General Services for Various Projects

WELCOME

PRE-SUBMITTAL MEETING
Wednesday, September 25, 2019
LANDSCAPE MANAGEMENT ADMINISTRATION BUILDING
701 TUCKASEEGEE ROAD
CHARLOTTE, NORTH CAROLINA 28208
AGENDA:

• Welcome (Tammy Hamilton)
• Introductions
• Sign-in Sheet
• General Overview of Forms, Bid Openings & Project Descriptions
• Contract Periods
• Bidding Procedures and Evaluations
• Project Overview
• Charlotte Business INCLUSION
• Questions
• Adjourn Meeting
DISCLAIMER STATEMENT:
Any verbal information communicated by City staff or City consultants is non-binding. Questions or Request for Information (RFI) must be submitted in writing to the Engineering Contracts Specialist identified herein. All responses generated by City staff will be posted to the following website:

http://charlottenc.gov/doingbusiness

ADDITIONAL WEBSITES:

http://CharlotteNC.Gov/Landscapers

https://www.ips.state.nc.us/IPS/Default.aspx
REQUEST FOR PROPOSALS:

RFP #2019-420
DISTRICT MEDIAN MAINTENANCE SERVICES - FY2020 (LANDSCAPING)
• EAST DISTRICTS A, B, and C
• WEST DISTRICTS A and B

RFP #2019-425
DISTRICT MEDIAN MAINTENANCE SERVICES - FY2020 (LANDSCAPING)
• SOUTH CORRIDOR INFRASTRUCTURE PROGRAM (SCIP)
RFP #2019-426
DISTRICT GROUNDS MAINTENANCE – FY2020 (LANDSCAPING)
  • CENTRAL DISTRICT
  • CENTER CITY EAST DISTRICT

RFP #2019-430
CEMETERY GROUNDS MAINTENANCE - FY2020 (LANDSCAPING)
  • EAST ELMWOOD CEMETERY GROUNDS MAINTENANCE
  • WEST ELMWOOD CEMETERY GROUNDS MAINTENANCE

RFP #2019-432
CHARLOTTE AREA TRANSIT SYSTEMS (CATS)
GROUNDS MAINTENANCE - FY2020
(SOUTH TRYON BUS FACILITY LANDSCAPING)
REQUEST FOR PROPOSALS

SCHEDULE OF EVENTS:

Advertisement of *ALL* RFPs: September 3, 2019

Pre-Submittal Meeting: September 25, 2019, 9:30 – 12:00
Landscape Management Office
701 Tuckaseegee Road, Charlotte, NC 28208

Due Date for Questions: October 21, 2019

Due Date for *ALL* Proposals: October 23, 2019, 2:00 P.M.

Evaluation Meeting: November 6, 2019 (Anticipated)

Selection Notification: November 6, 2019 (Anticipated)

Information and Addendum will be posted at: [http://charlottenc.gov/doingbusiness](http://charlottenc.gov/doingbusiness)
DESCRIPTION OF WORK:

DISTRICT MEDIAN MAINTENANCE SERVICES
(EAST DISTRICT A, EAST DISTRICT B and EAST DISTRICT C, and WEST DISTRICT A and B)

You may submit a proposal on any or all projects.

The Contractor shall provide all labor, equipment, supplies, and materials required to provide median maintenance service that consists of, but is not limited to, maintenance of turf, ornamental trees, shrubs, perennials, concrete dividers, curb and gutter expansion joints, concrete median tips, ditch banks, and mulch and riprap areas, mulch replacement, plant replacement, trash and debris removal, storm debris removal, and leaf removal.

Note there is a 5% Contingency on the Itemized Proposals for three of the Districts.
DESCRIPTION OF WORK:

DISTRICT MEDIAN MAINTENANCE SERVICES

(South Corridor Infrastructure Program Area (SCIP))

ONLY City Certified Small Business Enterprises (SBE) May Respond

The Contractor shall provide all labor, equipment, supplies, and materials required to provide median maintenance service that consists of, but is not limited to, maintenance of turf, ornamental trees, shrubs, perennials, concrete dividers, curb and gutter expansion joints, concrete median tips, ditch banks, and mulch and riprap areas, mulch replacement, plant replacement, trash and debris removal, storm debris removal, and leaf removal.
DESCRIPTIONS OF WORK:

DISTRICT GROUNDS MAINTENANCE SERVICES
(Central District and Center City East West)

You may submit a proposal on one or both projects.

- The Contractor shall provide all labor, equipment, supplies, and materials required to provide grounds maintenance services for the fifteen (15) city owned properties within the Central District. The Work consists of but is not limited to grounds maintenance; turf maintenance; shrub maintenance; groundcover maintenance; perennial maintenance; trash and debris removal; storm debris pickup; snow and ice removal; irrigation operation, maintenance, and repair; limited tree maintenance; and annual flower bed design, installation, and maintenance.

- The Contractor shall provide all labor, equipment, supplies, and materials required to provide grounds maintenance services for the eight (8) city owned properties within the Center City East District Area. The Work consists of but is not limited to grounds maintenance, turf maintenance, shrub maintenance, groundcover maintenance, perennial maintenance, trash and debris removal, storm debris pickup and limited tree maintenance.

