

# REQUEST FOR PROPOSALS

**Project Title: Downtown Flower Bed Update and Maintenance**

**Issued By: Town of Shepherdstown, West Virginia**

**Date Issued: 05/14/2026**

**Proposal Due Date: 05/21/2026**

## INTRODUCTION

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The Town of Shepherdstown, West Virginia, is requesting proposals from interested individuals or firms to revitalize and maintain the town-owned flower beds located in Shepherdstown’s downtown commercial district.

The successful bidder will provide landscape design services to revitalize the flower beds, refurbish the flower bed soil, select and install a variety of new plants for the beds, and provide ongoing maintenance of the beds including sufficient watering and related services.

The selected entity must demonstrate expertise in plant and tree health and horticultural practices, particularly methods needed to ensure that plants thrive in areas such as the town commercial district.

The selected entity must also have demonstrated knowledge, experience, and appreciation of the unique aspects of Shepherdstown’s business district. It must also have a keen understanding of the role that a pleasing streetscape has in attracting residents and visitors to visit and shop in the downtown area.

The purpose of this RFP is to solicit proposals from candidates, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who offers the best service at a reasonable price for the Corporation of Shepherdstown.

## SCOPE OF WORK

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The selected contractor will implement the following services by June 21, 2026:

- Provide landscape design services needed to make updates to the existing town-owned flower beds along German Street and other areas (as listed below).
- Replenish the town-owned flower beds with updated soil and enriched nutrients and mulch, as appropriate, to ensure that trees and flowers thrive in the area.

- Provide and install a selection of perennial native species and pollinator-friendly plants and annual plants, as needed, that will thrive in the downtown environment and maintain existing plants in the flower bed as appropriate.
- Provide and install pots and/or other types of containers to bring additional height and visual interest to the flower beds in keeping with the landscape design; and
- Refresh smaller tree wells that do not include any (or only few) plants.

The selected contractor will implement the following between June 21 and December 31, 2026:

- Provide sufficient watering of plants and trees in the town-owned flower beds and tree wells at least twice weekly to ensure the flower beds are attractive and that the plants and trees grow and thrive. Establish a hose system for watering, connected to spigots at selected town-owned buildings or via a transportable water system.
- Maintain the flower beds by weeding, removing trash, replacing dead plants, and maintaining mulch in keeping with the town requirements.
- Ensure that sidewalks and curb areas around the project areas are kept free of weeds, trash, and debris.

Location of Town-Owned Flower Beds:

- From the intersection of West German and Duke Streets to the intersection of East German and Princess Streets,
- Along Princess Street to the corner of Princess and Washington Streets,
- Along the west side of North King Street from the intersection of German Street to High Street,
- One bed on South King street near the intersection of King and New Street.

## SUPPLEMENTAL PROPOSAL

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The selected bidder shall provide a separate bid for providing design services and for identifying and providing new planters, including container planters, which may be installed as part of a proposed (but not finalized) vision to create a temporary “Pop-Up” plaza in the area around and south of the Historic Market House building. The selected bidder must also propose a selection of plants to be installed in the new planters and must also propose maintaining the planters, including with watering, weeding, and general upkeep for approximately three months starting in mid- to late-August or later in the summer.

## TREE HEALTH REQUIREMENTS

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Flower beds containing trees require special care. All proposals must explicitly agree to the following Shepherdstown Tree Commission guidelines:

- Existing ground cover plantings must remain undisturbed unless approved by town.
- Do not mulch over intentional ground cover.
- No mulch is to touch the trunk or root collar/root flare of any tree - maintain a 1-inch bare ground separation between mulch and tree trunks.
- Mulch shall be non-dyed, aged hardwood only, and applied no more than three inches deep.
- No landscape fabric may be used.

**Note:** All tree-specific maintenance (e.g., pruning, deadwood removal) remains the responsibility of the Tree Commission and is not included in this contract.

## PROPOSAL REQUIREMENTS

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Proposals should include the following information:

- **Company Information:** Name, address, and contact information.
- **Experience and Qualifications:** Detailed description of experience in landscaping, flower bed maintenance, and snow removal, preferably for towns and communities.
- **References:** At least three references from clients with similar service requirements.
- **Pricing:** Detailed pricing for each service category, including any seasonal or annual contracts.
- **Insurance:** Proof of liability insurance and workers' compensation coverage.
- **Timeline:** Proposed schedule for regular maintenance.

## EVALUATION CRITERIA

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Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Quality of references,
- Pricing and value for money,
- Ability to meet the service requirements and timeline,
- Understanding of the flower bed maintenance guidelines.
- Overall proposal quality and completeness.

# SUBMISSION INSTRUCTIONS

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Please submit your proposal by 05/21/2026 to:

**Gino E. Sisco**

Town Administrator

Town of Shepherdstown

104 North King Street

P.O. Box 248

Shepherdstown, WV 25443

Mobile: (304) 283-0528

gsisco@shepherdstown.gov

# TERMS AND CONDITIONS

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- The Corporation of Shepherdstown reserves the right to reject any or all proposals.
- All proposals must be valid for a period of 60 days from the proposal's due date.
- Any questions regarding this RFP should be directed to Gino E. Sisco, Town Administrator (see above).