

**Request for Proposals**  
**for Lawn Maintenance Services**  
**for Southern Georgia Regional Commission**

The Southern Georgia Regional Commission (SGRC) is seeking competitive proposals from providers of Lawn Maintenance Services for a new facility at 1937 Carlton Adams Drive, Valdosta, GA 31601. Proposal information may be reviewed on the SGRC website at: [www.sgrc.us/rfps.html](http://www.sgrc.us/rfps.html)

Proposals must be delivered in writing to Southern Georgia Regional Commission, 327 West Savannah Avenue, Valdosta, GA 31601 no later than October 1, 2020.

---

Proposing providers must be licensed and insured. Proposals should clearly state a fixed fee for services considering the preferred schedule and list costs for options as indicated below. Proposers may also review the attached site plan and notations for more information.

**Note:** the attached site plan drawings are for your convenience but may not reflect minor changes made at time of construction. Proposers should use these plans to formulate estimates for maintenance of lawn and landscape. Installation of sod, trees, etc. as called for in these plans are not the responsibility of the proposer.

**Preferred Schedule of Tasks**

- Work to be performed outside of regular office hours. Regular office hours are 8:30am-5pm, Monday – Friday.
- Minimum tasks performed twice per month
  - Mow grass areas (see attached site plan)
  - Sweep/blow/vacuum clippings and other debris from concrete and paved areas, including all entrances, sidewalks and patio area
  - Capture all lawn and shrub clippings as well as other debris and dispose of properly. Trimmings/clippings may not be swept or blown into storm drains, gutters or roadway
  - Report any observed failures/breakages of irrigation system
  - Keep mulch and straw beds surrounding trees and shrubs free of weeds and grass.
  - Edge as needed to keep concrete surfaces free from grass overgrowth
- Minimum tasks performed once per season
  - Place/refresh mulch/straw around shrubbery and trees as indicated on attached site plan
  - Prune low hanging tree branches as necessary
  - Trim shrubbery to maintain a neat appearance
  - Apply appropriate fertilizer to all landscaped areas including turf
  - Check function of irrigation system, report observed condition and issues to SGRC. Ensure irrigation heads are adjusted so to apply water to lawn and shrub areas.
  - Check for and remove/apply treatment to any moss, ferns, vines or other unintended growth adjacent to or on the exterior surface of office building

**Estimated areas, tree and shrub count, other information**

Total lot size = 2 acres

Approximate area of space to be serviced = 1.66 acres

- Approximate square footage/measurements of surfaces, total counts of features
  - Asphalt paved parking = 80 spaces/30,000 sq. ft.
  - Concrete surfaces
    - 6 entryways with steps
    - 1 patio in courtyard, approx. 144 sq. ft.
    - 1 dumpster pad, approx. 144 sq. ft.
    - Miami curb/ gutter, approx. 150 lin. ft.
    - Traditional curb and gutter, approx. 1020 lin. ft

- Trees/shrubs/grass:
  - Approx. 25 Willow Oak
  - Approx. 13 Eastern Redbud
  - Approx. 60 Carissa Holly
  - Approx. 23,750 sq. centipede or similar grass

#### **Materials and Supplies**

SGRC requires all supplies, materials and equipment to be furnished by the service provider.

#### **Access and Security**

As services will be performed during non-business hours, the service provider will be responsible for:

- Ensuring entry/exits to property remain secure when performing service after hours.
- Notify SGRC emergency contact of any security, safety or hazardous situations observed while on premises.
- Notify SGRC of any erosion, stormwater retainage or sediment issues observed while on premises.
- Notify SGRC of any landscape irrigation issues observed while on premises.

#### **Licensing and Insurance**

Proposing providers must possess a business license, and be insured while performing services for SGRC. This information must be provided upon request of SGRC. Additionally, SGRC *prefers* a bonded provider. Proposers should state whether they are a bonded company.

#### **Agreement, Costs and Method of Payment**

It is anticipated that the agreement between SGRC and service provider will be a fixed-fee agreement for and billed monthly by invoice to SGRC. SGRC will make payment by check. If other invoicing intervals are anticipated by the proposer, please make this clear in the proposal. Service provider will be responsible for providing a draft agreement to SGRC.

