

Request for Proposals

Horticultural and Green Infrastructure For Various City of Chattanooga Properties

Contract Number: S-18-001-201

**Public Works Department
City of Chattanooga, Tennessee**

August 2019



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REQUEST FOR PROPOSALS

HORTICULTURAL AND GREEN INFRASTRUCTURE FOR VARIOUS CITY OF CHATTANOOGA PROPERTIES

CONTRACT NO. S-18-001-201 PUBLIC WORKS DEPARTMENT CITY OF CHATTANOOGA, TENNESSEE

1.0 **INTRODUCTION**

1.1 **BACKGROUND**

Due to federal and state requirements enacted in recent decades, the City of Chattanooga (the City) has added new green infrastructure systems to its suite of stormwater management practices. These systems require specialized management strategies and maintenance programs that were not previously in high demand by the City. Additionally, as expectations for both stormwater function and educational programming in City open spaces has increased, so has the need for specialized Horticultural and Green Infrastructure Consultation, Labor Services and Materials Vendors. The City of Chattanooga Water Quality Program is dedicated to providing and maintaining sustainable, high-functioning Stormwater Control Measures (SCM's) for the City of Chattanooga, and there currently exists no contractual vehicle for obtaining these services on an as-needed basis. Lack of access to these services degrades both our open spaces and our previous capital improvement investments, requiring expensive corrections or rehabilitations.

1.2 **PURPOSE OF RFP**

The City of Chattanooga Public Works Department (the City) is requesting proposal packages from multiple contractors/vendors for Horticultural and Green Infrastructure Consultation, Labor and Materials at various City properties. These requested services are to assist the City in maintaining and enhancing landscapes, open space, Stormwater Control Measures (SCM's), natural areas in public parks, various single-family residential ponds and on other sites. Such services may also be utilized by other divisions which occasionally have a need for specialized Horticulture-specific Consultation, Labor and Materials.

1.3 **RFP OBJECTIVE**

The Request for Proposals aims to provide any division of the City of Chattanooga Public Works Department with access to specialized horticultural and green infrastructure land management consultation, labor and materials from multiple contractors/vendors, on an as-needed basis. This access to needed resources will allow more timely and accurate land management decisions, which will protect our investments. This contract will allow us to maintain higher-quality public lands and amenities in a cost-effective manner. The City of Chattanooga seeks to identify companies who have both the technical expertise and the organizational capacity to provide these services and will select one or more vendors/contractors providing a best value in services and materials rendered. To that end, vendors/contractors (also submitter) may provide proposals/qualification for any or all services - or as few as desired - and should denote in their response which service *Group(s)* as well as *Activity Type(s)* they are interested in pursuing. See *Group* outline and *Specific Scope(s) of Work* below.

1.4 LIST OF POTENTIAL SITES

The City of Chattanooga Water Quality Program maintains a number of active SCM's across various city-owned properties. Below is a sample list of sites being managed and maintained.

- Bioretention at Spears Avenue Pump Track and Trailhead
- Wetland, Rain Garden, Green Roofs located at Renaissance Park
- Green Roof at Outdoor Chattanooga
- Green Roof at City Council
- Restored Stream, Wetland and Proposed Meadow Planting at East Lake Park
- Bioretention Plantings at Patten Recreation Center
- Bioretention and Stormwater Islands at Warner Park
- Bioretention and Stormwater Islands at Anderson Avenue
- Meadow Plantings at Greenway Farms
- Bioretention as various City Fire Halls

NOTE: This is not an exhaustive list of all sites managed and maintained by the City of Chattanooga Water Quality Program

Section 2

Project Scope

2.0 PROJECT SCOPE

2.1 GENERAL SCOPE OF WORK

1. All services listed below will be used on an as-needed basis, as determined by the City.
2. All services may not be utilized, or services may be added and deleted as specific projects require.
3. The Vendor/Contractor shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with this Blanket Contract as they pertain to all service *Group(s)* for which they are interested in pursuing.
4. The selected Vendor(s)/Contractor(s) shall be responsible for obtaining all necessary, project-specific permits and approvals from all federal, state, and local regulatory agencies related to this blanket contract as they pertain to all task orders issued pursuant to this contract, and furnish a copy of all required separate permits to the City in a timely manner.
5. The selected Vendor(s)/Contractor(s) shall be required to provide and submit reports and certifications as required by all applicable Federal, State and/or Local regulations in regards to this Blanket Contract as they pertain to all task orders issued pursuant to this contract, and furnish a copy of all required separate reports to the City in a timely manner.
6. The selected Vendor(s)/Contractor(s) shall coordinate its work with the Project Manager for all service *Group(s)* and *Activity Type(s)* for which they are interested in pursuing.
7. The selected Vendor(s)/Contractor(s) shall conduct the work for this Blanket Contract in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
8. The selected Vendor(s)/Contractor(s) shall provide adequate supervision and technical and managerial oversight of the Vendor/Contractor's employees, subcontractors, and agents.
9. The selected Vendor(s)/Contractor(s) shall complete all work as it pertains to the Blanket Contract according to all applicable professional standards of practice.
10. If submittals include proposal/qualification on any scope including chemical application, Submitter must include license type and identification.
11. Because of the breadth of services being solicited, the scale of projects utilizing these services will vary from five (5) thousand square feet to multiple acres. As such projects come online, selected vendors will have the option to choose whether or not to accept future work orders, according to their capacity.
12. All Submitters MUST submit hourly rates using the provided **Appendix A - Proposed Fees** template. ***Proposals not using this digital template will not be considered.*** (Note: It is critical that all Submitters use the same template in order to score each fairly and accurately.).

