



IN THE MIDST OF THE TEXAS HILL COUNTRY

## **REQUEST FOR BID/PROPOSAL (RFP): Land Management Contract Services**

**\* Candidates can apply for this position through Wednesday, July 31, 2024 at 5:00P (CST) \***

The City of Woodcreek seeks an experienced and highly rated company to perform basic land maintenance tasks, small construction projects, and other site and sign work.

### **JOB SUMMARY:**

An annually reviewed and renewed contract as the land management service company for the City of Woodcreek. This would entail but is not limited to the following types of work: sign installation and removal, parking installation, small construction projects like fencing or ramps, dirt work, moving of large items utilizing heavy machinery, and other similar land and capital asset management needs.

### **REPORTING RELATIONSHIPS:**

Reports to the City Administrator  
Supervises on-site project management and provides crew.

### **MAIN JOB TASKS and RESPONSIBILITIES:**

- Submit design and budget proposals as requested to the City Administrator
- Manage on-site construction and crews for all projects
- Ensures all city ordinances are followed throughout the duration of the project
- Coordinates communication on project timelines and expenditures with City Administrator
- Must be willing to procure and transport materials
- Must be willing to submit receipts and await payment

### **PROPOSAL FORMAT:**

- A copy of certificate of Business Liability and Personal Injury Insurance
- A brief introduction to the company including links to website and customer reviews
- A proposal including cost of service minimums and hourly service rates for various types of services

### **SELECTION PROCESS:**

The selection of the Land Management Contract Services will be awarded based on the candidate's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

### **SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:**

**Mayor Jeff Rasco**

[Jeff.Rasco@woodcreektx.gov](mailto:Jeff.Rasco@woodcreektx.gov)

Please copy: [City.Secretary@woodcreektx.gov](mailto:City.Secretary@woodcreektx.gov) and [CodeAdmin@woodcreektx.gov](mailto:CodeAdmin@woodcreektx.gov)

*Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.*