



Request for Proposals

Lot Maintenance Services

November 6, 2023

1.0 GENERAL INFORMATION

1.1 Purpose

Build Baton Rouge (BBR) is issuing this Request for Proposals to solicit proposals from interested vendors to perform all activities more fully described in Section 4 of this RFP, including initial cleaning and clearing of lots and ongoing lot maintenance.

1.2 Properties

BBR is seeking these lot maintenance services for the following BBR Land Bank properties:

| Address | Zip Code | Property ID | Lot | Square | Subdivision | Acreage |
|---|----------|-------------|---------|--------|---------------------|---------|
| 1702 Spain Street | 70802 | 4731 | 20PT | 325 | Magnesiaville | 0.08 |
| 864 Eddie Robinson Sr. Dr. | 70802 | 50121 | 46 | 240 | Favrot | 0.165 |
| 900-1000 Block of S 14th St. | 70802 | 84719 | 6 | 253 | Suburb Swart | 0.22 |
| 416 Brice Street | 70802 | 96814 | 20 PT + | 325 | Magnesiaville | 0.08 |
| 2212 Plank Rd. | 70802 | 100366 | 3 | C | North Fairfields | 0.14 |
| 390 S. 17th Street | 70802 | 144800 | 24 PT | 321 | Magnesiaville | 0.1 |
| Eddie Robinson Sr Drive | 70802 | 146579 | 42PT | 1 | Bonnecaze | 0.01 |
| 1406 South Blvd. | 70802 | 159441 | 5 PT | 253 | Suburb Swart | 0.17 |
| 100 Eddie Robinson Sr. Dr. | 70802 | 168939 | A | 1 | Bonnecaze | 0.05 |
| 3414 ALLIQUIPPA | 70805 | 199702 | E | 106 | Istrouma | 0.14 |
| 3042 WINBOURNE AVE | 70805 | 205176 | 11 | 1 | MIDWAY PLACE | 0.08 |
| 3056 WINBOURNE AVE | 70805 | 205184 | 12 | 1 | MIDWAY PLACE | 0.08 |
| 2873 WINNEBAGO ST | 70805 | 246859 | 13 PT+ | 211 | ISTROUMA | 0.1 |
| 3104 Winbourne (SE Corner of Winbourne and Polarine Ave.) | 70805 | 300896 | 1 | 2 | MIDWAY PLACE | 0.08 |
| Winbourne Ave. | 70805 | 300918 | 2 PT | 2 | MIDWAY PLACE | 0.04 |
| 2749 SENECA ST | 70805 | 352136 | 13 | 7 | BATON ROUGE TERRACE | 0.12 |
| 3221 Pampas St. | 70805 | 367087 | 20 | 2 | PLANK ROAD | 0.1 |
| 3231 Pampas St. | 70805 | 367095 | 21 | 2 | PLANK ROAD | 0.09 |
| 2655 ERIE ST | 70805 | 379522 | 5 | 62 | ISTROUMA | 0.12 |
| 3115 SHERWOOD ST | 70805 | 386618 | 29 | 4 | DAYTON | 0.28 |
| 3734 GERONIMO ST | 70805 | 401528 | 7 | 217 | ISTROUMA | 0.1 |
| Wenonah St. | 70805 | 429279 | 5PT | 33 | Istrouma | 0.14 |