- Proposing providers shall state clearly the fixed-fee to provide services as outlined in this RFP.
- Proposing providers shall state clearly the term or duration for which this fee is applicable.
- Fees for optional items proposed or required by the provider, shall be listed separately.
- Billing methods and intervals, if different from monthly invoice, shall be stated clearly.

#### **Anticipated Start Date of Services**

The anticipated start date of services is October 15, 2020

#### **Review and Selection**

SGRC will evaluate proposals based on the following criteria:

- Completeness of the proposal and ability to meet licensing and insurance requirements.
- Proposers experience delivering similar services, and if applicable, prior experience with SGRC. Verification of references provided may be conducted.
- Ability to meet preferred characteristics
- Options as proposed.
- Proposers ability to perform the work at the schedule and other requirements specified in this RFP
- Fees

SGRC reserves the right to reject any or all bids, to waive technicalities and informalities, to retain discretion in adoption of alternates and to re-advertise.

#### **Contact Information for Proposers**

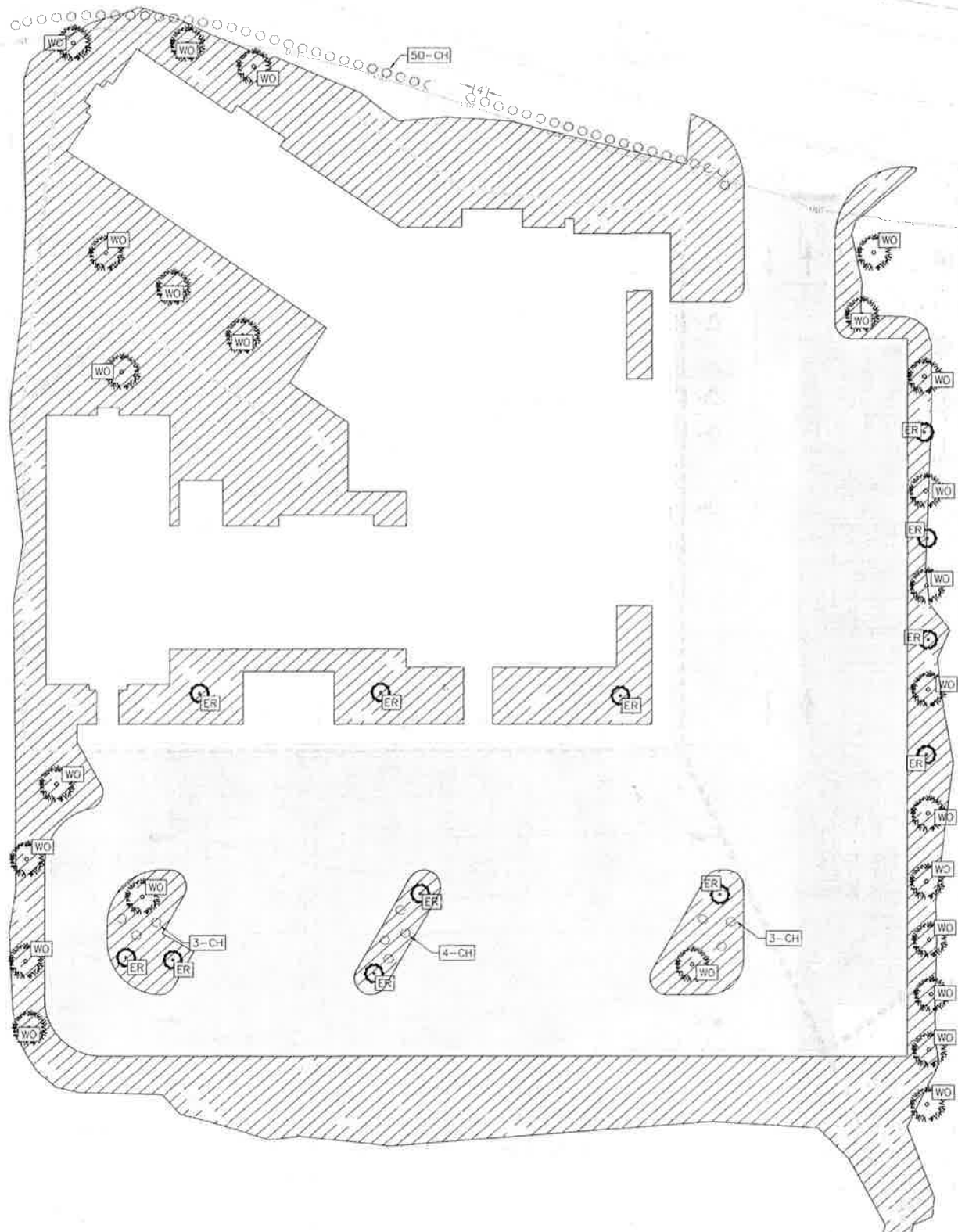
As the facility is under construction, there is limited opportunity to conduct a site visit. Please review the attached specifications and site plan sheets thoroughly. For questions about this RFP or the SGRC facility, please contact via email or phone:

