



**PELICAN PARK**  
RECREATION DISTRICT #1 • ST. TAMMANY PARISH

# Request for Proposal Landscape Maintenance Services Recreation District #1 of St Tammany Parish

Inquiries and proposals should be  
directed to:

Louissette Scott, Director of Planning and Environmental Education  
Recreation District #1 of St. Tammany Parish  
63350 Pelican Drive  
Mandeville, LA 70448

**Submission Deadline: Wednesday, March 11, 2026, 11 a.m.**

## Request for Proposal (RFP)

### Landscape Maintenance Services Recreation District #1 of St. Tammany Parish (Pelican Park)

#### Issued By

Recreation District #1 of St. Tammany Parish  
63350 Pelican Drive  
Mandeville, LA 70448  
Phone: (985) 626-7997  
Website: [www.pelicanpark.com](http://www.pelicanpark.com)

#### Submission Deadline

All proposals must be submitted by: Wednesday, March 11, 2026 by 11 a.m. via email.

The subject line should read: **Landscape Maintenance Services RFP**

Late submissions will not be accepted.

Proposals should be sent to: Louissette Scott at [louissettescott@pelicanpark.com](mailto:louissettescott@pelicanpark.com)

Vendor selection will be made Friday, March 13, 2026.

#### Contract Term

The contract will be for a period starting April 1, 2026, and ending December 31, 2026, with the option to renew based on performance and mutual agreement.

#### Overview

Recreation District #1 of St. Tammany Parish (the District) is accepting proposals for landscape maintenance services for three locations of the park.

#### Scope of Work – Locations

The selected vendor will service three areas of the park with distinct requirements for each location. A Landscape Plan is provided for Zone A only for reference (see attached document).

- *Zone A (Castine Center Parking Lot Islands - Native Plant Areas)*
  - This area is entering its second year of establishment. The design consists of a simple palette of native plant species and showy perennials. We require a contractor with the ability to identify and maintain native species—specifically distinguishing between desirable natives and invasive weeds. *Refer to the attached Landscape Plan for species and locations.*
- *Zone B (Castine Center Perimeter)*
  - These are established, non-native landscape beds surrounding the building. They are not part of the native landscape plan and require standard commercial maintenance. *Includes all landscape beds immediately surrounding the building.*

- *Zone C (Main Entry Road Transplanted Areas)*
  - Recently transplanted trees and shrubs located along the main entry road adjacent to the rear Castine Center parking lot. *Transplanted trees and shrubs along the entry road/rear parking lot area.*

**Scope of Work – General Schedule & Site Cleanliness**

The selected vendor will fulfill the following requirements:

- *Service Period:* April 1 – December 31, 2026
- *Visit Frequency:* Bi-weekly (every two weeks) year-round.
- *Standard of Cleanliness:* All serviced areas, walkways, and building entryways to be blown off after every visit. All trash, organic debris, and litter to be removed from the site.
- *IPM:* Ongoing monitoring for insects and disease across all zones.

**Requirements – Zone A (Castine Center Parking Lot Islands - Native Plant Areas)**

- *Establishment Watering:* Bi-weekly watering from April through December (approx. 22 visits).
  - Contractor shall adjust watering frequency as necessary based on weather conditions, seasonal changes, and the observed condition of the plant material.
  - Contractor shall be responsible for recognizing signs of lack of water or plant stress and shall act accordingly to maintain the health of the plant material.
- *Weeding:* Hand-weeding of all garden beds as needed. Knowledge of native perennial growth cycles is required to ensure desirable plants are not removed. Pre-emergent to be used where applicable.
- *Fertilization:* Two (2) applications per year. As needed for annuals.
- *Pruning:* Pruning in accordance with proper horticultural practices to maintain a manicured appearance while respecting the natural form of the native species and desired manicured appearance per owner preference.
- *Pine Straw:* Mulching with clean pine straw (provided by the District) as needed to maintain a consistent depth and neat aesthetic.

**Requirements – Zone B (Castine Center Perimeter)**

- *General Maintenance:* Hand-weeding and application of pre-emergent herbicide where applicable.
- *Debris Management:* High-priority removal of trash, debris, and leaf accumulation within these perimeter beds to maintain a professional appearance for the facility.
- *Blowing:* Ensure all sidewalks and alcoves adjacent to the building are kept clear of landscape debris.
- *Pine Straw:* Mulching with clean pine straw (provided by the District) as needed to maintain a uniform, professional look.

**Requirements – Zone C (Main Entry Road Transplanted Areas)**

- *Watering:* Supplemental watering as needed to ensure the survival and establishment of transplanted material.

- *Weeding*: Hand-weeding of all garden beds as needed. Pre-emergent to be used where applicable.
- *Pruning*: Proper horticultural pruning on an as-needed basis to encourage structural health and growth.
- *Mulching*: Refresh with clean pine straw (provided by the District) as needed.

**Proposal Requirements**

Please include the following in your email submission:

- Company name and contact information
- Description of landscape maintenance experience (including examples and/or previous clients)
- Description of experience with native plant species (including examples and/or previous clients)
- Pricing for the services to be provided

**Insurance**

The vendor shall maintain General Liability and Workers' Comp insurance and provide a COI upon request.