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|---------------------------------|-------|-----------------------------|---------|-----|------------------|-------|
| 5239 Prescott Rd. | 70805 | 705705 | 1-A-1 | - | Fairview Acres | 1.07 |
| 1400-1500 Block of Myrtle St. | 70802 | 1512242 | 9+ (7) | 253 | Suburb Swart | 0.22 |
| 1400-1500 Block of Myrtle St. | 70802 | 1512242 | 9+ (8) | 253 | Suburb Swart | 0.22 |
| 1400-1500 Block of Myrtle St. | 70802 | 1512242 | 9+ (9) | 253 | Suburb Swart | 0.18 |
| 1400-1500 Block of Myrtle St. | 70802 | 1512242 | 9+ (10) | 253 | Suburb Swart | 0.18 |
| 900-1000 Block of Goose Street | 70807 | 1123858 | 14 | 6 | Scotland Heights | 0.086 |
| 8132 Scenic Hwy. | 70807 | 1318187 | 4 | 1 | Moreco | 0.15 |
| 3500 Plank Road | 70805 | 30843528 / 302090 in Tolemi | 1-A | 3 | Rosalie Park | 0.83 |
| 2559 Plank Road | 70805 | 200549 | 1 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200557 | 2 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200565 | 3 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200573 | 8 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200581 | 9 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200603 | 10 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200611 | 7 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200638 | 11 PT | 23 | Istrouma | 0.28 |
| 2559 Plank Road | 70805 | 200646 | 14 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200654 | 15-A | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200662 | 4 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200670 | 5 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 200689 | 6 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 210005 | 22 PT | 23 | Istrouma | 0.18 |
| 2559 Plank Road | 70805 | 210013 | 21 | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 210021 | 23 | 23 | Istrouma | 0.2 |
| 2559 Plank Road | 70805 | 210048 | 24 | 23 | Istrouma | 0.2 |
| 2559 Plank Road | 70805 | 210056 | 18 PT+ | 23 | Istrouma | 0.22 |
| 2559 Plank Road | 70805 | 210064 | 17 PT | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 210072 | 16-A | 23 | Istrouma | 0.11 |
| 2559 Plank Road | 70805 | 210099 | 11 PT | 23 | Istrouma | 0.11 |
| 2476 Seneca | 70805 | 407186 | Lot 25 | 23 | Istrouma | 0.19 |
| 300 Plank Road (Plank and Erie) | 70805 | 244007 | 20 | 60 | Istromua | 0.11 |

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|---|-------|-----------------------------|--------|-----|------------------------|-------|
| 3059 Plank Rd (Plank and Erie) | 70805 | 341185 | 19 | 60 | Istromua | 0.11 |
| 3400-3400 UND Weller Ave. | 70805 | 196851 | 4 | 8 | Roppolo Villa Addition | 0.11 |
| 3241 Anna St. | 70805 | 196924 | 11 PT | 8 | Roppolo Villa Addition | 0.07 |
| 3200-3300 UND Weller Ave. | 70805 | 1079700 | 5-A | 8 | Roppolo Villa Addition | 0.11 |
| 3964, 3968 Plank Rd. (betw. Weller and Anna) | 70805 | 1081519 | 7-A | 8 | Roppolo Villa Addition | 0.24 |
| Anna St. | 70805 | 1084496 | 7-B PT | 8 | Roppolo Villa Addition | 0.17 |
| 3231 Anna St. | 70805 | 1085085 | 10-A | 8 | Roppolo Villa Addition | 0.11 |
| Plank Rd. (betw. Weller and Anna) | 70805 | 379980 | 7PT | 8 | Roppolo Villa Addition | 0.1 |
| 3955 Plank Road | 70805 | 30830826 / 364908 Tolemi | A-1 | 27 | PROSPERITY | 1.717 |
| 3955 Plank Road | 70805 | 30830827 / 364908 Tolemi | A-2 | 27 | PROSPERITY | 0.362 |
| Lula Ave. | 70802 | 88536 | 7 | 2 | FOREST PARK | 0.09 |
| 2100 Hiawatha Street (NE corner of Pawnee St. and Hiawatha St.) | 70802 | 109096 | 7+ | 13 | ISTROUMA | 0.22 |
| 2300 Tecumseh St. | 70802 | 166553 | 2 | 22 | ISTROUMA | 0.12 |
| 2400 Monroe Ave. | 70802 | 166588 | 25 | 22 | ISTROUMA | 0.11 |
| 3738 Plank (Pampas St.) | 70805 | 196754 | 2 | 3 | FAIRACRE FARMS | 0.15 |
| 3443 Alliquippa St. | 70805 | 197815 | K | 101 | ISTROUMA | 0.12 |
| 3000 Erie St. | 70805 | 205850 | 37 | 2 | VICTORY PLACE | 0.11 |
| 3114 Erie St. | 70805 | 212628 | 32 | 2 | VICTORY PLACE | 0.11 |
| 2545 Duke St. | 70805 | 232238 | 9 | 6 | Baton Rouge Terrace | 0.12 |
| 4063 Keokuk St. | 70805 | 237191 | 7 | 8 | DAYTON | 0.12 |
| 3200 Midway Ave. | 70805 | 261947 | 9 | 4 | MIDWAY PLACE | 0.08 |
| 3210 Midway Ave. | 70805 | 261955 | 10 | 4 | MIDWAY PLACE | 0.08 |
| Plank Rd. | 70805 | 263265 | 3 | 6 | Baton Rouge Terrace | 0.17 |

