

Request for Proposals

Landscape Maintenance at Occoquan Regional Park

December 13, 2021



NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

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REQUEST FOR PROPOSALS



Landscape Maintenance at Occoquan Regional Park

December 13, 2021

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for a contractor to provide labor, supervision, and equipment, to perform landscape maintenance at Occoquan Regional Park, 9751 Ox Road, Lorton, VA 22079
- Sealed proposals for services must be received at NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station VA 22039 no later than 2:00pm EST, Tuesday, January 18, 2022. Proposals must be clearly marked "RFP –Landscape Maintenance - Occoquan Regional Park."
- Any questions about the request for proposals must be submitted in writing by e-mail to Park Manager, Mark Mermelstein, at mmermelstein@nvrpa.org. All questions must be submitted no later than January 3, 2022.

INTRODUCTION

Occoquan Regional Park encompasses 350 acres of outdoor recreation in Lorton, Virginia. The park's crown jewel is The River View at the Jean R. Packard Center - A premier event space for up to 300 seated guests, featuring the 1608 room, and interpretive foyer depicting John Smith's voyage on the Chesapeake Bay. Park amenities include a waterfront plaza, Brickmakers Café, a 5k loop trail, launch areas for both power boats and paddle craft and batting cages for baseball and softball.

BACKGROUND

The Northern Virginia Regional Park Authority (NOVA Parks) is a governmental agency supported by six local government member jurisdictions. In the late 1950s, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl.

These citizens, working with their local governments – Fairfax County, Arlington County and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today, NOVA Parks represents three counties and three cities - Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer Board members appointed from each jurisdiction and many friends of NOVA Parks working together, have preserved more than 12,200 acres within 32 regional park sites.

GENERAL PROJECT DESCRIPTION AND SCOPE

Work is to be started no later than March 1, 2022 and completed by October 31, 2022.

It is required that anyone wishing to submit a proposal visit the site prior to submitting a proposal.

Scope and Frequency:

MAIN GATE AREA-March-October, monthly, as needed.

- Thinning, cutting back and removal of excessive and/or invasive vegetation at ground level around the existing front entrance gate, approximately 100' on the left and 200' on the right (looking into the park from Route 123)
- Pruning/trimming of tree limbs that extend into and over the roadway in and around the existing front entrance gate

MAIN ENTRANCE ROAD – March- October, bi-weekly.

- Mowing of grass on both sides of the main entrance road from the park main gate to the brick kiln
- String trimming of signposts and guardrails on both sides of the main entrance road from the park main gate to the brick kiln
- Removal of small limbs, leaves and organic debris from the brick culverts along the main entrance road

RIVER VIEW / BRICKMAKER'S CAFÉ AREA- March – October, monthly.

- Pruning, trimming and weeding of tree of all plants, trees and vegetation in the beds on the hills surrounding Brickmaker's cafe
- Pruning, trimming and weeding of tree of all plants, trees and vegetation on the hill beyond the fence on the River View ceremony lawn

BIO RETENTION AREAS- March – October- twice, annually.

- Pruning, trimming and weeding of tree of all plants, trees and vegetation in the bio retention area adjacent to the Turning Point Suffragist Memorial
- Pruning, trimming and weeding of tree of all plants, trees and vegetation in the bio retention area adjacent in the main parking area adjacent to the park office

GENERAL PROPOSAL INFORMATION

THE NORTHERN VIRGINIA REGIONAL PARK AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF THE AGENCY.

Proposals must include but are not limited to the requirements set forth herein.

Any questions about the request for proposals must be submitted in writing via e-mail to Mark Mermelstein, Park Manager at mmermelstein@nvrpa.org. All questions must be submitted no later than January 3, 2022. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the deadline above may not be answered.

SELECTION AND AWARD PROCESS

Award or Rejection of Bid:

NOVA Parks shall award the contract to the vendor it determines to have provided the RFP that is most advantageous to the agency. Proposals may be awarded as written or in part based on need and available resources.

EVALUATION CRITERIA

- Overall cost
- Reputation, skill, and experience of the vendor
- Schedule of work and amount of time to complete
- Landscape plan including overall design and materials

FORM OF PROPOSAL- PAGE 1 OF 2

Landscape Maintenance at Occoquan Regional Park

To furnish all material, labor, tools, equipment and supplies to perform all work specified herein and shown in the contract documents.

