



**ROXBOROUGH BID**  
**2022 LANDSCAPING & LANDSCAPE MAINTENANCE**  
**REQUEST FOR PROPOSALS**

**Scope of Work**

The Roxborough Development Corporation (RDC) is seeking proposals for landscaping and landscape maintenance services for the Roxborough Business Improvement District (Roxborough BID). The scope of work has been divided into the following four parts:

**Part 1: Planting Plan & Installation for Planters**

- A. Preparation
- B. Spring/Summer Planting
- C. Holiday Greens

**Part 2: Roxborough Pocket Park Maintenance**

- D. Spring Clean Up
- E. Monthly Maintenance
- F. Fall Clean Up

**Part 3: Landscape Maintenance**

- G. Planters: Watering and Maintenance
- H. Parking Lot Planting Beds: Maintenance
- I. Rochelle Street Traffic Island: Maintenance

**Part 4: Street Trees**

- J. Tree Pit Maintenance

**Instructions for Submission**

Interested contractors may respond to all parts or selected parts of the RFP. Pricing should be presented with a line item for each task to be performed. Recommended materials, procedures, and timelines should be separated by parts with line-item pricing for each part. Materials, timelines, and procedures to each part should be presented by interested contractors and discussed with the RDC.

For questions regarding this RFP, please contact Linda Dottor, Operations Manager, at [linda@roxboroughpa.com](mailto:linda@roxboroughpa.com).

Proposals must be submitted to the RDC by **Monday, January 31, 2022, at 5 pm**. Proposals can be submitted electronically to [linda@roxboroughpa.com](mailto:linda@roxboroughpa.com) or delivered in person to the RDC's office at 6120 Ridge Avenue, Philadelphia, PA 19128. Contractors will be notified of selection by Wednesday, February 9, 2022.

### About the Roxborough Development Corporation

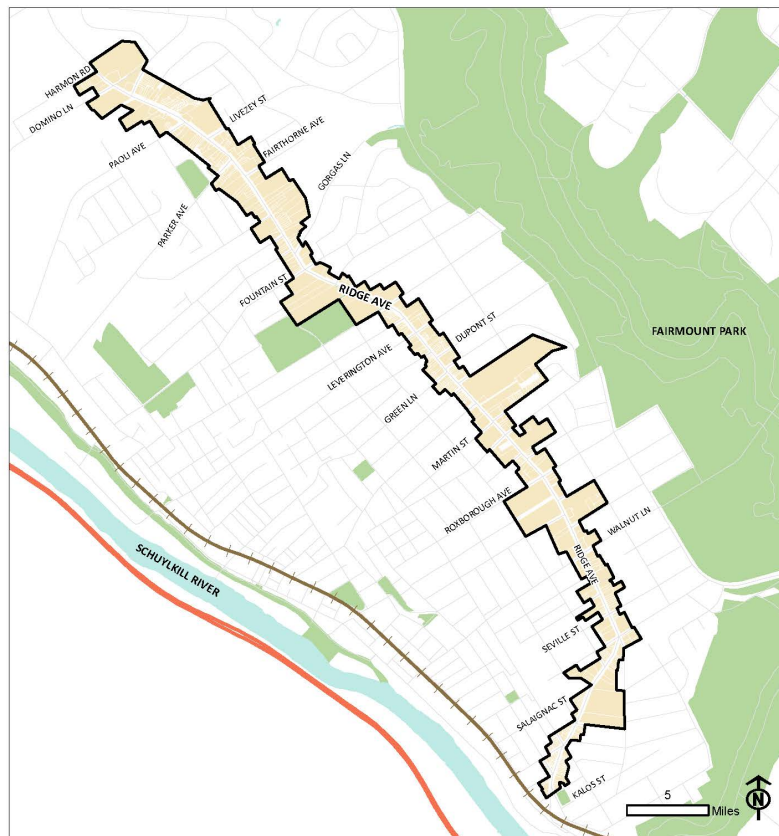
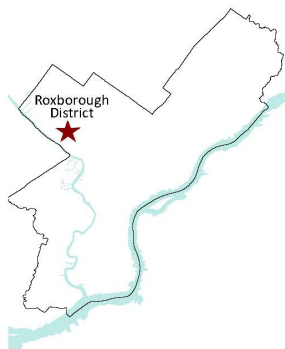
The RDC board, volunteers, and staff have been working hard since 1992 to enhance Ridge Avenue by promoting special events, beautifying and cleaning the corridor, helping existing businesses to expand while recruiting new ones, and marketing the corridor throughout the year. For more information, visit [www.roxboroughpa.com](http://www.roxboroughpa.com).

