

April 21, 2024

Gateway Marietta Community Improvement District (“GMCID”) Board of Directors is seeking a professional landscape maintenance contractor to provide for the maintenance, care, and upkeep of the Right of Way (ROW) as designated within the Gateway Marietta CID. Pending approval by the GMCID Board of Directors, it is anticipated the effective date of the agreement will be no sooner than May 21, 2024.

- Refer to Schedule of Frequency chart for specific maintenance frequency.

Proposals will be received until 12:00 PM on Wednesday, May 15, 2024. Proposals shall be submitted electronically with the **Subject Line: GMCID 2024 Landscape Maintenance Proposal**. A time stamped reply will be given upon receipt. Any proposal received after this date and time will not be accepted. Questions regarding proposals should be directed to Caroline Whaley, Executive Director, at caroline@strat-city.com. Proposals are legal and binding upon the bidder when submitted.

Selection criteria are stated in the Request for Proposal (“RFP”) package. The award of the contract will be to the contractor whose responses comply with the requirements set forth in this request for proposal, and whose proposal is the best proposal taking into consideration all aspects of the responses. Rates will not be the sole determining factor. GMCID Board of Directors reserves the right to in its sole discretion to: (a) waive minor irregularities or variances, non-material bid formalities or defects in any proposal; (b) reject any and all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all proposing firms; (d) request resubmissions from all proposing firms; (e) make partial, progressive or multiple awards; (f) withdraw or cancel this RFP without prior notice, at any time, at its sole discretion; and (g) to re-advertise. The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified of award.

We look forward to reviewing your proposal and appreciate your interest in the Gateway Marietta CID.

Sincerely,



Caroline S. Whaley
Executive Director

IMPORTANT PROPOSAL DATA

All proposals will be submitted electronically. Any proprietary information contained in the proposal should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored. A company official that has authorization must sign proposals in ink to commit company resources. The responses to this RFP may be subject to Open Records.

This submission will assist GMCID in selecting a professional contractor to support and direct the CID's goal of maintaining the cleanliness and appearance of all public roads and streets as designated within the GMCID boundaries. GMCID needs sufficient information to determine that your firm is adequately staffed and capable of providing professional services.

No sub-contractors will be permitted as part of the proposal unless there is a declaration of their use and the percentage of sub-contractors used.

The full cost of proposal preparation is to be borne by the proposing firm.

Sole responsibility rests with the contractor to see that the proposal(s) are received on time at the stated location.

MINIMUM REQUIREMENTS FOR SUBMISSION

This RFP is intended to foster effective, fair, and broad-based competition for public procurement within the free enterprise system. It is unethical for any person to offer, give, or agree to give any GMCID Board Member, employee, business associate, or relative a gratuity as an inducement for the award of a bid.

Each proposal should contain the appropriate Rate Quotation Sheet and must have an authorized signature.

Your proposal must include a typed response to the questionnaire found in this RFP. Each page of your response to the questionnaire must have your company's name on it.

It is possible that, following the review of all submitted proposals, up to three finalists may be chosen. Oral presentations may be conducted with the finalists. Proposals received will be reviewed with regard to demonstrated breadth of service, experience, personnel assignments, rates, references, and other related criteria.

The contractor must agree to protect, defend, indemnify, and hold harmless the GMCID, Cobb County, state of Georgia, City of Marietta, their City Councilmembers, directors, officers, officials, property owners, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, for whatever nature, including claims for contribution and/or

indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons to the extent arising out of and attributed to the negligent errors, acts, or omissions of the contractor. The contractor's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove shall include any matter arising out of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. The contractor further agrees to protect, defend, indemnify, and hold harmless the GMCID, its directors, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the contractor.

Qualified contractors must demonstrate competence and experience in all areas of expertise required by the scope of services. If sub-contractors are to be used, describe the function and approximate percentage of work they will be conducting.

Contractor shall procure and maintain in full force and effect, at all times during the term of this Agreement, the following insurance through companies with an "A VII" rating from Bests, licensed to conduct business in the State of Georgia and approved by GMCID:

Comprehensive General Liability and Automobile Liability insurance is required covering the contractor's operations as set forth in this Request for Proposal with a combined single limit of not less than \$5,000,000.00 for bodily injury and property damage. Said liability insurance policies shall carry an Endorsement naming GMCID as additional insured. Said liability insurance shall recognize and insure performance by Contractor of the obligation to indemnify herein contained. The Contractor's Comprehensive General and Automobile Liability Insurance shall be written for not less than limits of liability as follows:

Comprehensive General Liability

Bodily Injury: \$1,000,000.00 Each Occurrence/\$2,000,000.00 Aggregate
Property Damage: \$1,000,000.00 Each Occurrence/\$2,000,000.00 Aggregate
Policy shall contain a pesticide and herbicide Applicator Endorsement.

