



**CITY OF BEVERLY HILLS**  
**REQUEST FOR PROPOSAL**  
for  
**PROFESSIONAL SERVICES**  
for  
**TREE TRIMMING AND WEED ABATEMENT MAINTENANCE**  
**SERVICES**  
  
**BID 17-15**

Please respond no later than **May 18, 2017 (PST) at 2:00 pm** to the **City Clerk's Office**  
**City of Beverly Hills**  
**455 N Rexford**  
**Beverly Hills, CA 90210**

**I. INTRODUCTION**

The City of Beverly Hills is seeking a qualified firm to be responsible for the routine annual maintenance of trimming trees and weed abatement throughout the City's alleys. This routine maintenance shall consist of removing vegetation from the public right-of-way. The purpose of this agreement is not only to ensure the alleys' appearance is to the City's high standards, but also to allow for the City's service vehicles and emergency vehicles to travel with ease throughout the alleys. There are approximately 260 alleys throughout the City.

The qualified firm will need to be able to devote the necessary resources to completing this project with the highest level of service.

**II. MAINTENANCE PROCEDURES**

A. Four times per year (specified as in the months of January, April, July and October) the firm shall complete the following tasks:

1. Remove all vegetation growing on City property or the public right-of-way in the alleys. This task includes weed abatement and clearing of plant life.
2. Clean, remove and dispose of all trimming debris from the public right-of-way. All clipping need to be diverted from landfills and copies of weight receipts need to be provided to the City for validation.
3. Cut all trees, bushes and hedges protruding into public right-of-ways back to property line.
4. Trim all trees and vegetation so that a vertical clearance of 15 foot minimum height exists from the alley and a horizontal clearance to the private property line.
5. Mail or deliver door hanger, the attached letter to the properties ten days prior to scheduled tree trimming in order to give proper warning to residents who may want to handle the tree trimming themselves.

- B. In addition, the firm shall make available its resources as needed to trim or remove trees, bushes, or any growing vegetation that impact the safe operating practice of any public works crews working in the City's alleys at the direction of the Solid Waste Manager or his designee. (To be listed).

### **III. SELECTION PROCESS**

The criteria to be used in the selection process shall include:

- A. Specialized and recent experience in the type of work required by this project
- B. Record of the Firm in accomplishing similar services in the required time
- C. Quality of work previously performed
- D. Professional qualifications
- E. References

### **IV. SUBMISSION REQUIREMENTS**

The vendor selected for this project will be required to comply with the City's insurance requirements and complete the attached Certificate of Insurance form upon award of contract.

Vendors desiring to be considered for this project shall submit the following:

- A. A detailed description of the qualifications of the Vendor(s), including all sub-vendors.
- B. A description of previous experience related to this type of service with references.
- C. An outline of the specific services to be performed and the means by which the services will be performed.
- D. A time schedule for completion of the services outlined (exclusive of City review time frames).
- E. A fee proposal based on the following:
  - 1. A unit price per alley to complete the tasks as described under Maintenance Procedures and a total not to exceed amount. The award of this potential agreement will be for three years with an option for two one-year renewals. Please submit annual costs for the following fiscal years 17/18, 19/20 and 20/21.
  - 2. The unit rates will be used for monthly billing and potentially would be used to calculate fees for additional services, as may be requested/authorized by City.

3. All reimbursable costs shall be included in the unit price.
  4. A list of any documentation or materials to be provided by the City that are deemed necessary for the firm to complete the service.
  5. A letter of acknowledgment from the insurance carrier stating all the City's insurance provisions will be met. Attached are the City's standard insurance requirements.
- F. Three (3) hard copies and one (1) flash drive copy of the proposal must be submitted to the City Clerk's Office, 455 North Rexford Drive, Beverly Hills, CA 90210. Proposals must be received no later than May 18, 2017 (PST) by 2:00pm.
- G. Questions concerning the RFP requirements must be e-mailed/writing to:

James Burnley, Solid Waste Manager  
[jburnley@beverlyhills.org](mailto:jburnley@beverlyhills.org)

City of Beverly Hills – Public Works  
345 Foothill Road  
Beverly Hills, CA 90210

Attachments (3)