

City of Avondale Estates

Request for Proposals
to provide

Landscape Maintenance Services

PROPOSAL SCHEDULE

<u>Activity</u>	<u>Time</u>	<u>Date</u>	<u>Responsible Party</u>
Advertisement of RFP		2/15/2024	City
Pre-proposal conference	2:00 PM	2/29/2024	City/Service Provider
Submission of questions concerning RFP (via email)	5:00 PM	3/14/2024	Service Provider
Response to questions and or addenda posted on City website	5:00 PM	3/21/2024	City
Submission of Proposals	4:00 PM	4/3/2024	Service Provider
City staff introduces proposals to Board of Mayor and Commissioners	5:30 PM	4/10/2024	City
City staff recommends acceptance of top-scoring proposal to Board of Mayor and Commissioners	5:30 PM	4/24/2024	City
Contract negotiated and executed			City/Service Provider

Qualifications and proposals must be received by April 3rd, 2024
at alangston@avondaleestates.org or
Avondale Estates City Hall, 21 North Avondale Plaza, Avondale Estates, GA 30002

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1. Invitation to Service Providers

The City of Avondale Estates, Georgia (henceforth, “City”) invites service providers to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The City will receive sealed technical and fee proposals until **April 4th, 2024 at 4:00 PM.**

A pre-proposal conference has been scheduled for **February 29th, 2024 at 2:00 PM** via Teams. All Service Providers who intend to submit a response are strongly encouraged to attend the pre-proposal conference. A link to the virtual meeting, as well as any questions and/or specifications that may need clarification, should be requested via email through Adrian Langston at alangston@avondaleestates.org. The City’s responses to questions will be placed on the City website, www.avondaleestates.org. It shall be the Service Provider’s responsibility to seek clarification as early as possible prior to the opening of Proposals. Please note:

- Proposals should be addressed to:

City of Avondale Estates
Attn: Adrian Langston
alangston@avondaleestates.org
21 N Avondale Plz
Avondale Estates, GA 30002

- Proposals should be plainly marked **“RFP2024-001 Proposal for Landscape Maintenance Services.”**
- No Proposal may be withdrawn or modified in any way after the deadline for Proposal openings.
- Submit an electronic copy to Adrian Langston and/or deliver a flash drive to Avondale Estates City Hall.
- No faxed or non-electronic submissions of Proposals will be accepted.
- Proposals will be publicly opened immediately after the close of the submission period and only the name(s) of responding Service Providers and fee Proposal will be mentioned.
- Proposals must be valid for one hundred-twenty (120) days following the opening date.
- The Service Providers’ response shall include all information requested in this RFP. The fees shall be the full cost per Unit per month to the City.
- The City reserves the right to accept or reject any submittal and to waive multiple interviews if the top ranked firm proves satisfactory. The City of Avondale Estates anticipates making a single award from qualified submissions.
- All materials submitted in response to this RFP will become the property of the City of Avondale Estates.
- All expenses incurred by the firm in responding to this /RFP will remain the responsibility of the firm.

2. Background

Avondale Estates is in DeKalb County, Georgia, 8 miles east of downtown Atlanta. The City encompasses 1.3 square miles and is home to approximately 3,500 people.

The City is seeking a Service Provider to provide regularly scheduled landscape maintenance services at public parks, greenspaces and other public sites beginning in 2024.

3. Terms and Definitions

City Employee: Any employee of the City subject to its personnel policies

Contract Area: the area(s) of the City, including any Annexed Areas, within which services will be provided by the Service Provider, during the term of the Contract and any extensions, if granted

Contract Representative: the Service Provider employee responsible for managing service agreement between City and Service Provider

Contractor: The Service Provider that has been selected by the City to provide the Services required by this RFP

Evaluation Committee: group of persons appointed by the City Manager to recommend the Service Provider(s) with the best response to this RFP.

Fee: A dollar amount inclusive of all Service Provider's costs (overhead, insurance, labor, equipment, advertisements, etc.) general and accounting, and profit charged for a specific service(s).

Fertilization: The process of making soil more productive of plant growth, as by the addition of organic material or fertilizer.

Herbicide: An agent used to destroy or inhibit plant growth.

Landscape Maintenance: The practice of keeping a landscape healthy, clean, safe and attractive.

Litter: Trash, such as paper, cans, bottles and other debris that is left lying in an open public place.

Proposal: An offer or statement of a price and project description in response to a request for materials or services to be rendered to the City or its employees.

Request for Proposal ("RFP"): executed documents, including documents attached or incorporated by reference, utilized for soliciting proposals in accordance with the RFP procedures and instructions set forth herein.

Service Provider: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, local government, solid waste authority or any other private or public legal entity that has submitted a bid which conforms in all material respects to the requirement set forth in the RFP.

Special Events: Any governmental functions, dedications, memorials, concerts, weddings, etc. out of the normal day-to-day activities.

Staff: Refers to all employees of the Service Provider who perform services for the City.

Street: A public or private way used for public travel.

Submission Date: Refers to the date and time Proposals for this RFP are due to the City.

Waste: any unwanted or discarded material including, but not limited to, building refuse, garbage, hazardous waste, recyclables, rubbish, solid waste, and yard debris.

Yard debris: tree limbs, branches, stumps and logs, twigs, grass and shrub trimmings and clippings, bushes, weeds, leaves and general yard and garden waste materials, excluding stone and dirt rakings and similar waste materials resulting from routine landscaping activities.

4. Instructions to Service Providers

No one representing the Service Provider shall contact any City staff or elected officials from the date the RFP is advertised until the time of official award. The only method of contact allowed is via email to the contact listed in the RFP. All questions or comments will be addressed by addenda.

4.1 Intent

It is intended that the Instructions to Service Providers and Scope of Services shall define and describe the complete services to which they relate.

