



February 10, 2017

To Whom It May Concern:

The Airport West Community Improvement District (AWCID) and Airport South Community Improvement District (ASCID) d/b/a Aerotropolis Atlanta Community Improvement Districts (AACIDs) are soliciting Request for Bids (RFB) from qualified firm(s) or organization(s) to provide Landscape Maintenance Services in performing weekly right-of-way and landscape maintenance and installation of new landscaping, as needed. This RFB seeks to identify potential providers for the Scope of Services included in this RFB package.

Please review the attached materials and formulate a response that addresses the RFB. Details regarding content, timing and selection process are included. If you have any questions, please contact our office by the methods set forth in the RFB and we will try to address them in a timely manner.

Once the RFB process is complete and a firm or team is chosen, we will move immediately to contract negotiations and execution. The contract will begin July 1, 2017 for a two year contract, with the option to extend the contract for an additional year.

We look forward to receiving and reviewing your response. Thank you in advance for your interest.

Sincerely,

Gerald McDowell
Executive Director

Request for Bids

To Provide

Landscape Maintenance Services

RFB 2017-0001

Bids Due: March 10, 2017

Aerotropolis Atlanta CIDs
3800 Camp Creek Parkway
Building 1400, Suite 132
Atlanta, GA 30331

I. General Project Information

a. Overview

The Airport West Community Improvement District (AWCID) and Airport South Community Improvement District (ASCID) do business as Aerotropolis Atlanta Community Improvement Districts (AACIDs). There will be two separate contracts, one for each CID. As outlined below, the bids will also be separate. However, the management of the contracts will be combined through the AACIDs staff.

The AACIDs are soliciting Bids to provide professional landscape maintenance services for weekly right-of-way and landscape maintenance as well as installation of new landscaping. The AACIDs intends to engage a qualified firm or team to provide weekly right-of-way and landscape maintenance. Specific Scope of Services is outlined below.

b. Communication

From the advertisement date of this solicitation until a firm or team is selected and the selection is publicly announced, firms are not allowed to communicate about this solicitation or scope with AACIDs staff including the Board of Directors, except for submission of questions as outlined in the RFB. AACIDs reserves the right to disqualify firms or teams for violation of this provision.

c. Scope of Services

The selected firm or consulting team will provide weekly right-of-way and landscape maintenance and installation of new landscaping. The anticipated scope of work includes, but is not limited to:

- i. Right-of-way mowing
- ii. Edging and weed eating
- iii. Weed control and treatment
- iv. Litter removal
- v. Illegal sign removal
- vi. Tree removal, trimming and cutting
- vii. Landscape installation
- viii. Performance metrics and quality assurance/quality control

The Scope of Work must detail the firm or team's general approach for each of the services listed above. Referencing best practices from previous experience for other CIDs, municipalities and private property owners is encouraged.

d. Contract Terms

AACIDs intends a two (2) year contract to be awarded to one (1) firm or team. The Agreement will be enforced for a period of two (2) years, with an option to extend for one (1) additional year.

II. Selection Method

a. Method of Communication

All information from AACIDs regarding this solicitation will be made via the AACIDs website. All firms are responsible for reviewing the website on a regular basis for updates, clarification and announcements. AACIDs may contact the primary contact listed in the RFB by electronic-mail.

b. Selection of Finalists

Based on the bids submitted in response to this RFB, the AACIDs will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified in Section III. The points assigned to each criterion will be totaled and a rank will be determined. AACIDs reserves the right to request a presentation of the finalist firms or teams in the event there is not a clear difference in rankings among the selected firms. In this event, each finalist firm or team shall be notified in writing and informed of the place, date and time for the presentation. Details regarding the presentation will be provided in a Finalist Notification.

Note: Scores and rankings from the previous qualification round will NOT be used in the final selection round, should it be deemed necessary.

c. Final Selection

A recommendation will be made to the Board of Directors for a selected firm or team. Following the Board’s approval, negotiations will be initiated to finalize the terms and conditions of the contract.

