



**City of River Falls
Request for Proposals (RFP)
Lawn Care Services
Issue Date: February 23, 2026**

Project Summary

The City of River Falls (City) is soliciting proposals from qualified contractors to provide the necessary labor and equipment for services related to lawn care. Proposals will be reviewed by a selection committee chosen by the Public Works Manager.

Submittal Deadline

All responses should be emailed in a single PDF to Public Works Manager Erica Ellefson at eellefson@rfcity.org by 12 p.m. on **March 16, 2026**.

Background and Project Extent

To promote efficiency, the City is seeking a qualified contractor to provide lawn care services which may include mowing and landscape management on public property such as along paved trails in Whitetail and Sterling Ponds Corporate Parks, paved trail in Sterling Ponds housing development, Sterling Ponds neighborhood park, and South Liberty Road utilizing the attached Exhibit A "Pricing Proposal" form and Exhibit B "Contractor Lawn Care Services Responsibilities Map."

The contractor shall furnish all labor, materials, and equipment necessary to perform lawn care services for the City within the City limits as listed on Exhibit B.

Additional lawn care service locations may be added to Exhibit B on an annual or as-needed basis as new City infrastructure is built. Below is a highlight of the City's lawn care services needs.

Paulson Road:

- Paved trail along the South side of Paulson Road starting at 130 Paulson Road to Highland Drive and starting again at Prairie Drive and extending through "The Current" apartment complex at the corner of Paulson Road and Radio Road
- Paved trail entrance into Thompson Heights
- Paved trail along the North side of Paulson Road starting at Brookgreen Townhome complex to Radio Road roundabout

Radio Road Roundabouts:

- Three (3) roundabouts on Radio Road between Paulson Road and STH 35 North on ramp
- Paved trail along Radio Road/ CTH U/Chapman Drive from Paulson Road to Casey Street
- Three (3) Center medians between Paulson Road and STH 35 North on ramp

Whitetail Corporate Park.:

- Paved trail within the Whitetail Corporate Park starting at Highland Drive to Prairie Drive
- Whitetail Ridge Bike Park entrance off Whitetail Boulevard
- River Falls Police Department at 2815 Prairie Drive
- Center medians

Sterling Ponds Corporate Park:

- Paved trail along Radio Road/CTH U/Chapman Drive starting at Paulson Road roundabout to Casey Street.
- Three (3) Roundabouts between Paulson Road and STH 35 North on ramp and three (3) center grass medians on STH 35 overpass
- Paved trail along Casey Street, Sutherland Drive, and Balmoral Place
- Solar Gardens

Sterling Ponds Residential:

- Paved trail from Casey Street to Hubbert Street
- Sidewalk and/or paved trail along Kingsbarn Avenue from Newcastle Drive to Chapman Drive, Newcastle Drive, and Kingston Street
- Sterling Ponds Neighborhood Park
- Grass walking paths and stormwater ponds
- Center medians

Liberty Road Center Median:

- Between Meadows Drive and Glenmeadow Street

Minimum Scope of Services for Successful Firm

Mowing and trimming frequency is weather dependent. Each lawn care services location shall be maintained at a minimum of one (1) time per month, unless there is a lack of rain causing grass not to grow. Some lawn care services locations may need to be maintained more frequently like the River Falls Police Station and Sterling Ponds Neighborhood Park. Landscape management locations shall be maintained at a minimum of two (2) times per month in May, June, and July, and one (1) time per month in August and September.

The selected qualified contractor will agree to provide the following services:

1. All mowing shall be completed at 3", including the grass walking trails and around stormwater ponds
2. Line trim around all trees, garbage cans, pedestals, and fire hydrants (City infrastructure), in the boulevard
3. If the paved trail is along City owned property, an additional ten (10) feet shall be maintained on the opposite side of the trail
4. Weed and landscape management at the Police Department and center medians in Whitetail Corporate Park, Sterling Ponds residential, and Liberty Road residential areas that include mowing, pulling weeds, pruning bushes, and installing mulch provided by the City.

Terms of Contract

The selected Contractor and the City agree as follows:

1. The contract term shall be for a period of three (3) years, commencing on May 1, 2026, with one (1) optional two (2) year extension.
2. Either party may request to amend the agreement annually by March 1. Each party must mutually agree to changes. Fuel surcharges and inflation cost increases outlined on Exhibit A – Pricing Proposal RFP Worksheet do not require a contract amendment.
3. Either party can terminate the agreement upon forty-five (45) days prior written notice to the other. Upon such termination, the only liability will be that of the City for any services performed by the contractor prior to the effective date of termination.

Proposal Time Schedule:

Listed below are estimated dates and times of actions related to this RFP:

February 23, 2026	Release RFP
March 4, 2026	Clarifications/Questions due 12:00 p.m. to eellefson@rfcity.org
March 9, 2026	Answers to questions sent to plan holders 12 p.m.
March 16, 2026	Proposals due by 12 p.m.
March 24, 2026	Notify and award contract

Addenda

If at any time the City changes, revises, deletes, clarifies, increases, or otherwise modifies this RFP, the City will issue a written Addendum to all RFP holders of record.