The Roxborough BID is one of thirteen business improvement districts in the City of Philadelphia. The Roxborough BID generally includes both sides of Ridge Avenue from Main Street to 7220 Ridge Avenue and certain blocks of streets that intersect that portion of Ridge Avenue, including Conarroe Street, Green Lane, Jamestown Street, Krams Avenue, Leverington Avenue, Roxborough Avenue, Dawson Street, Domino Lane, Pechin Street, Rochelle Avenue and Walnut Lane. Leverington Avenue and Dupont Parking Lots and the Roxborough Pocket Park.

### ROXBOROUGH DISTRICT

#### LEGEND

-  District Boundaries
-  District Parcels
-  Parks, Parkways, Plazas
-  Water Features
-  SEPTA Regional Rail
-  Highway



## Part 1: Planting Plan & Installation for Planters

The RDC maintains sidewalk planters on the sidewalks of Ridge Avenue and additional streets at key intersections on the Ridge Avenue corridor. The scope includes installing plant materials in 102 planters to green the corridor during the growing season. In addition, the scope includes installing holiday greens in 49 planters within the Central Business District.

### A. Preparation

Prepare a total of **102 planters** for installation of plant materials prior to the installation of new plant materials. The scope includes 69 square planters (2'-0" by 2'-0" black-painted aluminum planters in groupings of one, two, or three) located between Ripka to Rector Streets and 33 round planters (gray fiberglass planters 2'-0" in diameter) located between Main Street to Parker Avenue. *See Appendix for a list and locations of the planters in the planting scope. A Google Maps link to planter locations is available on request.*

- Remove roots, dead plant materials, and debris.
- Check drainage of planters and fix any blockages.
- Amend existing soil to retain moisture and provide nutrients to plants. Provide information on strategy and materials for amending soil in your proposal.
- Clean planter exteriors as needed.
- Reserve and replant existing Carex (sedge) plants in 7 planters at the RDC's Dupont Street Parking Lot.



*Example of square planters.*



*Example of round planter.*

### B. Spring/Summer Planting

Install plant materials in a total of **102 planters** in Spring 2022. The scope includes 69 square planters (2'-0" by 2'-0" black-painted aluminum planters in groupings of one, two, or three) located between Ripka to Rector Streets and 33 round planters (gray fiberglass planters 2'-0" in diameter) located between Main Street to Parker Avenue. The RDC is seeking a cost-effective planting plan that maximizes the period in which planters contain thriving plant materials. *See Appendix A for a list and locations of the planters in the planting scope. A Google Maps link to planter locations is available on request.*

- Provide a planting plan with recommended plant materials and alternates by planter type in your proposal.
- Review and finalize the planting plan with the RDC in Winter 2022.
- Install plant materials as approved by the RDC.
- Trim plant materials one time in midsummer.
- Remove plant materials at the end of the growing season.

The contractor will be responsible for the replacement of plants if they do not establish due to nonperformance of the contract.

### **C. Holiday Greens**

Install holiday greens and other decorative materials in a total of 49 planters at 21 locations. All the scope includes 48 square planters (2'-0" by 2'-0" black-painted aluminum planters in groupings of one, two, or three) located between Ripka to Martin Streets and 1 round planter located at 5735 Ridge Avenue (the Ridge Avenue entrance to the Roxborough Memorial Hospital). *See Appendix for a list and locations of the planters in the holiday greens scope.*

- Provide a holiday planting plan with a list of recommended holiday greens and other decorative materials in your proposal.
- Review and finalize the holiday planting plan with the RDC in Fall 2022.
- Install holiday greens by the first week of December 2022.
- Remove holiday greens at the end of February 2023.



