



# BUCKHEAD

Community Improvement District

## REQUEST FOR PROPOSALS

LANDSCAPE MAINTENANCE SERVICES

PROPOSALS DUE:

**4 PM - FRIDAY, OCTOBER 22, 2021**

DEADLINE FOR WRITTEN QUESTIONS VIA EMAIL ONLY

**4 PM – FRIDAY, OCTOBER 8, 2021**

QUESTIONS SHALL BE DIRECTED **BY EMAIL ONLY** TO:

Matt Gore

[mgore@buckheadcid.com](mailto:mgore@buckheadcid.com)

**October 22, 2021**

## ABOUT THE PROJECT

The BCID is accepting sealed proposals and payment schedules from qualified, licensed landscaping contractors for the maintenance of certain greenspace, streetscapes, interchanges and medians within BCID boundaries for calendar years 2022, 2023 and 2024.

## BASIC GUIDELINES

All proposals submitted pursuant to this request shall be made in accordance with these instructions and specifications.

Proposers are directed to submit all questions about this RFP including technical requirements, submission instructions, and any other general information to Matt Gore of the Buckhead Community Improvement District (BCID) via email only at [mgore@buckheadcid.com](mailto:mgore@buckheadcid.com). **No questions, other than emailed, will be accepted.** Once all questions have been submitted by **4 p.m. on Friday, October 8, 2021**, an email with all submitted questions and answers will be distributed to all interested parties no later than **4 p.m. Friday, October 15, 2021**.

The specific maintenance requirements are described in more detail in Exhibit A and the maintenance areas are highlighted on two maps in Exhibit B.

## PROPOSAL SUBMISSION DOCUMENTATION

### **Please include the following:**

1. Brief business profile;
2. Name, telephone number and email address of the Proposer's designated contact along with his/her experience on similar projects;
3. Similar project examples and photos;
4. A reference list of three (3) similar type contracts with local city governments, state agencies, CIDs or commercial properties within the metro Atlanta area with a similar size and scope. The reference list must include client names and contact information.
5. Valid certification of insurance from companies with "A" ratings, licensed to conduct business in the state of Georgia.
  - Comprehensive General Liability
    - Bodily Injury \$1,000,000 Each Occurrence / \$2,000,000 Aggregate
    - Property Damage \$1,000,000 Each Occurrence / \$2,000,000 Aggregate
    - Policy shall contain a pesticide and herbicide Applicator Endorsement
  - Comprehensive Automobile Liability
    - Bodily Injury and Property Damage - \$1,000,000 Combined Single Limit. Hired and Non-owned liability is to be included.
  - Umbrella Liability Policy

- \$3,000,000 that is in excess of General Liability, Automobile Liability and Workers' Compensation
- Workers' Compensation and Employer's Liability insurance covering all employees of Contractor or any sub-contractor engaged in performing the Services required by this proposal of not less than the minimum requirement of \$100,000/\$100,000/\$500,000. Such policy must name BCID, City of Atlanta, and the State of Georgia as additional insured.

## **PROPOSAL FORMAT**

The proposal shall include the information above and shall be limited to a maximum length of ten (10) single sided, letter-sized pages not including cover, cover letter and tabs, if needed. Submitting in excess of the maximum pages allowed will be cause for rejection of your proposal.

## **PAYMENT SCHEDULE**

Please fill out payment schedule "**Attachment A**" and place in separate sealed envelope labeled "**PAYMENT SCHEDULE - ATTACHMENT A**" and attach to the front cover of the One (1) original proposal.

## **PROPOSAL INSTRUCTIONS**

Respond concisely to the information requested.

Submit to:

Matt Gore  
Buckhead CID  
3340 Peachtree Road  
100 Tower Place, Suite 1640  
Atlanta, GA 30326

Proposals must be submitted at the specified location no later than the date and time specified herein: One (1) original copy and one (1) additional paper copy is required. The package shall be sealed and identified as follows:

**PROPOSAL FOR BCID LANDSCAPE MAINTENANCE SERVICES**

Submittal Date

Proposer Name

## **SELECTION PROCESS**

All proposals received will be evaluated based upon the following evaluation criteria:

- Experience of the firm, location of the firm in proximity to the project location, number of years in business, as well as specific experience on similar projects

- Experience of project manager on similar type projects
- Professional references of present or prior entities for which the proposer has performed similar services
- Total cost

No other factors or criteria shall be used in the evaluation to select the most qualified and responsive proposer.