Submittal Format

The Contractor's submittal shall include the following components:

- 1. Cover Letter**
Provide one-page summary of the contractor's size, interest, ability, and qualifications related to the scope of services. Include three (3) commercial references and a statement of availability to proceed with the work effective May 1, 2026.
- 2. Pricing Proposal**
As part of the submittal, complete the Pricing Proposal referenced as Exhibit A and submit with cover letter.
- 3. Contractor Contract**
Selected contractor shall enter into the Contract attached to this RFP as Exhibit C.
- 4. Selection Process and Criteria**
City staff will review submitted proposals for conformance with the RFP and score the submitted RFPs according to the selection criteria in the table located below. The intent of the selection criteria is to select the most qualified, responsive, responsible, and cost-effective firm based on the identified needs of the City. In all cases, the City reserves the right to select a contractor and award a contract that is in the best interest of the City.
- 5. Public Advertisement of RFP**
This RFP will be advertised in the Pierce County Journal and any interested firms may download a copy of this document from www.rfcity.org.

6. Selection Criteria Scoring Rubric

a. Lawn Care Services Experience

Size, interest, ability, and qualifications of the contractor – 25

b. Proposal Cost

Budgetary considerations are important to the City – 50

c. Provide a Minimum of three References

Performance history and reputation of the contractor – 25

TOTAL SCORE 100

Attachments/Exhibits

Exhibit A: Pricing Proposal RFP Worksheet

Exhibit B: Contractor Lawn Care Responsibilities Location 1 – 8 Maps

Exhibit C: Contract (Includes City Terms & Conditions and Insurance Requirements)



City of River Falls
Request for Proposals (RFP)
Lawn Care Services
 Issue Date: February 23, 2026

Exhibit A – Pricing Proposal RFP Worksheet

Organization: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____

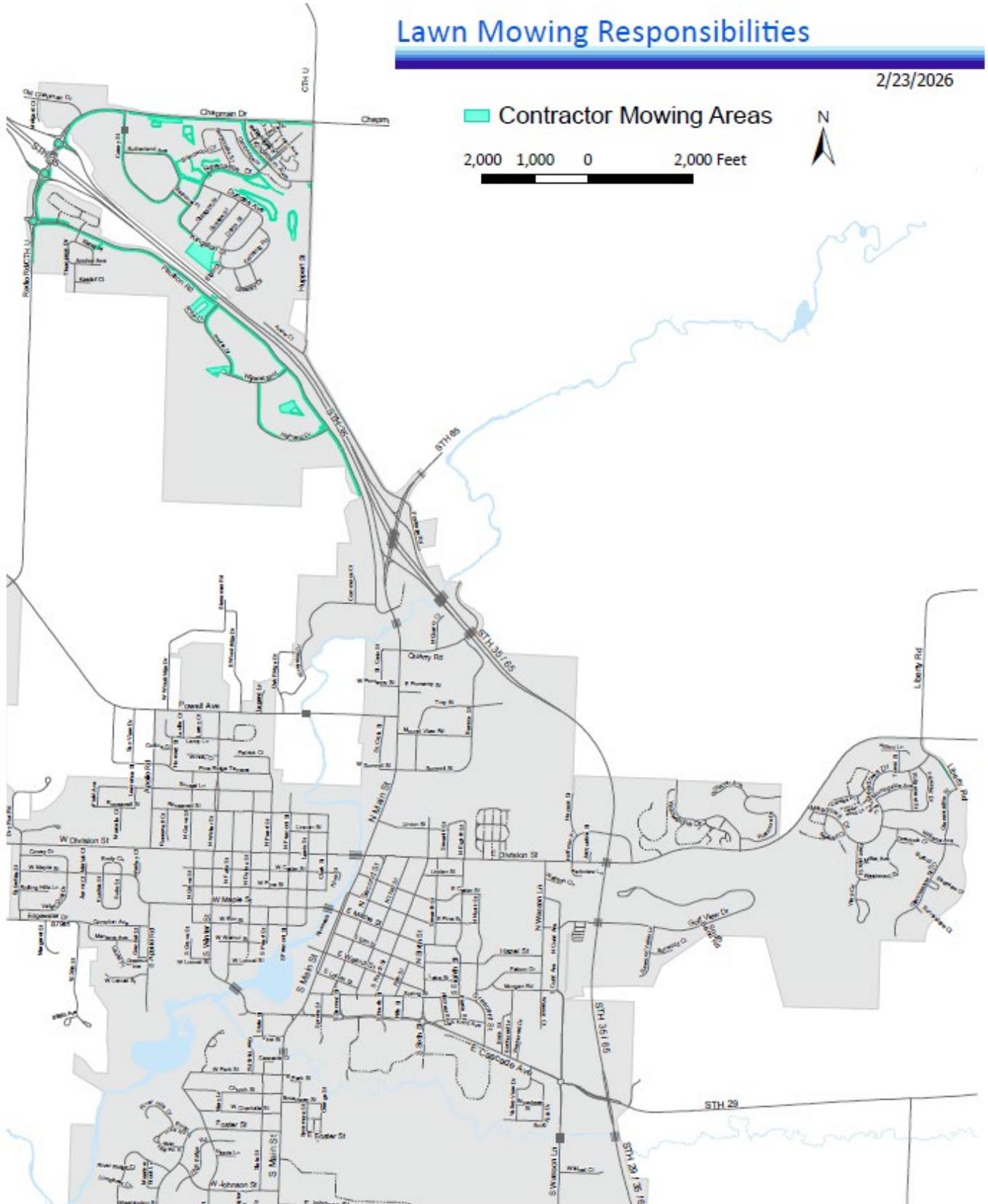
In compliance with the Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, to provide the services as enumerated within the Request for Proposals herein for the City of River Falls, Wisconsin, in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposal.