## Part 2: Roxborough Pocket Park Maintenance

The RDC owns and maintains the 6,500-square-foot Roxborough Pocket Park, located at 6170 Ridge Avenue. Pocket Park maintenance includes the pruning, trimming, and weeding of three planting beds and a rain garden containing native trees, shrubs, and flowers, a total area of approximately 1,500 square feet. In addition, the paved area of the park will be kept weed-free, and the irrigation system will be turned on, checked and adjusted monthly, and turned off at the end of the growing season. Interested contractors may also include the preparation and planting of two existing concrete planters at the rear of the park in their proposals.

### D. Spring Clean Up – March/April

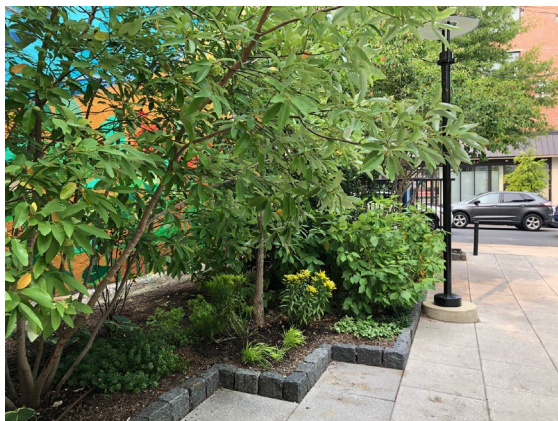
- Pruning, cut back, and cleaning to prepare for growing season.
- Mulch where needed.
- Turn on irrigation system, test, replace parts as necessary.
- Alternate: Preparation and planting of two existing concrete planters.

### E. Monthly Maintenance – May, June, July, August, September

- Pruning and cut back, cleaning of the planting beds and rain garden
- Weeding and weed control
- Irrigation system check

### F. Fall Clean Up – October

- Pruning, cut back, and cleaning to prepare for the RDC's Roxtoberfest street festival (October 8, 2023) and the winter season.
- Mulch where needed.
- Turn off irrigation system, test, replace parts as necessary.



*Roxborough Pocket Park*





## Part 3: Landscape Maintenance

The scope for landscape maintenance includes 1) the watering and maintaining of sidewalk planters located on Ridge Avenue corridor, 2) the mulching and weeding of planting beds in the Leverington Avenue and Dupont Street Parking Lots, and 3) the mulching and weeding of the landscaped traffic island at Ridge Avenue and Rochelle Street.

### G. Planters: Watering and Maintenance

Water and maintain in a total of **89 planters**. The scope includes 69 square planters (2'-0" by 2'-0" black-painted aluminum planters in groupings of one, two, or three) located between Ripka to Rector Streets and 20 round planters (gray fiberglass planters 2'-0" in diameter) located between Leverington Avenue and Jamestown Avenue (Roxborough Memorial Hospital). *See Appendix A for a list and the locations of the sidewalk planters in the watering and maintenance scope. A Google Maps link to planter locations is available on request.*

- Provide a watering plan with recommended volume per container and procedure.
- Review and finalize the watering plan with the RDC in Winter 2022.
- Water each planter 2 - 3 times per week based on weekly consultation with the RDC.
- Inspect planters and remove trash, debris, or weeds.
- Report any major maintenance issues to the RDC (damage to planter, missing plant materials, etc.)

The contractor will be responsible for the replacement of plants if they do not survive due to nonperformance of the contract.

### H. Parking Lot Planting Beds: Maintenance

#### Dupont Street Parking Lot, 514 Dupont Street

*Four planting beds, a total area of approximately 300 square feet. See Appendix for parking lot plans and maintenance scope.*

- Mulching: March 2022
  - Remove existing mulch, debris, and dead vegetation.
  - Loosen compacted soil.
  - Apply 2" of combination mulch/compost as per owner selection.
- Mulching: September 2022
  - Remove existing mulch, debris, and dead vegetation.
  - Loosen compacted soil.
  - Apply 2" of combination mulch/compost as per owner selection.
- Monthly Maintenance: June, July, August, and September 2022
  - Remove weeds and debris