**EXHIBIT A**  
**CONTRACT SPECIFICATIONS FOR**  
**BCID LANDSCAPE MAINTENANCE**

**I. TREE AND SHRUB CARE**

A. A post-emergent systemic herbicide will be applied to bed areas, to weed populations up to four inches tall which compete directly with ornamental plantings for water, light and nutrients.

B. A broad leaf and grassy weed pre-emergent herbicide application will be applied to bed area to prevent weed seed germination.

C. Ground covers (i.e. vinca, ivy) will be maintained throughout the growing season. Ground cover control consists of restricting the plants from growing into trees, shrubs, turf and other unwanted areas.

D. Hand weeding will be performed in bed areas for weeds with a height greater than four inches.

E. All shrubs identified shall be pruned to remove dead and damaged branches, develop the natural form of the plant, and to create the effect intended by the landscape architect. Pruning will be performed on all ornamental plant material. Dormant pruning will be required for overgrown plants, some ground covers and flowering plants.

F. All trees identified shall be maintained such that no branches or limbs will overhang on sidewalks and parking areas. Height to be maintained will be determined such that branches would be up to seven feet from the ground, to be specified by BCID. Maximum height for any pruning shall be twelve (12) feet from the ground. Trees located in natural areas shall be pruned only when their growth habit affects formal maintenance areas. All limbs and branches will be removed from the property. This is to be done once per year.

G. Selectively fertilize all landscape planting with a quality, slow release balanced fertilizer. This does not include trees greater than four inches trunk diameter.

H. After an insect, mite or fungus presence has been diagnosed, the insecticides or fungicides will be applied as a control before they become a major problem. All plant material will be inspected by trained personnel and they will determine the proper timing and rates of application.

**II. LAWN CARE**

A. Mowing of turf as required to maintain a neat, level appearance.

i. Turf shall be cut at a height of 2"-4" as turf type and conditions dictate. Mowing shall be performed as needed in accordance with the terms of this Contract. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible, excess clippings shall be removed.

B. Edging will be done with a power edger, every other week during the mowing season to all grassed areas at sidewalks, bed lines and curbs during the growing season.

C. A quality turf fertilizer containing the proper amounts of nitrogen, phosphorous, potassium and trace elements will be applied throughout the growing season. The program also includes pre-emergent and post-emergent herbicide applications to prevent weed problems. Perennial grassy weed control, insecticide and fungicide applications are not included in this Contract.

D. Cool season turf will be aerated and overseeded once in the fall to allow for optimal seed establishment, and penetration of water into the soil to allow the new root systems to develop. Warm season turf will be scalped in the early spring. Spraying out and removing Bermuda grass from fescue areas is not included in this contract.

### **III. GENERAL SITE MAINTENANCE**

A. Upon completion of each maintenance visit, a general cleanup will occur. This cleanup program will involve a policing of all landscaped areas. Parking lot areas will be kept clean of organic material within fifteen feet of curbs and planted areas.

B. Fallen leaves will be collected in the fall from turf, shrub beds, and walkways. Leaf removal normally begins at the end of October.

C. Pine straw or mulch will be added to all designated bed areas. The exact quantity of pine straw or mulch is stated in the attached Payment Schedule. Should additional pine straw or mulch be requested by BCID, PROPOSER will provide the additional pine straw or mulch at the same price. Additional pine straw or mulch will be invoiced when installed.

PROPOSER will install pine straw or mulch as close to the month stated on the payment schedule as possible and then bill BCID.

D. Automatic irrigation systems will be started up in the spring, shut down in late fall and inspected during the season. PROPOSER will thoroughly go through the system to ensure it is functioning correctly.

i. PROPOSER agrees to monitor automatic irrigation systems as to proper frequency and duration of operation.

ii. PROPOSER will promptly notify BCID of malfunction, damage or alteration to the system. Repairs shall be performed only upon written approval by BCID and the cost of each repair will be invoiced by PROPOSER, unless damage is caused through negligence of PROPOSER, in which case PROPOSER will pay the costs of such repair.

iii. If for any reason the system fails or is inadequate, hand watering may be required. BCID may choose to hand water or PROPOSER will hand water on a fee basis. All reasonable caution will be taken to prevent damage to underground irrigation lines.

