

**TUCKER-NORTHLAKE
COMMUNITY IMPROVEMENT DISTRICT**



REQUEST FOR PROPOSALS

Tucker-Northlake Landscape Services
(I-285/Lavista Interchange)

RFP #2020-01

Proposals Due May 22, 2020, 4:00 PM

Tucker-Northlake CID
3350 Northlake Parkway
Atlanta, GA 30345

SECTION 1: EXECUTIVE SUMMARY

The Tucker-Northlake Community Improvement District (CID) is a public-private partnership that strives to provide a clean, attractive and safe community for all who live, work and play in the Tucker-Northlake area. The visual appearance of the CID is critical to attracting new businesses to the district as well as retaining existing businesses.

We invite qualified firms to submit written proposals for **Landscape Services (I-285/Lavista Interchange)**, as described in Section Three of this Request for Proposals. This RFP includes bidder's instructions and a detailed scope of work.

RFP GOALS

The purpose of this project is to procure the services of a contractor that will provide superior service and workmanship in accomplishing the tasks outlined in this Request for Proposals. The RFP seeks to identify the Contractor's capabilities, approaches and tools in order to provide a solution for the Tucker-Northlake CID (the "CID") needs, as well as to solicit a cost for those services. Responses to the RFP will provide us with the appropriate level of information to make an informed decision.

SECTION 2: RFP SUBMITTAL

SUBMITTAL ITEMS

Submittals must include the following items to be considered complete and responsive to this Request for Proposals:

1. Title page identifying the RFP title and number, contact information of the project manager/key contact, address, telephone number, fax number, email address and date of submission.
2. One to two page cover letter summarizing the consultant's interest and understanding of the project and services to be performed.
3. Detailed Executive Summary describing the background of the firm, names and resumés (including an email address) of the project manager/key contact (if different) and key staff members who will work on the project and general suitability of the firm to perform this work.
4. Qualifications of the firm in performing this type of work. This should include examples of related experience and references for similar projects. Contractor must demonstrate successful past performance of the firm's ability to provide services as set forth in this specification. Contractors must detail three (3) references to document experience. References must be provided.
5. Proposers should identify any subcontractors who will provide services, their experience, and their individual qualifications.
6. A statement of project understanding and approach that addresses how the consultant will accomplish the identified scope of work. Proposers should demonstrate a general understanding of the project scope expected by the CID in providing roadside mowing and related maintenance services. As part of this understanding, Proposer's should address their availability to meet the CID's needs.
7. Cost Structure: The Attached Landscape Maintenance Pricing Sheet (Appendix C) shall be utilized for the submittal.
8. Completed Signature Page (Appendix A).

SUBMITTAL REQUIREMENTS

Submit your response with two (2) hard copies and one (1) electronic copy on a USB drive in a sealed envelope. Submit to:

Tucker-Northlake CID
Attn: Matthew Lee, Executive Director
3350 Northlake Parkway
Atlanta, GA 30345

Your response must be received by the date and time specified. Late receipt of bids will not be considered regardless of postmark/carrier. Proposals received after the bid deadline will be filed unopened. Emailed responses or other forms of electronic communication and other responses to this Request for Proposals will NOT be accepted. Deadline for bid proposals will be Friday, May 22, 2020 at 4:00 PM local time.

The body of the submittal shall include a maximum of twenty (20) double-sided pages (or 40 single-sided pages). Every effort should be made to make proposals as concise as possible. Proposals utilizing sustainable materials and delivery methods are encouraged.

All questions regarding the bid documents shall be made via email to the Project Manager, Beth Ganga, at bganga@tuckernorthlake.com. Responses to questions received before 4:00 PM on April 27, 2020 will be posted on the Tucker-Northlake CID's website no later than 4:00 PM on April 28, 2020.

Please reference Appendix B located at the end of this document for the complete Scope of Work proposed for this project and the Study area as well as Appendix C for budget and compensation information.

EVALUATION CRITERIA

The selection will be based on the qualifications of the consultant to complete the scope of work on time, within budget, and completing all tasks. It is the CID's intent to select directly from information gained from the submittal review. The CID reserves the right to call references provided in the submittal and to require phone or personal interviews with firms requiring additional evaluation. The following criteria will be used for the evaluation:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm.
2. Prior experience of the firm in completing work of this or similar nature.