Below is the list of all lawn care services requested, grouped by type/location. A separate cost for each location is requested. The TOTAL of all locations is what will be billed each time lawn care services are completed in entirety. If lawn care services are completed at some, but not all locations in a single week, services should be billed for each single location serviced.

LOCATIONS	
LOCATION 1 – Streets Billing	
Paulson Road (All cut to 3" – Paved trail along the South side of Paulson Road from 130 Paulson Road to Highland Drive. Along the paved trail from Prairie Drive to "The Current" Apartment Complex off Radio Road. Also includes the paved trail connection to Thompson Heights and the paved trail on the North side of Paulson Road from Brookgreen townhouse development to roundabout).	\$
Radio Road and Roundabouts – Three (3) Roundabouts (All cut to 3" - Along the paved trail on Radio Road/CTH U starting at Paulson Road North to Casey Street and includes the center median between Paulson Road roundabout and STH35, the off ramp from STH35 S, and the off ramp from STH 35 N).	\$

LOCATION 2 – Whitetail Corporate Park Billing	
Whitetail Corporate Park (All cut to 3" – Paved trail along Paulson Road from Highland Drive to Prairie Drive, paved trail along Highland Drive, Whitetail Boulevard, Prairie Drive and Antler Court. Includes stormwater pond between Highland Drive and Paulson Road).	\$
Whitetail Ridge Park (Entire Park cut to 3", from the cul-de-sac to the wood line, including moving picnic tables.	
Whitetail Corporate Park Medians Landscape Management (Landscape management including pulling/spraying weeds, pruning bushes/plants, and installing City provided mulch). Billed hourly.	\$ Per Hour
LOCATION 3 – River Falls Police Department Billing	
River Falls Police Station – 2815 Prairie Drive (Entire property cut to 3").	\$
River Falls Police Station – 2815 Prairie Drive Landscape Management (Landscape management including pulling/spraying weeds, pruning bushes/plants, and installing City provided mulch).	\$ Per Hour
LOCATION 4 – Sterling Ponds Corporate Park Billing	
Sterling Ponds Corporate Park (All cut to 3" - Along the paved trails in the corporate park starting at Casey Street, including Sutherland Avenue, and Balmoral Place).	\$
LOCATION 5 – Sterling Ponds Residential Streets Billing	
(Can be billed with location 1)	
Sterling Ponds Residential (All cut to 3" - Along the paved trail on Chapman Drive from Casey Street to Huppert Street. Kingsbarn Avenue sidewalk on the southwest side (behind homes on Cambridge Pl) starting at Newcastle Drive to Chapman Drive. Along the paved trail on Newcastle Drive, from Kingsbarn Avenue to Kingston Street to Sterling Ponds neighborhood park. Along the paved trail connecting Newcastle to Casey Street by the stormwater pond).	\$
Sterling Ponds Rough Cut Grass Trails (All cut to 3" - Behind Sterling Ponds neighborhood park, behind Husby Way, behind Brentwood Circle, North of Newcastle).	\$
Sterling Ponds Residential Medians Landscape Management (Landscape management including pulling/spraying weeds, pruning bushes/plants, and installing City provided mulch).	\$ Per Hour
LOCATION 6 – Sterling Ponds Residential Park Billing	
Sterling Ponds Park (Entire Park cut to 3", including moving picnic tables and soccer nets. Along paved trail entrance off Kettering Road).	\$
LOCATION 7 – Sterling Ponds Solar Garden Billing	
Solar Garden (Behind arborvitaes to bottom of hill of solar garden and between and under each panel. This can be done every 3 weeks and rough cut to 3").	\$
LOCATION 8: Liberty Road Landscape Management	
(Can be billed with location 1)	
Liberty Road – Residential Medians Landscape Management (Landscape management including pulling/spraying weeds, pruning bushes/plants, and installing City provided mulch).	\$ Per Hour