Name of Contractor: _____

Address of Contractor: _____

Telephone Number: _____

Signature: _____

Title: _____

Print or Type Name: _____

Date: _____

Send Proposals To:

To: Blythe Russian, Park Operations Superintendent
NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039 (703) 352-5900

FORM OF PROPOSAL- PAGE 2 OF 3

Landscape Maintenance at Occoquan Regional Park

Task – Main Gate Area (MAR-OCT monthly, as needed)	Price- per occurrence
Thinning, cutting back and removal of excessive and/or invasive vegetation at ground level around the existing front entrance gate, approximately 100’ on the left and 200’ on the right (looking into the park from Route 123)	\$
Pruning/trimming of tree limbs that extend into and over the roadway in and around the existing front entrance gate	\$

Total for Section

\$

Task – Main Entrance Road (MAR-OCT bi-weekly)	Price- per occurrence
Mowing of grass on both sides of the main entrance road from the park main gate to the brick kiln	\$
String trimming of signposts and guardrails on both sides of the main entrance road from the park main gate to the brick kiln	\$
Removal of small limbs, leaves and organic debris from the brick culverts along the main entrance road	\$

Total for Section

\$

Task – River View / Brickmaker’s Café Area (MAR-OCT monthly)	Price- per occurrence
Pruning, trimming and weeding of tree of all plants, trees and vegetation in the beds on the hills surrounding Brickmaker’s cafe	\$
Pruning, trimming and weeding of tree of all plants, trees and vegetation on the hill beyond the fence on the River View ceremony lawn	
Pruning, trimming and weeding of tree of all plants, trees and vegetation on along the River View stairs and within the café brick retaining wall	

Total for Section

\$

FORM OF PROPOSAL- PAGE 3 OF 3
Landscape Maintenance at Occoquan Regional Park

Task – Bio Retention Areas (two times, annually)	Price- per occurrence
Pruning, trimming and weeding of tree of all plants, trees and vegetation in the bio retention area adjacent to the Turning Point Suffragist Memorial	\$
Pruning, trimming and weeding of tree of all plants, trees and vegetation in the bio retention area adjacent in the main parking area adjacent to the park office	

Total for Section

\$

Total of All Tasks	\$
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Pursuant to and in compliance with the contract documents, the undersigned proposes and agrees, if this proposal is accepted, to furnish all labor, materials, supplies, equipment and other facilities, and to perform all work described in the project manual in the manner therein prescribed for consideration of the following amount.

*******END OF FORM OF PROPOSAL*******

Reference Photos

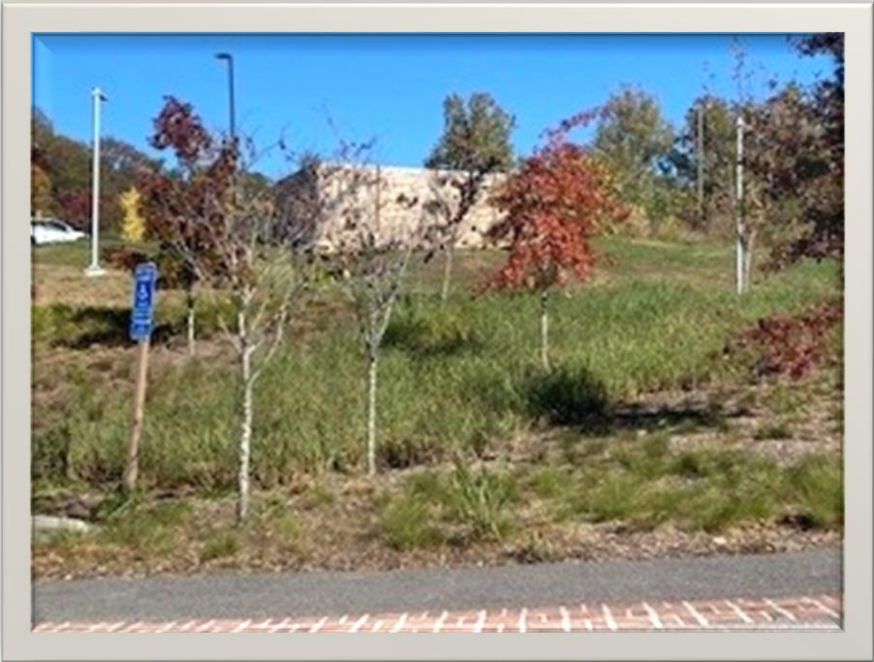
MAIN GATE



MAIN ENTRANCE ROAD



RIVER VIEW AREA



BIO RETENTION AREAS

