Parks Maintenance

Request for Proposals
RFP 14-01

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REQUEST FOR PROPOSALS (RFP 14-01)
PARKS MAINTENANCE

Sealed Proposals for Purchasing RFP 14-01 Parks Maintenance will be received by the City of Brookhaven, hereinafter called "City." Service providers whose proposals meet the criteria established in the Request for Proposals, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

This contract shall be for a one year period with an optional one year extension beginning approximately at the end of April, 2014.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Brookhaven requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

A proposal must be submitted in a sealed envelope which shall be clearly marked RFP 14-01. One (1) printed and signed unbound original, three (3) bound copies, and one (1) electronic copy in .pdf format on a memory stick of the **proposals shall be submitted no later than Monday, April 14, 2014 at 2:00pm.** (Proposals will not be submitted by facsimile or e-mail). Proposals must be addressed as follows: **RFP 14-01 Parks Maintenance, Attn: Purchasing Department.** The names of the Proposers only will be published on the City's website as an addendum. Any proposal received after the time and date specified for the opening of the proposals will not be considered, but will be returned unopened. **A Pre-Proposal Conference will be held on Wednesday, April 9, 2014, at 10:00am at Lynwood Rec Center at 3360 Osborne Road, Brookhaven, GA 30319.** The conference will include a review of the proposal documents, and a question and answer period. Proposers are expected to be familiar with the proposal documents and to provide the City with any questions regarding the proposal documents at the Pre-Proposal conference or by the deadline for questions to be submitted. **Questions regarding proposals should be directed to purchasing@brookhavenga.gov no later than Thursday, April 10, 2014 at 2:00pm. Answers to the questions will be issued on an addendum by 5:00 on Friday, April 11.**

Proposals are legal and binding when submitted.

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements. The proposer awarded the Contract must provide proof of liability insurance in the amount of one million dollars ($1,000,000.00), along with any other required insurance coverage and evidence of business or occupational license, as outlined in the Proposal Documents. The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. **Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.**

To ensure the proper and fair evaluation of proposals, the City highly discourages any communication initiated by a proposer or its agent to an employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing and delivered to the City of Brookhaven, Attn: RFP 14-01 Parks Maintenance or preferably by e-mail to purchasing@brookhavenga.gov. Unauthorized communication by the proposer may disqualify the proposer from consideration.

PART ONE - BACKGROUND AND GENERAL SCOPE OF WORK

1.1 The City seeks to engage the services of a qualified contractor to provide park maintenance services to include mowing, trimming, cleaning, trash removal, mulching, weed and insect control and other services as specified for the City's parks.

1.2 The Parks and Recreation Department is responsible for the management, development, safety, and maintenance of the City's parks. The Department also is responsible for emergency response as it relates to parks functions.

1.3 The Parks and Recreation Department is charged with providing high quality and responsive service to the residents and business owners of Brookhaven, including the on-call and maintenance staffs who strive to respond to citizen and community requests in a professional and timely manner.

1.4 The Parks and Recreation Department strives to provide the residents of Brookhaven with the highest quality parks, recreational services, and green

space to enhance the quality of life to our community. The City of Brookhaven manages twelve (12) parks with combined land space of over 256 acres. These parks are home to several major events each year and offer a variety of activities including swimming, tennis, youth sports and more. ***The City's current parks are:***

Murphy Candler Park 1551 West Nancy Creek Dr. NE
Lynwood Park 3360 Osborne Rd. NE
Osborne Park 3412 Osborne Rd.
Brookhaven Park 4158 Peachtree Rd.
Briarwood Park 2235 Briarwood Way NE
Blackburn Park 3493 Ashford Dunwoody Rd.
Georgian Hills Park 2800 East Georgian Dr.
Ashford Park 2980 Redding Rd. NE
Skyland Park 2600 Skyland Dr. NE
Parkside Park 1316 Dresden Dr.
Fernwood Park 1342 Sylvan Circle
Clacks Corner 1410 Cartecay Dr. NE

PART TWO - PARK MAINTENANCE DETAILED SCOPE OF WORK

Proposers should, at a minimum, address the Detailed Scope of Work as part of their proposal package. Proposers may add additional items that are considered necessary to implementing the requested services.