### **IV. SEASONAL COLOR**

A. Soil will be prepared to a depth of six (6) to eight (8) inches and it will be amended with the proper soil conditioners. After the soil has been amended thoroughly, slow release fertilizer, lime and a pre-emergent herbicide will be applied based on soil test.

i. Summer annuals will be planted on a minimum of eleven (11) inch centers and pansies planted on a minimum of eight (8) inch centers. The exact amount of area to be designated Seasonal Color beds is stated in the Payment Schedule. Planting areas will be mulched with a material suitable to the surrounding conditions. The standard size of plant material is four (4) inches. Tulips are not included in this contract. Tulips can be added for additional cost.

ii. Maintenance tasks performed will include fertilization, weed control, removing dead blooms, pruning, spraying fungicides and insecticides, and removal of plant materials and bulb foliage at the end of the growing season. Seasonal color maintenance is priced as a part of seasonal color on the attached payment schedule. Any existing seasonal color not installed by PROPOSER will incur an additional cost to maintain. Pre-existing bulbs maintenance is not included in this contract.

iii. Plant material furnished by PROPOSER will be warranted for a period of 30 days, only if a maintenance program exists. Any plant material damaged by theft, vandalism, lack of water, animals, or cold is specifically excluded from this warranty. PROPOSER will provide a work order for signature once seasonal color design is complete.

## **V. EXTRA AND/OR ADDITIONAL WORK**

A. Should the BCID at any time require work in addition to this Contract, PROPOSER will respond promptly with written authorization and BCID will be invoiced in accordance with the terms and conditions of this Contract at the contractual hourly rate.

## **VI. EXCLUSIONS**

A. Removal of dead plants and/or branches killed as a result of cold damage will be excluded from this contract due to the unpredictable nature of cold damage.

B. It should be noted that unforeseen and unpredictable items such as irrigation repair and storm damage must be responded to immediately. Because of their unpredictable nature, we have omitted them from this proposal, and will respond with written authorization on a time and material basis for concerns related to these causes. Costs for treatments shall be presented to BCID for approval prior to commencing work.

C. PROPOSER cannot be responsible for the death or decline of turf or plant material. In cases of turf decline, additional grass seed and de-thatching may be necessary, this would be in addition to this Contract.

D. If more than 45 days elapse between submitting of this Contract and start of work, PROPOSER has the right to review the PROPERTY for conditions that may have changed (weed, insect or disease, infestation, turf decline etc.) that would affect the scope of work.

E. The above stated contract specifications assume PROPOSER and BCID have agreed for PROPOSER to perform all functions necessary to maintain a high-quality area.

## **VII. OTHER ITEMS TO CONSIDER**

1. All hardscapes are to be maintained, including median islands without landscaping.
2. Peachtree Road from Maple Drive to Peachtree Dunwoody Road is to be done once a week, including four fungicide applications for ground cover, and including landscape maintenance and blowing of the sidewalks, beauty strips, curbs, concrete islands and center islands.
3. Charlie Loudermilk Park is to be done once a week, including a full chemical weed control and fertilization program for turf.

