REQUEST FOR PROPOSAL

"RIGHT-OF-WAY MOWING, LANDSCAPE INSTALLATION AND RELATED MAINTENANCE SERVICES"

Date of Invitation-to-Bid Release: August 26th, 2019

Proposals Due: September 17th, 2019; 4:00 PM

Submit Proposals To: Tad Leithead
President
ATTN: Lilburn Community Improvement District
Lilburn City Hall- 2nd Floor Administration Office
340 Main Street
Lilburn, GA 30047
Monday-Friday; 9 AM to 4:00 PM

Direct Questions To: Lawrence K. Kaiser, P.E.
kaiser@co-infra-services.com
(No phone calls shall be made to Mr. Kaiser All questions shall be emailed)

Right of Way (ROW) Mowing, Landscape Installation & Related Maintenance Services

INVITATION TO BID (ITB) #2019-1

August 26th, 2019

The Board of Directors of the Lilburn Community Improvement District (LCID) is accepting bids from qualified vendors for *Right of Way Mowing, Landscape Installation and Related Maintenance Services.* The Contractor shall provide all labor, materials, equipment and related services necessary in the performance of this Invitation to Bid. Right-of-Way Mowing, Landscape Installation and Related Maintenance Services is generally described as mowing right-of-way of local roads (Gwinnett County, Georgia Department of Transportation and City of Lilburn), trash and debris pickup within county, state and city right-of-way, debris and deleterious matter removal along roadway curb & gutter and other flat surfaces and related services, including installation of trees and shrubbery along the Jackson Creek Trail, as described in the Invitation-to-Bid (ITB).

Bids will be received until 4:00 PM local time; September 17th, 2019 by the Lilburn CID (LCID) Board of Directors at the following address;

City of Lilburn
ATTN: Tad Leithead; President
Lilburn City Hall – 2nd Floor Administration Office
340 Main Street
Lilburn, GA 30047
Monday-Friday; 9:00 am to 4:00 pm

Monday thru Friday from 9:00 AM to 4:00 PM. Late bids will not be considered nor returned.

A non-mandatory pre-submission meeting will be held on 9:00 AM, Friday, September 6th, 2019 at Lilburn City Hall; 340 Main Street, 2nd Floor, Council Work Session Room

Bids may be submitted by mail, common carrier, or delivered in person. Electronic (fax or e-mail) bids are **not** acceptable. All bids must be received at or prior to the time specified. Bids will be opened by the LCID CID Selection Committee or their representative(s). Bidders and their agents are invited to attend. Bid amounts will be read aloud after the bid opening. Bids are not final until which time the Selection Committee or their representative (s) reviews the entire bid submittal package and ensures all bid requirements are met.

Payment will be made on a monthly basis for work performed the previous month. Invoices to be paid within 30 days after approval by the LCID President or representative.

Each bidder shall submit with the bid either a bid bond, certified check or cashier's check in the amount of five percent (5%) of the total bid, made payable to the Lilburn Community Improvement District.

The Bidding Documents and Specifications are **only** available for review and download at the follow web site: https://www.lilburncid.com

All addendum (if applicable) and other project bid information will **only** be available on this web site. All questions regarding the bid documents shall be made via email to Lawrence Kaiser at kaiser@co-infra-services.com. The deadline to submit questions to Mr. Kaiser is no later than 5:00 PM (local time); September 10th, 2019. The LCID will post "Response to Questions and/or Addenda", if applicable, on the LCID web site no later than 5:00 PM (local time); September 12th, 2019.

No contact with the LCID Board of Directors regarding this project is permitted. Any contact may result in contractor disqualification as an eligible bidder.

Bids may not be withdrawn for sixty (60) days after the time and date set for bid opening.
Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate. Award will be made to the vendor (s) based on a ranking criteria as outlined in the RFP document. The LCID reserves the right to reject any or all bids, to waive technicalities and to make an award (s) as deemed in its best interest. The written bid documents supersede any verbal or written prior communications between the parties.

Bidders must have documented experience performing maintenance activities with state right-of-way including experience with installation of traffic control devices and signage within work zones in accordance with MUTCD.

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SECTION 1
INTRODUCTION AND BACKGROUND

The Lilburn Community Improvement District (LCID) is seeking sealed proposals from qualified firms to provide right-of-way mowing, landscape installation and related maintenance services on specific roadway segments within the CID boundaries.

The Board of Director's intent with this project is to procure the services of a contractor that will provide superior service and workmanship in accomplishing the tasks outlined in this ITB. The visual appearance of the roadway right-of-way includes landscaping and beautification, cleanup and overall attention to detail in the cleanup process. This visual appearance of the CID is critical to attracting new businesses to the district while retaining existing businesses. The beautification efforts have been a priority of the Board since CID formation in 2011. The CID desires to enhance the services and tasks that have been a mainstay with the ROW Maintenance contract over the years. This will be accomplished by procuring the services of a highly skilled and conscientious landscape and maintenance contractor with appropriate experience to perform right-of-way mowing and related maintenance services.

The scope of work also includes a one-time installation of trees and shrubbery adjacent to Jackson Creek Trail. As of this ITB, the trail is under construction with completion anticipated by the end of 2019. The landscaping for this trail as identified in this scope of work will be installed no sooner than January 31st, 2020 and no later than March 15th, 2020.

The LCID was certified by the Gwinnett County Tax Assessor and Board of Directors elected in 2010. The CID boundaries are located within the commercial and industrial areas of the City of Lilburn and unincorporated Gwinnett County; specifically identified on the attached Map Exhibits. Not all roads in the district boundaries are to be maintained by the selected contractor. The frequency and type of tasks performed on each specified road is identified on the attached maps and spreadsheet (Table 1). The CID District Tax Map is included in this ITB to assist the bidders with locating the district boundaries.

