



DETROIT RIVERFRONT CONSERVANCY, DETROIT, MI
REQUEST FOR PROPOSALS FOR LANDSCAPE AND SNOW REMOVAL SERVICES
DETROIT RIVERWALK AND ASSOCIATED GREENWAYS

Contract for Landscape Planning, Installation, Maintenance, and Irrigation of Detroit Riverwalk and
associated parks and greenways

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SECTION I: RFP INFORMATION

1. Invitation

The Detroit Riverfront Conservancy (DRFC) seeks proposals from qualified vendors for Landscape and Snow removal services for the Detroit Riverwalk, Dequindre Cut, Southwest Greenway and associated Greenspaces. The Detroit Riverfront is one of the most vibrant gathering spaces in Michigan. Each year, roughly 3 million people visit the Detroit Riverfront, to meet friends, enjoy the natural beauty, and participate in public programs and more. The Detroit Riverfront Conservancy is the nonprofit steward responsible for the development, operations, security, maintenance, and programming of the Detroit Riverwalk, Dequindre Cut, and associated green spaces in perpetuity.

The Detroit Riverfront Conservancy seeks a Landscape partner to ensure the riverfront's beautification through landscape planning, lawn maintenance, and snow removal throughout more than 80 acres of public space. The services (the Services) to be performed are outlined below in this request for proposals (RFP), along with the anticipated dates for execution of a contract with the selected Vendor. Included in this RFP is the DRFC's contract form (the Contract or Contract Draft) is provided as Appendix A.

The Vendor selected will commence services upon the execution of the Contract. The Contract provided in Appendix A is a draft form subject to further review and revision by DRFC before execution. DRFC shall not be bound to the terms of any aspect of the Contract Draft. The final acceptance of any successful proposal shall be subject to, and contingent upon, the negotiation between the parties of a Contract in form and substance acceptable to DRFC. Nevertheless, Respondents should review the Contract Draft and be familiar with all the terms and conditions set forth therein before submitting your proposal. DRFC reserves the right, at its discretion, from time to time, to postpone the date for submission and opening of proposals. In the event of a postponement, Respondents will be notified by email to the email address. Any proposal submitted before such notice may be withdrawn without penalty.

2. Expected Outcomes

The selected vendor will implement a landscape program for the Detroit Riverfront that accomplishes the following:

1. A physically attractive environment that is appealing to users of the Detroit riverfront
2. High-quality and proactive services to ensure the ongoing beautification of the Detroit Riverwalk and associated green spaces
3. Maintain designed native and natural landscaping at Ralph C. Wilson Park
4. Ongoing implementation of environmentally and fiscally sustainable practices within the landscape program
5. Ability to partner with the Detroit Riverfront Conservancy to provide maintenance projects for volunteers

3. RFP Summary

General. This summary of terms, deadlines, and requirements specific to the RFP is set forth for your immediate reference and convenience only. It does not set forth all of the requirements of this RFP but should be read in conjunction with the Services to be performed (Part II), the Submission Requirements



(Part III), and the Appendices (Part IV) to the RFP. You should review and become familiar with all parts of the RFP before drafting your Submission.

4. RFP Timeline

- **RFP Opens** – October 7
- **RFP Mandatory Pre-Proposal Meeting** – October 22 at 1 pm
- **Site Tours** – October 23- 30
- **Submit Formal written Proposal Questions** – October 30
- **DRFC provides written responses to all questions** – November 6
- **Landscape and Snow Removal Proposals due** – November 13
- **DRFC proposal review and in-person interviews** – November 16 – December 6
- **Firm Selected** – Early December

Specific Terms, Deadlines, and Requirements

Program Information

Name of Program: Detroit Riverfront Conservancy Landscaping and Snow Removal

Service Areas: The primary service area is consistent with the boundaries as described in Appendix B, Exhibit 2.

Type of Services: Implementation and ongoing management of an urban street landscape 2 and park maintenance program, as more specifically described in the Contract (Appendix A).

Vendor Information

Type of Vendor: Provider of outdoor street and park landscape services in contexts similar to the areas in Appendix B, Exhibit 2. **Vendor Team:** The Vendor shall retain, supervise and coordinate the activities of as few or as many sub-contractors as necessary to provide all the Services, or a portion of the services, as described herein (the lead Vendor and sub-contractors shall be collectively referred to as the “Vendor Team”). DRFC shall award one contract for management and oversight of all or a portion of services to more than one vendor as described in the Scope of Services (Appendix B, Exhibit 1) of the RFP. An interested party may partner with other firms that offer complimentary services in order to provide the full spectrum of services required. If a partnership is established, Vendor must have a primary contracting entity and designate the other(s) as a subcontractor(s).

Experience Required: The Vendor Team shall be collectively experienced in the following:

Demonstrated ability to perform outdoor public space, native horticulture, invasive species/weed control and park landscaping; including coordinating, scheduling, management, procurement of equipment and supplies, monitoring, reporting and general attention to detail.

Working in highly visible public environments with accountability to multiple stakeholders;

Providing services with a high level of customer service, including national best practices of monitoring and reporting

Devising innovative solutions to proactively address problems and flexibility in redesigning programs to be responsive to changing conditions over time;



Purchasing, maintaining and replacing adequate levels of equipment, supplies and facilities in order to effectively deliver services; and

Recruiting staff and purchasing equipment and supplies to support locally-based employees and companies.

Contract Information

Anticipated Contract Execution Date: March 1, 2027

Contract Term: Three (3) year, with option to extend annually up to One (1) year.

Anticipated Contract Form: Fixed Service plus

Pre-Proposal Meeting: All interested Respondents must attend a pre-proposal meeting. Interested Respondents will have the opportunity to ask clarifying questions regarding this RFP. Responses to all preliminary questions, and a list of firms attending the meeting will be provided to all interested Respondents.

Date: Thursday, October 22nd at 1pm

Meeting Place: Valade Park, 2670 E. Atwater Street, Detroit, MI 48207

Confirm Meeting Attendance Contact Person: Rachel Frierson, Chief Operating Officer
Rachel.frierson@detroitriverfront.org

RSVP for meeting by October 16, 2026.

SECTION II – SERVICES TO BE PERFORMED

This RFP is for the provision of park and greenway landscaping services in the City of Detroit, Michigan. The Vendor shall perform the Services as described in the Scope of Services (Appendix B, Exhibit 1). Before submitting your Submission, please be sure to review and fully understand the Scope of Services. The Scope of Services will entail the design, implementation, maintenance, and refinement of street landscaping services along the Detroit Riverfront and associated Greenways Depicted in Appendix B, Exhibit 2. The Scope of Services will also entail ongoing monitoring, reporting, and program adjustments to provide the best experience for Detroit Riverwalk visitors and DRFC.

