

To: Mayor and City Council

From: Brent Walker, Parks and Recreation Director

Date: September 26, 2023

Re: Contract Award for Parks and Right of Way Maintenance

**Summary**

Contract approval to Triscapes Inc. for the maintenance of park facilities and public right of way.

**Details**

The City solicited proposals in our effort to maintain the expanding park system and elevate our level of service, RFP 23-04 was solicited, and the following were the cost responses for a three-year contract with two one-year renewal options for Parks and Right of Way Maintenance:

Firm	Year 1	Year 2	Year 3	Year 4	Year 5
Brightview	\$2,147,577	\$2,201,266	\$2,256,298	\$2,312,705	\$2,370,523
Landscape Workshop	\$1,958,320	\$2,017,669	\$2,077,581	\$2,139,909	\$2,204,107
<b>TSI</b>	<b>\$2,087,000</b>	<b>\$2,128,740</b>	<b>\$2,171,315</b>	<b>\$2,214,742</b>	<b>\$2,259,036</b>
Yellowstone	\$2,328,175	\$2,328,175	\$2,328,175	\$2,398,020	\$2,469,964
Creech Landscape	\$2,823,000	\$2,910,309	\$3,000,318	\$3,093,114	\$3,221,995

The RFP Review Team, composed of the Parks and Recreation Director, Park Operations Manager, Facilities Coordinator and Grounds Coordinator reviewed proposals and feel that Triscapes Inc., will be able to continue to provide an elevated level of service. The combined scores and the scoring criteria are below:

Firm	BW	AJB	DA	GN	Total/400 Possible
Brightview	58.23	72.23	72.23	61.23	264
Landscape Workshop	40	57	44	45	186
<b>TSI</b>	<b>90.02</b>	<b>93.02</b>	<b>83.02</b>	<b>83.02</b>	<b>349</b>
Yellowstone	82.82	81.82	78.82	80.82	324
Creech Landscape	38.87	38.87	26.87	28.87	133

### Proposed Management Plan and Approach of Work – 60%

The Proposal shall outline the plan that the firm will use to provide the most effective delivery of the requested services put forth by the City.

- Firm's understanding of project
- Proposed methodology for completing the plan
- Proposed deliverables
- Project management plan
- Schedule provided
- Schedule is reasonable based on scope of work

### Firm Qualifications - 20%

- The Proposal must give a detailed report of related experiences that demonstrate the ability of the consultant to perform requested tasks and complete the project phases as outlined in this RFP.
- The Proposal shall include sufficient information to indicate the abilities, qualifications, and experience of all persons who would be assigned to provide the required service.
- Representative project experience (recent and similar to Dunwoody scope)
- References

### Cost Proposal Fee – 20%

- The Cost Proposal must include a total cost for all requested work, cost of each phase and key deliverable, and hourly cost of each staff person working on the project.

### **Recommendation**

Staff respectfully requests that Council: (1) award Purchasing Contract 23-04, Parks and Right of Way Maintenance to Triscapes Inc. (2) authorize staff to provide funding for the contract through the Parks Operational Repair and Maintenance Budget, and (3) authorize the City Manager to execute the necessary documents following satisfactory review by legal counsel.

# **REQUEST FOR PROPOSALS RFP 23-04**

## **PARKS AND RIGHT OF WAY MAINTENANCE**

## **REQUEST FOR PROPOSALS (RFP) 23-04 PARKS AND RIGHT OF WAY MAINTENANCE**

Sealed Proposals for Purchasing RFP 23-04 Parks and Right of Way Maintenance will be received by the City of Dunwoody, hereinafter called "City." Service providers whose proposals meet the criteria established in the Request for Proposals, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

This contract shall be for a three-year period beginning January 1, 2024, with two optional one-year extension beginning approximately January 1, 2027, and January 1, 2028.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Dunwoody requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

A proposal must be submitted in a sealed envelope which shall be clearly marked RFP 23-04. One (1) printed and signed unbound original, three (2) bound copies, and one (1) electronic copy in PDF of the **proposals shall be submitted no later than 2:00pm, July 20, 2023.** (Proposals will not be submitted by facsimile or e-mail). At which time noted, all proposals received will be publicly opened and read. Any proposal received after the time and date specified for the opening of the proposals will not be considered but will be returned unopened.

**A Pre-Proposal Conference will be held at 11:00am on June 26, 23** at the City of Dunwoody Courtroom, 4800 Ashford Dunwoody Rd, First Floor, Dunwoody, GA 30338. The conference will include a review of the proposal documents, and a question-and-answer period. Proposers are expected to be familiar with the proposal documents and to provide the City with any questions regarding the proposal documents at the Pre-Proposal conference or by the deadline for questions to be submitted.

**Questions regarding proposals should be directed to [purchasing@dunwoodyga.gov](mailto:purchasing@dunwoodyga.gov) no later than 2:00pm June 29, 2023.** Proposals are legal and binding when submitted.

Proposal must be addressed as follows: Purchasing Department  
City of Dunwoody  
4800 Ashford Dunwoody Rd.  
Dunwoody, GA 30338

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The proposer awarded the Contract must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00), along with any other required insurance coverage and evidence of business or occupational license, as outlined in the Proposal Documents.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of the proposals.

The award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.

To ensure the proper and fair evaluation of proposals, the City highly discourages any communication initiated by a proposer or its agent to an employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing and delivered to the City of Dunwoody, Purchasing Office, 4800 Ashford Dunwoody Rd. Dunwoody, Georgia 30338, or by e-mail to [purchasing@dunwoodyga.gov](mailto:purchasing@dunwoodyga.gov) or facsimile to (678) 533-0712. Unauthorized communication by the proposer may disqualify the proposer from consideration.

## **PART ONE - BACKGROUND AND GENERAL SCOPE OF WORK**

- 1.1 The City seeks to engage the services of a qualified contractor to provide park maintenance services to include landscape maintenance, green infrastructure maintenance, mowing, trimming, pruning, cleaning, trash removal, mulching, weed and insect control, trail maintenance, facilities maintenance, artificial turf maintenance, janitorial services, and other services as specified for the City's public parks and facilities. The contractor will also be required to provide right of way and public open space maintenance services to include mowing, trimming, pruning, fallen tree removal, trash pick-up, debris removal, graffiti removal, and other services as required.
- 1.2 The Parks and Recreation Department strives to provide the residents of Dunwoody with the highest quality parks, recreational services, and green space to enhance the quality of life in our community. The Parks & Recreation Department is responsible for the management, development, safety, and maintenance of the City's parks and for right-of-way maintenance. The Department is also responsible for emergency response as it relates to public works and parks functions.

Currently, the Department manages 14 parks with combined land space of over 200 acres, containing 3 miles of multi-use trails, 2 turf baseball fields, 2 turf soccer fields, 6 playgrounds, 4 tennis courts, 2 baseball fields, 1 full court and 2 half court outdoor basketball courts, multiple multi-use fields, and facilities. Facilities include water fountains, bathrooms, pavilions, an arts center, skate park, nature center, greenhouse, community garden, and dog park. These parks are home to several major events each year and offer a variety of activities.