2.1 Provide crew(s) with a minimum of 7 full time (40 hours per week) staff and equipment to perform park maintenance identified in the scope and in assigned work orders. Adequate personnel must be provided to meet safety requirements at all times.

2.2 Provide an Experienced Full Time Parks Maintenance Supervisor (Resume should be included in the proposal). This position can be included as part of the required minimum staff.

2.3 Provide oversight of other skill trade contractors utilized by the City for Parks repairs.

2.4 Provide equipment and vehicles necessary to complete the tasks as described and within the timeframes specified. Maintain equipment to meet clean and professional condition reflecting the City's high standards.

2.5 Park Coverage Requirements -General employee park coverage is required as follows:

2.5.1 Weekdays (year round) –Monday through Friday from 7:30AM to 3:30PM.

2.5.2 Saturdays and Sundays (year round) Minimum of 4 hours per day for bathroom cleaning and trash removal.

2.5.3 Special events -provide up to 100 hours for activities such as Movies in the Park, Fall Festival, etc.

2.5.4 Holidays (City Recognized Holidays) – Minimum of 4 hours per day for bathroom cleaning and trash removal. Except Thanksgiving and Christmas Day.

2.6 The contractor will be required to maintain a point of contact for 24-hour, 7-day per week response to weather-related incidents and other types of emergencies. The contractor must be able to have equipment and personnel mobilized in the City within 2 hours of notification of an incident.

2.7 Routine Maintenance – Visually inspect the assigned area at least once daily. Evaluate site conditions and identify potential maintenance needs or safety hazards which require immediate attention. Identify excessive litter or debris, graffiti, broken or vandalized amenities which may create a safety hazard. Adjustments in the daily schedule are made based on the findings of these inspections. Perform maintenance services as needed.

2.8 Preventive Maintenance – Perform preventive measures to avoid maintenance issues that could become a hazard to park users and result in unnecessary costs. These items include but are not limited to:

2.8.1 Winterizing restrooms, water fountains, faucets and irrigation systems

2.8.2 Cleaning and clearing roofs, gutter, drains and pipes

2.8.3 Promptly notify the Parks Director of any potentially hazardous conditions that are outside the scope of this contract.

2.9 Repairs – Follow work order procedures and priorities to react to any requests for repairs. Problem areas identified through daily visual inspections of facilities and grounds, biannual inspections of facilities and grounds, and emergency reports by the contractor and park users will be reported to the City's Parks & Recreation Director his designee who will follow up and schedule repairs as needed.

2.10 Work Order Priority: Perform services in accordance with an established work order priority schedule. After hours and emergency work orders may be authorized verbally and followed up with a written work order. The City has the following response time requirements for work orders:

Priority 1: Complete within 24 hours.

Priority 2: Complete within 7 days.

Priority 3: Complete within 21 days.

Priority 4: As directed

2.11 Litter, Debris and Trash Removal

2.11.1 Remove trash, ground litter, and debris daily or as often as needed during the week

2.11.2 Empty trash containers when they are more than half filled or are attracting bees and insects at the time of inspections or when park usage indicates that containers may be filled to capacity before the next

inspection

2.11.3 Inspect specific areas such as pavilion rentals and athletic areas for litter and debris and remove litter and debris prior to scheduled use during normal working hours

2.11.4 Remove and replace trash liners placed by dog parks, dog water stations, pavilions and player areas daily regardless of how much or how little the containers are filled

2.11.5 Pick up ground trash and debris in the park while checking the trash containers

2.11.6 Report any debris that is too large to easily remove to the City's Parks & Recreation Director or his designee

2.12 Restroom Cleaning

2.12.1 Clean restrooms every morning at a minimum and inspect and clean again, if necessary, prior to the end of the day. More frequent cleaning may be necessary at times based on usage, particularly at rental and athletic facilities

2.12.2 Restroom cleaning includes but is not limited to removing all litter and debris, sweeping and mopping floors, scrubbing toilets, sinks and urinal with disinfecting cleaner, and refilling toilet paper and paper towels and soap as needed.

