

**METROPOLITAN ENTERTAINMENT & CONVENTION AUTHORITY  
REQUEST FOR PROPOSAL 23006  
TREE REPLACEMENT  
AUGUST 3, 2022**

**PART I - INTRODUCTION**

The Metropolitan Entertainment & Convention Authority (“MECA”) is requesting proposals from qualified organizations interested in performing all services necessary remove and replace trees in Parking Lot A at CHI Health Center Omaha (“CHIHCO”). MECA is responsible for managing the operations of the Facility.

**1. Anticipated RFP Schedule**

This Request for Proposal (RFP) and the guidelines set forth for responses hereto are intended to provide MECA with significant substantive information early in the negotiating process so that final agreement can be reached quickly. MECA has therefore established the following schedule:

RFP Issued	Wednesday, August 3, 2022
* MANDATORY Pre-bid Meeting	Wednesday, August 10, 2022, 2:00pm
Final Questions	Friday, August 12, 2022, 2:00pm
Due/Public Opening (time)	Wednesday, August 17, 2022, 10:00am

\* This is a mandatory pre-bid meeting. All Bidders who may wish to provide a Proposal must be present at this meeting. Bidders must notify MECA at [kshiers@omahameca.com](mailto:kshiers@omahameca.com) of their intention to attend this meeting no later than 2:00 pm August 9, 2022.

**2. Bidder Inquiries**

All inquiries regarding this RFP must be made in writing and addressed to [kshiers@omahameca.com](mailto:kshiers@omahameca.com). Oral explanations or answers shall not be valid. Revisions, clarifications, and/or additional information will be issued to all Bidders in the form of an RFP addendum. All or any RFP addenda issued to the Bidders prior to the bid due date shall become a part of the bidding documents and the cost of such work shall be included in the bids.

**3. Delivery of Proposals**

Two printed copies and one electronic copy of proposals must be submitted and signed by an officer of the company, and delivered before the time set forth in Section 1 to MECA’s offices:

MECA  
RE: Bid on Tree Replacement  
455 North 10<sup>th</sup> Street  
Omaha, NE 68102

All proposals received will be publicly opened at MECA’s offices at the time set forth in Section 1. Bidders may attend; however, attendance is not required. MECA reserves the right to accept or reject late proposals or to extend the time for response for one or

more respondents. If sending a bid electronically, email to: RFP@omahameca.com. Bid will not be accepted to a personal email box.

#### **4. Criteria for Evaluation of Proposals**

##### **4.1 Evaluation of Compliance with RFP Guidelines**

Each proposal received will be evaluated to determine whether it generally supplies the information requested in this RFP. MECA may (at its sole discretion) disqualify any proposal, which it deems incomplete or non-compliant. All proposals shall be valid for acceptance for a period of ninety (90) calendar days.

##### **4.2 Evaluation of Proposals**

Proposals will be evaluated based on the following criteria: (a) the company profile, background, experience, and references of the proposing party; (b) service and support; (c) ability to agree to the requested contractual terms and conditions; and (d) financial considerations. Other criteria may be considered by MECA based on the nature of the proposals received.

##### **4.3 Selection of Respondents**

Based on the foregoing criteria, MECA will select one or more entities for further negotiations. It is possible that based on the responses, MECA will elect to negotiate with more than one respondent. In such event, all selected entities will be informed that others have also been selected for negotiation, although MECA reserves the right to not disclose the identity of the other selected respondents.

MECA will notify the successful Bidder of the acceptance of its proposal. Such notice will be sent to the name and email address of the bidder as stated in its proposal.

##### **4.4 Reservations**

MECA reserves the unqualified right to reject any or all proposals, extend the time for receipt of proposals from all Bidders, waive defects or technicalities, correct discrepancies, advertise for new proposals, or to take any other action that MECA determines, at its sole discretion, to be in its best interest. MECA reserves the right to award the contract to other than the low bidder. Any such determinations or actions may be made without notice. All costs of preparation and submission of a proposal shall be at the risk and expense of the respondent. MECA shall have no liability in connection with a proposal or any respondent.

##### **4.5 Proposals**

All bids and proposals submitted by the various Bidders for this work become the property of MECA. Neither MECA nor the Bidders shall disclose the contents of any proposal to the other parties prior to the announcement of the award.

#### **5. Contractual Terms and Conditions**

Review and provide a detailed response whether the following contractual terms and conditions are agreeable. The Bidder's Proposal shall specifically note any requested modifications to this section, which MECA may take into consideration during the review process, at MECA's discretion.

