

CITY OF BRUNSWICK, GEORGIA

MAY 2023

REQUEST FOR PROPOSAL

**HISTORIC SQUARES
LANDSCAPE AND GROUNDS
MAINTENANCE
SERVICES**



**Engineering & Public Works
525 Lakewood Ave
Brunswick, Georgia 31520
galberson@cityofbrunswick-ga.gov**

HISTORIC SQUARES LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THE CITY OF BRUNSWICK

The City of Brunswick, Georgia (the City) will receive proposals for HISTORIC SQUARES LANDSCAPE AND GROUNDS MAINTENANCE SERVICES until Thursday, June 22, 2023, at 2:00 p.m. EST. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson
Director of Engineering & Public Works
City of Brunswick
525 Lakewood Ave
Brunswick, Georgia 31520
galberson@cityofbrunswick-ga.gov

All proposals must be marked “**HISTORIC SQUARES LANDSCAPE & GROUNDS MAINTENANCE RFP.**” The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted. Proposals received after the scheduled opening time and date will remain unopened and will not be considered.

Questions regarding this request for proposals should be submitted in writing to Garrow Alberson, Director of Engineering & Public Works, at galberson@cityofbrunswick-ga.gov, prior to 12:00 noon on Friday, June 9, 2023. Responses to any questions will be provided as an addendum to this RFP no later than Tuesday, June 13, 2023.

A pre-proposal meeting will be held at the City of Brunswick Department of Public Works office at 525 Lakewood Avenue, Brunswick, GA, on Tuesday, June 6, 2023 at 10:00 a.m. All interested vendors are encouraged to attend this meeting.

The City of Brunswick anticipates making a single award; however, it reserves the right to make multiple awards should it deem in the best interest of the City. It is anticipated that such an award, if any, will be accomplished within sixty (60) days (unless otherwise agreed upon by the Proposer and the City) from the proposal opening.

The City of Brunswick provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veteran's status. This policy ensures all segments of the business community have access to supplying the goods and services needed by The City of Brunswick.

**THE BOARD OF COMMISSIONERS, CITY OF BRUNSWICK, GEORGIA
RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS,
WAIVE TECHNICALITIES AND MAKE THE AWARD IN THE BEST
INTEREST OF THE CITY.**

-End of This Section-

HISTORIC SQUARES LANDSCAPE AND GROUNDS MAINTENANCE FOR THE CITY OF BRUNSWICK

Project Description:

The City of Brunswick is interested in entering a contract for full-service landscape and grounds maintenance of several improved park areas along the Newcastle Street corridor within the City. The areas which are included in this project are passive park areas which contain brick, concrete, or hardscaped access paths, benches and seating areas, grassed areas, shrubbery, planting beds, and other trees. Many of the parks include a monument, fountain or other central feature. Each of the parks includes an existing landscape irrigation system.

The City wishes to enter a contract with a landscape installation and maintenance firm to handle all of the necessary tasks at each of these locations. The duties designated in the contract shall include mowing, trimming, blowing, mulching, fertilization, removal of debris, irrigation maintenance, pruning, and other tasks to keep the parks in superior condition for city residents and visitors.

Locations:

The parks included in this project are all located along the Newcastle Street corridor and include the following:

- Machen Square – East
- Machen Square – West
- Jekyll Square – East
- Jekyll Square – West
- Queen Square – Northeast
- Queen Square – Northwest
- Hanover Square – fountain area
- Newcastle Street median – Hanover Square to G Street

The project area of Machen, Jekyll and Queen Squares shall include all sidewalks surrounding the parks.

Jekyll and Machen Squares shall both include the areas along the side of Newcastle Street at crosswalks.

The locations are illustrated on map exhibits included in Appendix A of this RFP.

Scope of Services:

The following tasks will be included in the project:

- **Mowing**: All grassed areas shall be mowed on a bi-weekly basis, at a minimum. More frequent mowing may be required if directed by City Public Works staff.
- **Trimming**: All hardscape areas including, but not limited to, paths, curbs, walls, fences, landscape borders, etc. and softscape areas including tree rings, plant beds, etc. shall be trimmed with steel blade edgers or string trimmers on a bi-weekly basis, at minimum. More frequent trimming may be required if directed by City Public Works Staff.
- **Blowing**: Grass clippings, trimming debris, leaves, and other debris shall be blown from all landscaped areas following each mowing and trimming event.
- **Leaf Control**: Leaves shall be collected and removed from the lawns, shrubbery, planting beds and other areas of the parks at the time of each mowing and trimming event. Collected leaves shall not be scattered underneath shrubbery as mulch. Leaves and other debris are to be removed by the vendor; the City will not remove piles of leaves or debris from park areas.
- **Weed control**: Weeds shall be removed from park areas as necessary. Chemical treatment may be used to assist with weed control with approval from City Public Works staff. Signs shall be posted where chemicals are applied.