The Board President will have the flexibility to modify the project scope; specifically frequency's and/or estimated quantities identified in the spreadsheet work scope. If the frequency's and/or estimated quantities are exceeded, the contractor and the CID President will utilize the per unit costs to derive a revised contract amount.

SECTION 2
PROPOSER'S SPECIAL INSTRUCTIONS

A. **SCHEDULE OF EVENTS**

RFP Anticipated Issuance Date	August 26th, 2019
Non-Mandatory Pre-Submission Conference	September 6th, 2019; 9:00 AM
Deadline for Submission of Questions to LCID	September 10th, 2019; 5:00 PM
Final Addendum (if applicable) Issued posted by CID	September 12th, 2019; 5:00 PM
Proposal Due Date & Bid opening	September 17th, 2019; 4:00 PM
Interviews, if requested	TBD; if applicable
Selection Team Assessment of Proposals and Contract Negotiations with Highest Ranked Firm(s)	TBD
Presentation of Highest Ranked Firm(s) to Board	TBD
Anticipated Start Date	Prior to December 31st, 2019
Completion Date (contract duration)	TBD

NOTE: The LCID reserves the right to modify this schedule at the LCID's discretion

B. **LOCAL GOVERNMENT MOWING EXPERIENCE**

Prospective bidders must have experience working within local, state and/or federal highway right-of-way's. This experience shall include work tasks performed under the direction of a city or county government or a Community Improvement District working within these right-of-way's. Insurance coverage meeting or exceeding GDOT requirements must also be provided. Contractors (or subcontractors) not meeting these minimum state requirements will not be considered qualified bidders and the respective bid packages will not be reviewed by the Selection Committee. Contractors must also be able to provide a 100% payment & performance bond to the GDOT for work within state ROW (US 29 – Lawrenceville Highway).

C. **GENERAL**

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

D. **PROPOSAL SUBMITTAL**

The Proposal and all amendments must be signed and submitted no later than 4:00 p.m., September 17th, 2019 to the address below. **Each proposal must be submitted in a sealed package with the outside of the package identified with proposal title as shown below**. Within the sealed package, bidders shall include a ***SEPARATE*** sealed individual envelopes for the Technical Approach and for the Price (see section 4 for descriptions). A total of three (3) originals of the Technical and Cost Proposals are to be submitted.

REQUEST FOR PROPOSAL
Right of Way Mowing, Landscape Installation and Related Maintenance Services
Lilburn Community Improvement District
Due Date: September 17th, 2019 at 4:00 PM
C/o Tad Leithead
President; Board of Directors
340 Main Street; 2nd Floor Administration Office
Lilburn, GA 30047
Monday-Friday; 9:00 am to 4:00 pm

Proposer shall put their name and address on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. The LCID CID shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification or late withdrawals shall not be considered accepted after the stated bid date and time.

No proposal will be considered unless fully completed in a manner provided in the RFP packet. Facsimile and electronic (email) proposals will not be accepted nor will any proposal be accepted after the stated due date and time. Any proposal received after the closing time will be returned to the submitting firm unopened after a contract has been awarded for the required services.

The LCID may reject any proposal not in compliance with all prescribed bidding procedures and requirements, and may reject for good cause any or all proposals upon a finding of the LCID if it is in the interest of the business owners and public to do so.

E. **PROPOSAL SUBMISSION AND SIGNING**
All requested forms and attachments (Signature Page, Acknowledgment Addendum, Statement of Proposal, etc.) must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

F. **COST OF PREPARING A PROPOSAL** The RFP does not commit the LCID to paying any costs incurred by Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

G. **INTERPRETATIONS AND ADDENDA**
All questions regarding this project proposal shall be directed to Lawrence Kaiser If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum " to all prospective Proposers by the date identified in the Schedule Of Events table. If an addendum is necessary after that time, the LCID at its discretion can extend the closing date. Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the "Acknowledgment of Addendum" with the proposal as described herein. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

H. **FEDERAL TAX ID AND E-VERIFY DOCUMENTS REQUIRED**
A federal EIN number and E-verify documentation must be completed and submitted with the bid package.

I. **LCID 'S PROJECT MANAGER** The LCID's Project Manager for this work will be determined before work commences.

J. **PROPOSAL VALIDITY PERIOD** Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

K. **TERM OF CONTRACT** The term of the contract shall be a period of twelve (12) months from the date of NTP issuance and may be extended one (1) or more additional year if both parties concur.

L. **TERMINATION**
The contract may be terminated by the LCID at its sole discretion with a 14 day written notice. Written notice may also take the form of an email. If the agreement is so terminated, Contractor shall be paid in accordance with the terms of the agreement.

M. **NON-COLLUSION AND "NO CONTACT"**

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition. A Non-Collusion Affidavit is included in this RFP and all submittals must include a completed Affidavit.

No firm, proposer or other interested parties associated with a potential bidder shall make contact with any board member with the LCID including its President or consultants regarding this RFP; except as noted in this RFP. Such contact may be considered as grounds for dismissal as a qualified bidder.

N. **PUBLIC RECORD**

All bid material submitted by bidder shall become the property of the LCID.

O. **BIDDER PREPARATION OF BID SUBMITTAL**

- The bidder shall be responsible for examining the work sites and be familiar with the work required at each site
- The areas identified on the Project Limits Maps (Exhibit A) are to be used for bidding purposes only. The areas and project limits are approximate only and should be verified by the prospective bidders. The LCID district boundaries are included in this bid package. Care must be taken to understand the scope of work within the boundaries.

