

**REQUEST FOR PROPOSALS**

**FOR**

**LAWN-CARE, LANDSCAPING, PROPERTY-MAINTENANCE,  
& DEBRIS-REMOVAL SERVICES**

**Issued by the Land Clearance for Redevelopment Authority  
of St. Louis County**

**Proposals Due By:**

**3:00 PM on Friday, April 19, 2024**

**Land Clearance for Redevelopment Authority  
c/o St. Louis Economic Development Partnership  
ATTN: Erka Castillo  
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## **Introduction**

The Land Clearance for Redevelopment Authority of St. Louis County (the “**LCRA**”) is a political subdivision organized pursuant to Chapter 99 of the Missouri Revised Statutes for the purposes, among others, of rehabilitating, redeveloping, and renewing real property for residential, commercial, or mixed use for the economic benefit and social welfare of St. Louis County. The St. Louis Economic Development Partnership provides staff for the LCRA.

Consistent with its organizational purposes, the LCRA owns certain real property parcels in St. Louis County, Missouri, which require certain lawn-care, landscaping, property-maintenance, and debris-removal services (the “**Services**”). The LCRA issues this Request for Proposals (the “**RFP**”) from qualified contractors to provide the Services for a one-year period with two successive options for the LCRA, at its sole discretion, to renew for terms of one year each. The contract issued pursuant to this RFP may include a period of up to three (3) years.

## **Scope of Services**

The LCRA seeks lawn-care, landscaping, property-maintenance, and debris-removal services for multiple, scattered parcels located in St. Louis County, Missouri. The current listing of parcels for which Services are requested is set forth below. Generally, the Services for each parcel set forth below shall include: (1) cutting grass; (2) controlling weeds on any paved areas, as applicable; (3) disposing of litter; (4) inspecting for dumping and reporting the same to LCRA staff; and (5) removing dumped debris, as requested.

Proponents are responsible for familiarizing themselves with the parcels listed below and their current conditions, including the scope and quantity of existing dumped debris at the properties. It should be noted that some of these parcels periodically experience dumping. It is the expectation that the selected firm(s) will inspect for dumping during the normal course of maintaining the properties and notify the LCRA of any issues. To address sporadic debris removal, proposals should include disposal cost on a per load basis. The Services identified below shall be provided as directed by staff of the LCRA.

The parcels for which Services are requested are divided into separate geographical zones (the “**Zones**”), and each is set forth below:

### **North Zone**

<b><u>Parcel ID Number</u></b>	<b><u>Address</u></b>
16H222175	1514 Ben Mclemore
16H221662	1520 Ben Mclemore
16H240023	1534 Ben Mclemore
16H330636	1560 Ben Mclemore
16H330746	1564 Ben Mclemore
16H240711	1563 Ben Mclemore
16H331152	1575 Ben Mclemore

16H312056	6321 Dr Martin Luther King Dr
	6323 Dr Martin Luther King Dr
	6325 Dr Martin Luther King Dr
16H241325	6659 Dr Martin Luther King Dr
16H311066	6331 Evanston Ave
16H312302	6344 Evanston Ave
16H312177	6346 Evanston Ave
16H320141	1570 Irving Ave
16H510155	1603 Ludwig Pl
16H510742	1639 Ludwig Pl
16H510834	1651 Ludwig Pl
16H510892	1655 Ludwig Pl
16H420313	1521 Lulu Ave
16H420153	1523 Lulu Ave
16H230161	1512 Lulu Ave
16H510012	1514 Lulu Ave
16H510089	1524 Lulu Ave
16H420175	1525 Lulu Ave
16H510090	1526 Lulu Ave
16H510100	1528 Lulu Ave
16H420186	1529 Lulu Ave
16H510111	1534 Lulu Ave
16H420221	1537 Lulu Ave
16H420230	1539 Lulu Ave
16H510133	1542 Lulu Ave
16H510342	1601 Lulu Ave
16H510397	1601 Lulu Ave R
16H510421	1603 Lulu Ave
16H510441	1616 Lulu Ave
16H511190	1618 Lulu Ave
16H511112	1637 Lulu Ave
16H511233	1641 Lulu Ave
16H510944	1658 Lulu Ave
16H511002	1664 Lulu Ave
16H511035	1666 Lulu Ave