III. Selection Criteria

Criteria for Evaluation of RFBs

The AACIDs will evaluate all firms using the following criteria:

Pass/Fail	The firm or team must be fully bonded and insured and can provide performance bonds to the Georgia Department of Transportation for work performed along state right-of-way. A copy of the insurance is to be provided with the bid; however, it is not required that the team provide bonds until requested by GDOT.
5%	Team Stability and Resources including the Prime Firm’s history, growth, resources (including reaching the DBE goal), litigation history, financial information, and other evidence of stability.
60%	Experience and Approach: evidence of qualification and experience of key staff and evidence of the firm or team’s ability to provide effective landscape maintenance services as outlined in Section I.c. with examples from other programs comparable in size, scope and with comparable organizations.
35%	Cost: overall cost estimate for landscape maintenance services.

IV. Schedule

The following schedule represents AACIDs' best estimate that will be followed. All times indicated are Eastern Daylight Time (EDT). AACIDs reserves the right to adjust the schedule as deemed necessary.

	Date	Time
AACIDs issues public solicitation	2/10/2017	-----
Deadline for submission of written questions and requests for clarification	2/24/2017	2:00 pm
Deadline for submission of Bids	3/10/2017	2:00 pm
AWCID completes evaluation and issues notification to selected firm, or finalist firms if presentations will be required.	3/31/2017	-----
If Applicable: deadline for submission of written questions from finalists	4/7/2017	2:00 pm
If Applicable: Presentation of finalist firms	Week of 4/24/2017	TBA
Recommendation to the AACIDs Board of Directors for approval	5/11/2017	12:00 pm

V. Instructions for Preparing Statements of Qualifications

The Bids must be submitted in accordance with the instructions provided in Section VI., must be categorized and numbered as outlined below.

a. **Minimum Requirements**

Firm or consulting team must meet the minimum qualifications to be fully considered.

- i. The presented firm or team must be full insured and provide a certificate of insurance.
- ii. The presented firm or team must be able to provide performance bonds to the Georgia Department of Transportation for work performed in the state right-of-way. This includes performance bonds for landscape installation as well as for on-going maintenance. Provide bond company information and a letter from the bond company confirming the firm or teams' eligibility to provide performance bonds.

b. **Stability and Resources**

- i. Provide basic company information for the prime firm: company name, address, name of primary proposing contact, telephone number, e-mail address, and company website (if available). If the firm has multiple offices, the firm shall include information about the parent company and branch office separately. Identify the managing office. Provide state of residency or incorporation and number of years in business.

- ii. Briefly describe the history of your firm. Provide information about resources, disciplines and numbers of employees and location of offices.
- iii. Provide a summary of all sub-consultants' history, resources, disciplines.
- iv. List any litigation with clients in the past five (5) years for the prime and sub-consultants.
- v. Firms and teams are encouraged to obtain a DBE goal of 12% of the total contract. Teams are not required to meet this goal, but are encouraged to maximize DBE participation.

c. Experience

- i. Provide qualifications and experience for key staff. Provide a maximum of two (2) pages for bios and profiles of key team members.
- ii. Provide an organizational chart listing the Project Manager, Key Team Leaders and Support Staff. Denote the firms for each individual and Disadvantaged Business Enterprises (DBE).
- iii. Provide information on the team's (prime and sub-consultants) experience for clients of similar type, size, function, and complexity. Describe no more than seven (7) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrates the team's capabilities to perform services for AACIDs. For each project, the following information should be included:
 - 1. Client name, location and dates of services
 - 2. Description of project and services performed
 - 3. Length of service performed by your firm and overall project budget
 - 4. Client contact information including name, address, phone number and e-mail
 - 5. Letters of reference from at least two (2) of those clients referenced. Letters should describe work completed and examples of quality products on schedule and within budget.

d. Approach

The anticipated scope of work includes, but is not limited to:

- i. Right-of-way mowing
- ii. Edging and weed eating
- iii. Weed control and treatment
- iv. Litter removal
- v. Illegal sign removal
- vi. Tree removal, trimming and cutting
- vii. Landscape installation
- viii. Performance metrics and quality assurance/quality control

The Scope of Work must detail the consultant or consulting team's general approach for each of the services listed above. Referencing best practices from previous experience for other CIDs, municipalities and private property owners is encouraged.

The AACIDs understand that from time to time that additional scope items will be needed on an on-call basis. Please include your approach for the process of additional scope items.

