

31 LAKE AVE./PO Box 218
MONTROSE, PA 18801



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**SUSQUEHANNA COUNTY
COMMISSIONERS**

REQUEST FOR PROPOSALS

**SUSQUEHANNA COUNTY COURTHOUSE FRONT GARDENS AND COUNTY
GREEN LANDSCAPE PROJECT**

THE SUSQUEHANNA COUNTY COMMISSIONERS ARE SEEKING PROPOSALS FOR THE FOLLOWING SERVICES:

- LANDSCAPING DESIGN AND RENOVATION OF THE FRONT ENTRANCE OF THE COURTHOUSE FACING PUBLIC AVENUE
- LANDSCAPING REDESIGN AND RENOVATION OF THE COUNTY GREEN/TRIANGLE

PROPOSALS WILL BE ACCEPTED BEGINNING FEBRUARY 12, 2025 THROUGH FEBRUARY 25, 2025 AT NOON. ALL PROPOSALS SHOULD BE SENT TO:

SUSQUEHANNA COUNTY COMMISSIONERS
ATTN CHIEF CLERK
31 LAKE AVENUE
MONTROSE, PA 18801

PROPOSALS WILL BE OPENED AT THE PUBLIC MEETING OF THE SUSQUEHANNA COUNTY COMMISSIONERS ON FEBRUARY 26, 2025, AT 9AM IN THE COMMISSIONERS MEETING ROOM OF THE SUSQUEHANNA COUNTY COURTHOUSE, LOCATED AT 31 LAKE AVENUE, MONTROSE, PA 18801. BIDS WILL BE REVIEWED BY THE COUNTY SOLICITOR PRIOR TO THE AWARD OF THE WINNING BID.

FULL BID SPECIFICATIONS CAN BE SEEN ON WWW.SUSQCO.COM OR BY CONTACTING THE CHIEF CLERK AT CHIEFCLERK@SUSQCO.COM.

PROJECT OVERVIEW

Built in 1845, the Susquehanna County Courthouse is a well-preserved historical landmark in the County Seat. The original Courthouse has been expanded many times, to meet the needs of the citizens and visitors to the County. The Susquehanna County Commissioners are currently repairing the original front entrance of the main Courthouse building and are seeking to design and develop landscaping for this area. The project will commence upon completion of the front entrance and stairs.

PROJECT ONE – PUBLIC AVENUE ENTRANCE

The main garden at the top of Public Avenue is currently approximately 54 feet by 10 feet, with one end cap/sidewalk garden of 26 feet by 7.5 feet. The scope of the project is to design and build these garden areas, using approved trees, bushes, and plants that are native to the area. The development and design of the landscape should include the following:

- Recommendation for a combination of shrubs and plants for the garden area. The design should use plants that are native to the area and easily maintained.
- Recommendations for native grasses and wildflowers, to fill and color the garden in the spring and summer months.
- Low maintenance plants are preferred.
- Include a list of all products, including fill/topsoil/fertilizer and any recommended mulch or finishing products.
- Total cost for the project at the front entrance/Public Avenue Garden shall be specified and separate from the cost for project 2, included below.
- The Company will be required to meet with and obtain approval of the design prior to implementation. If changes are requested, the design will be updated and submitted for approval.
- All proposals MUST include both projects. Proposals for partial completion of the project will not be accepted.
- All work will commence upon completion of the front entrance construction.

PROJECT TWO – GREEN/TRIANGLE UPGRADES

The County Green is a park-like area located outside the main Susquehanna County Courthouse building. The area contains three historic monuments, benches and seating areas, and a gazebo. The scope of the project is to upgrade the current gardens in this area. The Memorial “Triangle” is located between the Courthouse and the County Office Building, adjacent to Chenango Street. The Triangle contains one large monument and benches/picnic tables.

- Design plantings that blend with the current landscape.
- Include native plants that require very little maintenance.
- Include plans for adding annuals during the summer months for color and variation.
- The total cost for the project at the Green/Triangle shall be specified and separate from the cost for Project One, above.

- The Company will be required to meet with and obtain approval of the design prior to implementation. If changes are requested, the design will be updated and submitted for approval.
- All proposals MUST include both projects. Proposals for partial completion of the project will not be accepted.
- The County Green/Triangle project can be started prior to the front entrance project, based on weather conditions and construction completion at the front entrance.

SELECTION PROCESS

All proposals will be reviewed for completeness and satisfaction of the scope of work. Susquehanna County reserves the right to reject any or all bids and is not obligated to award a contract to any bidder. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and new proposals may be solicited.

Companies should be aware of the following:

- Work be required to be completed on a Monday – Friday schedule, 7am to 4pm. Any hours outside of this schedule must be pre-approved, in writing, by the Commissioners office.
- Any additional needs of equipment rental/shipment/etc should be included and identified in the project proposal.
- The Company will be required to provide proof of insurance in the following levels:
 - General Liability - \$2,000,000
 - Automobile Liability - \$1,000,000
 - Workers Compensation – Pennsylvania Statutory Amount

Susquehanna County will be named as an additional insured on a primary basis on the Company's general liability and automobile liability policies throughout the length of the project.

INDEMNIFICATION

The work performed by the Contractor shall be at risk of the Contractor exclusively. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless, the County from and against any and all claims for bodily injury, death, or damage to property, demands, damages, actions, causes of action, suits, losses, judgements, obligations and liabilities, cost and expense, which arise or are in any way connected with the Work performed, materials furnished, or services provided under this agreement.

These indemnity and defense obligations will apply to any acts or omissions, negligence or willful misconduct of the Contractor, its employees or agents, whether active or passive.

Contractor's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force and shall continue until it is finally adjudicated that any and all actions against the indemnified parties for such matters hereunder are fully and finally barred by all applicable laws.

SCHEDULE

To be considered, 2 copies of each proposal must be received by the Susquehanna County Chief Clerk's office on or before 12pm (noon) on February 25, 2025. All proposals should be in a sealed package marked

REQUEST FOR PROPOSAL – LANDSCAPE DESIGN AND SERVICE PROJECT

Proposals can be mailed or hand delivered to:

Susquehanna County Commissioners' Office

ATTN: Chief Clerk

31 Lake Avenue

Montrose, PA 18801