



DOUGLASVILLE

— — — — — G E O R G I A — — — — —

REQUEST FOR QUALIFICATIONS AND COST PROPOSAL

FOR

Landscaping and Grading Project - I-20 at SR 92 Interchange

RFQ # 2019 - 015

I-20 at SR 92 Interchange Improvements/Beautification

ISSUE DATE: August 29, 2019

DUE DATE: September 30, 2019 - 3PM

1. GENERAL PROJECT INFORMATION AND BACKGROUND:

The City of Douglasville (City) is seeking qualification and cost proposals from qualified landscaping contractors for grading, installation of landscape materials, and landscape maintenance services associated with the landscaping and beautification improvements at the I-20/SR 92 Interchange. See attached map for project limits. Significant erosion has been an ongoing problem between the ramps and I-20. Therefore, grading and slope stabilization is required in addition to the landscape installation services. No geotechnical investigations were done.

It is imperative that the proposing contractor familiarize themselves with all site conditions prior to submitting fees for the referenced project.

SCOPE OF SERVICES:

The City of Douglasville is requesting these two services be priced separately on the included bid schedule:

- Task A – Grading/Erosion Control and Landscape Installation
- Task B – Landscape maintenance services

Task A – Grading and Landscape Installation

The scope consists of erosion control/stabilization, clearing and grubbing, grading and installation of landscape materials including mulch and topsoil. Since the project is entirely within the I-20 right of way, it shall be the contractor's responsibility to coordinate all construction activities with GDOT's District 7 Office. Refer to GDOT's specification 702 for all landscape installation, maintenance and warranty stipulations. The selected contractor for Task A will be required to water in the installed plant materials with a watering truck as needed to establish all materials.

Task B – Landscape Maintenance Activities

The contractor shall provide a FEE estimate along with a calendar of events associated with the outlined summary of maintenance activities as part of this submittal.

The City of Douglasville is requesting landscape maintenance services for the referenced interchanges with the following tasks to be priced on an annual basis. Contractor to follow requirements related to maintenance in GDOT's publication Standard Specifications – Construction of Transportation Systems, 2013 edition, Section 702 – Vine, Shrub, and Tree Planting. Contractor shall utilize a water truck to water in all newly installed plants to get them established. Contractor to provide irrigation or supplemental watering with a watering truck as prescribed below.

Turf Care

- Mow & Trim Turf - Bermuda 24 Occurrences
- Scalp Bermuda 1 Occurrence

- Edge Curbs and Walks 24 Occurrences
- Edge Bedlines 24 Occurrences
- Blow Curbs & Walks 24 Occurrences

Chemical Turf Care

- Early Spring Fertilizer, Pre-Emerge Crabgrass Control 1 Application
- Spring Fertilizer, Broadleaf Weed & Pre-Emerge Crabgrass Control 1 Application
- Summer Fertilizer, Broadleaf Weed Control 1 Application
- Late Summer Fertilizer, Broadleaf Weed Control 1 Application
- Fall Fertilizer, Broadleaf Weed Control 1 Application
- Late Fall Fertilizer and Pre-Emerge Weed Control 1 Application

Tree & Shrub Care

- Prune Shrubs 6 Occurrences
- Prune Ground Cover 4 Occurrences
- Prune Crape Myrtles 1 Occurrence
- Prune Shade Trees 1 Occurrence
- Winter Shrub Pruning (33% of Material) 1 Occurrence
- Fertilize Beds 1 Application
- Plant Insect & Disease Control as Needed
- Pre-Emerge Weed Control - Beds 1 Application
- Hand Pull Weeds - Beds 36 Occurrences
- Post-Emerge Weed Control - Beds 36 Applications
- Leaf Removal 10 Occurrences

Other

- Weed Control - Hard Surface Cracks 36 Applications
- Police Grounds 36 Occurrences
- Irrigation Spring Start 1 Occurrence
- Irrigation Mid-season Inspection 1 Occurrence
- Irrigation Shut Down (water truck) 1 Occurrence
- Trash pickup 24 Occurrences

The successful proposer will be required to comply with all applicable Local, State, and Federal rules and regulations during the installation and maintenance services of this project. The maintenance contract shall be for a term of 1 year and begins once the Landscape Architect or City's representative determines that the installation and establishment period is complete.

3. PROCUREMENT PROCESS AND INFORMATION

A. Request for Proposal Documents

All RFQ documents are available in electronic format at the City of Douglasville website.

B. Availability of Request for Proposal

The RFQ is open to all qualified candidates and is available free of charge.