Exhibit B - Contractor Lawn Care Responsibilities Location 1 - 8 Maps





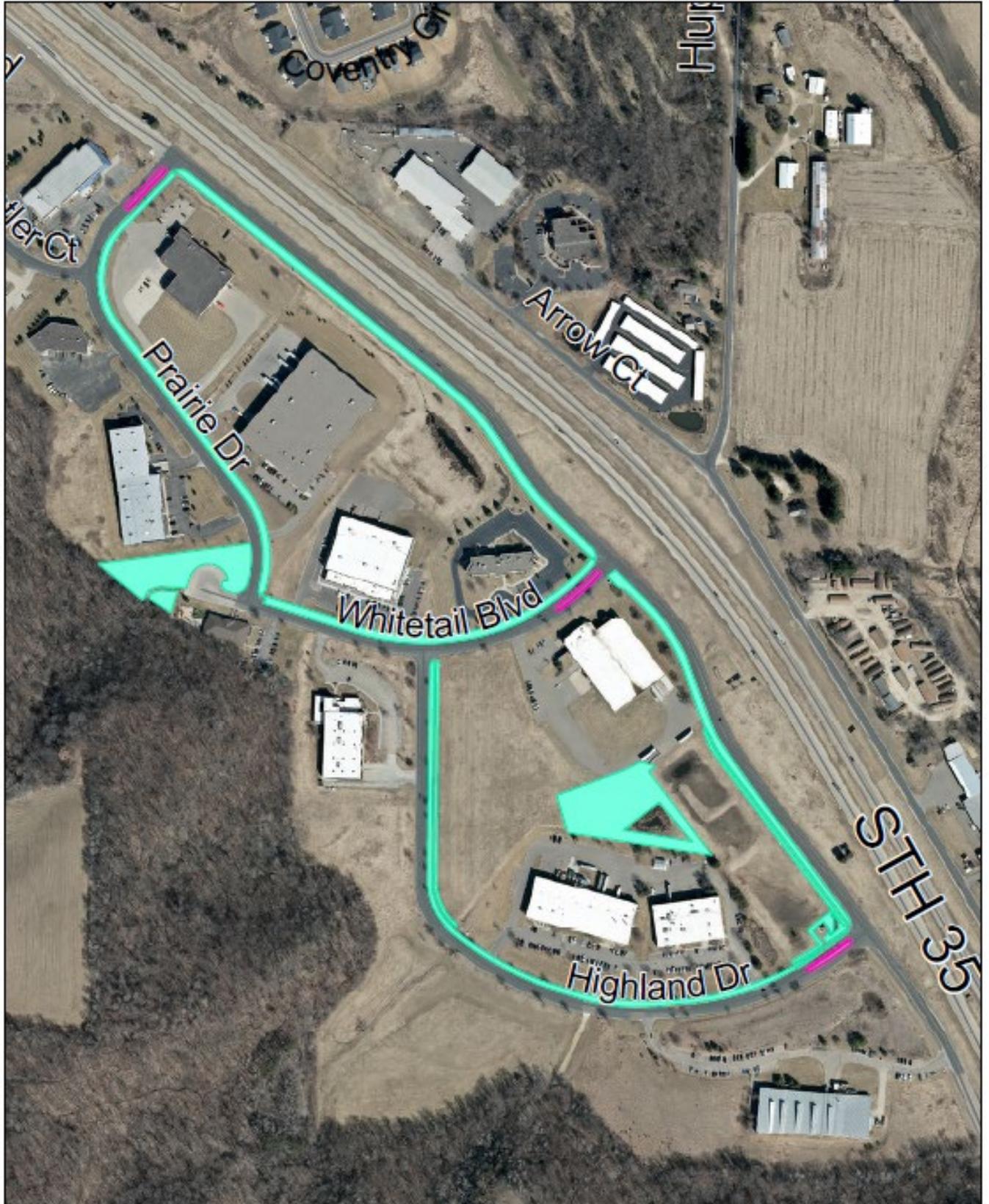
Lawn Mowing Location 1 - Streets





-  Mowing Areas
-  Medians

Lawn Mowing Location 2 - Whitetail Corp Park