1. Staffing

Personnel

The Vendor shall, at its own expense, employ all personnel and retain all Subcontractors (including the subcontractors on the Vendor Team, if any) as required to perform the Services, and shall be solely responsible for their work, compensation, direction, and conduct during the Contract Term. The Vendor and its Subcontractors will be expected to cooperate fully with DRFC personnel and participate in DRFC service training. All personnel selected by the Vendor as required under the Contract shall be employees or approved Subcontractors of the Vendor and not of DRFC.

Subcontractors

To the extent that the Vendor is authorized under the Contract to enter into subcontracts for specialized services in connection with the performance of the Services, such authorization shall



be subject to the prior written approval by DRFC of such Subcontractor 4 (other than members of the Vendor Team which have been previously approved), the Scope of Services, compensation and the principal responsible for supervising the performance of the Subcontractor's activities. The Vendor, and not DRFC, will be responsible for the Subcontractor's work, acts and omissions.

Contractor Representative

The Respondent shall identify the member of the Vendor Team's staff who will have primary responsibility to supervise and coordinate the performance of the Services.

2. Compensation

Subject to and per the final terms of the Contract, DRFC shall compensate the selected Vendor as follows:

In General. Under the Contract, DRFC will agree to pay the Vendor the Maximum Compensation over the Contract Term to be negotiated between DRFC and the selected Vendor. The Maximum Compensation shall be payable as provided in the Contract.

Payments. To receive payment for Services, the Vendor will be required to submit a monthly Invoice setting forth in detail, for the period for which payment is requested, the Services actually rendered during that period itemized by location and the amount of payment requested and due therefore. Invoices may not be submitted more than once per month. All Invoices shall be subject to DRFC's review, verification, and approval. All payments shall be conditioned upon DRFC's sole determination that all Services have been performed satisfactorily and per the terms of the Contract.

Sales and Use Tax. DRFC is exempt from state and local sales and use taxes. SUCH TAXES SHALL NOT BE INCLUDED IN PROPOSALS OR ON INVOICES submitted under the Contract. Unless otherwise agreed in writing, Vendor shall pay any taxes, excises, assessments, or other charges of any kind levied by any governmental authority in connection with the Contract and any Services provided thereunder including, but not limited to, any such governmental charges of any kind levied on the production, transportation, sale or lease of any equipment, supplies, materials or other property or services of any kind used or transferred in the performance of the Services. Vendor and all members of the Vendor Team shall hold DRFC harmless from the payment of any such taxes, contributions, penalties, excises, assessments, or other governmental charges. DRFC will provide the selected Vendor with appropriate sales and use tax exemption certificate evidencing DRFC's tax-exempt status.

Contract Conditions

In General. The acceptance of any proposal and selection of any Vendor shall be subject to, and contingent upon, the execution by DRFC of a Contract substantially in the form of the Contract Draft annexed hereto. DRFC shall not be bound to the terms of the Contract Draft but shall use such form as a basis of negotiating a final Contract with the selected Vendor, if any.

Specific Terms. The Contract shall contain, among other terms, certain provisions required by law and by policies of DRFC including, without limitation, the following provided that the Vendor:



shall defend, indemnify, and hold harmless DRFC against any claims or damages relating to its acts and omissions;

shall maintain financial and other records relating to the Contract, including, without limitation, payroll records, for a period of seven (7) years from the end of the Contract Term, and shall make such records available for inspection and audit;

shall maintain insurance (as specified in Appendix B of the Contract) with insurers licensed or authorized to provide insurance and in good standing in the State of Michigan, such policies to be in a form acceptable to, and include any conditions reasonably required by DRFC, and naming all easement owners as additional insureds;

shall be licensed to conduct business in the State of Michigan;

shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the Services as outlined in the Contract. Further, the Vendor must agree that it shall employ no person having such a conflict of interest in the performance of the Services;

and shall agree to Wayne County as the venue in any legal action or proceeding between the Vendor and DRFC.

News Releases.

Recipients of this RFP shall make no news or press release about this RFP or anything contained or referenced herein without prior written approval from DRFC. All news and press releases about this RFP must be made in coordination with DRFC.

Investigations/Derogatory Information.

The Respondent, the members of its Vendor Team, and all officers, principals, principal shareholders, partners, and members thereof, if applicable, may be requested to complete a background questionnaire and may be subject to investigation by DRFC. The selection of a Respondent may be rejected or revoked in DRFC's sole discretion in the event any derogatory information is revealed by such investigation including, without limitation, that any such persons is determined:

to have been convicted of a misdemeanor and/or found in violation of any administrative, statutory, or regulatory provisions in the past five (5) years;

to have been convicted of any crime related to truthfulness and/or business conduct in the past ten (10) years;

to have any felony, misdemeanor, and/or administrative charges currently pending;

to have received written notice of default in payment to the City of Detroit of any taxes, sewer rents, or water charges, unless such default is then being contested with due diligence in proceedings in a court or other appropriate forum;

or to have received written notice of violations from the City of Detroit Buildings, Safety Engineering and Environmental Department (BSEED) or Human Resources Department.

**Costs.**

DRFC shall not be liable for any cost incurred by the Respondent in the preparation of its Submission(s) or for any work or services performed by the Respondent before the execution and delivery of the Contract. DRFC is not obligated to pay any costs, expenses, damages, or losses incurred by any Respondent at any time unless DRFC has expressly agreed to do so in writing.

Rights.

This is a "Request for Proposals" and not a "Request for Bids." DRFC shall be the sole judge of whether a proposal conforms to the requirements of this RFP and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contrary contained herein, DRFC reserves the right to take any of the following actions in connection with this RFP:

- amend, modify or withdraw this RFP;
- waive any requirements of this RFP;
- require supplemental statements and information from any Respondents to this RFP;
- award a contract to as many or as few or none of the Respondents as DRFC may select; to award a contract to entities who have not responded to this RFP;
- accept or reject any or all proposals received in response to this RFP;
- extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the Respondents;
- permit the correction of deficient proposals that do not completely conform with this RFP;
- waive any conditions or modify any provisions of this RFP with respect to one or more respondents;
- reject any or all proposals and cancel this RFP, in whole or in part, for any reason or no reason, in DRFC sole discretion.

