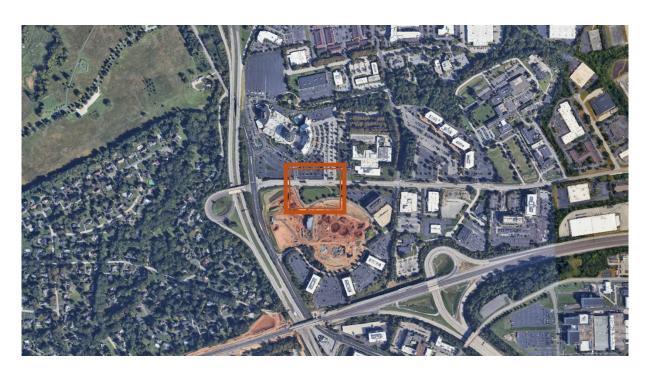


# **REQUEST FOR PROPOSAL**

Recharge Park (First Avenue / Freedom Business Center)



# First Avenue and Freedom Business Center Drive King of Prussia, PA 19406

(along private drive between Topgolf and 640 Freedom Business Center Drive)

July 21, 2025

Prepared for: King of Prussia District



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## PART 1 - INSTRUCTIONS TO BIDDERS

- 1. The construction documents have been prepared by Stuart and Associates, Inc.
- For this project, the "Owner" is <u>King of Prussia District, in partnership with Upper Merion Township.</u> and the "Owner's Representative" is <u>Stuart and Associates, Inc.</u> and will be referred to as such in this document and all attachments related to this project.
- 3. This project is financed in part by Montgomery County through the Montco 2040 Implementation Grant Program.
- 4. This project involves the furnishing and installation of landscaping, hardscaping, outdoor furniture, vegetation, and solar lighting fixtures. All Bid Documents and solicitation details are available at no cost at (https://visitkop.com/what-we-do/rfps-and-district-updates/).

The bids must be made on the forms furnished by the Owner and the bids must be accompanied by all completed documentation requested. All bids must be accompanied by a Surety's Consent. Said surety to be licensed to conduct business in the Commonwealth of Pennsylvania. The successful bidder shall be bound to furnish and pay for a Performance Bond and a Labor ("Public Works Contractors' Bond Law of 1967," P.L. 869, 8 P.S. § 191 et seq) & Material Payment Bond in an amount equal to one hundred percent (100%) of the contract price.

The Bidder's attention is called to the fact that the Pennsylvania Prevailing Wage Act applies to this Contract and that the successful Bidder shall pay no less than the Wage Rates determined for the project area as set forth in the Contract Documents.

- 5. All Bidders are required to schedule a pre-bid meeting with Owner's Representative. Questions regarding the scope of the work will be addressed and Bidders will have an opportunity to familiarize themselves with the existing conditions. Please call email the Owner's Representative (Stuart and Associates, Inc) at <a href="mailto:vanessa@stuart.associates">vanessa@stuart.associates</a>.
- 6. Proposals shall be emailed to <u>Vanessa Meyer of Stuart and Associates</u> are due no later than <u>August 19th, 2025, 10:00am</u>. Proposals received after the due date and time shall not be accepted. Faxed proposals will not be accepted. Proposals will be opened in private by the Owner. Bidders may not be present at time of opening of proposals. The Owner accepts no responsibility for bids delivered by common carrier.
- 7. Qualified Bids **must** include the following:



- a. Certificate of Insurance
- b. Contractor Qualification Form
- c. Contractor Cost Sheet
- 8. No Bidder shall modify, withdraw, or cancel his proposal or any part thereof for a period of sixty (60) calendar days following date of receipt of proposals.
- Submit questions during bidding period relating to the Bidding Documents via email to <u>vanessa@stuart.associates</u>. Questions on bid documents must be received by <u>August 5th</u>, <u>2025</u>. Answers will be provided to all bidders by <u>August 12th</u>, <u>2025</u>.
- 10. Owner reserves the right to waive informalities in or reject any or all proposals or parts thereof.
- 11. The bid shall be awarded on T.B.D. BY OWNER.