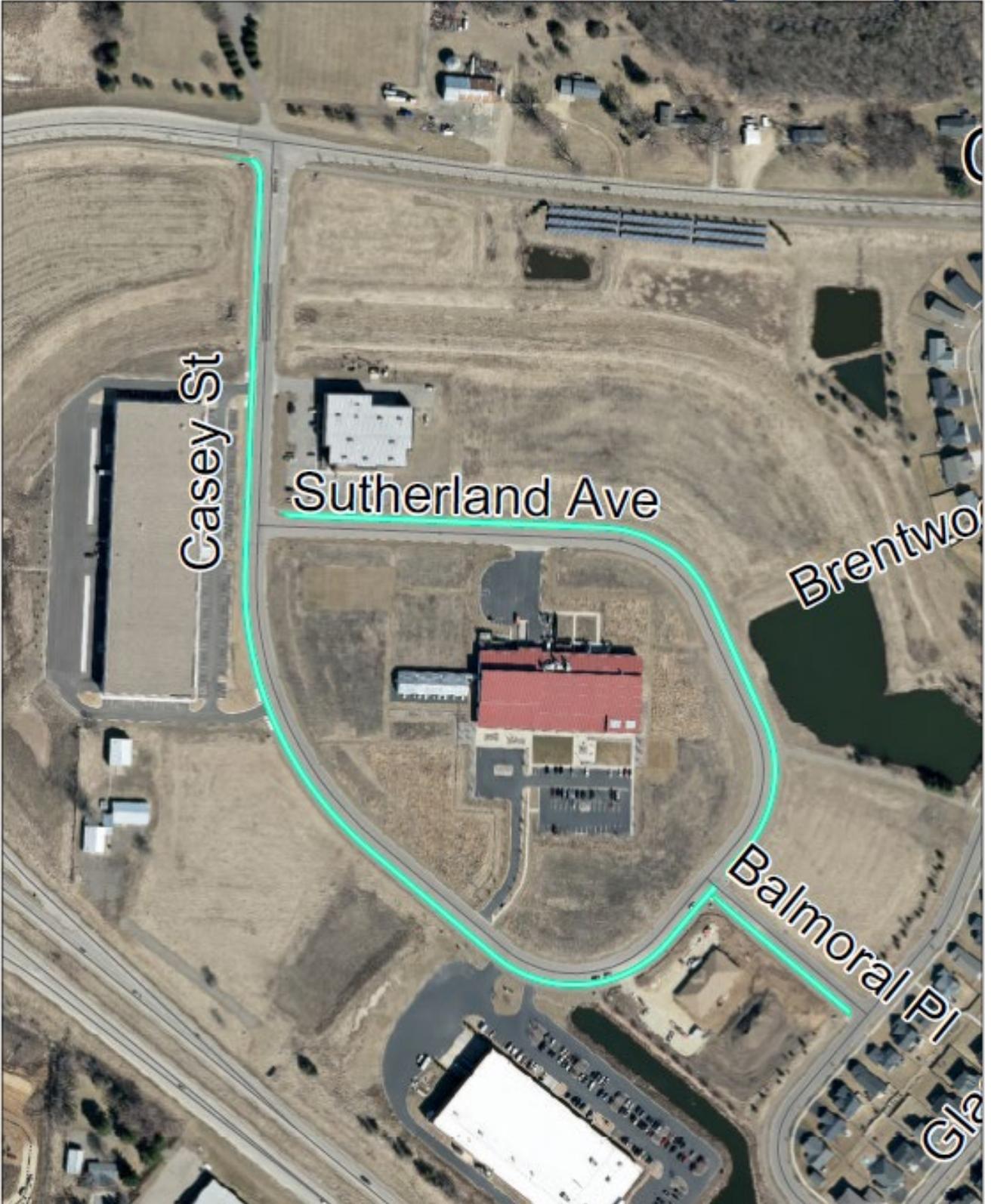


Lawn Mowing
Location 3 - River Falls Police Dept





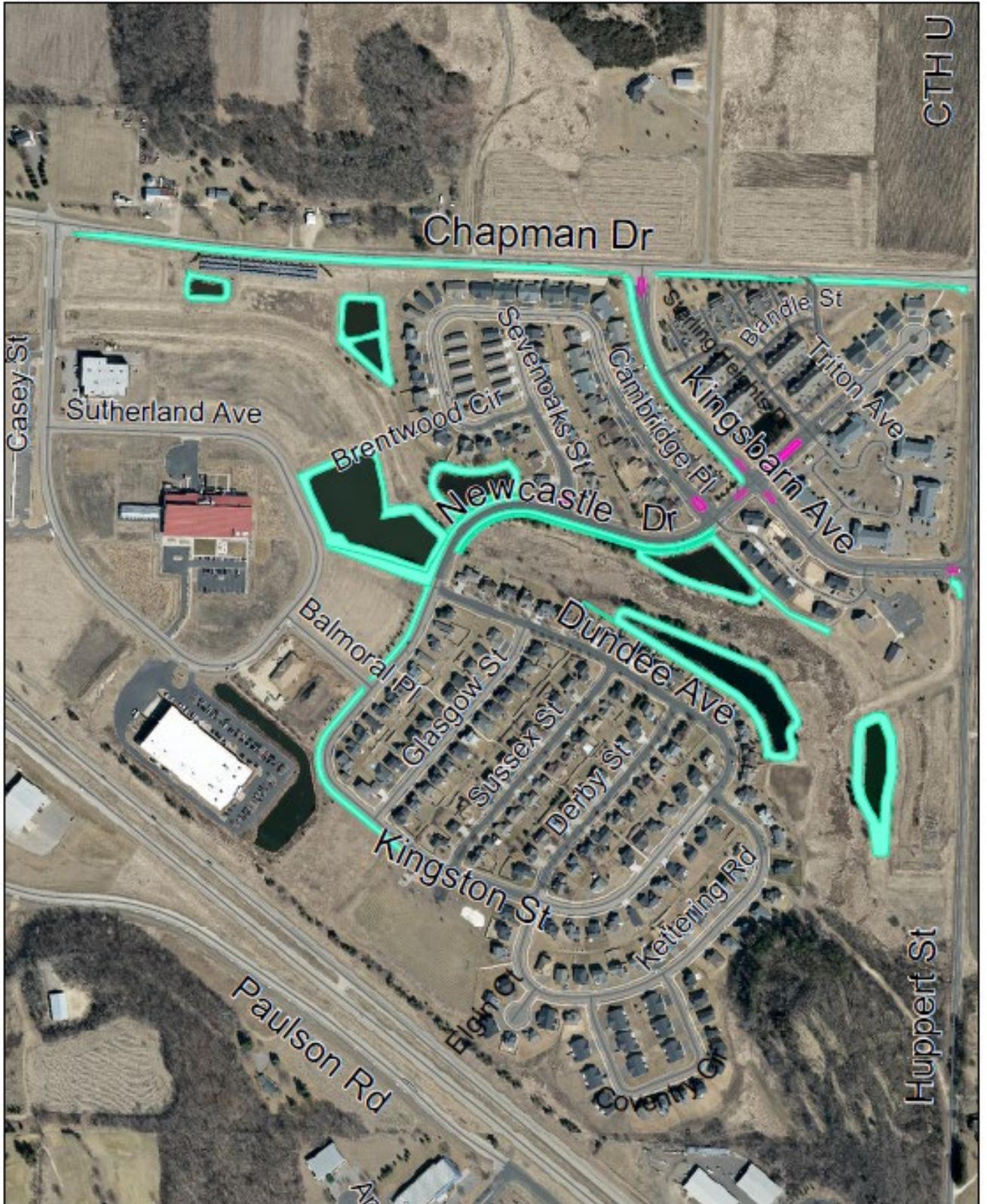
Lawn Mowing
Location 4 - Sterling Ponds Corp Park