2.12.3 Wash and scrub restroom floors and walls on a weekly basis

2.13 Graffiti Removal

2.13.1 Remove graffiti within 24 – 48 hours from the time it is identified whenever possible

2.13.2 Clean, remove or paint over graffiti. Report graffiti which cannot be easily removed or painted over to the City's Parks and Recreation Director or his designee. Take pictures for documentation.

2.14 Vandalism Repairs

2.14.1 Secure any vandalized area that is creating a public safety hazard immediately upon identification. This may include securing the areas for safety reasons, removing the object or placing a barrier around the area to prevent possible public access

2.14.2 Schedule necessary repairs based on the urgency of the repair

2.14.3 Document and report all vandalism to the City's Parks and Recreation Director or his designee

2.15 Playground Inspection and Repair

2.15.1 Visually inspect each playground every week

2.15.2 Clear playground areas of trash and debris on a daily basis

2.15.3 Check and blow off walking areas as needed on a daily basis

2.15.4 Complete and document playground inspection monthly

2.15.5 Check proper movement and possible wear of all dynamic elements and lubricate as needed Inspect all nuts and bolts and tighten as needed Inspect all pins, clamps, s-hooks and parts to ensure that they are securely attached in the proper locations and adjust as needed

2.15.6 Inspect for pinch points, rough edges and cracks of plastic, metal or wood surfaces and adjust as needed

2.15.7 Inspect all posts, handles, decks and play components for protruding objects that could result in injury and adjust as needed

2.15.8 Inspect all fall areas for proper depth and hard rake to fill in low areas

2.15.9 Inspect the playground and immediate areas for broken glass, trash and debris and remove debris as needed

2.15.10 Immediately restore missing or broken equipment or park furniture to a safe condition. If permanent repairs are not immediately possible, take immediate measures to restrict access to the equipment site and to adequately warn park patrons of the hazardous situation. This may include securing the area for safety reasons, removing the object or placing a barrier around the area to prevent possible public access.