Note Only for Central District, Snow & Ice Removal availability requirement on p. 24 to meet the 1-hour request referenced in Section 3 – Scope of Services – Central District under Mobilization. Also, irrigation maintenance/repair/ operation is required in Section 3 – Scope of Services and an Irrigation license is required on p. 64.
DESCRIPTION OF WORK:

CEMETERY GROUNDS MAINTENANCE SERVICES

(East Elmwood Cemetery and West Elmwood Cemetery)

You may submit a proposal on one or both projects.

The Contractor shall provide all labor, equipment, supplies, and materials required to provide grounds maintenance services for city owned cemeteries. The Work consists of, but is not limited to, turf maintenance; edging; cleanup of grass, leaves, trash, and debris; ornamental tree care; shrub and groundcover maintenance; mulching; insect, disease, and weed control; and storm debris removal.

Note there is a 5% Contingency on the Itemized Proposal for each Cemetery (pgs. 45 and 46).
DESCRIPTION OF WORK:

CATS GROUNDS MAINTENANCE SERVICES

(South Tryon Bus Facility)

The Contractor shall provide all labor, equipment, supplies, and materials required to provide grounds maintenance services for city owned properties. Services consists of but is not limited to grounds maintenance, turf maintenance, shrub maintenance, groundcover maintenance, perennial maintenance, trash and debris removal, storm debris pickup, irrigation maintenance, repair, and operation, snow and ice removal, and limited tree maintenance.

*Note Snow & Ice Removal availability on p. 22 to respond to all calls within two (2) hours referenced in Section 3 – Scope of Services. Also, irrigation maintenance/repair/ operation is required in Section 3 – Scope of Services and an Irrigation license is required on p. 48.*
CONTRACT PERIODS FOR ALL PROJECTS

Contract Period for each Scope of Work will begin March 1, 2020 and will extend for a period of 3 (three) years or 1,095 (one thousand, ninety-five) calendar days.

Expiration Date – February 28, 2023
CHARLOTTE BUSINESS INCLUSION (CBI) PROGRAM:
The City’s Charlotte Business INClusion Program is to promote diversity, inclusion, and local business opportunities in the City’s contracting and procurement process for Minority, Women, and Small Business Enterprises headquartered in the Charlotte Combined Statistical Area.
http://www.charlottebusinessinclusion.com/

CBI GOAL FOR ALL PROJECTS
The following Subcontracting Goals have been established for these projects:
- SBE Goal: 00.00% for target SBE contractors only
- MWBE Goal: 00.00% - if not a certified SBE, you must subcontract a portion of the work out to a certified SBE
CBI PROGRAM QUESTIONS:
Addressed in writing via email to:

Skyne Betha, CBI Small Business Specialist
City Procurement – Charlotte Business INClusion
600 East Fourth Street-CMGC
Office 918, Charlotte, NC 28202
Phone: 704-432-3303
Email: sbetha@charlottenc.gov
KEY INFORMATION:
- Times - As Stated in Bid Advertisement or as Changed by Addendum;
- Location - As Stated in Bid Advertisement or as Changed by Addendum;
- Official Clock - Room Clock at the Bid Location;
- Parking.
REQUEST FOR PROPOSAL FORMS:

- Form 1 – Request for Proposal Acknowledgement
- Form 2 – Addenda Receipt Confirmation
- Form 3 – Proposal Submission Form
- Form 4 – Itemized Proposal
- Form 5 – M/W/SBE Utilization
- Form 6 – Service Provider Questionnaire
- Form 7 – Key Personnel
- Form 8 – Equipment
- Form 9 – Project References
- Form 10 – Company Employee Licensing and Certification
- Form 11 – Certification Regarding Debarment, Suspension and Other Responsibility Matters
BIDDER’S LICENSES & QUALIFICATIONS:
Bidder’s must be properly licensed under North Carolina state law to perform the work.

- North Carolina Landscape Contractor’s Registration Board
- Pesticide Licenses
  - Turf and Ornamental (Category L)
  - Right-of-Way (Category H)
- North Carolina Irrigation Board
BID SUBMISSION:

Bid(s) shall be submitted in a sealed envelope with following information printed on it:

<table>
<thead>
<tr>
<th>BID FOR:</th>
<th>(Enter the Project Name as shown in the Bidding Documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIDDER'S NAME:</td>
<td>(Enter Full Name of Bidder submitting the bid)</td>
</tr>
<tr>
<td>PROJECT NUMBER:</td>
<td>(Enter the Project Number as shown in the Bidding Documents)</td>
</tr>
<tr>
<td>DO NOT OPEN UNTIL:</td>
<td>(Enter the Date and Time as shown in the Bidding Documents)</td>
</tr>
</tbody>
</table>

All Bids must be delivered prior to the Bid Opening Time.

October 23, 2019 at 2:00 pm
PROJECT OVERVIEWS:

*Greg Bugica*
CATS Grounds Maintenance Services (S Tryon Bus Facility)

*Vicki Aguilar*
District Median Maintenance Services (East and West medians)
District Median Maintenance Services (SCIP medians)
District Grounds Maintenance Services (Central District and Center City East District)
Cemetery Grounds Maintenance Services (East and West Elmwood Cemeteries)
Questions regarding the RFPs should be directed to:
Tammy Hamilton: thamilton@charlottenc.gov

Questions must be submitted in writing via email and are due no later than

October 23, 2019 at 2:00 p.m.
Thank You For Your Time

Do you have any questions, callouts or concerns?