5.1 Purchase Agreement and Payment

The successful Bidder will be required to execute a MECA Service Agreement prior to performing any portion of work required within the specifications of this RFP. A sample MECA Purchase Agreement is available upon request.

Payment terms will be Net 30 days from installation and acceptance by MECA.

5.2 Insurance

The successful Bidder must provide evidence of the following types of insurance during the term of the Agreement. For the avoidance of doubt, such coverage and limits are minimum requirements and shall not be deemed as a limitation on vendor's liability under any provision of any agreement. Approval of the insurance by MECA shall not relieve or decrease the liability of the vendor hereunder. Note any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to an additional insured.

Commercial General Liability Insurance (including premises operation liability, contractual liability and product/completed operations liability) and Automobile Liability coverage (owned, non-owned and hired coverages) with minimum limits of \$1,000,000 Combined Single Limit (Auto Liability), and \$1,000,000 Per Occurrence, and \$2,000,000 General Aggregate. Commercial General Liability aggregate limit will apply on a "per location" basis. The insurance must protect the Bidder and MECA from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of the Bidder's services hereunder or from or out of any negligent act or omission of the Bidder, its officers, directors, agents or employees.

Workers' Compensation Insurance as required by applicable law. Policy shall be endorsed to include Waiver of Subrogation against MECA, the City of Omaha, their employees, officers and legal representatives.

Employer's Liability Insurance with minimum limits of:

\$500,000 Each Accident—Bodily Injury by Accident

\$1,000,000 Policy Limit—Bodily Injury by Disease

\$500,000 Each Employee—Bodily Injury by Disease

Umbrella or Excess Liability: additional \$5,000,000. Coverage is to apply to excess of Commercial General, Employer's Liability, and Automobile Liability policies.

All such insurance required above shall be with companies and on forms acceptable to MECA and shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to MECA. All insurance shall be primary and not contributory. All insurance shall be written by companies with a Best's Key Rating Guide (Property-Casualty, United States) rating of A or better and a Best's Financial Size Category of Class VI or better. Within thirty (30) days of the date on which coverage is to be provided hereunder, the successful Bidder shall furnish to MECA certificates of insurance along with copies of endorsements evidencing compliance to the above requirements. Such certificates and insurance policies

shall name MECA and the City of Omaha as additional insureds on a primary basis, and contain a waiver of subrogation, in which the insurer waives any claim or right to recover against MECA, the City of Omaha, their officers, agents or employees. The additional insured requirement does not apply to Workers' Compensation.

5.3 Indemnification

Bidder does hereby covenant and agree to indemnify, defend and hold harmless MECA, and the City of Omaha, their officers, directors, employees, agents and representatives, from and against all claims, demands, losses, suits, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of or relating to any claim, demand or judgment for property loss or damage (including loss of use of the Facilities), and/or personal injury, including death, arising out of the Products and Services furnished hereunder by Bidder and Bidder's Personnel except to the extent same is caused by the negligence or reckless conduct of MECA or its employees or agents.

MECA is not responsible for any equipment, furnishings, supplies or other property or products owned by Bidder and used or stored at the Facilities, nor is it responsible for damage resulting from power failure, flood, fire, explosion or other similar causes.

The provisions requiring the furnishing of personal injury liability or property damage liability insurance shall not be construed to affect or impair the generality of the forgoing.

The successful Bidder shall represent and warrant in the contract that the components of this RFP to be purchased for the Facilities shall not violate or infringe upon any patent, copyright, trademark, trade secret or other intellectual or proprietary right of any third party. The Bidder shall agree to defend, protect and hold harmless MECA and its related parties from and against any and all liabilities, actions, losses, awards, damages, costs, claims or expenses including reasonable attorneys' fees incurred by them as a result of any claim that the components of this RFP to be purchased for the Facilities are illegal or infringe upon any third party patent, copyright, trademark, trade secret or other intellectual or proprietary right.

5.4 RFP and Bidder's Proposal

This RFP and the Bidder's proposal thereto shall become part of any contract that may be entered as a result of this RFP.

5.5 Warranty

The Bidder shall warrant in the contract that the components of this RFP to be purchased for the Facilities shall be new and of good and workmanlike quality and fit for the use intended. The Bidder shall further warrant that during the manufacturer's warranty period that the components will operate in accordance with the manufacturer's specifications. The manufacturer's warranty period shall be specified on the Bidder's proposal and shall begin on the date of MECA's acceptance of the installation. All other specific promises and warranties made by Bidder in the RFP Response or bid process generally shall also be included in the final contract.