4.2 Examination

The Service Provider is advised to examine all documents and current parameters of the services in becoming fully informed as to their conditions. This includes the conformity with specific standards and the character, quality and quantity of the reports and services provided. Failure to examine these areas will not relieve the Service Provider of the obligation to furnish all products and services necessary to carry out the provisions of the contract.

4.3 Determination of Successful Service Provider

The contract will be awarded to the most responsive and responsible Service Provider according to the process and criteria provided in Section 8 of this RFP.

4.4 Responsiveness

The City will consider the degree to which each Service Provider has submitted a complete Technical and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

4.5 Proposal Form

Proposals shall be submitted in the format described in Section 7, including the Fee Proposal form included herein as Attachment A. The Service Provider will submit electronic copies of its technical proposal and its price proposal via email to Adrian Langston and/or portable (flash) drive to Avondale Estates City Hall.

4.6 Submission of Proposals

Proposals received after the scheduled bid opening time and date will remain unopened and will not be considered. Do not include pricing in your proposal other than on the designated Fee Proposal Form (Attachment A).

5. Introduction

5.1 General

The City is advertising for qualified Service Providers to provide Landscape Maintenance Services for the City of Avondale Estates' public spaces.

5.2 Purpose

The City is issuing this RFP to secure regular landscape maintenance services in parks, plazas and public rights-of-way (ROW) in the City. Through this RFP process, the City seeks to achieve the following goals:

- Secure regularly scheduled and comprehensive maintenance visits for every park, plaza, ROW and public site in the City.
- Provide a basic level of landscape maintenance service that will optimize public spaces for their specified use cases, aesthetic beauty, and plant and turf health.

5.3 Term of Contract

The Initial Term of any contract awarded as a result of this RFP will be for two years. There will be three two-year Renewal Terms unless either party terminates the Term by advance notice no less than sixty days prior to the commencement of the next Renewal Term. To extend the initial term of the contract is not an obligation of the City or future Councils to renew the contract.

5.4 Use of Subcontractors:

Understanding that the City is looking for the best provider for services and do not want to exclude respondents who may not have the ability to handle comprehensive land management services, the City will accept bids that utilize subcontractors for some portions of the contract. The bidders must submit a copy of an agreement that exists between the parties with the bid documentation to support the working relationship with said subcontractor.

5.5 Addenda to RFP

The City reserves the right to amend or clarify this RFP by addenda. All addenda issued will become part of the original or modified RFP document. The City will post addenda, if applicable, on the City website, www.avondaleestates.org. Service Provider must acknowledge receipt of each addendum, if any, in a cover letter accompanying their proposal.

5.6 Cost of RFP Preparation and Negotiation

Service Providers participating in this procurement process and subsequent negotiations will prepare the RFP and any subsequent materials and submittals at their own expense, with the express understanding that there may be no claims whatsoever for reimbursement from the City or its advisors for the cost associated with this process. The City reserves the right to terminate the proposal proceedings at any time.

5.7 Disclaimer

The City and its advisors have, to the best of their knowledge, represented information and data that are current and applicable to this project. The City is providing the information contained herein as a courtesy to the Service Provider. The City and its advisors neither guarantee nor warranty that the information contained in this RFP or referenced documents is accurate and complete. The City and its advisors are not and will not be liable for omissions or errors contained in this RFP. It is the Service Provider's responsibility to use this information and verify the same during the proposal, negotiation, and contract implementation periods through its own due diligence.

6. Scope of Services

6.1 Seasons

Growing season (March through October)

Dormant season (November through February)

6.2 General Service Requirements

The Contractor shall furnish all labor, equipment, transportation, insurance, incidentals and other needed items to perform all work for the landscape and ground maintenance services for City facilities listed in this Request for Proposal (RFP). Work to be performed comprises general grounds keeping, horticultural maintenance, irrigation and cleanup of landscape areas as designated in each service area and the list of locations and when necessary, repairs to vandalism, irrigation systems and replacement of plant materials. Services to be rendered include but are not limited to the following:

1. Maintenance of turf and ground cover areas, mowing and edging.
2. Removal of litter and yard debris from turf, planter beds, fence lines and street curbs.
3. Pruning of trees and shrubs.
4. Application of chemical agents for control of weeds, plant disease and insects that are harmful to plant growth and/or pedestrians.
5. Inspection and maintenance of irrigation systems.
6. Replacement of plant material.
7. Other work as defined.

The Contractor shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced.

Each Service Provider shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The intent is to maintain an excellent appearance of the properties as determined by the City of Avondale Estates. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by the City of Avondale Estates.

6.3 Changes to the Scope of Work and Termination of Contract

- A. The City reserves the right to add, delete and or change Scope of Services of this contract and may do so by submitting written notification to Contractor. Any increase or decrease in maintenance fees shall be negotiated at that time and incorporated into the contract documentation.
- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary, to reflect the value of the change in the services under this contract.
- C. The City may cancel the contract at any time for any reason upon giving thirty (30) day written notice to the Contractor.

- D. The City shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within seven (7) days from written notice from the City.

6.4 Property Tours

Before submitting a bid, each Service Provider shall have the opportunity to thoroughly examine the properties and fully understand the conditions that may affect the work proposed. Failure to inspect the sites in no way relieves the successful Contractor from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work.

6.5 Pre-Existing/Deficiency List

At the start of the contract, the Contractor shall inspect all trees, plants, ground covers and any related ground keeping repairs for pre-existing conditions for all locations in each service area and in accordance with the Scope of Services incorporated herein. Within one hundred twenty (120) days of contract execution, the Contractor shall provide a written deficiency inspection report with illustrations that identifies and details all methods of repair and/or replacement components needed in order to properly maintain the landscape and grounds. The City or its authorized representative and the Contractor shall negotiate in good faith to establish the Final Deficiency List within the one hundred twenty (120) day period of contract execution. The Final Deficiency List will become part of the contract once developed and accepted by the City. Any deficiencies not included in the Final Deficiency List shall be the responsibility of the Contractor.