3. The firm’s understanding of the Tucker-Northlake CID’s professional service needs and the ability to meet the business and operational requirements of the CID in a cost effective and timely manner.

4. The overall structure, content, and quality of the proposal and the proposed approach to meeting the CID’s needs.

The Executive Director will have the flexibility to modify the project scope. The Tucker-Northlake CID reserves the right to reject any/all proposals received or any part thereof and also may accept a proposal for all or a portion of the work proposed.

RFP and SELECTION TIMELINE

RFP released:	April 13, 2020
Questions Submitted in Writing by:	4:00 PM April 27, 2020
Answers to Questions provided to Bidders:	4:00 PM April 28, 2020
Proposals due to Tucker-Northlake CID:	4:00 PM May 22, 2020
Finalist Interviews (if needed):	Week of May 25, 2020
Selection:	June 1, 2020
Contract to Start:	July 1, 2020

SECTION 3: SCOPE OF WORK

Geographic Area (Includes Right of Ways)

Lavista Road/I-285 Interchange

Four quadrants of the interchange, including both sides of the ramps from I-285 R/W line to edge of pavement of I-285, all within GDOT R/W.

Basic Services

1. CID/Contractor Responsibilities & Maintenance Guidelines

- 1.1 The landscaping contractor shall be recognized as an expert having unique methods of maintenance, which have been proven by experience. It will be his/her responsibility to keep the Landscape in a freshly mowed, edged and trimmed appearance at all times, and as within the CID's budget. THE CONTRACTOR IS REQUIRED TO HAVE A STATE LICENSED COMMERCIAL PESTICIDE APPLICATOR ON STAFF.
- 1.2 To control and prevent problems with plant insects and diseases, use good horticultural practices. Healthy, well cared for plants are much less likely to have these problems.
- 1.3 Prune and remove any damaged or dead branching promptly as this can attract a host of diseases and insect problems.
- 1.4 Maintenance personnel should be trained in the proper use of all equipment. Pruning tools and other equipment should be kept clean to prevent transmission of pathogens or insects to uninfected plants. Maintenance personnel should be instructed to look for problems during the workday and report any irregularities in the landscape.
- 1.5 CID reserves the right to prohibit poorly maintained equipment from being used in connection with the services described herein. Contractor should not permit any equipment onsite with leaking fluids of any type (oil, radiator, transmission, brake, etc.)

2. Inspections, Observations & Reports

- 2.1 MONTHLY OBSERVATION REPORT: Contractor should provide a monthly inspection report prior to performing any landscape work. Inspection report should note dead plant material, diseased plantings, struggling turf, struggling or dead trees, storm damage, vandalism, condition of seasonal flowers, etc.
- 2.2 MONTHLY SERVICE REPORT: Contractor should provide a monthly service report independent of the above detailing work performed during the week, (i.e. turf mowing, fertilization, pruning, edging, plant installations, etc.)
- 2.3 QUARTERLY INSPECTION: Contractor should coordinate meeting with Project Manager to walk the landscaping areas as a quality control inspection. Contractor should document observations made and/or action items to correct and provide a copy to the CID. Correction of action items should be identified in quarterly inspection report.

3. Safety

- 3.1 All materials and performance of work should meet all current Federal Health and Safety Laws, including but not limited to OSHA requirements. Material Safety Data Sheets of all supplies and chemicals used should be posted. The Contractor should satisfy the Georgia Department of Transportation's (GDOT) "Work Zone" safety and signage requirements.
- 3.2 Contractor will be required to supply and wear vests which should include the lettering "Tucker-Northlake CID" on the back when performing work for the CID. Contractor acknowledges that no sanitary facilities are provided by the TNCID in the Work Area and Contractor agrees to make provisions for same to its employees.

4. Turf Grass Areas

- 4.1 Mowing frequency should coincide with the schedule (Appendix B). All turf should be mowed at least once per week during peak

growing periods as within the budget. During the winter months, mowing should be done on an as needed basis.