2.15.11 Add mulch to playground as directed

2.15.12 Prune trees and shrubs at least once per year and as needed

2.15.13 Sand wood rails as needed

2.15.14 Clean wood and seal as directed

2.15.15 Paint playground metal structures as directed

2.16 Sport Courts Inspection and Repair

2.16.1 Conduct visual inspections on sport courts and schedule repairs as needed

2.16.2 Check the play surfaces and immediate areas for broken glass, trash and debris and remove debris as needed

2.16.3 Check for tripping hazards such as vertical separation along cracks. Document or schedule repair as necessary

2.16.4 Remove any weeds growing in cracks that may exist on the play surface

2.16.5 Inspect all nets for damage and replace as needed

2.16.6 Inspect gates for proper operation and lubricate as needed

2.16.7 Inspect all fencing and ensure there are no protruding bolts or wires that may create a safety hazard

2.16.8 Inspect to ensure that windscreens are properly hung without any rips or tears and repair as needed

2.16.9 Inspect to ensure that all signs are not vandalized and that they are in the proper locations

2.16.10 Pressure wash courts, picnic tables, walkways and concrete surfaces yearly or as needed

2.16.11 Spray weeds out in and around court area

2.17 Sidewalks and Trails

2.17.1 Inspect all sidewalks and trails for cleanliness and safety, and report any areas of concern

2.17.2 Blow all sidewalks and trails regularly to remove leaves and debris

2.17.3 Pick up all ground trash prior to blowing

2.17.4 Prune low-hanging limbs to eliminate potential hazards

2.17.5 Remove fallen limbs and debris immediately

2.17.6 Remove dead trees and limbs that could fall on the trail

2.17.7 Inspect and repair trail surface as directed to include installation of mulch or stone.

2.17.8 Removal of snow and ice as directed by the City

2.18 Pavilions

2.18.1 Blow and clean daily

2.18.2 Clean prior to any scheduled rental and inspect after the rental for additional cleaning or repairs as needed

2.18.3 Blow roofs to remove leaves and debris twice a year

2.18.4 Conduct pavilion inspections of area and structures yearly

2.18.5 Coordinate repairs and upgrades with the City's Parks and Recreation Director or his designee

2.19 Landscape and Turf

2.19.1 During the growing season (April 1 through October 31approximately):

2.19.1.1 Mow all common turf areas on a weekly basis at the proper levels for each type of turf.

2.19.1.2 Maintain an adequate turf free zone around trees to minimize turf area and avoid string trimmer damage to trees

2.19.1.3 String trim all posts, benches, tables, trash containers, fence lines, tree, grills and buildings as part of the mowing operation

2.19.1.4 Remove grass clippings when visible

2.19.2 During the off-season (November 1 through March 31 approximately):

2.19.2.1 Mow all common turf areas once every four weeks at the proper levels for each type of turf

2.19.2.2 String trim all posts, benches, tables, trash containers, fence

lines, tree, grills and buildings as part of the mowing operation

2.19.2.3 Remove grass clippings when visible

2.19.2.4 Blow hard surfaces to remove debris, including dug-outs and stands

2.19.2.5 Trim and edge, remove debris (sticks and limbs) and provide weed control outside normal turf areas to prevent encroachment

2.19.2.6 Maintain embankments as needed, prune plants and tree limbs up to 14 feet in height and less that 2.5 inches in caliper, and pick up and dispose of trash

2.19.3 Edging Curbs, Sidewalks and Pavilions

2.19.3.1 Edge all curbs, sidewalks and pavilions once per week between April 1 through October 31

2.19.3.2 Remove all grass clippings and debris from the curbs and sidewalk areas after each edging

2.19.4 Aerating Turf

2.19.4.1 Perform core aeration of all play field turf at least twice per year, including once in the spring just before fertilization and once in the fall. Perform aeration when the turf is actively growing and not under stress. Space aeration holes between 2-3 inches (this often requires 3 passes in different directions). Crumble and spread dried soil cores over the turf by using a flexible steel mat or by some other means. Use a vibratory tine aerator to a depth of 4-6 inches during the winter months and as needed during the rest of the year to alleviate compaction.

2.19.4.2 Provide evaluation and recommendations for aeration, sodding and reseeding of fields

2.19.5 Overseeding

2.19.5.1 Over seed turf play fields as directed. Apply seed at a rate of 10 to 15 pounds per 1000 square feet depending on the field and its use requirements. Additional replaced applications may be needed if rain and play dictate additional applications.

2.19.6 Fertilizing Turf

2.19.6.1 Provide a seven-point chemical program for all play field areas, except embankments and sides of streets. Fertilizer program shall include pre-emergent weed control fertilizations and post-emergent treatments consistent with best management practices.

2.19.6.2 Apply fertilizer as directed

2.19.7 Herbicide Use

2.19.7.1 In accordance with the City's sustainability goals, apply integrated pest management best practices

2.19.7.2 Post areas after spraying to warn park users

2.19.7.3 Store herbicides in OSHA approved containers

2.19.7.4 Wear appropriate protective clothing while applying

2.19.7.5 Use non-selective herbicides to kill grass and weeds that are growing in cracks, around posts, around trees, along fence lines, along curb and gutters, or in other identified areas where no vegetation is desired

2.19.7.6 Use pre-emergent herbicides to control the germination and spread of broadleaf weeds in plant beds and turf areas

2.19.7.7 Use post-emergent herbicides to control emergent broadleaf weeds that are currently in plant beds or turf areas

2.19.8 Sodding

2.19.8.1 Sod bare spots in areas which are located on steep slopes, in drainage areas, on play fields as directed. Sprig or over seed and add hay to other areas as directed

2.19.8.2 Ensure the soil is slightly moist when sod is transplanted

2.19.8.3 Add starter fertilizer at a rate of one pound of nitrogen per 1000 square feet of area

2.19.8.4 Irrigate the new sod frequently enough so that the underlying soil is always moist, but do not saturate

2.19.8.5 Spot sod areas as required

2.19.9 Irrigation System Management / Maintenance

2.19.9.1 Test irrigation system before watering season begins. Test each zone for operation, water pressure, head damage, broken lines, etc.