## **Leverington Avenue Parking Lot, 465 Leverington Avenue**

*Four landscaped islands and strip of land abutting the Roxborough Pocket Park, a total area of approximately 1,000 square feet & Mitchell Street entrance planting bed, a total area of approximately 500 square feet. See Appendix for parking lot plans and maintenance scope.*

- Mulching: March 2022  
*Four landscaped islands and strip of land abutting the Roxborough Pocket Park*
  - Remove existing mulch, debris, and dead vegetation.
  - Loosen compacted soil.
  - Prune damaged branches and dead wood from woody shrubs and trees.
  - Apply 2" of combination mulch/compost as per owner selection
  - When mulching, leave root flare of all trees exposed.
  
- Mulching: September 2022  
*Four landscaped islands and strip of land abutting the Roxborough Pocket Park*
  - Remove existing mulch, debris, and dead vegetation.
  - Loosen compacted soil.
  - Prune damaged branches and dead wood from woody shrubs and trees.
  - Apply 2" of combination mulch/compost as per owner selection
  - When mulching, leave root flare of all trees exposed.
  
- Monthly Maintenance – May, June, July, August, September 2022  
*Four landscaped islands and strip of land abutting the Roxborough Pocket Park, a total area of approximately 1,000 square feet*
  - Remove weeds and debris
  - Prune damaged branches
  
- Mowing/Trimming – July & September 2022  
*Mitchell Street entrance planting bed*
  - Trim back vegetation and remove debris from planting bed in July and September

## **Rochelle Street Traffic Island: Maintenance**

*Triangular traffic Island at intersection of Ridge Avenue, Rochelle, and Osborn Streets, approximately 460 square feet*

- Mulching: March 2022
  - Remove existing mulch, debris, and dead vegetation.
  - Loosen compacted soil.
  - Apply 2" of combination mulch/compost as per owner selection.
  
- Monthly Maintenance – May, June, July, August, September
  - Remove weeds and debris



## Part 4: Street Trees

### I. Tree Pit Maintenance

There are approximately 100 trees on Ridge Avenue between Domino Lane and Main Street, typically planted in 3'-0" by 3'-0" tree pits. Selected side streets between Leverington and Roxborough Avenues will be included in the scope.

- Tree Pit Maintenance: March 2022
  - Remove existing mulch, dead vegetation, and suckers.
  - Loosen compacted soil.
  - Apply 2" of combination mulch/compost as per owner selection, leaving root flare exposed.
  - Apply mulch to be level with sidewalk where trees are missing from tree pits (approximately 3 - 5 tree pits).
- Tree Pit Maintenance: September 2022
  - Remove existing mulch, dead vegetation, and suckers.
  - Loosen compacted soil.
  - Apply 2" of combination mulch/compost as per owner selection, leaving root flare exposed.
  - Apply mulch to be level with sidewalk where trees are missing from tree pits (approximately 3 - 5 tree pits).



*Example of tree pit*



## APPENDIX

- Planting and Watering Scope: List and locations of planters
  
- Holiday Greens Scope: List and locations of planters
  
- Parking Lot Plans & Maintenance Scope
  - Dupont Street Parking Lot
  - Leverington Avenue Parking Lot