Chris Strom

Assistant Executive Director, SGRC

[cstrom@sgrc.us](mailto:cstrom@sgrc.us)

229 333 5277



**TREE & SHRUB LIST**

SYMBOL	NAME	SPECIES	HEIGHT/WIDTH	REMARKS	TOTAL
WO	WILLOW OAK	<i>Quercus phellos</i>	8-10'	MIN. 4" CAL STRAIGHT LEADER	25
ER	EASTERN REDBUD	<i>Cercis canadensis</i>	8-10'	MIN. 2" CAL STRAIGHT LEADER MIN. 25 GAL	13
CH	"CARISSE" HOLLY	<i>Ilex cornuta 'Carissa'</i>	18"-24"/15"-18"	FULL IN CONTAINER 3 GALLON	59
SOD	CENTPEDE	<i>Eranthis aphyllifolia</i>		GEORGIA CERTIFIED; WEED FREE	23,750 SF

**PLANTING NOTES:**

1. THE LANDSCAPE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION WITH THE APPROPRIATE UTILITY COMPANY AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES.
2. ALL EXISTING WEEDS SHALL BE ERADICATED FROM PLANTING AND MULCH BEDS BY THE LANDSCAPE CONTRACTOR PRIOR TO INSTALLATION OF MULCH.
3. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FINE GRADING OF ALL PLANTING AREAS.
4. ALL PLANTING AREAS SHALL BE FERTILIZED WITH 12#/1000 SF OF 10-10-10 FERTILIZER.
5. ALL PLANTING BEDS SHALL HAVE A MINIMUM OF 3" DEPTH OF PINE STRAW MULCH. ALL PLANTING BEDS SHALL BE MACHINE-EDGED TO 3" WIDTH AND DEPTH.
6. THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH WRITTEN INSTRUCTIONS ON THE PROPER CARE OF ALL SPECIFIED PLANT MATERIALS PRIOR TO FINAL PAYMENT.
7. ALL DECIDUOUS PROPOSED TREES SHALL BE PRUNED TO PROVIDE 4 FEET OF MINIMUM CLEAR TRUNK UNLESS OTHERWISE SPECIFIED.
8. ALL PLANTING BEDS AND LAWN AREAS ARE TO HAVE PRE-EMERGENT HERBICIDES APPLIED PER MANUFACTURERS' RATES.
9. MINIMUM PLANTING AREA FOR TREES IS 100 SQ. FT FOR EACH TREE.
10. ALL DISTURBED AREAS SHALL BE SODDED.
11. LANDSCAPE CONTRACTOR MAY SUBSTITUTE TREES AND SHRUBS FOR ALTERNATE SPECIES IF APPROVED BY CITY OF VALDOSTA ARBORIST.