5.6 Scope, Quality of Work Guarantee

The successful Bidder shall furnish all equipment, labor, and personnel necessary to perform and complete the work.

5.7 Conduct of Personnel

No business, other than that specifically outlined in the RFP, may be conducted by personnel of the Bidder while on the premises of the Facilities.

The Bidder shall be responsible for all actions of its employees, while they are assigned to the Facilities. The employees shall at all times comply with applicable laws, ordinances, and regulations of local, state, and federal agencies, along with all regulations, policies, and procedures of MECA.

Bidder certifies and agrees that, with respect to its staff and employees who will participate in the performance of this Agreement, the Bidder shall maintain a workplace free of drugs and alcohol during the term of this contract.

If, for whatever reason, MECA determines that personnel assigned to the Facilities are unsatisfactory, the Bidder shall replace the individual immediately or as mutually agreed upon.

5.8 Sales Tax

All federal, state and local taxes, including without limitation sales, use, excise, privilege, transactional, gross receipts, ad valorem or any other transactional tax or customs and duties ("Tax" or "Taxes") paid or payable by Bidder, however designated, levied or based on amounts payable to Bidder under or in connection with the RFP have been included in the pricing set forth on Attachment A – Proposal Form as required by the relative taxing authorities.

MECA is a sales taxable entity and as such, Bidder warrants that sales tax is included in the price provided on Attachment A – Proposal Form. Notwithstanding anything in the Agreement to the contrary, the successful Bidder shall indemnify and defend MECA for any sales tax audit assessment against MECA relating to the amount of Nebraska sales tax charged under this Agreement.

As a Vendor of CHIHCO, any sales tax collected must be reported to the State of Nebraska monthly. A Convention Center Facilities Financing Assistance Act Sales and Use Tax Information Form must be completed and filed on or before the 20th day of the month following the month of sale. Forms are available by contacting MECA's Finance Department. Vendor must also supply MECA with the Vendor's Nebraska Sales Tax Permit number on Attachment A – Proposal Form upon execution of the Agreement.

**PART II - SCOPE OF PROJECT**

The successful Bidder shall provide all required labor, products, materials and equipment to remove 57 dead trees and replace with new 4.5 caliper trees as specified below. This includes removal of tree stumps, root balls, and soil to be replaced with new trees and soil.

**Plant Material:**

- A. Autumn Blaze Maples- quantity 31
- B. Japanese Tree Lilac- quantity 6
- C. Skyline Locust- quantity 5
- D. Sterling Silver Linden – quantity 5
- E. Oak Kindred Spirit – quantity 10

*\*See Attachment B for locations.*

**Specifications for Plant Material:**

- Trees furnished shall be nursery-grown stock and comply with American Standards for Nursery Stock (ANSI) for sizes and species indicated.
- Names and locations of proposed nursery sources shall be submitted with the Bidder's proposal.
- The source of plant material shall be within the same plant hardiness zone and have similar climate conditions as project site. Zone shall be defined on U.S. Dept. of Agricultural Plant Hardiness Zone Map.
- Dig plants in a manner to retain as many fibrous roots as possible. Spray trunks, twigs, and foliage at the nursery with anti-desiccant in accordance with manufacturer's recommendation if installed between June & August.
- Minimum acceptable ball/container size shall be in accordance with sizes set forth in ANSI for type and size indicated.
- Bidder is responsible for all cost associated with uprooting trees, moving trees, storing trees, and resetting trees.

**The successful Bidder is responsible for the following:**

1. The successful Bidder is responsible for submitting a locate request for locating all underground conduits, cables and other lines. The successful Bidder must communicate with MECA the identification of all underground conduits, cables and lines before commencing work.
2. Conduct a site walk with MECA rep prior to installation so any additional concerns can be addressed.
  - a. MECA will mark the trees that need to be removed prior to the site walk.
3. Clean work area every day upon completion of work. This includes removing all debris, sweeping walkways, and securing all equipment.
  - a. MECA will provide an area (outdoors) for parking backhoes and other equipment. The location may change due to event needs. Changes in storage locations will be communicated prior to the end of the workday.
4. Securely maintain the job site from the public which includes providing barricades to keep patrons/foot traffic a safe distance from work area (moving equipment, trip hazards, etc.). The successful Bidder is responsible for placing barricades around work areas at all times.
5. Remove existing tree and/or stump and existing root ball.
  - a. For locations 22 & 44:
    1. Planter has a 1" feed that connects to the brown ½" funny pipe (drip line). MECA will mark the location of the 1" feed.
    2. Relocate/reposition drip lines to ensure that they are protected during the excavation process being mindful of where it connects to the feed.