# PART 2 - INTRODUCTION + PROJECT SCOPE

1. See	Construction	Document	Set of Plans	dated June 5,	2025
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a.	L0.00	COVER PLAN
b.	PTSP	SITE SURVEY (CIVIL PLAN)
C.	L0.50	DEMOLITION PLAN
d.	L1.00	SITE PLAN
e.	L1.10	PAVING PLAN – (EAST)
f.	L1.20	PAVING PLAN – (WEST)
g.	L2.00	LAYOUT PLAN – (EAST)
h.	L2.10	LAYOUT PLAN – (WEST)
i.	L3.00	GRADING PLAN
j.	L4.00	SITE ELEVATIONS
k.	L6.00	CONSTRUCTION DETAILS
l.	L6.20	BOULDER DETAILS
m.	L6.25	BOULDER SECTIONS
n.	L6.30	SWING DETAILS
0.	L6.40	FURNITURE DETAILS AND NOTES
p.	L6.45	FURNITURE DETAILS AND NOTES (2)
q.	LT1.00	LIGHTING PLAN
r.	LT6.00	LIGHTING CUTSHEETS AND DETAILS



S.	L8.00	TREE AND SHRUB PLANTING PLAN
t.	L8.10	GROUNDCOVER PLANTING PLAN
u.	L8.15	SEASONAL DETAILS PLANTING PLAN
٧.	L8.20	SOILS PLAN
W.	L9.00	PLANTING SCHEDULES AND DETAILS

## **PART 3 – PROJECT SPECIFICATIONS**

# 1. GENERAL

- a. Related Documents
  - i. Drawings and attached scope of work.
- b. Section Includes
  - i. Extent of work as shown on Drawings and Schedules includes, but is not limited to:
    - 1. Construction Documents dated June 5, 2025.

# 2. STANDARDS

- a. Contractor agrees to follow all applicable safety standards as recommended in the American National Standards Institute. The following apply to work in this Project, but scope is not limited to the following:
  - i. ANSI A300, Part 1 2008 Pruning Standards
  - ii. ANSI A300, Part 3 Supplemental Support Systems (Cables)
  - iii. ANSI A300, Part 5 Management of Trees During Site Planning, Site Development and Construction
  - iv. ANSI A300, Part 6 Planting and Transplanting
  - v. ANSI A300, Part 8 Root Management Standard
  - vi. ANSI Z133.1 Safety Standards
- b. Contractor agrees to also abide by the following standards:
  - i. International Society of Arboriculture (ISA) certifications and best practices.
  - ii. Occupational Safety and Health Administration (OSHA) regulations.
- c. Contractor will be responsible for contacting the appropriate utility companies prior to any excavation and when necessary by calling the PA 1 CALL SYSTEM (800-242-1776).

#### 3. SUBMITTALS



- a. Contractor's Qualification Form
- b. Contractor's Cost Sheet
- c. Contractor must provide General Liability Insurance and Statutory Workers' Compensation Insurance for all employees.
- d. Concrete Pavers sample for approval. Must illustrate color, source, etc.
- e. Exposed Aggregate Concrete Paving sample/mock up/specifications for approval.
- f. Pea Gravel Paving and binder sample/specifications for approval.
- g. Metal edging sample for approval. Must provide shop drawings.
- h. Boulder types, quarry, source, etc., sample for approval.
- i. Lighting submittal package for approval (with cut sheets, parameters selected, and specifications).
- Furniture submittal package for approval (with cut sheets, parameters selected, specifications, and finish samples). Refer to site plan for specific furniture selections.
- k. Swing details, cutsheets, shop drawings for approval.
- I. OTHER: SEE CONSTRUCTION DOCUMENTS FOR ADDITIONAL SHOP DRAWING REQUIREMENTS, SUBMITTALS, AND SAMPLE REQUESTS.

# 4. QUALITY ASSURANCE

- a. All work to be performed by or under the direct supervision of Owner's Representative. Any change in this status must be reported to Owner's Representative immediately in writing.
- b. Equipment shall be modern and well maintained. Contractor shall be responsible for damage to property resulting from equipment, including fluid leakage or damage from equipment failure.
- Due to COVID-19 the contractor, subcontractors, and vendors, must follow the CDC guidelines for the local project area. Masks may be required.

# 5. REGULATORY REQUIREMENTS

- a. Do not close or obstruct streets, walks or other occupied or used facilities without permission from authorities having jurisdiction.
- b. Investigate the conditions of public thoroughfares and road as to availability, clearances, loads, limits, restrictions and other limitations affecting transportation to and entrances and exits at the site.



