May 20, July 20, September 20
- Price for stand alone service, as needed

- Shape and mound hills, following existing curves
- Cut back to metal edging along walkways

Note: Work for Items A, B & C is to be completed by the dates provided and preferably done on Mondays and Tuesdays.

Bid/Item D - lawns (please see attached appendix)

- Turf Care Program of existing lawns (excludes mowing, edging and overseeding) includes the following:
 - January 15 – broadleaf pre-emergent, repair and level lawns from foot traffic
 - April 15 – aerate and fertilize
 - July 1 – fertilize
 - August 15 – general pre-emergent

Bid/Item E – Lawn Resod (one-time)

- Runway Lawn
 - Length from Lily Pond to Pavilion
 - Complete resod with Palisade Zoysia

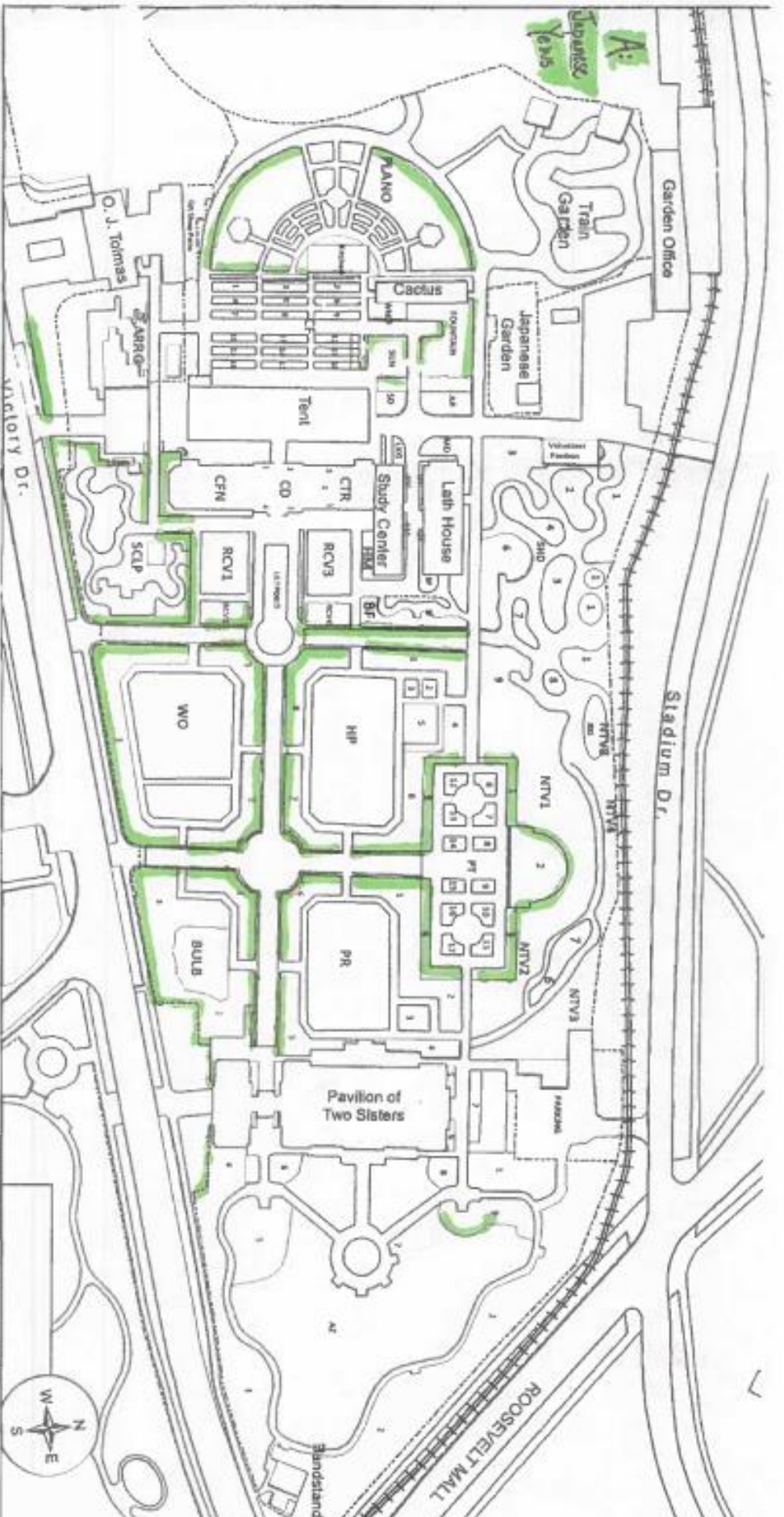
Bid/Item F – Irrigation Repairs

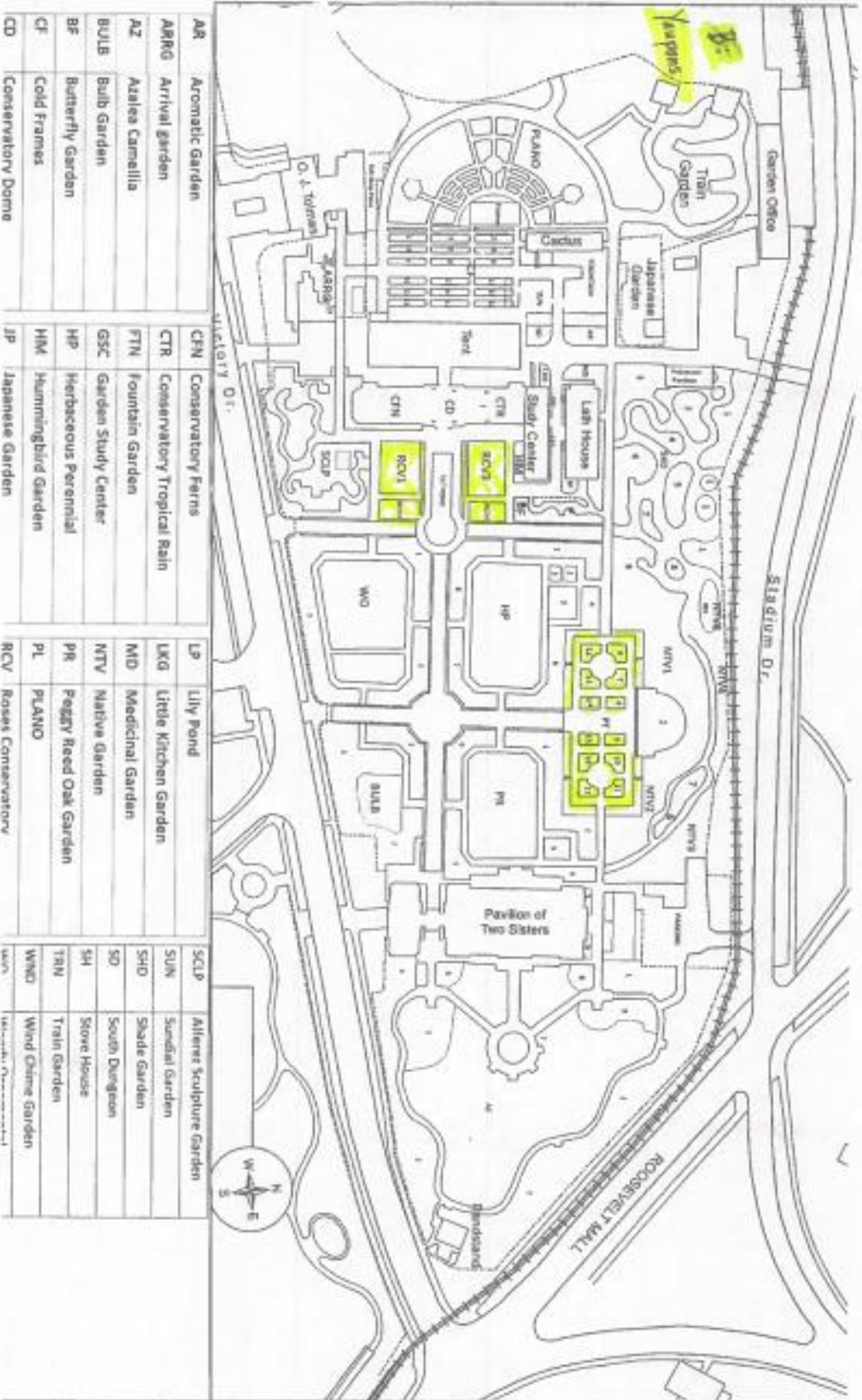
- Provide On Call or Labor pricing for service within the Botanical Garden
 - As-needed repair work to existing systems
 - Rate should include all levels of technician and/or equipment rates

