SANDY SPRINGS™
GEORGIA

ADDENDUM NO. 1
RFP #18-002
LANDSCAPE MAINTENANCE

PROPOSAL DUE DATE:
FEBRUARY 21, 2017 NO LATER THAN 2:00 P.M. EST

In hard copy, not electronic copy or via email or fax.
Submit Proposals to:
City of Sandy Springs, Purchasing Office
7840 Roswell Road, Building 500
Sandy Springs, Georgia 30350
Proposals received after the deadline
or at any other locations will not be accepted.

QUESTIONS/RESPONSES

1. **IS THE LANDSCAPE MAINTENANCE CONTRACT FOR ONE CONTRACTOR? YES.**

2. **ARE TEAMING ARRANGEMENTS/SUB-CONTRACTORS ALLOWED? YES. PLEASE ACKNOWLEDGE AND CLARIFY ANY AND ALL TEAMING/SUB-CONTRACTOR ARRANGEMENTS IN YOUR PROPOSAL SUBMITTAL AS PER RFP INSTRUCTIONS.**

3. **IN THE LANDSCAPE PACKAGE – SOME MAPS AND LOCATIONS ARE MISSING. HAS THAT INFORMATION BEEN UPDATED? UPDATED MAPS AND LOCATIONS WILL BE INCLUDED WITH THE FORTHCOMING ADDENDUM #2.**

ATTACHMENTS

1. **PRE-PROPOSAL CONFERENCE PRESENTATION**

2. **PRE-PROPOSAL SIGN-IN SHEETS**

Field Services Procurement

Pre-Proposal Conference

January 10, 2017

10:00 a.m. EST

SANDY SPRINGS
GEORGIA

Purpose

- Educate and inform potential offerors
- Encourage industry participation in the development of acquisition strategy and Request for Proposals
- Encourage competition

Disclaimer

Information shared in today's pre-proposal conference briefing is for planning purposes only. All information provided is ***non authoritative.*** *All questions and answers must be received by the City in written format to be official. All communications shall be communicated in an addendum and shall be made public to all interested vendors through the City's website.*

Agenda

- Overview of Sandy Springs
- Procurement Process
- Schedule
- Most Important Requirements
- Field Services Breakdown
- Evaluation Process
- Communications
- Questions

Background

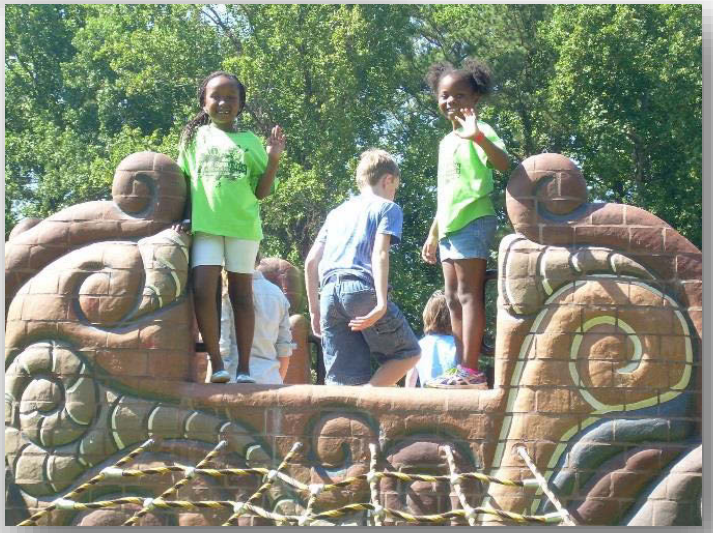
- Incorporated December 2005
  - 30 year effort led by Dr. Eva Galambos, who went on to become City's first Mayor
- City Charter governs structure and roles
- Founded on a non-traditional Public-Private Partnership (PPP) form for provision of general city services
- Focus on Customer Service First