- c. The contractor is responsible for coordinating work schedule with Owner's Representative. As necessary, contractor shall coordinate work with utility companies.
- d. Unless otherwise directed, contractor shall recycle all debris off site. If recycling is not possible, contractor shall legally dispose of any debris off site.

#### 6. SEQUENCING AND SCHEDULING

- a. Project Schedule
  - i. Bid packages issued to contractors: July 21, 2025
  - ii. Questions submitted by: August 5th, 2025
  - iii. Answers sent by: August 12th, 2025
  - iv. Bids due by 10am: August 19th, 2025
  - v. Bid award: T.B.D. BY OWNER
  - vi. Commence work: Fall OF 2025 (Dependent on Permit)
  - vii. Work to be completed by no later than: March of 2025 (project to be live Spring of 2025
- b. All work to be performed during weekdays within business hours of 7:00am-8:00pm. Work on weekends is prohibited, unless written approval is given by Owner, King of Prussia District. Contact Chris Basler, via email at, <a href="mailto:chris@kopbid.com">chris@kopbid.com</a>.
- c. All work shall be completed within project schedule. Contractor shall communicate any delay in work, including weather related delays, to Owner's Representative in a timely manner.
- d. Owner may decide to retain Contractor for maintenance of these areas beyond completion of this project.

#### 7. PROJECT CONDITIONS

- a. Existing conditions:
  - i. Limits of work and all trees included in this bid package are shown on the drawings.
  - ii. TREES AND OTHER PLANTINGS TO BE REMOVED SHALL BE MARKED ON SITE BY OWNER'S REPRESENTATIVE. Prior to removal, contractor shall confirm with Owners Representative that trees marked for removal in the field correspond to removal plans.



- iii. The contractor shall maintain all new and existing utilities in good working order and protect them from damage at all times until the work is completed and accepted.
- iv. Site will be free of debris at the close of each workday. Broom swept. Approval from Owner's Representative is necessary to leave any debris on site.
- b. Verify all existing conditions in the field:
  - Should any work performed expose previously unknown conditions, Contractor must immediately report the discovery to Owner's Representative and use any measures necessary to maintain adequate safety conditions.
  - ii. Should Contractor, in the course of work, find any discrepancies between drawings and physical conditions or any omissions or errors in drawings, Contractor must inform Owner's Representative immediately. Work completed after such discovery, unless authorized by Owner's Representative, shall be at Contractor's risk.

# 8. MATERIALS, PERSONNEL AND EQUIPMENT

- a. The contractor shall assign one (1) project supervisor/foreman to the project that is on site each day during construction activities. The project supervisor/foreman shall remain in place until completion of the project.
- b. The contractor shall supply all material, equipment and personnel necessary for the performance of this contract. All materials and equipment must be in compliance with bid specifications and all applicable federal, state and local rules and regulations.
- c. All bidders must have in their possession or available to them by formal agreement at the time of bidding all necessary equipment, devices, tools, materials, and supplies necessary to perform the work specified herein.
- d. No day labor or temporary part time workers shall be used in the performance of the contract unless previously cleared with Owner's Representative. Only qualified permanent full time/part time employees trained and experienced in doing the required arboricultural/horticultural work as specified by this contract shall be assigned to this project.
- Individuals found not to follow the intent of these specifications shall be removed from the work site by either Owner's Representative's or Owner's request.

# 9. WORK CREW SUPERVISION

a. The contractor shall provide qualified supervision of each crew at all times while working under this contract. Each project supervisor/foreman shall



be authorized by the contractor to accept and act upon all directives issued by Owner's Representative.

- b. All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards Institute Standard Z-1333.1 and A300, or as amended.
- c. Blocking of public streets shall not be permitted unless prior arrangements have been made with the Owner or Owner's Representative.
- d. The contractor shall provide adequate barricades, flag person(s), signs and warning devices during the performance of the Contract to protect motorists and pedestrians. All placements of cones, signs, and barricades must conform to the American Traffic Safety Standards. Flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection.