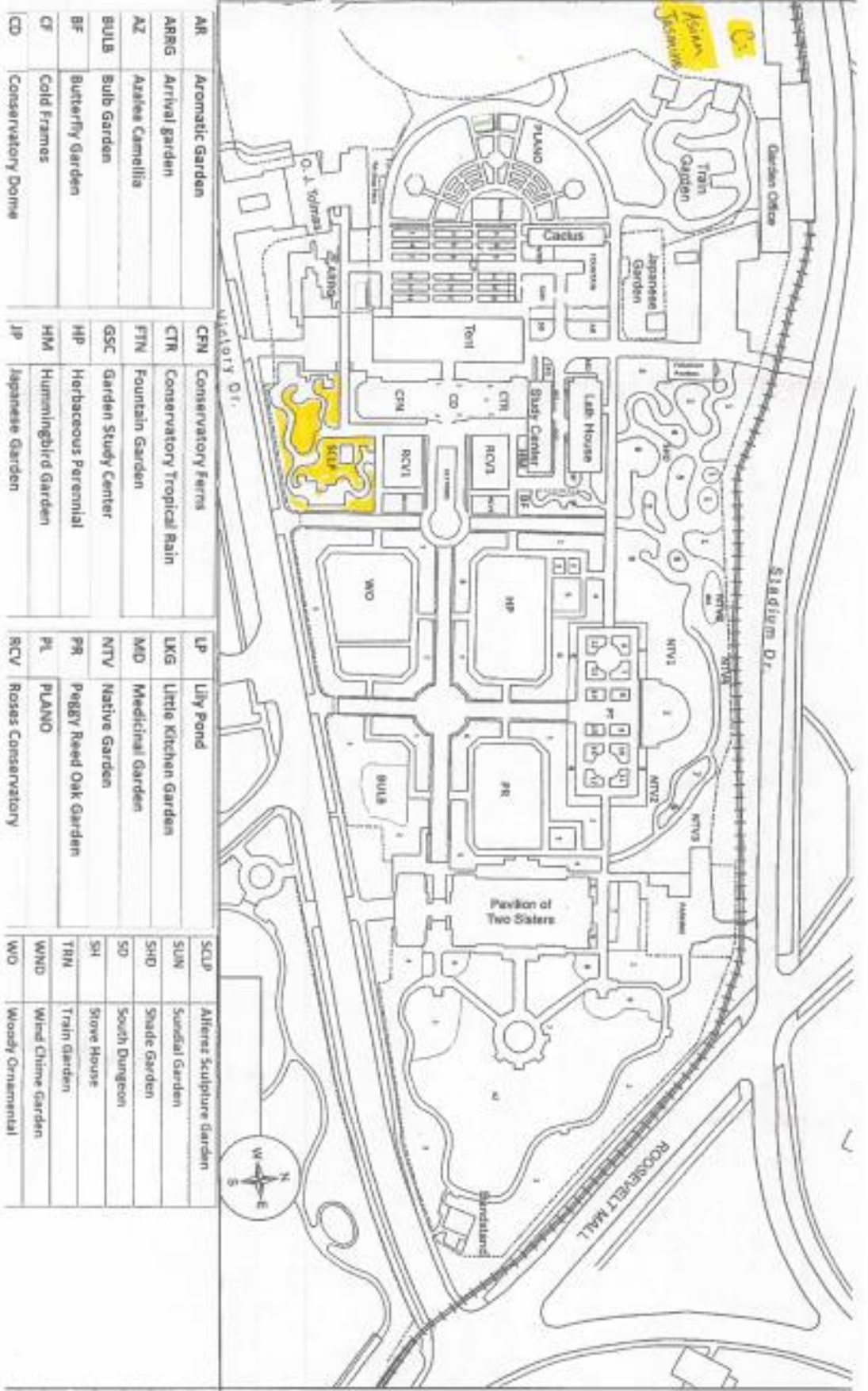
Bid/Item G – Living Wall Maintenance

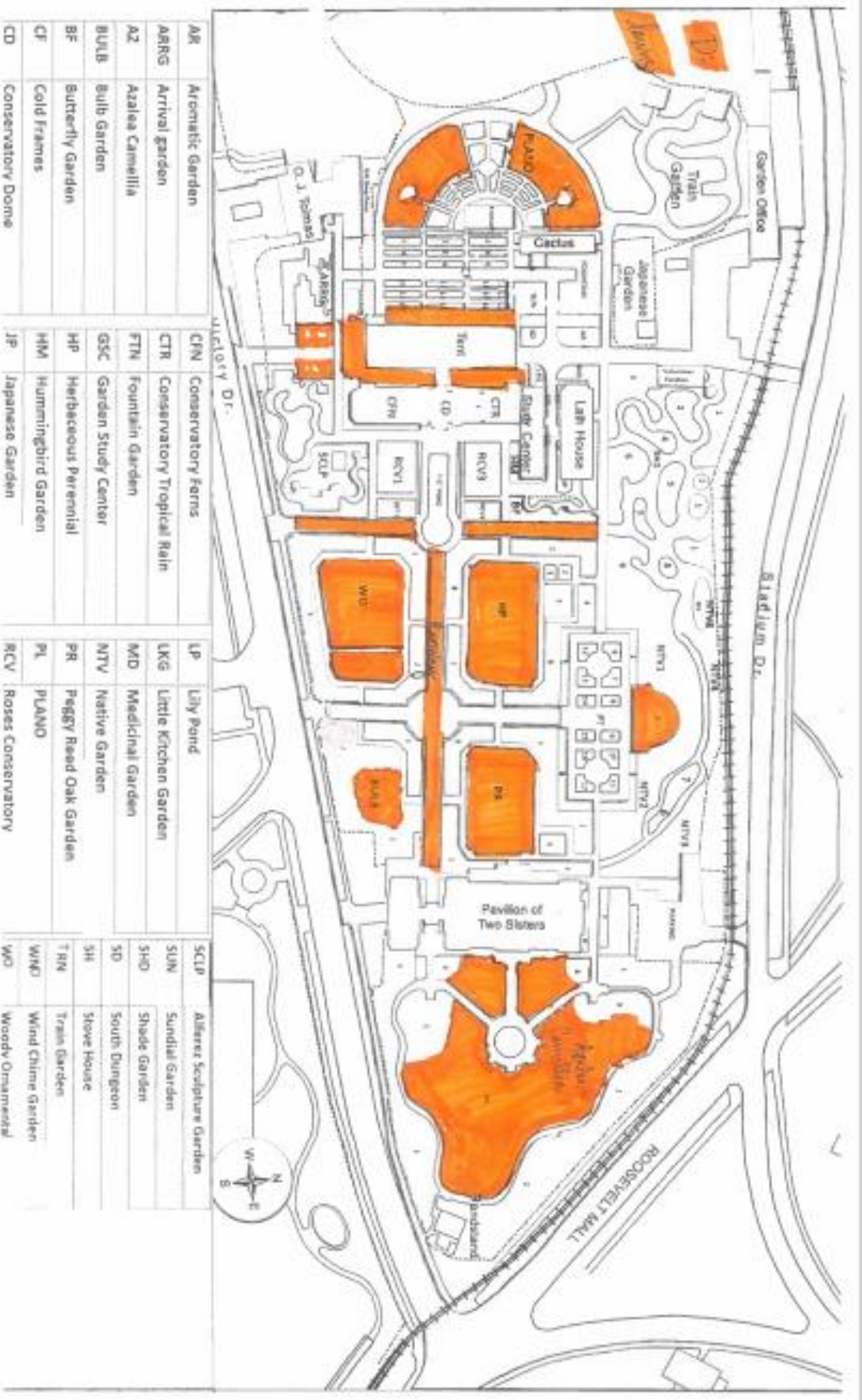
- 6 times a year (Jan, March, May, July, Sept and Nov)
- Replace material and containers as necessary
- Inspect and ensure irrigation system is operating as prescribed