DRFC may exercise any such rights at any time, without notice to any Respondent or other parties and without liability to any Respondent or other parties for their costs, expenses or other obligations incurred in the preparation of a proposal or otherwise. All proposals become the property of DRFC.

Applicable Law.

This RFP and any Contract, Subcontract or any other agreement resulting henceforth shall be governed by the laws of the State of Michigan, and are subject to all applicable laws, rules, regulations and executive orders, policies, procedures and ordinances of all Federal, State and City authorities, as the same may be amended from time to time, including without limitation, equal employment opportunity laws.

Modifications and Questions

DRFC will advise RFP Respondents of any modifications to this RFP by posting them on its Website (accessed at www.detroitriverfront.org). Nothing stated at any time by any representative of DRFC or of any other entity shall effect a change in or constitute a modification to this RFP unless posted on the website or confirmed in writing by DRFC.

Respondents may submit questions and/or request clarifications from DRFC by submitting them in writing to the Contact Person at the Contact Person's E-Mail Address listed in the RFP



Summary.

All questions and requests for clarifications must be submitted no later than the close of business the week following the Pre-Proposal Meeting listed in the RFP Summary. Any questions or requests for clarifications received after the Pre-Proposal Meeting will not be answered.

Respondents are reminded to check the RFP Dropbox periodically to view updated information and answers to questions posed by other Respondents. While DRFC may send Notices, Addenda or other information related to this RFP to Respondents via e-mail alerts or otherwise in writing, such e-mail alerts and other written materials shall be considered courtesy copies only. In the event any conflict exists between any information set forth on the RFP Dropbox and any Notice, Addendum or other information provided to a Respondent by DRFC in writing via e-mail or otherwise, the information set forth on the RFP Dropbox will govern and be definitive. DRFC is not obligated to provide a Respondent with any Notices, Addendum, or other information that appears on the RFP Dropbox in writing, and the fact that DRFC may have sent one or more e-mails, Notices, Addenda, or other written information to a Respondent shall not be deemed to imply that DRFC has any duty or obligation to continue to do so.

Additional Work.

During the Contract, DRFC, at its sole discretion, may choose to work with the selected Vendor and/or hire its services for projects other than the Scope of Services or projects that exceed the Scope of Services described herein. DRFC's decision to do so may be based on the firm's relevant experience and its successful performance under the Contract.

Proposals from Principals.

Only proposals from principals will be considered. Individuals in representative, agency, or consultant status may submit proposals only at the direction of certified principals, where the principals are solely responsible for paying for such services.

Disclaimer.

DRFC, and its respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, DRFC does not warrant or make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or any other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaim any liability for any technical errors or difficulties of any nature that may arise in connection with the Website on which this RFP is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFP.

SECTION III – SUBMISSION REQUIREMENTS

Submission

Number of Proposals to be submitted: One (1) PDF electronically

Submission Deadline:

Date: November 13, 2026

Time: 5pm



Method: One (1) PDF by email

Contact Person: Rachel Frierson, Chief Operating Officer,

Submit to: RFP@Detroitriverfront.org and Rachel.Frierson@DetroitRiverfront.org

Proposals are due and must be received by the Recipient at the location designated above.

Proposals received after the indicated date and hour and/or at a different location may not be considered.

DRFC reserves the right, at its discretion, from time to time, to postpone the date for submission and opening of proposals. Respondents are again reminded to check the Website periodically for updated information, which may include a notice of postponement.

Any proposal submitted prior to such notice may be withdrawn without prejudice. Please note that you must respond to this RFP in order to be eligible to be considered for the award of the Contract for the Services pursuant to this RFP. For more information, please contact the Contact Person in writing at the Contact Person's email address, as identified above.

Proposal shall include:

Cover Letter with the following vendor information:

- Firm Name and Address
- Contact person including name, telephone number, email address, and identity of the Vendor Team's staff, if different, who will have the primary responsibility to supervise and coordinate the performance of the Services;
- Location and size of local and national offices (if any);
- Name of parent company (if any);
- Company's Federal ID number;
- Number of years in business;
- Applicable licenses and permits (if any);
- Evidence the Vendor Team retains the capacity to perform
- List of commercial general liability insurance policies held in conjunction with current contracts for programs similar to that described in the Scope of Services (if any). Include details of policy limit amounts and describe/explain any claims that have been made on any of these policies within the last three (3) years.
- Account references

Subcontractor Information:

A list of Subcontractors, if any, that would be part of the Vendor Team. Include the following information regarding each Subcontractor:

- Firm Name and Address
- Contact person including name, telephone number, email address, and identity of the Vendor Team's staff, if different, who will have the primary responsibility to supervise and coordinate the performance of the Services;
- Location and size of local and national offices (if any);
- Name of parent company (if any);

**Vendor Team Supervisory Personnel Information.**

Provide an organization chart indicating the level of responsibility of all personnel who are expected to supervise Services, including, to the extent known, the name and location(s) of employees. This should be accompanied by resumes of all individuals and entities that will be supervising the Services under the Contract including, without limitation, all personnel, including a local manager based in Detroit, Subcontractors, and other entities or individuals supervising the Services, and the Respondent's proposed staffing schedule, including the percentage of time that each would devote to supervising the Services.

Proposal

Provide detail on how your firm intends to deliver the following services outlined in the Scope of Work in Appendix A as well as the selection criteria below.

Selection Criteria

DRFC will evaluate and rate each Respondent's Submission based on the criteria as set forth below. This evaluation and scoring will determine the Respondent's qualifications rating. Respondents will then be ranked by such and DRFC will review Respondents in their totality. The selected Respondent, if any, will be a Respondent whose proposal is most advantageous to DRFC's goals. Criteria on which DRFC will base its selection may include, without limitation, the following:

1. A minimum of five years' experience operating street and park landscaping programs in an urban environment, airport, major shopping mall or campus used by the general public, and
2. Existing contracts for park landscaping programs in properties or areas of a minimum of 200,000 square feet each.
3. Relevance of the Vendor Team's experience and reference submissions from current and former projects, with clear evidence of high-quality service delivery, excellence, and creativity in contexts similar to the Detroit Riverwalk and Contract Areas;
4. Evidence that the Vendor Team has supported local economies within which it has worked by seeking subcontractors, employees, and equipment purchases from within the local municipality. Please include the percentage of Detroit residents employed by your company in the proposal.
5. Competitiveness of proposed fee and cost schedules; and
6. High level of understanding re: native or climate resistant horticulture and landscape architecture
7. Recommendations on the current landscape program that would enhance the quality of its program, reduce maintenance costs or both
8. Ability to work in concert with DRFC to support volunteer service projects

Fee and Cost Schedule:

Provide fee and cost schedules for all Services. All fee and cost schedules should be submitted in the forms attached hereto as Appendix D of this RFP. DRFC reserves the right to decline to consider fee and cost schedules that do not follow the prescribed formats.