- 4.2 Commencement and Continuation of Services: mowing operations should commence according to schedule (Appendix B), soil conditions permitting.
- 4.3 TRASH/DEBRIS: Contractor should remove all trash and debris from all landscape areas including turf areas and islands prior to commencement of mowing operations and following mowing operations when new or remaining trash/debris is present.
- 4.4 For tire removal, the submitted lump sum bid is to include a total of ten (10) tires per month. The disposal cost for the ten tires per month are also to be included in the lump sum bid. If greater than ten tires per month if necessary, the cost for the removal, including disposal costs, should be negotiated between the Executive Director of the TNCID and the selected contractor.
- 4.5 MOWING: Grass should be mowed during the growing season to ensure height is maintained at 2" – 3" for broadleaf (red fescue, bluegrass, rye, etc.) and 1.5" – 2.5" for Bermuda grass. All areas adjacent to hardscape, paved areas, landscape beds, and tree rings should be mechanically edge trimmed upon completion of mowing operations 1x every 4 weeks. Reference Appendix B for quantities.
- 4.6 Mower should have a mulching blade with no side discharge. Contractor is responsible for the clean up and removal of all debris.
- 4.7 EDGING: In this operation, all lawn areas should be kept neatly edged and all grass invasions eliminated from bed areas and tree collars. Edging should be done in conjunction with mowing. Use edger to cut beds under hedges or under trees with low branching habits and curb lines. Keep all bed areas sharply edged and restrain ground covers from growing into turf areas. Turf adjacent to walks, curbs and non-curbed drive lanes should be edged in a quantity identified in Appendix B.

5. Pesticides, Herbicides & Fungicides

- 5.1 A thorough inspection of all plantings and lawn areas should be performed at each service visit by the maintenance supervisor to detect any fungi or insect infestations. All infestations should be immediately treated with insecticides or fungicides as necessary to provide effective control.
- 5.2 Supervisory personnel should be knowledgeable and well trained and able to detect infestations. Personnel should follow manufacturer's instructions for all pesticide and fungicide applications and carry any necessary qualifications or license required by law. All chemicals should be used in strict accordance with the federal, state and county directives on environmental control and carry an EPA approval number.
- 5.3 Pest control is done on an "as needed" and preventive basis. Maintenance personnel should be able to recognize plant material decline due to disease or insect infestation and control the pest before it becomes a major problem. Ants are considered a "pest" and will be treated accordingly to prevent infestation.
- 5.4 Licenses/Permits and Compliance: Contractor should obtain and maintain all necessary permits and licenses required for the services. Contractor should comply with all applicable codes, ordinances, rules, regulations and laws governing the services required to be performed.

6. Fertilization – Landscape Plant Materials

- 6.1 All plant material (including but not limited to shrubs, plant beds, flower beds and ground cover) should be fertilized at appropriate intervals throughout the growing season as may be required to ensure healthy and thriving condition.
- 6.2 SHRUB & GROUND COVER: In shrub and groundcover beds, fertilizer should be applied 2 times per year, Spring Feeding (April/May,) and Fall Feeding (September). Apply fertilizer at the rate of 1 pound

complete fertilizer per 100 square feet, (when hand broadcasting, evenly apply ¼ cup fertilizer beneath each plant).

- 6.3 Contractor should provide and install warning flags that delineate areas receiving chemical applications including fertilizer, and pesticide or herbicide treatment. Flags should be removed at next service date.

7. Weed Abatement

- 7.1 BEDS: Contractor should ensure that all landscape beds, tree rings & gravel bed areas with mulch and/or ground cover are kept in a weed free condition at all times by hand-pulling weeds during maintenance operations.
- 7.2 Any vertically growing weeds three inches in height or width should be removed manually.
- 7.3 Contractor should keep property free of undesirable invasive exotics. Use of non-selective sterilants is prohibited.
- 7.4 PAVEMENT: Contractor should treat all weed growth from cracks and joints in flat surfaces (i.e., curbs, sidewalks and medians) as noted on the site plan during weekly maintenance operations. Activity occurs weekly for the durations when center is susceptible to weed growth.