P. **CONTRACTOR GENERAL RESPONSIBILITIES**

- The Contractor shall complete a work sheet identifying work accomplished when monthly invoice is submitted. The work sheet shall identify any issues encountered during the mowing operation. The LCID will prepare this work sheet.
- Notify the President or Project Manager of the LCID for approval prior to performing work that was not identified in the ITB or negotiated work scope.
- The Contractor will consult with the LCID President or Project Manager for approval prior to any schedule variance not identified in the ITB or negotiated work schedule. Contractor shall notify the LCID Board President or Project Manager at least 2 days prior to each mowing activity. Correspondence may occur via email or phone call.
- The Contractor shall provide competent, suitable and qualified personnel to perform the work as required by the specifications. The Contractor shall provide a list of all foremen and supervisors who will perform the work. This list will also contain twenty-four (24) hour emergency telephone numbers
- The Contractor shall at all times, maintain good work discipline and order at the work site. Contractor, including Contractor's employees and agents, shall treat the public with respect and courtesy while performing work for the LCID. The use of profanity, disrespectful language and/or behavior is prohibited while performing work
- Contractor's vehicles shall be in good repair, free from leaking fluids, properly registered, of uniform color and shall bear the company name on each side of the vehicle
- The Contractor shall satisfy the Georgia Department of Transportation's (GDOT) "Work Zone" safety, truck and signage requirements with US 29 Right-of-Way and submit this plan to the LCID for approval prior to initiating work activities. The contractor will be required to follow MUTCD when working within county or state right of way. **Lump sum bid provided is inclusive of all traffic control.**
- All personnel are required to wear safety vests or other protective clothing, eye protection,

etc. Safety vests **shall** include the LCID logo on the vests. The contractor will be responsible for obtaining and funding these vests with final approval of the design by the LCID. If the contract is terminated or not extended, the vests will be returned to the LCID.

- Contractor shall purchase and provide all materials and supplies and labor necessary to fulfill the requirements of this proposal.
- The Contractor shall not commence work until which time a contract is signed by the selected Contractor (s) and the LCID issues a NTP.
- The mowing and other equipment utilized shall meet all GDOT requirements for signage, lighting and related devices.
- The use of public roads and streets by the Contractor will provide a minimum inconvenience to the public and traffic.
- The GDOT will control the allowable hours of operation on US 29.
- The LCID President or his designated representative may direct removal of any contractor employee at any time during performance of this contract for cause. Failures to present the appropriate licenses, performing unsafe acts, or any other questionable acts that expose the LCID to risk or unfavorable attention would be conditions which meet the criteria "for cause". Any removed employee must be replaced with a fully qualified person within 8 working hours. Repeated incidents may be cause for termination of the contract.
- Selected bidder (s) foreman/superintendent shall attend all required meetings as required by GDOT or LCID.
- Selected bidder shall coordinate its work scope with any potential work tasks that may be planned or on-going by the county, city or state within the city/county/state right-of-way.

Q. **LCID PERSONNEL**

No Officer, agent, consultant or employee of the LCID shall be permitted any interest in the contract.

R. **SPECIAL CONDITIONS**

The work hours required to perform the work tasks on any county right-of-way shall be limited to the following: Monday through Friday from 8:30 A.M. to 4:00 P.M.; unless specified differently by the GDOT.

S. **BONDING**

The bid shall be accompanied by a Bid Bond in an amount not less than 5% of the TOTAL bid amount. The Bid Bond shall be in the form of one of the following;

1. Surety issued bond (issued by a surety licensed to conduct business in the State of Georgia),
2. Surety bond issued by an individual surety that pledges certain defined types of assets
3. Letter of Credit from a financial institution, or
4. A company check

The Bid Bond shall be assigned to the LCID Community Improvement District.

Payment and Performance Bond (P&P) will also be required by GDOT for work on US 29. The amount of the bond shall be identified as a separate line item in the Bid Schedule. **The P&P bond shall be for 100% of the cost for work ONLY on US 29 (GDOT controlled rights-of-way**).

T. **SUMMARY OF DOCUMENTS TO BE SUBMITTED TO THE LCID**

To be considered as a qualified bidder, the following documents are to be included in the bid submittal:

- Bid, Payment & Performance Bonds
- Technical and Price Submittal (as outlined in Section 4)
- Attachment A
- Attachment B (3 pages)
- Section 6
- Section 7
- Section 8
- Section 9

SECTION 3
SCOPE AND SCHEDULE OF WORK

The Work Areas are generally defined by roads, one intersection where landscaping has been installed that require maintenance and landscape installation along the Jackson Creek Trail, as identified on the attached Exhibits within the CID boundaries:

The following narratives generally describe the specific Work Tasks and Frequency. Note that work tasks and frequency may vary within each road segment or segments and landscape areas. The "work task narratives" are described in the following:

A. Right-of-Way Mowing:

Work Tasks

Right-of-Way mowing work will be performed ***within county/city/state right-of-way*** unless otherwise specified by the President or his representative. **Except as otherwise noted on the Exhibits or Table 1, mowing areas are described as follows:**

1. The maximum cut width and overgrowth removal shall be ten (10 ft) or the power poles; whichever is greater and as measured from the outside edge of pavement or curb and gutter on both sides of the road.
2. Includes trimming and herbicide treatment within 1 foot to either side of all guardrail locations
3. Includes trimming and herbicide treatment at all sign posts, fences or other structures within the ROW.
4. Overgrowth vegetation shall be removed from all sign posts, fences or other structures within right-of-way
5. Mowing height shall be shall be no greater than 2 inches

Pickup of trash shall occur before and after each mowing operation. These pickups are in addition to the trash pickups identified in Tables 1 & 2.

Sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter, grass clippings and debris resulting from mowing. 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). No trash, debris or plant material shall be blown or deposited into curb/gutters or storm drains by the Contractor. If plant material or debris is deposited into the curb/gutter or storm drain during mowing /trimming operations, the Contractor will remove it immediately by hand or mechanical means at no cost to the LCID.

Frequency
See Table 1

B. Trash and Debris:

Work Tasks
Trash and debris and miscellaneous services will be performed ***within county, city or state right-of-way*** on the specified roads unless otherwise specified by the President or his representative **OR as otherwise noted on the Exhibits or Table 1.**

Trash and misc. debris is defined as any organic or inorganic material equal to or greater than the size of a 6 oz. beverage can.

Illegal signs and illegal structures (i.e. newspaper/magazine boxes) within right of way shall be removed and disposed of in a proper manner. Illegal signs are defined as any sign that is mounted on any utility pole or any temporary sign within right of way. This work shall be included in the cost of trash pickup.

Highway signs that are crooked and can be straightened without a need to reset (which requires notification to Utility Protection notification) shall be undertaken by the Contractor. During the course of this contract, the Contractor shall make a list of highway signs that have observed to be on the ground, damaged or faded and provide said list to the President **monthly.**

All debris shall be disposed of in a proper manner according to local, state or federal guidelines. Tipping fees for tires, appliances and furniture will be reimbursed by the CID upon receiving the receipt of disposal from a state approved landfill.

All trash to be bagged and properly removed for disposal. Tipping fees for trash will not be reimbursed by the CID

NOTE: The Contractor shall provide the LCID project manager an approximate weight of all trash removed on a monthly basis

Frequency
- ✓ See Table 1

C. Maintenance of Hard Surfaces:

Work Task
Sediment and other deleterious 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.

Vegetation in sidewalks, curbs, gutters and other hard surfaces shall receive an approved herbicide application. Any herbicide application will be performed after vegetation is removed by mechanical or by hand. Edging/trimming will include along walls, fences, foundations, behind curbs, sidewalks, paths, shrubs, tree trunks, poles or other objects or structures within or bordering the mowing area within state, city or county right of way. 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).

In no case shall any pre or post emergent herbicides with residual characteristics be used in these areas (no staining of concrete surfaces). The herbicides shall also be utilized in the

concrete median flat surfaces where weeds are present.

No restricted use chemicals shall be used in weed and grass control. Herbicide must be of a glyphosate type (Round Up or approved equal) specifically designed for post-emergent control of weeds and grass. All herbicide application shall be done in accordance with label directions. Federal, state and local laws shall take precedence for compliance purposes. Identification color may be added to herbicide to track application areas. Color must fade with moisture or within 3-5 days after application.

Frequency

- ✓ See Table 1

D. MISC Debris Removal & Cleanup

Miscellaneous debris removal services includes furniture, tires or household appliances. The CID will pay the tipping fees associated with placement in a state or local government approved landfill. *The cost to pickup fallen trees or tree branches less than 10 foot in length and tree stumps shall be included in the cost for Trash & Debris Removal line item of the Bid Schedul*e

Removal of toxic/hazardous materials will not be performed by the Contractor. However, if such materials are found, the Contractor shall notify the LCID immediately.

Miscellaneous debris removal shall be performed on an hourly basis per the Hourly Unit Prices submitted. President shall prepare a Scope of Work and negotiate with the selected contractor for work performed for this Work Task.

E. Landscape Maintenance (intersection Rockbridge at US 29 & US 29 median from Postal Way to Ronald Reagan Parkway)

Red dye mulch (comparable to existing conditions) shall be replenished at each tree island location within the roadway shoulder of Rockbridge Rd and US 29 and landscaped median areas; including pruning existing plants and trees. Removal of weeds in the tree wells at the intersection and median landscape areas once every 2 weeks also required.

Fertilizer for grasses and landscape plantings, including trees, application rates per recommended landscape industry practices in Georgia. See Exhibit C.

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F. General Turf Maintenance District Wide & Rockbridge at US 29 Intersection

Pre-Emergent treatment shall be applied between mid-February to mid-March and again between mid-September and mid-October. Post-Emergent shall be applied once in the spring for all grass areas that are mowed Weed control (herbicide such as roundup) or manual removal of weeds required once every 2 weeks at each tree well and landscape medians or landscape areas.

Fertilizer for grasses and landscape plantings, including trees, per recommended landscape industry practices in Georgia

G. Graffiti Removal

At Presidents discretion, graffiti will be removed by the contractor. Contractor to notify the CID if graffiti is found within the limits of work. If graffiti is remove, the contractor will be asked to provide the CID with an approximate area of removal. If removal is not possible, the contractor shall use paint to cover the graffiti. The color of the paint shall be compatible to the existing "marred"/"blemished" surface. Paint cost to be included in the per SF price provide in the bid submittal.