About Sandy Springs

- Size: 38 square miles
- Population: 105,667
- Form of Government: Council/Manager
- Government Service Model: Public-Private Partnership (PPP) for General City Services
- Annual Operating Budget: $103,562,695 FY- 2017
- Capital Projects Fund: $90.5 Million FY- 2017

Sandy Springs At A Glance

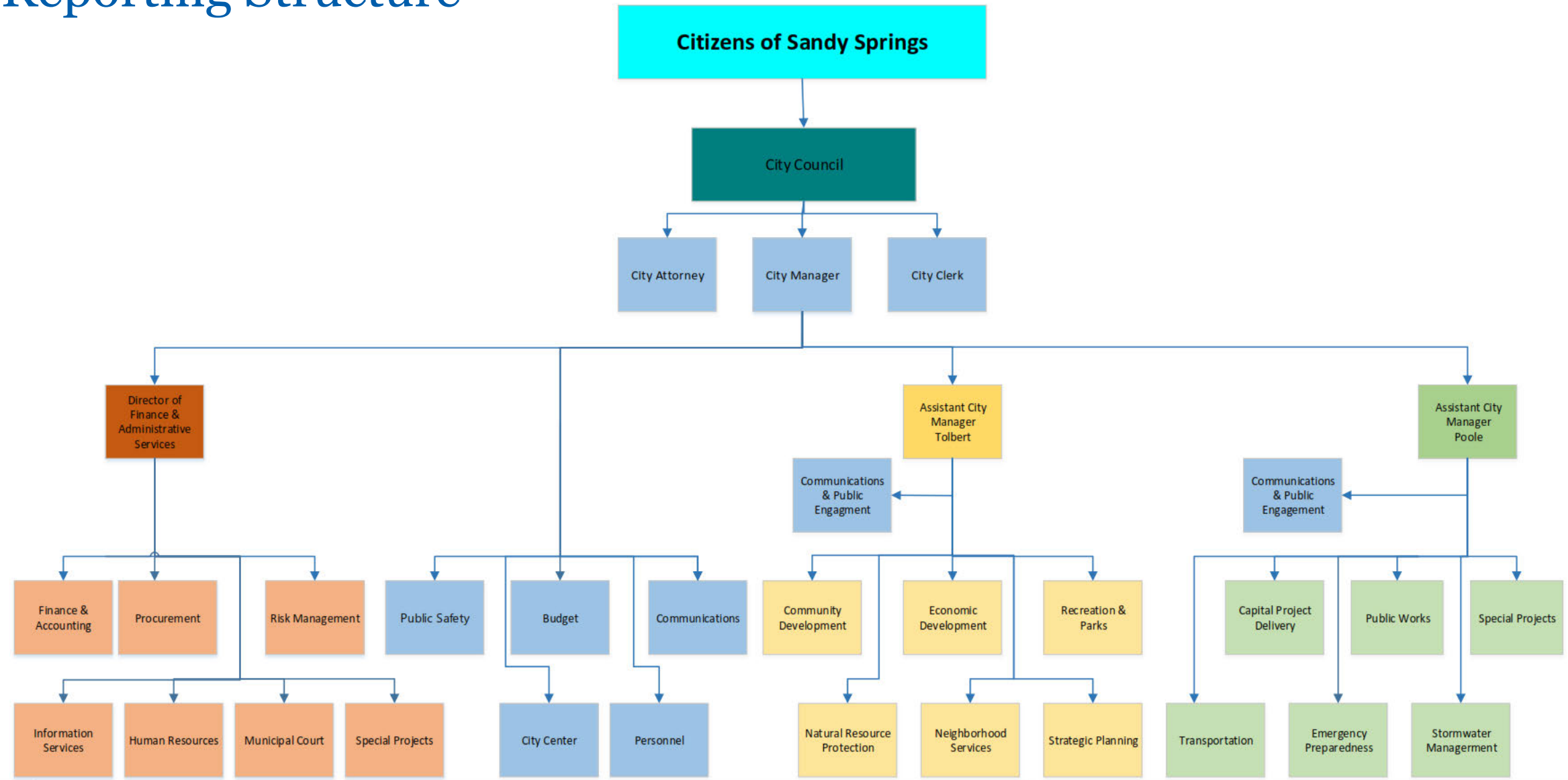
- Demographically diverse:
  - 65% White
  - 20% Black
  - 14.2% Hispanic
- 46,955 housing units (46.2% owner occupied and 53.8% multi-family dwellings)
- Population swells to 200,000+ during daytime
  - UPS, First Data, AirWatch, Amtrak's IT Operations Center, CSM Bakery, Mercedes Benz North America Corporate, and Intercontinental Exchange (ICE), the owners of the New York Stock Exchange