16H510614	1624 Lulu Ave
16H510724	1640 Lulu Ave
16H510843	1647 Lulu Ave
16H510771	1648 Lulu Ave
16H510881	1649 Lulu Ave
16H510991	1657 Lulu Ave
16H331493	6416 Myrtle Ave
16H331543	6422 Myrtle Ave
16H331800	6421 Myrtle Ave
16H331763	6440 Myrtle Ave
16H240234	1523 Ogden Ave
16H240115	1524 Ogden Ave
16H240674	1561 Ogden Ave
16H240867	1571 Ogden Ave
16H240913	1579 Ogden Ave
16H330654	6327 Wellsmar Ave
16H330492	6344 Wellsmar Ave
16H330966	6349 Wellsmar Ave
16H331086	6428 Wellsmar Ave
16H332087	6438 Wellsmar Ave
16H331662	6449 Wellsmar Ave
16H241233	6456 Wellsmar Ave
16H310652	1515 Wellston Pl
16H310708	1524 Wellston Pl

**Central Zone**

<b><u>Parcel ID Number</u></b>	<b><u>Address</u></b>
17H610511	6143 Bertha
17H521503	6174 Bertha
17H540076	6183 Bertha
17H540726	6213 Chatham
17H541231	6207 Derby

17H542056	6411 Hobart Ave
17H521815	6238 Lenox Ave
17H530154	6400 Lenox Ave
17H610366	6124 Minerva Ave
17H610502	6128 Minerva Ave
17H610498	6134 Minerva Ave
17H540331	6176 Minerva Ave
17H531807	1335 Odgen Ave
16H220526	1400 Ogden Ave
16H220618	1408 Ogden Ave
16h220654	1410 Ogden Ave
16H222131	1412 Ogden Ave
16H220856	1416 Ogden Ave
16H220801	1416 Ogden Ave
16H220920	1420 Ogden Ave
17H541871	6311 Ridge Ave
16H220012	6412 Ridge Ave
16H220700	6424 Wells Ave
16H221222	6465 Wells Ave

**South Zone**

<b><u>Parcel ID Number</u></b>	<b><u>Address</u></b>
17H210384	6235 Bartmer
17H520430	6253 Julian Ave
17H510101	6315 Julian Ave
17H510156	6323 Julian Ave
17H510684	6326 Page Ave
17H510741	6336 Page Ave
17H511092	6440 Page
17H240462	6151 Plymouth Ave

17H240471	6203 Plymouth Ave
17H240600	6231 Plymouth Ave
17H240453	6149 Plymouth Ave
17H240664	1262 R M Moore Ave
17H520133	1268 R M Moore Ave
17H141022	1217 Robert Powell Pl
17H141866	1232 Robert Powell Pl
17H141172	1231 Robert Powell Pl
17H141893	1220 Robert Powell Pl
17H141884	1224 Robert Powell Pl
17H240673	1277 Ryan Ter
17H240509	1267 Ryan Ter
17H240839	1275 Ryan Ter
17H522036	1283 Ryan Ter
17H240701	1265 Ryan Ter
17H141930	6407 Sparta Ct
17H141921	6411 Sparta Ct
17H141912	6417 Sparta Ct
17H141903	6421 Sparta Ct
17H140968	6406 Sparta Ct
17H140922	6412 Sparta Ct
17H140894	6418 Sparta Ct
17H140234	6421 Spencer Ave
17H510035	1201 Stephen Jones Ave
17H510376	1279 Stephen Jones Ave
17H141114	1132 Sutter Ave
17H141260	1152 Sutter Ave
17H520452	6139 Wagner Ave
17H520573	6145 Wagner Ave
17H510255	6314 Wagner Ave
	6316 Wagner Ave
17H510442	6317 Wagner Ave