2.19.9.2 Maintain and repair the irrigation system as directed

2.19.9.3 Shut off the irrigation system no later than November 15th, shut off the water at the meter and open existing drains and drain the system

2.19.10 Flower Bed Maintenance

2.19.10.1 Place pine straw / mulch in landscape islands and around the base of trees planted in turf to a minimum of two foot radius from the tree as directed

2.19.10.2 Mulch shall not contact / cover the tree truck. A mulch free

area of 6 inches wide at the base of the tree shall be provided to avoid disease and decay. Mulching in shrub and flower beds should be 3 -6 inches deep and contained within the border of the bed

2.19.10.3 Replace pine straw / mulch twice per year in depleted areas

2.19.10.4 Perform weed control in shrub and flower beds as required from February through October

2.19.10.5 Remove weeds in excess of 4 inched by pulling or cultivating immediately

2.19.10.6 Restrict use of herbicides in park areas that are environmentally sensitive, such as the Brookhaven Community Garden

2.19.10.7 Where possible produce and install mulch and compost recycled from on-site plant material

2.19.11 Pruning

2.19.11.1 Prune to remove hazardous, broken, diseased or deadwood from a tree or shrub and / or rejuvenate the shape of the plant

2.19.11.2 Remove diseased or dead trees immediately for disease control and to prevent safety hazards

2.19.11.3 Replace dead plants as directed

2.20 Parking Lot maintenance

2.20.1 Daily check parking lots to ensure cleanliness and safety

2.20.2 Daily remove litter and debris

2.20.3 Daily check trash cans and empty as needed

2.20.4 Weekly blow leaves and excessive dirt

2.20.5 Prune trees and shrubs located near parking spaces yearly or as needed to avoid safety hazards

2.20.6 Spray or hand pull weeds in parking lot area as needed

2.20.7 Inspect lots yearly to determine if marking of spaces, fire lanes and other markings are visible and make recommendations for repairs

2.20.8 Check parking lot lights twice per year and make recommendations for repairs

2.20.9 Replenish gravel lots with material as directed

2.20.10 Removal of snow and ice as directed by the City

2.21 Athletic Facility General Maintenance

2.21.1 Repair any fencing that is detached or curling

2.21.2 Blow out dugouts daily during the playing and practice season

2.21.3 Blow off common areas and bleachers daily

2.21.4 Inspect dugout gate latches and doors weekly and make repairs as needed

2.21.5 Inspect areas for safety hazards and make repairs as needed

2.21.6 Daily remove trash

2.21.7 Daily check for safety hazards such as holes in the field of play

2.21.8 Daily blow off concrete surfaces, sidewalks and dugouts

2.21.9 Inspect and repair scoreboards as needed

2.21.10 Inspect and repair batting cages as needed

2.21.11 Coordinate the replacement of lights for fields as needed

2.21.12 Paint dugouts and score towers as needed

2.21.13 Replace mulch twice per year

2.21.14 Prune tree and shrubs around baseball fields once per year

2.21.15 Winterize irrigation system and fountains

2.22 Athletic Turf Maintenance

2.22.1 Cut all fields during the Bermuda growing season.

2.22.2 Cut fields twice per week during the months of May through September

2.22.3 Cut fields once per week during the months of October-mid November

2.22.4 Remove thatch at the beginning of the Bermuda growing season.

2.22.5 Apply pre and post emergent, fertilizer and herbicide based on industry standard for turf athletic fields or as directed. Must be performed by licensed applicator.