AR	Aromatic Garden	CFN	Conservatory Ferns	LP	Lily Pond	SCLP	Alferez Sculpture Garden
ARRG	Arrival garden	CTR	Conservatory Tropical Rain	LKG	Little Kitchen Garden	SUN	Sundial Garden
AZ	Azalea Camellia	FTN	Fountain Garden	MD	Medicinal Garden	SHD	Shade Garden
BULB	Bulb Garden	GSC	Garden Study Center	NTV	Native Garden	SD	South Dungeon
BF	Butterfly Garden	HP	Herbaceous Perennial	PR	Peggy Reed Oak Garden	SH	Stove House
CF	Cold Frames	HM	Hummingbird Garden	PL	PLANO	TRN	Train Garden
CD	Conservatory Dome	JP	Japanese Garden	RCV	Roses Conservatory	WND	Wind Chime Garden
						WO	Woodv Ornamental









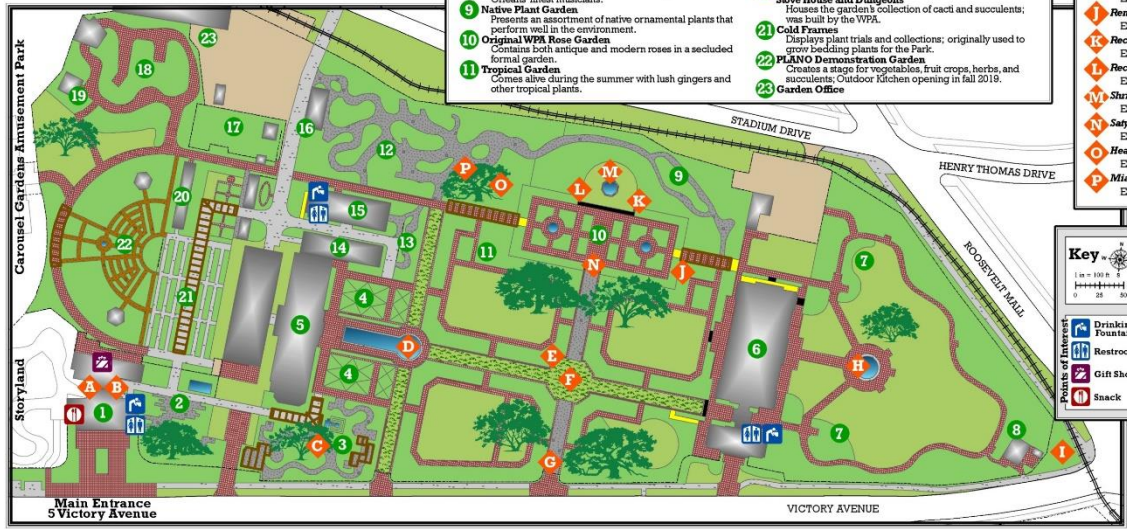


NEW ORLEANS BOTANICAL GARDEN
CITY PARK
Garden.NewOrleansCityPark.com

History
The New Orleans Botanical Garden was originally known as the City Park Rose Garden when it opened in 1936. During the Great Depression the Works Progress Administration (WPA) designed the garden for everyone to enjoy and it became New Orleans' first public classical garden. It is one of the few remaining examples of public garden design from the WPA and Art Deco period. Reborn as the New Orleans Botanical Garden in the early 1980s, today's garden provides a vibrant palette of over 2,000 varieties of plants from all over the world. The 10-acre site contains several themed gardens and centuries-old oak trees. Since the garden is open year-round, visitors can enjoy all of the seasonal splashes of color.