The City's current parks are:

<b>Brook Run Park</b>	<b>4770 N. Peachtree Rd</b>
<b>Brook Run Baseball Fields</b>	<b>4635 Barclay Drive</b>
<b>Dunwoody Park and Nature Center</b>	<b>5343 Roberts Dr</b>
<b>Donaldson Bannister Farm</b>	<b>4831 Chamblee Dunwoody Rd</b>
<b>Windwood Hollow Park</b>	<b>4865 Lakeside Dr</b>
<b>Vernon Oaks Park</b>	<b>5139 Vernon Springs Dr</b>
<b>Georgetown Park</b>	<b>4400 Dunwoody Park Dr</b>
<b>Dunwoody Cultural Arts Center</b>	<b>5339 Chamblee Dunwoody Rd</b>
<b>Two Bridges Park</b>	<b>50 Perimeter Center East</b>
<b>Pernoshal Park</b>	<b>1959 Pernoshal Ct</b>
<b>Wildcat Park</b>	<b>5435 Roberts Dr</b>
<b>N. Shallowford Annex</b>	<b>4470 N Shallowford Rd</b>
<b>Waterford Park</b>	<b>4565 Dellrose Drive</b>
<b>Homecoming Park</b>	<b>4809 and 4819 Vermack Road</b>
<b>Peachtree Middle</b>	
<b>School Football Field</b>	<b>Adjacent to baseball fields</b>

## **PART TWO – GENERAL PARK MAINTENANCE DETAILED SCOPE OF WORK**

Proposers should, at a minimum, address the Detailed Scope of Work as part of their proposal package. Proposers may add additional items that are considered necessary to implementing the requested services.

- 2.1 Propose and provide crew(s) with full-time (40 hours per week) staff and equipment to perform park maintenance identified in the scope and in assigned work orders. Adequate personnel must be provided to meet safety requirements at all times. Personnel must be sufficiently trained and a minimum of 12 training hours per year per staff is required. Documentation should be submitted to City staff upon completion.
- 2.2 Provide an Experienced Full Time Crew Supervisor (Resume must be included in the proposal). This Crew supervisor will be used for oversight of Parks, Facilities, Athletic Field, and Right of Way Maintenance crews. This position is not to be included as part of the required minimum staff crew supervisor shall not be removed from the role for at least the first two years unless approved by the City.
- 2.3 Provide oversight of other skill trade contractors utilized by the City for parks repairs.
- 2.4 Provide equipment and vehicles necessary to complete the tasks as described and within the timeframes specified. Maintain equipment to meet clean and professional conditions reflecting the City's high standards.
- 2.5 Park Coverage Requirements  
General employee park coverage is required as follows:
  - 2.5.1 Weekdays (year-round) – Contract to provide a minimum of **18** dedicated parks staff Monday through Friday from 7:00AM to 4:00PM.
  - 2.5.2 Contract to provide a minimum of 3 weekend staff, Saturdays, and Sundays (year-round) from 7:00AM to 4:00 PM for but not limited to bathroom cleaning, trash removal, blowing off hardscapes.
  - 2.5.3 Special events - provide up to 200 hours for activities such as Summer Concert Series Movies in the Park, Fall Festival, etc.

- 2.5.4 Holidays (City Recognized Holidays) – Contract to provide minimum of 3 staff from 7:00AM to 4:00PM for bathroom cleaning and trash removal. Except Thanksgiving and Christmas Day.
- 2.5.5 Each day the entrance gates at Brook Run Park must be open by or before 7:00AM including all holidays. This is to include Christmas Day and Thanksgiving Day.
- 2.6 Emergency Response - The contractor will be required to maintain a point of contact for 24 hours, 7 days per week in response to weather-related incidents and other types of emergencies. The contractor must be able to have equipment and personnel mobilized in the city within 2 hours of notification of an incident. Contractor must provide individual documentation of Emergency Callout description, location, billing hours, equipment hours and staff hours.
- 2.7 Routine Maintenance (refer to schedule in Appendix A)– Visually inspect the assigned area at least once daily. Evaluate site conditions and identify potential maintenance needs or safety hazards which require immediate attention. Identify excessive litter or debris, graffiti, broken or vandalized amenities which may create a safety hazard. Adjustments in the daily schedule are made based on the findings of these inspections. Perform maintenance services as needed.
- 2.8 Preventive Maintenance – Perform preventive measures to avoid maintenance issues that could become a hazard to park users and result in unnecessary costs. These items include but are not limited to:
- 2.8.1 Winterizing restrooms, water fountains, faucets, and irrigation systems
  - 2.8.2 Cleaning and clearing roofs, gutters, drains and pipes monthly and or as directed.
  - 2.8.3 Pre-emerge beds and turf to limit excessive weed growth in landscape areas.
  - 2.8.4 Promptly notify the Parks Department of any potentially hazardous conditions that are outside the scope of this contract.
- 2.9 Repairs – Follow work order procedures and priorities to react to any requests for repairs. Problem areas identified through daily visual inspections of facilities and grounds, biannual inspections of facilities and grounds, and emergency reports by the contractor and park users will be reported to the City’s Parks & Recreation Department who will follow up and schedule repairs as needed.
- 2.10 Work Order Priority: Perform services in accordance with an established work order priority schedule. After hours and emergency work orders may be authorized verbally and followed up with a written work order. The City has the following response time requirements for work orders:
- Priority 1: Complete within 24 hours.
  - Priority 2: Complete within 7 days.
  - Priority 3: Complete within 21 days.
  - Priority 4: As directed.

**ROUTINE/PLAYGROUND MAINTENANCE: SEE APPENDIX A**

- 2.11 Litter, Debris and Trash Removal
- 2.11.1 Remove trash, ground litter, and debris daily or as often as needed during the week.
  - 2.11.2 Empty trash containers when they are more than half filled or are attracting bees and insects at the time of inspections or when park usage indicates that containers may be filled before the next inspection.

- 2.11.3 Inspect specific areas such as pavilion rentals and athletic areas for litter and debris and remove litter and debris prior to scheduled use during normal working hours.
- 2.11.4 Remove and replace trash liners placed by dog parks, dog water stations, pavilions and player areas daily regardless of how much or how little the containers are filled.
- 2.11.5 Pick up ground trash and debris in the park while checking the trash containers. This would include blowing/sweeping off hard surfaces at park facilities.
- 2.11.6 Report any debris that is too large to easily remove to the City's Parks & Recreation Department

## 2.12 Restroom Cleaning

- 2.12.1 Restroom cleaning starts each morning at 7AM. Prior to the end of the day all restrooms must be checked a second time after lunch for stock and cleanliness. More frequent cleaning may be necessary at times based on usage, particularly at rental pavilions and athletic facilities.
- 2.12.2 Restroom cleaning includes but is not limited to removing all litter and debris, sweeping, and mopping floors, scrubbing toilets, sinks and urinal with disinfecting cleaner, and refilling toilet paper and paper towels and soap as needed.
- 2.12.3 Deep clean wash and scrub restroom floors and walls on a biweekly basis or as directed.

## 2.13 Graffiti Removal

- 2.13.1 Remove graffiti within 24 – 48 hours from the time it is identified whenever possible. Contact Dunwoody Police department to file police report when directed.
- 2.13.2 Clean, remove or paint over graffiti. Report graffiti which cannot be easily removed or painted to the City's Parks and Recreation Department. Take pictures for documentation.

## 2.14 Vandalism Repairs

- 2.14.1 Secure any vandalized area that is creating a public safety hazard immediately upon identification. This may include securing the areas for safety reasons, removing the object, or placing a barrier around the area to prevent possible public access. Contact Dunwoody Police department to file police report when directed.
- 2.14.2 Schedule necessary repairs based on the urgency of the repair.
- 2.14.3 Document and report all vandalism to the City's Parks and Recreation Department

## 2.15 Playground Inspection and Repair

- 2.15.1 Visually inspect each playground every week.
- 2.15.2 Clear playground areas of trash and debris daily
- 2.15.3 Check and blow off walking areas and play daily.
- 2.15.4 Complete and document playground inspection monthly.
- 2.15.5 As part of the monthly playground inspection, check proper movement and possible wear of all dynamic elements and lubricate as needed. Inspect all nuts and bolts and tighten as needed. Inspect all pins, clamps, s-hooks and parts to ensure that they are securely attached in the proper locations and adjust as needed.