Comprehensive Automobile Liability

Bodily Injury and Property Damage: \$1,000,000.00 Combined Single Limit. Hired and Non-owned liability is to be included.

Umbrella Liability Policy

\$3,000,000.00 that is in excess of General Liability, Automobile Liability and Workers' Compensation.

Worker's Compensation insurance covering all employees of Contractor or any sub-contractor engaged in performing the services required by this proposal of not less than the minimum requirement of \$100,000/\$100,000/\$500,000. Such policy must name GMCID as additional insured's.

Contractor shall provide GMCID with valid certification of insurance documenting the purchase of said insurance, and an Endorsement showing the inclusion of GMCID, state of Georgia, City of Marietta, and Cobb County as named additional insured. The certificate will further document that at least thirty (30) days prior written notice will be furnished to GMCID by insurer before any material change, cancellation, or non-renewal of policy. The insurance policies may not include a deductible, retention, or self-insurance in excess of \$10,000.00. It is further understood that any coverage extended by reason of this paragraph shall be primary and that any similar insurance maintained by GMCID for its own protection shall be secondary or excess and non-contributing insurance.

Contractor shall obtain and maintain current any and all licenses, certificates, registrations, permits and any other item or permission necessary to perform and complete the services outlined in this Request for Proposal.

Contractor shall plan and conduct the services to comply with local, state, and federal laws, rules and regulations, to adequately safeguard persons and property from injury.

Contractor shall comply with all United States, State of Georgia, City of Marietta and Georgia Department of Transportation rules and regulations either currently in effect or as may be promulgated in the future, while performing services for the CID.

Contractor shall adequately protect workers, landowners, tenants, adjacent property, and the public during its operations.

Contractor shall execute a contract tendered by GMCID prior to initiating service.

The contractor will be chosen based upon the responses to this RFP with the possibility of a group of finalists being selected to give oral presentations. The GMCID's staff and/or select members of the GMCID's Board of Directors will conduct the evaluation of both the written and oral presentations.

The relationship between the contractor and the GMCID staff/board is one of independent contractor with the ultimate goal being the effective use of talents to achieve the most favorable results for the district.

SELECTION CRITERIA

<u>POINTS</u>	<u>CRITERIA</u>
30	Experience and Qualifications - Consider both breadth and depth of experience, including demonstrated high quality and exceptional service.
10	Contractor staff - consider apparent capabilities and availability of key staff assigned to GMCID
20	Proposed Services - The degree to which proposed services meet goals and expectations.
30	Cost/Fee – Consideration of the cost and method of billing
<u>10</u>	References - Were at least three submitted?
100	Sub-Total Points
<u>10</u>	Oral Presentations by finalists if needed
110	TOTAL POSSIBLE POINTS

SCOPE OF WORK

The “work area” is generally defined as the area upon which the contractor shall provide the services requested by this proposal. The area of service, as highlighted in the attached maps, is defined at the Delk Road Corridor and South Marietta Parkway (SMP) Corridor, including Blanche Drive Underpass.

- Refer to Schedule of Frequency chart for specific maintenance frequency.

Contractor will perform the following specific services:

TURF MOWING / TRIMMING

All turf areas will be mowed on a weekly basis during the growing season and as necessary throughout the remainder of the contract period. During rainy or extended dry periods, more or less frequent mowing may be required. Height of turf is to be mowed according the recommended guidelines. Trimming shall be performed around all trees, beds, and other permanent fixtures within the turf area. Special care will be taken to prevent damage to trees from string trimmers.

CLEAN UP / BLOWING

Prior to beginning work, all debris, including sticks and tree branches less than 10 feet in length, and trash will be removed from the landscaped areas and disposed of properly so not to affect grounds maintenance activities (paper, wood, metal, debris, etc.). Large amounts of trash and debris should be brought to the attention of the GMCID Executive Director

Upon completion of the work, all sidewalks, curbs, and other paved areas will be cleared of dirt, grass clippings, and debris resulting from any landscape services using mechanical blowers or brooms.

WEED CONTROL (SOFTSCAPES)

Weed control shall be maintained in shrubbery beds, mulched areas, and tree rings as needed. All beds are treated for weeds on a regular basis and as necessary either through manual control and/or application of herbicides that are not harmful to the plant materials located in the shrubbery or mulch beds. High Impact Areas may require hand pulling in order to achieve desired look.