THE SPECIFIC SCOPE(S) OF WORK BEING SOLICITED ARE AS FOLLOWS:

GROUP I: CONSULTATION		
Activity Type	Item Code	Item
Land Management Consultation	CN_01	General Land Mgmt Consultation - Inspection and monitoring (<20,000 SF)
	CN_02	General Land Mgmt Consultation - Inspection and monitoring (>20,000 SF)
	CN_03	General Land Mgmt Consultation - Documentation and Reporting
	CN_04	General Land Mgmt Consultation - Meetings/In-Person Consultation
	CN_05	Green Roof - Inspection, Documentation, Reporting, and Consultation

GROUP II: LABOR		
Activity Type	Item Code	Item
Plant Installation	PL_01	Large Balled & Burlapped Plant Material (Deciduous and Evergreen)
	PL_02	Small Balled & Burlapped Plant Material (Deciduous and Evergreen)
	PL_03	Containerized Plant Material (>5 Gal.)
	PL_04	Containerized Plant Material (5 Gal.)
	PL_05	Containerized Plant Material (1 Gal.)
	PL_07	Containerized Plant Material (Quarts)
	PL_07	Containerized Plant Material (Plugs)
	PL_08	Livestake
	PL_09	Bareroot, woody or perennial
	PL_10	Bareroot, bulb or rhizome

Activity Type	Item Code	Item
General Horticultural Labor	GN_01	General Maintenance
	GN_02	Detailed Hand-weeding
	GN_03	Mulching, Spreading Shredded Hardwood
	GN_04	Broadcast Seeding
	GN_05	Drill-Seeding
	GN_06	Mechanical Hedge/Tree Trimming
	GN_07	Bush-hogging / Rough Mow

Activity Type	Item Code	Item
Equipment Operation	EQ_01	Excavation
	EQ_02	Disposal
	EQ_03	Delivery And Off-loading
	EQ_04	Mixing
	EQ_05	Hydro-Seed; Hydro-Mulch
	EQ_06	Chipper
	EQ_07	General Grading

Activity Type	Item Code	Item
Specialized Land Management	LM_01	Invasive Plant Management - Labor (<20,000 SF)
	LM_02	Invasive Plant Management - Labor (>20,000 SF)
	LM_03	Land Management - Manual Trail/Brush Trimming
	LM_04	Land Management - Various Labor (<20,000 SF)
	LM_05	Land Management - Various Labor (>20,000 SF)
	LM_06	Green Roof - Regular/Routine Maintenance
	LM_07	Green Roof - Restorative Maintenance
	LM_08	Green Roof - Removal Or Replacement Of Media
	LM_09	Documentation, Reporting, And On-Site Meeting

Activity Type	Item Code	Item
Specialized Maintenance I	SM_01	Single Family Residential Ponds - Detention (Dry) Pond Maintenance
	SM_02	Single Family Residential Ponds - Retention (Wet) Pond Maintenance
	SM_03	Single Family Residential Ponds - Tree Maintenance and Removal
	SM_04	Single Family Residential Ponds - Vegetation Management
	SM_05	Single Family Residential Ponds - Various Construction Projects

Activity Type	Item Code	Item
Specialized Maintenance II	PS_01	Pervious Paving - General Vacuum Sweeping
	PS_02	Pervious Paving - Regenerative Air Remedial Sweeping
	PS_03	Pervious Paving - Refill/Replace Joint Aggregate
	PS_04	Pervious Paving - Specialized Sweeping (Difficult Site Access)
	PS_05	Pervious Paving - Pervious Surface Infiltration Testing
	PS_06	Pervious Paving - Documentation and Reporting

GROUP III: MATERIALS		
Activity Type	Item Code	Item
Materials	MA_01	Shade & Ornamental Trees, B&B
	MA_02	Evergreen Trees, B&B
	MA_03	Small Trees & Shrubs, Containerized
	MA_04	Evergreen Small Trees and Shrubs, Containerized
	MA_05	Containerized Perennials
	MA_06	Bare-root Perennials
	MA_07	Bare-root Woodyies
	MA_08	Plugs
	MA_09	Livestakes
	MA_10	Other

2.2 **SPECIFIC SCOPE OF WORK, GROUP I: CONSULTATION**

1. (CN_01) General Land Management Consultation: Inspection and Monitoring UNDER 20,000 sf.

a. **Summary:**

Specialized consultation requiring in-depth identification of a broad range of plant species and knowledge of species' cultural requirements and growth habits, and identification of vegetated communities' establishment success or problems. Inspection and monitoring may be based on output for state or local reporting needs, or to gauge condition of an area and needed management activities. Inspection and monitoring refers to the fieldwork, not the creation of reports or other documents (see #3 below). This inspection and monitoring on work orders where all land areas within scope total less than twenty-thousand (20,000) square feet. Typically this will include individual vegetated stormwater basins or other urban planted areas. On-site project-specific orientation will be provided as a portion of each Work Order issued, on an as-needed basis.

b. **Activities:**

- I. Field inspection, monitoring, botanical surveying and site inventory of plants and other natural resources. Assess existing lands and land management process currently in place, for effectiveness of trail/recreational use, water quality objectives, and biodiversity and environmental objectives.
- II. Produce report with clear description of current status of land and problems or benefits that should be addressed/preserved.
- III. Facilitate meetings with multiple City departments to determine most feasible management processes and improvements. Determine goals that meet objectives shared by multiple departments.
- IV. Create detailed management plans including specific activities oriented towards clear metrics, which can be evaluated for performance. Document management plans in clear language that can be used by multiple City departments.
- V. Create Inspection and Maintenance plan content, language, and schedules, on a variety of land types, including wild and urban.
- VI. Create monitoring protocol for specific ecological and hydrological metrics.
- VII. Should be able to document work performed with photographs and written reports.
- VIII. Must be familiar with local and state regulations governing wetlands and riparian zones as well as buffer requirements and restrictions.
- IX. Develop monitoring plots, prepare applications for permitting, analyze data, describe corrective actions, and address regulatory constraints.
- X. Apply knowledge of water quality and environmental functions such as heat island effect, stormwater runoff, landscape ecology, corridor ecology, meta-population dynamics, regional wildlife populations, and other ecological and environmental functions.
- XI. May include training City staff on concepts and processes involved in management plans.

c. **Specific Areas of Work:**

- i. **Vegetated Green Infrastructure Establishment and Ongoing Management.** This includes best management practices (BMPs), also

known as stormwater control measures (SCMs). Apply knowledge of stormwater management, and diverse plant communities as well as formal plantings, to identify and assess conditions of existing and newly constructed BMPs/SCMs.