6.6 Quality Control

1. Contractor has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of five (5) years in business.
3. Has access to all necessary equipment and has organizational capacity (employees) and technical competence necessary to do the work properly and expeditiously.
4. Will provide a sworn financial statement upon request, which evidences the bidder has adequate financial resources to complete the work being bid, as well as all other work the bidder is presently under contract to complete.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Contractor for work under this section shall be licensed by the State of Georgia to apply pesticides/insecticides approved for use in the State of Georgia.
7. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
 - a. Completed past contracts in accordance with the Contract Documents.
 - b. Diligently pursued execution of the work and completed past contracts according to established schedules.

6.7 General Landscape

The Contractor shall:

1. Furnish all labor, materials and equipment necessary to perform the work described within the Scope of Services in strict accordance with these specifications and subject to the terms and conditions of the contract.
2. Not post signs or advertising material anywhere on City properties or improvements thereon without prior written approval from the City or its authorized representative.
3. Ensure that all employees wear the appropriate personal protective equipment (PPE) for the activity they are performing.
4. Perform grass mowing, edging, litter and debris removal and power blowing of lawn areas.
5. Maintain the health and appearance of existing landscape plants, trees, shrubs, ground covers and lawn areas.
6. Ensure that each facility site is free of debris, weeds, insect infestation.
7. Replace plants or dead ground cover that died under the Contractor's care and not due to vandalism or circumstances beyond Contractor's control.
8. Reduce mowing frequency if a drought period is determined to exist and approved in advance by the City or its authorized representative and provide a revised mowing schedule to the City or its authorized representative for approval prior to implementing the schedule change.
9. Inspect existing irrigation systems at all locations and provide the following:
 - a. Maintain and repair existing irrigation systems to support functional operations and ensure plant life receives sufficient levels of watering for healthy appearance. Report deficiencies and repairs made to the City or its authorized representative.
 - b. The Contractor shall be required to make up missed scheduled cycled maintenance due to inclement weather conditions.
 - c. For special events and activities, the City or its authorized representative may request additional landscape maintenance items or request a change/modification to the schedule.
10. Make adjustments to automatic controllers on a monthly basis to maintain a healthy lawn growth.
11. Replace existing irrigation systems and equipment damaged by the Contractor with original brand and model at the Contractor's expense.
12. Report in writing and provide illustrations of any conditions that are not conducive for thriving plant growth to the City or its authorized representative on a monthly basis.
13. Respond to all emergencies within two (2) to four (4) hours of notification within specified hours and days of operation.

14. Establish and announce at the beginning of the contract a specific day of the week each facility will be maintained.
15. Perform all work in a professional skillful manner using quality equipment and materials.
16. Secure any gated or doored areas that require landscaping services after services are completed.
17. Special emphasis shall be placed on public safety during all operations, particularly when adjacent to roadways and sidewalks.

The City shall monitor all work performed and meet as needed with the Contractor to discuss concerns, additions and/or deletions in the performance of the contract. Contractor shall maintain and have available for review all records that reasonably confirm frequency of tasks performed at each location.

6.8 Damages

1. All damages incurred to existing facilities by the Contractor's operation shall be repaired or replaced at the City's discretion and at the Contractor's expense.
2. All such repairs or replacements shall be completed within the following time limits:
 - a. Irrigation damage shall be repaired or replaced within three (3) working days including replacement of damaged sprinkler heads, risers, drip lines and bubblers.
3. All damage to shrubs, trees, turf or ground cover shall be repaired or replaced within ten (10) working days.
4. All repairs or replacements shall be completed in accordance with the following maintenance practices:
 - a. Trees – If damage from mowing equipment results in the loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of the City.
 - b. Shrubs – Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the specific instructions of the City.
 - c. Chemicals – All damage resulting from chemical application, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support future plant life.

6.9 Safety Plan

1. Contractor is to submit a written safety plan to the attention of the City prior to commencement of work under this contract.
2. The Contractor agrees to perform all work outlined in this Scope of Services in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines and materials or other

hazards consequential or related to the work. Contractor agrees additionally to accept the sole responsibility for complying with all local, County, State or other legal requirements including but not limited to full compliance with the applicable O.S.H.A. Safety Orders at all times so as to protect all persons, including Contractor's employees, City employees, vendors, members of the public or others from foreseeable injury or damage to their property. The Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.

3. It shall be the Contractor's responsibility to inspect and identify any condition(s) that renders any portion of the maintenance area unsafe as well as any usage practices occurring thereon. The City shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections including but not limited to: filling holes in and correcting irregular turf areas and replacing valve box covers so as to prevent loss/damage and to protect members of the public or others from injury. The Contractor shall cooperate fully with the City in the investigation of any accidental injury or death occurring in the maintenance area. For any accident requiring medical attention, the Contractor is to notify the City immediately and file a written report to the City within three (3) working days.
4. It shall be the Contractor's responsibility to provide safety training to their employees. Documentation of this training must be available upon request.

6.10 Delays

The Contractor shall make a good faith effort to adhere to the contracted maintenance schedule. In the event that the Contractor is unable, for whatever reason, to maintain maintenance schedule (i.e. poor weather conditions, etc.), and the Contractor does not reschedule the service, or inform the City of intent to make up the service within seventy-two (72) hours, that amount for the failure to perform may be deducted from the Contractor's fee. If the work cannot be completed on the proposed scheduled day, the Contractor must notify the City or its authorized representative on that day to advise them accordingly.

6.11 Stormwater pollution prevention

The Contractor shall ensure that all employees are trained and are aware of the following requirements:

- a. No discharge of fertilizers, pesticide and wastes into street or storm drains.
- b. No blowing or sweeping debris into street or storm drains.
- c. No hosing down of parking lots.
- d. No vehicle washing or maintenance on site.
- e. Close dumpster lids at all times.
- f. No disposing of wash water into street or storm drains.
- g. Remove all foreign objects (leaves, cans, cigarette butts, paper, etc.) from in front of drainage inlets and gutter areas.

