

**The Holly Hills Special Business District (SBD) is Issuing a
Request for Proposals (RFP)
For Landscape and Maintenance Services for Holly Hills Neighborhood**

Proposals must be submitted by no later than 5:00PM on February 11, 2026. Proposals must include all requested materials to be considered: services offered, cost proposal, time turn around, etc.

Proposals must be submitted by PDF to HollyHillsSBD@gmail.com.

DRAFT

Section I: INTRODUCTION

The Holly Hills Special Business District (SBD) is seeking proposals from qualified landscape and maintenance firms to conduct the following services each year from March 2026 through December 2026 and again from March 2027 through December 2027.

1. One (1) general cleanup of green spaces along Holly Hills Blvd, Leona St, Federer Blvd, Bellerive Blvd, and the Holly Hills community garden in early spring to remove leaves and debris to prepare site for upcoming season.
2. Mowing of boulevards and green spaces from end of March to the end of October bi-weekly on sixteen (16) occurrences along Holly Hills Blvd, Leona St, Federer Blvd, Bellerive Blvd, and the Holly Hills community garden. Mowing height should be maintained in accordance with proper horticultural standards and adjusted during the season as needed based on seasonal conditions. The turf should be “striped” with professional mowers providing extremely straight lines. Lawn equipment cutting blades should be sharpened on a regular basis to eliminate fraying. Edging and trimming should be performed each time to maintain a clean, crisp appearance. Lawn areas should be kept free of debris, and clippings should be removed from sidewalks, landscape beds, and paved areas.
3. Mulch the five (5) raised bed planters on Holly Hills Blvd, Leona St, and Bellerive Blvd in the spring with a premium twice-ground mulch.
4. Hand water the five (5) raised bed planters on Holly Hills Blvd, Leona St, and Bellerive Blvd and two (2) large planters on Grand Blvd three (3) times per week from May through October for a total of seventy-two (72) occurrences.
5. Provide gardening maintenance by a horticulturalist on a bi-weekly basis for twelve (12) occurrences from early May through the middle of October for the five (5) raised planter beds on Holly Hills Blvd, Leona St, and Bellerive Blvd, one (1) circle at Holly Hills and Leona, and two (2) large planters on Grand Blvd. The horticulturalist should maintain the beds and planters by inspecting all of the plants and scout for pests & diseases on all plant material, pruning on selected plant material, up-keep of perennials throughout the growing season keeping the property looking detailed all season long.
6. In May, install summer-annuals in the two (2) large planters on Grand Blvd and nine (9) smaller planters throughout the neighborhood. Annuals should be fertilized and maintained regularly throughout the summer.
7. In the fall, summer-annuals should be removed and fall plantings be installed in the two (2) large planters on Grand Blvd and nine (9) smaller planters throughout the neighborhood. Removed annuals should be disposed of off-site.
8. In the spring, mulch and pre-emerge the hillside on Holly Hills Blvd above the new Carondelet Park mural. The mulch can be obtained from Carondelet Park. Hillside should be cultivated to refresh the mulch once midseason. A sharp, depressed bedding line should be maintained between the mulch and grass.

Summary of Services Each Year

Spring Clean Up	1
Bi-Weekly Mowing	16
Mulch Raised Planter Beds	1
Cultivate, Edge, and Mulch Hillside	1
Hand-Water Raised Planter Beds and 2 Planters	72
Gardening Maintenance by Horticulturalist	12
Plant Summer Annuals in 11 Planters	1
Fertilize Flowers	4
Plant Fall Annuals in 11 Planters	1
Flower Removal in 11 Planters	2
Fall Leaf Removal	3

The winning bidder is expected to work with the Holly Hills SBD Beautification Committee throughout the year and provide additional services as requested.

Agencies must bid on all services listed below. The Request for Proposal establishes information to be included in the Agency's response. The selection of the successful Agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The Holly Hills SBD Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all proposals or amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: Locations

Section III: INSTRUCTIONS TO BIDDERS

Proposals are to address the following subjects in the response:

- Describe the agency's labor capacity to deliver on the project in a timely manner, including licenses and certification.
- Provide costs and invoicing procedures. The estimate of cost should include everything without exclusions.
- Provide a brief description of relevant experience on similar projects.
- Provide at least three (3) past client references. Include reference name, address, and contact number.
- Any and all questions must be e-mailed to HollyHillsSBD@gmail.com by February 4, 2026.

DRAFT