- ii. **Wetland, Riparian, and Stream Buffer Establishment and Ongoing Management.** Apply knowledge of stream buffer, floodplain, and wetland vegetation and management to identify problems and assess conditions of managed plant communities. Must be familiar with local and state regulations governing wetlands and riparian zones as well as buffer requirements and restrictions. On wetland and riparian sites, assess any changes in drainage patterns that have affected vegetation, and note any actions needed. Differentiate between wetland and upland species.
 - iii. **Grassland Establishment and Ongoing Management.** Apply knowledge of grassland/prairie establishment and management to identify problems and assess conditions of managed plant communities. For grassland and grassland-like sites, requires familiarity with prescribed burning, grazing, regional plant communities, wildlife, and ability to schedule management activities and prescribed burns around wildlife needs.
 - iv. **Forest and Woodland Establishment and Ongoing Management.** Apply knowledge of forest/woodland establishment and management to identify problems and assess conditions of non-agricultural forests and woodlands and forest/woodland-like sites.
 - v. **Invasive Species Management Including Herbicide Application.** Apply knowledge of invasive exotic plant species management to identify problems and assess conditions of managed plant communities.
- d. **Knowledge Requirements:** Identification and control or management of native and exotic species, knowledge of stream buffer, floodplain, and wetland vegetation and management, knowledge of grassland establishment and management, knowledge of non-agricultural forest management, broad familiarity with sustainable landscaping techniques, including organic pesticide options/non-chemical weed management techniques, soil health and function, irrigation needs and water conservation, nutrient requirements and low-input landscaping, and familiarity with water quality considerations and Erosion Prevention and Sediment Control (EPSC) products/methods. Familiarity with benefits and risks associated with different land management methods including the use of heavy equipment, grazing practices, herbicide, fertilizer, and techniques such as tilling or hydro-mulching.
2. **(CN_02) General Land Management Consultation: Inspection and Monitoring OVER 20,000 sf**
- a. **Summary:** Specialized consultation requiring in-depth identification of broad range of plant species and knowledge of species' cultural requirements and growth habits, and identification of vegetated communities' establishment success or problems. Inspection and monitoring may be based on output for

state or local reporting needs, or to gauge condition of an area and needed management activities. Inspection and monitoring refers to the fieldwork, not the creation of reports or other documents (see #3 below). This inspection and monitoring on work orders where all land areas within scope are equal to or in excess of twenty-thousand (20,000) square feet. Typically this will include large areas of land managed with varying levels of recreational programming. On-site project-specific orientation will be provided as a portion of each Work Order issued, on an as-needed basis.

- b. **Activities:** (See those listed above for #1.)
- c. **Specific Areas of Work:** (See those listed above for #1.)
- d. **Knowledge Requirements:** (See those listed above for #1.)

3. (CN_03) General Land Management Consultation: Documentation and Reporting

- a. **Summary:** Specialized consultation requiring in-depth assessment of broad range of plant species and knowledge of species' cultural requirements and growth habits, and assessment of vegetated communities' establishment success or problems. Documentation and reporting may be based on output for state or local reporting needs, or to gauge condition of an area and needed management activities. Documentation and reporting refers to the creation of reports or other documents, not field work (see #1 and 2 above).
- b. **Activities:** Creation of deliverables and presentations that describe, assess and communicate conditions and problems of existing and new managed vegetation and identify corrective management actions as well as long-term management plans.
- c. **Specific Areas of Work:** (See those listed above for #1.)
- d. **Knowledge Requirements:** (See those listed above for #1.)

4. (CN_04) General Land Mgmt Consultation: Meetings, In-person Consultation and Outreach

- a. **Summary:** This scope includes in-person meetings, consultation and outreach endeavors. Refers to the actual hours spent by a qualified consultant with City staff or designated representative, discussing project at hand during a scheduled office and/or job-site based meeting. This includes on-site or off-site meetings, but does not include informal meetings conducted outside a place of work. On-site project-specific orientation will be provided as a portion of each Work Order issued, on an as-needed basis.
- b. **Activities:** Communication and conveyance of deliverables and presentations that describe, assess and communicate conditions and problems of existing and new managed vegetation and identify corrective management actions as well as long-term management plans. Outreach activities provide a neutral voice of advocacy in congruence with City stormwater and land management goals at various community events. Additional activities may also include the development of stormwater and land management-related educational materials to be distributed to the general public.
- c. **Specific Areas of Work:** (See those listed above for #1.)
- d. **Knowledge Requirements:** (See those listed above for #1.)

5. (CN_05) Green Roof Inspection, Documentation, Reporting, and Consultation

- a. **Summary:** Consultation on upkeep of green roofs, including inspection and maintenance of vegetation, assessment of plants and media, monitoring for any structural building damage due to plant roots, etc.. On-site project-specific orientation will be provided as a portion of each Work Order issued, on an as-needed basis.
- b. **Activities:** Field inspection, monitoring, botanical surveying and site inventory, as well as communication and conveyance of deliverables and presentations that describe, assess and communicate conditions and problems of vegetated roofs.
- c. **Specific Areas of Work:** Vegetated roofs, including intensive and extensive types.
- d. **Knowledge Requirements:** Must be able to assess modular tray systems as well as built-in-place systems. Apply knowledge of common green roof plants, including their growing conditions and habits. Assess vegetation and debris for fire hazard risk. All personnel shall be properly trained in roof safety. While performing work, all personnel shall wear appropriate Personal Protective Equipment. All personnel must adhere to relevant OSHA standards addressing fall protection, PPE, exposure to heat and cold stress, etc. Responsibilities do not include assessment of the structural integrity of the roof or building. Must be able to produce site-specific maintenance plan, document condition with photographs, and document actions taken during each maintenance visit. Must be able to conduct final inspection of installed green

roof media and plants, verify conformance to manufacturer's standards or industry standards, and assess issues that may impact establishment of a healthy vegetative roof system. All pertinent information regarding this inspection shall be documented and submitted to the warranty provider.