6.12 Breakdown of Equipment

At all times the Contractor shall properly maintain a fleet of equipment, both as to condition and appearance, for use on the work under this contract. The Contractor shall have back-up equipment on hand in the event of a breakdown by the primary equipment. In case of breakdown by the primary equipment, immediate service within two (2) hours by the back-up equipment is required to complete the task.

6.13 Storage of Equipment

The Contractor must provide their own storage for equipment and other required parts and materials. The City will not provide storage for any Contractor equipment.

6.14 Maintenance Schedules

Contractor shall adhere to a maintenance schedule. Contractor shall contact the City or its authorized representative described within the Scope of Services on arrival at the respective site as per the weekly schedule for landscaping maintenance. The City will provide list of key personnel and contact information. The Contractor **MUST** notify the City or its authorized representative, by e-mail, at least one (1) week prior of the scheduled date and time for all “specialty type” maintenance operations.

“Specialty Type” maintenance operations are defined as:

- Fertilization and aeration
- Turf removal, addition and reseeding
- Micro-nutrients/soil amendments
- Spraying of trees, shrubs or turf
- Aesthetic tree pruning
- Planting bed removals and/or additions
- Other items as determined by the City

6.15 Staffing/Managerial

1. The Contractor shall provide a **Project Manager** that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of landscaping and grounds maintenance projects including a complete and regularly scheduled program for maintaining the health and appearance of the City’s landscape, plantings and irrigation. The Project Manager must provide pro-active recommendations to the City for ongoing maintenance of City properties throughout the term of the contract.
2. The Contractor must provide a competent, English speaking **crew leader** for each crew, who can understand and speak English fluently, during all times while work is performed. The crew leader shall have the authority to represent or act on behalf of the Contractor in any matter pertaining to the performance of this contract. The Contractor shall furnish

the names of all such crew leaders to the City prior to the commencement of this contract and further advise of any changes.

3. If in the opinion of the City, a Contractor's employee is incompetent or disorderly, refuses to perform in accordance with the contract specifications, threatens or uses abusive language while on City property, that employee shall be removed from all work under this contract.
4. The City may at any time give the Contractor notice to the effect that the conduct or action of a designated employee or the Contractor is, in the reasonable exercise of discretion of the City, deemed to be detrimental to the interest of the staff and the public patronizing the premises. Following the City's notice, the Contractor shall, at the City's discretion take any of the following actions as listed below.
 - a. Immediately terminate such employee's work assignment at the premises and the Contractor shall not assign such employee to any other City facility contracted for and maintained.
 - b. The Contractor shall meet with the City to consider the appropriate course of action with respect to such matter and the Contractor shall take reasonable measures under the circumstances to assure the City that the conduct and action of the Contractor's employees will not be detrimental to the interest of the staff and public patronizing the premises.
5. The Contractor shall require each of its employees to adhere to basic public works standards of working attire. These are uniforms, proper shoes and other gear required by State Safety Regulations and proper wearing of clothing. Shirts shall be worn at all times.
6. Contractor's staff shall wear identification (uniform, logo tee shirt, etc.) allowing anyone to readily identify that individual as part of the Contractor's staff.
7. The Contractor nor any of its employees shall interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are being performed.
8. The Public Works Director or Designee shall make quarterly inspections with the Contractor at each site to review work performed. The Contractor shall maintain and have available such records that reasonably confirm frequency of tasks performance at each location. The Contractor shall furnish an itemized statement of work performed on all invoices.

6.16 Mowing

Grass will be cut in the growing season no less often than monthly and no more often than weekly. Grass will be cut to a minimum height for the grass type in the growing season. During the dormant season grass will only be cut as needed. If rain or other circumstances delay mowing, grass clippings should be bagged on the next mowing visit to compensate for the extra growth. Mowing pattern will be alternated from each prior mowing visit. Deck guards and sharp mowing blades will be required of all mowing equipment used on public grounds. Prior to each

mowing, litter and debris will be removed from mowing areas. Care will be taken not to remove more than 1/3 of the turf blade at any one time.

6.17 String trimming

String trimming will be performed in areas that the mower can't reach, and turf trimmed with a weed eater will match the height of the adjacent mowed areas. String trimming will not be performed within 12 inches of any tree trunks or exposed tree roots. String trimming will occur at the same frequency as mowing.

6.18 Edging

All hardlines and bedlines shall be made with metal blade edgers. New bedlines will be established onsite with the assistance of the City's authorized representative at the beginning of the contract. Turf areas will be edged along curb lines, sidewalk lines and borders of plant beds. Edging will occur at the same frequency as mowing and weedeating. Care will be taken not to nick irrigation features such as sprinkler heads.

6.19 Cleanup

All public sites that are regularly maintained will have litter picked up and removed from the site on every single maintenance visit, regardless of whether the site was mowed. This will include all litter, paper, glass, debris and tree limbs of a reasonable size such that they can be collected by a single worker.

All hardscapes will be blown off such that clippings, litter, leaves and debris are removed from them by the conclusion of every maintenance visit. Hardscapes will include curbs, sidewalks, parking lots and roadways.

Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.

Leaves may be blown into natural areas (generally marked by a tree line), into circles around mature trees in park spaces (to be maintained with a neat form and appearance and not to exceed 6" in thickness), into non-pinestrawed plant beds (leaves blown into plant beds must neatly fill the bed and be removed from crowns of plants for a clean appearance) and into neat piles on the verge for collection by the city's yard waste division. Leaves may be left on turf grass only on the condition that they are intentionally & immediately mowed over multiple times to be left as leaf mulch. These practices will reduce excess backpack blower use, creating a more pleasant user experience in park spaces, preserving some habitat for overwintering wildlife, and contributing to better soil quality for the purposes of canopy conservation.