C. Prequalification Criteria

Contractors must be prequalified with GDOT in the appropriate area classes.

D. Request for Information

All requests for information and clarifications regarding this project shall reference the above invitation name and submitted via e-mail to procurement@douglasvillega.gov no later than September 23, 2019 at 5PM. Questions and answers will be issued in the form of an addendum to all interested and will be available on the city's website (under RFPs), www.douglasvillega.gov. It is the proposer's responsibility to check the website for any addenda issued for this RFP.

E. Communication

From the issue date of this RFP solicitation until a successful proposer is selected and announced, proposers are forbidden to communicate about this solicitation or this Project for any reason with any members of the City of Douglasville administration and government, except for submission of questions as instructed in the RFQ. For violation of this provision, the City reserves the right to reject the proposal of the offending proposer at any time. Further, the City reserves the right to award both the installation and maintenance services together or separately.

F. Submittal Date and Information

All bids must be delivered to the City of Douglasville, 6695 Church Street, Douglasville Georgia 30134, no later than September 30 at 3:00 PM. **Any proposal received after that time will not be considered for award.**

It is the City's desire to award this contract as soon as possible to the most qualified contractor.

RFP Timeline

RFP ESTIMATED TIMELINE		
City issues public advertisement of RFP	08/29/19	
Deadline for written questions/requests for clarification	9/23/19	5:00 pm EST
Deadline for submission of Bids	9/30/19	3:00 pm EST
City Council will vote on selection of firm	11/04/19	Subject to change

Submit one (1) original, four (4) hard copies and one (1) electronic copy in PDF format on a USB flash drive to the City of Douglasville front desk, in a sealed envelope, clearly

addressed and labeled as follows:

Attn: Michelle Collings, 6695 Church Street, Douglasville GA 30134

RFP 2019-015: Landscape and Grading Project: I-20 @ Fairburn Road Interchange

The entire electronic submittal shall be submitted as one (1) file. Please do not submit individual documents or sections separately. The technical proposal shall be limited to 20 pages. The cover letter, resumes, qualifications information, experience, and reference letters will be considered as part of the 20-page limit. All associated addendums which may arise must be signed by the submitting contractor and attached to the proposal but will not count towards to the page limit. The other items that do not count toward the 20-page limit are listed in **Section K - List of Exhibits**. It is the sole responsibility of the proposer to assure delivery by the specified deadlines to the correct location; the City cannot accept responsibility for incorrect delivery, regardless of reason.

Submittal envelopes will be stamped with date and time of reception by the City and this is the information that will be considered to determine timely submittals and not the required electronic versions submitted via e-mail. No submittals will be accepted after the date and time stipulated above. A list of firms submitting responsive proposals will be available on City of Douglasville RFP website after the stated deadline.

The Fee Proposal shall include price for all labor and materials, including the cost of payment bond and performance bond. Proposals shall be accompanied by a bid bond in an amount of 5% of the bid. A performance bond and a payment bond, each in the amount of 100% of the contract sum and for the term of the contract, will be required from the successful proposer. Proposals may not be withdrawn for a period of 60 days after the due date for receipt of proposals.

All proposals must be accompanied by a Certificate of Insurance to include General Liability Insurance with limits of no less than \$1 million per occurrence and \$2 million aggregate, and a general liability umbrella policy with a limit of no less than \$10 million aggregate; Worker's Compensation coverage as provided by Georgia law; Temporary Facilities and Equipment, and Builder's Risk Insurance. All required insurance shall be maintained throughout the term of the contract, and the successful proposer shall comply with all operational and administrative requirements of the Georgia Department of Transportation. All bonds and insurance policies shall be written by surety companies with an overall A.M. Best rating of A- (Excellent) or better, and which is listed in the U.S. Treasury Circular 570, and which are licensed to do business in the State of Georgia. Said policies shall provide for jurisdiction and venue in Douglas County, Georgia, for resolution of any disputes.

Proposals may be withdrawn by written or email request, provided such withdrawals are received prior to the time and date of the opening. **Prior to Notice to Proceed, the selected Contractor shall present a Liability Insurance Certificate naming the City of**

Douglasville as an Additional Insured. Contractor shall be responsible for all injuries or damages of any kind resulting from work, to persons or property during the course of the installation and maintenance tasks.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The City is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the City. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The City of Douglasville reserves the right to cancel this procurement at any time for this pursuit. The City may reject the proposal of any proposer that has not submitted the appropriate requested documentation or waive any and all technicalities, formalities, or irregularities. In addition, firms that have previously failed to perform properly or complete on time, contracts of a similar nature with the City of Douglasville, may also be disqualified.