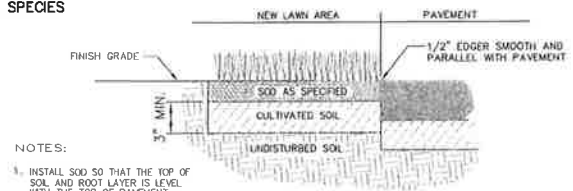
**TREE COUNT CALCULATIONS:**

TOTAL REQUIRED CANOPY TREE PLANTINGS FOR VEHICULAR USE AREA + YARD PLANTINGS: 20 TREES  
 TOTAL REQUIRED TREE REPLACEMENT TREES: 20 TREES  
 TOTAL TREE REPLACEMENT PLANTINGS: 20 TREES  
 TOTAL TREE PLANTINGS AT 2.5 IN. CALIPER: 40 TREES

TOTAL TREE PLANTINGS AT 4 IN. CALIPER  
 = (40 TREE \* 2.5 IN.) / 4 IN.  
 = 100 TREE IN. / 4 IN.  
 = 25 TREES

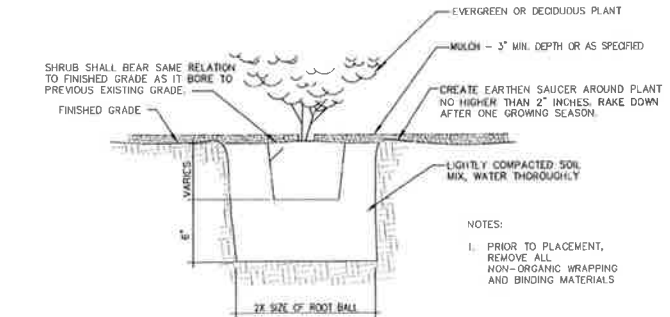
**LANDSCAPE TABULATIONS**

TOTAL SQ. FT. (VEHICULAR USE AREA)	24,962 SF		TOTAL LINEAR FEET (PRIMARY STREET YARD)	N/A	
# TREES REQUIRED (1 EVERY 2,100 SF)	UNDERSTORY	CANOPY	# TREES REQUIRED (3 EVERY 75 FT)	UNDERSTORY	CANOPY
	5	7		N/A	N/A
# SHRUBS REQUIRED (5 EVERY 2,100 SF)	59		# SHRUBS REQUIRED (20 EVERY 75 FT)	N/A	
TOTAL LINEAR FEET (SECONDARY STREET YARD)	N/A		TOTAL LINEAR FEET (SIDE & REAR YARD)	1,050 LF	
# TREES REQUIRED (2 EVERY 75 FT)	N/A		# TREES REQUIRED (1 EVERY 50 FT)	UNDERSTORY	CANOPY
	N/A			8	13
# SHRUBS REQUIRED (20 EVERY 75 FT)	N/A		# SHRUBS REQUIRED	N/A	



NOTES:  
 1. INSTALL SOD SO THAT THE TOP OF SOIL AND ROOT LAYER IS LEVEL WITH THE TOP OF PAVEMENT.

**SODDING**  
N.T.S.

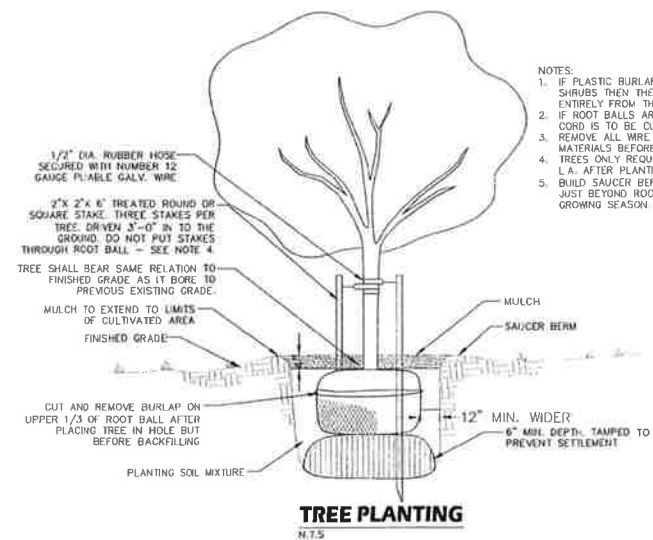


NOTES:  
 1. PRIOR TO PLACEMENT, REMOVE ALL NON-ORGANIC WRAPPING AND BINDING MATERIALS.