2.22.6 Prep fields as needed according to season and sport which includes but is not limited to:

- Remove bases, drag infields and fill in sliding area ruts.
- Rake mounds and home plate
- Repair pitchers toe, landing areas and batter's box.
- Paint foul lines infield, outfield and batter's box.
- Stripe fields for sport to be played according to age appropriate standard.

2.23 Facility and Building Maintenance

2.23.1 Visually check and clean restrooms and indoor facilities daily.

2.23.2 Report all maintenance concerns to the City's Parks & Recreation Director or his designee

2.23.3 Move, remove and install fences, picnic tables, tables, chairs, bleachers, benches, etc. as required for transition to different activities or events.

2.23.4 Touch up paint in restrooms as needed

2.23.5 Clean gutters and drains around buildings as needed

2.23.6 Inspect and repair exterior building lights

2.23.7 Inspect exterior of buildings and paint when necessary

2.23.8 Perform annual inspection and certification of all fire extinguisher units

2.23.9 Through a state licensed contractor, treat each building with EPA approved pesticides in accordance with best management practices

2.24 Dog Park (when applicable)

2.24.1 Daily remove litter, animal waste and trash

2.24.2 Daily inspect and remove debris and trees

2.24.3 Daily blow entrance areas and sidewalks

2.24.4 Daily inspect turf areas

2.24.5 Daily inspect area for trip hazards and washouts

2.24.6 Daily inspect drains and remove any debris

2.24.7 Daily inspect fencing and repair as needed

2.24.8 Replenish waste bags as needed

2.24.9 Fill in holes in fenced dog play area as needed

2.24.10 Prune limbs and shrubs as needed

2.24.11 Remove dead trees and limbs as needed

2.24.12 Re-sod and repair worn areas

2.24.13 Aerate and over seed grass in the winter

2.25 Contractor Responsibilities In addition to providing an adequate number of qualified personnel, the contractor will be responsible for the following:

2.25.1 Provide and maintain in satisfactory operating condition all equipment necessary to provide the required services.

2.25.2 All vehicles and fuel needed to provide the required services.

2.25.3 All communication and computer devices and service necessary to be able to maintain around the clock accessibility and to be able to maintain access to the City's internet-based work order system. Crews assigned to right of way work orders will be expected to be provided with a laptop and digital camera or preferably a smart phone for interaction with the work order system.

2.25.4 Any applicable training.

2.26 City Provided Items

2.26.1 Magnetic City of Brookhaven logos for contractor vehicles.

2.26.2 Use of the maintenance facility at Briarwood Park.

2.26.3 Materials and supplies other than fuel and equipment. For example: lumber, janitorial supplies, mulch, gravel etc.

2.27 The Parks Maintenance Schedules in Appendix B are provided as an indication of the timing and frequency of parks maintenance activities. The calendar portion indicates the times of year when an activity could occur or typically occurs. The frequency is noted in the columns to the right. These schedules are provided for information purposes. The contractor will be responsible for developing their own

schedule and staffing to satisfy all of the scope items listed above.

PART THREE - PROPOSAL FORMAT AND CONTENT

3.1 One signed original, three (3) copies, and one (1) electronic copy in .pdf format on a thumb drive of the proposal should be submitted in a sealed envelope. To aid in thorough and consistent review, the proposal shall be organized and labeled or numbered to correspond to the sections and information listed below.

Description of required Sections and Information:

3.1.1 **Cover Letter** (Section I): A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and fee schedule will remain in effect for 60 days after the due date. The letter should include the RFP number, name of the firm, local address, telephone number, e-mail address, and name of a primary contact person.

3.1.2 **Proposal Forms and Cost Proposal Forms** (Section II): RFP page 17

3.1.3 **Project Understanding and Scope of Work** (Section III): Describe the firm's understanding of the proposed services as described in the RFP. Each proposer should include a summary of their proposed management plan. The management plan should describe the number of crews and seasonal personnel, if any, proposed to accomplish the described scope of work.

3.1.4 **Personnel** (Section IV): Provide information on supervisory personnel to be assigned to this contract including the Parks Maintenance Supervisor. The proposal should identify any applicable certifications held by proposer personnel.