Natural Area Maintenance: All finished landscape beds and natural areas shall be kept clean of deadfall and debris at all times. Deadfall can be defined as debris that falls from trees such as pinecones, sticks and branches. All finished natural areas, mulch areas or plant beds shall be groomed to remove deadfall throughout the year.

MAINTENANCE OF HARD SURFACES

Sediment and other material shall be removed from the curb line, catch basin inlets or gutter, concrete surfaces (medians), brick island/median surfaces, behind guardrails, walls, and sidewalks.

Weed control shall be maintained in all seams and cracks in sidewalks, curbs, storm gutters and drains throughout the contract period. Hardscapes are to be treated for weeds as needed and areas are maintained as necessary through application of herbicides and/or manual control.

The sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter, grass clippings and debris resulting from edging/trimming activities. The use of power blowers is acceptable, however, accumulations of debris must be removed from the site and not blown unto adjacent property, street surfaces, fence lines, or plant areas (rough or bedded).

EDGING

On-going edging will be performed using a stick edger, string trimmer, or equivalent. Turf along sidewalks and curbs shall be mechanically edged (hard edged) on a reoccurring schedule. Turf areas along sidewalks and curbs that are uneven or blocked by other obstacles will be edged with string trimmers to maintain a neat appearance. All softscape edges shall be edged during the growing season to maintain a neat appearance.

ORNAMENTAL SHRUB AND GROUNDCOVER MAINTENANCE

Shrubs and hedges will be hand pruned or sheared to form a good growth habit. Shrubs and hedges will be inspected on a regular basis and pruned as needed during the growing season.

Groundcover will be maintained in a healthy, vigorous growing condition. Groundcover will be trimmed back from sidewalks, curbs, tree trunks, and paved areas as necessary during the growing season. Edges will be trimmed to maintain a more natural appearance.

TREE TRIMMING

All ornamental trees (ex. Crape Myrtles, Mary Nell Hollies, Maples, etc.) will be inspected on a monthly basis and pruned as necessary and proper manner. Dead, diseased, broken, or crossing branches will be removed as needed. Tree suckers, shoot growth, and tree limbs impeding walkways

Contractor shall remove and dispose of any dead plant materials which are easily removable and shall notify CID of same. Contractor shall notify CID of such dead plant materials which are not easily removable and provide CID a quote to remove and dispose of same.

CLEAN-UP AND LEAF REMOVAL

Leaf clean-up will be performed beginning in the fall and continuing through the winter as needed to maintain a neat and orderly appearance at the property. Leaf cleanup will involve the removal of all leaves from the landscaped and hardscaped areas.

TURF CARE PROGRAM

A proper turf care program that includes applications of fertilizer and weed control to maintain all turf areas in a healthy, vigorous growing condition shall be performed. Spot treatments of post-emergent herbicide as needed. Contractor is responsible for maintaining weed free turf including broadleaf and invasive grassy weeds.

For Delk Road Corridor, include a turf plan to encourage weed reduction and healthy growth of established grasses. The cost for Delk Road Turf Care should be delineated in the rate sheet in order to best understand this cost.

PINE STRAW

In addition to the scope of work outlined, please provide proposal for bi-annual pine straw placement in the established beds along Delk Road and South Marietta. Include estimated pine straw amount and price per bale.

REPORTS

Contractor shall prepare a monthly status report, highlighting work done, trouble areas and recommended solutions.

Miscellaneous landscape repair/maintenance/special projects are to be performed on a case-by-case basis following approval of proposed plans and cost by CID staff and/or CID's Board of Directors.

Schedule of Frequency (actual frequencies may vary from year to year due to weather)													
Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<u>TURF CARE</u>													
Mow-Warm Season				3	4	5	4	5	4	4	3		32
Edge Bed Lines			1	2	2	2	2	2	2	1			14
Edge Hard Lines			1	2	2	2	2	2	2	1			14
Fert Turf				1		1		1					3
Weed Post-Emergent				1	1	1			1				4
Weed Pre-Emergent		1										1	2
Leaf Removal	1									3	4	5	13
<u>SHRUB CARE</u>													
Prune Woody Ornamental Shrubs				1		1		1		1			4
Prune Flowering Types					1								1
Fert Shrubs											1		1
Hand Pull Weeds/Spray	4	4	5	4	4	5	4	4	5	5	4	4	52
Leaf Removal	1									3	4	5	13
<u>TREE CARE</u>													
Limb To Height of 12'	1												1
Fert Ornamentals											1		1
<u>GENERAL ITEMS</u>													
Ant Control (spot treatment)				2	4	4	4	4	4	2			24
Blow Off Property	4	4	5	4	4	5	4	5	4	5	4	4	52
Sub Property Walks	1	1	1	1	1	1	1	1	1	1	1	1	12
PineStraw/Trench Installed			1						0.5				1.5
Trash Pickup	4	4	5	4	4	5	4	5	4	5	4	4	52
Scrapping Curbs/Medians													***

*** per request

REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

www.gatewaymarietta.org
 GMCID 2024 Landscape Maintenance

Proposal Format: All proposals should include the information outlined below and in the following order.