## 10. SITE AND TREE PROTECTION

- a. All protection measures shall be observed in the field by Owner's Representative prior to start of work. All protective measures shall remain in effect for the duration of the work.
- b. Contractor shall inspect all protective measures on a daily basis and repair or replace as necessary.
- c. DRIVING, STAGING, OR SET UP OF EQUIPMENT IS NOT PERMITTED WITHIN THE TREE CRITICAL ROOT ZONE.
- d. The tree critical root zone shall not be used as areas for laydown or stockpiling of materials.
- e. No work shall occur if ground is excessively wet. Contact Owner's Representative for determination.
- f. Equipment shall stage on paved surfaces only. Equipment movement on site beyond paved surfaces is only with prior approval from Owner's Representative.
- g. If it is deemed necessary to drive equipment on site, passes shall be limited to as few as possible.
- h. The Contractor is responsible for enforcing limits of tree protection zone with all crew members and subcontractors.
- i. ALL EXISTING TREES TO REMAIN SHALL BE PROTECTED FROM DAMAGE. DAMAGE INCLUDES, BUT IS NOT LIMITED TO: CUTTING, BREAKING, OR SKINNING ROOTS AND SKINNING OR BRUISING BARK, BREAKING OF BRANCHES OR LIMBS AND COMPACTION OF SOIL IN CRITICAL ROOT ZONE.



# 1. PLANTING PROCESS

- a. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING LANDSCAPE ARCHITECT PRIOR TO ORDERING ANY TREES AND DISCLOSE SOURCE/LOCATION OF NURSERY FOR LANDSCAPE ARCHITECT TO VISIT AND APPROVE/TAG TREES.
- b. CONTRACTOR SHALL CONTACT LANDSCAPE ARCHITECT AND SCHEDULE A SITE MEETING TO REVIEW ALL PLANTING AREAS AND TO DISCUSS PRIOR TO PLANTING ANY TREES OR PLANT MATERIAL FOR LAYOUT IN FIELD.
- c. Trees that do not have an Stuart and Associates Tree Tag or have been removed prior to landscape architect approval, will not be accepted.
- d. We will be following the Best Management Practices in the planting of the new trees, shrubs perennials. A copy of these practices for your reference has been provided at the end of this document. These must be followed to ensure the best product is obtained. However, you may use your own discretion in the following areas of the BMP's as long as what you do is consistent with the Stuart and Associates, Inc. Planting Guidelines.
  - a. Root Ball Wrapping
  - b. Support Systems
  - c. Watering
  - d. Fertilization
  - e. Pest Management

# 2. PLANTING DETAILS

- a. Trees and Shrubs
  - i. Planting Hole
    - 1. 2-3 times wider than rootball
    - 2. Tree is placed on a pedestal of undisturbed native or amended soil.
    - 3. Top of rootball shall be 1-2 inch high than finished grade, including sod, so that water does not pool and rot root crown.
  - ii. Backfill
    - 1. Planting soils as necessary.
  - iii. Fertilizer



- 1. Four tablets 20-10-5 or equivalent per #15 tree / ROOTS Products.
- 2. 3-5 inch deep in fill soil.
- 3. Roots, a product, must be used in the backfill during installation.

#### iv. Stakes

## 1. ONLY IF REQUESTED BY LANDSCAPE ARCHITECT.

- 2. Remove nursery stake attached to tree.
- 3. Two stakes, 2 inch diameter, lodge pole, driven into the backfill. DO NOT PUT STAKES IN ROOTBALL.
- 4. Contractor to minimize contact of stakes with tree.
- 5. Two tree ties ("cinch-tie", rubber tree straps or equivalent) attached to stakes with 1-1/4 threaded galvanized nails. Tree must be free to sway somewhat, but trunks should be supported so they are vertical and straight. Some trees may need 2 sets of ties.
- 6. Cut off tops of stakes damaged by driving and transportation.

#### v. Mulch

1. 2-3 inches of clean triple ground hardwood mulch.

# vi. Water

1. Water both rootball and backfill thoroughly.

# b. Perennials

# i. Plant Bed Soil

- 1. See planting details on L9.00 for depth of soil at each planting type.
- 2. Top soil should be dry, loose, and free of debris. Where hardpan exists beneath the prepared bed, deeper preparation may be required. Additionally, drainage tile may be required. These or other modifications to be paid for in accordance with an adjustment of the Contract Sum by an appropriate Contract modification.
- 3. The contractor should immediately notify the Owner's Representative if any beds do not drain properly.