8. Trimming and Pruning

- 8.1 General Care: At each service visit, remove dead limbs and branches from trees, shrubs and ground covers promptly as these can attract pests and diseases. No pruning should be performed that alters the shape, height and fullness with respect to the intended character of the plantings.
- 8.2 TREE PRUNING: Remove all sucker growth regularly during service visits to maintain a neat appearance. Remove any limbs that may interfere with normal pedestrian traffic as noted on monthly

inspection report. Cuts should be made close to the trunk or major branch; stubs are unsightly and may attract pests and diseases. Major pruning should take place once per year in the spring (April/March) or as needed to maintain plant health and appearance. All trees and evergreens (up to 8" in trunk diameter) should be pruned up to a height of 12 feet to remove dead or damaged branches in a manner that promotes blooming and supports the natural shape of the tree. Pruning for trees requiring a bucket truck is not included in scope. Major pruning occurs once per year.

- 8.3 SHRUB PRUNING: Prune shrubs to their natural habitat and growth periodically. Use hand clippers to remove odd or long undesirable branches, keeping the shape natural and uniform. Remove branching which may interfere with normal pedestrian/vehicular traffic. On ornamental clump grasses, prune dead leaves at base. Reference Appendix B for quantities.

- 8.4 GROUNDCOVER PRUNING: Prune groundcovers to their natural habitat and growth periodically. Use hand clippers to remove odd or long undesirable branches, keeping the shape natural and uniform. Ground cover should be maintained 4 to 6 inches off edges, and should be sheared or trimmed back annually in accordance with the recommended horticultural practices. Refer to Appendix B for quantities.

- 8.5 SHEARING: Tools used are manual or power-oriented hedge shears. There may also be a need for pruning saws and small hand pruning shears. All shrubs are to be pruned at the base, then at the top. And no more than one-third the plant heights should be cut back at any one time. Always attempt to encourage hedge and shrub masses to grow together; do not prune plants individually. Shearing or clipping should be practiced on shrubs and hedges to give them a neat, uniform, symmetrical appearance. This is done to encourage them to fill out, and to ensure safety of all pedestrian and vehicular traffic. Formal hedges should be pruned to maintain a hedge-type appearance. Reference Appendix B for quantities.

9. Clean Up

- 9.1 SPRING CLEANUP: Operations should include removal of all debris, refuse and sand that has accumulated throughout all landscape areas including turf and curb areas and all planters over the winter. This should include removal of sediment that has collected in the curb/gutter line and removal of vegetation from the roadway curb line either by hand or through chemical treatment. Reference Appendix B for quantity.
- 9.2 WEEKLY CLEAN UP: Includes picking up & removal of trash and debris, leaves, branches, illegal signs, etc. Reference Appendix B for quantity.
- 9.3 FALL CLEAN UP: Final mowing of the season should include edging, raking/blowing and bagging of all leaves and plant debris and removal of said debris from the site. This includes removal of sediment that has collected in the curb/gutter line and removal of vegetation from the roadway curb line either by hand or through chemical treatment. After final mow, contractor should continue with leaf and bed clean up services, removal and disposal until leaves have fallen for the season. Contractor should ensure that the maximum height of grass areas is not exceeded.

10. Pine Straw

- 10.1 General: Contractor should provide and install only clean, toxic free pine straw, free of disease and weed materials. Pine straw should be in natural type and match existing color.
- 10.2 Contractor should provide and apply material to all landscape beds, islands, a 24-inch radius around tree bases, in conformance with existing conditions. Depth of pine straw should be in conformance with industry standards. Pine straw quantity is herein illustrated in Appendix B. Pine straw applications should be collared and tucked at curb lines.

END OF SCOPE OF WORK

SECTION 4: SPECIFIC INSTRUCTIONS

This section provides guidelines and detailed instructions to answer questions and bid on all services described in this RFP. All instructions below should be strictly followed unless otherwise stated.

Contract Type

The Contractor selected by the Tucker-Northlake CID will be required to execute one agreement. The contract terms and conditions, as outlined herein, are non-negotiable. Submission of a proposal signifies Respondent's agreement to these terms.

It is currently anticipated that the Service Agreement will be a **fixed price** contract for a period of three twelve-month terms, renewing annually automatically. In the case of a Fixed Price contract, there will be no final adjustment to actual expenses incurred by Contractor to perform the duties detailed in this RFP. The Property requires that all duties called for in the RFP be carried out in a first class manner.