H. Jackson Creek Trail Landscape Installation

Trees shall be planted along the Jackson Creek Pathway per the locations identified on the attached plan sheets. The installations shall occur when the project is released to the City of Lilburn by the GDOT. The trees shall be under warranty for a period of one (1) growing seasons from the date that the punch list is approved. Tree installations shall occur in accordance with the attached plan details. The following additional work tasks are to be included in the Lump Sum Price for Section 3.H:

- Water bags shall be installed and replenished no less than 2x per month for a period of 6 months after GDOT warranty period expires
- Trees shall be pruned during this warranty period in accordance with sound landscaping and tree pruning practices in Georgia
- Tree wells shall be weeded 2x/week after GDOT warranty period expires

REFER TO SHEET #29-27 ON EXHIBIT E FOR GDOT WARRANTY

The Material Bond shall be for the cost of tree replacement (materials and labor) for full replacement of trees that are diseased and/or where over 25% of the tree has not survived) at the completion of the one growing season. One grawing season commences after GDOT warranty period expires

SECTION 4
PROPOSAL CONTENT AND FORMAT

A. FORMAT

To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

TECHNICAL APPROACH

1. **Title Page** Proposer should identify the RFP Title, name and title of contact person, address, telephone number, fax number, email address and date of submission.

2. **Transmittal Letter** The transmittal letter should be not more than two (2) pages long and should include as a minimum the following:

   a. A brief statement of the Proposer 's understanding of the project and services to be performed;

   b. A positive commitment to perform the services within the time period specified, starting and completing the project within the deadlines stated in this RFP; and the names of persons authorized to represent the Proposer, their title, address and telephone number (if different from the individual who signs the transmittal letter.

3. **Table of Contents**

   The table of contents should include a clear and complete identification by section and page number of the materials submitted.

4. **Firm and Team Qualifications**

   a. Background of the firm. This should include a brief history of the firm and types of services the firm is qualified to perform.

   b. 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.

   c. Proposers must identify the anticipated supervisor (s) of their firm that will be assigned to meet the LCID's needs. Proposers should identify individuals and subcontractors who will provide the services, their experience, and their individual qualifications. Pertinent resumes of assigned personnel should be included.

d. Identification of where similar services have occurred with the Georgia Department of Transportation right-of-way within the constraints of state permitted conditions.

5. Project Understanding and Approach

Proposers should provide the LCID with information regarding their understanding of the CID's needs with regards to the Scope and Schedule 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 LCID's needs.

6. Intangibles

Provide the Selection Committee, as applicable, any differentiating feature that may be of value to the CID (savings in time and/or money) in the performance of this contract. This may include the Alternative Approaches discussed herein this RFP.

PRICE

7. Cost Structure

The Attached Bid Tabulation Forms shall be utilized for the submittal. This Form will include the proposed Total Bid and Hourly Unit Costs. Potential Alternative Approaches and Associated Prices.

Attachment B; Bid Form (all 4 pages); must be included in the bid submittal.

SECTION 5

PROPOSAL EVALUATION PROCEDURES

A. SELECTION AND EVALUATION PROCESS

A Selection Committee assembled by the LCID will review the proposals. Proposals will be evaluated to determine which one(s) best meet the needs of the LCID. After meeting the mandatory requirements (pass/fail), the proposals will be evaluated on their approach, previous experience on similar projects, experience working within the state right-of-way, client recommendations, intangibles, total lump sum bid amount, unit price costs and alternate approaches.

Note: The Evaluation Team will not review the bid of any firm who receives one or more "fail" scores. The Evaluation Team will select the Proposer (s) which best meets the LCID's needs based upon its evaluation of a firm (s) proposal. Proposals will be evaluated in accordance with the following:

1.	**Completed Proposal submittals (refer to Section 2.U)**	**Pass/Fail**
2.	**An original plus three (3) copies of the complete proposal**	**Pass/Fail**
3.	**Title Page & Transmittal letter**	**Pass/Fail**
4.	**Local and/or State Government experience (Section 2. B)**	**Pass/Fail**
5.	**Firm and team qualifications/references**	**40 points**
6.	**Project understanding and approach**	**25 points**
7.	**Intangibles**	**5 points**
8.	**Bid Amount (including alternatives if submitted)**	**30 points**
	TOTAL EVALUATION POINTS	**100 POINTS**

B. PRESENTATION/INTERVIEW

At the option of the LCID, the top scoring proposers (based on the criteria points) may be

asked to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee amount originally proposed. The LCID's Project Manager will schedule the time and location of these presentations and notify the selected firms if interviews are held. If the LCID elects to conduct a presentation/interview process, an additional 10 criteria points will be assigned to the Total Evaluation Points.

C. INVESTIGATION OF REFERENCES

The LCID reserves the right to investigate references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion or delivery of projects.

D. CLARIFICATION OF PROPOSALS

The LCID reserves the right to obtain clarification of any point in regards to a proposal or

to obtain additional information necessary to properly evaluate or particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

E. RESERVATION IN EVALUATION

The Selection Committee reserves the right to either: (a) request "Best and Final Offers " from the finalist firm (s) and award to the lowest priced or (b) to reassess the proposals and award to the firm(s) determined to best meet the overall needs of the LCID.

F. **INTENT OF AWARD** Upon review of the bids submitted, the LCID may negotiate a scope of work and a general services agreement with one firm, or may select one or more firms for further consideration.

G. **PROPOSAL REJECTION**

The LCID reserves the right to:

1. Reject any or all proposals not in compliance with all public procedures and requirements;
2. Reject any proposal not meeting the specifications set forth herein;
3. Waive any or all irregularities in proposals submitted;
4. **R**eject all proposals;
5. Award any or all parts of any proposal; and
6. Request references and other date to ascertain responsiveness

SECTION 6
PROPOSAL CERTIFICATIONS

****

Non-discrimination Clause

The Contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, religion, sex, national origin, handicap or age with regard to, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this clause shall be barred from receiving contract awards from the LCID, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Agreed by: _____

Firm Name: _____

Address_____

_____

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR PROPOSAL

SECTION 7
PROPOSER ACKNOWLEDMENT

The undersigned proposes to perform all work as listed in the Specifications, Scope & 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 LCID 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 actual work to be performed at the issuance of the NTP will be dependent on the time of the year. The CID will utilize Hourly Rates, Unit Prices and 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 LCID.