# ii. Watering

1. As needed to ensure establishment of plant/tree.

## iii. Mulching



1. To be incidental to item.

# 3. PLANT BED LAYOUT AND PREPARATION

- a. Prior to planting, the contractor shall contact Landscape Architect (3 days prior) to inspect the site. Any unsatisfactory conditions shall be corrected prior to planting. No weeds should be present in the beds at planting time.
- b. Layout plant beds and obtain approval of Owner's Representative prior to excavation and bed preparation.
- c. PRIOR TO PLANTING, LANDSCAPE ARCHITECT MUST APPROVE PLANTING LAYOUT.
- d. Strip and remove surface vegetation from plant bed areas.
- e. Shape plant bed to drain.
- f. Plants shall be located as designated on the plan.
- g. Add 4 inches of Laurel Valley Soils Premium Compost Product and 1 inch of sand to topsoil surface of each plant bed. Incorporate material to a depth of 12 inches.
- h. Planting shall be completed by experienced employees under the supervision of a qualified supervisor.

## 4. TOPSOIL IMPORTS

a. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PERFORMING SOIL TESTING AND PROVIDING SUCH SOIL REPORTS AS NECESSARY.

## 5. PLANT BED FERTILZATION

- a. Add commercial grade fertilizer and other plant bed amendments to each plant bed as follows:
  - i. Apply 14-14-14 fertilizer at manufacturer's recommended rates.
  - ii. Limestone: Ground agriculture limestone; provided in original packaging, legibly, labeled with fineness and liming ability shown.
  - iii. Agricultural limestone at a rate to be determined by soil test. Lime will be applied to adjust bedding soil pH range to 5.5 to 6.5.
  - iv. Till fertilizer and lime into the top 6 inches of the planting bed.
  - v. After fertilization, rake plant beds smooth, shape plant bed contour to drain, and prepare the bed surface for planting.



b. Planting shall be completed by experienced employees under the supervision of a qualified supervisor.

## 6. PLANT BED DRAINAGE

a. Following the recommended soil preparation, perform a percolation test in each bed to assure proper drainage. This test shall be performed by digging a flat-bottomed hole 12 inches in diameter the depth of the prepared soil and filling it with water. After the water has drained from the hole, it shall be filled again and the drainage recorded. If the second draining takes an excess of 1 hour, additional soil preparation or drainage tile may be required.

## 7. PLANTS

- a. Perennials planted during the active growing season should be protected from hot midday sun with proper shading. Shading may be removed after 3 days, but shall be replaced if wilting occurs.
- b. Container-grown stock shall be left in its container until the soil has been prepared and approved by the Owner's Representative. Upon removal from its container, the root system of each plant shall be inspected by the contractor for any sign of root decay or harmful soil insects. Affected plants should be brought to the attention of the Owner's Representative and the installation stopped until healthy plants can be procured. If the roots appear healthy, the root ball should be scored from top to bottom on four sides and across the bottom in an "X". These cuts shall then be pulled open, the plant set into the planting hole, and the soil firmed around the root ball. Set plants at the same depth they occupied in their containers.
- c. Field-grown and potted stock shall be set into the planting bed at the same depth as it has been growing in the field.

## 8. MULCHING

- a. Mulch entire plant bed; pull mulch away from plant stems and crowns of plants to minimize risk of rot and rodent damage.
- b. Mulch depth 2 3 inches.
- c. Mulch to be incidental item to perennial plant item price.

## 9. WATERING

- a. Water each plant as planted to settle soil and prevent wilting.
  - i. After a bed or section of a large bed has been planted, the soil immediately surrounding each plant shall be watered to its saturation point to ensure the collapse of any air pockets which



would be harmful to the plants. When the entire bed has been planted, it shall be watered with the equivalent of a 1-inch rainfall to prevent dry soil from soaking water away from the newly set plants.

ii. Watering is incidental to perennial plant item price.