2.3 SPECIFIC SCOPE OF WORK, GROUP II: LABOR

1. (Items GN_01 through GN_07) General Horticultural Labor

- a. Horticultural labor requiring identification of broad range of plant species and knowledge of species' cultural requirements and growth habits. This may include but is not limited to: identification of native and exotic species, plug installation, pruning, hand-weeding, transplanting, digging, loading, off-loading, delivery, fertilizer application, managing container planting and annual display beds, managing diverse community plantings, shrub installation and pruning, clean-up, and safe and legal disposal of debris.
- b. Broad familiarity with sustainable landscaping techniques, including organic pesticide options/non-chemical weed management techniques, soil health and function, irrigation needs and water conservation, nutrient requirements and low-input landscaping.
- c. Must ensure that areas are well-maintained and meeting functional objectives laid out by City. Ability to document work and garden conditions on a seasonal basis.
- d. Includes installation, upkeep, and removal of minor Erosion Prevention and Sediment Control (EPSC) products/methods such as silt socks, as needed.

2. (Items EQ_01 - EQ_07) Equipment Operation

- a. Large equipment operation as necessary for major landscape projects, including but not limited to: excavation, backfilling, and related earth-moving activities; delivery, loading, and off-loading of materials and equipment.
- b. Clean-up and safe and legal disposal of debris.
- c. All personnel must observe relevant OSHA standards for heavy equipment operation, and if working near a road, for traffic controls.

3. (Items LM_01 - LM_09) Specialized Land Management

Invasive Plant Management - Labor

- a. This work includes removal, grading, and hauling plant material as required. Plant material of any kind from an invasive species, shall be hauled off site and disposed of at a location and in a manner approved by the City..
- b. Invasive species shall be removed by herbicide treatment, cutting/hand removal and/or prescribed grazing practices (goats, sheep, etc.). Treatment methods for each plant species must be approved by the City prior to Notice to Proceed. Techniques may include cut & paint, girdling, hack & squirt, foliar spray and pulling among others.
- c. When using herbicide treatments, special care shall be taken to avoid spraying nearby desirable plants. Special care shall be taken within any designated riparian buffer surrounding a stream, as these areas may be newly planted with native species. Damage to any native species whether planted or volunteer will require replacement.
- d. Site inspection shall be scheduled and executed approximately 60 days after treatment to determine efficacy and possible need for retreatment.

- e. Any use of regulated chemicals requires a valid TN state applicator's license, as well as submittal of a list of all herbicide application equipment intended for use. This equipment shall be subject to inspection and acceptance, at any time, by the City representative. In no circumstance shall the contractor apply any product without giving prior notice to the City representative of the exact time and date and receiving approval.
- f. Additionally, for any chemical application, requires submittal of list of all products to be used for any given project. Must provide labels and Material Safety Data Sheets (MSDS) for each product. The City representative must approve or disapprove of the intended herbicides.
- g. While performing herbicide applications all personnel must adhere to and wear Personal Protective Equipment (PPE) as described on each product label, as well as adhering to all relevant OSHA standards.

Various Labor

- a. Responsibilities include general land management labor, including but not limited to: identify, install, and manage broad array of native plants growing as diverse communities; identify and manage undesirable plant species. Activities may require broadcast seeding or hydro-seeding; installing container, plug or bareroot plants; cutting brush or trees; maintaining road and trail access; clean-up and safe and removal of removal of trash and debris.
- b. Management of wetland sites, which may require identification, installation, and maintenance of a broad array of native and exotic wetland plants growing as diverse communities. May include planting livestock or bareroot plants, preparing and installing brush mattresses, and removal of large stream blockages. Includes planting and maintaining vegetation on steep slopes, uneven terrain, and wet conditions. Use of herbicide may require license for aquatic application.
- c. Management of grassland and grassland-like sites, which may require identification, installation, and establishment of broad array of native grassland plants growing as diverse communities. Requires management of herbaceous and woody species, which may include broadcast and/or drill seeding, prescribed burns, bush-hogging, and herbicide application. May also include inspecting and assessing existing grasslands, to manage for ecological, aesthetic, and water quality functions.
- d. Management of forested/woodland or forest/woodland-like sites, or reforestation sites, which may require identification, installation, and maintenance of diverse forest/woodland communities, as well as management of noxious species. May include thinning, planting, treating for disease, prescribed burns, installation of best management practices and/or erosion control techniques, and maintaining access to trails and roads.

Green Roofs

- a. Horticultural labor on green roofs, including inspection and maintenance of vegetation, assessment of plants and media, monitoring for any damage due to plant roots, weeding, safe and legal removal of debris, replanting, replacing modular sections of vegetation, or replacing plants and media. Must be able to assess and correct modular tray systems as well as built-in-place systems.
- b. Apply knowledge of common green roof plants, including their growing conditions and habits. Assess vegetation and debris for fire hazard risk.
- c. All personnel shall be properly trained in roof safety. While performing work, all personnel shall wear appropriate Personal Protective Equipment. All

personnel must adhere to relevant OSHA standards addressing fall protection, PPE, exposure to heat and cold stress, etc.

4. (Items SM_01 - SM_05) Specialized Maintenance I

- a. Projects pertaining to single-family residential detention (dry) ponds will require routine maintenance including trash removal, minor weed/brush removal, and sediment removal among other typical maintenance requirements to be determined.
- b. Projects pertaining to single-family residential detention (wet) ponds will require aquatic vegetation control, removal of unwanted vegetation (brush and trees), trash and debris removal, de-mucking/sediment removal, mowing of steep slopes, unclogging of existing drains (inlet and outlet) and erosion control to include seeding of firm slopes among other typical maintenance requirements to be determined.
- c. Removal of unwanted trees to include pruning canopy, stump removal, erosion control with applicable erosion matting and seeding as required.
- d. Vegetation management projects to include the removal of excessive overgrowth of existing vegetation and/or invasive species, grading and hauling. Vegetation material of any kind shall be hauled off-site and disposed of at an approved location.
- e. Typical construction projects include grading, excavation, structure and pipe repair and installation, fence repair/installation, erosion matting and control for pond re-design at or around inlet(s), outlet(s) and throughout the basin.

