

The Downtown Development Authority (DDA) of City of Stone Mountain is inviting qualified landscaping contractors to submit quotes for landscaping services along the corridor from 875 Main Street to 1025 Silver Hill Rd. The scope of work encompasses turf and bed maintenance, tree, shrub, and groundcover maintenance, as well as general site maintenance.

TIMELINE

- **February 27, 2024 - RFP Release Date**
- March 15, 2024 - Deadline for Questions / March 20, 2024 - Responses to Questions
- **March 22, 2024 - Proposal Submission Deadline** (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).
- April 8, 2024 - Interviews/Presentations
- April 10, 2024 - Contract Award Notification
- **April 22, 2024 - Contract Signing**
- Work Commencement (usually immediately after contract signing or as specified in the contract)

SUBMISSION REQUIREMENTS

Interested parties are encouraged to review the detailed requirements. All Proposals and requested information (questions) shall only be submitted in writing (email) to Miglena Dimov, Economic Development Director at mdimov@stonemountaincity.org. (All responses to questions will be distributed as an attachment to this RFP for Landscaping Maintenance Services).

CONFIDENTIALITY

All documents related to the project shall be confidential until successful completion of a written contract with the City of Stone Mountain's DDA.

Since this is a public solicitation, the names of responding bidders, ranking and price information shall be made public after evaluation, award of proposal and/or signing of a definitive agreement with the selected landscaping maintenance company.

The City of Stone Mountain and the DDA will not be liable or responsible for any losses Prosper may suffer from any disclosure.

INSTRUCTIONS TO PROPOSERS

The City shall not be liable for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum (email) is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this invitation for proposal, the City shall attempt to notify all prospective proposers who have secured the same, however, it shall be the responsibility of each proposer before submitting their proposal to contact the Downtown Development Authority at mdimov@stonemountaincity.org to determine if any addenda were issued and to make sure such addenda is a part of their proposal. Each proposer shall acknowledge in its proposal all addenda received.

Business License/Occupational Tax License:

The proposer shall provide appropriate proof of an Occupational Tax License.

Legal Name:

Proposals shall indicate the legal name, address, and telephone number of the respective proposer (Company, Firm, Partnership, or Individual.) Proposals shall be signed above the typed or printed name and title of the signer.

Proposal Expenses:

All expenses for making proposals to the City of Stone Mountain's DDA should be covered by the proposer.

Reserved Rights:

The City and the City of Stone Mountain's DDA reserves the right to accept or reject any and all proposals, to waive irregularities and technicalities, award the contract in the best interest of the City/DDA or to request a re-proposal. The City/DDA reserves the right to

accept all or any part of the proposal and to increase or decrease quantities to meet additional or reduced requirements of the City/DDA. Any proposal may be withdrawn and resubmitted before the proposal deadline.

Contract Forms:

Any agreement resulting from the acceptance of a proposal shall be on forms provided by the City. Each proposer shall state in his proposal, typed in words and numerical, the price for which he shall perform the work or supply the items required by the specifications, plans, and contract documents.

Insurance, Indemnification, And Liability:

The contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers, showing that it carries insurance for Worker's Compensation and Comprehensive General Liability. The contractor also agrees to add the City's DDA as a certificate holder to the insurance policy.

SCOPE OF PROJECT

Turf And Bed Maintenance:

- a) All plant beds shall be kept defined to project a clear definition between turf and shrub bed or tree well areas.
- b) Turf fertilization shall be conducted four times per growing season utilizing proper formulations and rates of fertilizer specified according to soil analysis in order to maintain healthy vigorous turf.
- c) Pre-emergence herbicide applications shall be made quarterly during the year to prevent turf weed infestation in turf areas.
- d) Post emergence herbicide shall be applied to all turf locations during the growing season to control most weed escapes. Control of warm season grass intrusion in cool season turf.
- e) Insecticides can be applied as needed on turf areas to control non beneficial insect pests.
- f) Blowing of all clippings and debris from sidewalks, walkways, curbs, recreational areas, and parking lots shall be conducted during each visit.