G. Proposal Response Information & format

Provide the following Qualifications and Information within the Sections of the RFQ above:

a. Firm or Firm’s Information

1. Firm name, address, and telephone number
2. Secretary of State Corporate Certificate of Existence
3. Primary local contact person and telephone number
4. Total number of firm's local full-time employees
5. Year firm established
6. Firm’s billings for the last three fiscal years
7. Firm's billing for the current fiscal year
8. Listing and description of all current litigation involving the firm
9. Listing and description of all litigation history for the local firm since and including 2014
10. Subcontractor firms including names, addresses, and telephone numbers with primary local contact persons.

b. Experience:

1. List of landscaping projects completed in the last 5 years. Include: size, cost, total fee, time to complete, description, and cost of contractor change orders (be sure to specify which projects were similar to facilities of this size and type).
2. Provide no more than 3 examples of your experience as prime contractor in handling landscaping projects similar to this project (OR other public and private projects that indicate similar experience). For each of these projects:

- a) Provide photographs
 - b) Provide an owner reference familiar with your performance on the project. It is the Proposer's responsibility to ensure that the listed contact and phone number are current.
 - c) List the individual who served as the Project Executive or Director, Project Manager, and Superintendent. Please note whether this individual is still employed with your firm.
3. Describe any cost cutting measures that you have identified, and approximate savings that can be realized.
 4. Provide anticipated construction duration in the form of a detailed schedule.
- c. Statement of Firm's capability to realistically absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.**
- d. Staffing Management**
1. Provide a Certificate of Existence from the Secretary of State showing the legal name of the corporation. Also, please provide complete contact information for the proposed project manager.
 2. Provide a proposed Organizational Chart which identifies individual names and areas of responsibility to fill the following key roles:
 - a) Project Manager
 - b) Superintendent
 - c) Other (please describe, if applicable.)
 3. Please provide for each of the above personnel:
 - a) Current resumes listing relevant project experience.
 - b) Percent of time to be committed to this Project.
 4. Please identify the individual who will be the leader of your construction team, *from project start to finish*, and the principal point of contact between your firm and the City, or the City's Representative and other consultants. This individual's competence, leadership, and ability to achieve *customer satisfaction* will be heavily considered in the selection of the contractor.
 5. Please include a schedule of proposed installation activities as well as maintenance activities scheduled per month. The City of Douglasville anticipates approximately two site visits per month for mowing and trash pickup. All other activities such as spraying, mulching, and fertilizing shall be identified within the maintenance schedule.
- e. Fee Proposal – Bid Schedule**
1. Fee proposal shall include all pay items associated with the construction plans. See attachment in **Exhibit "C"**, Bid Schedule. If contractor sees discrepancies in the quantities on the bid schedule verses the plans, contractor shall advise the City within

their proposal of the found discrepancies. If there are quantity adjustments which need to be addressed, adjustments will be made prior to entering into a final agreement with the selected contractor. Costs shall be applied as is to the quantities on the provided bid schedule. Discrepancies, if found, shall be itemized separately but not included in the bid schedule.

H. Evaluation of proposals and presentation

The evaluation by the Selection Committee will be based on the Selection Criteria listed below. The City will appoint a committee of key staff members (Selection Committee) to review each response to this RFQ and provide a rank list of all the Firms.

- 1. Staffing** – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed project. Points: 15
- 2. Experience/Performance** – Review of past performance on City of Douglasville projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to City's needs. Points: 25
- 3. Approach** – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy, and responsiveness to the required information of the request for proposals. This shall include a preliminary Project schedule by task for the implementation for Task A as well as a maintenance schedule for Task B. Provide in detail the services your firm will be providing. Points: 10
- 4. Fee Proposal** – Construction of Task A: Points: 35
Maintenance of Landscaping Task B: Points: 15

I. Final Selection

After ranking of the proposers by the Selection Committee, final selection of a successful proposer shall be made by the City's Mayor and Council, which may interview some or all of the proposers.