Appendix A – SCOPE OF SERVICES

Detroit Riverfront Conservancy Managed Spaces

The Vendor shall provide the following Services (the “Services”), which shall include, but may not be limited to, the tasks more fully described below (each, a “Task,” and collectively, the “Tasks”). Although the Vendor is expected to provide pricing and deliver the Services as outlined below, the Vendor may suggest alternative appropriate and additional Tasks if they would more effectively achieve the Program Outcomes identified in Part 1. If an alternative approach is accepted, the Scope of Services will be amended to reflect such changes.

The Services will be provided in the following locations – the entirety of the Detroit Riverwalk – including Ralph C. Wilson Park, Cullen Plaza, Valade Park, Mt. Elliott Park and Gabriel Richard Park, and Greenways - Dequindre Cut, Southwest Greenway and identified zones on the Dennis Archer Greenway. Other projects may be requested on a per item or contract basis.

Among the Projects authorized by the Conservancy is the provision of park and greenway “landscaping services” within public rights-of-way. Landscaping services include, but are not limited to, mowing; fertilization; annual flower planting; mulching; edging; vegetation control; pruning and trimming; dormant oil spray; coordination of irrigation systems with DRFC Irrigation Contractor; seasonal plants; flowers and decorations; and weed abatement. Consistent with these responsibilities, this document describes the day- to-day Street and Park Landscaping Project. In addition to the Street and Park Landscaping Tasks listed below, the Project will entail related expenses, such as payments for materials, equipment or storage facilities. Deployment criteria Service schedules and frequencies may fluctuate daily, weekly, seasonally and as needed to accommodate weather and special or unforeseen conditions.

TASKS

1. Site Maintenance

- **Spring Clean-up**

The Contractor shall provide the following Spring Clean-Up services for the service area planter beds after the last snowfall:

- Rake out all leaves, trash, and debris from the planter beds and landscape bed, remove all dead plant material.
- Supply mulch around trees and shrubs as needed

- **Fall Clean up**

The Contractor shall provide all necessary work to clean up and prepare for Fall and Winter, including the following Fall Cleaning and Maintenance Services to the service area:

- Leaf, clippings, and trash debris rake-up and removal from the planter beds, turf, and walkways at the site.
- Remove annual flowers.
- Report any light outages, sidewalk or paver issues, and amenities in need of repair.

2. Turf Maintenance



- Complete lawn maintenance of parks and greenways that includes main grass area is cut with a lawn mower ("mow"), any hard-to-reach areas around obstacles like fences or flowerbeds are trimmed with a string trimmer ("trim"), and the edges along walkways, driveways, and flower beds are precisely cut vertically to create a clean, defined line using a dedicated edging tool ("edge") - essentially providing a neat and polished appearance to the entire lawn. Alternative mowing may be required including meadow mowing.
- Visible trash and debris shall be removed from lawns before mowing.
- Turf, and lawns shall have an application of slow release fertilizer at the manufacturer's recommended rates including. Shrubs shall be fertilized with evergreen food in accordance with standard horticultural practices. The fertilizer shall be applied on top of mulch in the planter beds and shrubs.
- Fertilization of turf and lawns once annually during the Growing Season in accordance with standard horticultural practices.
- The Contractor shall provide a written fertilizer application program for turf and lawns and include all fertilizer manufacturer product information for project manager to review and approve.
- Contractor shall perform weed, disease and insect control as required during the Growing Season.
- All work involving the use of chemicals shall comply with all Federal, State, and local laws and will be accomplished by or under the direction of a State of Michigan Licensed Pest Control Operator. Materials shall only be applied between the hours of 7 p.m. through 7 a.m., and then only after all patrons have left the area, all precautions and barricading efforts have been affected. Records of all operations stating dates, times, 21 methods of applications, chemical formulations, applicator's names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.
- All chemicals requiring a special permit for use must be registered and a permit obtained from the Michigan Department of Agriculture. An approved copy of permit shall be submitted to the City's Representative five (5) days prior to intended chemical usage.
- Contractor shall apply chemicals when air currents are still; preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the project.
- The Contractor shall treat all Turf and Lawns with the appropriate chemicals that will not injure the turf. Approved weed inhibitors include Teflan, Casoran, and Preen. Submit all other weed and disease control product information to the project manager for review. Contractor shall place and remove any warning signage for



fertilizers and weed inhibitors.

- Provide yearly lawn maintenance when required to aerate turf – outside contract as needed

3. Planter bed, Pots, landscaped path, riparian stone tree, and shrub maintenance

- The Contractor shall provide the following planter beds and trees to Park Site:
- Maintain and plan perennial and annual flower program - Vendor should prioritize drought-resistant and low-maintenance plantings that still provide the experience of a high-end landscaping.
- Planter beds, and shrubs to be hand-weeded when applicable. Planter beds will be routinely edged to maintain a clean look. Tree bases to have defined rings, be free of weeds and roots covered with mulch to protect the trees.
- Perennial and annual flower maintenance
- Planter beds, trees and shrubs shall have an application of slow release fertilizer at the manufacturer's recommended rates including. Shrubs shall be fertilized with evergreen food in accordance with standard horticultural practices. The fertilizer shall be raked into the top surface above the root system of the planter beds and shrubs.
- Fertilization of planter beds trees once annually during the Growing Season in accordance with standard horticultural practices.
- The Contractor shall provide a written fertilizer application program for planter beds and trees and include all fertilizer manufacturer product information for project manager to review and approve.
- Contractor shall perform weed, disease and insect control as required during the Growing Season.
- All work involving the use of chemicals shall comply with all Federal, State, and local laws and will be accomplished by or under the direction of a State of Michigan Licensed Pest Control Operator. Materials shall only be applied between the hours of 7 p.m. through 7 a.m., and then only after all patrons have left the area, all precautions and barricading efforts have been affected. Records of all operations stating dates, times, 21 methods of applications, chemical formulations, applicator's names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.
- All chemicals requiring a special permit for use must be registered and a permit obtained from the Michigan Department of Agriculture. An approved copy of permit shall be submitted to the City's Representative five (5) days prior to intended chemical usage.
- Contractor shall apply chemicals when air currents are still; preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the project.
- The Contractor shall treat all planter beds, trees, and shrubs with the appropriate chemicals that will not injure the planter beds, trees, and shrubs. Approved weed inhibitors include Teflan, Casoran, and Preen. Submit all other weed and disease control product information to the project manager for review.
- The Contractor shall spray all planter beds and trees for insects as required during the Growing Season. Apply an adequate amount of foliage spray ("Summer Foliage



Spray” or equivalent) to the planter beds, trees, and shrubs to maintain the plant materials in excellent health and appearance and by standard horticultural practices.

