



REQUEST FOR PROPOSALS

Garment District Landscaping and Horticulture Maintenance

INTRODUCTION

The Garment District Alliance (“GDA”), a New York City Business Improvement District and not-for-profit corporation, is seeking competitive bids for a comprehensive annual Horticulture Provision & Maintenance contract that includes all labor and materials for GDA horticulture projects throughout the Garment District:

NEIGHBORHOOD

Located in midtown Manhattan, the Garment District Alliance boundaries roughly include 35th Street to 41st Street, from Fifth Avenue to Ninth Avenues. The GDA provides a number of programs and services in the district area, including capital and public space improvements. There are five NYCDOT pedestrian plazas along Broadway, for which the GDA is the plaza maintenance partner. (Attachment A – District Map).

CONTRACT TERM

The contract shall be for an initial period of one (1) year, from July 1, 2023 to June 30, 2026. The GDA shall have the sole option to extend this contract on an annual basis for up to three (3) additional years, to be exercised through written notice to the contractor prior to the expiration of the initial term.

CONTRACT SCOPE

The contract shall include all labor and materials for:

- I. Four (4) Seasonal Planting Rotations
- II. Plant replacements as needed, year-round, due to theft or deterioration
- III. Maintenance year-round for all locations, including:
 - Watering - daily watering required as needed (can vary with weather)
 - Fertilizing
 - Pruning
 - Soil refreshing
 - Shearing
 - Shaping

LOCATION(S)

Five (5) contract Project Areas within Garment District boundaries as follows:

- I. Broadway Pedestrian Plazas (Attachment B)
- II. Seventh Avenue Pedestrian Corridor (Attachment C)
- III. Eighth Avenue Pedestrian Corridor (Attachment D)
- IV. District-wide Tree Pits (Attachment E)
- V. West 35th Street Midtown South Precinct Flower Beds (Attachment F)

PLANTER STYLES & SIZES

The GDA has a variety of planter styles in different sizes. See Attachments B – F for each specific project area.

District-wide Totals:

- 113 Medium Terracast Step Planter TSP-32CON (Top ID 31” x Base ID 19” x Ht 27”)
- 78 Large Terracast Step Planter TSP-40CON (Top ID 38” x Base ID 22” x Ht 33”)
- 63 Polystone Riviera Box Planters 46” L x 17” W x 12” H
- 30 Planters Unlimited Tree Planter (60” x 60” x 40”)
- 123 Tree Pits (approx. 6’ x 6’)
- 2 Flower Beds (42’ x 4’ and 36’ x 3’)

Planter Counts by Project Area:

Broadway Pedestrian Plazas				
	Large Terracast	Medium Terracast	Tree Planter	TOTAL
Totals	51	53	30	134

Seventh Avenue Pedestrian Corridor				
	Large Terracast	Medium Terracast	Polystone Box	TOTAL
Totals	2	33	63	98

Eight Avenue Pedestrian Corridor			
	Large Terracast	Medium Terracast	TOTAL
Totals	25	27	52

Tree Pits	
Locations	TOTAL
District-wide	123

Flower Beds	
Location	TOTAL
357 W 37 th St.	2

PLANTING SPECIFICATIONS

See Attachments B - E for each specific project area layout and planting plan.

- I. Terracast Step Planters (both sizes) at all locations (Broadway, Seventh and Eighth Avenues) have existing center boxwoods which are to remain year-round, with replacements as needed.

Surrounding plants to be added seasonally as follows:

Fall (late September) - Chrysanthemums

Winter (November) - Wintercreeper or other bright, winter plant

Spring (March/April) - Tulips and Pansies

Summer (May/June) - Colorful Summer Annuals

- II. Planters Unlimited Tree Planters (only on Broadway) have existing center trees which are to remain year-round, with replacements as needed.