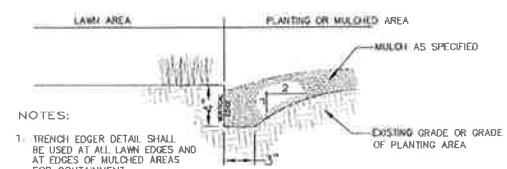
**SHRUB PLANTING**  
N.T.S.

**ADDITIONAL NOTES:**

1. 20 TREE REPLACEMENT CREDITS ACCOUNTED FOR BY INCREASING MINIMUM CALIPER WIDTH OF WILLOW OAK TREES FROM 2.5 INCHES TO 4 INCHES.



**TREE PLANTING**  
N.T.S.



NOTES:  
 1. TRENCH EDGER DETAIL SHALL BE USED AT ALL LAWN EDGES AND AT EDGES OF MULCHED AREAS FOR CONTAINMENT.  
 2. TRENCH EDGE SHALL CREATE A CLEAN SEPARATION BETWEEN AREAS AND SHALL CREATE SMOOTH AND EVEN LINES PER PLAN.

**TRENCH EDGING**  
N.T.S.

**LEA**  
 CIVIL + AGRICULTURAL + ENVIRONMENTAL

GA CORP# 0419099  
 FL CORP# F0400002135  
 P.O. Box 2830  
 3958 Irwin Pritchett Road  
 Valdosta, GA 31684  
 Telephone: 229-253-0900  
 Fax: 229-253-1842  
 E-mail: lea@lea-pc.com