Tree, Shrub, And Groundcover Maintenance:

- a) Trash and debris shall be removed from landscape areas during each service visit prior to mowing turf areas.
- b) Maintenance pruning of ornamental shrubs (up to 12" in height) and ground covers and the removal of any dead branches shall be conducted at least four times per year or as required to insure a neatly shaped appearance.
- c) All pruning debris shall be removed immediately following the completion of any pruning operations. Partially dead shrubs shall be pruned to remove deadwood portions.
- d) Perennials shall be cut back in the winter. The removal of any spent blooms, flower stalks and drying foliage shall be performed as needed.
- e) Manual removal of any weeds over 4" in height shall be provided.
- f) Post emergence herbicides shall be carefully utilized as spot treatments in shrub beds during the growing season for control of emerging weed growth.
- g) Metal blade edging of all shrub bed or tree well edges shall be performed once monthly.
- h) All small ornamental trees (less than 12') shall be trimmed to encourage good growth habits.
- i) Broken or fallen tree branches shall be removed from the property during each weekly visit.
- j) Fallen leaves shall be removed weekly from the property during late autumn and early winter (October – December). All debris collected on site shall be removed and recycled into wood waste products or recycled on site.
- k) Frequency of Mowing: The contractor shall specify the frequency of mowing visits required to maintain the grounds in a pristine condition throughout the duration of the contract. This should consider seasonal variations in grass growth.
- l) Mowing Height: The contractor should establish and adhere to appropriate mowing heights based on the type of grass and prevailing weather conditions to promote healthy turf.
- m) Edging along sidewalks, driveways, flower beds, and other landscaped areas should be performed regularly to maintain a neat and polished appearance.
- n) Trimming around obstacles such as trees, shrubs, fences, and structures should be conducted as needed to ensure a uniform and manicured look.

Cemetery:

Maintenance tasks performed will include all the above.

Irrigation:

Hand watering: All sites specified for tree care and flower care shall be hand-watered using watering devices that are not in place or provided by the city. Watering shall occur every week unless natural rainfall adequately maintains soil moisture. It is the contractor's responsibility to communicate the watering schedule with the City's Public Works Department and DDA throughout the watering season.

Seasonal Flower Planting:

