



REQUEST FOR PROPOSALS: FLOWERS ON DOUGLAS

400 BLOCK W. DOUGLAS AVE to 900 BLOCK E. DOUGLAS AVE
WICHITA, KANSAS

Issued: September 15, 2026

Invitation: Downtown Wichita, a 501(c)3 downtown management organization, is seeking qualified seasonal landscaping services for our signature placemaking project, Flowers on Douglas. Since 2017, Flowers on Douglas has beautified Wichita's main street with customized plantings and expert care, adding vibrant colors and engendering community pride.

Issuing Organization: Downtown Wichita

The proposal shall be signed and submitted via email, with a subject line clearly marked "Flowers on Douglas," and delivered via email to the Issuing Organization prior to the time noted below. Questions regarding the contents of the proposal shall be submitted in writing via email to:

Heather Schroeder
Executive Director
Downtown Wichita
Ph: 316-235-9921
Email: heather@downtownwichita.org

Proposals due on or before: November 2, 2026, at 5:00 p.m.

No proposals or modifications will be considered orally nor via text message, postal mail or fax. Only formally written proposals submitted through email before the deadline will be considered.

All complete proposals submitted on time will be evaluated and the winning proposal will be announced on November 9.

Contract awards shall be made only to responsible contractors that possess the ability to perform successfully under the terms and conditions. Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources shall be considered.

1. Introduction and Background

The **Flowers on Douglas** initiative is a premier urban beautification program dedicated to transforming the [Downtown Wichita](#) corridor into a vibrant, welcoming environment. Managed by Downtown Wichita and funded through a combination of community contributions and annual funding from the Self-Supported Municipal Improvement District (SSMID), this project aims to

enhance aesthetic appeal, drive local foot traffic, support economic vitality, and boost community pride in downtown Wichita.

Currently, the initiative features **108 concrete ground planters** (in two styles, approximately 48” and 58” in diameter) and **126 hanging baskets** along Douglas Avenue. The organization is seeking comprehensive, competitive proposals from qualified professional landscaping firms to manage the procurement, installation, and seasonal maintenance of these fixtures.

2. Scope of Work

The selected contractor will provide all materials, labor, specialized tools, and transportation necessary to execute a turn-key landscaping and maintenance program.

Materials Procurement

- **Flora:** Source high-quality, weather-resilient annuals, including approximately 167 flats of flowers per planting cycle (such as spring pansies and summer annuals).
- **Supplies:** Supply commercial-grade, nutrient-rich soil, hanging pots and any replacement hanging pots during the season, and slow-release fertilizers as required.
- **Water Supply:** Arrange with City of Wichita Public Works for hydrant key and meter and/or for free water access at Herman Hill Park filling stations.

Labor and Maintenance Services

- **Planting:** Execute complete multi-seasonal planting schedules (typically two primary rotations per year). Coordinate volunteer instructions and assignments to assist with both the March and June plantings.
- **Watering:** Perform routine, consistent watering tailored to Wichita’s summer climate to ensure plant longevity.
- **Plant Care:** Provide ongoing weeding, deadheading, pruning, pest management, and immediate replacement of dead or vandalized flora.
- **Site Cleanup:** Ensure clean workspaces during servicing. Remove any plant debris or spilled soil from pedestrian walkways, including debris caused by vandalism to flowers or pots.

Vehicles and Logistics

- **Fleet Requirements:** Supply all maintenance vehicles equipped to safely navigate dense downtown traffic and pedestrian areas. Secure off-street parking (at contractor’s expense if parking in paid lot or garage).
- **Water Mobility:** Utilize vehicles fitted with mobile water tanks and custom pumping/spraying equipment capable of reaching elevated hanging baskets efficiently.
- **Water Supply:** Arrange with City of Wichita for hydrant meter and/or for free water access at Herman Hill Park filling stations.

Tools and Equipment

- **Sufficient Inventory:** Provide all necessary tools (shovels, trowels, pruning shears, safety gear, etc.).
- **Infrastructure Support:** Maintain or supply hardware, hooks, and brackets required to secure hanging baskets safely.

3. Project Timeline

The standard contract term spans **one (1) year**, with an optional one-year extension based on performance.

- RFP Distribution: September 15, 2026
- Deadline for Questions: October 1, 2026 (direct questions to heather@downtownwichita.org; answers will be emailed and posted on downtownwichita.com).
- Proposal Submission Deadline: November 2, 2026
- Contract Award Date: November 9, 2026
- Spring Planting Cycle: Installed by March 12 (featuring frost-tolerant varieties like pansies), removed by June 4.
- Summer Planting Cycle: Installed June 4-7, removed between October 8-15 (featuring heat-tolerant summer annuals).
- Daily/Weekly Maintenance: Continuous execution from mid-March through early October.

4. Budget Parameters

- **Pricing Structure:** Proposers must submit a **fixed-fee itemized budget** breaking down annual costs. Bids must explicitly isolate expenses across the following categories: plant material, labor hours, supplies, and equipment. See provided **Pricing Structure Table**, attached.
- **Payment Schedule:** Payments will be disbursed equally in monthly installments following the March planting cycle.
- **Source of Funds:** Funding is provided by Downtown Wichita through its annual operating budget and is supplemented by community donations. Bids must present optimal cost-efficiency to maximize these philanthropic and non-profit resources.