17H510288	6320 Wagner Ave
17H511070	6327 Wagner Ave
17H511069	6329 Wagner Ave
17H510301	6330 Wagner Ave
17H510512	6331 Wagner Ave
17H510530	6335 Wagner Ave
17H511135	6339 Wagner Ave
17H511124	6350 Wagner Ave
17H511036	6307 Wagner Ave
17H510222	6310 Wagner Ave
17H510431	6311 Wagner Ave
17H510244	6312 Wagner Ave
17H510266	6318 Wagner Ave
17H510453	6319 Wagner Ave
17H510464	6321 Wagner Ave
17H510475	6323 Wagner Ave
17H510486	6325 Wagner Ave
17H510521	6333 Wagner Ave
17H510343	6336 Wagner Ave
17H510365	6338 Wagner Ave
17H510310	6338 Wagner Ave
17H510387	6340 Wagner Ave
17H510354	6340 Wagner Ave

The LCRA may, from time to time, add properties to be serviced, request a quote for additional work, or remove one or more properties/services listed above. The contractor is responsible for providing all tools and equipment required for the performance of the Services at the contractor's sole expense. **PLEASE NOTE: The LCRA will consider proposals from firms able to provide Services for some or all of the properties identified above, and the LCRA reserves the right to select multiple firms. As a result, all interested firms are encouraged to submit proposals, even if a particular firm is not able or interested to provide the entire scope of services.**

### **Proposal Content**

Proposals must include, at a minimum, the following information:

1. **Experience.** Provide a description of the contractor's history and experience in performing similar lawn care and debris removal services. The proposal should include a list of properties for which the contractor provided similar services during the previous year.
2. **Approach and Availability.** Provide a description of the firm's approach and a statement of the firm's availability to provide the Services. The approach

should include the frequency of cuts/weed control and general servicing of the parcels, the likely duration and time frame for the services, and any details that provide a clearer understanding of the services proposed. Staff anticipates that the majority of parcels will require mowing every two weeks.

3. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion in providing the Services.
4. Work Authorization Affidavit. Complete the Work Authorization Affidavit, attached hereto as **Attachment 1**, and provide all required supporting documentation identified in **Attachment 1**.
5. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for the Services, for up to a three (3) year period:
  - A. It is anticipated that a maximum not to exceed amount will be established for these services and that the contract will be for a one-year term with two successive options for the LCRA to renew for terms of one year each. **Pricing should be provided for a three (3) year period, including the initial year and the two additional option years.**
  - B. To allow the LCRA the option of selecting one or more contractors and/or removing certain individual parcels from the Services, please provide an itemized statement of all fees, expenses, and costs to be charged in the performance of the Services on a per-parcel basis.** Please group pricing into the Zones identified herein. Additionally, as noted above, proposals should include a per load cost for as-needed debris removal.
  - C. When based on an hourly rate, provide the hourly rates to be charged for each individual who would perform the Services and a general description of how the work will be allocated.

### **Selection Criteria**

Proposals submitted will be reviewed by LCRA staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. History and experience of the contractor in providing similar lawn care and debris removal services as described above;
2. Availability and approach to provide the Services;
3. Approach to diversity, equity, and inclusion;
4. Submission of a completed Work Authorization Affidavit and all associated documentation identified in **Attachment 1**.



5. Cost; and
6. Responsiveness to the RFP categories.

The Land Clearance for Redevelopment Authority of the County of St. Louis actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The LCRA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award.