Public-Private Partnership

- City and General Government Services contractors work collaboratively to provide services to Sandy Springs residents
- Core group of City employees provide overall leadership:
  - City Manager, Assistant City Managers (2), Assistant to the City Manager, Executive Administrator, Director of Finance and Administrative Services, City Clerk, Court Administrator, Human Resources Director
- General Government Services contractors responsible for providing:
  - Financial Services, Information Services, Call Center, Communications, Municipal Court, Building and Development, Planning and Zoning, Code Enforcement, Economic Development, Recreation and Parks, Public Works

Reporting Structure



Procurement Information

Procurement Information

- **Official website for this procurement:**

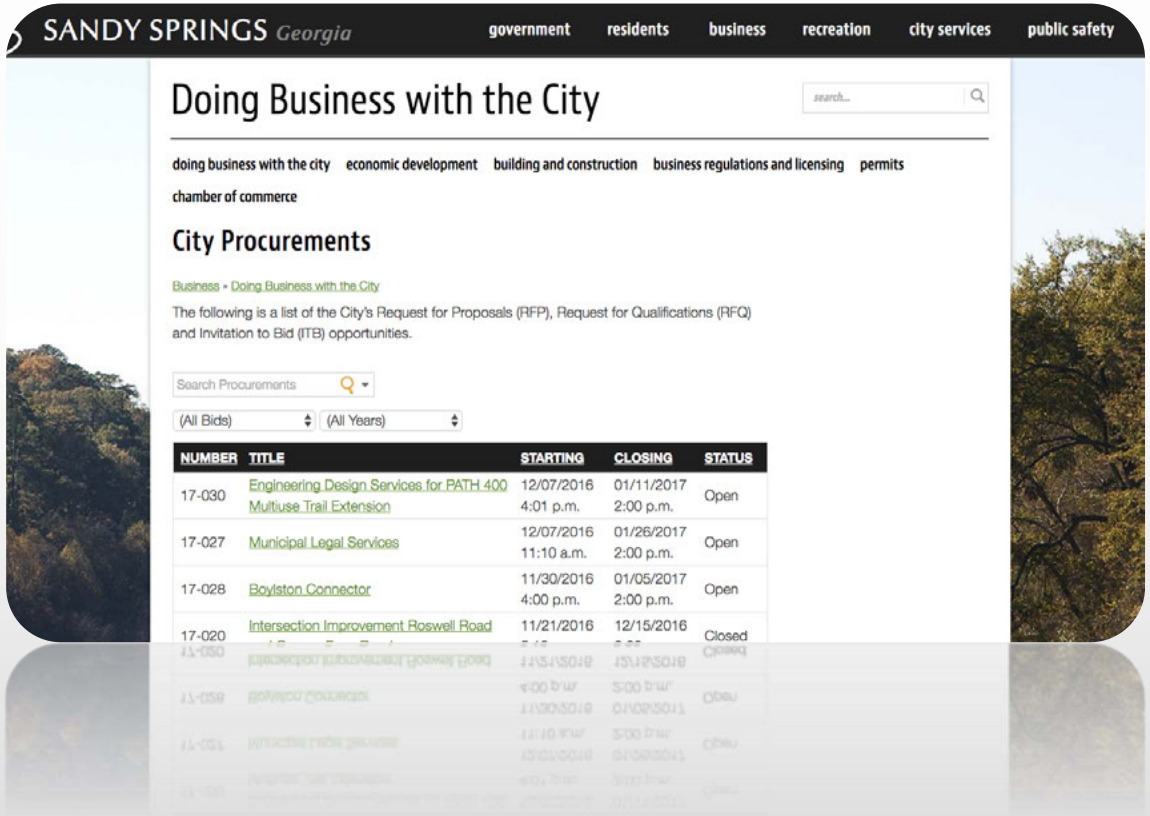
www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements

(short URL: spr.gs/fieldprocurement)

- To submit questions, use the email address which pertains to your procurement of interest:
  - RFP#18-001 Traffic Signals Maintenance: rfp18-001@sandyspringsga.gov
  - RFP#18-002 Landscape Maintenance: rfp18-002@sandyspringsga.gov
  - RFP#18-003 Community Appearance Workforce Maintenance: rfp18-003@sandyspringsga.gov
  - RFP#18-004 Storm Water Maintenance: rfp18-004@sandyspringsga.gov
  - RFP#18-005 Street Maintenance and Repair: rfp18-005@sandyspringsga.gov

Information available on the City's website:

- Final RFPs
- All Addendums:
  - Supplemental materials and information
  - FAQs
- Interested parties are encouraged to periodically check the City's website for updated information



www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements
(short URL: spr.gs/fieldprocurement)

Procurement Process

- All work in support of the City of Sandy Springs Field Services Procurement is being conducted solely by officials of the City of Sandy Springs
- Current providers of field services for the City of Sandy Springs are not involved in the procurement

Objective

- To put in place field services contracts that represent:
  - **Best Value** for the residents of Sandy Springs
  - **Quality**
  - **Customer Service**
  - **Efficiency**

Schedule

Preliminary Schedule

- Release of Final RFP/Model Contract: 12/14/16
- Pre-Proposal Conference: **1/10/17**
- Deadline for Questions: **1/13/17**
- Publication of Responses to Questions (Addendums): **1/20/17**
- Proposal Due Date: **2/21/17**

  (**Submittal Requirement: Must include signed Model Contract with bid**)
- Invitations to Top Proposers for Interview: **3/27/17**