Name of firm: Address: _____

_____

Telephone Number: _____ Email Address:

By: _____ Date: _____
(Signature of Authorized Official. If partnership, signature of one partner.)

Typed Name/Title:

If corporation, attest: _____

☐ ☐
(Corporate Officer)

Corporation Partnership ☐ Individual

Federal Tax Identification Number (EIN): _____

Secretary of State Business License Number: _____

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR PROPOSAL

SECTION 8
ADDENDUM ACKNOWLDEGMENT

LILBURN COMMUNITY IMPROVEMENT DISTRICT

RIGHT OF WAY MOWING, LANDSCAPE INSTALLATION & RELATED MAINTENANCE SERVICES

PROPOSER INFORMATION AND ADDENDUM ACKNOWLEDGMENT

FEIN # (required) _____

(Federal I.D. Number)

COMPANY_____

ADDRESS_____

CITY/STATE/ZIP CODE_____

PHONE_____ FAX _____

AUTHORIZED SIGNATURE _____

TYPED/PRINTED NAME_____

TITLE _____ EMAIL_____

PROPOSER IS RESPONSIBLE FOR ACKNOWLEDGING ALL ISSUED ADDENDUM AS FOLLOWS:

INITIAL YOU REVIEWED EACH OF THE FOLLOWING ADDENDA FOR THIS PROJECT:

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

Other Addendum #_____ (as applicable)

Signature acknowledges that Proposer has read the bid documents thoroughly before submitting a proposal, will fulfill the obligations in accordance to the scope of work or specifications, terms, and conditions, and is submitting without collusion with any other individual or firm. Only one (1) proposal will be accepted from any person, firm or corporation. You must submit a proposal with an authorized signature.

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR PROPOSAL

SECTION 9

NON-COLLUSION AFFIDAVIT

Under oath I certify that I am a principal or other representative of the firm of and that I am authorized by it to execute the foregoing offer on its behalf. I am a principal person of the foregoing with management responsibilities for the foregoing subject matter and as such I am personally knowledgeable of all of its pertinent matters. We certify that this bid/proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid/proposal for the same services, materials, labor, supplies, or equipment and is in all respects fair and without collusion or fraud. We understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. We agree to abide by all conditions of this bid/proposal. We certify that no person associated with our firm is an employee of, or affiliated with the LCID or its consultants. We further certify that any financial contributions provided by the firm to any CID Board Members will be identified and included in the bid package.

_____
Signature

Sworn and subscribed before me
This _____ day of _____, 20___.

_____
NOTARY PUBLIC

_____
NOTARY SEAL

My Commission Expires: _____

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR PROPOSAL

ATTACHMENT A
LCID
STATEMENT OF PROPOSAL

Name of Contractor:

Mailing Address: _____

_____

Contact Person: _____

Telephone:_____ Fax:_____ Email:_____

accepts all the terms and conditions contained in the LCID's Request for Proposal for Right-of-Way Maintenance, Landscape Installation and Related Maintenance Services.

_____ _____
Signature of authorized representative Date

_____ _____
Type or print name of authorized representative Telephone Number

_____ _____
Type or print name of person(s) authorized to negotiate contracts Telephone Number

REFERENCES (projects similar to this ITB)

_____ _____
Reference #1 Telephone Number

_____ _____
Project Title Contact Individual

_____ _____
Reference #2 Telephone Number

_____ _____
Project Title Contact Individual

_____ _____
Reference #3 Telephone Number

_____ _____
Project Title Contact Individual

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR PROPOSAL

ATTACHMENT B
LCID
BID FORM - CONTRACTOR 'S PROPOSAL
(4 pages)

LCID RESERVES THE RIGHT TO ADD/MODIFY/DELETE WORK SITES IN THIS CONTRACT. ANY SCOPE INCREASES IN WORK TASKS IN SECTIONS 3. A-H SHALL BE CHARGED ACCORDING TO THE UNIT PRICES IDENTIFIED IN THIS BID FORM.

BIDDERS ARE REQUIRED TO SUBMIT A PRICE FOR ALL THE WORK AREAS DEFINED IN THIS BID FORM; (1) WORK TASKS (sections 3A-H), (2) UNIT PRICES FOR MISC. DEBRIS REMOVAL, LANDSCAPE MAINTENANCE & LANDSCAPE MAINTENANCE AND PERFORMANCE & PAYMENT BONDS.

The Bidder, whose legal signature binding the Bidder to the bid prices indicated on these pages, hereby bids as follows:

WORK TASKS (Section 3 A-C)

DESCRIPTION	Estimated Quantities (SY)	Unit Price ($/SY)	Sub-Total
Provide Right-of-Way Mowing (Lawn & ROW) (Section 3.A)	48,585	$_____	$ _____

DESCRIPTION	Nos. of Cleanup Events	Unit Price (Each Event)	Sub-Total
Trash & Debris Removal (Section 3.B)	104	$_____	$ _____

DESCRIPTION	Estimated Quantities (LF)	Unit Price ($/LF)	Sub-Total
Maintenance of Hard Surfaces (curb line) (Section 3.C)	92,703	$_____	$_____

DESCRIPTION	Estimated Quantities (SF)	Unit Price ($/SF)	Sub-Total
Maintenance of Hard Surfaces (flat surfaces – median and sidewalks) (Section 3.C)	374,162	$_____	$_____