ROXBOROUGH BID						
2022 PLANTING & WATERING SCOPE						
				PLANTERS		
Location	Nearest Intersection	Nearest Business	Type	Total in Planting Scope	Total in Watering Scope	Notes
6813 Ridge	Livezey	PTG Restaurant & Caterers	Round	1	0	Not in watering scope
6800 Ridge	Parker	Throwbaxx Bar & Grille	Round	1	0	Not in watering scope
6619 Ridge	Lemonte	Good Shepherd/Penn Therapy and Fitness	Round	1	0	Not in watering scope
6619 Ridge	Lemonte	Good Shepherd/Penn Therapy and Fitness	Round	1	0	Not in watering scope
6619 Ridge	Lemonte	Good Shepherd/Penn Therapy and Fitness	Round	1	0	Not in watering scope
6244 Ridge	Ripka	6244 Ridge Avenue	Round	1	0	Not in watering scope
6216 Ridge	Ridge and Ripka	Allstate	Square	2	2	
6212 Ridge	Leverington	Ecigs International (Vape Shop)	Round	1	1	
6200 Ridge	Ridge and Leverington	Smoke Shop, Kuts & Kolors	Square	3	3	
6191 Ridge, on Leverington	Ridge and Leverington	Dunkin'	Square	2	2	
6191 Ridge	Ridge and Leverington	Dunkin'	Square	2	2	
6188 Ridge	Ridge and Leverington	Michael's Water Ice	Square	3	3	
6177 Ridge	Leverington	HairCO	Round	1	1	
6162 Ridge	Ridge and Krams	Dental Solutions	Square	2	2	
483 Krams	Krams	Jack Wheeler's Hair Company	Round	1	1	Side street location
483 Krams	Krams	Jack Wheeler's Hair Company	Round	1	1	Side street location
6160 Ridge	Ridge and Krams	D'Luxe Nails	Square	2	2	
6160 Ridge	Krams	D'Luxe Nails	Round	1	1	
6156 Ridge	Krams	Philadelphia Folksong Society	Round	1	1	
6151 Ridge	Dupont	Minas Pizza	Round	1	1	
6147 Ridge	Dupont	Cafe Roma Bakery	Round	1	1	
6147 Ridge	Dupont	Cafe Roma Bakery	Round	1	1	
6144 Ridge	Green	Taylor's Café	Round	1	1	
6139 Ridge	Ridge and Dupont	Roxy Hall	Square	2	2	
6129 Ridge	Green	Roma's Pizza	Round	1	1	
6129 Ridge	Green	Roma's Pizza	Round	1	1	
6128 Ridge	Ridge and Green	The Vault	Square	3	3	
6127 Ridge	Green	Dream House Asian Bistro	Round	1	1	
6125 Ridge	Ridge and Green	Boost Mobile	Square	2	2	
6122 Ridge	Ridge and Green	Greenridge Counseling	Square	3	3	
6121 Ridge	Ridge and Green	Nail Art Bar	Square	2	2	
6116 Ridge	Green	White Yak	Round	1	1	
6114 Ridge	Green	Stanton Cleaners	Round	1	1	
6100 Ridge	Ridge and Connaroe	Vacant storefront	Square	2	2	

6080 Ridge	Ridge and Connaroe	Tavern on Ridge (former)	Square	2	2	
6075 Ridge	Ridge and Connaroe	Leverington Cemetery/7-Eleven	Square	2	2	
6074 Ridge	Connaroe	Advent	Round	1	1	
6072 Ridge	Connaroe	K. Louise	Round	1	1	
6068 Ridge	Lyceum	Beauty Lab	Round	1	1	
6060 Ridge	Ridge and Lyceum	Vybe Urgent Care	Square	3	3	
6053 Ridge	Ridge and Lyceum	Bob's Diner	Square	3	3	
6053 Ridge	Lyceum	Bob's Diner	Round	1	1	
6052 Ridge, on Lyceum	Ridge and Lyceum	Citizen's Bank	Square	2	2	
6052 Ridge	Ridge and Lyceum	Citizen's Bank	Square	3	3	
6051 Ridge	Ridge and Martin	Epic Church	Square	2	2	
6024 Ridge	Ridge and Martin	Starbucks	Square	2	2	
6012 Ridge	Ridge and Martin	Interact	Square	2	2	
6012 Ridge	Ridge and Monastery	Interact	Square	2	2	
6011 Ridge, on Martin	Ridge and Martin	Gezellig Salon	Square	1	1	
6011 Ridge	Ridge and Martin	Gezellig Salon	Square	2	2	
6000 Ridge, on Monastery	Ridge and Monastery	AMY NW Middle School	Square	2	2	
6000 Ridge, on Gerhard	Ridge and Gerhard	AMY NW Middle School	Square	1	1	
6000 Ridge	Ridge and Monastery	AMY NW Middle School	Square	2	2	
5925 Ridge	Ridge and Gerhard	Sweet Dreams Collection	Square	2	2	
5911-33 Ridge	Ridge and Gerhard	Rite Aid	Square	2	2	
5900 Ridge	Ridge and Roxborough	Ruggiero Plante	Square	2	2	
5800 Ridge	Ridge and Rector	Roxborough Memorial Hospital	Square	1	1	
5800 Ridge, on Rector	Ridge and Rector	Roxborough Memorial Hospital	Square	1	1	
5800 Ridge - AKA 5735 Ridge	Rector (Ridge entrance)	Roxborough Memorial Hospital	Round	1	1	
5555 Ridge	Markle	Stanley's Hardware	Round	1	0	Not in watering scope
5461 Ridge	Hermit	Custard & Cakes Creamery	Round	1	0	Not in watering scope
5461 Ridge	Hermit	Custard & Cakes Creamery	Round	1	0	Not in watering scope
5461 Ridge	Hermit	Custard & Cakes Creamery	Round	1	0	Not in watering scope
5189 Ridge	Osborn/Rochelle	Flatiron Building Company	Round	1	0	Not in watering scope
5189 Ridge	Osborn/Rochelle	Flatiron Building Company	Round	1	0	Not in watering scope
5152 Ridge	Osborn/Rochelle	Karen's Hair Boutique	Round	1	0	Not in watering scope
		<b>TOTAL</b>		<b>102</b>	<b>89</b>	
				Total in Planting Scope	Total in Watering Scope	