- **Fertilization**: Vendor shall apply fertilizer or other growth enhancement products as needed for health of grasses, shrubs, trees and other plants. The City Public Works staff shall be notified of all fertilizer and other applications, and signs shall be posted where products are applied.
- **Mulching**: Mulch or pine straw shall be applied to planting beds and other areas and refreshed as needed. Type of mulch shall be consistent among all parks within the project. If mulch is used, color must be approved by City Public Works staff.
- **Pruning**: Pruning of trees within the park areas will be the responsibility of the vendor. Shrubbery shall be pruned regularly to maintain a neat appearance. Trees including palms, crepe myrtles and other flowering trees shall be pruned annually or as necessary to remove dead limbs/branches and promote healthy growth. Vendor shall notify City Public Works staff if traffic control or lane closures are required for pruning activities.
- **Irrigation Maintenance and Repair**: Vendor shall be responsible for the operation, maintenance and upkeep of irrigation systems within park areas as needed for optimum plant health. Tasks shall include setting system operating schedule, checking for leaks, and repair of leaks or broken heads, valves, or timers. Any costs for repairs to the irrigation systems will be reimbursable by the City.
- **Debris Removal**: Vendor shall be responsible for removal of leaves, twigs, limbs or other debris in park areas following thunderstorms, wind events or heavy rain events. Debris must be removed from the site; City will not provide curbside pick-up of debris piles. Debris collection and removal following named tropical storms will be reimbursable by the City and may be invoiced separately.

Additional services: Tasks other than those listed in the Scope of Services such as irrigation system repairs, plant & shrub replacement, and

debris cleanup and removal from named tropical storms will not be included in this contract. Vendors shall include pricing for such additional services as part of the proposal package. Vendor will invoice the City for such additional services as needed in accordance with rate schedule provided.

Project Work Plan: Many of the tasks listed in the scope of services are to be performed on a bi-weekly basis, at minimum. Other tasks are required on a seasonal basis, while others are to be performed as needed. A variety of personnel and equipment will be necessary to perform these tasks on the required schedule. Vendors' submittals shall include a proposed work plan for the various park areas included in the project. This work plan shall include a general staffing chart, list of equipment to be used in the maintenance of the parks, and a proposed schedule which meets the requirements of the scope of services.

Licenses, Permits & Insurance: Contractor shall possess a valid business license in Glynn County or City of Brunswick. Contractor shall possess the required pesticide/herbicide licenses if chemicals are to be used for weed control, pest control, fertilization or other measures. Contractor shall provide certificates of workers compensation, vehicle insurance and general liability insurance.

Payment: Contractor shall submit monthly invoices for services. Invoices shall be paid by the City within 30 days of receipt of invoice.

Contract Renewal: Initial term of contract shall be 12 months beginning July 1, 2023 through June 30, 2024. Unless cancelled by either party, contract may renew for up to two additional terms through June 30, 2025, and June 30, 2026. Any proposed price increase for each additional term shall be noted in the proposal submittal. Contract may be cancelled by either party upon written notice at least 30 days prior to end of term.

Proposal Requirements:

All proposals shall include:

- Vendor's full contract bid price (itemized) for the services requested.
- Price and description of any additional services beyond the scope of services listed above.
- Proposed price increase for possible second and third terms of contract.
- W-9 form
- Vehicle, general liability and workers' comp insurance certificates
- References (including contact information) of three previous customers (current or former) who have used the vendor's services.
- Oath
- Drug-free workplace certification

Proposals will be evaluated on:

- Conformance to minimum requirements listed in this RFP;
- Proposed work plan, staffing, and equipment schedule;
- References from previous customers;
- Cost of services (including proposed increases for additional contract terms)

Conflict of Interest: Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

Addenda to RFP: If the City determines that an amendment is required to this RFP, or if questions are received from potential respondents, the City

Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

Negotiations and Contract award: The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation Request, sole source or do nothing.