Surrounding plants to be added seasonally as follows:

Fall (late September) - Chrysanthemums

Winter (November) - Wintercreeper or other bright, winter plant

Spring (March/April) - Tulips and Pansies

Summer (May/June) - Colorful Summer Annuals

- III. Polystone Riviera Box Planters on top of concrete safety barricades (only on Seventh Avenue) have existing lirioppe to be maintained through summer and early fall. In late fall, all lirioppe should be replaced with uniform evergreens, to be maintained year-round going forward (no flower rotations). Evergreen species should be full and able to grow into a hedge formation. Ex: Boxwoods or Manhattan Euonymus.

- IV. Tree Pits have existing juniper to be maintained through summer and early fall. In late fall, all juniper should be replaced with uniform evergreens, to be maintained year round going forward (no flower

rotations). Evergreen species should be full and able to grow into a full ground cover with some height. Ex: Boxwoods or Manhattan Euonymus. (no flower rotations)

- V. Midtown South Precinct Flower Beds have existing ilex to be maintained through summer and early fall. In late fall, all ilex should be replaced with uniform evergreens, to be maintained year round going forward (no flower rotations). Evergreen species should be full and able to grow into a hedge formation. Ex: Boxwoods or Manhattan Euonymus. Surrounding plants to be added seasonally as follows:

Fall (late September) - Chrysanthemums

Winter (November) - Wintercreeper or other bright, winter plant

Spring (March/April) - Tulips and Pansies

Summer (May/June) - Colorful Summer Annuals

NOTES:

- All plantings must look full and at their very best at all times, year-round.
- Proposer should establish plant material quantities to fill planting areas completely. All planters already have soil, which should be refreshed as necessary.
- Plants should be large or close to maturity in order to look full as soon as planted.
- There must be an aggressive replacement and maintenance schedule. Replacements due to theft or deterioration should be made daily during warm weather months, and no less frequently than weekly during the winter.
- Proposer is encouraged to make creative suggestions for plantings.

PROPOSAL BUDGET REQUIREMENTS

- I. Separate budget for each of the 5 project areas
- II. Budget for each project area should include separate lines for:
 - Each seasonal planting rotation as applicable – plant types, quantities, and installation
 - Per unit replacement costs by season – individual plants and labor to replace
 - Annual Maintenance – to be prorated to reflect seasonal variations in maintenance requirements due to plant types and weather.

SUBMISSION SPECIFICATIONS

All submissions must be received, in writing, by **5:00 pm, Friday, February 10, 2023**

Submit proposals to:

Jane Rossman
Manager, Streetscape Improvements & District Planning
Garment District Alliance
Email: jrossman@garmentdistrictnyc.com
Phone: (212) 764-9600, ext 6313

Submissions must include:

- I. Company Name, Primary Contact, Address, Phone, and Email.
- II. List of the principal(s) and/or project manager(s) who will be responsible for the execution and/or oversight of the project.
- III. Fees for all work based on the guidelines set forth in this RFP, including all materials, transportation, labor, fees and any other relevant costs the proposer identifies which may not be specifically outlined in this RFP. Proposer must include ALL costs in the proposal. No additional fees, over time, cost overruns, etc. will be paid unless they occur as a result of the GDA increasing the scope of the work outlined in this RFP.
- IV. Completed NYC contract procurement PassPort application (formerly VENDEX) or proof of a current PassPort account already on file with the City of New York.
For more information: www.nyc.gov/site/mocs/systems/about-go-to-passport.page

For general questions regarding this project or this RFP, please contact Jane Rossman at (212) 764-9600 or jrossman@garmentdistrictnyc.com.

ATTACHMENTS

- (A) Map of GDA boundaries and Broadway Pedestrian Plazas
- (B) Broadway Plaza Planters
 - i. Map
 - ii. Planter styles, dimensions & quantities
- (C) Seventh Avenue Pedestrian Corridor Planters
 - i. Map
 - ii. Planter styles, dimensions & quantities
- (D) Eighth Avenue Pedestrian Corridor Planters
 - i. Map
 - ii. Planter styles, dimensions & quantities
- (E) Garment District Tree Pits
 - i. Map
 - ii. Planter styles, dimensions & quantities
 - iii. Planting specifications/photos
- (F) Midtown South Precinct Flower Beds
 - i. Planter styles, dimensions & quantities
 - ii. Planting specifications/photos