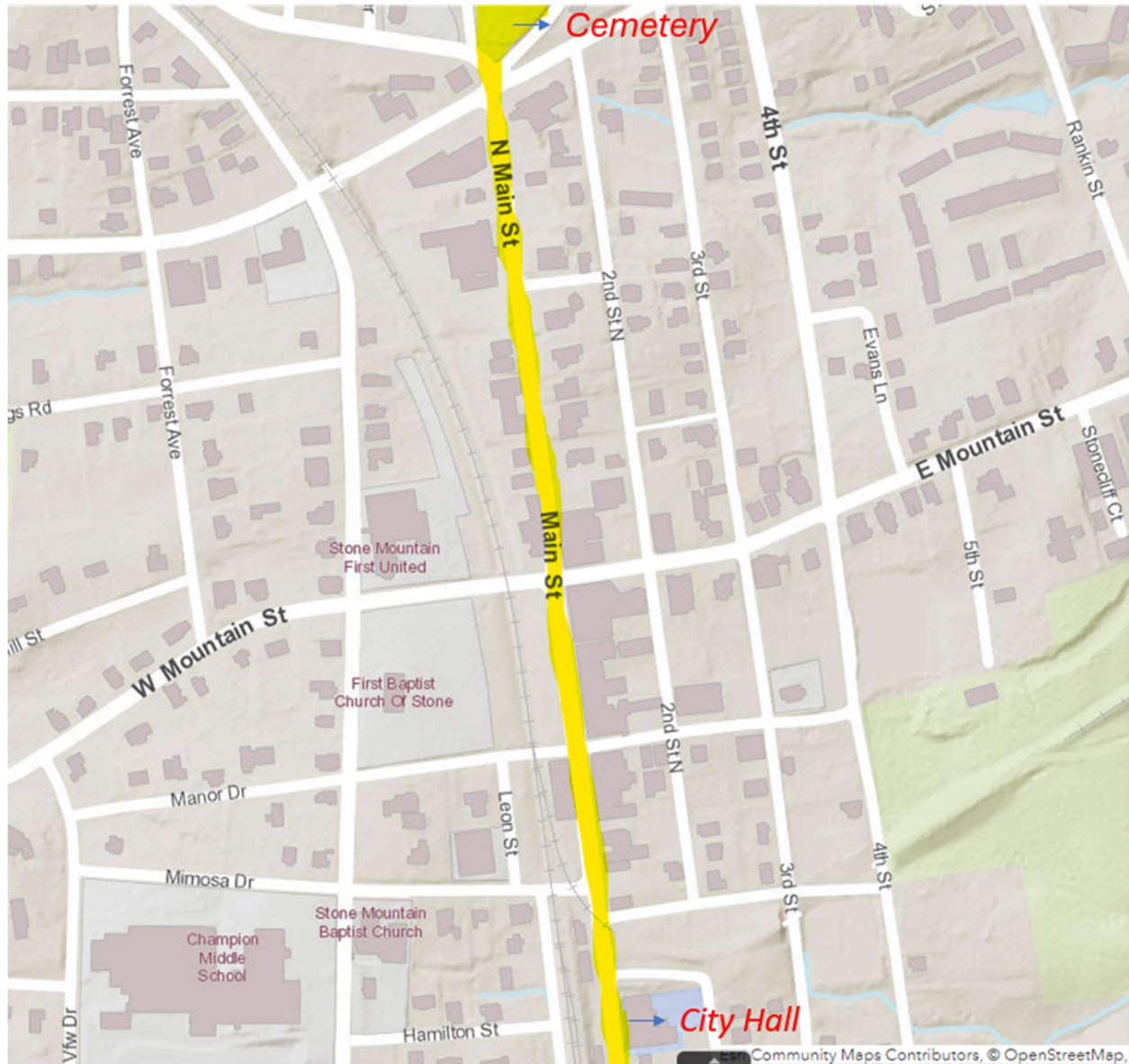
- a) The cost of seasonal flowers and pots (two additional ones) shall be included in the bid proposal and specified separately for transparency in pots located in designated areas.
- b) The contractor shall plant seasonal flowers in designated areas during the spring and fall seasons. Seasonal flowers should be selected for their aesthetic appeal, durability, and suitability to local growing conditions.
- c) The contractor shall add 150 perennials to the designated ground beds as specified by the client.
- d) Planting locations shall include but are not limited to flower beds, borders, and other landscaped areas as determined by the client.
- e) The contractor shall ensure that seasonal flowers are planted at appropriate depths and spacing to promote healthy growth and optimal visual impact.
- f) Regular deadheading, pruning, and fertilization shall be performed to maintain the health and vigor of seasonal flowers throughout their growth cycle.
- g) The contractor shall coordinate with the client or their designated representative to select appropriate seasonal flower varieties based on color schemes, bloom times, and other preferences.
- h) In addition to planting in-ground beds, the contractor shall provide and plant seasonal flowers.
- i) The contractor shall ensure proper drainage and soil composition in potted arrangements to support healthy plant growth and prevent waterlogging or soil compaction.
- j) All plants shall be selected based on their suitability to local growing conditions, maintenance requirements, and visual appeal.

Proposers that are interested in participating in the RFP process, can schedule a tour with a city representative by sending an email to mdimov@stonemountaincity.org. All tours (in person visits) should be completed by March 20, 2024.

REQUEST FOR PROPOSAL FOR LANDSCAPE MAINTENANCE SERVICES
Downtown Development Authority
City of Stone Mountain



Supporting Map / Scope of Project:



City Hall address:

City of Stone Mountain
875 Main St, Stone Mountain, GA 30083
770-498-8984