- Remove weeds weekly from all planter beds.
- Prune trees and removal limbs when necessary. (include a line item in the budget)
- Provide a tree maintenance proposal to deal with dead or decaying trees.
- Partner with the Detroit Riverfront Conservancy on volunteer weeding and light bed maintenance projects
- Storm clean up when necessary. (Include a line item in the budget)
- Handwater required Planter Pots as necessary.

4. Irrigation system maintenance, hand watering and winterization

DRFC reserves the right to procure a separate irrigation contractor to work in conjunction with the Landscaping team.

- Contractor shall provide all monitoring and management of the sprinkler system coverage of planter beds, trees and shrubs as required to maintain a full healthy appearance of all plant material and full coverage of lawn areas during the Growing Season and as directed by the Project Manager. If water supply to the sprinkler system is interrupted or limited through no fault of the Contractor, Contractor shall submit to DRFC an estimate of supplementary watering to ensure the watering requirements of all trees, groundcover and flowers.
- Contractor shall maintain sprinkler systems to ensure adequate and operational irrigation to the planter bed areas and shall include all repairs and winterization of the systems.
- Initialization for the system including clock start-up and operational condition, and inspection of all stations, valves, and heads for proper operation. Contractor shall prepare a list of repairs and estimates to the project manager for review and authorization for repair of any system components that are out of warranty, and that have not been damaged as a result of Contractor’s own actions.
- Contractor shall make repairs from damages as a result of maintenance efforts, or shall be repaired by Contractor at no additional charge for parts or labor to Owner.
- Contractor shall review for any obvious line or head breaks, or misdirected heads, and make immediate repairs before system is set to cycle on again.
- Contractor shall assess watering frequencies and zone times weekly to ensure that landscape areas are neither over nor under watered based on weather changes.
- Contractor shall hand water required areas, planter beds and pots/boxes that are not serviced by an irrigation system.
- Contractor shall provide for a pre-winter system preparation including any system repairs, system water blow out, and any system requirements for winter preparation, per manufacturer’s specification.

5. Landscape planning and infrastructure maintenance

- Contractor shall design and manage parks and greenways including vegetation and hardscaping elements, while simultaneously ensuring the upkeep and functionality of supporting structures like irrigation systems, pathways, and drainage features



within that landscape, aiming for both aesthetic appeal and environmental sustainability.

6. Native plantings maintenance

- Contract should have experience with native plantings maintenance and a deep understanding of local Michigan horticulture. Native plantings should be regularly weeded, and pruned to ensure aesthetic appeal.

7. Snow Removal

- Contractor shall provide a snow removal proposal that provides safe pathways along all Detroit Riverfront Conservancy properties during a snow event. Snow proposal must include removal within 24 hours of snowfall at a minimum of a 1/4-inch trigger, calcium chloride treatments and ice watch. See appendix A for a snow map.

8. Border maintenance

- Contractor shall service the planted beds along the retaining walls on the Dequindre Cut. The contractor will be responsible for edge control maintenance of wild plantings and adjusting fallen retaining wall pavers along the Dequindre Cut once a year. Contractor is responsible for gravel path maintenance along the Dequindre Cut, SW Greenway and Detroit Riverwalk in the Garden rooms and Gabriel Richard Park.

9. Potted and Decorative plantings

- Contractor shall be responsible for potted decorative plantings along various locations of the Detroit Riverfront each summer including hand watering

10. Shoreline

- Contractor shall be responsible for occasional shoreline debris clean up, including and not limited to seaweed and weed remediation, trash, plant material/brush along the riparian stone and the walkways along the Detroit Riverwalk.

Landscaping services for events and special requests are not included in this Scope of Services. For example, large public events may require the installation of temporary barricades to protect landscaping materials during the event. Similarly, an entity may voluntarily install and then request maintenance of supplemental landscaping beyond that described in this Scope of Services. Such services shall be subject to a separate agreement, including written agreement and payment terms, with the Detroit Riverfront Conservancy ("DRFC"). Special requests shall be consistent with quality and standards as specified by DRFC. In addition, DRFC reserves the right to contract with entities only after any required permits are secured from the City of Detroit.

Design and Value Engineering Services

In the spring of the first year of partnership, the vendor shall provide an overall design recommendation and proposal for the enhancement of the existing landscape program for all parks except Ralph C. Wilson Jr. Centennial Park. This design should prioritize drought-resistant plantings and low-maintenance beds in areas with no irrigation. In subsequent years, the contractor will provide value engineering for all suggested enhancements.

Parks, Common areas, and greenway maintenance detail

- 1. General Riverwalk**
- 2. Cullen Plaza**

3. Valade Park
4. Mt. Elliott Park
5. Uniroyal Promenade
6. Gabriel Richard Park
7. Dequindre Cut Trail
8. Dequindre Cut
9. Southwest Greenway
10. Dennis Archer Greenway (various locations see attached map)
11. Ralph C. Wilson Jr. Centennial Park

Park/Greenway	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10
General Riverwalk	X	X	X	X	X		X	X	X	
Cullen Plaza	X	X	X	X	X		X		X	
Valade Park	X	X	X	X	X		X		X	X
Mt. Elliott Park	X	X	X	X	X		X		X	X
Uniroyal Promenade	X	X	X	X	X	X	X			X
Gabriel Richard Park	X	X	X	X	X		X			X
Dequindre Cut Trail	X		X				X			
Dequindre Cut Greenway	X	X	X		X	X	X	X		
Southwest Greenway	X	X	X		X	X	X	X		
Dennis Archer Greenway	X	X	X			X	X		X	
Ralph C. Wilson Jr. Centennial Park	X	X	X	X	X	X	X		X	X