- 2.15.6 As part of the monthly playground inspection, inspect for pinch points, rough edges and cracks of plastic, metal or wood surfaces and adjust as needed.
  - 2.15.7 Inspect all posts, handles, decks and play components for protruding objects that could result in injury and adjust as needed.
  - 2.15.8 Inspect all play safe mulch fall areas for proper depth and hard rake to fill in low areas weekly. Add play safe mulch to playground as directed.
  - 2.15.9 Inspect the playground and immediate areas for broken glass, trash and any other debris and remove as needed.
  - 2.15.10 Restore missing or broken equipment or park furniture to a safe condition immediately upon inspection. If permanent repairs are not immediately possible, take immediate measures to restrict access to the equipment site and to adequately warn park patrons of the hazardous situation. This may include securing the area for safety reasons, removing the object, or placing a barrier around the area to prevent possible public access.
  - 2.15.11 Add play safe mulch to playground as directed.
  - 2.15.12 Prune trees and shrubs monthly or as needed.
  - 2.15.13 Sand wood rails as needed.
  - 2.15.14 Clean wood and seal as directed.
  - 2.15.15 Paint playground metal structures as directed.
  - 2.15.16 Within the first 6 months of the contract have a Certified Playground Safety Inspector on staff for the contract.
- 2.16 Sport Courts and Skate Park Inspection and Repair
- 2.16.1 Conduct visual inspections on sport courts and skate park facility daily and schedule repairs as needed.
  - 2.16.2 Check the play surfaces and immediate areas for broken glass, trash and debris and remove debris as needed.
  - 2.16.3 Check for tripping hazards such as vertical separation along cracks. Document or schedule repair as necessary
  - 2.16.4 Remove any weeds growing in cracks that may exist on the play surface.
  - 2.16.5 Inspect all nets for damage and replace as needed.
  - 2.16.6 Inspect all skate park components for damage or necessary repairs.
  - 2.16.7 Inspect gates for proper operation and lubricate as needed.
  - 2.16.8 Inspect all fencing and ensure there are no protruding bolts or wires that may create a safety hazard.
  - 2.16.9 Inspect to ensure that windscreens are properly hung without any rips or tears and repair as needed.
  - 2.16.10 Inspect to ensure that all signs are not vandalized and that they are in the proper locations and replaced as needed.
  - 2.16.11 Pressure-wash courts, picnic tables, walkways and concrete surfaces yearly or as needed.
  - 2.16.12 Spray weeds out in and around court area
  - 2.16.13 Blow off all hard surfaces to remove debris, including sidewalks, parking lots, trails, and stands around facility daily.

## 2.17 Sidewalks, Multi-Use Trails, and Natural Trails

- 2.17.1 Inspect all sidewalks and trails for cleanliness and safety and report any areas of concern.
- 2.17.2 Blow all sidewalks and trails daily to remove leaves and debris.
- 2.17.3 Pick up all ground trash prior to blowing.
- 2.17.4 Prune low-hanging limbs to eliminate potential hazards and/or sight distance issues.
- 2.17.5 Remove fallen trees, limbs and debris immediately.
- 2.17.6 Remove dead trees and limbs that could fall on the trail.
- 2.17.7 Inspect and repair trail surface as directed to include installation of mulch or stone.
- 2.17.8 Inspect and repair concrete.
- 2.17.8 Remove snow and ice as directed by the City.

## 2.18 Pavilions

- 2.18.1 Blow and clean daily
- 2.18.2 Clean prior to any scheduled rental and inspect after the rental for additional cleaning or repairs as needed.
- 2.18.3 Blow roofs to remove leaves and debris monthly and or as directed.
- 2.18.4 Conduct pavilion inspections of area and structures monthly.
- 2.18.5 Coordinate repairs and upgrades with the City's Parks and Recreation Department
- 2.18.6 Prepare pavilion areas for upcoming rentals based on the City's scheduled rental request.
- 2.18.7 Report and any significant damage or lack of cleanup following a rental event to the City's Parks and Recreation Department immediately.

## 2.19 Parking Lot maintenance

- 2.19.1 Check parking lots to ensure cleanliness and safety daily.
- 2.19.2 Remove litter and debris daily.
- 2.19.3 Check trash cans and empty daily.
- 2.19.4 Blow leaves and excessive dirt and clear curbs, gutters, and stormwater inlets weekly.
- 2.19.5 Prune trees and shrubs located near parking spaces as needed to avoid safety hazards.
- 2.19.6 Spray or hand pull weeds in parking lot area as needed.
- 2.19.7 Inspect lots yearly to determine if marking of spaces, fire lanes and other markings are visible and make recommendations for repairs.
- 2.19.8 Check parking lot lights twice per year and make recommendations for repairs.
- 2.19.9 Replenish gravel lots with material as directed.
- 2.19.10 Remove snow and ice as directed by the City.

## 2.20 Sports Field Facility Maintenance

Main baseball and soccer field grooming occurs biweekly. A calendar of dates will be supplied at the begging of the contract. Also see attached SOP for grooming days.

- 2.20.1 Repair any fencing that is detached or curling.
- 2.20.2 Blow out dugouts daily during the playing and practice season.
- 2.20.3 Blow off common areas and bleachers daily.
- 2.20.4 Inspect dugout gate latches and doors weekly and make repairs as needed.
- 2.20.5 Inspect areas for safety hazards and make repairs as needed.
- 2.20.6 Daily removal of trash outside of tournament season. During tournament season remove trash twice a day or as directed.
- 2.20.7 Daily blow off concrete surfaces, sidewalks trails and parking lots.
- 2.20.8 Inspect and repair batting cages as needed.
- 2.20.9
- 2.20.10 Paint dugouts as needed.
- 2.20.11 Replace mulch twice per year.
- 2.20.12 Prune tree and shrubs around baseball fields as needed.
- 2.20.13 Maintain bi-monthly schedule of artificial turf grooming and bi-annual (or as needed) sanitizing of field of play. See field grooming SOP.

#### 2.21 Facility and Building Maintenance

- 2.21.1 Visually check and clean restrooms and indoor facilities daily.
- 2.21.2 Report all repair needs and maintenance concerns to the City's Parks & Recreation Department.
- 2.21.3 Move, remove and install fences, picnic tables, tables, chairs, bleachers, benches, etc. as required for transition to different activities or events.
- 2.21.4 Touch up paint in restrooms as needed.
- 2.21.5 Clean gutters and drains around buildings monthly or as needed.
- 2.21.6 Inspect and repair exterior building lights.
- 2.21.7 Inspect exterior of buildings and paint when necessary.

#### 2.22 Additional Facilities and Amenities Maintenance

- 2.22.1 Bocce Ball Courts – clean and rake gravel courts weekly to maintain even court adding sand twice a year or as needed.
- 2.22.2 Tennis Courts – remove leaves, debris and trash from courts daily. Inspect play surface, nets, and fence for overall integrity. Pressure Wash court and nets as needed.
- 2.22.3 Water features – Maintain pump systems and water features at Brook Run Park, Georgetown Park, Donaldson Banister farm and Two Bridges Park. Clean filter and features 7 days a week throughout operating season. Check and confirm chemical balance of water 7 days a week through operating season. Maintain proper water level. Check features for any needed repairs and report directly to the City's Parks and Recreation Department. Have a CPO on staff for the contract within the first 6 months of the contract.
- 2.22.4 Pavilion Grills – clean grills as needed throughout the week and maintain proper operation. Repainting as needed.
- 2.22.5 Drinking Fountains – clean drinking fountains daily and maintain proper operation.