TOTAL (all 4 work tasks) $ _____

NOTE: ** **See Table 1 identifying approximate quantities**

UNIT PRICES FOR MISC DEBRIS REMOVAL & CLEAN-UP

(Section 3.D)

Description	**Unit Prices** (M-F; 7am – 5pm)	**Unit Prices** (all other days; weekends included, and times)
Foreman w/ Pickup Truck– Hourly	$	$
Laborer w/ Pickup Truck – Hourly	$	$
Foreman – Hourly	$	$
Laborer – Hourly	$	$
Dump Truck w/ Operator (6 ton) – Hourly	$	$
Backhoe w/ Operator – Hourly	$	$
Loader w/ Operator – Hourly	$	$
Tire/Furniture/Appliance Removal and Transport to Landfill (each)	$	$
24 hour response to pick-up debris – 2 hour notice; minimum equipment to perform this work shall be a pickup truck with flashers and employee (s) wearing CID safety vests - EACH EVENT	$	$

LANDSCAPE MAINTENANCE (Section 3.E)

DESCRIPTION (Rockbridge @ US 29 Intersection & median landscape areas except Section 3.H)	**Quantities**	**Unit Price** (Lump Sum)	**Sub-Total**
• Removal of weeds from tree wells and all landscape mulch areas *(once every 2 weeks)* • Pruning *(2x/year)* • Red Dye Mulch Placement *(2x/year)*	**Lump Sum**	**Lump Sum**	**$** _____

GENERAL TURF MAINTENANCE LUMP SUM (Section 3. F)

Description	**Treatment Type**	**Est. Quantity (gallons)**	**Unit Price/Gallon**	**Sub-Total**
• Roadway Shoulders/Lawns Within ROW (US 29 & Jimmy Carter Blvd)	Fertilizer – 2X/yr (.30 gallons/1000 SF)	1100	_____	$_____
	Pre-emergent – 2x/yr; includes Roundup (2 ounces per 1000 sf)	1400	_____	$_____
	Post emergent – 1x/yr (.30 gallons/1000 SF)	550	_____	$_____
TOTAL LUMP SUM				$_____

GRAFFITI REMOVAL (Section 3. G)

Description	Est. Quantities (SY)	Unit Price ($/per square feet)	Sub-Total - $
Removal of graffiti with graffiti removal and/or paint (paint to match existing)	2000	$_____	$_____

LANDSCAPE INSTALLATION (Section 3. H)

Description	Quantity	Unit	Unit Price	Extension
Quercus Phellos – Willow Oak – 3 " CAL	35	EA		
Lagerstroemia Indica – "Muskogee" – Crepe Myrtle – 8 to 10 ft.OA	14	EA		
Landscape Mulch & Weed Control	133	SY		
Material Bond (one growing season - commence after warranty period for GDOT Trail expires)	1	LS		
		TOTAL LUMP SUM		$_____

Note: **1.** The unit cost for each work task identified in Sections **3 A-C, D, F, G & H** shall remain the same regardless of whether the LCID increases or decreases the quantities. The areas depicted on the Project Limit Maps are made available to prospective bidders for developing costs for the proposed work. The areas and project limits identified in the Project Limits map are approximate only.

LUMP SUM FOR PAYMENT & PERFORMANCE BONDS

BOND COST FOR 100% PAYMENT & PERFORMANCE (P&P)BONDS *(for work on US 29 only)*	$_____

TOTAL BID AMOUNT

(Sections 3.A-C, 3.E-H, P&P Bonds)

$_____

Written Total Bid Amount: _____

ALTERNATIVE APPROACHES AND ASSOCIATED COSTS

(optional submittal – not required to include in the bid package)

Description: (add additional pages as necessary)

_____

_____

Cost Savings: _____

NOTE: Bidders must submit a bid mount for **EACH** of the UNIT PRICES in Attachment B. Bidders that do not comply with this requirement will not be considered a qualified bidder and bid will be rejected

Bidders Signature:
Print Corporate Name of Bidding Firm:_____
Print Bidder Rep. Name and Title:_____
Bidder Representative Signature: _____