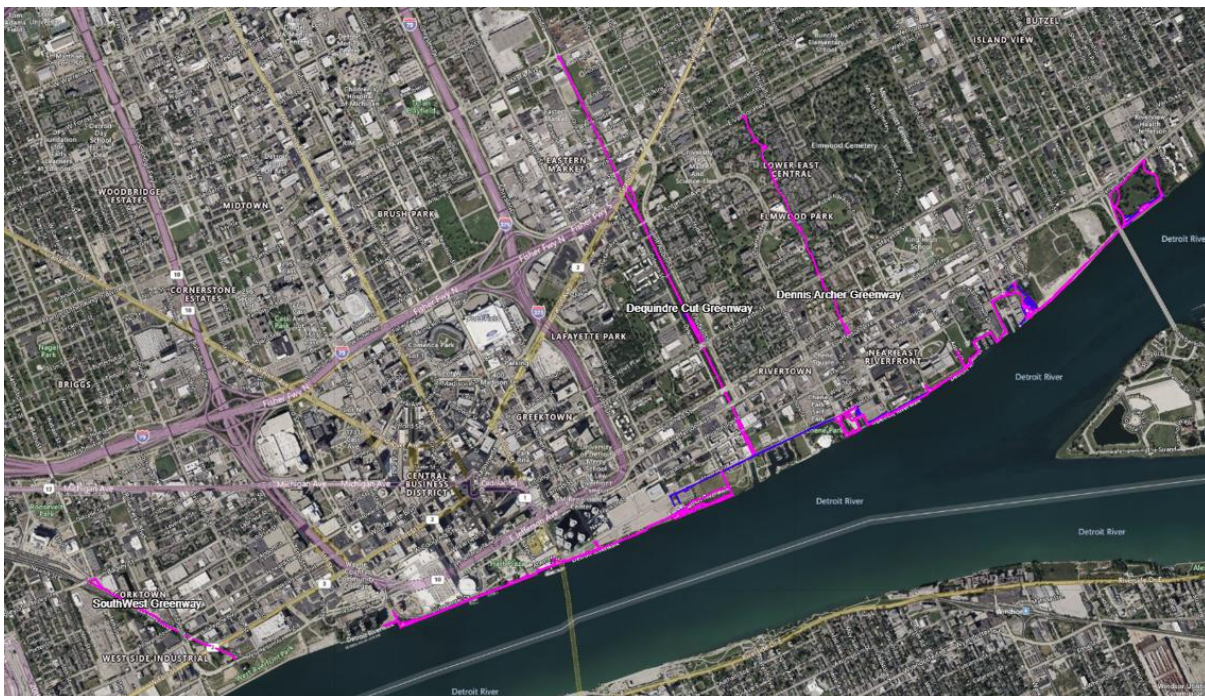
APPENDIX A CONTINUED:

SERVICE AREA MAPS -

Click the image below for a full map of the Detroit Riverwalk



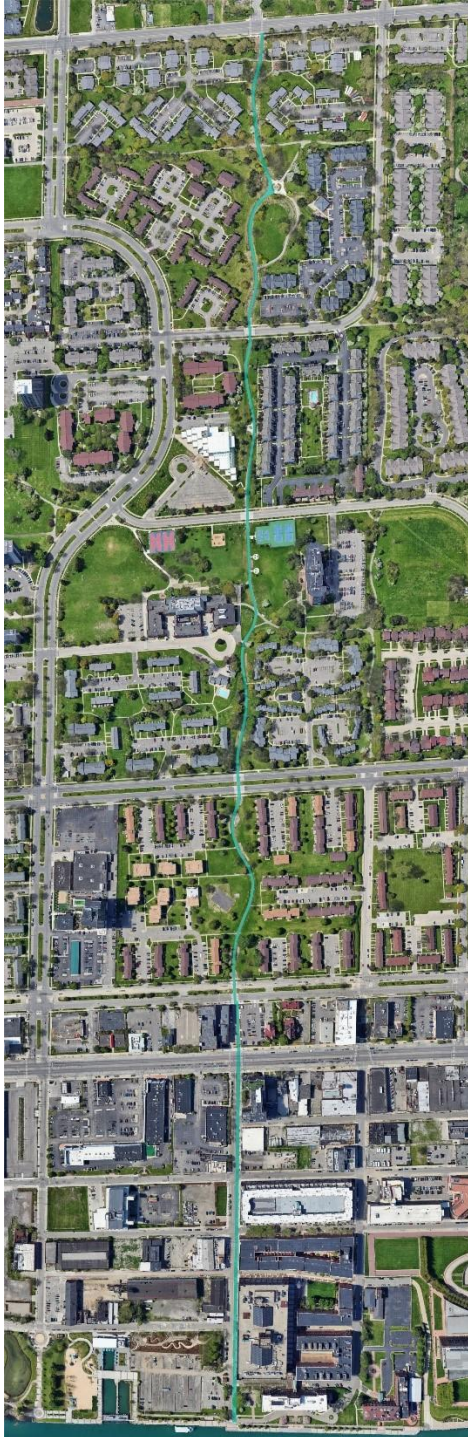
SNOW MAP



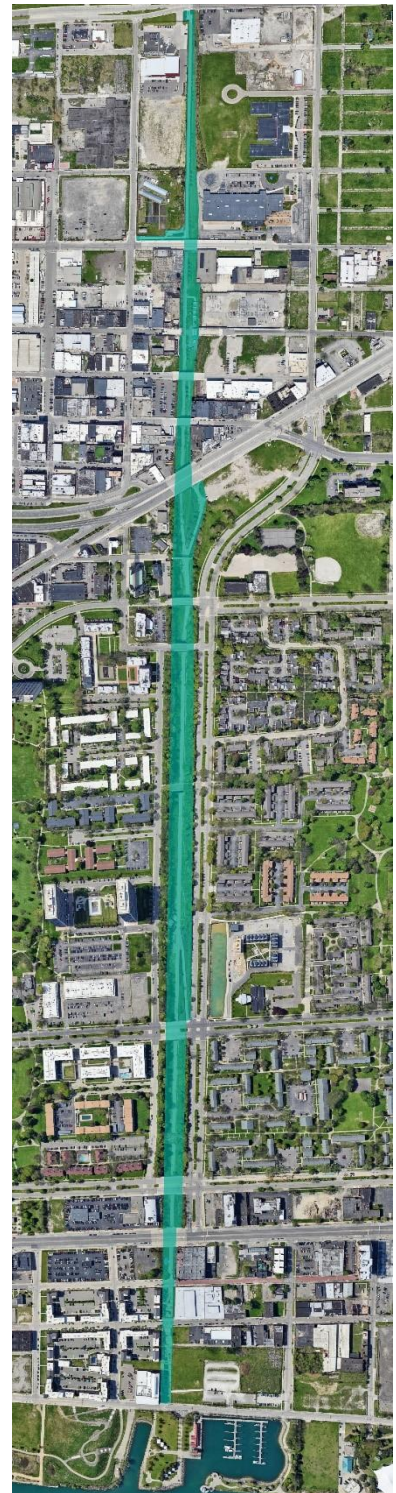
Ralph C. Wilson Jr. Centennial Park Snow Map