RFP Terms and Conditions

Respondent Acceptance of RFP

By submitting a proposal, the Respondent signifies acceptance of the terms and conditions of this RFP.

Acceptance/Rejection Process

The Tucker-Northlake CID reserves the right to make an award without further discussion of the proposals submitted. Subsequent to the receipt of the proposals, and at the Tucker-Northlake CID's option, discussions may be scheduled with individual respondents if it becomes necessary to clarify elements of their proposal. Each Respondent shall be prepared to elaborate upon and clarify its written proposal.

Amendment and Withdrawal

The Tucker-Northlake CID reserves the right to amend this RFP prior to the due date of the Proposal. If it becomes necessary to amend any part of this RFP, an addendum will be posted to the CID website.

Confidentiality

Information used herein shall mean both (i) written information received from the other party which is marked or identified as confidential, and (ii) oral or visual information identified as confidential at the time of disclosure which is summarized in writing and provided to the other party in such written form promptly after such oral or visual disclosure.

Each party may use information received from the other party hereunder, and may provide such information to its parent corporations, if applicable, and their respective employees for their use only in connection with the evaluation and execution of this RFP. Each party agrees that, for a period of two (2) years from receipt of information, such party shall use the same means it uses to protect its own confidential and proprietary information, but in any event not less than reasonable means, to prevent the disclosure and to protect the confidentiality of the information received. The foregoing shall not prevent either party from disclosing information which belongs to such party or is (i) already known by the recipient party without an obligation of confidentiality, (ii) publicly known or becomes publicly known through no unauthorized act of the recipient party, (iii) rightfully received from a third party without obligation of confidentiality, (iv) independently developed by the recipient party without the use of the other party's information, (v) disclosed without similar restrictions to a third party by the party owning the information, (vi) approved by the other party for disclosure, or (vii) required to be disclosed pursuant to a requirement of a governmental agency or law so long as the disclosing party provides the other party with notice of such requirement prior to any such disclosure.

Cost of Proposal Preparation

The costs of developing and submitting a Proposal are entirely the responsibility of the Bidder. All proposals will become the property of the Tucker-Northlake CID.

Inquiries/Submission

Non-compliance to the terms and conditions of this RFP may result in the rejection of a proposal.

Lawsuits and Legal Actions

The Tucker-Northlake CID requires information about any significant or relevant lawsuits, liens, restraining orders, consent decrees, foreclosures or other legal/financial actions either now or pending, in progress or which have been brought against the company or any of its officers/principals in the past three years.

Sub-Contracting and Assignment

The Respondent shall not sub-contract the whole or any part of the Contract or any Work including subcontracting for labor only, without the prior written consent of the CID. If such consent is given it shall not relieve the Respondent from any liability or obligation under the Contract or the Work and the Respondent shall be responsible for the acts, omissions, defaults or negligence of any sub-contractor, its agent or employees as fully as if they were the acts, omissions, defaults or negligence of the Respondent.

If consent is granted by the Tucker-Northlake CID under the above clause, the Respondent shall ensure that all rights, duties and obligations that the Respondent has under the Contract or Work shall be included in any contract that the Respondent has with any sub-contractor.

The Respondent shall not assign the Contract or any Work in whole or part or any for any benefit or interest therein without the prior written consent of the Tucker-Northlake CID.

Non-Solicitation

Until the contract is awarded, Respondent shall not, directly or indirectly, solicit any employee of the Tucker-Northlake CID in order to accept employment with the Respondent, its affiliates, actual or prospective subcontractors, or any person acting in concert with the Respondent, without prior written approval. This does not prevent the employment by a Respondent of an employee who has initiated contact with the Respondent.



Appendix A: Proposer Acknowledgment

The undersigned proposes to perform all work as listed in the specifications, scope and schedule of work sections, for the price(s) stated; and that all articles supplied under any resultant contract will conform to the specifications herein. The undersigned agrees to be bound by all applicable laws and regulations, the accompanying specifications and by the Tucker-Northlake CID policies and regulations.