5. (Items PS_01 - PS_06) Specialized Maintenance II

- a. **Summary:** The City owns/maintains a number of sites that include of pervious paving applications - pervious concrete, permeable pavers, grass pavers and porous asphalt - as part of their overall stormwater management plan. These sites require regular, scheduled maintenance, inspection and documentation.
- b. **Activities:** Schedule and sweep defined areas with vacuum or regenerative air sweepers as required on a regular basis - this includes areas of both generally open and/or restricted access. When determined to be clogged, various interlocking, pervious paving applications will require the refill/replacement of granular stone fill. Contractor/Vendor must also be able to conduct final inspection of installed pervious paving applications, verify conformance to manufacturer's standards or industry standards, and assess issues that may impact efficiency and function of these systems/applications. All pertinent information regarding this inspection shall be documented and submitted to the City. In addition to visual inspections, infiltration testing for all pervious paving applications will be performed in accordance with ASTM C1701 and ASTM C1781 standards to assess the efficiency and function of these systems.
- c. **Knowledge Requirements:** Contractor/Vendor must maintain an understanding of all applicable and relevant standards and practices regarding pervious paving applications. Must maintain all applicable licenses and certifications as required to perform services as defined. Must be able to produce site-specific maintenance plan, document condition with photographs, and document actions taken during each maintenance visit. Must understand required reports. Must be able to produce site-specific documents. While

performing work, all personnel shall wear appropriate Personal Protective Equipment. All personnel must adhere to relevant OSHA standards addressing fall protection, PPE, exposure to heat and cold stress, etc..

- d. **Note:** Group II: Labor, Specialized Maintenance II involves the procurement and installation of granular fill as required for the maintenance and upkeep of existing pervious paving applications as required. The procurement of granular fill is **not** covered in Group III: Materials. This also involves the use of specialized equipment not provided by the City. Contractor/Vendor is responsible for the ownership/procurement/contracting of all specialized equipment as required to properly and efficiently perform the activities outlined above.

GROUP II NOTE: Certified Herbicide Application

- a. Requires valid pesticide applicator's license.
- b. Application of herbicide or other regulated chemical products as needed. Responsibilities include documenting applications, monitoring for effectiveness, and need for retreatment. Must be able to apply pesticide according to pre-approved plans and notify the City representative ahead of time. Requires broad familiarity with native, ornamental, and invasive species and capability of targeting selected species while protecting others.
- c. Must show a list of all herbicide application equipment intended for use. This equipment shall be subject to inspection and acceptance, at any time, by the City representative. In no circumstance shall the contractor apply any product without giving prior notice to the City representative of the exact time and date and receiving approval.
- d. Requires submittal of list of all products to be used for any given project. Must provide labels and Material Safety Data Sheets (MSDS) for each product. The City representative must approve or disapprove of the intended herbicides.
- e. While performing herbicide applications all personnel must adhere to and wear Personal Protective Equipment (PPE) as described on each product label, as well as adhering to all relevant OSHA standards.

2.4 SPECIFIC SCOPE OF WORK, GROUP III: HORTICULTURAL MATERIALS

All Vendor/Contractors wishing to submit for any/all items within Section 2.4 (**Items MA_01 - MA_10**) must complete and submit **Appendix A - Proposed Fees, Group III: Horticultural Materials**

NOTES:

1. All plant materials provided under Group III: Horticultural Materials shall meet or exceed all applicable ANSI standards for Nursery Stock and Delivery. Any/all materials that do not meet or exceed this standard will be rejected and returned at Vendor/Contractor's expense.
2. All plant materials provided under Group III: Horticultural Materials shall meet or exceed all standards set forth in 'American Standards for Nursery Stock'. Any/all materials that do not meet or exceed this standard will be rejected and returned at Vendor/Contractor's expense.
3. items/Materials not listed, but necessary to complete work, shall be considered incidental to completing the work. Costs for incidental items shall not be paid for separately and shall be included in other line items of this contract.

Section 3

Submittal Instructions

3.0 SUBMITTAL INSTRUCTIONS

3.1 GENERAL

Seven (7) bound copies, one (1) unbound original copy, and one electronic copy in PDF format of the Proposal shall be submitted. The proposal / qualifications should be limited to the requested content.

All proposals shall be marked **“S-18-001-201 – Horticultural and Green Infrastructure”**

All proposals shall be submitted no later than **4:00 p.m. EDT, on Friday, September 20, 2019.**

All proposals shall be submitted to the attention of:

City of Chattanooga
Debbie Talley
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7239
FAX: (423) 643-7244
Emailed to: dtalley@chattanooga.gov

3.2 PROPOSAL WITHDRAWAL PROCEDURE

Proposals may be withdrawn up until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of (90) days to provide the services set forth in the proposal or until one of the proposals has been accepted and a contract has been executed between the City and the successful proposal submitter.

3.3 RESERVATION OF CITY RIGHTS

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more proposals.
- B. The City reserves the right to negotiate an Agreement/Contract for the Land Management Services with the next most qualified finalist if the successful finalist does not execute an Agreement/Contract within seven (7) days after submission of an Agreement to such offer. The City reserves the right to negotiate all elements of work that comprise the selected proposal submitter.
- C. The City reserves the right, after opening the proposals or at any other point during the selection process, to reject any or all proposals, modify or postpone the proposed project, evaluate any alternatives offered or accept the proposal that, in the City's sole judgment, is in its best interest.
- D. The City reserves the right to terminate the Agreement if the Consultant fails to commence the work described herein upon giving the Consultant a 30 day written Notice of Award.

3.4 ADDITIONAL REQUESTS FOR INFORMATION

Any additional requests for information must be directed in writing to the City by **12:00 p.m. EDT, on September 3, 2019**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFP by **end of day on September 10, 2019**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

City of Chattanooga
Debbie Talley
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7239
FAX: (423) 643-7244
Emailed to: dtalley@chattanooga.gov

Please note: *The City specifically requests that any contact concerning this RFP be made exclusively with Dedra Partridge (dpartridge@chattanooga.gov) until selection has been completed.*

3.5 PRE-RFP CONFERENCE

Due to the nature of this RFP, there will be no scheduled Pre-RFP Conference. Any/all inquiries can be directed to the City Purchasing Department as outlined above.