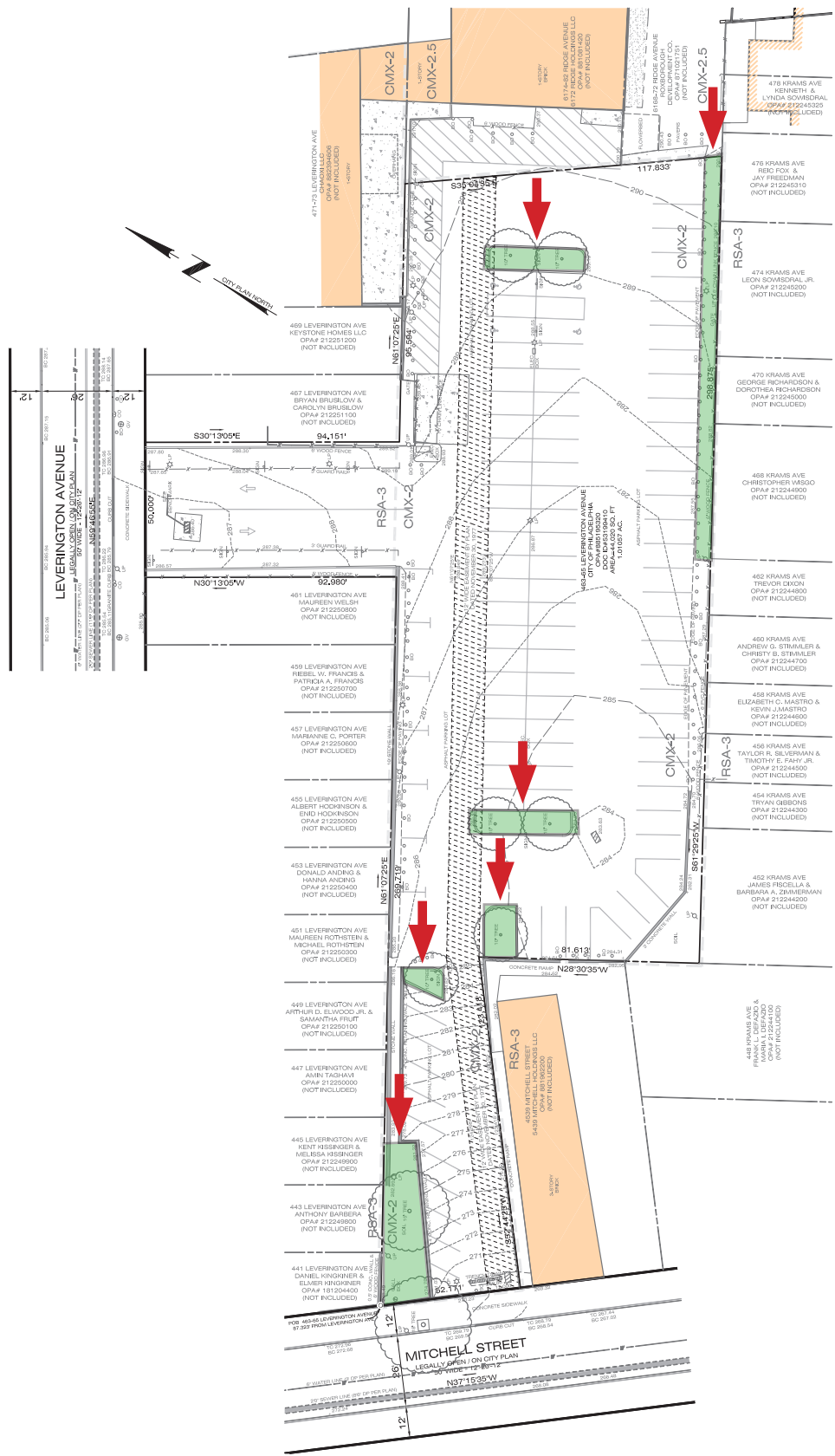
<b>ROXBOROUGH BID</b>						
<b>2022 HOLIDAY GREENS SCOPE</b>						
<b>Location</b>	<b>Nearest Intersection</b>	<b>Nearest Business</b>	<b>Type</b>	<b>Total Planters in Holiday Greens Scope</b>	<b>Total Locations</b>	<b>Total Planters at Location</b>
6216 Ridge	Ridge and Ripka	Allstate	Square	2	1	2
6200 Ridge	Ridge and Leverington	Smoke Shop, Kuts & Kolors	Square	3	1	3
6191 Ridge, on Leverington	Ridge and Leverington	Dunkin'	Square	2	1	2
6191 Ridge	Ridge and Leverington	Dunkin'	Square	2	1	2
6188 Ridge	Ridge and Leverington	Michael's Water Ice	Square	3	1	3
6162 Ridge	Ridge and Krams	Dental Solutions	Square	2	1	2
6160 Ridge	Ridge and Krams	D'Luxe Nails	Square	2	1	2
6139 Ridge	Ridge and Dupont	Roxy Hall	Square	2	1	2
6128 Ridge	Ridge and Green	The Vault	Square	3	1	3
6125 Ridge	Ridge and Green	Boost Mobile	Square	2	1	2
6122 Ridge	Ridge and Green	Greenridge Counseling	Square	3	1	3
6121 Ridge	Ridge and Green	Nail Art Bar	Square	2	1	2