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|--|-------|--------|-------|-----|------------------------|------|
| 2603 Erie St. (NE Corner Erie St. and Canonicus St.) | 70805 | 269565 | 1 | 62 | ISTROUMA | 0.11 |
| 2833 Canonicus St. | 70805 | 274828 | 13 | 45 | ISTROUMA | 0.11 |
| 4258 Plank Rd. | 70805 | 298069 | 23 | | Myrtle Lawn | 0.06 |
| 3500 Geronimo St (SE Corner Navajo St. and Geronimo St.) | 70805 | 300713 | A | 111 | ISTROUMA | 0.13 |
| 2900 Canonicus St (NE Corner of Osage St. and Canonicus St.) | 70805 | 309370 | 8 | 47 | ISTROUMA | 0.1 |
| 3771 Keokuk St. | 70805 | 324310 | 20 | 216 | ISTROUMA | 0.1 |
| 3370 ANNA ST | 70805 | 332682 | 2 | 10 | Roppolo Villa Addition | 0.1 |
| 3006 Ozark St. | 70805 | 340405 | 60 | 1 | ROSALIE PARK | 0.12 |
| 2921 Pluskat Ave. | 70805 | 341029 | 25 | - | EVERGREEN | 0.11 |
| 3033 Midway Ave. | 70805 | 341371 | 18 | 1 | MIDWAY PLACE | 0.08 |
| 3404 Alliquippa St (NE Corner Ozark St. and Alliquippa St.) | 70805 | 343706 | F | 106 | ISTROUMA | 0.14 |
| 3178 Wyandotte St. | 70805 | 344672 | 7 | 6 | PLANK ROAD | 0.07 |
| 4068Topeka St. | 70805 | 346160 | 2 | 8 | DAYTON | 0.12 |
| 2811 OSCEOLA ST | 70805 | 347248 | 10 | 43 | ISTROUMA | 0.11 |
| 4075 KEOKUK ST | 70805 | 347701 | 6 | 8 | DAYTON | 0.12 |
| 3643 TOPEKA ST | 70805 | 353442 | 9 | 112 | ISTROUMA | 0.11 |
| 3342 Alliquippa St. | 70805 | 365076 | 3 | 107 | ISTROUMA | 0.11 |
| 4056 MAYAN ST | 70805 | 371807 | 8+ | 29 | PROSPERITY | 0.15 |
| 2959 ONTARIO ST | 70805 | 375918 | 17 | 2 | VICTORY PLACE | 0.1 |
| 3100 Calumet St. | 70805 | 394890 | 15 | 3 | ROSALIE PARK | 0.1 |
| Calumet St. | 70805 | 394904 | 14 PT | 3 | ROSALIE PARK | 0.05 |
| 2611 Winbourne Ave (Huron St.) | 70805 | 405698 | 8 | 99 | ISTROUMA | 0.11 |
| 3737 Keokuk St. | 70805 | 406384 | 16 | 216 | ISTROUMA | 0.1 |
| 3745 Keokuk St. | 70805 | 406392 | 17 | 216 | ISTROUMA | 0.1 |
| 3753 Keokuk St. | 70805 | 406406 | 18 | 216 | ISTROUMA | 0.1 |
| 3812 Geronimo St. | 70805 | 409642 | 10 | 210 | ISTROUMA | 0.1 |
| 3500-3565 UND Topeka St. | 70805 | 413496 | 4 | 114 | Istrouma | 0.11 |
| 3500-3600 UND Topeka St. | 70805 | 413518 | 5 | 114 | Istrouma | 0.1 |