3.6 FACILITY VISIT

This RFP concerns as-needed future work on various City of Chattanooga properties. Therefore, no onsite visits will occur until individual work orders are created, following the RFP awards.

3.7 AFFIRMATIVE ACTION PLAN

The City is an equal opportunity employer and during the performance of this Contract, the Consultant agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

- A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.

- C. The Consultant will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City, any Consultant and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Consultant's goals for minority and women utilization as a percentage of the work force on this project.
- E. This Plan, or any attachments thereto, shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan, or attachment thereto, shall further describe the methods by which the Consultant and/or subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.
- F. During the term of this Contract, the Consultant upon request of the City will make available for inspection by the City copies of all payroll records, personnel documents, and similar records or documents that may be used to verify the Consultant's compliance with these Equal Opportunity provisions.

Section 4

Proposal Package Contents

4.0 PROPOSAL PACKAGE CONTENTS

4.1 GENERAL INFORMATION

All Submitters are required to complete both Appendix A: Proposed Fee Table and Appendix B: Minimum Qualifications as they pertain to the service Group(s) and Activity Type(s) for which they are interested in pursuing.

All submittal Packets shall be no more than twenty-five (25) pages in length.

In addition, each Packet shall provide the following general information:

- A. The name, address, telephone, and email address of the Submitter and principal contact person(s).
- B. Identify the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party.
- C. Proposal shall identify the portions of the work that will be undertaken directly by the Submitter and what portions of the work will be subcontracted.
- D. If applicable, describe the proposed contractual relationships between the Submitter and all partners and subcontractors (i.e. the "Project Team"). and provide an organizational chart.
- E. If applicable, describe the history of the relationships among the "Project Team" members, including previous work together.
- F. If the Submitter is a joint venture, the required information must be submitted for each member of the joint venture firm. Include the following:
 - 1. Names of partners, and company officers who own 10 percent or more of the shares.
 - 2. If the Submitter or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to this RFP, the reasons for this action must be fully disclosed.
 - 3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Submitter.
- G. Provide documentation that the company is of sound financial standing and has the financial ability to work in the capacity of professional services.
- H. Provide client references (minimum of three(3) maximum of five(5)) for both current and past clients for projects similar to the scope outlined above. References to websites of actual projects completed are not required but may be beneficial.

4.2 SUMMARY OF EXPERIENCE AND QUALIFICATIONS, GROUP I: CONSULTATION

Provide the following regarding technical qualifications, general experience and summaries of relevant, past projects. Please format all Packets as outlined below. Packets should not exceed twenty-five (25) pages; reviewers may choose to not read beyond this length.

A. GENERAL EXPERIENCE

Provide a summary of the experience of the Vendor/Contractor "Project Team" working together on projects related to the *Specific Scope(s) of Work* for which you are submitting

B. PROJECT TEAM MEMBER EXPERIENCE

Provide resumes of the Vendor/Contractor's project team including the project manager and all key technical personnel applicable to this RFP/RFQ. Include all relevant, professional Tennessee State Licenses and/or Memberships actively maintained by each personnel.

C. PREVIOUS EXPERIENCE with SIMILAR PROJECTS

Provide a list of the most recent related work or similar type project(s) and professional service projects that the Vendor/Contractor Project Team has worked on together or singularly for each of the *Specific Scope(s) of Work* for which you are submitting. Include name of each project, a brief description of each project, location of each project, date range of work performed for each project, name of Project Manager, Project Team members for each project and the name, address and phone number of owner/contact person familiar with each project.

D. PROJECT SUMMARIES

Provide project summaries for three(3) relevant, past projects that demonstrate expertise related to all service *Group(s)* and *Activity Type(s)* for which you are applying.

E. CLIENT REFERENCE

Provide three(3) client reference with accurate and up-to-date contact information.

4.3 SUMMARY OF EXPERIENCE AND QUALIFICATIONS, GROUP II: LABOR

Provide the following regarding technical qualifications, general experience and summaries of relevant, past projects. Format all Packets as outlined below. Packets should not exceed twenty-five (25) pages; reviewers may choose to not read beyond this length.

A. PROJECT TEAM MEMBER EXPERIENCE

Provide resumes of the Vendor/Contractor's project team including the project manager and all key technical personnel applicable to this RFP/RFQ. Include the following:

1. City of Chattanooga Business License (*where applicable*)
2. Tennessee State Chemical Applicators' License (*where applicable*)
3. Professional Tennessee State Licenses and/or Memberships actively maintained
4. Copies of any/all contractors licenses in the State of Tennessee

B. PROJECT SUMMARIES

Provide project summaries for three(3) relevant, past projects that demonstrate expertise related to all service *Group(s)* and *Activity Type(s)* for which you are applying.

C. CLIENT REFERENCES

Provide three(3) client reference with accurate and up-to-date contact information.

4.4 SUMMARY OF EXPERIENCE AND QUALIFICATIONS, GROUP III: MATERIALS

Provide the following regarding technical qualifications, general experience and summaries of relevant, past projects. Please format all Packets as outlined below. Packets should not exceed twenty-five (25) pages; reviewers may choose to not read beyond this length.

A. PROJECT TEAM MEMBER EXPERIENCE

Provide resumes of the Vendor/Contractor's project team including the project manager and all key technical personnel applicable to this RFP/RFQ. Include the following:

1. Business License (*where applicable*)
2. Chemical Applicators' License (*where applicable*)
3. Professional Licenses and/or Memberships actively maintained

B. PROXIMITY TO THE CITY OF CHATTANOOGA

Provide your distance (in miles) from the City of Chattanooga, Zip Code 37402

C. CLIENT REFERENCES

Provide three(3) client reference with accurate and up-to-date contact information

NOTE: Contractors/vendors (also submitter) may provide proposals/qualifications for any or all services - or as few as desired - and should denote in their response which service *Group(s)* as well as *Activity Type(s)* they are interested in pursuing. See *Group* outline and *Specific Scope(s) of Work* below.