MUST SUBMIT ALL 4 PAGES OF ATTACHMENT B WITH YOUR PROPOSAL

EXHIBIT A

CID DISTRICT MAP

NOT TO SCALE – FOR INFORMATIONAL PURPOSES ONLY

Lilburn CID

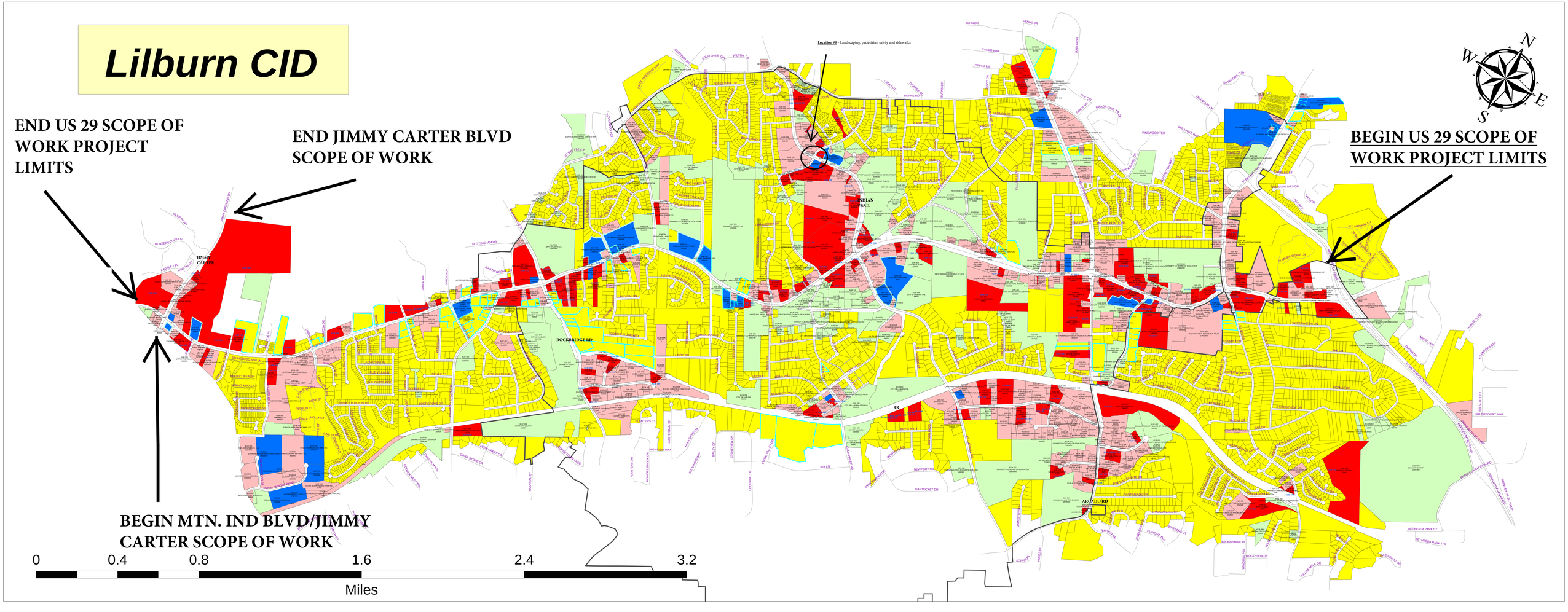
END US 29 SCOPE OF WORK PROJECT LIMITS
END JIMMY CARTER BLVD SCOPE OF WORK
BEGIN US 29 SCOPE OF WORK PROJECT LIMITS
BEGIN MTN. IND BLVD/JIMMY CARTER SCOPE OF WORK
Location #8 - Landscaping, pedestrian safety and sidewalks
JIMMY CARTER
INDIAN TRAIL
ROCKBRIDGE RD
ARCADO RD
RR
0
0.4
0.8
1.6
2.4
3.2
Miles

EXHIBIT B

TABLE 1

ROW MAINTENANCE SERVICES

ESTIMATED QUANTITIES SUMMARY

Informational Purposes Only

ROAD (limits as shown in Table 1)	Mowing (Frequency As Noted Table 2) Approximate SY (excludes sidewalk area)	Trash and Debris Removal (Frequency As Noted Table 2) Total #	Maintenance of Hard Surfaces (Frequency as noted Table 2)	
			Median Flat Surface & Sidewalks (SF)	Median & Roadway Mainline Curb (LF)
A. Lawrenceville Highway (US 29) from Ronald Reagan Pkwy (SB off and on ramps) – to DeKalb County line	37,786	52	365,037	82,071
B. Jimmy Carter Blvd from DeKalb County line (Mountain Industrial Blvd) to end of district boundaries	10,799	52	9125	10.632
TOTAL	**48,585**	**104**	**374,162**	**92,703**
			24 Cleanup Events	

Note: Quantities are approximate (except for trash & debris pickup). Bidders are encouraged to verify quantities and field conditions.

Note: Side streets within the district are currently not included in this scope of work. At the President's direction scope of work could be increased to provide for additional service areas. The unit prices submitted in the bid submittal will be applicable to these new service areas.

EXHIBIT C

TABLE 2

WORK TASKS AND FREQUENCY SPREADSHEET

	LCID – Work Tasks					
Project Limits	**Mowing Right-of-Way**		**Trash & Debris Removal (Note #1)**		**Maintenance of Hard Surfaces**	
	Work Task	**Frequency & Total**	**Work Task**	**Frequency & Total**	**Work Task**	**Frequency & LF**
A. Lawrenceville Hwy (US 29) from Ronald Reagan Pkwy (SB off and on ramps) – to DeKalb County line	YES	ONCE / 2 WEEKS 26	YES	ONCE/ week 52	YES	ONCE / MONTH 12
B. Jimmy Carter Blvd from DeKalb County line (Mountain Industrial Blvd) to end of district boundaries	YES	ONCE / 2 weeks 26	YES	ONCE/ week 52	YES	ONCE / MONTH 12

NOTE: Assume a 12 month contract beginning on the date of the NTP issuance w/ potential for monthly or yearly extension(s)

NOTE: Mowing frequency will vary depending on the time of the year. The total number of mowing's in Table 1 may flucuate based on changes in CID priorities or the weather

NOTE: ❶ Pickup days will be Monday. Minimum equipment to perform this work shall be a pickup truck with flashers and employee (s) shall be wearing CID safety vests

EXHIBIT D

TABLE 3
HERBICIDE AND FERTILIZER TREATMENT

LOCATION	HERBICIDE	FERTILIZER
	Frequency	**Frequency**
US 29 & Jimmy Carter Blvd (grass shoulders/lawns)	• Twice per year pre-emergent weed control • Once per year post emergent weed control	Twice per year
Tree islands and landscape areas	• Monthly Roundup application (standard application rate) and weed control (manual)	Once per year

NOTE: ***Bidder shall identify the product to be used and the application rate proposed*** for the emergent's and fertilizer. Application rate shall be in accordance with general lawn maintenance practices in Georgia for turf grasses that exist in the median

EXHIBIT E

Jackson Creek Trail

Landscape Installation Plan Sheets **(total 15 sheets)**

(location plan and construction details on CID web site)