# PART 5 - MAINTENANCE AND INSPECTION

## 1. MAINTENANCE

- a. The landscape contractor is responsible for the maintenance of the perennials from the time they are brought onto the job site until they are planted and accepted.
- b. Plants shall be watered often enough to prevent wilting prior to planting. After planting, they shall be watered initially to settle the soil, then to prevent wilting and to allow them to become established on the site.
- c. The beds shall be free of weeds at planting time and shall be maintained weed free by the contractor until the planting is accepted.
- d. Should insects or diseases attack the plants after installation and prior to acceptance of the planting, appropriate pesticides shall be properly applied to correct the situation.
- e. The beds should be checked regularly for soil settling which may expose the rootballs or otherwise endanger the health of the planting. Should this occur, the contractor shall correct the settling problems.
- f. Newly planted perennials may be heaved out of the ground by alternate freezes and thaws. Should this occur prior to acceptance of the planting, the contractor shall re-set those affected plants.
- g. Any noted defects, such as reversions, errant growth or color not typical for the species or cultivar, shall be brought to the attention of the Owner's Representative. The recommendations of the Owner's Representative shall be followed to correct the situation. Recommendations may include removal of the entire plant.
- h. After the acceptance of the planting, the Contractor is responsible for correcting any settling of the planting beds for 18 months.
- i. After acceptance, the Contractor is responsible for setting any plants which are heaved out of the ground in whole or in part by climate changes for 18 months.

# 2. PLANTING FINAL INSPECTION

a. The final step in the planting process is inspection. A number of items will be included in the final inspection including but limited to the following:



- i. Are the structural roots at the correct depth?
- ii. Is the trunk vertical?
- iii. Is a raised ring of soil needed to hold irrigation water over the root ball?
- iv. Have co-dominant stems and dead, broken, and weakly attached branches been removed or reduced in length?
- v. Has the tree been lightly mulched without covering the base of the trunk?
- vi. Has the extra soil, root ball wrappings, pruned branches, and other debris been removed from the site?
- vii. If the tree was staked, does the guying allow for growth and movement of the trunk? Have provisions been made for timely inspections and future removal of the support system?
- viii. Are definite provisions made to be sure proper care will be given to the tree?
- ix. Finally, does the new owner or maintenance crew understand how important proper future care is for the survival and good health of the new tree?

#### WARRANTY

a. Included in your bid should be a two year warranty, a maintenance program provided by your firm for yearly care of these trees (watering, pruning, fertilizer, root pruning, root bio-stimulants and inspections). We are looking to develop a relationship with the chosen contractor. Therefore, we will be relying on you to maintain our client's investment.

## PART 6 – HARDSCAPING SPECIFICATIONS

- 1. The contractor shall include a cost to purchase and install the hardscape systems listed on the construction documents. Construction Documents take precedent over RFP document in regards to products.
- 2. PLEASE NOTE AND BE PREPARED FOR LEAD TIMES. CONTRACTOR SHALL COORDINATE THESE LEAD TIMES APPROPRIATELY. NO SUBSTITUTIONS WILL BE ACCEPTED.

# **PART 7 – SITE FURNISHINGS**

1. Owner will purchase site furniture (benches, 2-tops, etc.). Contractor to install umbrellas, litter receptacles, work tables, rake stand, bike rack, and swings.



# **PART 8 – LIGHTING**

 Your proposal shall include a cost to purchase and install all proposed lighting fixtures, if any (bollards, tree up-lights, post lights, etc.). Refer to Lighting Plan notes for process of substitution of lighting. THE PROPOSAL SHOULD ALSO INCLUDE FOOTINGS, ELECTRICAL CONDUIT AND CONNECTIONS.



CONTRACTOR'S QUALIFICATION FORM
Please provide the following information.
Name and Address of Company
Number of years the company has been in business
Contact Person and Phone Number
All Crew Member Names, Position, Specialized Training and Certification Numbers if applicable
References for three completed projects with similar requirements



# **CONTRACTOR COST SHEET**

FIRM NAME:	DATE:	
Item	Total Cost	
Demolition + Earthwork :	\$	
Erosion + Sediment Control Measures	\$	
Landscaping :	\$	
Meadow / Basin Planting :	\$	
Sod:	\$	
Furniture (Swings with concrete pad) :	\$	
Furniture (As noted in Part 7 of the RFP, see above) :	\$	
Driveway Restraint :	\$	
Lighting:	\$	
Concrete Pavers + Edging :	\$	
Exposed Aggregate Concrete Paving :	\$	
Concrete Paver Borders at Asphalt + Concrete Paving :	\$	
Asphalt Paving with Detectable Warning Pavers :	\$	
Pea Gravel Paving Types + Edging :	\$	
Boulders:	\$	
Drainage :	\$	
Soil + Soil Testing (includes berming):	\$	
Permitting :	\$	
Two Year Maintenance Contract :	\$	

TOTAL