Care should be taken to never blow leaves, litter or debris into Lake Avondale. Under no circumstances shall leaves, grass clippings and/or debris be blown into the street or into storm drains as a means of removal from the site.

6.20 Weeds

Every maintenance visit will include hand weeding. Weeds will be properly uprooted, removing the entire plant and its entire root system to prevent regrowth. Weeds in plant beds should be

prioritized, and of that category weeds of a taller profile should be the highest priority. Weeds in grass lawn areas are the last priority.

Climbing vines such as kudzu, wisteria, poison ivy and English ivy will be prevented from climbing trees. Poison ivy, poison oak, poison sumac will be removed from areas explicitly meant for pedestrians or use by parkgoers, but will be permitted to remain in natural areas (behind the tree line).

6.21 Shrubs & hedges

All hedges in the city will be kept to a height such that they can be maintained from the ground without use of ladders or bucket trucks. If they grow to exceed this height they should receive a major pruning in the dormant season or at the optimal time of year to perform deep pruning for that species. This will set the benchmark for future maintenance hedge trimming throughout the growing season. If hedges grow such that they cannot be maintainable at a reasonable height as determined by the City representative, then they should be removed and replaced with a slower growing species (replacements shall be approved by the City prior to installation).

Shrubs and hedges will also be maintained so as not to deter visibility or access in public spaces and to maintain an aesthetically pleasing appearance. Shrubs around public buildings shall not touch building walls and will not block windows or doors.

Hedge trimming will be performed with powered hedge trimmers in all cases except for the Abelia line on N. Avondale Rd, which is maintained once a year for height, width, shape and visibility via deep hand pruning to remove individual canes and reduce the size by as much as 1/3.

Pruning timing and pruning technique used will be determined on a by-species basis. Hand pruning will be performed when it is the best horticultural practice and when it is reasonably efficient to do so.

All hand pruning will be performed according to ANSI A-300 pruning standards. All woody shrub material that is trimmed will be moved to the verge for collection by the city's yard waste staff.

6.22 Annual & perennial beds

The City shall plant & maintain its own annual beds. The Contractor shall assume maintenance of all perennial beds. The Contractor shall suggest to the City's authorized representative where annual color beds could be converted to perennial beds that provide color over several seasons and minimize waste. Preference will be given to native or near-native perennials with site-appropriate characteristics, including drought tolerance.

Perennial beds will be maintained to sustain attractive, healthy plants and uniform density. All perennial beds shall be kept free of weeds, litter and debris. Perennials shall be pruned/cut back as appropriate for each variety.

6.23 Replacement Planting and Bed Care

All diseased plants are to be removed from all beds and then properly disposed of. Broken, damaged or unsightly plants are to be removed promptly and replaced with like kind or a variety of plant that is approved by the City or its authorized representative.

All trimmings, weeds, collected leaves and other yard waste resulting from landscape maintenance activities shall be removed by the Contractor and be placed in the verge for yard waste pickup.

The Contractor will be required to plant bedding materials such as shrubs as needed and in accordance with the City's landscaping policy. Pricing shall be bid on a case-by-case basis unless the plants are under warranty.

All mulched/pine strawed landscape beds are to be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than 2" tall are to be removed by hand and disposed of. The Contractor shall use signs provided by the City to indicate when a bed has been treated with chemicals to control weeds and shall inform the City's authorized representative of when the signs are placed & when they are removed.

6.24 Ground Cover

The Contractor shall be responsible for the maintenance of any plant that grows over an area of ground used to provide protections from erosion and drought and to improve its aesthetic appearance (by concealing bare earth).

The Contractor shall provide the following:

1. Replace dead or diseased plants.
2. Fertilize three (3) times per year, in March, June and November utilizing a slow release granular fertilizer.
3. Trim all ground cover as necessary to keep borders away from paving lawns, planted areas and buildings.
4. Trim top growth to achieve an overall even appearance.
5. Keep ground cover free of litter, weeds and debris. Litter, weeds and debris shall be removed during maintenance visits in order to ensure a neat appearance.
6. Maintain ground cover free of pests such as snails, slugs, etc.
7. Keep fence lines groomed on both sides and all areas along side of buildings and any adjacent walls.
8. Maintain all ground cover areas clean and cleared of dead leaves.

6.25 Pine straw

Pine straw will be applied 3 times a year, in January, March and July or when requested, at the Town Green, City Hall, Carl's Corner and Lake Avondale. When pine straw is spread, it will be kept out of the crowns of plants and shrubs, will be blown out of grass and off hardscapes at completion, and will be tucked into hardlines and bedlines using a flat-edged shovel for a neat appearance. Long needle pine straw will be specified in all pine straw situations unless it is commercially unavailable. 50% of the top layer of old pine straw will be removed prior to

application of new pine straw, to avoid creating a mounded appearance. Removed old pine straw will be placed in the verge for collection as yard waste.

6.26 Special Events

When required by circumstances, all necessary maintenance practices will be performed prior to special events on public grounds, with an emphasis on overall cleanliness and aesthetic appearance of the site.

6.27 Invasive Species

All non-native invasive plants on public land as categorized by the Georgia Exotic Pest Plant Council are eligible to be “killed on sight” by city staff or qualified contractors selected to perform this work by the city. Methods shall include but not be limited to uprooting, cut & treat and foliar herbicide application.

7. Required Proposal Contents

7.1 Cover Letter/Executive Summary

The Proposal from any interested Service Provider must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Service Provider. The cover letter shall provide the name, address, telephone number(s) and email address(es) of the Service Provider along with the name, title, address, telephone number and email address of the executive that has the authority to contract with the City. The cover letter shall present the Service Provider's understanding of the Project, a summary of the approach to be undertaken to perform the Services, as well as assign the Service Provider's point of contact for the Project. This section should highlight aspects of the Service Provider's Proposal which make it superior or unique in addressing the needs of the City.