3.1.5 **Similar Experience** (Section V): List and describe your firm's experience in the past five years that best match the scope of these services. In addition, references, including name, address, telephone number, and e-mail address of a contact person for each job identified and described above should be included.

3.1.6 **Additional Information** (Section VI): Each proposer may, but is not required to, include additional information or other materials deemed necessary but not provided otherwise (such as promotional literature, etc.). Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation except to the extent they support qualifications and experience.

PART FOUR -EVALUATION OF PROPOSALS

The City, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, invite to interview (at proposer's expense at the City's site) one or more of the proposers whose proposals appear to best meet the City's requirements. The purpose of such an interview would be for all proposers to elaborate upon their Proposal before a recommendation for ranking of the Proposals is made. Interview responses along with the written proposal and samples (if any), will become part of proposer's submission to be evaluated pursuant to the evaluation criteria. The City reserves the right to short-list proposers for further consideration.

The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:

4.1 Proposed Management Plan and Approach of Work – 30% The Proposal shall outline the plan that the firm will use to provide the most effective delivery of the requested services put forth by the City.

4.2 Firm Qualifications -20% The Proposal must give a detailed report of related experiences that demonstrate the ability of the proposer to perform requested services as outlined in this RFP. The Proposal shall include sufficient information to indicate the abilities, qualifications, and experience of all persons who would be assigned to provide the required services.

4.3 Cost Proposal Fee – 50%

* * * * * * * END OF SPECIFICATIONS * * * * * * *

PROPOSAL FORM
RFP 14-01 PARKS MAINTENANCE

The undersigned, as Proposer, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Proposer represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Proposer, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City's evaluation or consideration thereof.

The Proposer further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Proposer agrees, if this Proposal is accepted, to enter into the written Contract with the City in the form of Contract attached (properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 14-01 Parks Maintenance, at the City of Brookhaven, and to furnish the prescribed evidence of a valid business license, insurance, and all other documents required by these Contract Documents. The Proposer further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Proposer acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Proposer, or the city may re-advertise for Proposals, and in either case the City shall have the right to recover from the Proposer the City's costs and damages including, without limitation, attorney's fees, to the same extent that the City could recover its costs and expenses from the Proposer under section 10 of the Instructions to Proposers if the Proposer withdrew or attempted to withdraw its Proposal.

The Proposer further agrees, if it fails to complete the work according to the Specification within the scheduled time or any authorized extension thereof, that damages may be deducted from the Contract price otherwise payable to the Proposer.

Acknowledgement is hereby made of the following Addendum(s) received since

(Identified by number)

Addendum No.	Date	Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Issuance of the Contract Documents

It shall be the responsibility of each Proposer to visit the City Purchasing Department's website to determine if addendum(s) were issued and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Proposer from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

Company Name: _____ **Work is to commence on or about** _____. This contract shall be for one year with a one year City option for extension. **The initial term of this Agreement shall be through**_____. **This Agreement shall terminate absolutely and without further obligation on the part of the City on** _____ of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Agreement.

The City of Brookhaven requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare bid nonresponsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the Consultant of the Consultant's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days written notice to the Consultant. In the event of the City's termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services actually performed. Partially completed performance of the

Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

The contractor agrees to provide all work to complete the project described in this document for the amount listed below.

Legal Business Name: _____

Federal Tax ID: _____

Address:

_____

_____

Does your company currently have a location within the City of Brookhaven?

Yes____No____

Representative Signature: _____

Printed Name: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

COST PROPOSAL FORM

RFP 14-01 PARKS MAINTENANCE

SERVICE	Unit of Measure	Year 1	Year 2
Parks Maintenance	Lump Sum		
Deduct Alternate of Section 2.22-2.23 for Murphy Candler Park Athletic Facility	Lump Sum		

The following fees are submitted to provide services as set forth in this RFP.

APPENDIX A

PARKS MAINTENANCE SCHEDULES

(Appendix A is a three-tab Excel spreadsheet provided as a separate attachment)