



CHEROKEE METROPOLITAN DISTRICT
6250 Palmer Park Blvd., Colorado Springs, CO 80915-2842
Telephone: (719) 597-5080 Fax: (719) 597-5145

July 20, 2017

Request for Proposal for Parks & Open Space Landscaping Services

General Description of the District:

The Cherokee Metropolitan District is a political subdivision of the State of Colorado. The District converted from Cherokee Water and Sanitation District on May 11, 1992. On May 11, 1992, the Cimarron Hills Street Improvement District merged with the Cherokee Metropolitan District. The District provides water and wastewater services, maintains District parks, and operates the Cherokee Ridge Golf Course.

The District is governed by a five (5) member Board of Directors. The next regular election will be in May, 2018. The Board has regularly scheduled meetings on the 2nd Tuesday of each month at 3:00 p.m. and meetings are held at the Cherokee Metropolitan District's administrative offices located at 6250 Palmer Park Boulevard, Colorado Springs, CO 80915.

The District has 43 full-time employees, and hires seasonal workers for parks and golf course operations. The District contracts with various professionals to provide General Management and Chief Financial Officer Responsibilities, Attorneys for specific legal matters (e.g. water rights negotiations and litigation), Engineers specializing in water and wastewater planning and infrastructure projects, and various professional consultants, through separate agreements.

Current Board of Directors of the Cherokee Metropolitan District:

Jan Cederberg; President
Dave Mattes; Vice President
Melody Helton; Secretary
Larry Keleher; Director
David Hacker; Director

Important Dates:

Issue Date: July 20, 2017
Submittal Due Date: August 18, 2017 @ 5:00 p.m.

Proposals may be submitted either electronically (1) or by hard copy (6 copies) in a sealed envelope. Submit via email to: kschlegel@cherokeemetro.org
Hard copy versions should be delivered to:

Cherokee Metropolitan District
Attn: Kurt C. Schlegel, General Manager
6250 Palmer Park Boulevard
Colorado Springs, CO 80915

Scope of Services Solicited:

The Cherokee Metropolitan District is soliciting proposals from interested firms to provide professional landscape maintenance and minor snow removal services for the District administrative office, District owned park areas, and District owned well house and operations facilities. A map and a list of District Park and Open Space locations is included with this proposal. Proposals should include:

- A proposed mowing schedule for all District owned and identified properties / locations -
 - Parks Properties (weekly or bi-weekly)
 - District Office (weekly)
 - District Operations Facilities (as needed)
- Grounds maintenance at the District's main office (xeriscape beds and grass areas)
- A proposed fertilization, aeration, etc. schedule
- Irrigation system maintenance schedule
- Schedule for Emptying of trash receptacles in Park areas
- Maintenance of District roadway medians
- Snow removal from parks – (in excess of 2" and within 12 hours)
 - Walking Paths and sidewalks at District office and parks
 - Parking areas at District office and Eastridge Park

Proposal Submission Requirements:

Firms shall submit an effective, clear, and concise proposal. Proposals submitted must include the following minimum information:

1. Name, address, and telephone number of the principal office
2. Type of organization (e.g. partnership, Professional Corporation, etc.)
3. Firm overview, including description of the type of services provided
4. Experience, including professional qualifications and resumes
5. List of Districts / clients of similar size and purpose of which you are currently serving
6. Billing rates for services provided

7. Submit names, addresses, e-mail addresses, and telephone numbers of at least three (3) client references, preferably Special / Metropolitan Districts
8. Proof of Professional Liability Insurance coverage must be provided

Selection Process:

Proposals received will be evaluated to determine if they meet the stated requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.

The Cherokee Metropolitan District reserves the right to reject any and all proposals, to waive technicalities, informalities and irregularities, to accept or reject all or part of any proposal, and to be the sole judge of the sustainability of the proposals.

Proposals will be evaluated general on the following criteria, which are neither weighted nor prioritized:

1. Demonstrated understanding of the professional services requested / required
2. Prior experience in performing similar work
3. Qualifications of the firm and assigned individuals
4. Fees charged and cost effectiveness of the proposed services
5. Strength of proposed approach for the maintenance of District owned parks and facilities
6. References

Terms and Conditions:

Term of Agreement –

The District anticipates awarding of the Professional Services Agreement / Engagement to commence on or around October 1, 2017 and continue through December 31, 2018. Future annual renewals are anticipated and will be subject to annual appropriations.

Proposal may be withdrawn before the RFP deadline by submitting a written request to:

Mr. Kurt C. Schlegel
Cherokee Metropolitan District, General Manager
6250 Palmer Park Boulevard
Colorado Springs, CO 80915

District Point of Contact:

The designated individual responsible for coordination of this RFP is Mr. Kurt C. Schlegel, General Manager. Any questions related to this RFP should be directed to Mr. Schlegel at 719-597-5080 x-116 or via e-mail to kschlegel@cherokeemetro.org