



# REQUEST FOR PROPOSAL

**Deadline: Monday March 31<sup>st</sup>, 10:00am**

## **LANDSCAPING SERVICES FOR DISTRICT ADMINISTRATIVE BUILDING, MAINTENANCE FACILITY AND PUMP STATION**

### **Section 1. Organizational Overview**

North City Water District is a Group A public water system (15 or more services) that operates under the authority of RCW Title 57 – Sewer and Water Districts. The District serves an urban area in north King County and operates within the cities of Lake Forest Park and Shoreline. The District has three locations that require mowing and/or landscape maintenance.

### **Section 2. General Information**

This request for proposals (RFP) is for the procurement of public works services, namely landscaping services, for district facilities including:

- Administrative Building located at 1519 NE 177<sup>th</sup> St. in Shoreline, WA
- Maintenance Facility located at 15555 15<sup>th</sup> Avenue NE in Shoreline, WA.
- North City/Denny Clouse Pump Station located at 18012 15<sup>th</sup> Avenue NE in Shoreline, WA

As each property is different, a site visit is required prior to submittal to ensure accurate bids. See below for date and time of site visit.

The maintenance facility and pump station are gated and arrangements will need to be made in advance to ensure access to the properties for services.

### **Section 3. Contractor Responsibilities and Description of Services**

The contractor shall perform the regular services for each property as specified in the details below. In addition, the contractor shall be available for ad hoc landscaping services such as annual early summer Maintenance Facility work (retention pond cleanup, buffer area around house cleanup, buffer area at south property) shrub bed bark, replanting of trees, shrubs, plants, etc.: negotiated as needed on a time and materials basis.

The contractor will be responsible for coordinating access to the pump station and maintenance facility by coordinating with the appointed district contract.

**Shrub bed bark should not be removed by blowers or rakes.**

Details of required services and frequency are outlined below.

**Scope of Work**

Location: **(Administration Building) 1519 NE 177<sup>th</sup> St. Shoreline Washington**

Services Needed: **Landscape Maintenance**

**Two Times Monthly**

- Shrub Bed Maintenance
- Weed Control (pet friendly)
- Tree & Shrub Fertilization (pet friendly)
- Pruning of Trees and Shrubs
- Bio-Retention Pond Weed Control
- Irrigation System Winterization (by November 1<sup>st</sup>) and Spring Start-up (by April 15<sup>th</sup>)

Location: **(Maintenance Facility) 15555 15<sup>th</sup> Ave NE Shoreline, Washington**

Services Needed: **Landscape Maintenance**

**\*Based on 35 visits a year**

- \*Mowing (irrigated lawn, L shaped 70'x90' – 70'x300')
- \*Mowing (not irrigated area 100'x240')
- Edging
- Turf Fertilization
- Lawn Insect & Disease Control
- Shrub Bed Maintenance
- Weed Control (pet friendly)
- Tree and Shrub Fertilization (pet friendly)
- Pruning of Trees and Shrubs
- Bio-Retention Pond Weed Control
- Irrigation System Winterization (by November 1<sup>st</sup>) and Spring Start-up (by April 15<sup>th</sup>)

Location: **(North City / Denny Clouse Pump station) 18012 15<sup>th</sup> Ave NE Shoreline, Washington**

Services Needed: **Landscape Maintenance**

**\*Based on 35 visits a year**

- \*Mowing (irrigated lawn)
- Edging
- Lawn insect & Disease Control
- Shrub Bed Maintenance
- Weed Control (pet friendly)
- Tree and Shrub Fertilization (pet friendly)
- Pruning of Trees and Shrubs
- Weed Control on Non-Paved Driving Surface
- Irrigation System Winterization (by November 1<sup>st</sup>) and Spring Start-up (by April 15<sup>th</sup>)

## **Section 4. Bid Requirements**

### **A. Bid Details**

- Bid should be inclusive of all the required labor, equipment, tools, and materials as outlined in the more detailed Scope of Work section of this Request for Proposal.
- Bid is for a one-year agreement with the possibility of two one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.
- The bid shall be quoted based on an all-inclusive lump sum, per month, cost for the agreed scope of work at each property including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.
- The bidder must utilize "prevailing wages" in their bid and employee pay.

### **B. Site Visit**

A site visit to review the properties is **required** for bid submittal. Site visit will be Thursday, March 13<sup>th</sup>, 2025, at 1:00pm, starting at 15555 15<sup>th</sup> Ave NE, Shoreline, WA 98155.

### **C. Cover letter.**

- Please include a cover letter with your bid. Please include in your cover letter if you fall into one of these categories: women and minority-owned business as described in RCW [39.19.030\(7\)\(b\)](#), veteran-owned business as defined in RCW [43.60A.010](#), or small business as defined in RCW [39.04.010](#). Also, if you have ever worked for the District, when and for how long.

### **D. Qualifications.**

Please submit a company resume and/or five references.

### **E. Proposal:**

One (1) copy of your proposal, whether mailed or hand-delivered (to the District Office via the front desk or drive-up window during business hours), must arrive at the address listed below no later than **10:00 am on Monday, March 31, 2025**. Proposals received later than the submittal deadline will not be accepted. North City Water District will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please submit proposals to:

**Max Woody, Director of Operations and Engineering, 1519 NE 177<sup>th</sup> Street, Shoreline, WA 98155**

### **F. Insurance:**

While providing services, the Contractor shall maintain in effect a policy of commercial general liability insurance with limits of at least \$1,000,000 per occurrence insurance with limits of at least \$1,000,000 per occurrence. The Contractor will provide the District with proof of the insurance coverage. Upon contract award, and prior to commencement of any work the Contractor will add the District as an additional insured under Contractor's commercial general liability insurance policy and provide the District with an amendatory endorsement evidencing the District's status as an additional insured under the policy. In the event the contract term is extended, the Contractor will provide the same evidence of insurance and amendatory endorsement prior to commencement of each one-year extension. |

**F. Prevailing Wage:**

The Contractor shall pay the prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries. The schedule of prevailing wage rates for the localities of the Work is determined by the Industrial Statistician of the Department of Labor and Industries. It is the Contractor's responsibility to verify the applicable prevailing wage rate.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, 1-855-545-8163, or on their website at [Prevailing Wage Rates](#)

Before commencing the Work, the Contractor shall file a statement under oath with the District and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers or workers, employed upon the Work by the Contractor. Such rates of hourly wage shall not be less than the prevailing wage rate.

**G. Communications-Requests for Information and Questions:**

Any questions regarding the submittal process and/or the specific service aspects of the RFP should be directed to the District staff listed below.

Max Woody, Director of Operations and Engineering  
Phone: (206) 366-1842  
Email: [maxw@northcitywater.org](mailto:maxw@northcitywater.org)

**Section 5. Schedule (2025)**

- **March 6<sup>th</sup> and 10<sup>th</sup>** RFP advertised in DJC and on District Website
- **Thursday, March 13<sup>th</sup>, 1:00 pm** Site Visit **required**, we will begin at 15555, 15<sup>th</sup> Ave NE, Shoreline, WA 98155
- **Monday, March 31<sup>st</sup>, 10:00 am** Proposals Due to North City Water District Administration Office
- **April 3<sup>rd</sup> - 4<sup>th</sup>** Review and selection
- **Tuesday, April 15<sup>th</sup>** Approval from Board of Commissioners at Regular Meeting
- **Thursday, May 1<sup>st</sup>** Anticipated Start Date