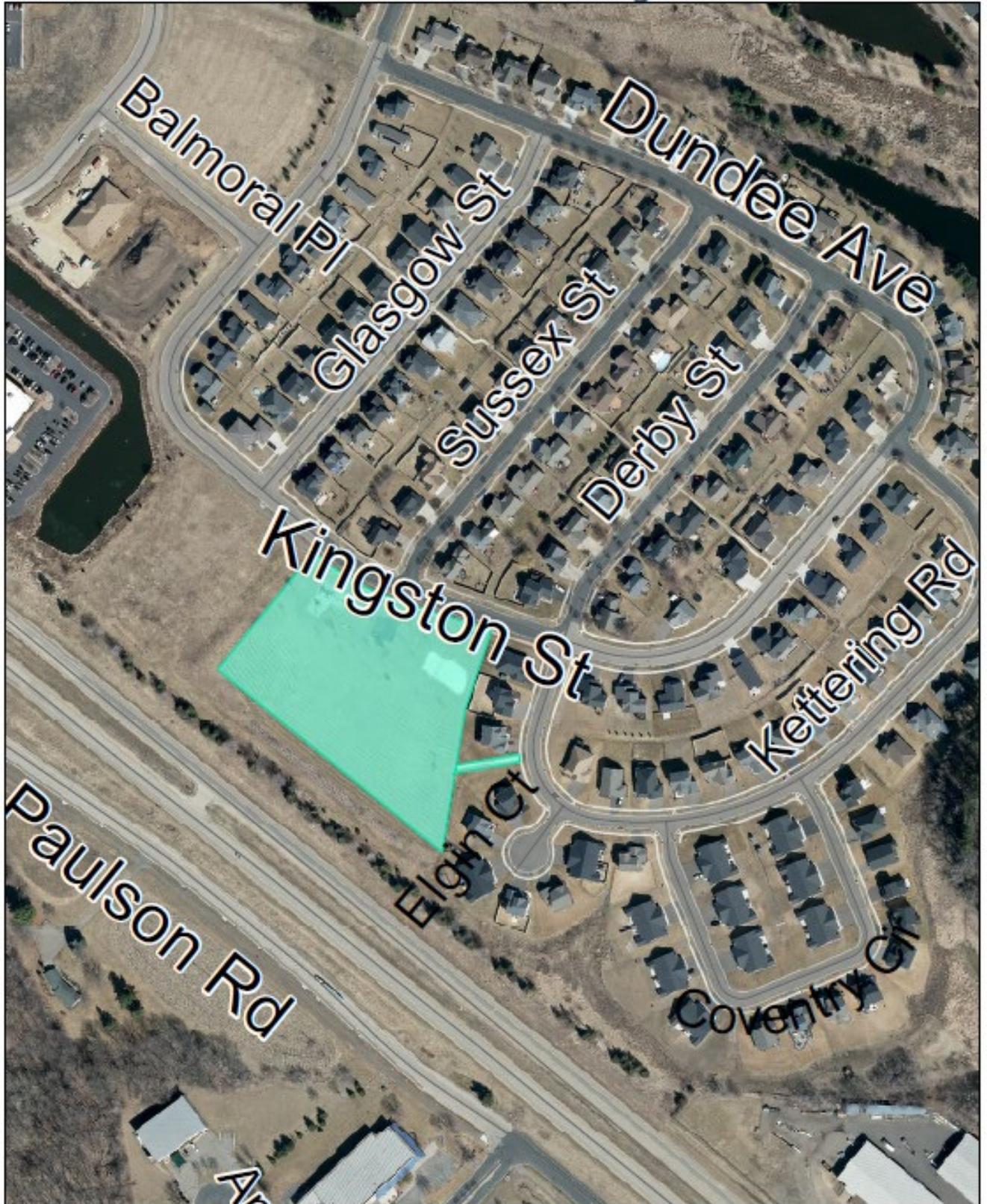
- Mowing Areas
- Medians

Lawn Mowing Location 5 - Sterling Ponds Residential Streets





Lawn Mowing
Location 6 - Sterling Ponds Residential Park





Lawn Mowing Location 7 - Sterling Ponds Solar Garden



-  Mowing Areas
-  Medians

Lawn Mowing Location 8 - Liberty Road

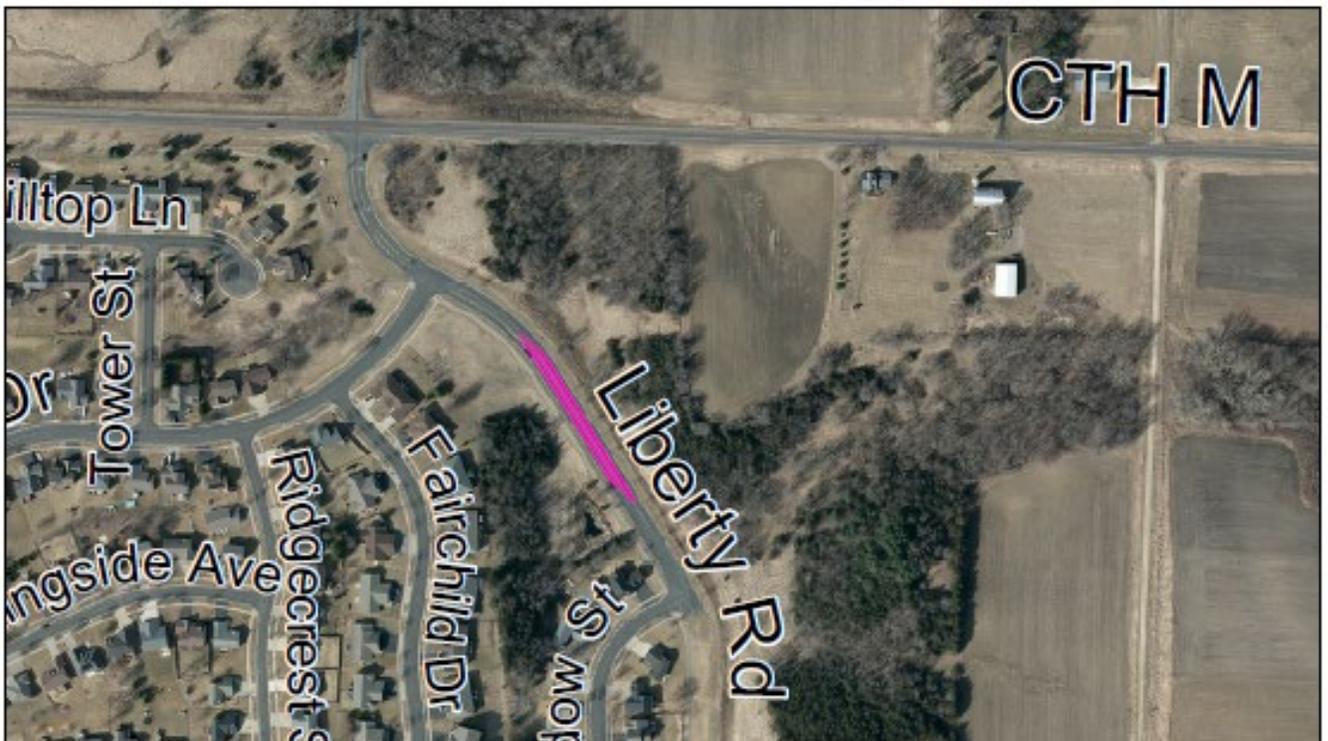


Exhibit C



**Contract for Lawn Care Services
THE CITY OF RIVER FALLS**

1. Services Provided

Exhibit A Pricing Proposal RFP Worksheet, hereto included as part of this Contract for lawn care services for the City of River Falls, herein referenced as City, illustrates the professional services to be provided by _____ herein referenced as Contractor. The Contractor will provide necessary labor and equipment to provide services relative to lawn care within the City of River Falls corporate limits.

2. Contract Term

The contract term shall be for a period of three (3) years, commencing on May 1, 2026, with one (1) optional two (2) year extension, unless sooner terminated pursuant to Section 5.

3. Payments

a. Monthly payments will be made on actual lawn care services provided for the City of River Falls as outlined in Exhibit A. Note some locations in Exhibit A shall be invoiced together.

Invoices will be mailed to:
City of River Falls
ATTN: Accounts Payable
222 Lewis Street
River Falls, WI 54022

b. Exhibit A shall be subject to an annual Consumer Price Index (CPI) adjustment effective annually every October 15, starting October 15, 2027. The CPI adjustment shall be based on the U.S. City Average, *All Urban Consumers, Professional Services, Not Seasonally Adjusted* (hereinafter referred to as "Professional Services CPI") calculated as the increase for a 12-month period from August of the prior year to August of the current year.

- By way of example, the Professional Services CPI for August 2023 – August 2024 was 421.297 and in August 2024 it was 427.816, or a percent increase of 1.55 percent effective for the upcoming year fee structure as of October 15, 2025.