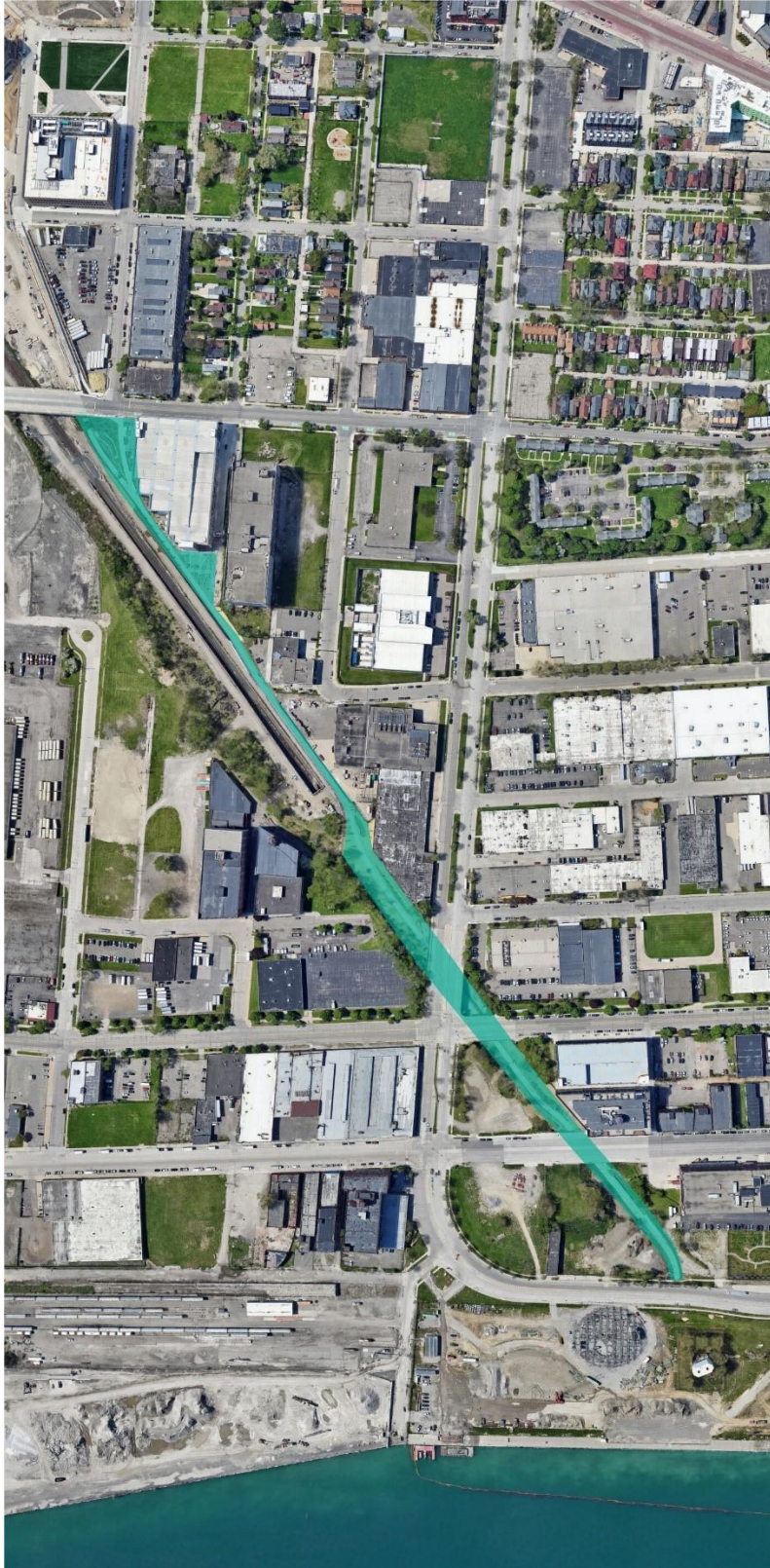
Archer Greenway – Vernor to Jos Campau



Dequindre Cut Greenway



Southwest Greenway





SERVICE CONTRACT

[Please click here to see the DRFC Service Contract](#)

SERVICE CONTRACTOR AGREEMENT

This SERVICE CONTRACTOR AGREEMENT (this "Agreement") is made and entered into on [] between Detroit Riverfront Conservancy, Inc., a Michigan non-profit corporation ("Owner") and [] ("Service Contractor" or "Supplier").

RECITALS

WHEREAS, Service Contractor is skilled in the performance of the Contract Duties (identified below) and has offered to perform the Contract Duties for Owner with respect to the property located at [], as more particularly described on Schedule 1 attached hereto (the "Property"); and

WHEREAS, Owner desires to secure the performance of the Contract Duties by Service Contractor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

1. Term of Agreement

[The term of this Agreement shall begin on [] and shall end on [] (the "Initial Term"), subject to any early termination as provided herein. At the end of the Initial Term, this Agreement shall automatically extend for successive one-month periods unless terminated by either party upon thirty (30) days' prior written notice to the other. The Initial Term, as the same may be extended pursuant to the terms hereof, is referred to as the "Term".]