1. Drip line that is damaged as a result of the Work will be the responsibility of the successful Bidder to replace.
3. Existing groundcover plantings should be removed and salvaged to be replanted with the new tree.
  1. If plantings cannot be salvaged, please provide replacement cost on proposal form (labor and materials).
6. The successful Bidder is responsible for removing excavated/dead trees off MECA's premises.
7. The bidder is responsible for the removal of excavated mulch and soil to be deposited on MECA's property in the "snow dump" area adjacent to Lot A behind the facility. A MECA Rep will identify this location for the winning bidder during the site walk.
8. Submit soil report for pulverized topsoil prior to installation. Amend soil per recommendations. Soils need to be tested and approved before installation
9. The successful Bidder must submit a sample of the soil and receive MECA's approval before installation.
10. Tree locations must be staked, identified and approved by MECA prior to planting.
11. Plantings will be at the same relationship to sidewalk, as they had to existing grade in nursery or container
12. Fertilize per manufactures recommendations.
13. Trees will require stakes & guy wires. Guy wire must be flagged.
  - a. After completion of installation, the successful Bidder will tighten all guy wires and stakes.
14. Maintain planting work until date of acceptance.
15. Water connections are available behind CHIHCO; however, it is the successful Bidder's responsibility to transport water from the source to each tree.
16. Plant material that fails to survive during guarantee period will be removed and replaced within 72 hours of notice from MECA.
17. If plant material fails outside of planting season, it will be replaced during the next planting season.
18. Replacement plant material will be guaranteed for the same length of time as original plantings but starting from the date of acceptance of the replacement plantings.
19. The successful Bidder will be fully responsible for replacement costs unless MECA is notified in writing, with pictures, of damage to plant material outside the successful Bidder's control which could impact the guarantee prior to replacement season.

### **Timeline**

It is anticipated that a signed agreement will be in place on September 12, 2022. The successful bidder must make best efforts to complete by October 31<sup>st</sup>, 2022.

Work is allowed to take place on weekends and/or extended workdays. Overtime shall not be charged for extended workdays or for weekend work. All work must be scheduled with MECA to accommodate the event schedule.

### **PART III - Information to be Supplied by Bidder**

For ease of evaluation and given the fast-track that MECA desires to pursue to reach final agreement, MECA requests that each proposal submitted incorporate the same general structure. Proposals must include the following sections:

#### **1. Attachment A - Proposal Form**

Attachment A – Proposal Form, must be completed, signed and submitted as the first page of the Proposal. Proposal must include all costs associated with a complete, turn-key installation.

#### **2. Company Profile**

The Bidder should provide information about the company, including the following information:

- A. Company name, address, telephone number and contact person.
- B. Brief company history, which can be in the form of a company brochure.

#### **3. Subcontractors**

In order that MECA may be assured that only qualified and competent subcontractors will be retained for the service, each Bidder shall submit with his/her name a list of all subcontractors that the Bidder intends to use. No change shall be made in the list of subcontractors after the receipt of proposals, unless agreed to in writing by MECA.

#### **4. References**

Bidders shall supply a list of three references that you have provided similar product/service for, including names and telephone numbers of the customer's contact person. Provide a brief description of product/service for each reference listed.

#### **5. Resumes**

Bidder shall provide resumes or bios of key staff assigned to the project highlighting qualifications and experience. Information must include all relevant certifications and/or training.

#### **6. Project Narrative**

For Scope of Project listed in Part II, Bidder shall provide detailed information regarding timelines with major milestones, processes, and installation plan.

#### **7. Specification Sheets**

Bidder shall provide detailed specification sheets for the following:

- A. Composition of the soil, a physical sample in a minimum quart size plastic bag, and the source of the soil to be used in the project.
- B. Names and locations of proposed nursery sources
- C. Mulch: composition of the mulch and a physical sample in a minimum quart size plastic bag. Bidder must provide specification sheet or confirmation that mulch meets specifications.

#### **8. Warranty and Support Information**

Bidders must provide warranty information for plant materials.

**9. Deviations from Scope of Project**

Bidders must document all deviations from the specifications outlined in the Scope of Project in Part II.

**10. Contractual Terms and Conditions**

The Bidder shall review and provide a response whether the contractual terms and conditions set forth in Part 1, Section 5 are agreeable. A detailed response is required if a bidder is not agreeable to one or more of the terms and conditions set forth in Part 1, Section 5.