4. Changes in the Work

The City of River Falls may make changes in the scope of the work required to be performed by the Contractor by making addition thereto, or by omitting work therefrom, without invalidating the contract, and without relieving or releasing the Contractor from any of its obligations under the contract.

Such changes in work will be documented and added to the contract as an amendment and approved by both the City and Contractor.

5. Termination

Either party to the agreement can terminate the agreement upon forty-five (45) days prior written notice to the other. Upon such termination the only liability will be that of the City for any services performed by the Contractor prior to the effective date of termination.

6. Care of Work

- a. The Contractor is to communicate with the Public Works Manager and/or Street Maintenance Supervisor in the event lawn care services cannot be delivered.
- b. Should either party to the agreement become aware of any damage to the City's turf or infrastructure that occur during provided lawn care services, the party learning of the damage to the City's turf and infrastructure shall promptly notify the other party within 24 hours of becoming aware of the damage. This notification may be made orally. Both parties to the Agreement reserve the right and shall be entitled to investigate any reports of damage to the City's facilities.

7. Fitness for Duty:

- a. The Contractor will ensure employees possess the physical and mental capacities to perform the essential functions of an employee's job safely and effectively, with or without reasonable accommodation for disability, in a manner that does not present a threat of harm to self or others. Fitness for duty includes, but is not limited to, being free from alcohol- or drug-induced (whether legitimately prescribed, illicit, or over the counter) impairment that affects the employee's ability to perform the essential functions of the job.