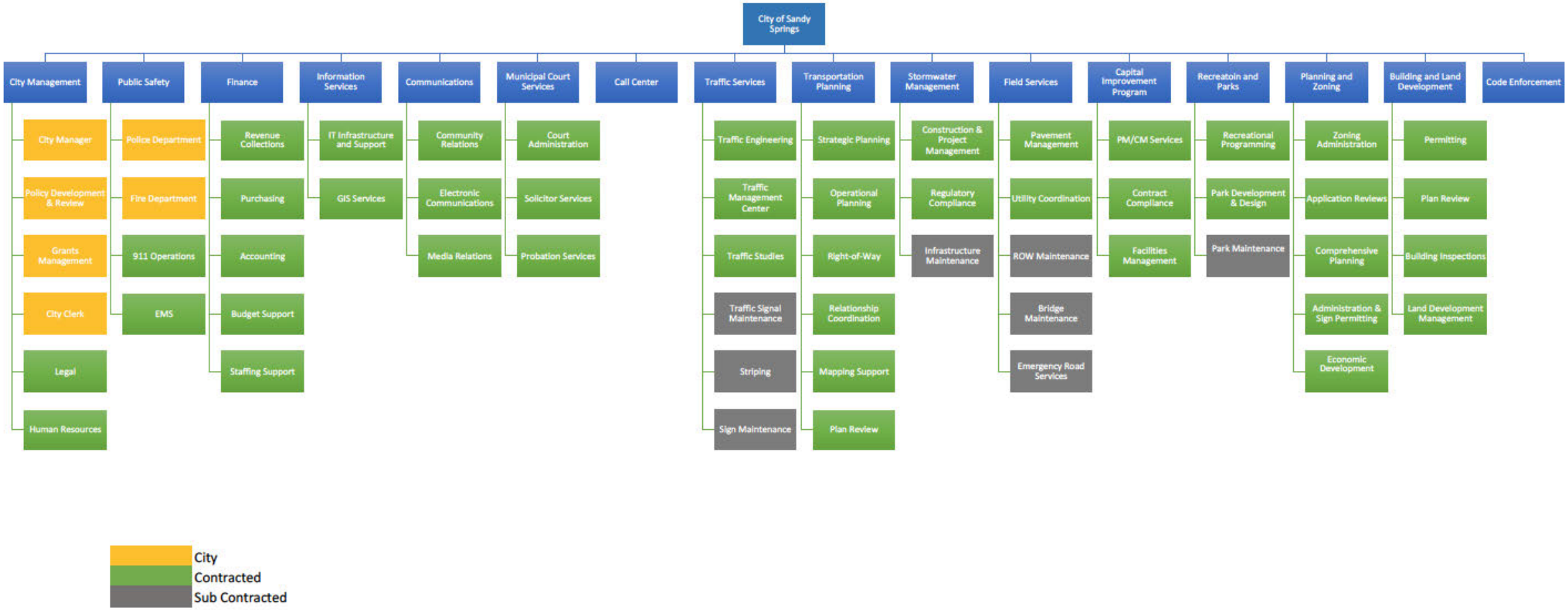
Preliminary Schedule Continued

- Interviews/Presentations: Week of **4/10/17**
- Recommendation before City Council: **5/2/17**
- Notices of Award: **5/8/17**
- Signed Contracts Due to City: **5/12/17**
- Transitions (Phase-in): **5/19/17 - 6/30/17**
- Contract Start Date: **7/1/17**

Preliminary Schedule Key Dates

- Interviews/Presentations: Week of **4/10/17**
- Recommendation before City Council: **5/2/17**
- Notices of Award: **5/8/17**
- Contracts Executed by the City: **5/12/17**
- Transitions (Phase-in): **5/19/17 - 6/30/17**
- Contract Start Date: **7/1/17**

Work Breakdown Structure for Field Services


City of Sandy Springs
City Management
City Manager
Policy Development & Review
Grants Management
City Clerk
Legal
Human Resources
Public Safety
Police Department
Fire Department
911 Operations
EMS
Finance
Revenue Collections
Purchasing
Accounting
Budget Support
Staffing Support
Information Services
IT Infrastructure and Support
GIS Services
Communications
Community Relations
Electronic Communications
Media Relations
Municipal Court Services
Court Administration
Solicitor Services
Probation Services
Call Center
Traffic Services
Traffic Engineering
Traffic Management Center
Traffic Studies
Traffic Signal Maintenance
Striping
Sign Maintenance
Transportation Planning
Strategic Planning
Operational Planning
Right-of-Way
Relationship Coordination
Mapping Support
Plan Review
Stormwater Management
Construction & Project Management
Regulatory Compliance
Infrastructure Maintenance
Field Services
Pavement Management
Utility Coordination
ROW Maintenance
Bridge Maintenance
Emergency Road Services
Capital Improvement Program
PM/CM Services
Contract Compliance
Facilities Management
Recreatoin and Parks
Recreational Programming
Park Development & Design
Park Maintenance
Planning and Zoning
Zoning Administration
Application Reviews
Comprehensive Planning
Administration & Sign Permitting
Economic Development
Building and Land Development
Permitting
Plan Review
Building Inspections
Land Development Management
Code Enforcement
City
Contracted
Sub Contracted

RFP#18-001 Traffic Signals Maintenance

- **Department Category: Public Works**
- Provides traffic signal maintenance and traffic sign maintenance
- Must conform to the Manual of Uniform Traffic Control Devices, Sandy Springs and GDOT Technical Standards and Specifications
- Meet requirements of necessary equipment
- Provide on-call emergency services