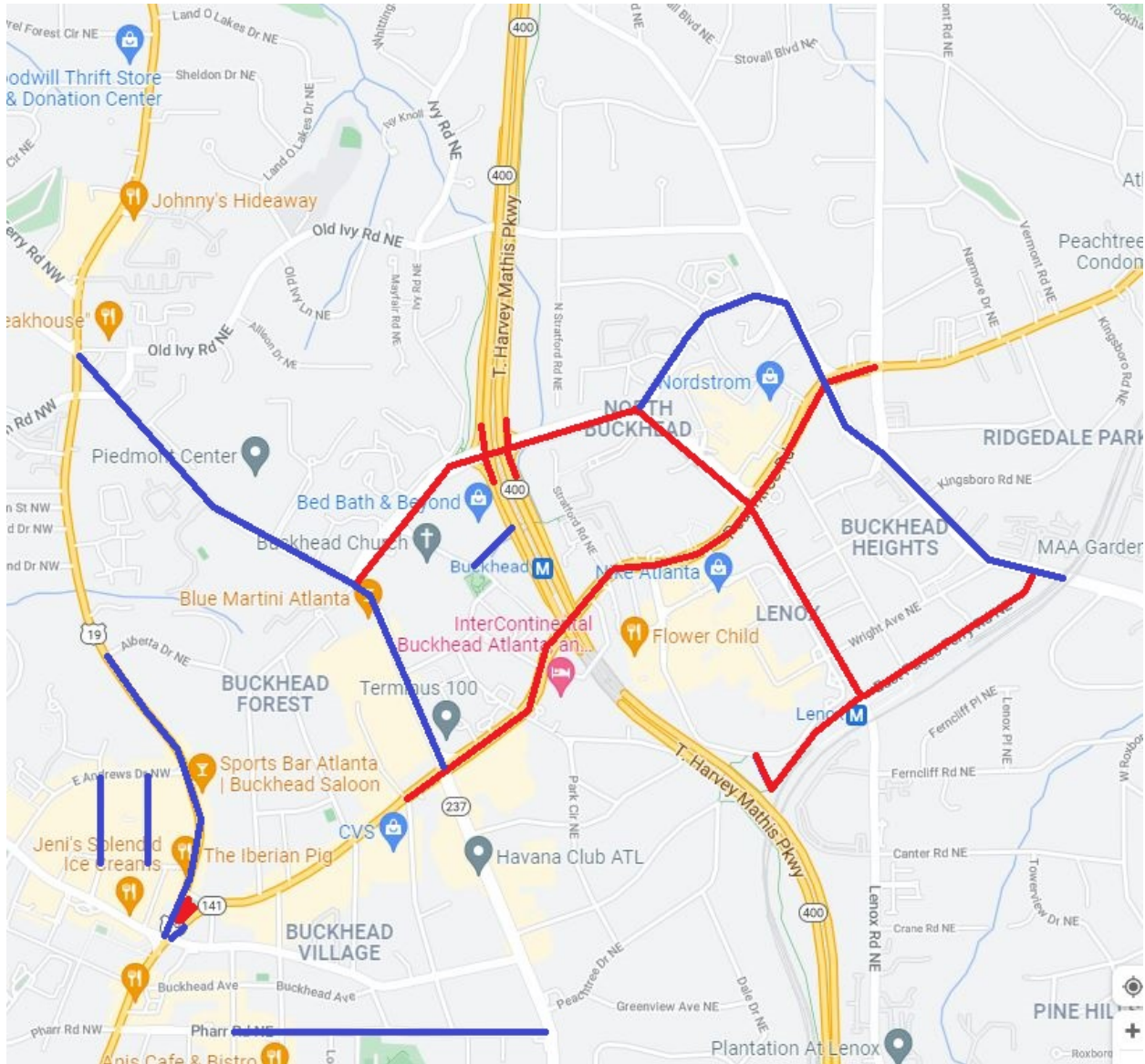
4. Lenox Road from East Paces Ferry Road to Piedmont Road is to be done once a week, including four fungicide applications for ground cover, and including landscape maintenance and blowing of the sidewalks, beauty strips, curbs, concrete islands and center islands. Maintenance should be included for all along the GA 400 Lenox Road on and off ramps including turf services and keeping the concrete barrier free of debris including trash, gravel, and weeds.
5. East Paces Ferry Road from Roxboro Road to Lenox Parkway (Lenox Square entrance) including four fungicide applications for ground cover, and including landscape maintenance and blowing of the sidewalks, beauty strips, curbs, concrete islands and center islands.
6. All other areas are to be done every other week. A full list of locations is provided in the “Service Areas By Street” attachment.
7. The entire corridor of Peachtree Road from Maple Drive to Peachtree Dunwoody Road is irrigated with spray heads on the side planting medians and with drip lines on all the middle medians. There are two controllers/clocks total for the system.
8. Proposals for repairs are submitted for approval.
9. The Buckhead CID is responsible for all water usage fees and billings from City of Atlanta.
10. The limits of trash collection; blowing; shrub/tree care along curbs and right of way are, in general, to back of sidewalk.
11. Though there are areas that overlap with commercial properties, this is a very small number of instances, and to keep things consistent, we ask that the entire area be priced, and the overlap dealt with the winning provider.
12. January 1st is the start date.
13. 24-hour availability for emergencies or special services is not required.
14. Regarding work performed, as much of the weekly and biweekly maintenance should be done during the early morning hours as possible and always completed before 4 p.m.
15. Service is not required more than once a week.
16. Automatic irrigation systems will be started up in the spring, shut down in late fall, and inspected during the season. Start-up shall include PROPOSER thoroughly going through the system to insure it is functioning correctly. Your monthly cost should include the irrigation system start up, seasonal run time adjustments, monitoring, evaluations, and shutdown.



