

Questions and Answers

March 15, 2024 - Deadline for Questions / March 20, 2024 - Responses to all Questions

March 22, 2024 - Proposal Submission Deadline

IMPORTANT: please email your proposal to mdimov@stonemountaincity.org and CC cdubs0324@gmail.com

(All bids must be received by 4:30pm, on 03/22/2024. The City of Stone Mountain's DDA reserves the right to request modifications to submitted proposals during the bidding period and may extend the bidding period accordingly to provide adequate time for re-submission).

Note: the supporting documents (Q&A list and maps) for the RFP for Landscape Maintenance Services are listed on the DDA's web page.

Please follow this link: <https://tinyurl.com/bdkz3jj3> or scan the QR code to check the information. If you need assistance, please email Maggie Dimov at mdimov@stonemountaincity.org



Question	Answer
1. What is the contract's length?	The selected vendor should provide a full year service. (Ideally the agreement should be signed in April this year).
2. What is your proposed frequency of service and schedule for each season?	Seasons will affect the need for landscaping maintenance. Such specificity helps vendors understand their responsibilities and align their capabilities accordingly.
3. How is the DDA awarding the contract: on low bid or proposer's overall score?	Overall score
4. If awarding on score, on what criteria will the committee be evaluating contractors?	In evaluating the proposals submitted, Stone Mountain Downtown Development Authority (DDA) will apply the "Best Value" standard in selecting the supplier to be awarded a contract

	<p>for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, and offers "best value" to the city, in the sole judgment of the DDA. The selection process will include, but will not be limited to, the following considerations:</p> <ul style="list-style-type: none"> a) The quality and range of services the firm proposes to provide. b) The extent to which the goods or services meet the DDA's needs (described in the scope of project). c) The firm's overall experience, reputation, expertise, stability, and financial responsibility. d) The experience and qualifications of the company's staff that will be assigned to service. e) The ability to provide service in an expedient and efficient manner. f) The total, long-term cost to DDA to acquire the vendor's goods and services. g) Any other relevant factor that a business entity would consider in selecting a supplier. h) References / Experience (similar service provided for local municipalities)
5. Should contractors include mulching applications in their bid?	<p>Yes. Mulch applications are needed around some of the trees on Main Street, please look at the supporting map for reference. (The largest side that needs mulching application is in the middle of Main Street). If the landscaping company has suggestions for additional mulch applications in other areas, please include these suggestions and costs in the proposal as well.</p>

6. Is mulch needed around City Hall and around the shrubs at Stone Mountain Plaza?	No. The Public Works team will put mulch all around City Hall. The property manager at the Stone Mountain Plaza is responsible for maintaining his area. (The St. Mtn. Plaza is located next to the Cemetery, at: 1054 Main Street, Stone Mountain).
7. Does the scope of work include weed eating in the cemetery?	The scope of the project ends at the entrance of the Cemetery – a small triangle piece of land that will need regular turf maintenance. The company will not be responsible for the landscaping inside the cemetery lot.
8. Design for the little triangle land, at the entrance of the cemetery.	In your proposal, please include the following: <ul style="list-style-type: none"> - Turf maintenance for the triangle area (regular monthly turf maintenance). - Flowers/plants design and installation as a separate line item. - Or an idea for an Outdoor Self Watering Planters (like the one located on Main Street). - Any other suggestions and costs.
9. Is turf care required in the cemetery?	Not inside the cemetery. Only at the entrance.
10. Should the contractor assume weekly mowing during the growing season and bi-weekly (twice per month) mowing during the non-growing season for the cemetery?	The company will not be responsible for doing the landscaping inside the cemetery lot.
11. Who has the current contract(s) for this scope of work?	In the past, the Public Works team used to do the plant/ground maintenance in the area. For the first time the DDA will award the project to an official landscaping company. A draft form of the agreement will be listed on the DDA's web page for a review.