7.2 Staff

The Service Provider shall provide, in this section of the proposal, a description of key staff and personnel that will be assigned to effectively facilitate the requirements of this project. This description will include, at a minimum, the number of permanent employees, part-time employees and an organizational chart reflecting assignments and responsibilities. Specifically, the Service Provider must identify what priority will be placed on this project and how the firm intends to provide the initial management and staff.

7.3 Project Methodology

The Service Provider shall provide, in this section of the proposal, a description of the method(s) that will be used to accomplish the level of services required in the Scope of Services above. Methods for all areas of the Scope of Services must be described, including:

Maintenance Schedule: The Service Provider shall provide its proposed schedule for landscape maintenance within the parks, greenspaces and ROW of the City.

Equipment: The Service Provider shall provide the City with a comprehensive list of all landscape maintenance equipment. This must be provided at the beginning of the contract and upon the request from the City at any time during the contract.

7.4 Fee Proposal

The proposing Service Provider should use the Fee Proposal Form in Attachment A to propose its best price for each of the services upon which it wishes to bid. It is not required that any proposing firm bid on every item listed; however, proposers should be aware that the City will select the proposal that best meets its overall needs while considering the selection criteria described below. The City recognizes value in minimizing the number of contractors providing these services.

7.7 References

The Service Provider should supply the names, organization names, and contact information for other entities for which it supplies services similar to those described in this RFP.

7.8 Supporting Documents (optional, maximum 5 pages)

The Service Provider may supply other documentation that demonstrates why it is uniquely positioned to fit the service needs of the City.

8. Selection and Contract Process

8.1 Selection of Finalists

The evaluation criteria below describe the relative importance of various aspects of proposals submitted to the City. It is the City's intent to evaluate the proposals based on technical merit and price and to choose the Service Provider whose proposal provides the best value to the City. The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the City opinion, such rejection is in the best interests of the City. Each proposal will be reviewed by an evaluation team. The evaluation will involve a holistic review of all material provided with a distinct interest in the following components (in no particular order):

- The firm's responsiveness to this RFP (20%)
- Demonstration of understanding of the work to be performed (10%)
- Qualifications of key personnel (10%)
- Demonstrated creativity and excellence on similar projects (10%)
- Anticipated value for price (50%)

NOTE: The City reserves the right to accept a proposal as submitted and enter directly into a contractual agreement with that selected firm. Accordingly, it is imperative submittals contain the Service Providers best possible technical and fee proposals.

8.2 Oral Presentations

Following the evaluation of the proposals, the City's Evaluation Team may request the top-ranking firms(s) to make an oral presentation and/or be interviewed. If a determination is made that presentations are necessary, the requested Service Providers will be contacted to arrange a mutually acceptable date and time that will be promulgated by the City Manager.

8.3 Negotiations

Following any presentations, the finalist(s) shall be re-evaluated. Should it become necessary, the City Manager shall negotiate with the Service Provider whose proposal is determined to be most advantageous to the City. If negotiations with the highest-ranking Service Provider fail, negotiations shall be initiated with the next highest ranking Service Provider, and so on, until an agreement is reached. The City reserves the right to reject all offers and end the process without executing a contract.

8.4 Contract Formation

If the negotiation process produces mutual agreement, a draft contract shall be constructed and forwarded to the Service Provider for execution and then to the City's Board of Mayor and Commissioners for acceptance.

The City of Avondale Estates is an equal opportunity employer and does not discriminate against any person because of gender, race, color, religion, national origin, or handicap in employment or service provided.



Attachment A – Fee Proposal Form

Complete for those services applicable

Service 1: Comprehensive landscape maintenance visits

Mowing, edging, weedeating, litter collection, hand pruning of woody shrubs & trees, hedge trimming, hand weeding & perennial maintenance at 24 eligible sites

Total cost (all 24 sites):

Number of visits per year (per site):

Bidder remarks:

Service 2: Weed suppression

Application of preemergent to all beds at 6 eligible sites

Total cost (all 6 sites):

Number of visits per year (per site):

Bidder remarks:

Service 3: Pine straw

3x annual pine straw application at 4 eligible sites.

Total cost (all 4 sites):

Number of visits per year (per site):

Bidder remarks:

Service 4: Irrigation services

Winterization and turnons of irrigation, monthly monitoring of controllers, troubleshooting and repairs at 3 eligible sites.

Total cost (all 3 sites):

Number of visits per year (per site):

Bidder remarks:

Service 5: Abelia hedge

Total cost:

Once-annual reduction pruning of abelia hedge by 1/3.

Bidder remarks:

Service 6: Green waste disposal

Total cost (all 24 sites):

Removing pruning trimmings, grass clippings, leaves and branches from all properties to dispose of off-site.

Number of visits per year (per site):

Bidder remarks:

This proposal is valid until June 12th, 2024

Authorized Signature: _____

Printed Name: _____

Title: _____

Firm: _____



Attachment B – List of landscape maintenance sites

List of properties:	Acres	Mowing, weedeating, edging, cleanup (MWEC)	Hand pruning (woody shrubs & trees)	Perennial maintenance	Hedge trimming (gas powered)	Weed suppression (hand weeding & preemergent application)	Litter pickup	Pine Straw (3x/yr)	Leaf circles	Irrigation Services
Lanier Gardens	1.27	x			x	x	x			
The Line	0.58	x				x	x			
Carl's Corner	0.07		x			x	x	x		
Town Green	4	x	x	x		x	x	x		x
North Clarendon	0.15	x				x	x			
City Hall	1.73	x	x		x	x	x	x		
Windsor Park	0.38	x	x			x	x		x	
Stratford Green	0.3	x	x		x	x	x		x	
Covington Hwy ROW		x				x	x			
Banbury Cross ROW	0.2	x	x			x	x			
Fletcher Park	1	x	x			x	x		x	
Lake Avondale	3	x	x	x		x	x	x		x
Glascoe Plaza	0.12	x	x			x	x			
Berkeley triangles	0.3	x				x	x			
Dewey Brown plazas	0.65	x	x		x	x	x			
Clarendon median	0.1	x			x	x	x			
Clarendon gateway	0.41	x				x	x			
Fairfield Plaza	0.1	x	x			x	x			
Willis Park	2.79	x	x			x	x		x	x
Tennis courts	0.44				x	x	x			
Forrest Blvd ROW	0.23	x			x		x			
Sweetgum Plaza	0.44	x	x				x		x	
N Avondale streetscapes		x	x		x	x	x			
Clarendon / Columbia ROW	0.1	x					x			