6100 Ridge	Ridge and Connaroe	Vacant storefront	Square	2	1	2
6080 Ridge	Ridge and Connaroe	Tavern on Ridge (former)	Square	2	1	2
6075 Ridge	Ridge and Connaroe	Leverington Cemetery/7-Eleven	Square	2	1	2
6060 Ridge	Ridge and Lyceum	Vybe Urgent Care	Square	3	1	3
6053 Ridge	Ridge and Lyceum	Bob's Diner	Square	3	1	3
6052 Ridge, on Lyceum	Ridge and Lyceum	Citizen's Bank	Square	2	1	2
6052 Ridge	Ridge and Lyceum	Citizen's Bank	Square	3	1	3
6024 Ridge	Ridge and Martin	Starbucks	Square	2	1	2
6051 Ridge	Ridge and Martin	Epic Church	Square	2	1	2
5800 Ridge - AKA 5735 Ridge	Rector (Ridge entrance)	Roxborough Memorial Hospital	Round	1	1	1
		<b>TOTAL</b>		<b>49</b>	<b>21</b>	<b>49</b>
				Total in Holiday Greens Scope	Total Locations	Total Planters

**RIDGE AVENUE**  
 LEGALLY OPEN / ON CITY PLAN  
 60' WIDE - 12'-06" W  
 S59°52'36"W



Dupont Street Parking Lot | 514 Dupont Street  
 Plan & Maintenance Scope





Leverington Avenue Parking Lot | 465 Leverington Avenue  
 Plan & Maintenance Scope