Section 5

Review and Evaluation of Proposals

5.0 REVIEW AND EVALUATION OF PROPOSALS

5.1 REVIEW COMMITTEE

A review committee consisting of individuals selected by the City shall receive and review all submitted proposals. The City, in its sole judgment, shall decide if a proposal is viable.

5.2 SELECTION CRITERIA

Selection will be based on the lowest bidder(s) providing the best value in services and materials rendered. Selected Vendero(s)/Contractor(s) must demonstrate adequate qualifications, experience, and capacity to provide the services being solicited. All Proposal must properly interpret the Request for Proposals, contain no technical errors, no discrepancies, omissions, ambiguous, and/or misleading statements.

Selections will be made using an objective evaluation of the following criteria:

GROUP I: CONSULTATION

A. (10%) COMPLETION OF SUBMITTAL PACKAGE

1. Fees are stated clearly and according to instructions in Section 4, using the template in **Appendix A**.
2. Minimum qualifications are met and clearly stated in the minimum qualifications template in **Appendix B**.
3. Qualifications and Experience are addressed as outlined in **Section 4**

B. (50%) GENERAL / PROJECT TEAM MEMBER EXPERIENCE / PROJECT SUMMARIES

1. Project team's joint experience is stated clearly and demonstrates a successful history of collaboration.
2. Individual team members' experience, staffing, and facilities/equipment is clearly stated, and demonstrates adequate staffing capacity.
3. Technical qualifications of personnel are clearly stated and are sufficient to perform work.
4. Submitter provides evidence of satisfactory completion of projects in the past involving the management of complex native plant communities. Past projects listed require equivalent technical competence to scope of work being bid upon.
5. Submitter provides evidence of satisfactory completion of projects in the past involving water quality and/or stormwater management goals. Past projects listed require equivalent technical competence to scope of work being bid upon.

C. (40%) CLIENT REFERENCES

1. Vendor(s)/Contractor(s) must demonstrate a successful history of delivering successful projects on time and within reasonable budgetary constraints. Must also demonstrate successful history of client relations and customer service.

GROUP II: LABOR

A. (40%) PRICE

1. Vendor(s)/Contractor(s) must provide competitive pricing, in keeping with industry standards and limits of reasonable care for employees.

B. (10%) COMPLETION OF SUBMITTAL PACKAGE

1. Fees are stated clearly and according to instructions in Section 4, using the template in **Appendix A**.
2. Minimum qualifications are met and clearly stated in the minimum qualifications template in **Appendix B**.
3. Qualifications and Experience are addressed as outlined in **Section 4**

C. (20%) PROJECT TEAM MEMBER EXPERIENCE

1. Project team's joint experience is stated clearly and demonstrates a successful history of collaboration.
2. Individual team members' experience, staffing, and facilities/equipment is clearly stated, and demonstrates adequate staffing capacity.
3. Technical qualifications of personnel are clearly stated and are sufficient to perform work.
4. Submitter provides evidence of satisfactory completion of projects in the past involving water quality and/or stormwater management goals. Past projects listed require equivalent technical competence to scope of work being bid upon.

D. (20%) PROJECT SUMMARIES

1. Submitter provides evidence of satisfactory completion of projects in the past involving the management of complex native plant communities. Past projects listed require equivalent technical competence to scope of work being bid upon.

E. (10%) CLIENT REFERENCES

1. Vendor(s)/Contractor(s) must demonstrate a successful history of delivering successful projects on time and within reasonable budgetary constraints. Must also demonstrate successful history of client relations and customer service.

GROUP III: MATERIALS

A. (50%) PRICE

1. Vendor(s)/Contractor(s) must provide competitive pricing, in keeping with industry standards for material quality as outlined in **Section 2.4**.

B. (10%) COMPLETION OF SUBMITTAL PACKAGE

1. Fees are stated clearly and according to instructions in Section 4, using the template in **Appendix A**.
2. Minimum qualifications are met and clearly stated in the minimum qualifications template in **Appendix B**.
3. Qualifications and Experience are addressed as outlined in **Section 4**

C. (15%) PROJECT TEAM MEMBER EXPERIENCE

1. If applicable, project team's joint experience is stated clearly and demonstrates a successful history of collaboration.
2. Individual team members' experience, staffing, and facilities/equipment is clearly stated, and demonstrates adequate staffing capacity.

3. Technical qualifications of personnel are clearly stated and are sufficient to perform work.

D. (15%) PROXIMITY TO THE CITY OF CHATTANOOGA

1. In an effort to promote and sustain local and adjacent economies, as well as in keeping with the intent of this RFP to provide sustainable solutions to the City of Chattanooga's green infrastructure and overall land management needs, emphasis will be placed on Vendor's/Contractors's location and sourcing of materials in proximity to the City of Chattanooga.

E. (10%) CLIENT REFERENCES

1. Submitter must demonstrate satisfactory production and delivery of applicable materials necessary for project completion, as well as a successful history of client relations and customer service.

Evaluation proceedings shall be conducted within the established guidelines regarding equal employment opportunity and discriminatory action based upon the grounds of race, color, sex, creed, or national origin.

5.3 SELECTION OF FINALIST

After the review of the proposals by the Review Committee the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked firms to negotiate Agreements.

Section 6

Terms and Conditions

6.0 TERMS AND CONDITIONS

6.1 CITY SUPPLIED SERVICES

The City will provide the following as part of the project:

- A. The City will provide a project manager as the single point of contact for each project, who will be the responsible party for the City.

6.2 FINANCIAL RESOURCES

The Vendor/Contractor shall provide documentation that the firm is of sound financial standing and have the financial ability to work in the capacity of Vendor/Contractor for the duration of this project.

6.3 STANDARD ENGINEERING TERMS AND CONDITIONS

The terms and conditions pertaining to all items under **Group I: Consultation** shall be those addressed in the City Standard Agreement for Engineering Services unless otherwise listed below.