1. **Cover Letter**
2. **Table of Contents**
3. **Company Information** - Include name of individual and contact information who can be contacted for further explanation or clarification of your proposal. In addition, include location of office and if multi branches, which office will be overseeing this work.
4. **Qualifications and Experience of Key Personnel** - Identify all key personnel proposed for the project and their individual roles, responsibilities as it relates to this specific project. Include designations for proposed project manager/ primary contact.
5. **Relevant Firm Experience** – Provide firm experience as it relates to the scope of this project.
6. **Project Understanding** – Statement of the team’s understanding of the project and proposed approach for providing the requested services.
7. **References** (1 page) – Include a minimum of 3 references on similar project types. Include the main contacts name and title, address, phone number and email address along with a referenced project.
8. **What are your billing and payment requirements?**
9. **Provide alternative solutions for cost savings**
10. **For each month, provide details on the number of crews and number of crew members to be utilized to perform the landscape maintenance requirements for GMCID.**
11. **Fee proposal for Services** – Overall fee should be itemized in the rate sheet provided. GMCID reserves the right to select the most qualified bidder.

IMPORTANT DATES AND DEADLINES

Pre-bid Meeting **Wednesday, May 1, 2024 at 11:00 AM.** The pre-bid meeting will be held as a virtual meeting. A link to the meeting will be available on the Gateway Marietta CID website. Follow this link, <https://www.gatewaymarietta.org/rfpsrfqs> for posted meeting information.

Last Day for Questions **Monday, May 6, 2024 12:00 PM EST.** Questions must be submitted in writing via email to Caroline@strat-city.com. No questions will be answered after the time stated above. Responses to questions will be compiled and distributed via email by Wednesday, May 8, 2024

RFP Submittal Due Wednesday, May 15 at 12:00 PM EST. Submittals after this date/time will not be accepted.

RATE QUOTATION SHEET

Please complete the following for those services propose/provide to the GMCID. Make sure that your Quotation Sheet has your company name on it and is signed by the individual authorized to commit your company's resources.

- Refer to Schedule of Frequency chart for specific maintenance frequency for all Categories.

<u>Description of Service</u>	<u>Rate</u>
TURF CARE for all landscaped areas	\$/month
TURF CARE for all areas <u>NOT</u> landscaped	\$/month
SHRUB CARE for all landscaped areas	\$/month
TREE CARE for all landscaped areas	\$/month
General Items:	
• Ant control (spot treatment)	\$/application
• Blow off property	\$/month
• Sub Property Walks/Reports	Included
• Pine Straw/Trench Installed	\$/application
• Trash Pickup	\$/month
• Scrapping Curbs/Medians	\$/occurrence
Misc. landscape repair and special projects	\$/hourly

Contractor is encouraged to propose on any of the above requested services. However, if the contractor prefers not to propose on any of the above requested services, please note in response.

Company Name:

Address:

Authorized Representative:

Print Authorized Representative Nam

Telephone: _____ E-Mail:

AREAS OF SERVICE

Maps

Overview of Delk Road, South Marietta Parkway and Blanche Drive work areas.



Delk Road Corridor

www.gatewaymarietta.org
GMCID 2024 Landscape Maintenance



Above: Delk Road Exit and Corridor

Additional Detailed Photos of Delk Road

Maintain highlighted area, 75 northbound between Delk on ramp and property



75 Southbound at Delk Road Exit, trash maintenance and rough cut





75 Southbound Delk Road, maintain between ramp and property line, trash maintenance and rough cut



I-75 entrance ramp at Delk Road, trash maintenance and rough cut



South Marietta Parkway Corridor

Below: SMP Exit and corridor. Includes RoW on both side of SMP up to Franklin Gateway.
From Franklin Gateway to Wylie, work area is center median to southside RoW.

www.gatewaymarietta.org
GMCID 2024 Landscape Maintenance



SMP northbound exit, Crepe Myrtle Island, area is to be maintained.



75 Southbound between SMP and Off Ramp, trash maintenance and rough cut



75 southbound On Ramp at SMP, left and right side, trash maintenance and rough cut

Blanche Drive Underpass

Rough cut of RoW on either side of the bridge, trash and debris removal and blowing of surface.