The undersigned, by submitting a proposal, represents that:

- A. The Proposer has read and understands the specifications, work scope and work schedule
- B. Failure to comply with the specifications or any terms of the Request for Proposal may disqualify the Proposer as being non-responsive.
- C. The CID will utilize Lump Sum Amounts as the basis for payment on the assumed quantities shown in this bid package.

The undersigned certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The undersigned certifies that all addenda to the specifications has been received and duly considered and that all costs associated with all addenda have been included in this proposal:

We therefore offer and make this proposal to furnish services at the price(s) indicated herein in fulfillment of the attached requirements and specifications of the Tucker-Northlake CID.

Name of firm: _____

Address: _____

Telephone Number: _____ Email Address: _____

By: _____ Date: _____

(Signature of Authorized Official)

Federal Tax Identification Number (EIN): _____

Secretary of State Business License Number: _____

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR PROPOSAL

Appendix B: Monthly Schedule

July - August

Mow and edge all lawn areas a minimum of once per week (9x)
Weekly clean up (9x)
Inspect all plantings and lawn areas for pests and disease
As necessary:
 Trash and debris removal including tires
 Control weeds as necessary
 Fungi or insect infestations as necessary
 Removal of sediment from curb/gutter line
 Tree and limb pruning

September

Mow and edge all lawn areas a minimum of once per week (4x)
Weekly clean up (4x)
Inspect all plantings and lawn areas for pests and disease
As necessary:
 Trash and debris removal including tires
 Control island weeds as necessary
 Fungi or insect infestations as necessary
 Removal of sediment from curb/gutter line
 Tree and limb pruning

October – November

Mow and edge all lawn areas as necessary (2x)
Weekly clean up (8x)
Fertilize the following plantings: shrubs, ground covers, lawns (October)
Inspect all plantings and lawn areas for pests and disease
As necessary:
 Trash and debris removal including tires
 Control weeds as necessary
 Fungi or insect infestations as necessary
 Removal of sediment from curb/gutter line
 Tree and limb pruning

December

Weekly clean up (4x)
Pine Straw (820 bales)
Inspect all plantings and lawn areas for pests and disease
As necessary:
Trash and debris removal including tires
Control weeds as necessary
Fungi or insect infestations as necessary
Removal of sediment from curb/gutter line
Tree and limb pruning

January – February

Bi - Weekly clean up (4x)
Inspect all plantings and lawn areas for pests and disease
As necessary:
Trash and debris removal including tires
Control weeds as necessary
Fungi or insect infestations as necessary
Removal of sediment from curb/gutter line

March – April

Mow and edge all lawn areas as needed (2x)
Bi – Weekly clean up (5x)
Inspect all plantings and lawn areas for pests and disease
As necessary:
Trash and debris removal including tires
Control weeds as necessary
Fungi or insect infestations as necessary
Removal of sediment from curb/gutter line

May - June

Mow and edge all lawn areas a minimum of once per week (9x)
 Weekly clean up (9x)
 Pine straw (820 bales)
 Fertilize the following plantings: shrubs, ground covers, lawns (May)
 Inspect all plantings and lawn areas for pests and disease
 Monitor watering weekly – look for dry spots and wilting
 As necessary:
 Trash and debris removal including tire removal
 Control weeds as necessary
 Fungi or insect infestations as necessary
 Removal of sediment from curb/gutter line
 Tree and limb pruning

TOTALS (Per Year)

Mow & edge all lawn areas	26
Mow & Edge as needed	2
Clean Up	43
Fertilization- shrubs and plant material	2
Pine Straw	1640 bales
Major Trimming and Pruning	1
Tire Removal	As needed (max 10 tires per month)

Appendix C: Landscape Maintenance Pricing Sheet

Year One (FY21)

	Lump Sum Amount
Landscape Maintenance	\$
Pine straw (2 applications)	\$
TOTAL	

Year Two (FY22)

	Lump Sum Amount
Landscape Maintenance	\$
Pine straw (2 applications)	\$
TOTAL	\$

Year Three (FY23)

	Lump Sum Amount
Landscape Maintenance	\$
Pine straw (2 applications)	\$
TOTAL	\$

TOTAL BID for Three Years	\$
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Additional Services (Not to be included in Bid)	Each
Additional Mowings	\$