-End of This Section

APPENDIX A

PROJECT AREA MAPS

Machen Square

West and East Sides

Richmond St

Richmond St

Richmond St

Grant St

Grant St

Newcastle St

Project area includes areas of sidewalk and plantings on east and west sides of crosswalk

Gloucester St

Google Earth



Jekyll Square

West and East Sides

Gloucester St

Grant St

Grant St

Grant St

Richmond St

Richmond St

Richmon

Newcastle St

Project area includes area of sidewalk and plantings on east and west sides of crosswalk



Queen Square

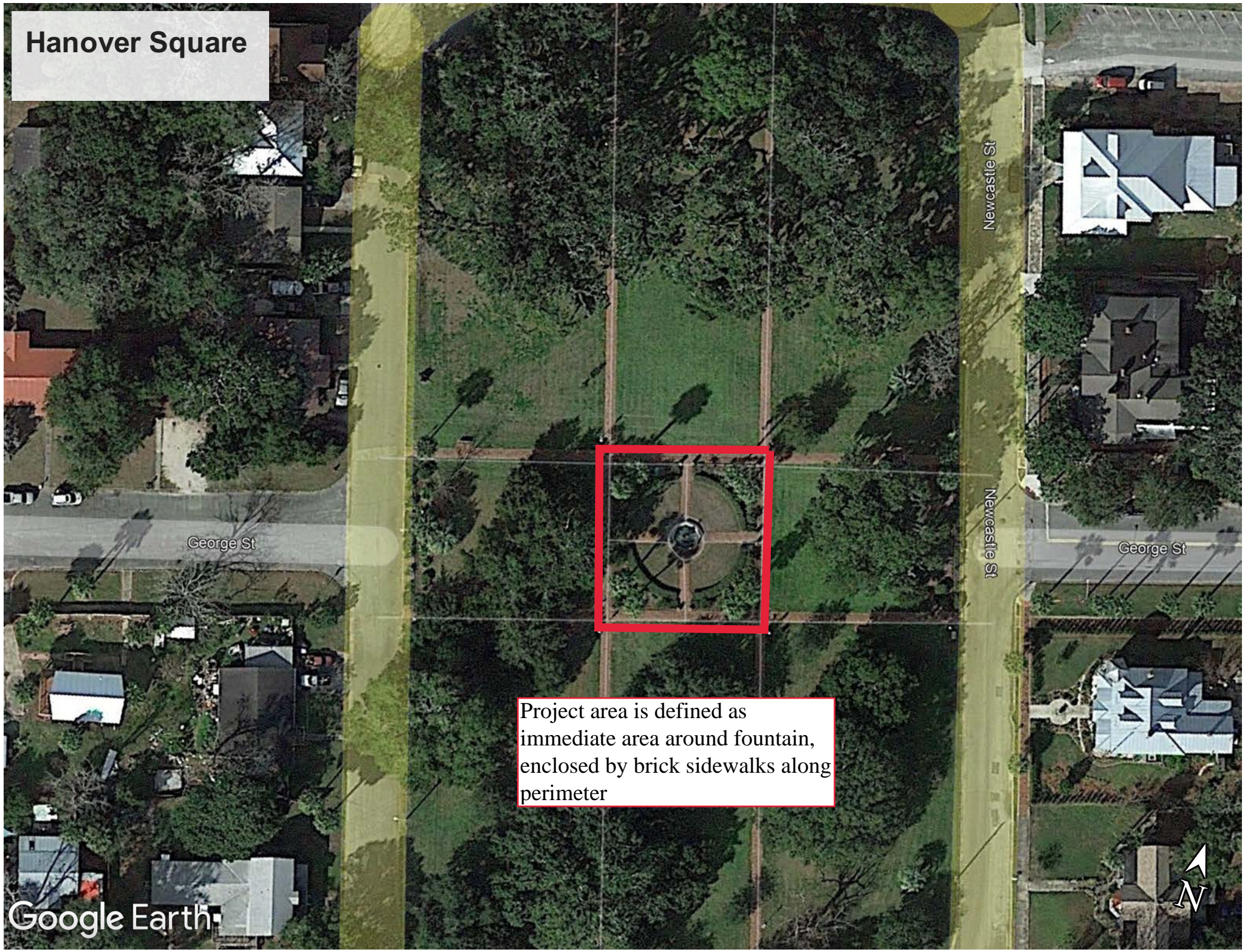
Northwest and Northeast Quadrants



Google Earth



Hanover Square



George St

Newcastle St

Newcastle St

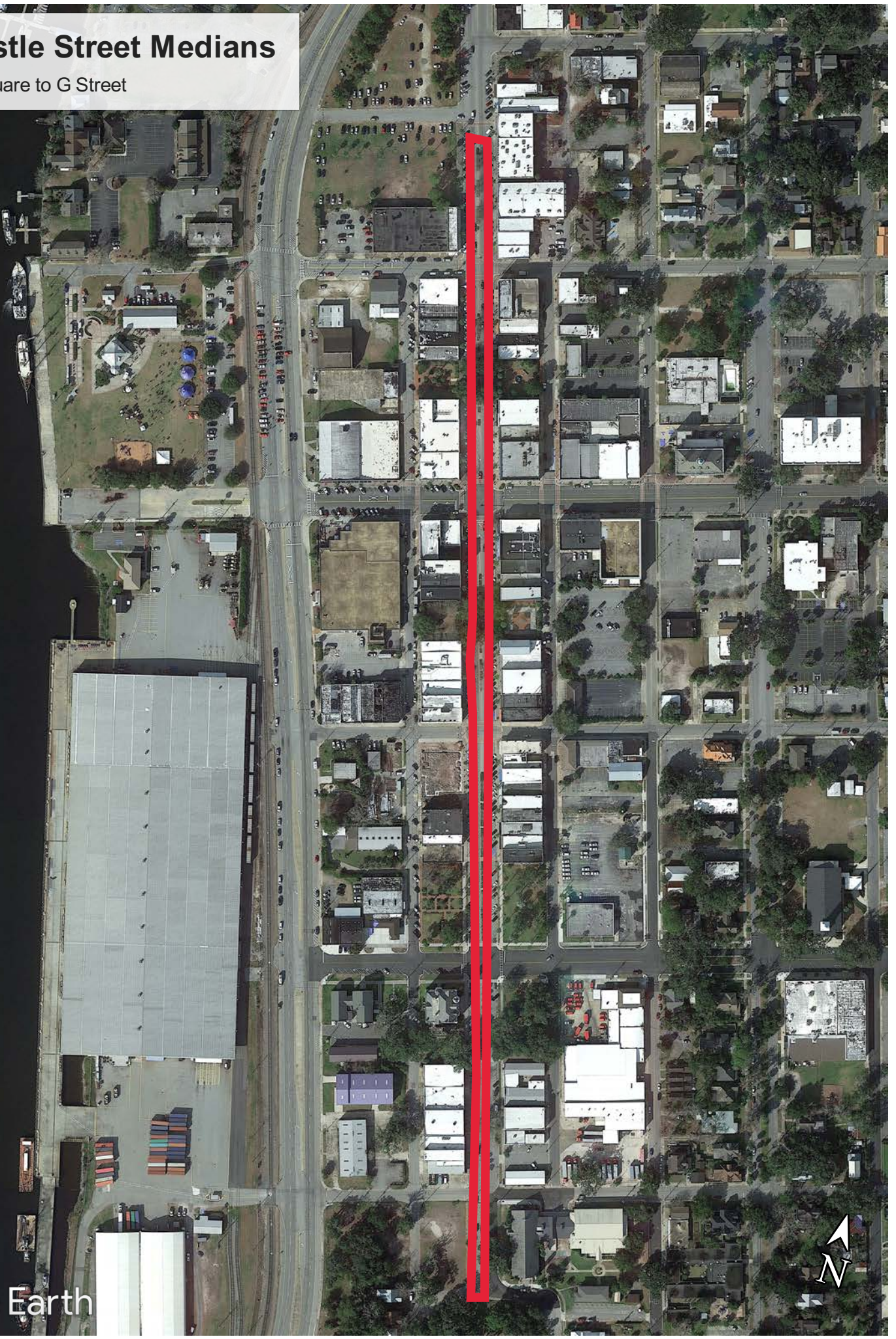
George St

Project area is defined as immediate area around fountain, enclosed by brick sidewalks along perimeter



Newcastle Street Medians

Hanover Square to G Street



APPENDIX B

OATH

DRUG-FREE WORKPLACE CERTIFICATION

OATH

State of Georgia

County of Glynn

City of Brunswick

I, _____, solemnly swear that in the procurement of the contract LANIER-GLOUCESTER INTERSECTION IMPROVEMENTS PROJECT, that I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the bidding or proposals of said project or from submitting a bid or proposal for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, corporation or partnership has caused or induced any other bidder or proposer to withdraw his/her bid or proposal from consideration for this project. Said oath is filled in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This _____ day of _____ 2023

Signed by _____

(Corporate or Partnership Name)

Sworn to and subscribed

before me this _____ day of _____ 2023

NOTARY PUBLIC

My Commission Expires:

(SEAL)

DRUG FREE WORKPLACE CERTIFICATION

In order to have a drug- free workplace, a business shall:

- Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.
- Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee's community, by any employee who is so convicted.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name

Authorized Signature

Title

Date