RFP#18-002 Landscape Maintenance

- **Department Category: Recreation & Parks**
- Highly qualified firms must provide all personnel, equipment, materials and services necessary to provide quality landscape maintenance for the City
- Mowing, Fertilization, General Site Maintenance for 67 Parks, Greenspace and Lots
- Pruning of shrubs and trees; dead or dying hazardous branches
- Provide chemical control of insect and diseases, as needed on turf, trees and shrub beds
- Provide pesticide treatment to control yellow jackets, fire ants and other insects weekly or as directed around pavilions

RFP#18-003 Community Appearance-Workforce Elements

- **Department Category: Public Works**
- Elements include: Roadway, Right-of-Way (ROW) mowing, cleaning, maintenance, street sweeping, beautification improvement services and additional services connected with ROW maintenance
- Responsible for all equipment, vehicles, and facilities existing within the present property boundaries used within the Scope of Work
- Work within the guidelines of the City's Emergency Response Plan in the event of a natural disaster
- Provide crews for incidents, emergencies, and weather-related emergencies on a 24-hour on-call basis with 2 hour maximum response time

RFP#18-004 Stormwater Maintenance-Inspection and Repair

- **Department Category: Public Works**
- Provide stormwater repair, maintenance, and inspection services throughout the city as directed
- Work must conform to the Manual of Uniform Traffic Control Devices and GDOT Technical Standards and Specifications
- Minimum crew of four persons with appropriate supervision and equipment for 40-hour concurrent work week schedule
  - Exception of scope requirements and recognized holidays
- Provide equipment and labor to maintain storm drain system in city in accordance with agreed upon schedules and frequencies
- Inspect storm pipes and structures that the City is responsible for maintaining
- Provide vegetation cutting and removal services up to four times per year
- Provide crews for incidents, emergencies and weather-related emergencies on 24-hour, on-call basis with 2 hour maximum response time

RFP#18-005 Street Maintenance and Repair

- **Department Category: Public Works**
- Roadway, sidewalk and Right-of-Way maintenance and repair services
  - Includes, but not limited to placing and securing of steel road plates, pothole repair, asphalt street cut restoration, curb and gutter repair/replacement, sidewalk repair/replacement/installation
  - At City direction, scheduled maintenance, upkeep and operation of city-owned equipment and facilities including, but not limited to, city-owned Salt Spreaders
- All work must conform to Manual of Uniform Traffic Control Devices and GDOT technical standards and specifications
- Shall provide crews for incidents, emergencies and weather-related emergencies on 24-hour on-call basis with 2 hour maximum response time
- Meet requirements of necessary equipment