Special Instruction:

- For weed control and treatment, please provide the method of weed and fertilizer treatment and compliance with weed and fertilization requirements by the Georgia Department of Transportation.
- Tree removal, trimming and cutting is on an as needed basis.
- Include an approach for traffic control and safety
- Include a landscape concept for the following locations:
 - o Northwest corner of Virginia Avenue and Bobby Brown Pkwy (City of East Point gazebo and wall)
 - o Old National Hwy at I-285 (medians just north and south of bridge)
 - o West Fayetteville Road (SR 314) at Riverdale Road (SR 139)
- For performance metrics and quality assurance/quality control, please include how you intend to measure performance, how you intend to report services on a monthly basis, and your quality assurance plan.

e. Cost

Provide annual (12-month) lump sum cost for each line item below. Each line item should include mowing, trash removal, illegal sign removal, weed control of hard surfaces. Services should be performed on any medians, and from edge of pavement to right-of-way, fences or tree line.

- i. Provide per hour cost for tree trimming and cutting
- ii. Provide frequency for each area and cost saving recommendations
- iii. Provide a percent of increase, decrease, or status quo for costs if the AACIDs decide to renew the contract for an additional year.
- iv. Provide a unit cost for water and pine straw for planted areas

Special Instructions:

- For new areas, please note that there is a separate line item for initial clean-up cost and annual weekly maintenance.

Airport West CID Corridors:

Corridors	Lump Sum Cost
Virginia Avenue (Harrison Rd to Norman Berry Dr)	\$ _____
Bobby Brown Parkway (Virginia Ave to Willingham Dr)	\$ _____
Riverdale Road (T. Owen Smith Conn. to Clayton County Line)	\$ _____
T. Owen Smith Conn. (Riverdale Rd to Best Rd) – includes landscaped area at Riverdale Rd and T. Owen Conn (landscape to be installed spring 2017, plan attached)	\$ _____
Best Road (west side) (Sullivan Rd to West Point Ave)	\$ _____
Sullivan Rd (Best Rd to US 29)	\$ _____

Old National Hwy (Sullivan Rd to Godby Rd)	\$ _____
Edison Dr (Sullivan Rd to Embassy Dr)	\$ _____
Embassy Dr (Edison Dr to Riverdale Rd) – Initial Clean Up	\$ _____
Embassy Dr (Edison Dr to Riverdale Rd)	\$ _____
Southport Rd (Embassy Dr to Sullivan Rd)	\$ _____
US 29/Roosevelt Hwy (Buffington Rd to Riverdale Rd overpass)	\$ _____
Buffington Rd (US 29 to interchange at S. Fulton Pkwy)	\$ _____
Camp Creek Pkwy (Clayton County line to Enon Rd) – includes landscape area at Camp Creek and Washington Rd (to be installed spring 2017, plans attached)	\$ _____
North Commerce Dr (Camp Creek Pkwy to Centre Pkwy) – Initial Clean Up	\$ _____
North Commerce Dr (Camp Creek Pkwy to Centre Pkwy)	\$ _____
Welcome All Rd Conn (Camp Creek Pkwy to Welcome All Rd)	\$ _____
Welcome All Rd (Old Fairburn to Jaillette Rd)	\$ _____
Ben Hill Rd (Welcome All Rd to Georgia Soccer Park Entrance)	\$ _____
Redwine Road (Princeton Lakes to N. Desert Dr) – Initial Clean Up	\$ _____
Redwine Road (Princeton Lakes to N. Desert Dr)	\$ _____
N. Desert Dr (Redwine Rd to Camp Creek Pkwy) – Initial Clean Up	\$ _____
N. Desert Dr (Redwine Rd to Camp Creek Pkwy)	\$ _____
Porsche Ave (Interchange at I-75 to Tradeport) – Initial Clean Up	\$ _____
Porsche Ave (Interchange at I-75 to Tradeport)	\$ _____

Airport West CID Interchanges (includes bridge/roadway, exit and entrance ramps and all quadrants):

Interchange	Lump Sum Cost
I-85 @ Virginia Avenue	\$ _____
I-85 @ Riverdale Rd (Fulton County Portion)	\$ _____
I-85 @ Camp Creek Parkway	\$ _____
I-285 @ Camp Creek Pkwy	\$ _____
S. Fulton Pkwy @ Buffington Rd	\$ _____
I-285 @ Old National Hwy	\$ _____
I-75 @ Central Avenue/Porsche Ave (2 north quadrants) – Initial Clean-Up	\$ _____
I-75 @ Central Avenue/Porsche Ave (2 north quadrants)	\$ _____
Camp Creek Pkwy @ US 29/Main St – Initial Clean Up	\$ _____
Camp Creek Pkwy @ US 29/Main St	\$ _____