J. General Conditions

Upon submission of a proposal, the proposer shall certify on behalf of his company or organization that:

1. This proposal is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation.
2. This proposal is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation.
3. The proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham bid.
4. The proposer has not solicited or induced any person, firm, or corporation to refrain

- from
bidding.
5. The proposer has not sought by collusion to obtain for itself any advantages over any **other proposer or over the City of Douglasville.**

K. LIST OF EXHIBITS

1. EXHIBIT A - Limits of Work
2. EXHIBIT B - Landscape Installation FEE/Bid Schedule
3. EXHIBIT C - Maintenance FEE/Total FEE Both Task A and B
4. EXHIBIT D - Disclosure Statement
5. EXHIBIT E - Certification Form
6. EXHIBIT F - Contractor's Bidding Oath
7. EXHIBIT G - Contractors and Subcontractors affidavits of compliance with the Georgia Security and Immigration Act. (E-Verify)
8. EXHIBIT H - Proof of current GDOT prequalification for landscape construction services.

EXHIBIT A

Limits of Work



EXHIBIT C

Task B – Landscape Maintenance

- Proposer to include yearly maintenance schedule.
- Proposer to include maintenance costs per year.

TASK B - TOTAL FEE: _____

TOTAL FEE - TASKS A + B: _____

EXHIBIT D**Proposer's Disclosure Statement**

All proposers should be aware that the project you are submitting a proposal on is a public project, and the City (City of Douglasville) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the City of Douglasville shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include a Disclosure Statement with your submittal** which answers the following specific questions:

1. Describe any business transactions occurring within the prior two years between your firm and the City of Douglasville or the ultimate end-user of the proposed project.

<Insert Response Here>

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Douglasville or the end-user of the proposed project within the prior one-year period.

<Insert Response Here>

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the City of Douglasville or the end-user of this project.

<Insert Response Here>

This Disclosure Statement shall be dated and signed by an authorized signer for the proposer and submitted with the Proposer's Submittal as a deliverable.

Name of Firm

Authorized Signature

Printed Name and Title of Authorized Broker

Date

EXHIBIT E**CERTIFICATION FORM**

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the City of Douglasville may, by means that the City of Douglasville deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the City of Douglasville or their Brokers may contact any individual or entity named in the RFQ for the purpose of verifying the information supplied therein.

I acknowledge and agree that all the information contained in the RFQ is submitted for the express purpose of inducing the City to award a contract.

A materially false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

SWORN AND SUSCRIBED BEFORE ME

This _____ (day) of _____ (month) _____ (year)

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

NOTARY SEAL

EXHIBIT F

CONTRACTOR’S BIDDING OATH

We, the undersigned do hereby swear under oath that regarding the subject work, we have not violated OCGA subsection 36-91-21(d) by preventing or attempting to prevent competition in bidding, by preventing or endeavoring to prevent anyone from making a bid or proposal therefor by any means whatever, nor by inducing another to withdraw a bid or proposal for the work.

Further, if the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for the contractor in bidding for or procuring the contract are shown and signed below. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract are shown and signed below.

Sworn or affirmed this _____ day of _____, 2019

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

EXHIBIT G**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE**

Georgia Security and Immigration Compliance.

Compliance with the requirements of O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this contract. Contractor certifies that it has the following number of employees (check one appropriate box):

500 or more employees, or

100 or more employees, or

fewer than 100 employees,

as identified in O.C.G.A. 13-10-91. In the event the Contractor employs or contracts with any subcontractor(s) in connection with this contract, the Contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor. The contractor's compliance with the requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02 is attested by the execution of the contractor affidavit as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document is attached to this Contract, and is a part of this Contract.

In the event the Contractor employs or contracts with any subcontractor(s) in connection with this contract, the Contractor will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of any contractor/subcontractor agreement.

EXHIBIT G

CONTRACTOR AFFIDAVIT AND AGREEMENT REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13- 10- 91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Douglasville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Douglasville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Douglasville at the time the subcontractor(s) is retained to perform such service.

Company ID Number: EEV/Basic Pilot Program*

Authorization Date

Name of Contractor

Name of Project

City of Douglasville

Name of Public Employer

Signature by Authorized Officer or Agent

Date

Printed Name of Authorized Officer/Agent of Contractor

Title of Authorized Officer/Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

EXHIBIT G

SUBCONTRACTOR AFFIDAVIT FOR GEORGIA SECURITY AND IMMIGRATION COMPLIANCE.

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13- 10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor)_____

_____ on behalf of the City of Douglasville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

Company ID Number: EEV/Basic Pilot Program*

Authorization Date

Name of Subcontractor

Name of Project

City of Douglasville

Name of Public Employer

Signature by Authorized Officer or Agent

Date

Printed Name of Authorized Officer/Agent of Subcontractor

Title of Authorized Officer/Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE ___ DAY OF _____, 20___

Notary Public

My Commission Expires: _____

END of RFP