Change filters bi-annually.

- 2.22.6 Basketball Courts – remove leaves, debris, and trash from courts daily. Inspect play surface and nets for overall integrity. Also check backboards and rims for correct anchoring. Pressure Wash court and replace nets as needed.

## 2.23 Brook Run Dog Park

- 2.23.1 Remove litter, animal waste and trash daily.  
 2.23.2 Inspect and remove debris and trees daily.  
 2.23.3 Blow entrance areas and sidewalks daily.  
 2.23.4 Daily inspect area for trip hazards and washouts.  
 2.23.5 Inspect drains and remove any debris daily.  
 2.23.6 Inspect fencing and repair as needed.  
 2.23.7 Replenish waste bags as needed.  
 2.23.8 Fill in holes in fenced dog play area as needed.  
 2.23.9 Prune limbs and shrubs as needed.  
 2.23.10 Remove dead trees and limbs as needed.

## **TURF/IRRIGATION/HORTICULTURAL MAINTENANCE: SEE APPENDIX A**

## 2.24 Landscape and Turf

- 2.24.1 During the growing season (April 1 through October 31 approximately):
- 2.24.1.1 Mow all common turf areas on a weekly basis at the proper levels for each type of turf.
  - 2.24.1.2 Maintain an adequate turf free zone around trees to minimize turf area and avoid string trimmer damage to trees.
  - 2.24.1.3 String trim all posts, benches, tables, trash containers, fence lines, tree, grills, and buildings as part of the mowing operation
  - 2.24.1.4 Remove grass clippings when visible. This includes clumped grass on turf areas.
  - 2.24.1.5 Remove unwanted grass and weeds from bed areas and walkways upon completion of mowing.
  - 2.24.1.6 Blow off all hard surfaces to remove debris, including sidewalks, parking lots, trails, dug outs and stands.
- 2.24.2 During the off-season (November 1 through March 31 approximately):
- 2.24.2.1 Mow all common turf areas once every four weeks at the proper levels for each type of turf.
  - 2.24.2.2 String trim all posts, benches, tables, trash containers, fence lines, tree, grills, and buildings as part of the mowing operation
  - 2.24.2.3 Remove grass clippings when visible.

- 2.24.2.4 Blow off all hard surfaces to remove debris, including sidewalks, parking lots, trails, dug outs and stands.
- 2.24.2.5 Trim and edge, remove debris (sticks and limbs) and provide weed control outside normal turf areas to prevent encroachment.
- 2.24.2.6 Maintain embankments as needed, prune plants and tree limbs up to 15 feet in height and pick up and dispose of trash.

#### 2.24.3 Edging Curbs, Sidewalks and Pavilions

- 2.24.3.1 Edge all curbs, sidewalks, planting beds and pavilions once per week between April 1 through October 31
- 2.24.3.2 Remove all grass clippings and debris from the curbs and sidewalk areas after each edging.

#### 2.24.4 Aerating Turf

- 2.24.4.1 Perform core aeration of all play field turf at least twice per year, including once in the spring just before fertilization and once in the fall. Perform aeration when the turf is actively growing and not under stress. Space aeration holes between 2-3 inches (this often requires 3 passes in different directions). Crumble and spread dried soil cores over the turf by using a flexible steel mat or by some other means. Use a vibratory tine aerator to a depth of 4-6 inches during the winter months and as needed during the rest of the year to alleviate compaction.
- 2.24.4.2 Provide evaluation and recommendations for aeration, sodding and reseeding of fields.

#### 2.24.5 Overseeding

- 2.24.5.1 Over seed turf play fields as directed. Apply seed at a rate of 10 to 15 pounds per 1000 square feet depending on the field and its use requirements. Additional replaced applications may be needed if rain and play dictate additional applications.

#### 2.24.6 Fertilizing Turf

- 2.24.6.1 Provide a seven-point chemical program for all play field areas, except embankments and sides of streets. Fertilizer program shall include pre-emergent weed control fertilizations and post-emergent treatments consistent with best management practices.
- 2.24.6.2 Apply fertilizer as directed to include necessary pre-emergent.

#### 2.24.7 Herbicide Use

- 2.24.7.1 In accordance with the City's sustainability goals, apply integrated pest management best practices.
- 2.24.7.2 Post signage in areas after spraying to warn park users.
- 2.24.7.3 Store herbicides in OSHA approved containers.
- 2.24.7.4 Wear appropriate protective clothing while applying

- 2.24.7.5 Use non-selective herbicides to kill grass and weeds that are growing in cracks, around posts, around trees, along fence lines, along curb and gutters, or in other identified areas where no vegetation is desired.
- 2.24.7.6 Use pre-emergent herbicides to control the germination and spread of broadleaf weeds in plant beds and turf areas.
- 2.24.7.7 Use post-emergent herbicides to control emergent broadleaf weeds that are currently in plant beds or turf areas.

#### 2.24.8 Sodding

- 2.24.8.1 Sod bare spots in areas which are located on steep slopes, in drainage areas, on play fields as directed. Sprig or over seed and add hay to other areas as directed.
- 2.24.8.2 Ensure the soil is slightly moist when sod is transplanted.
- 2.24.8.3 Add starter fertilizer at a rate of one pound of nitrogen per 1000 square feet of area.
- 2.24.8.4 Irrigate the new sod frequently enough so that the underlying soil is always moist, but does not saturate.
- 2.24.8.5 Spot sod areas as required.

#### 2.24.9 Irrigation System Management / Maintenance

- 2.24.9.1 Test irrigation system before watering season begins. Test each zone for operation, water pressure, head damage, broken lines, etc.
- 2.24.9.2 Align irrigation heads ensure adequate irrigation coverage and prevent overspray.
- 2.24.9.3 Maintain and repair the irrigation system as directed. Large repairs should be reported to the City's Parks and Recreation Department
- 2.24.9.4 Shut off the irrigation system no later than November 15th, shut off the water at the meter and open existing drains and drain the system.

#### 2.24.10 Flower and Shrub Bed Maintenance

- 2.24.10.1 Place pine straw / mulch in landscape islands and around the base of trees planted in turf to a minimum of two-foot radius from the tree as directed.
- 2.24.10.2 Mulch shall not contact / cover the tree truck. A mulch free area of 6 inches wide at the base of the tree shall be provided to avoid disease and decay. Mulching in shrub and flower beds should be 3 -6 inches deep and contained within the border of the bed.
- 2.24.10.3 Replace pine straw / mulch twice per year in depleted landscape shrub and flower bed areas.
- 2.24.10.4 Perform weed control in shrub and flower beds as required from February through October
- 2.24.10.5 Remove weeds in excess of 4 inches by pulling or cultivating immediately.

- 2.24.10.6 Restrict use of herbicides in park areas that are environmentally sensitive, such as the Dunwoody Community Garden, playgrounds, and stream buffer areas.
- 2.24.10.7 Where possible produce and install mulch and compost recycled from on-site plant material.
- 2.24.10.8 Fertilize Bushes and Shrubs in March and October

#### 2.24.11 Pruning

- 2.24.11.1 Prune to remove hazardous, broken, diseased or deadwood from a tree or shrub and / or rejuvenate the shape of the plant.
- 2.24.11.2 Remove diseased or dead trees immediately for disease control and to prevent safety hazards.
- 2.24.11.3 Replace dead plants as directed.
- 2.24.11.4 Remove fallen trees according to priority. Fallen trees on walkways or roadways would require a priority 1 status.
- 2.24.11.5 Prune limbs away from roofs, structures, fences, walkways and parking lots as needed.