Airport South CID Corridors:

Corridors	Lump Sum Cost
Camp Creek Pkwy (Fulton County Line to US 29 bridge)	\$ _____
Best Road (east side) (Sullivan Rd to West Point Ave)	\$ _____
Riverdale Road (Fulton County Line to Sullivan Rd)	\$ _____
Sullivan Rd (Riverdale Rd to Best Rd)	\$ _____

Airport Blvd (Riverdale Rd to Sullivan Rd)	\$ _____
Forest Pkwy (Riverdale Rd to Southridge Pkwy)	\$ _____
Forest Pkwy (Southridge Pkwy to Clark Howell Hwy) – Initial Clean Up	\$ _____
Forest Pkwy (Southridge Pkwy to Clark Howell Hwy)	\$ _____
Clark Howell Hwy (Forest Pkwy to Clark Howell Hwy split) – Initial Clean Up	\$ _____
Clark Howell Hwy (Forest Pkwy to Clark Howell Hwy split)	\$ _____

Airport South CID Interchanges (includes bridge/roadway, exit and entrance ramps and all quadrants):

Interchange	Lump Sum Cost
I-85 @ Riverdale Rd (Clayton County Portion)	\$ _____
I-285 @ Riverdale Rd	\$ _____
I-75 @ Central Avenue/Porsche Ave (2 south quadrants)	\$ _____

Additional Services:

Service	Cost
Tree cutting/trimming	\$ ____/hour
Virginia Avenue Landscape Installation	\$ ____/lump sum
West Fayetteville Rd Landscape Installation	\$ ____/lump sum
Old National Landscape Installation	\$ ____/lump sum
Water	\$ ____/gallon
Pine Straw	\$ ____/bale

VI. Instructions for Submittal of Statements of Qualifications

a. **Submittals**

One (1) original and six (6) copies of the qualifications shall be prepared, for a total of seven (7) sets. One complete copy must be provided electronically via jump drive as a .pdf file. Each submittal shall be identical and include a transmittal letter signed by a duly authorized officer(s) of the firm. Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents with corresponding tabs must be included to identify each section. Responses are limited to twenty (20) pages or less (preferable ten (10) double-sided pages) using a minimum of size 11 font.

All pages shall be included in the page limit except for the front cover, cover letter, table of contents, tab dividers, reference letters and back cover.

Submittals must be sealed in an opaque envelope or box, and reference RFB 2017-0001 must be clearly indicated on the outside of all the envelopes or boxes. Bids must be

physically received by AACIDs prior to the deadline indicated in the Schedule (Section IV.) at the address below:

Aerotropolis Atlanta Community Improvement Districts
Attention: Kirsten Berry
3800 Camp Creek Parkway
Building 1400, Suite 132
Atlanta, GA 30331

The AACIDs will provide a document receipt for submittals.

No submittals will be accepted after the time and date set for receipt.

b. Questions and Requests for Clarification

Questions about any aspect of the RFB, or the project, shall be submitted in writing via e-mail to **Kirsten Berry**, kberry@aerocids.com. The deadlines for submission of questions relating to the RFB are the times and dates shown in the Schedule section (Section IV).

VII. AACIDS Terms and Conditions

a. DBE Requirements

The AACIDs in accordance with Title VI of the Civil Rights Act of 1964 and 78 hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against including on the grounds of age, race, color, sex, disability, or national origin in consideration for an award.

The AWCID has a 12% goal for DBE participation on this Agreement. The DBE goal can be met by prime contract and sub-contracting. While teams are not required to meet the 12% goal, it is encouraged to maximize DBE participation.

Teams will be required to report the percent of each invoice for DBE participation. AACIDs will monitor each submittal for DBE participation.

b. AACIDs will not pay any fee or reimburse any expenses associated with responding to this RFB or participating in an interview.

AACIDs reserves the right to waive irregularities, request clarification, request resubmission, withdraw this RFB at any time, and reject any and all proposals submitted in response to this request, in its sole discretion. This RFB is not a contract offer.