2. Contract Duties

- 2.1 Duties. During the Term of this Agreement, Service Contractor shall timely and fully perform all of the duties set forth in Exhibit A (the "Contract Duties" or "Services"). Service Contractor acknowledges that the Contract Duties do not include any professional consulting services, [or any work for which Service Contractor would be required to be licensed as a construction contractor, architect or professional engineer].² Service Contractor is not authorized to perform any such work and will immediately report to Owner its belief that any portion of proposed Contract Duties would fall into any of these unauthorized categories. If additional Owner properties are specified in a work order issued by Owner and accepted by Service Contractor, such properties shall be deemed included in the Properties covered by this Agreement.
- 2.2 Additional Services. From time to time during the term of this Agreement, Owner may request Service Contractor to perform services or provide materials that are not set forth in the Contract Duties but are related to the Contract Duties ("Additional Services"). Service Contractor shall secure from Owner an authorization in writing for any Additional Services and any additional compensation related to such Additional Services. If Service Contractor performs the requested services without securing written authorization, such services shall be deemed part of the Contract Duties, and no additional compensation shall be owed to Service Contractor. All Additional Services performed by Service Contractor shall be governed by the terms of this Agreement.
- 2.3 Stop Orders. Owner may, at any time and from time to time, in its sole discretion, direct Service Contractor to cease performance of any portion of the Contract Duties. Owner shall not be responsible



APPENDIX C:

Indemnification

To the fullest extent permitted by applicable law, Service Contractor shall defend, indemnify and hold harmless Owner and its respective officers, directors, members, employees, agents, partners, joint venture, affiliates, successors and assigns from and against any and all claims, demands, losses, expenses, damages, liabilities, fines, and penalties (each a "Claim") whether actual or alleged, arising out of or relating to: (a) Service Contractor's performance of (or failure to perform) the Contract Duties; (b) a breach of this Agreement by Service Contractor or any of its affiliates, subcontractors, agents or employees; (c) any negligence or willful misconduct by Service Contractor or its affiliates, subcontractors, agents or employees; (d) a violation of law by Service Contractor or any of its affiliates, subcontractors, agents or employees; (e) any claims brought by Service Contractor's employees, any determination that a relationship, other than that of independent contractor, exists between Owner and Service Contractor and/or its employees, or any other employment-based complaint or grievance; or (f) infringement of any patent, trade secret, trademark, copyright, license or other proprietary rights related to materials or resources provided by, or any other acts or omissions of, Service Contractor with respect to such rights.

The foregoing indemnification shall extend to all legal, defense and investigation costs, and all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives written or verbal notification that a Claim has been or may be made. The obligations set forth in this section shall remain in effect regardless of whether Service Contractor maintains or fails to maintain any insurance coverage required hereunder, or self-insures for any liability, and any self-insured coverage shall be deemed insurance coverage hereunder.

Service Contractor's obligations under this section shall exclude only the proportionate share of any Claim that is determined by a court of competent jurisdiction to have resulted from the gross negligence or willful misconduct of Owner. Claims must be submitted to Service Contractor's insurance carrier for coverage prior to any submission to Owner.

INSURANCE

The Service Contractor shall evidence at least the following insurance coverage, provided that the amounts listed below will not act as a limitation on recovery from Service Contractor's insurance.

A. Commercial General Liability

Commercial General Liability insurance on a form at least as broad as Insurance Services Office ("ISO") commercial general liability coverage "occurrence" form CG 00 01 04 13 or another "occurrence" form providing equivalent coverage, including but not limited to contractual liability coverage, independent contractor's liability, coverage for bodily injury (including death), property damage (including loss of use thereof), ongoing and completed operations, products liability, and personal and advertising injury, in the following amounts:

\$1,000,000 Per Occurrence Limit
\$2,000,000 General Aggregate Limit



This coverage shall be primary to Owner's coverage, and Owner's coverage shall be noncontributory.

B. Excess or Umbrella Liability

Service Contractor shall provide Excess or Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability insurance with minimum limits equal to \$2,000,000 each occurrence and \$2,000,000 annual aggregate.

C. Worker's Compensation – Statutory Limits

D. Employers' Liability

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit, and \$1,000,000 bodily injury each employee.

E. Commercial Automobile Liability

Combined Single Limit – \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

F. Property Insurance

All-risk, or special causes of loss coverage at replacement cost value to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

G. Crime Insurance

Service Contractor is responsible for loss to Owner and third party property/assets and shall maintain comprehensive crime insurance coverage for the dishonest acts of its employees in a minimum amount of \$1,000,000. Service Contractor shall name Owner as Loss Payee with respect to the comprehensive crime insurance coverage.

H. Errors and Omissions Liability (*applicable to Uninterrupted Power Service (UPS) services and Service Contractors providing Consulting services related to their Contract Duties*)

Service Contractor shall provide Liability limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. The retroactive insurance date of such insurance shall be no later than the commencement date of this Agreement. Such insurance shall be provided for two years beyond the completion of the Contract Duties and/or work.



J. Environmental Impairment / Pollution Legal Liability (*applicable to any disposal, handling, use, and/or transit of any hazardous gas, liquid, and/or solid as part of the services and/ or work related to the Contract Duties*)

Service Contractor shall provide Liability limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. Such insurance shall include, but not be limited to, coverage for sudden & accidental and non-sudden pollution conditions, bodily injury (including death), property damage (including its resulting loss of use thereof), clean-up costs, and defense costs. The retroactive insurance date of such insurance shall be no later than the commencement date of this Agreement. Such insurance shall be provided for two years beyond the completion of the Contract Duties and/or work.

2. The Commercial General Liability, Commercial Automobile Liability and Cyber Risk or liability policies shall include the following as additional insured, including their affiliates, officers, directors and employees. Additional Insured endorsements CG 20 10 04 13 and CG 20 37 04 13 shall be utilized for the Commercial General Liability policy.

1. Detroit Riverfront Conservancy, Inc.

2. [Names of Others as Required]

3. Service Contractor waives any and all rights of subrogation with respect to its commercial Property and Worker's Compensation insurance policies against the parties identified above in Paragraph 2.
4. All policies will be written by companies licensed to do business in the State of Michigan and which have a rating by Best's Key Rating Guide not less than "A-/VIII".
5. Service Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except Property insurance. Certificate(s) of Insurance must be provided before Service Contractor commences the Contract Duties and/or work or Contract Duties and/or work will not be allowed to commence.
6. Service Contractor or Service Contractor insurance policies will provide or be amended to provide at least thirty (30) days-notice of policy cancellation to the Certificate Holder.
7. The following should be listed as the Certificate Holder:
Detroit Riverfront Conservancy



APPENDIX D:

1. Respondent shall complete and submit a Fee and Cost Schedule
2. The submitted Fee and Cost Schedule should cover all Services and Tasks described in the RFP and the Contract Draft and shall provide a breakdown of staff, equipment, and material costs required to deliver the services
3. Please provide a sample invoice package and budget to demonstrate the baseline of services not to exceed \$900k.