### **Terms and Conditions**

1. The LCRA reserves the right to reject any and all proposals submitted, to select one or more responding parties, to void this RFP and the review process and/or terminate negotiations at any time, to select separate responding parties for various components of the scope of services, and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements, and schedules are subject to change and modification. The LCRA also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the LCRA to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted responses to this RFP become the property of the LCRA as public records. All proposals may be subject to public review upon request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Land Clearance for Redevelopment Authority of St. Louis County, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties, or negotiating and executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

### **Submission of Proposals**

**To be considered, proposals must be received no later than **Friday, April 19, 2024, at 3:00 PM CST**. Proposals received after the deadline identified above will not be considered.**

#### Schedule

RFP Newspaper Advertisement	Thursday, March 28, 2024
Questions Submitted by	Friday, April 5, 2024
Questions Answered	Thursday, April 11, 2024
Submission of Proposals by	Friday, April 19, 2024

Questions about this RFP should be sent by email to [ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com). Any answers to questions will be provided to all interested parties and will be released as an addendum to this RFP on the Partnership's website, <https://stlpartnership.com/rfp-rfq/>, on the date indicated above.

Electronic proposals should be sent by email to [Ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com).

Land Clearance for Redevelopment Authority  
c/o St. Louis Economic Development Partnership  
ATTN: Erika Castillo  
120 S. Central Avenue, Suite 200  
St. Louis, Missouri 63105  
(314) 615-7663

## ATTACHMENT 1

### **INSTRUCTIONS FOR COMPLIANCE WITH SECTION 285.530 RSMo.**

Missouri Revised Statutes Section 285.530(2) requires recipients of contracts with political subdivisions of the State of Missouri, such as the Land Clearance for Redevelopment Authority of St. Louis County, in excess of \$5,000 to provide an affidavit and documentation showing that the contracting party participates in a federal work authorization program with respect to employees working on the contracted services. Please consult the directions below and the form attached hereto regarding this requirement.

#### **Business Entities, Individuals, or Sole Proprietorships**

Pursuant to 285.530(2) RSMo., provided above, business entities, including self-employed individuals, awarded contracts with the Land Clearance for Redevelopment Authority of St. Louis County in excess of \$5,000 must affirm their enrollment and participation in a federal work authorization program with respect to the employees working on the contracted services by:

1. Submitting a completed, notarized copy of the “Work Authorization Affidavit for Business Entities” form, attached hereto; and
2. Providing documentation affirming the business entity’s enrollment and participation in a “federal work authorization program” (see definition below) with respect to the employees that are working in connection with the contracted services.

As used herein, the term “federal work authorization program” means an electronic verification of work authorization program or any equivalent federal work authorization program operated by the United States Department of Homeland Security. For example, the E-Verify program is a widely-used, internet-based worker verification program operated by the Department of Homeland Security.

Information on the E-Verify program may be found at [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) by clicking on the E-Verify icon near the bottom of the page. The memorandum of understanding associated with the E-Verify program may be used to demonstrate enrollment and participation and must include, at a minimum, the following: 1) a valid, completed copy of the first page identifying the employer, and (2) a valid, completed copy of the signature page signed by the employer and the Department of Homeland Security.

#### **Failure to Comply**

Compliance with Section 285.530(2) RSMo. is required for all contracts with the Land Clearance for Redevelopment Authority of St. Louis County in excess of \$5,000. If a business entity that is awarded a contract does not complete and return the required documents and/or affidavits to the Land Clearance for Redevelopment Authority of St. Louis County as part of the contract, this failure will be deemed a breach of the terms of such contract. The Land Clearance for

Redevelopment Authority of St. Louis County has the right to refuse to honor any contracts, both present and future, with any business entity that does not provide the affidavits or documents required by 285.530(2) RSMo. to the Land Clearance for Redevelopment Authority of St. Louis County. Pursuant to Section 208.009 R.S.Mo., no contract for any amount shall be awarded to any individual by St. Louis County without documents showing proof of that person's citizenship or lawful presence, or by individual affidavit averring to the individual's citizenship or lawful presence in the United States.