12. Should the contractor assume spot spraying on / around graves for cemetery scope of work.	No
13. Will the proponent have the services of Stone Mountain Police for traffic control along Main Street?	The police department will be providing traffic control for the specific location mentioned. However, it is essential to note that due to the location, the street must be shut down, which necessitates council approval. The police officers will be on-site to direct traffic, ensuring the safety of both pedestrians and vehicular personnel. The police officers should be compensated for their off-duty work- please check the supporting document with officers off-duty service rate.
14. Will the proponent have to provide a Bid Bond or just a Performance and Payment bond?	There is no requirement included in the solicitation document that proponents must include a bid bond (or proposal guarantee) with their proposals. The DDA will not require such bonds for this case.
15. A total of how many flower beds need to be created	Six (6). The supporting map has been updated on 03/15/2024 and listed on the DDA's web page. Please check periodically for updates, the last version of the document will be listed on 03/20/2024).
16. Due to the ambiguity of the seasonal color beds on Main Street please either provide a total square footage you would like the provider to supply or only ask for pricing in the pots.	Please see the supporting map which shows the exact location of the flower beds. There are a total of six (6) flower beds on Main Street, with each flower bed measuring approximately between 120 square feet to 150 square feet. (It is the responsibility of the landscaping company to make a site visit and measure, confirm the size of the beds and calculate the total price related to flower beds and pots).

<p>17. Under section “a)” of the Seasonal Flower Planting the specification states – “The cost of seasonal flowers and pots (two additional ones) shall be included in the bid proposal and specified separately for transparency in pots located in designated areas” – what does “two additional ones” mean? Does this mean that bidders should assume there will be two additional pots to include in addition to the existing pots? What size pots will these be? Will these also be self-watering pots with a ballast installed?</p>	<p>The DDA will purchase and install two additional flowerpots (that should match the existing ones on Main Street).</p> <p>In their proposal, the landscaping companies should include as a separate line item the cost for planting and watering the flowers in these pots (4 existing big pots+ 2 new big post; and around 7 mid-size square pots).</p>
<p>18. Regarding the pricing to be provided for the 150 perennials to be installed on the Main Street medians, please provide the following specifics:</p> <ul style="list-style-type: none"> • Requested plant material species and variety • Plant material size (4” pots, 1 gallon, etc) • Plant material quantity • Plant spacing or design requirements • Watering requirements • Alternatively – please strike this requirement from the RFP and pursue this project with the awarded contractor 	<p>4” or quart pots should work for perennials. The landscaping company should use their best judgement as to what will grow best in the middle islands. (Daylilies with several colors and some dwarf grasses will work well). The landscaping company should plant annual color based on their expertise. Please include the costs of the 150 perennials (installation and maintenance) as a separate line item to the proposal.</p>

19. Section i) states “The contractor shall ensure proper drainage and soil composition in potted arrangements to support healthy plant growth and prevent waterlogging or soil compaction.” We would request that this section be struck from the RFP considering that the awarded contractor did not install or construct these pots, and therefor cannot warranty the workmanship of whatever agency initially set up these pots	Correct, we can’t count the contractor responsible for the drainage of pots they did not install, however, the company should maintain the pots to support healthy plant growth and prevent waterlogging or soil compaction.
20. Regarding question 5 of the posted Q&A responses discussing mulch installation, what is the type of mulch to be installed and the frequency of installation? The industry standard for mulch applications is to maintain a 3” layer with annual maintenance applications.	The contractor should follow the industry standard for mulch applications is to maintain a 3” layer with annual maintenance applications.
21. Should bidders include any service to the City trash receptacles included within the map boundaries? If so, how often, and will materials (bags) be provided?	The company is not responsible for the City trash receptacles
22. What areas and what type of insect control is to be included in this proposal?	All turf/grass areas should be treated with normal turf insect control, fire ants etc. and possible Japanese beetles.
23. Please confirm that all areas cannot be treated with herbicides and fertilizer due to the poor condition of the grass. Only treatable turf will be included?	All viable turf areas should be treated. Ideally, the green area at the Cemetery triangle entrance, around the gazebo on Main Street and in front of the red caboose (next to City Hall) should be improved.
24. Are curb and gutter and or storm drains to be cleaned or included in this scope?	Storm drains should be cleared of visible debris

25. Perennials are a permanent planting that foliage dies back in winter. Would the city consider the (150 plants) as a one one-time enhancement work order outside of the contract? Or, would the vendor be responsible for replant perennials every year because the cost would be built in?	The perennials as well as the two planters are one time installs. They can be as a separate add on to the monthly maintenance proposal but will be part of the DDA budget allowance. Winter mulching should cover perennial die back.
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Scoring Card:

Company Name		
Service Fit: Does the company's proposed service reflect the scope of the project described in the RFP?		
Flexibility: Can this vendor adjust easily for season changes? Season changes are predictable, and a good vendor can adjust for the volume increase or decrease when weather conditions change.		
Price: a balance must be found between affordable service, quality, and consistent landscape care.		
Experience: Has the vendor worked with clients similar to your maintenance level prior?		
Does the company have a valid Business License?		