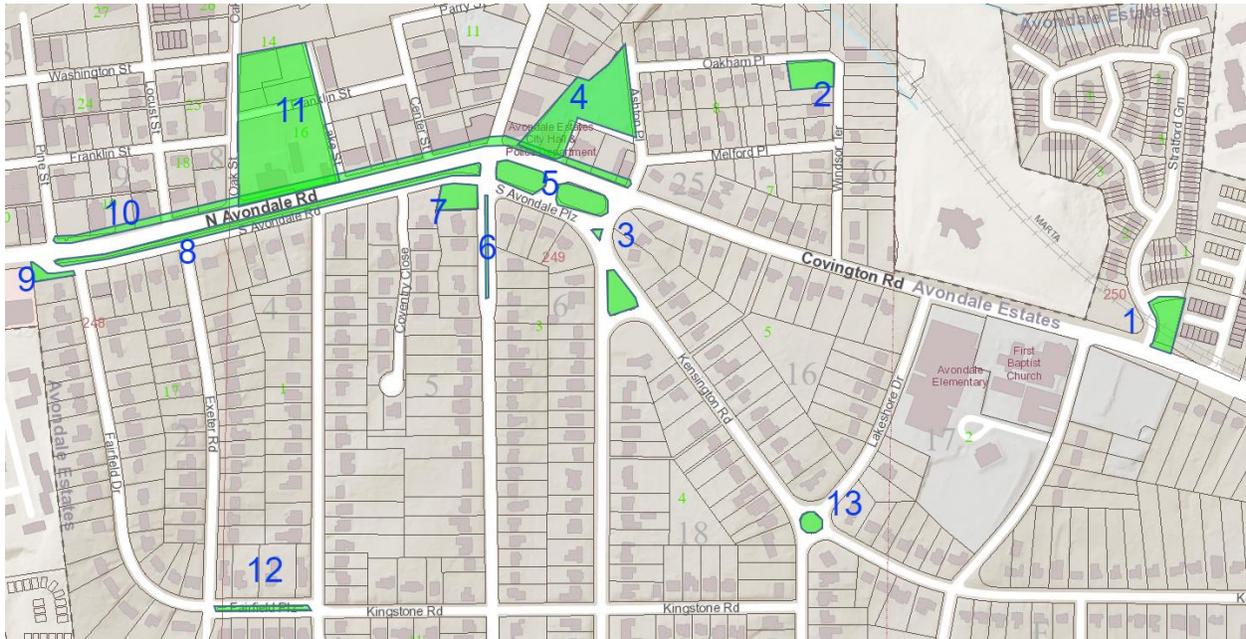


Attachment C – Maps of landscape maintenance sites

Lanier Gardens

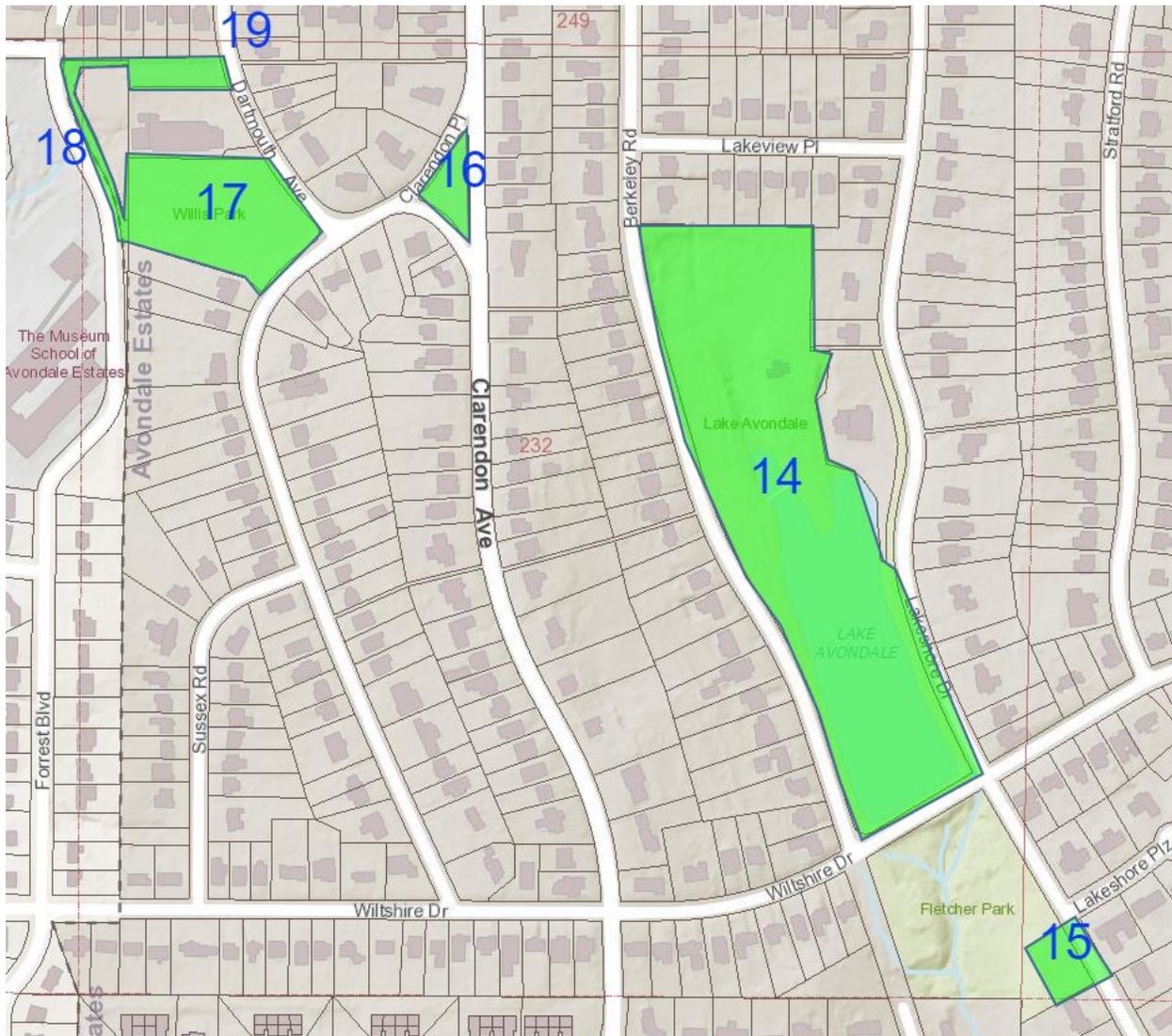


Avondale - North



1. Stratford Green entrance
2. Windsor Park
3. Berkeley triangles
4. City Hall grounds
5. Dewey Brown plazas
6. Clarendon median
7. Clarendon gateway
8. The Line
9. Carl's Corner
10. N. Avondale streetscape