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|---|-------|----------|---------|-----|-------------------------|-------|
| 3500-3600 UND Topeka St. | 70805 | 413526 | 6 | 114 | Istrouma | 0.08 |
| 2815 CHOCTAW DR. | 70805 | 414948 | 18 PT | 3 | BATON ROUGE TERRACE | 0.08 |
| 2537 Duke St. | 70805 | 418021 | 10 | 6 | Baton Rouge Terrace | 0.12 |
| 2744 Chippewa St. | 70805 | 422452 | 8-B | 2 | PLANK ROAD | 0.11 |
| 3861 Keokuk St. | 70805 | 424579 | 20 | 211 | ISTROUMA | 0.1 |
| 3800 Mason Ave (SE Corner E Mason St. and Dublin St.) | 70805 | 447986 | 6-A PT+ | - | BEECHNOLIA | 1.46 |
| 2600-2800 UND Seneca St. | 70805 | 449822 | 6 | 6 | Baton Rouge Terrace | 0.12 |
| 3633 Sherwood St. | 70805 | 456284 | 274 | - | North Highlands Estates | 0.18 |
| 3448 ALLIQUIPPA St. | 70805 | 468975 | B | 106 | ISTROUMA | 0.14 |
| 3090 Ontario St. | 70805 | 476420 | 25 | 3 | VICTORY PLACE | 0.1 |
| 3459 Geronimo St (SW Corner Calumet St. and Geronimo St.) | 70805 | 477613 | K | 106 | ISTROUMA | 0.11 |
| 3523 TOPEKA ST | 70805 | 481742 | 12 | 111 | ISTROUMA | 0.11 |
| 3228 Ozark St. | 70805 | 736503 | 41-A | 1 | ROSALIE PARK | 0.15 |
| 2977 Ontario St (NW Corner of Ontario St. and Ella St.) | 70805 | 2337681 | 19 PT | 2 | VICTORY PLACE | 0.11 |
| 3082 Ontario St. | 70805 | 2338300 | 24 | 3 | VICTORY PLACE | 0.11 |
| 3300-3400 UND Geronimo St. | 70805 | 2439387 | 6 | 109 | Istrouma | 0.11 |
| 3400 Anna St. | 70805 | 276294 | 5-A | 10 | Roppolo Villa Addition | 0.14 |
| 3400 Anna St. | 70805 | 276316 | 1-A | 10 | Roppolo Villa Addition | 0.14 |
| 3310 Anna St. | 70805 | 317853 | 7 | 10 | Roppolo Villa Addition | 0.09 |
| 4008 Gus Young Ave (SE Corner of Gus Young and N. 40th) | 70802 | 376930 | 1 | 6 | Greenville Extension | 0.1 |
| 1509 Government St.- BLDG. B | 70802 | 30821632 | 1 | 321 | Magnesiaville | 0.603 |
| 1503 Government St.- BLDG. A | 70802 | 30821633 | 2 | 321 | Magnesiaville | 1.2 |

| | | | | | | |
|---|-------|------------------------------------|--------|----------|---------------|-------------|
| S. 15TH Street | 70802 | 30821634 | 3 | 321 | Magnesiaville | 1.451 |
| 410 S.14TH ST .- BLDG. D | 70802 | 30821635 | 27-A-1 | 321 | Magnesiaville | 0.948 |
| 1509 Government St.- BLDG. C / BLDG. D/ BLDG. E | 70802 | 30821636 | 27-A-2 | 321 | Magnesiaville | 0.188 |
| 1400 Block of Government St. | 70802 | N/A- Parking Lot along RR | 24-31 | 2 or 217 | Bonnecaze | 1.57 |
| | | | | | | |
| | | | | | | 25.8 |

Note: Most properties are undeveloped lots and have no street address number. Properties can be located using the EBR Tax Assessor’s map and searching by Parcel ID at: <https://atlas.geoportalmaps.com/ebr>

1.3 Goals

BBR intends to award one contract to a qualified proposer to perform all requested services for Land Bank properties listed in Section 1.2 of this RFP.

2.0 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The term for any contract resulting from this RFP can begin as soon as the contract is finalized. Contract terms are for 12 months of ongoing lot maintenance.

2.2 RFP Coordinator

Any questions regarding this RFP and regarding BBR’s Lot Maintenance needs shall be directed to Kendra Hendricks via email at: khendricks@buildbatonrouge.org

2.3 Deadline to Submit Proposals

RFPs will be accepted until 5 pm CST December 8, 2023.

3.0 PROPOSAL INFORMATION

3.1 Proposal Contents

Proposers who are interested in providing services under this RFP shall submit a written expression of interest containing the following information:

- Name of the proposer (submitting person or entity).
- Name and contact information for a point of contact for the proposer.
- The services the proposer will provide based on the Scope of Services in Section 4 of this RFP.
- The rate or range of rates that proposer charges for services stated on a per unit basis.