- Buildings & Gardens**
- Oscar J. Thomas Visitor Center & Gift Shop**
5 Victory Ave., New Orleans, LA 70124
Open Daily: 10am - 5pm
Phone: (504) 483-9462
 - Arrival Garden**
Welcomes visitors with living walls of colorful annuals, a magic jumping fountain, and beautiful flower beds.
 - The Helis Foundation Enrique Alférez Sculpture Garden**
Exhibits the life and work of artist Enrique Alférez. (See reverse)
 - Rose Parterre**
Features modern roses and reflecting pond that showcases varieties of tropical water lilies during the warm months.
 - Conservatory of the Two Sisters**
Contains the Living Fossils exhibit of prehistoric plants and a Tropical Rain Forest exhibit.
 - Pavilion of the Two Sisters**
Is one of New Orleans' premiere venues for special events. 1 Victory Ave., New Orleans, LA 70124
 - Zermary Kalea and Camellia Garden**
Includes many repeat-blooming azaleas, camellias, and several varieties of magnolias.
 - Robert B. Haapel Stage**
Spotlights a variety of concerts featuring some of New Orleans' finest musicians.
 - Native Plant Garden**
Presents an assortment of native ornamental plants that perform well in the environment.
 - Original WPA Rose Garden**
Contains both antique and modern roses in a secluded formal garden.
 - Tropical Garden**
Comes alive during the summer with lush ginger and other tropical plants.
 - Southern Shade Garden**
Highlights a variety of ground covers, shrubs, and small trees that perform well in the shade.
 - Butterfly Walk**
Attracts an assortment of butterflies and caterpillars with its nectar and larval host plants.
 - Garden Study Center**
Accommodates educational programs and event rentals; was built by the WPA.
 - Lath House**
Shelters hands-on educational programs and event rentals.
 - Duplantier Volunteer Pavilion**
Provides a work space in the garden for volunteers and school groups to plant seeds and make cuttings of plants.
 - Yakumo Nihon Teien Japanese Garden**
Allows visitors to experience an authentic Japanese Garden; was developed by the Japanese Garden Society of New Orleans.
 - Historic New Orleans Train Garden**
Showcases G-scale trains and examples of miniature New Orleans architecture; operates on Saturdays and Sundays.
 - Train Garden Birthday Pavilion**
Is available for children's birthday parties.
 - Steve House and Droughtons**
Houses the garden's collection of cacti and succulents; was built by the WPA.
 - Cold Frames**
Displays plant trials and collections; originally used to grow bedding plants for the Park.
 - PLANO Demonstration Garden**
Creates a stage for vegetables, fruit crops, herbs, and succulents; Outdoor Kitchen opening in fall 2018.
 - Garden Office**

- Sculptures**
- A Historical Figures of New Orleans**
Enrique Alférez. Carved oak.
 - B Mahogany Panels**
Enrique Alférez. Wood.
 - C The Helis Foundation Enrique Alférez Sculpture Garden** (See reverse)
 - D Upline**
Rose Marie Huth. 1942. Cast concrete.
 - E Benches with Woodland Creatures**
Enrique Alférez. 1933. Cast concrete.
 - F Sundial**
Enrique Alférez. 1933. Concrete & bronze.
 - G Grass Gates**
Enrique Alférez. 1932. Cast iron.
 - H The Flute Players**
Enrique Alférez. 1965. Bronze.
 - I Water Goddess**
Enrique Alférez. 1930s. Cast stone.
 - J Renaissance**
Enrique Alférez. 1988. Cast stone.
 - K Reclining Nude**
Enrique Alférez. 1932. Carved limestone.
 - L Reclining Nude Eating Grapes**
Enrique Alférez. 1933. Carved limestone.
 - M Shower Fountain**
Enrique Alférez. 1932. Carved limestone.
 - N Satys on Poles**
Enrique Alférez. 1932. Cast concrete.
 - O Head of Indian**
Enrique Alférez. 1950. Cast concrete.
 - P Miami Indian**
Enrique Alférez. 1951. Cast concrete.



Key

Walkways	Brick	Grassy Lawn
	Concrete	Garden
	Pebble	Water Feature
	Grass	Arbor
	Gravel	Building
	Step	Work Site
	Ramp	

Drinking Fountain
 Restroom
 Gift Shop
 Snack

Date of Map: January 2018. All rights reserved. This map is an artist's depiction of the Garden. City Park is provided for reference purposes only and without warranty of any nature or kind whatsoever.