**\*The Parks Maintenance Schedules in Appendix A are provided as an indication of the timing and frequency of parks maintenance activities. The calendar portion indicates the times of year when an activity could occur or typically occurs. The frequency is noted in the columns to the right. These schedules are provided for information and reference purposes. The contractor will be responsible for developing their own schedule and staffing to satisfy all of the scope items listed above.**

### **PART THREE - ATHLETIC FIELD MAINTENANCE SCOPE OF SERVICE**

- 3.1 Provide crew(s) and equipment to perform athletic field maintenance as identified in the scope of work and in assigned work orders. Crews will be expected to maintain athletic fields and facilities separate of parks and right of way locations at least 2 days a week. Adequate personnel must be provided to meet safety requirements at all times. Some work will necessitate after hours call out and/ or weekend work. Crews must be available to respond to weather-related incidents and other emergencies on a 24 hour on-call basis with a 2-hour response time.
- 3.2 Proposers should, at a minimum, address the Detailed Scope of Work as part of their proposal package. Proposers may add additional items that are considered necessary to implementing the requested services.
- 3.3 Provide an Experienced Athletic Field Maintenance Supervisor for both organic and artificial turf. (Resume should be included in the proposal).
- 3.4 Provide equipment and vehicles necessary to complete the tasks as described and within the timeframes specified. Maintain equipment to meet clean and professional conditions reflecting the City's high standards.

3.5 Athletic Facilities located at the following locations:

- 3.5.1 Pernoshal Park
- 3.5.2 Peachtree Charter Middle School
- 3.5.3 Brook Run Park
- 3.5.4 Roberts Dr Park Property

**ATHLETIC MAINTENANCE: SEE APPENDIX A**

3.6 Athletic Natural Turf Maintenance

- 3.6.1 Cut all fields during the Bermuda growing season.
- 3.6.2 Cut fields once per week during the months of May through September and or as needed.
- 3.6.2 Cut fields once per week during the months of October through December.
- 3.6.3 Apply pre and post emergent, fertilizer and herbicide based on industry standard for turf athletic fields or as directed. Must be performed by licensed applicator.

3.7 Aerating Turf

- 3.7.1 Perform core aeration of all play field turf at least twice per year, including once in the spring just before fertilization and once in the fall. Perform aeration when the turf is actively growing and not under stress. Space aeration holes between 2-3 inches (this often requires 3 passes in different directions). Crumble and spread dried soil cores over the turf by using a flexible steel mat or by some other means. Use a vibratory tine aerator to a depth of 4-6 inches during the winter months and as needed during the rest of the year to alleviate compaction.
- 3.7.2 Provide evaluation and recommendations for aeration, sodding and reseeding of fields.

3.8 Overseeding

- 3.8.1 Over seed turf play fields as directed. Apply perennial Rye grass seed at a rate of 10 to 15 pounds per 1000 square feet depending on the field and its use requirements. Additional replaced applications may be needed if rain and play dictate additional applications. All winter overseed areas should be sprayed out with selective herbicide between April 15 and May 1<sup>st</sup>.

3.9 Fertilizing Turf

- 3.9.1 Provide a seven-point chemical program for all play field areas, except embankments and sides of streets. Fertilizer program shall include pre-emergent weed control fertilizations and post-emergent treatments consistent with best management practices.
- 3.9.2 Apply fertilizer as directed to include necessary pre-emergent.

3.10 Herbicide Use

- 3.10.1 In accordance with the City's sustainability goals, apply integrated pest management best practices.
- 3.10.2 Post areas after spraying to warn park users.
- 3.10.3 Store herbicides in OSHA approved containers
- 3.10.4 Wear appropriate protective clothing while applying
- 3.10.5 Use non-selective herbicides to kill grass and weeds that are growing in cracks,



around posts, around trees, along fence lines, along curb and gutters, or in other identified areas where no vegetation is desired.

- 3.10.6 Use pre-emergent herbicides to control the germination and spread of broadleaf weeds in plant beds and turf areas.
- 3.10.7 Use post-emergent herbicides to control emergent broadleaf weeds that are currently in plant beds or turf areas.

### 3.11 Sodding

- 3.11.1 Sod bare spots in areas which are located on steep slopes, in drainage areas, on play fields as directed. Sprig or over seed and add hay to other areas as directed.
- 3.11.2 Ensure the soil is slightly moist when sod is transplanted.
- 3.11.3 Add starter fertilizer at a rate of one pound of nitrogen per 1000 square feet of area.
- 3.11.4 Irrigate the new sod frequently enough so that the underlying soil is always moist, but do not saturate.
- 3.11.5 Spot sod areas as required.

### 3.12 Irrigation System Management / Maintenance

- 3.12.1 Test irrigation system before watering season begins. Test each zone for operation, water pressure, head damage, broken lines, etc.
- 3.12.2 Maintain and repair the irrigation system as directed.
- 3.12.3 Shut off the irrigation system no later than November 15th, shut off the water at the meter and open existing drains and drain the system.

### 3.13 Artificial Turf Maintenance

- 3.13.1 Maintenance scheduled should be performed according to turf manufacturer's standards. Please see the following link for reference:  
<https://www.shawspportsturf.com/resources/downloads/maintenance-and-care/maintenance-manual/>

**\*The Athletic Field Maintenance Schedules in Appendix A are provided as an indication of the timing and frequency of athletic field maintenance activities. The calendar portion indicates the times of year when an activity could occur or typically occurs. The frequency is noted in the columns to the right. These schedules are provided for information and reference purposes. The contractor will be responsible for developing their own schedule and staffing to satisfy all of the scope items listed above.**

## **PART FOUR - RIGHT OF WAY AND PUBLIC OPEN SPACE MAINTENANCE**

- 4.1 Contractor shall provide a minimum of 5 dedicated staff Monday through Friday from 7:00AM to 4:00PM. Staff will be divided into two maintenance crews with a staff member from one of the crews doing the City right of way trash route Monday, Wednesday, and Friday. Two landscape trucks and one F 150 or equivalent will be required along with all other equipment to perform right-of-way maintenance as identified in the scope of work and in assigned work orders. Right of way personnel will be fully dedicated to right of way maintenance during the mowing season. During the winter months some work may occur within the parks as directed by the city. Adequate personnel must be provided to meet safety requirements at all times. Some work will necessitate after hours call out and/ or weekend work. Crews must be available to respond to weather-related incidents and other emergencies on a 24-hour on-call basis with a 2-hour response time. Personnel must be sufficiently trained and a minimum of 12 training hours per year per staff is required. Documentation should be submitted to City staff upon completion.

- 4.2 The right of way maintenance contractor will be responsible for maintaining the public right of way and other City owned open space in a manner consistent with Dunwoody's high standards. Maintenance will include routine mowing and cutting vegetation in designated areas, trash, debris and hazard removal as needed and response to weather incidents and other emergencies that affect public infrastructure.
- 4.3 The contractor must provide the equipment and vehicles necessary to complete the tasks as described and within the timeframes specified. The equipment must be maintained in a clean and professional condition reflecting the City's high standards. The contractor must have at least one four-wheel drive truck available for use during winter weather. The truck should be a full-size pickup truck or larger.
- 4.4 The scope of services for right of way maintenance includes four tasks:
- 4.4.1 Routine Right of Way Maintenance
  - 4.4.2 Work Order Generated Services
  - 4.4.3 Emergency Response
  - 4.4.4 Special City Sponsored Events
  - 4.4.5 Trash Removal Route – See Appendix A for locations and quantities. Trash route is performed Monday Wednesday and Friday each week.