17. PROPOSER agrees to monitor automatic irrigation systems as to proper frequency and duration of operation. PROPOSER will promptly notify BCID of malfunction, damage or alteration to the system. Repairs shall be performed only upon written approval by BCID and the cost of each repair will be invoiced by PROPOSER, unless damage is caused through negligence of PROPOSER, in which case PROPOSER will pay the costs of such repair.
18. If for any reason the system fails or is inadequate, hand watering may be required. BCID may choose to hand water or PROPOSER will hand water on a fee basis. All reasonable caution will be taken to prevent damage to underground irrigation lines. PROPOSER cannot be responsible for damage resulting from ordinary care in the execution of the work herein.
19. Seasonal color application is 6,662 square feet total for the Spring application and 6,662 square feet total for the Fall application.
20. The seasonal color application cost numbers should include both the installation and ongoing maintenance to keep the color beds deadheaded, free of weeds, insects and diseases, kept in the proper proportions, and full and healthy until the time of the next color rotation. This would include roughly 13 visits to each seasonal application to accomplish the above and should be included in the cost for each application.
21. Please also include in the seasonal application cost the need for the proposer to provide a traffic control plan for a one lane each direction lane closure on Peachtree Road from Maple Drive to Peachtree Dunwoody Road to occur during each seasonal install and include in the seasonal application cost to cover the equipment needed to conduct the one lane each direction seasonal application and the extra manpower needed for that endeavor.

# EXHIBIT B MAP 1: OF PROPOSED WORK AREA

Weekly Service Areas in Red  
Every-Other-Week Service Areas in Blue



## **SERVICE AREAS BY STREET**

### **Weekly:**

Peachtree Road from Maple Drive to Peachtree Dunwoody Road

Charlie Loudermilk Park at the intersection of Sardis Way, Roswell Road and Peachtree Road

Lenox Road from East Paces Ferry Road to Piedmont Road

East Paces Ferry Road from Roxboro Road to Lenox Parkway (Lenox Square Entrance)

### **Every Other Week:**

Piedmont Road from Peachtree Road to Roswell Road

Buckhead MARTA Bridge on the Tower Place Drive side

Roswell Road from West Paces Ferry Road to Alberta Drive

Roxboro Road/WeiUCA Road/Phipps Blvd. from East Paces Ferry Road to Lenox Road

West Village Area – Paces Ferry Place from Irby Avenue to E. Andrews Drive and Cains Hill Road from Irby Avenue to E. Andrews Drive

Pharr Road from N. Fulton Drive to Piedmont Road

Peachtree Road Medians Adjacent to Charlie Loudermilk Park

# ATTACHMENT A PAYMENT SCHEDULE

## LANDSCAPE MAINTENANCE SERVICE 2022-2024 TOTAL OF ALL BCID LANDSCAPE AREAS

**PROPOSER  
NAME:** \_\_\_\_\_

MONTH	MONTHLY MAINTENANCE	PINESTRAW, MULCH & BED DEFINITION*	SEASONAL COLOR	MONTHLY** TOTAL
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January	\$	\$		\$
February	\$			\$
March	\$			\$
April	\$		\$	\$
May	\$			\$
June	\$			\$
July	\$	\$		\$
August	\$			\$
September	\$			\$
October	\$		\$	\$
November	\$			\$
December	\$			\$
<b>TOTAL</b>	\$	\$	\$	\$

\* If requested by BCID, additional pinestraw will be provided at \$\_\_\_\_\_ per bale, and additional mulch will be provided at \$\_\_\_\_\_ per cubic yard (unit prices include installation).

\*\*Additional Services will be quoted at an hourly rate of \$\_\_\_\_\_ or a lump sum.

### SEE SPECIAL NOTES BELOW

Seasonal color for spring and fall in center median tips of Peachtree Road from Maple Drive to Peachtree Dunwoody Only.

Peachtree Road from Maple Drive to Peachtree Dunwoody Road is to be done once a week, including four fungicide applications for ground cover, and including landscape maintenance and blowing of the sidewalks, beauty strips, curbs, concrete islands, and center islands.

**Charlie Loudermilk Park is to be done once a week, including a full chemical weed control and fertilization program for turf.**

**Lenox Road from East Paces Ferry Road to Piedmont Road is to be done once a week, including four fungicide applications for ground cover, and including landscape maintenance and blowing of the sidewalks, beauty strips, curbs, concrete islands and center islands. Maintenance should be included for all along the GA 400 Lenox Road on and off ramps including turf services and keeping the concrete barrier free of debris including trash, gravel, and weeds.**

**East Paces Ferry Road from Roxboro Road to Lenox Parkway (Lenox Square entrance) including four fungicide applications for ground cover, and including landscape maintenance and blowing of the sidewalks, beauty strips, curbs, concrete islands and center islands.**

**All other areas are to be done every other week.**

**Total pinestraw bales for all areas is estimated at 133, to be done twice a year.**

**Total mulch cubic yards is estimated at 272 to be done once a year in January.**