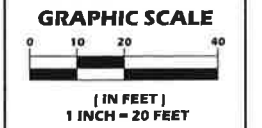
**NEW OFFICE BUILDING**

**sgirc**  
 SOUTHERN GEORGIA REGIONAL COMMISSION

LAND LOT 16 OF THE 11TH & 12TH LAND DISTRICT CITY OF VALDOSTA STATE OF GEORGIA

**REVISIONS**

DATE	DESCRIPTION



SCALE: 1"=20'  
 DESIGNED BY: BTO  
 CHECKED BY: MCM  
 SUBMITTAL DATE: 03/22/19  
 JOB NO. 0826-01

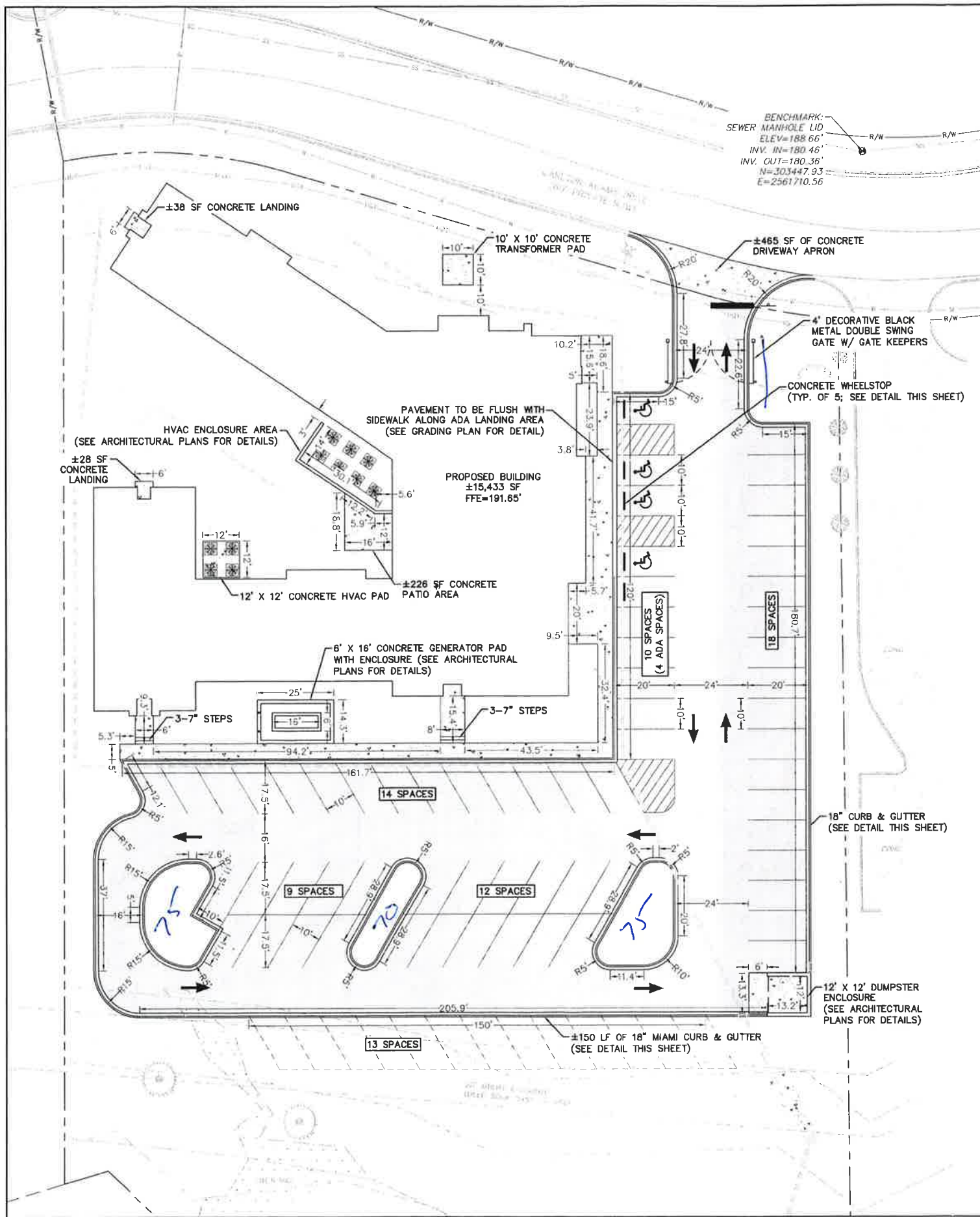
THIS DRAWING IS THE PROPERTY OF THE ENGINEER AND MAY NOT BE REPRODUCED OR REUSED WITHOUT PERMISSION AND CREDIT. © LEA 2018

REGISTERED PROFESSIONAL ENGINEER  
 MICHAEL CLAYTON MILKOV  
 No. 5195  
 GSWCC LEVEL II CERT. #49262

**LANDSCAPE PLAN**

**L-1**

15 OF 15 SHEETS



**GENERAL CONSTRUCTION NOTES:**

1. ALL WORK SHALL BE IN ACCORDANCE WITH CITY OF VALDOSTA LAND DEVELOPMENT REGULATIONS.
2. AN AS-BUILT SURVEY IS REQUIRED PER CITY OF VALDOSTA REQUIREMENTS.
3. WHILE WORKING WITHIN CITY OF VALDOSTA RIGHT OF WAY, EASEMENTS, OR ANY OTHER AREA WITHIN THE CONSTRUCTION LIMITS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEARING & GRUBBING AND THE REMOVAL OF ALL DEBRIS.
4. CONTRACTOR SHALL HAVE ALL EROSION CONTROL MEASURES IN PLACE PRIOR TO CONSTRUCTION.
5. CONTRACTOR TO NOTIFY UTILITY PROTECTION CENTER A MINIMUM OF 72 HOURS PRIOR TO CONSTRUCTION.
6. CONTRACTOR TO VERIFY ALL HORIZONTAL & VERTICAL LOCATIONS OF ALL EXISTING AND PROPOSED STRUCTURES PRIOR TO CONSTRUCTION.
7. CONTRACTOR TO NOTIFY ENGINEER OF ANY CONFLICTS IN THE PLANS PRIOR TO AND DURING CONSTRUCTION. FAILURE TO NOTIFY ENGINEER WILL RESULT IN CONTRACTOR RESPONSIBILITY TO REPAIR AT OWN EXPENSE.
8. CONTRACTOR RESPONSIBLE FOR ALL DAMAGED UTILITIES DURING CONSTRUCTION. SAFETY DEVICES AND FLAGGERS WILL BE PROVIDED AT CONTRACTOR EXPENSE.
9. PEDESTRIAN AND LOCAL TRAFFIC SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION.
10. CONTRACTOR SHALL NOTIFY CITY OF VALDOSTA ENGINEERING DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE BEGINNING OF EACH PHASE OF CONSTRUCTION.
11. CONTRACTOR SHALL NOTIFY CITY OF VALDOSTA UTILITY DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO ANY CONNECTIONS TO THE CITY UTILITY SYSTEM.
12. CONTRACTOR TO PROVIDE ALL CONSTRUCTION STAKING.
13. A MINIMUM OF 18" OF VERTICAL AND 10' HORIZONTAL SEPARATION SHALL BE MAINTAINED BETWEEN ALL UTILITIES.
14. ALL EXTENSIONS AND ADDITIONS TO THE CITY OF VALDOSTA UTILITY SYSTEM WILL BE PERFORMED BY A GEORGIA LICENSED UTILITY CONTRACTOR.
15. ANY CROSS CONNECTION TO THE CITY OF VALDOSTA WATER SYSTEM IS PROHIBITED.