## **RIGHT OF WAY MAINTENANCE**

### 4.5 Routine Right Of Way Maintenance

- 4.5.1 Areas of Maintenance consist of the following:
- 4.5.1.1 Mowing and blowing Areas
  - 4.5.1.2 Trimming/Pruning Areas
  - 4.5.1.3 Medians
  - 4.5.1.4 Sidewalks
  - 4.5.1.5 Bike Lanes
  - 4.5.1.6 Adopt-a-Spot Locations
  - 4.5.1.7 All Other Right of Way

Reference attached map of regularly maintained ROW areas. Areas marked are weekly and or biweekly reference legend for schedule.

- 4.5.2 During the nongrowing season from November 1<sup>st</sup> to March 31<sup>st</sup> contractor will mow and trim vegetation in the areas designated twice per month and or as directed.
- 4.5.3 Trash in these areas should be picked up before and after mowing as necessary.
- 4.5.4 Trash must be bagged and disposed of properly.
- 4.5.5 Other debris such as fallen tree limbs, car parts etc. must be removed and disposed of properly.
- 4.5.6 Illegal signs in the right of way must be removed and provided to the City's Code Enforcement Department.
- 4.5.7 Sidewalks and gutters should be kept clear of debris, leaves and vegetation.
- 4.5.8 Any unsafe conditions observed by contractor personnel will be reported to the City's Public Works Department.

- 4.5.9 Apply mulch and pine straw to areas of exposed soil or landscape planting.
- 4.5.10 Perform extensive cut back of shrubs, trees, weeds, vines to maintain clear sight lines, vehicle and pedestrian accessibility, and overall maintained appearance.
- 4.6.11 Remove fallen trees in any right of way areas as needed.
- 4.6.12 Perform cleanup of fallen leaves from all right of way locations during fall/winter season.

#### 4.6 Work Order Generated Services

In addition to the routine right of way mowing, the contractor will be required to complete various work order generated tasks at the direction of the Public Works staff. These tasks include but are not limited to removing roadway hazards such as debris and diseased or fallen trees, trimming vegetation to improve visibility at intersections or street sign locations, picking up trash and dead animal removal. The work orders will be disseminated to the contractor electronically through Public Works' Cityworks work order management software. Work orders will be assigned a priority by the Public Works staff. The contractor will be expected to monitor the status of work orders and complete them in a timely manner as follows:

Priority 1: Complete within 24 hours.

Priority 2: Complete within 7 days.

Priority 3: Complete within 21 days.

Priority 4: As directed.

#### 4.7 Emergency Response

The contractor will be required to maintain a point of contact for 24-hour, 7-day per week response to weather-related incidents and other types of emergencies. This responsibility will best be handled by the Crew Supervisor. The contractor must be able to have equipment and personnel mobilized in the City within 2 hours of notification of an incident. Costs for work after normal business hours will be paid on an hourly basis.

#### 4.8 Special City Sponsored Events

- 4.8.1 Dunwoody Independence Day Parade Preparation - The City of Dunwoody assists the Dunwoody Homeowner's Association in preparation for the annual Independence Day parade. Under this task the contractor will be responsible for mowing, pruning, trash pick-up, and sidewalk and gutter cleaning along the parade route prior to the parade. The parade route is Mount Vernon Road from Jett Ferry Road to Dunwoody Village Parkway and Dunwoody Village Parkway from Mount Vernon Road to Chamblee Dunwoody Road.

\*The Right of Way Maintenance Schedule in Appendix A is provided as an indication of the timing and frequency of maintenance activities. The calendar portion indicates the times of year when an activity could occur or typically occurs. The frequency is noted in the columns to the right. These schedules are provided for information purposes. The contractor will be responsible for developing their own schedule and staffing to satisfy all of the scope items listed above.

## **PART FIVE – EQUIPMENT**

- 5.1 In addition to providing an adequate number of qualified personnel, the contractor will be responsible for the following:

- 5.1.1 Provide and maintain in satisfactory operating condition all equipment necessary to provide the required services.
- 5.1.2 All vehicles and fuel needed to provide the required services.
- 5.1.3 All communication and computer devices and services necessary to be able to maintain around the clock accessibility and to be able to maintain access to the City's internet-based work order system. Crews assigned to right of way work orders will be expected to be provided with a laptop or preferably a smart phone for interaction with the work order system.

## 5.2 City Provided Items

- 5.2.1 Magnetic City of Dunwoody logos for contractor vehicles.
- 5.2.2 Use of the maintenance facility at Brook Run Park.
- 5.2.3 Materials and supplies other than fuel and equipment. For example: lumber, janitorial supplies, mulch, gravel etc.

## 5.3 Daily Equipment

Expected to be onsite daily for use.

- 5.3.1 Scope of Service Equipment – All necessary hand or power tools to complete identified Scope of Work
- 5.3.2 Site Equipment – Loader (i.e. skid steer/equipped tractor), Mini Excavator, F 450 equivalent dump truck, 12-inch brush and woodchipper, leaf vac, mowers, string trimmers, edgers, blowers, parking lot blowers, spreader/hopper, backpack sprayers, tree sprayer, utility side by side.
- 5.3.3 Pruning Equipment – chain saws, pole saws, hedge trimmers, hand pruners.
- 5.3.4 Facilities Equipment – sump pump, pipe snake, pressure washer, ladders, power drills, circular saw

## 5.4 Equipment Upon Request

Expected to be onsite upon request within a reasonable amount of time.

- 5.4.1 Aerator (80 hours annually)
- 5.4.2 Augers (40 hours)
- 5.4.3 Bush hog (100 hours)
- 5.4.4 Tiller (40 hours)

5.5 Provide additional out of scope pricing in the provided bid sheet.

## **PART SIX – PROPOSAL FORMAT**

### 6.1 Proposal Format and Content:

One signed original, two (2) copies, and one (1) electronic copy in PDF of the proposal should be submitted in a sealed envelope. To aid in thorough and consistent review, the proposal shall be organized and labeled or numbered to correspond to the sections and information listed below.

Description of required Sections and Information:

- 6.1.1 **Cover Letter** (Section I): A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and

fee schedule will remain in effect for 60 days after the due date. The letter should include the RFP number, name of the firm, local address, telephone number, e-mail address, and name of a primary contact person.

- 6.1.2 **Proposal Forms and Cost Proposal Forms** (Section II)
- 6.1.3 **Project Understanding and Scope of Work** (Section III): Describe the firm's understanding of the proposed services as described in the RFP. Each proposer should include a summary of their proposed management plan. The management plan should describe the number of crews and seasonal personnel, if any, proposed to accomplish the described scope of work.
- 6.1.4 **Personnel** (Section IV): Provide information on supervisory personnel to be assigned to this contract including the Parks Maintenance Supervisor. The proposal should identify any applicable certifications held by proposer personnel.
- 6.1.5 **Similar Experience** (Section V): List and describe your firm's experience in the past five years that best match the scope of these services. In addition, references, including name, address, telephone number, and e-mail address of a contact person for each job identified and described above should be included.
- 6.1.6 **Additional Information** (Section VI): Each proposer may, but is not required to, include additional information or other materials deemed necessary but not provided otherwise (such as promotional literature, etc.). Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation except to the extent they support qualifications and experience.

## **PART SEVEN - EVALUATION OF PROPOSALS**

The City, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, invite to interview (at proposer's expense at the City's site) one or more of the proposers whose proposals appear to best meet the City's requirements. The purpose of such an interview would be for all proposers to elaborate upon their Proposal before a recommendation for ranking of the Proposals is made. Interview responses along with the written proposal and samples (if any), will become part of proposer's submission to be evaluated pursuant to the evaluation criteria. The City reserves the right to short-list proposers for further consideration.