8. Accident Prevention

- a. The Contractor shall always exercise proper precautions for the protection of persons and property and shall be responsible for all damage to persons or property either on or off the site which occur because of the Contractor's fault or negligence in connection with the execution of the work. The safety provisions of applicable ordinances and laws and building and construction codes and all ordinances and rulings hereon concerning work under the contract shall be observed, and the Contractor shall take or cause to be taken such additional safety and health measures as the City of River Falls may determine to be reasonably necessary. Machinery, equipment, and hazards shall be guarded in accordance with the safety provisions of all local, county, state and federal laws and regulations.
- b. The Contractor shall be solely responsible for any and all applicable workers' compensation insurance, unemployment insurance, social security, self-employment tax and any other applicable tax or insurance coverage. The Contractor

- acknowledges that it is not entitled to any benefits beyond the payment for provided lawn care services.
- c. The Contractor shall provide proper traffic control of both vehicular, cyclist and foot traffic when working in the streets and intersections.
 - d. The Contractor shall maintain an accurate record of all cases of death, occupational disease and injury requiring medical attention or causing loss of time from work arising out of and in the course of employment on work under contract. The Contractor shall promptly furnish the City with reports concerning these matters.
 - e. The Contractor shall indemnify and save harmless the City from any claims for damages resulting from personal injury and/or death suffered or alleged to have been suffered by any person or corporation, public or private, any damage to or destruction of property, public or private, as a result of any work conducted under this contract.

9. Use of Premises

- a. The Contractor shall confine its equipment, storage or materials and operations to the limits prescribed by ordinances or permits or as may be directed by the City.
- b. The Contractor shall comply with all reasonable instructions of the City and the ordinances and codes of the City regarding signs, advertising, traffic, fires, signal barricades and fire prevention and all safety laws, ordinances, and rulings.

10. Insurance

- a. The insurance coverage must include, and the insurance certificate must indicate waivers of subrogation on all policies in favor of the City, and all policies (except for workers compensation insurance) must include the City of River Falls as an additional insured.
- b. Contractor shall not commence work under this contract until they have obtained all insurance required under this Section and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved.
- c. Minimum Requirements

1. Workers' Compensation Insurance and Employer's Liability Insurance:

- The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. Coverage shall be provided by an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain Employer's Liability Insurance similarly to the Contractor.

- Required Limits:
 - Coverage A - Coverage will include Statutory requirements
 - Coverage B - Employers Liability
 - \$500,000 Each Person
 - \$500,000 Each Person by Disease
 - \$500,000 Policy Limit – Disease

General Liability Insurance:

- The Contractor shall maintain during the life of this contract, Commercial General Liability Insurance, naming and protecting Contractor and the City of River Falls against claims for damages resulting from (a) bodily injury, including wrongful death, and (b) property damage which may arise from operations under this contract whether such operations be by Contractor or by any subcontractor or anyone directly or indirectly employed by either of them.
- Commercial General Liability (form CG0001 or equal) with minimum limits of:
 - \$2,000,000 Each Occurrence
 - \$2,000,000 Personal Injury
 - \$2,000,000 Products/Completed Operations
 - \$2,000,000 General Aggregate
- Coverage shall include Contractual Liability coverage insuring the contractual exposure as addressed in this contract.
- There shall be no exclusion or limitation for the Explosion (X), Collapse (C) and Underground (U) hazards.
- Coverage shall also include Products/Completed Operations (CG2037 or equivalent)
- City of River Falls shall be named as Additional insured (CG2010 or equivalent).
- The Commercial General Liability coverage shall be endorsed with the Designated Construction Project(s) General Aggregate Limit endorsement (CG 2503 or equivalent).

2. Automobile Liability Insurance:

- The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect Contractor against claims for damages resulting from

(a) bodily injury, including wrongful death, and (b) property damage which may arise from the operations of any owned, hired, or now-owned automobiles used by or for Contractor in any capacity in connection with the carrying out of this contract.

- The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:
 - Bodily Injury and Property Damage - \$1,000,000 Combined Single Limit

3. Minimum Scope of Insurance:

- All Liability Insurance policies shall be written on an "Occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Wisconsin and must be placed with an insurer that has A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City of River Falls.

4. Certificate of Insurance:

- All Certificates of Insurance shall be filed with the City of River Falls on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance, coverage modifications and endorsements required by the preceding Sections A, B, C, D and showing the City of River Falls is an additional insured where required. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of River Falls thirty days, notice of cancellation non-renewal or any material reduction of insurance coverage.

11. Assignments

- A. Neither the Contractor nor the City shall sell, transfer, assign or otherwise dispose of the contract or any portion thereof or of his right, title, or interest therein or his obligations thereunder, without written consent of the other party.

12. Indemnification

- a. The Contractor shall indemnify and hold harmless the City and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claims, damage, loss or expense is attributable to bodily injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent or willful act or omission of the Contractor and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Contractor and its suppliers shall indemnify and hold harmless the City from and against claims filed under workers compensation statutes.

- b. In any and all claims against the City or any of their agents or employees by any employee of the Contractor, any subcontractor anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

13. Governing Law

This agreement is governed by the laws of the State of Wisconsin. Any suit between the parties shall be brought only in the courts of Pierce County in the State of Wisconsin.

14. Responsibilities of Contractor

Except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, heat, power, transportation, superintendence, temporary construction of every nature, changes, levies, or fees or other expenses incurred; and all other services and facilities of every nature whatsoever necessary for the performance of the Contract within the specified time.

15. Severability

If any portion of this agreement is found to be unenforceable or invalid by judicial authority, it shall not affect the remaining portions of the agreement.

IN WITNESS WHEREOF, the City and said Contractor have hereunto set their hands and seals the day and year first above written.

FOR THE CONTRACTOR

(Signature)

(Name)

(Title)_____

Date _____

RECOMMENDED FOR APPROVAL

Public Works Manager

FOR THE CITY OF RIVER FALLS

City Administrator

Date _____