**SITE INFORMATION:**

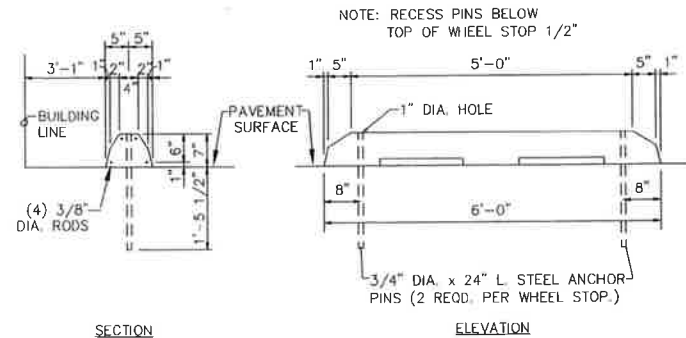
MUNICIPALITY: CITY OF VALDOSTA  
A PORTION OF MAP 0086A - PARCEL 001  
LAND DISTRICT 11 & 12 - LAND LOT 16  
TOTAL ACREAGE: 2.00 ACRES  
CURRENT ZONING: C-H  
SETBACKS:  
FRONT: 25' FROM R/W  
REAR: 12'  
SIDE: 0'  
UTILITIES: CITY OF VALDOSTA WATER AND SEWER  
UPC DESIGN LOCATE #: 07198-301-396-000

**PARKING CALCULATIONS:**

PROFESSIONAL REQUIRES 3 SPACES/ 1,000 SF GFA  
15,433 SF \* (3 SPACES/1,000 SF) = 47 SPACES  
PARKING SPACES REQUIRED = 47  
PARKING SPACES PROVIDED = 63 (INCL. HC)  
OVERFLOW GRADED SPACES = 13  
HANDICAP REQUIRED = 4  
HANDICAP PROVIDED = 4

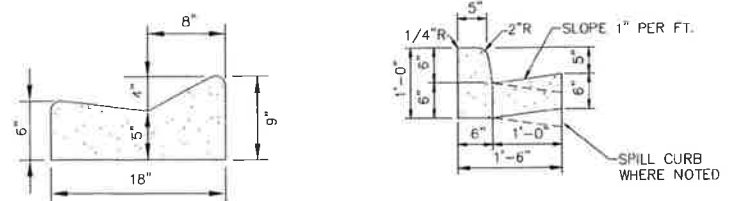
**IMPERVIOUS AREA:**

PROPOSED BUILDING: ±15,433 SF  
PARKING: ±29,500 SF  
TOTAL: ±44,933 SF (1.03 ACRES)



**CONCRETE WHEEL STOP DETAILS**

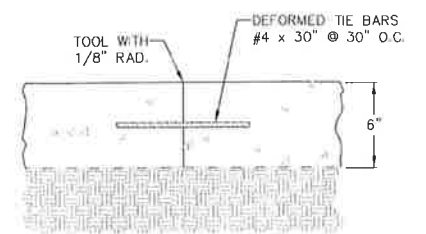
N.T.S.