- A list of the proposer's qualifications and 3-5 client references
- Evidence of work (photographs)

3.2 Determination of Responsibility

Only proposers determined to be responsible will be considered for selection. In determining a proposer's responsibility relating to this RFP, BBR must find that the proposer:

- Has adequate experience and resources, including adequate experience, skills, and insurance, for performance.
- Can deliver performance in a timely manner.
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

3.3 Format

Proposals should be made in writing and submitted via email to the RFP coordinator in Section 2.2 of this RFP. Other than the proposal being in writing, no other specific format is required. The original proposal may be retained by BBR for incorporation by reference into an awarded contract.

3.4 RFP Changes and Waiver of Administrative Requirements

BBR reserves the right, at its sole discretion, to revise any part of the RFP any time. BBR reserves the right, at its sole discretion, to waive minor administrative requirements pertaining to this RFP process if the substantive aspects of the process and fairness to the proposers are not affected. BBR reserves the right to request that the vendor respond to ad-hoc requests (based on a timely complaint from City-Parish Department of Development).

3.5 Cancellation

Issuance of this RFP in no way constitutes a commitment by BBR to award a contract. BBR reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in BBR's best interest. BBR reserves the right to make a partial award and delete some services from the scope of work.

4.0 SCOPE OF SERVICES

Contracts awarded in connection with this RFP shall include all of the following lot maintenance services:

4.1 Initial Cleaning and Clearing of Lots

When needed on a lot, the initial maintenance task shall be to clean and clear the lot in preparation for ongoing lot maintenance by cutting overgrown vegetation and removing any trash and plant debris present on the property.

4.2 Ongoing Lot Maintenance

Ongoing General Lot Maintenance shall consist of the following:

- Grass shall be cut every other week from March through October. Grass shall be cut once a month from November through February.
- Pruning and Trimming: All plants, shrubs, and bushes (if applicable) will be trimmed and pruned every third month.
- All sidewalks and/or parkway frontage shall be trimmed and edged every visit.
- All debris, such as fallen branches trash, paper, bottles, containers, illegally dumped tires, etc. shall be picked up and disposed of to keep the grounds neat in appearance.
- Fertilization and herbicides shall be applied at the proposer's discretion. However, any use of fertilizer or herbicide should come after consultation with BBR.

5.0 Evaluation of Proposals

5.1 Price

Price shall be BBR's primary determinant in evaluating proposals. However, price alone shall not be dispositive. BBR shall also consider the other factors listed in Section 5.

5.2 Disadvantaged Business Enterprises

To promote participation in BBR contracts by traditionally Disadvantaged Business Enterprises (DBE), BBR will consider a proposer's status as a small business, minority-owned business, woman-owned business, and/or veteran-owned business, should that proposer wish to disclose such status.

5.3 Local Business

To support businesses that reside in or near the areas in which BBR works, a proposer's geographic proximity to the properties to be maintained will be considered when evaluating proposals. Proposers must be licensed and insured, and any subcontractor used must also be licensed and insured.

5.4 Supplemental Requests

It is the sole responsibility of each Proposer to submit information related to the submittal requirements contained in this RFP and Build Baton Rouge is under no obligation to request additional information if it is not included within your proposal. However, Build Baton Rouge may (a) request proposers submit additional information during the proposal evaluation period; or (b) overlook, correct, or require a Proposer to correct any obvious clerical or mathematical error(s) in their proposal.

6.0 Payment and Certification

6.1 Payment

Payment under any contract awarded under this RFP will be made monthly, after an invoice by the contractor, for reimbursement based upon the actual services provided at the rate agreed upon and stated in the contract. This invoice must list the deliverable(s) signed off on by BBR during the month.

6.2 Proposer's Certification of Debarment and Suspension Compliance

By signing any contract with BBR, the contractor certifies that the following parties are not currently under suspension or debarment by the State of Louisiana, or any other state: (1) the contractor; (2) any officer, director, owner, partner; (3) any other person with management or supervisory responsibilities for the contract; (4) any consultant or other person who is in a position to handle, influence, or control federal funds, or occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required under the contract; or (5) any subcontractor. If the proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.

Please direct all correspondence to:

Kendra Hendricks
khendricks@buildbatonrouge.org