5. Proposal Submission Guidelines

To ensure a fair evaluation, all submissions must include the following components structured in sequential order:

- **Executive Summary:** A brief profile of the company, years in business, and corporate credentials.
- **Technical Approach:** A detailed description of how your team will fulfill the maintenance frequency, plant health management, and downtown logistics.
- **Inventory and Equipment List:** Verification of available tools, specific water-distribution vehicles, and description of staff uniforms/ID badges for field safety.
- **Cost Proposal:** An itemized **Pricing Structure Table** referenced in Section 4 and provided at the end of this document.
- **References:** A minimum of three (3) references from clients, including at least one (1) client categorized as civic, municipal, or a commercial district.

Submit one (1) digital PDF copy via email to heather@downtownwichita.org no later than November 2, 2026, at 5:00pm. Late submittals will not be accepted.

6. Evaluation Criteria

Proposals will be objectively reviewed by a selection committee comprised of project partners and Downtown Wichita representatives. Applications will be scored out of 30 total points based on the following metrics:

- **Experience and Qualifications** (5 Points): Proven track record maintaining public or highly visible commercial properties.
- **Technical Capability and Logistics** (10 Points): Adequacy of specialized watering vehicles, team size, and tools to handle 230+ distributed planters efficiently.
- **Cost Competitiveness** (10 Points): The total economic value and structural feasibility of the itemized budget.
- **References and Quality Control** (5 Points): Feedback from past clients regarding response times, plant health consistency, and adherence to public safety standards.

7. Insurance and Liability Requirements

The selected contractor shall, at its own expense, maintain in full force and effect during the term of the contract the insurance coverage outlined below. Proof of insurance must be submitted alongside the proposal.

- **Commercial General Liability:** Minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This must cover bodily injury, property damage, and personal injury occurring within the downtown right-of-way.
- **Automobile Liability:** Minimum of \$1,000,000 combined single limit. This is mandatory for all owned, non-owned, and hired vehicles used for watering and plant maintenance along Douglas Avenue.
- **Workers' Compensation:** Statutory limits as required by the State of Kansas, including Employer's Liability limits of not less than \$500,000.
- **Additional Insured:** The policy must name *Downtown Wichita*, the *City of Wichita*, and any designated partner entities as "Additional Insureds."
- **Indemnification:** The selected contractor agrees to defend, indemnify, and hold harmless the issuing organizations and the City of Wichita from any claims, damages, or liabilities arising directly out of the contractor's operations, negligence, or equipment use.

PRICING STRUCTURE TABLE: FLOWERS ON DOUGLAS

*Please complete all fields below, for both Spring Planting and Summer Planting.
If a field is not pertinent to your proposal, please write "N/A" to indicate Not Applicable.*

I. SPRING PLANTING

A. Plant Material

- Installed by March 12; Removed by June 4
- Cold-tolerant varieties, e.g. pansies and cabbages, planted in 108 ground planters of 48"-58" diameter.

Type of Plant	# Plants	Cost per Plant	Cost of Plants
(Required) Variety #1:			
(Optional) Variety #2:			
(Optional) Variety #3:			

Total Cost of Spring Plants: _____

B. Labor

Type of Labor	# Hours	Cost per Hour	Cost of Labor
Planting			
Mulching			
Watering			
Deadheading/Pruning/Fertilizing			
Plant Removal			

Total Cost of Spring Labor: _____

C. Supplies (Note: Soils were last replaced in Spring 2026.)

Type of Supply	# Items	Cost per Item	Cost of Supply
Fertilizer and pesticides			
Mulch (per 2 cu ft bag)			
Soils (per 2 cu ft bag)			

Total Cost of Spring Supplies: _____

D. Other expenses: Please list any additional charges you anticipate billing to Downtown Wichita.

Type of Expense	# Items	Cost per Item	Cost of Other Expense

Total Cost of Spring Other Expenses: _____

II. SUMMER PLANTING

A. Plant Material

- Installed June 4-7; Removed between October 8-15
- Heat-tolerant varieties, planted in 108 ground planters of 48"-58" diameter; and in 126 hanging baskets.
- Ground planter plans must factor in:
 - a. North versus south sun exposure
 - b. Drought tolerance
 - c. Vertical, filler, and cascading plants
- Hanging baskets must factor in:
 - a. Cascading plants
 - b. Drought tolerance

Type of Plant	# Plants	Cost per Plant	Cost of Plants
(Required) Variety #1:			
(Required) Variety #2:			
(Required) Variety #3:			
(Optional) Variety #4:			
(Optional) Variety #5:			
(Optional) Variety #6:			
(Optional) Variety #7:			
(Optional) Variety #8:			
(Optional) Variety #9:			
(Optional) Variety #10:			
(Optional) Variety #11:			
(Optional) Variety #12:			

Total Cost of Summer Plants: _____

B. Labor

Type of Labor	# Hours	Cost per Hour	Cost of Labor
Planting			
Mulching			
Watering			
Deadheading/Pruning/Fertilizing			
Plant Removal			

Total Cost of Summer Labor: _____

C. Supplies (Note: Soils were last replaced in Spring 2026.)

Type of Supply	# Items	Cost per Item	Cost of Supply
Fertilizer and pesticides			
Mulch (per 2 cu ft bag)			
Soils (per 2 cu ft bag)			

Total Cost of Summer Supplies: _____

D. Other expenses: Please list any additional charges you anticipate.

Type of Expense	# Items	Cost per Item	Cost of Other Expense

Total Cost of Summer Other Expenses: _____

TOTAL SPRING AND SUMMER COST PROPOSAL = _____