11. Town Green
12. Fairfield Plaza
13. Glascoe Plaza

Avondale - South

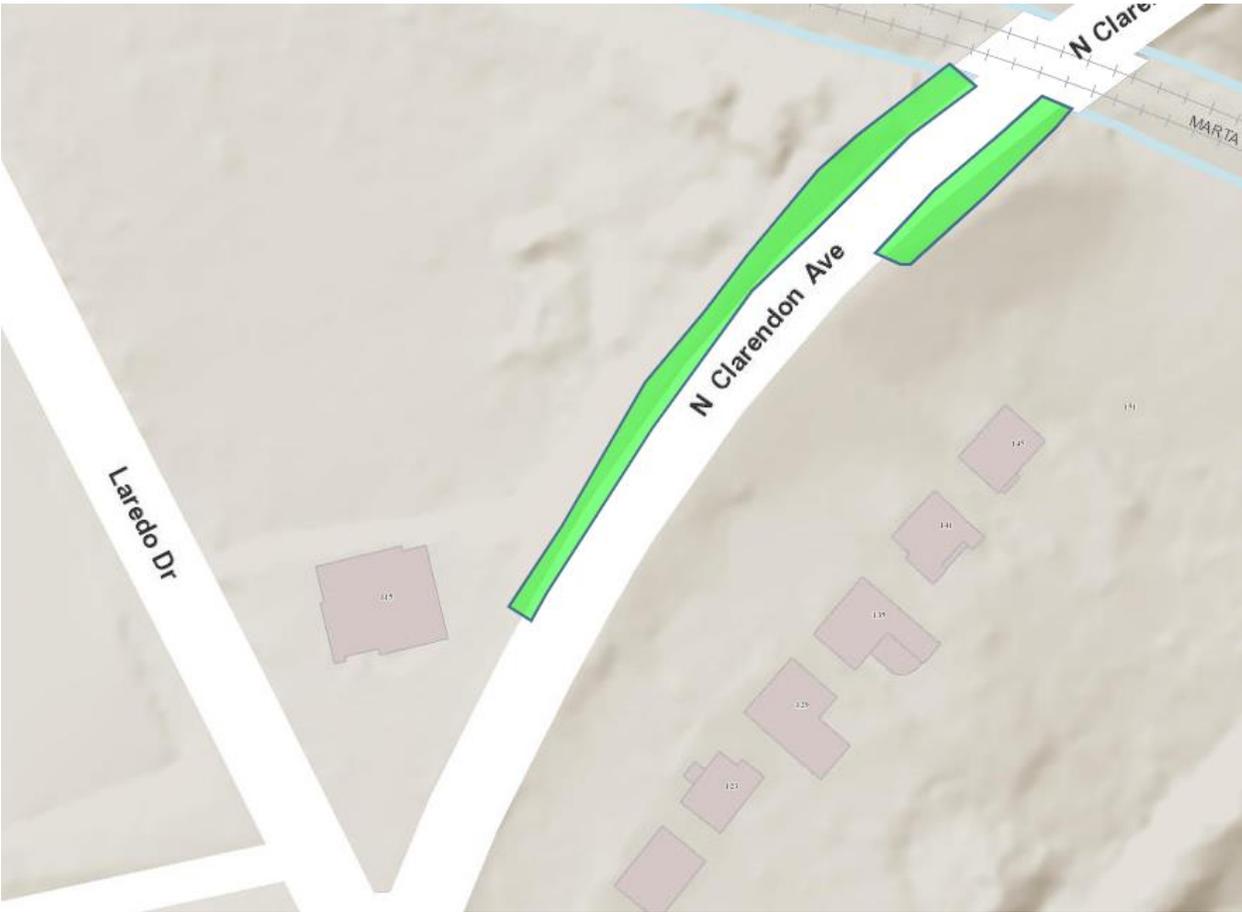


- 14. Lake Avondale / North Woods/ Raingardens (aka Bess Walker Park)**
- 15. Fletcher Park**
- 16. Sweetgum Plaza**
- 17. Willis Park**
- 18. Forrest Blvd ROW**
- 19. Tennis Courts**

Clarendon / Columbia ROW



N. Clarendon Ave ROW



Covington Hwy ROW



Banbury Cross ROW