The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:

- 7.1 Proposed Management Plan and Approach of Work –The Proposal shall outline the plan that the firm will use to provide the most effective delivery of the requested services put forth by the City.
- 7.2 Firm Qualifications -The Proposal must give a detailed report of related experiences that demonstrate the ability of the proposer to perform requested services as outlined in this RFP.

The Proposal shall include sufficient information to indicate the abilities, qualifications, and experience of all persons who would be assigned to provide the required services.

7.3 Cost Proposal Fee

\* \* \* \* \* END OF SPECIFICATIONS \* \* \* \* \*

**Bid Sheet RFP 23-04 Parks and Right of Way Maintenance**

<b>Service</b>	<b>Unit of Measure</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Parks Maintenance - Part 2 and Part 3	Lump Sum					
Parks Maintenance (Afterhours Emergency Response)- Part 2 and Part 3	Hourly Rate					
Right of Way Maintenance - Part 4	Lump Sum					
Right of Way Maintenance (Afterhours Emergency Response)- Part 4	Hourly Rate					
Additional Equipment/Labor Cost (Out of Scope)	Unit Price	See Bid Sheet	See Bid Sheet	See Bid Sheet	See Bid Sheet	See Bid Sheet

**RFP 23-04 Bid Sheet Parks and Right of Way Maintenance Additional Unit Costs**

<b>Equipment/Labor</b>	<b>Daily Cost</b>	<b>Weekly Cost</b>
2-man maintenance crew		
Aerator (walk behind)		
Auger (skid steer)		
Auger (2 man)		
Auger (1 man)		
Bush Hog		
Tiller (rear tine)		
Tiller (light duty)		
Chipper 12"		
Lawn Dethatcher		
Hydroseeder		
Sod Cutter		
Bed Edger		
Trencher (walk behind)		
Tractor (65-75 HP)		
Tractor (40-49HP)		
Box Scraper (Tractor)		
Rotary Cutter (Tractor)		
Landscape Rake (Tractor)		
Aerator (Tractor)		
Rotary Tiller (Tractor)		
Tow Behind Spreader (Tractor)		
Harley Rake (Tractor)		
Scissor Lift 10-13'		
Scissor Lift 14-19'		
Electric Sewer Snake		
Concrete Cutoff Saw		
Portable Gas Generator		
Plate Compactor		
Portable Abrasive Blaster		
Power Wheelbarrow		
Mulch/Straw Blower		
Utility Trailer (6x10')		
Traffic Barrels (10 count)		



APPENDIX A RFP 23-04 Parks and Right of Way Maintenance

General Maintenance Schedule

PARK MAINTENANCE SCHEDULES																																			
TASK DESCRIPTION	Each Square Represents One Week												LEVEL ONE	Times per day	Times per Week	Times per Month	Times per Year	As Needed	Brook Run Park	Dunwoody Park	Windwood Park and Nature Center	Vernon Oaks Hollow Park	Donaldson Park	Two Bridges Park	Dunwoody Park	Perris Cultural Arts Center	Homescoming Park	Wildcat Park	N Shallowford Annex	Georgetown Park	Peachtree Park	Waterford Park	Middle School Football Field	COMMENTS	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC																							Park
<b>General Maintenance:</b>														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Fill out inspection forms for WO list	
Park site inspection														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Fill out inspection forms for WO list	
Inspect park lighting														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Fill out inspection forms for WO list
Litter removal (hand)														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Walk Site & Hand remove	
Empty trash receptacles														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Empty at 50% full	
Graffiti removal/vandalism repair																	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Removed within 48 hrs.	
Walkway blowing/cleaning														3			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Using blower to remove debris	
Hardscape maintenance														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Paved Trails Inspection														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Fill out inspection forms for WO list	
Pavilion Inspection														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Fill out inspection forms for WO list	
Athletic court maintenance														2			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Surface blown 2 times/week	
Picnic table & bench maintenance														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Restroom cleaning														2			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Morning & Afternoon	
Restroom walls/floors wash/ scrub														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Drinking fountain maintenance														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Clean wipeout bowls and disinfect	
Structure maintenance														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Annual evaluation/repair & as damaged	
Clean Signs															1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Bollards/Fencing														1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
<b>Playground Maintenance:</b>														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Rake fall zone material														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Add fall zone material																	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	When level drops below 6" @ edge	
Safety inspections														1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Repairs																X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Hazards removed upon inspection	
Sanitize/Powerwash equipment														2		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Till fall zone material														6	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
<b>Athletic Field Maintenance:</b>														2	X																				
Bleacher repairs														1																					
Clean/Sweep pressboxes/dugouts														1																					
Fence Repair/Maintenance														2	X	X							X	X					X	X					

# Irrigation

PARK MAINTENANCE SCHEDULES																																	
TASK DESCRIPTION	Each Square Represents One Week												Refer to Level One frequency when Level Two data is blank																				
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	LEVEL ONE	Parks											COMMENTS								
														Times per day	Times per Week	Times per Month	Times per Year	As Needed	Brook Run Park	Dunwoody Park and Nature Center	Winwood Parkway Park	Vernon Oaks Park	Donaldson Park	Two Bridges Park	Dunwoody Bannister Farm	Penneshal Park	Homescoming Park	Wildcat Park	N Shallowford Park	George town Park	Peachtree Middle School Football Field	Waterford Park	
Irrigate													3		X	X				X	X	X	X	X	X	X	X	X	X	X	X		
Mowing													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Trimming													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Fertilizer Application														2-3	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	
Aeration													1	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Post-emergent Herbicide Application														X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Pre-emergent Herbicide Application														X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Edging													1		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	Concrete edges adjacent to turf
Overseeding													2		X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Topdressing														X	X				X			X	X	X	X	X	X	X	X	X	X	X	
Filling Low Spots with Soil														X	X	X	X		X	X		X	X	X	X	X	X	X	X	X	X	X	
Mulching													2	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
<b>Irrigation System Maintenance:</b>																																	
Activate Irrigation Systems													1	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X		
Irrigation System Repairs														X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	Repairs prioritized by impact	
Program Controllers													1	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X		
Manage Consumption													1	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X		
Perform irrigation systems audits														X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X		
Winterize Irrigation Systems													1	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X		
Irrigation Zone information													1	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X		
Winter Overhaul/Repair														X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X		
Pump Station Maintenance													2	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X		
<b>Horticulture Maintenance:</b>																																	
Plant Annual Flower Beds													2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Preparation of Annual Bed Soil													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Annual Beds/Planting													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Annual Flower Maintenance													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Add Organics to Beds													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Remove Annual Flowers													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Spade Annual Flower Beds													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Annual Bed Weeding													2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Perennial bed maintenance													2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Pre-emergent Herbicide Application													1-2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Post-emergent Herbicide Application													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Shrub Pruning													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Shrub Bed Mulching													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Provide consistent level of mulch	
Natural Trail Mulch													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Invasives removal													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