**18" MIAMI CURB & GUTTER**      **18" CURB & GUTTER**

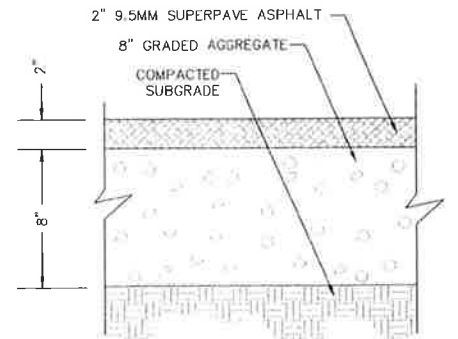
N.T.S.

N.T.S.



**CONCRETE PAVING DETAIL**

N.T.S.



**TYPICAL PAVING SECTION**

N.T.S.

- CONCRETE PAVING
1. ALL CONCRETE USED IN PARKING LOT, UNLESS OTHERWISE INDICATED, SHALL HAVE A COMPRESSIVE STRENGTH OF 3,500 PSI AT 28 DAYS.
  2. PREPARE THE SUBGRADE IN ACCORDANCE WITH THE GEOTECHNICAL ENGINEER'S RECOMMENDATIONS FOR RIGID PAVEMENTS. SUBGRADE SOIL DENSITY TESTING MUST BE COMPLETED AND VERIFIED BY THE GEOTECHNICAL ENGINEER PRIOR TO CONCRETE PLACEMENT.
  3. IMPORTED SOIL USE FOR BACKFILL SHOULD BE FREE OF HEAVY CLAY, SILTS, STONES, PLANT ROOTS OR OTHER FOREIGN MATERIAL GREATER THAN 1 1/2" IN DIAMETER IN ORDER TO ACHIEVE ADEQUATE COMPACTION AROUND ANY FIXED OBJECT IN GROUND. ALTERNATE WILL BE TO USE FLOWABLE FILL.
  4. LAYOUT CONTROL JOINT BY STARTING AT THE EDGE OF BUILDING AND WORK TOWARD EDGE OF PAVEMENT.
  5. KEEP ALL JOINTS CONTINUOUS.
  6. CONTROL JOINTS SHALL BE FORMED OR SAWED WITHIN 12 HOURS FROM TIME OF PLACEMENT; PAVEMENT- MAXIMUM SPACING SHALL BE 2.5 TIMES THICKNESS IN UNIT OF FEET AND LESS THAN 15 FEET IN LENGTH (E.G. T=4 INCH SPACING AT 10'x10').
  7. CURE CONCRETE IMMEDIATELY AFTER FINISHING OPERATION IS COMPLETED BY USING ONE OF THE FOLLOWING METHODS: WATER, PIGMENTED WATER-BASED CURING COMPOUND OR VISQUEEN AND BURLAP.



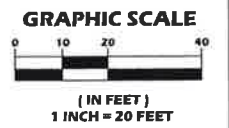
GA CORP# 0419099  
FL CORP# F0400002135  
P.O. Box 2830  
3988 Inver Primmer Road  
Valdosta, GA 31604  
Telephone: 229-253-0900  
Fax: 229-253-1842  
E-mail: lea@lea-pc.com

**NEW OFFICE BUILDING**



LAND LOT 16 OF THE 11TH & 12TH LAND DISTRICT CITY OF VALDOSTA STATE OF GEORGIA

REVISIONS	DATE	DESCRIPTION



SCALE: 1"=20'

DESIGNED BY: BTO

CHECKED BY: MCM

SUBMITTAL DATE: 03/22/19

JOB NO. 0826-01

THESE DRAWINGS ARE THE PROPERTY OF THE ENGINEER AND MAY NOT BE REPRODUCED OR REUSED WITHOUT PERMISSION AND CREDIT. © LEA, 2018



GSWCC LEVEL II CERT. #49262

**SITE PLAN**

**C-3**

3 OF 15 SHEETS