**Evaluation Criteria**

The selection will be based on overall value, not necessarily lowest price. One vendor will be awarded the contract. The evaluation committee will use the following criteria:

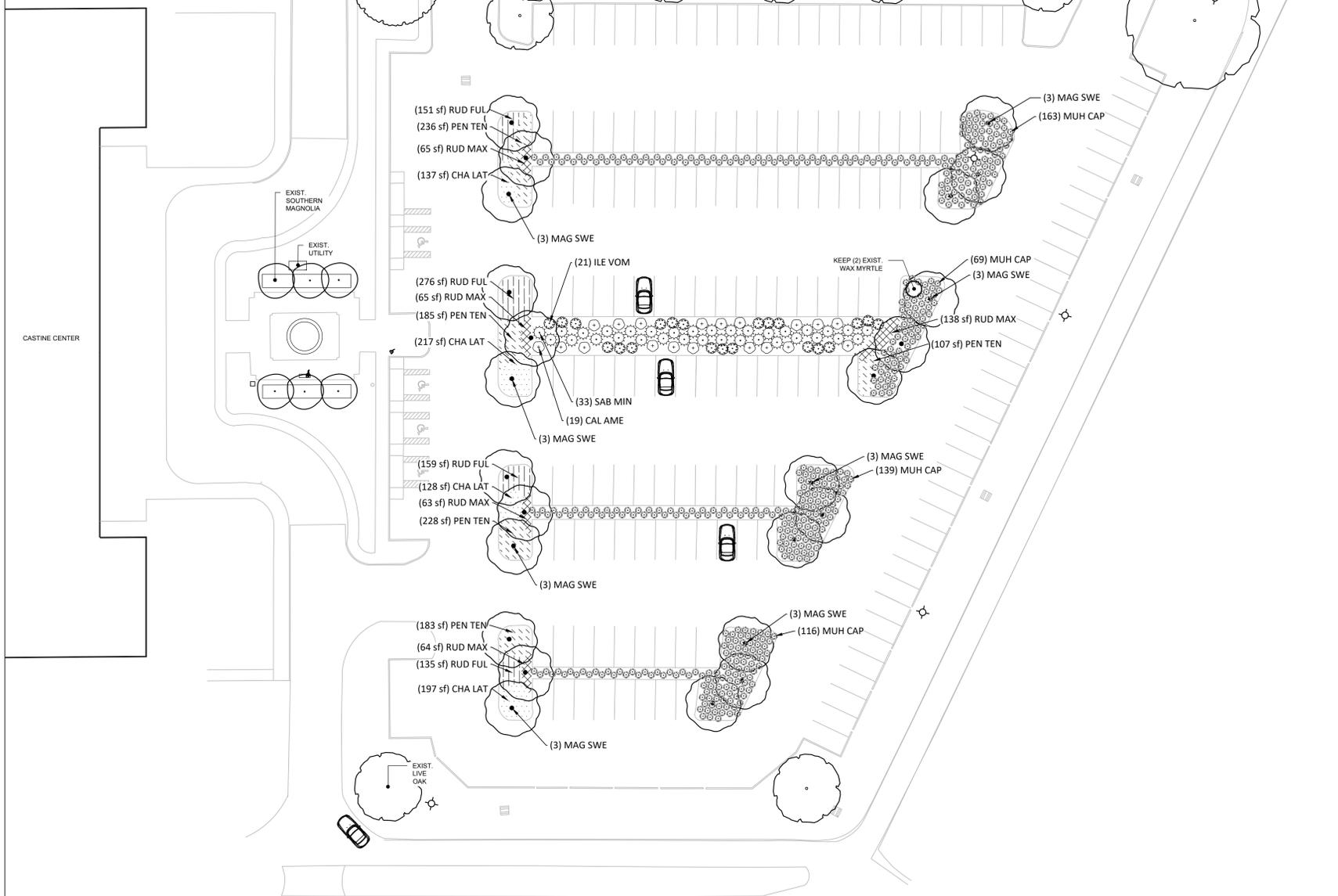
| <i>Criteria</i>                     | <i>Points</i>      |
|-------------------------------------|--------------------|
| <i>Pricing</i>                      | <i>/70</i>         |
| <i>Experience in native species</i> | <i>/30</i>         |
| <b><i>Total Possible Points</i></b> | <b><i>/100</i></b> |

**Inquiries**

All inquiries should be emailed to Louissette Scott at [louissettescott@pelicanpark.com](mailto:louissettescott@pelicanpark.com).

02 PLANT SCHEDULE

| SYMBOL                    | CODE    | BOTANICAL NAME          | COMMON NAME          | SIZE    | QTY       | REMARKS      |
|---------------------------|---------|-------------------------|----------------------|---------|-----------|--------------|
| <b>TREES</b>              |         |                         |                      |         |           |              |
|                           | MAG SWE | Magnolia virginiana     | Sweetbay Magnolia    | 25 gal. | 24        | Single trunk |
| <b>SHRUBS</b>             |         |                         |                      |         |           |              |
|                           | CAL AME | Callicarpa americana    | American Beautyberry | 3 gal.  | 19        |              |
|                           | ILE VOM | Ilex vomitoria          | Yaupon Holly         | 3 gal.  | 21        |              |
|                           | MUH CAP | Muhlenbergia capillaris | Pink Muhly Grass     | 3 gal.  | 487       |              |
|                           | SAB MIN | Sabal minor             | Dwarf Palmetto       | 3 gal.  | 33        |              |
| <b>GROUND COVERS</b>      |         |                         |                      |         |           |              |
|                           | CHA LAT | Chasmanthium latifolium | Northern Sea Oats    | 1 gal.  | 679 sf    |              |
|                           | PEN TEN | Penstemon tenuis        | Gulf Coast Penstemon | 1 gal.  | 939 sf    |              |
|                           | RUD FUL | Rudbeckia fulgida       | Orange Coneflower    | 1 gal.  | 721 sf    |              |
|                           | RUD MAX | Rudbeckia maxima        | Large Coneflower     | 1 gal.  | 395 sf    |              |
| <b>LANDSCAPE MATERIAL</b> |         |                         |                      |         |           |              |
|                           |         | Landscape area          | Landscape area       | ---     | 10,712 sf |              |



01 PLANTING PLAN