### Playground Facilities

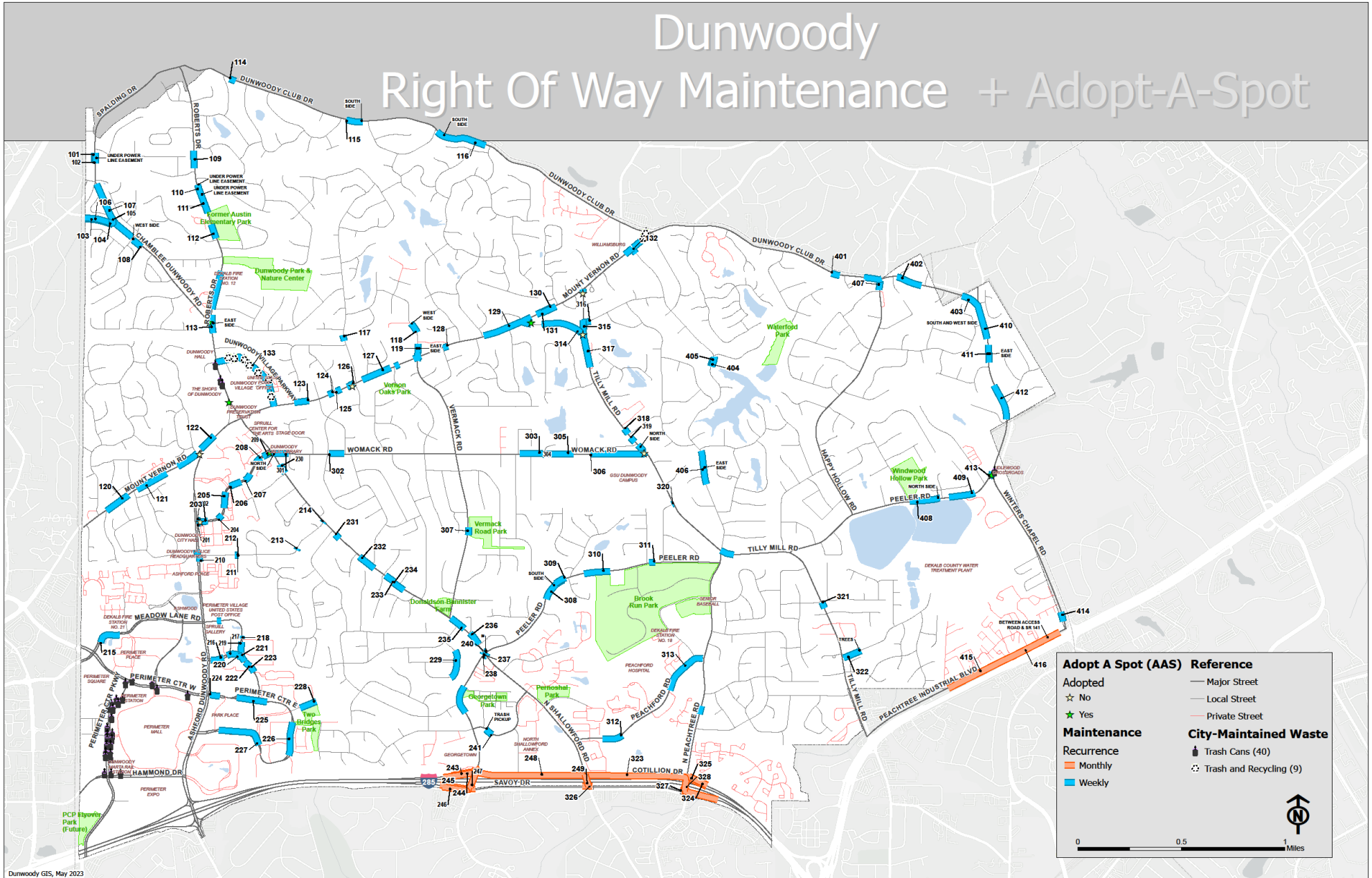
PARK MAINTENANCE SCHEDULES																																								
TASK DESCRIPTION	Each Square Represents One Week												Refer to Level One frequency when Level Two data is blank													COMMENTS														
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	LEVEL ONE	Parks	Brook Run	Dunwoody Park and Nature Center	Windwood Park and Nature Center	Vernon Oaks Park	Donaldson	Two Bridges Park	Dunwoody Cultural Arts Center	Perennial Farm	Homecoming Park	Wildcat Park	North Shallowford Annex		Georgetown Park	Waterford Park												
<b>Playground Maintenance:</b>																																								
Rake fall zone material	[Grid with yellow squares]												1			X																								
Add fall zone material	[Grid with yellow squares]													1		X																						When level drops below 6" @ edge		
Site inspection	[Grid with yellow squares]												1			X	X	X					X	X			X	X												
Repairs	[Grid with yellow squares]														X	X	X	X					X	X			X	X										Hazards removed upon inspection		
Sanitize/Powerwash equipment	[Grid with yellow squares]													2		X	X	X					X	X			X	X												
Till fall zone material	[Grid with yellow squares]													6	X		X	X											X										When fall zone is frost free	
<b>Horticulture Maintenance:</b>																																								
Preparation of Annual Bed Soil	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Annual Beds/Planting	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Annual Flower Maintenance	[Grid with green squares]												1			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
Add Organics to Beds	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Remove Annual Flowers	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Spade Annual Flower Beds	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Annual Bed Weeding	[Grid with green squares]													2		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Perennial bed maintenance	[Grid with green squares]													2		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
Pre-emergent Herbicide Application	[Grid with green squares]													1-2		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Post-emergent Herbicide Application	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Shrub Pruning	[Grid with green squares]													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Shrub Bed Mulching	[Grid with green squares]													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		Provide consistent level of mulch
Natural Trail Mulch	[Grid with green squares]													1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Ivy Control	[Grid with green squares]													1		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		When New Growth begins			
Winter Watering	[Grid with green squares]														X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				

### Athletic Facilities

PARK MAINTENANCE SCHEDULES 2010																			
TASK DESCRIPTION	Each Square Represents One Week												Refer to Level One frequency when Level Two data is blank						
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	LEVEL ONE	PARKS			COMMENTS		
<b>Athletic Field Maintenance:</b>																			
Fencing inspections/repairs	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	
Bleacher repairs	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	
Clean/Sweep pressboxes/dugouts													1	1	X	X	X		Sport complexes daily
Artificial Turf														2	X	X	X		

# Right of Way Map

## Dunwoody Right Of Way Maintenance + Adopt-A-Spot



Dunwoody GIS, May 2023

**PROPOSAL FORM**  
**RFP 23-04 PARKS AND RIGHT OF WAY MAINTENANCE**

The undersigned, as Proposer, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Proposer represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Proposer, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City’s evaluation or consideration thereof.

The Proposer further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents (available at [http://www.dunwoodyga.gov/Departments/Finance\\_Administration/Purchasing.aspx](http://www.dunwoodyga.gov/Departments/Finance_Administration/Purchasing.aspx)) and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Proposer agrees, if this Proposal is accepted, to enter into the written Contract with the City in the form of Contract attached (properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 23-04 Parks and Right of Way Maintenance, at the City of Dunwoody, and to furnish the prescribed evidence of a valid business license, insurance, and all other documents required by these Contract Documents. The Proposer further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Proposer acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Proposer, or the city may re-advertise for Proposals, and in either case the City shall have the right to recover from the Proposer the City’s costs and damages including, without limitation, attorney’s fees, to the same extent that the City could recover its costs and expenses from the Proposer under section 10 of the Instructions to Proposers if the Proposer withdrew or attempted to withdraw its Proposal.

The Proposer further agrees, if it fails to complete the work according to the Specification within the scheduled time or any authorized extension thereof, that damages may be deducted from the Contract price otherwise payable to the Proposer.

Acknowledgement is hereby made of the following Addendum(s) received since issuance of the Solicitation Documents (identified by number)

Addendum No.	Date	Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

It shall be the responsibility of each Proposer to visit the City Purchasing Department’s website to determine if addendum(s) were issued and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Proposer from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

Company Name: \_\_\_\_\_

Work is to commence on or about January 1, 2024. This contract shall be for three years with a two optional one-year City extensions.

The City of Dunwoody requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare bid non-responsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the Consultant of the Consultant’s default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City’s rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days written notice to the Consultant. In the event of the City’s termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

The Proposer agrees to provide all work described in this document.

Legal Business Name \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Does your company currently have a location within the City of Dunwoody? Yes \_\_\_ No \_\_\_

Representative Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_