Evaluation Process

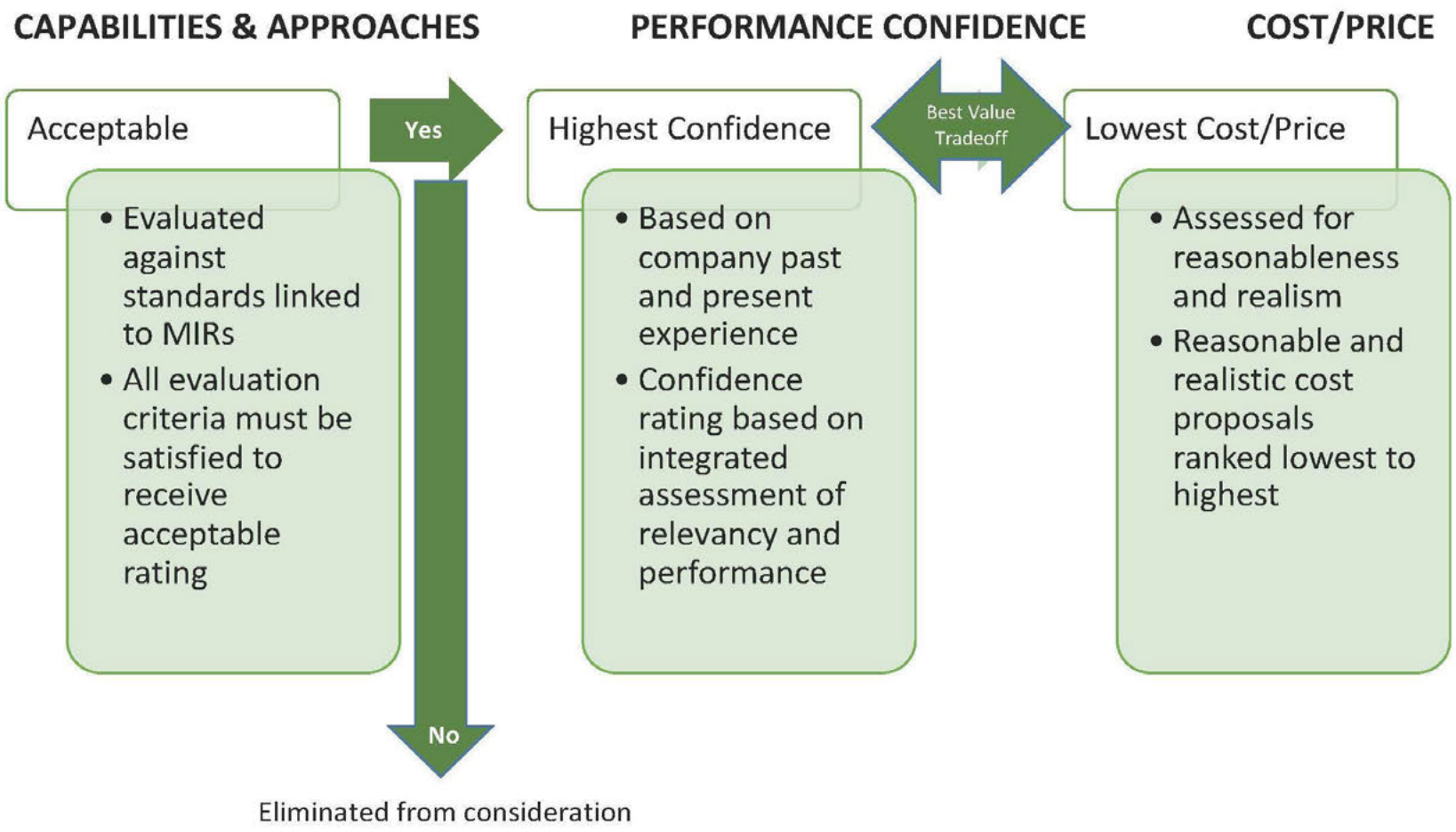
Most Important Requirements

- **Accountability –** Improved measures for meeting contract requirements
- **Responsiveness –** Timely response to requests and inquiries
- **Continuity –** Continuous high-level of service
- **Capability** – Increase capability and opportunity for innovation in functional areas
- **Reduce Cost –** Utilize competition to achieve best value

Performance Price Tradeoff (PPT)
Best Value Evaluation Process

- PPT permits a tradeoff between price and performance in reaching the award decision
- Best Value Selection is the lowest (reasonable and realistic) Cost/Price with highest performance confidence among acceptable proposals

Evaluation Process Summary



COMMUNICATION

Point of Contact

- All communications between the City and parties interested in the general Field Services Procurements will be managed by Purchasing Manager, Nesby Ingram
- Until a contractor is selected and the selection is announced, elected officials, evaluation committee members, employees of the City are not allowed to communicate regarding this procurement. The City reserves the right to reject the proposal of any potential or interested contractor or vendor who knowingly participates in such violation (page 36)
- Mr. Ingram may be contacted by e-mail at ningram@sandyspringsga.gov. Please note that questions submitted via phone calls will not be accepted

Thank you for your interest in serving the City of Sandy Springs!

Questions & Answers

SANDY SPRINGS™

GEORGIA

REQUEST FOR PROPOSAL #18-002
LANDSCAPE MAINTENANCE

NON-MANDATORY PRE-PROPOSAL CONFERENCE
10:00 a.m. EST on January 10, 2017
Heritage Sandy Springs
6110 Blue Stone Road
Sandy Springs, GA 30328

PROPOSALS ARE DUE:
February 21, 2017 no later than 2:00 p.m. EST
City of Sandy Springs
Purchasing Office
7840 Roswell Road, Building 500
Sandy Springs, GA 30350

VERBAL ANSWERS GIVEN TODAY ARE NON-AUTHORITATIVE.

Name	Company Name	Email Address	Phone #
Shannon DiGiugno	GCA Education Services	sdigiugno@gcaservices.com	404-308-8594
CEDRIC W. RANDOLPH	DBi Services	CEDRIC.RANDOLPH@DBiSERVICES.Com	404-710-0446
M.F. "Buddy" Buchanan	DBi Services	mbuchanan@dbiservices.com	540 464-3240
Jon Dreysdale	Lane Engineers	jon.dreysdale@lane-engr.com	4043121863
Brian Walsh	IBTS	Bdwalsh@IBTS.org	571-643-9967

SANDY SPRINGS™

GEORGIA

Chris Dicks	Ed Castro Landscape	cdicks@edcastro.com	404-259-3886
Bob Monette	Optech	bmonette45@bellsouth.net	(770) 335 6195
Will Monette	Optech	wmonette11@gmail.com	404-435-8927
Terry Teakell	Tots Scapes	terry@totsscapes.com	770-564-0670
John Wetherald	Russell Landscape	John@RLG.cc	404-520-7903
Tessa Moore	NGL & Erosion Control Group, LLC	nglerosion@gmail.com	770 586 0372
Stephan Boyd	Fawn Creations, LLC	stephanboyd@bellsouth.net	678-418-0606 (O) 678-595-4040

RFP #18-002 Landscape Maintenance Pre-Proposal Meeting
1/10/2017

SANDY SPRINGS™

GEORGIA

REQUEST FOR PROPOSAL #18-002
LANDSCAPE MAINTENANCE

NON-MANDATORY PRE-PROPOSAL CONFERENCE
10:00 a.m. EST on January 10, 2017
Heritage Sandy Springs
6110 Blue Stone Road
Sandy Springs, GA 30328

PROPOSALS ARE DUE:
February 21, 2017 no later than 2:00 p.m. EST
City of Sandy Springs
Purchasing Office
7840 Roswell Road, Building 500
Sandy Springs, GA 30350

VERBAL ANSWERS GIVEN TODAY ARE NON-AUTHORITATIVE.

Name	Company Name	Email Address	Phone #
Ed Whittle	Ashford Gardeners Inc	ed@ashfordgardeners.com	678-898-8123
Keith Foersler	Ruppert Landscape	Kfoersler@ruppertcompanies.com	678-213-6200
Brian Holtzapfel	IBTS	BHoltzapfel@IBTS.org	404-804-4991
Wilmar Ventura	Yellowstone landscape	WVentura@yellowstonelandscape.com	404-808-2511
Ly Eldridge	Enviro Ag Science	ly.eldridge@enviroags.com	678-895-6084

SANDY SPRINGS™

GEORGIA

Kate Velez	Hawkins Landscape	Kate@hawkinsld.com	(4)7914251
PATRICK WHALEN	HOWLEY LANDSCAPING INC.	PATRICK@HOWLEYLANDSCAPING.COM	4.202.3188
Richard Foster	OPtech	grantrick1@yahoo.com	770-400-1[illegible]

RFP #18-002 Landscape Maintenance Pre-Proposal Meeting
1/10/2017

I hereby acknowledge receipt of Addendum Number 1 for Request for Proposal #18-002 Landscape Maintenance Project. I have incorporated the necessary changes into my response for the abovementioned Request for Proposal.

COMPANY NAME_____

CONTACT PERSON: _____

ADDRESS: _____CITY: _____

STATE: _____ ZIP: _____

PHONE: _____ EMAIL ADDRESS_____

SIGNATURE: _____DATE: _____