<http://www.chattanooga.gov/public-works-files/StandardEngineeringAgreementtr7.pdf>

6.4 STANDARD PURCHASING TERMS AND CONDITIONS

The terms and conditions pertaining to all items under **Group II: Labor** and **Group III: Materials** shall be those addressed in the City Standard Purchasing contract/agreement unless otherwise listed below.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

6.5 LENGTH AND DURATION OF CONTRACT

The length of each individual contract shall be determined with the chosen vendor as part of the scope and fee agreement. Unless otherwise negotiated, default contract length will be twelve (12) months, with annual options for renewal, for up to five (5) years.

APPENDIX NOTES

- 1. Submitters may provide 'Proposed Fees' for any/all items preferred. Only Items with 'Proposed Fee' provided will be considered for selection by the City.
- 2. Some text found under 'Notes' may be hidden due to width of column. Full text can be viewed by double-clicking inside desired cell. Submitters are responsible for the consideration and review of all text found within this document.
- 3. This form is required for Submitters to be considered. Submittals using other formats will not be considered. Hard-copy and/or electronic formats are acceptable.

GROUP I: HORTICULTURAL CONSULTATION						
Activity Type	Item Code	Item	Area	Unit of Measure	Proposed Fee ¹	Notes ²
Land Management Consultation	CN_01	General Land Mgmt Consultation - Inspection and monitoring	<20,000 sf	per hour		Includes all transportation and printing costs.
	CN_02	General Land Mgmt Consultation - Inspection and monitoring	>20,000 sf	per hour		Includes all transportation and printing costs.
	CN_03	General Land Mgmt Consultation - Documentation and reporting		per hour		Does not include cost of transportation or printing.
	CN_04	General Land Mgmt Consultation - Meetings/in-person consultation		per hour		Does not include cost of transportation or printing.
	CN_05	Green Roof - Inspection, Documentation, Reporting, and Consultation		per hour		Does not include cost of transportation or printing.

APPENDIX NOTES

1. Submitters may provide 'Proposed Fees' for any/all items preferred. Only Items with 'Proposed Fee' provided will be considered for selection by the City.
2. Some text found under 'Notes' may be hidden due to width of column. Full text can be viewed by double-clicking inside desired cell. Submitters are responsible for the consideration and review of all text found within this document.
3. This form is required for Submitters to be considered. Submittals using other formats will not be considered. Hard-copy and/or electronic formats are acceptable.

GROUP II: HORTICULTURAL LABOR					
Activity Type	Item Code	Item	Unit of Measure	Proposed Fee ¹	Notes ²
Plant Installation	PL_01	Large Ball&Burlap Plant Material (Deciduous and Evergreen)	per man-hour		All installation items include the following: sourcing, selection, loading, delivery and off-loading of plant material; planting and addition of soil amendment and/or fertilizer into planting pits; watering and mulching; clean-up and debris removal. Installation includes the cost of the plant but does not include the cost of soil amendments, fertilizer, or mulch.
	PL_02	Small Ball&Burlap Plant Material (Deciduous and Evergreen)	per man-hour		
	PL_03	Containerized Plant Material (>5 Gal.)	per man-hour		
	PL_04	Containerized Plant Material (5 Gal.)	per man-hour		
	PL_05	Containerized Plant Material (1 Gal.)	per man-hour		
	PL_07	Containerized Plant Material (Quarts)	per man-hour		
	PL_07	Containerized Plant Material (Plugs)	per man-hour		
	PL_08	Livestake	per man-hour		
	PL_09	Bareroot, woody or perennial	per man-hour		
	PL_10	Bareroot, bulb or rhizome	per man-hour		

Activity Type	Item Code	Item	Unit of Measure	Proposed Fee ¹	Notes ²
General Horticultural Labor	GN_01	General maintenance	per man-hour		May include: trimming, pruning, edging, string-trimming, watering,
	GN_02	Detailed hand-weeding	per man-hour		Must distinguish between wide range of native and non-native
	GN_03	Mulching, spreading shredded hardwood	per man-hour		Does not include cost of mulch or delivery. Does include relocation
	GN_04	Broadcast Seeding	per man-hour		Does not include cost of seed.
	GN_05	Drill-Seeding	per acre		Includes provision of equipment, fuel, and transportation to site.
	GN_06	Mechanical hedge/tree trimming	per linear foot		Includes clean-up and disposal of debris.
	GN_07	Bush-hogging/ rough mow	per acre		Includes provision of equipment, fuel, and transportation to site.

Activity Type	Item Code	Item	Unit of Measure	Proposed Fee ¹	Notes ²
Equipment Operation	EQ_01	Excavation	per ton		Includes provision of all equipment, fuel, and transportation, and other mobilization costs. Does not include cost of materials.
	EQ_02	Disposal	per ton		
	EQ_03	Delivery and off-loading	per mile		
	EQ_04	Mixing	per ton		
	EQ_05	Hydro-seed; hydro-mulch	per 1,000 sf		
	EQ_06	Chipper	per ton		
	EQ_07	General Grading	per 1,000 sf		

Activity Type	Item Code	Item	Unit of Measure	Proposed Fee ¹	Notes ²
Specialized Land Management	LM_01	Invasive plant management - labor <20,000 sf	per 1,000 sf		Includes chemical and non-chemical management methods on various sites, including wetland and riparian sites. Does not include
	LM_02	Invasive plant management - labor >20,000 sf	per 10,000 sf		
	LM_03	Land Management - Manual trail/brush trimming	per linear foot		Must comply with City trail maintenance standards.
	LM_04	Land management - various labor <20,000 sf	per 1,000 sf		Includes various maintenance activities on riparian, wetland, grassland, forest, or trail sites. Does not include cost of any required
	LM_05	Land management - various labor >20,000 sf	per 10,000 sf		
	LM_06	Green Roof - Regular/Routine Maintenance	per 1,000 sf		May include weeding, hand-watering, minor replanting (<200 plants)
	LM_07	Green Roof - Restorative Maintenance	per 1,000 sf		May include major replanting (>200 plants) and replacement of
	LM_08	Green Roof - Removal or Replacement of Media	per ton		Does not include cost of media. Does include cost of disposal.
	LM_09	Documentation, reporting, and on-site meeting	per hour		Includes all transportation and printing costs.

Activity Type	Item Code	Item	Unit of Measure	Unit Cost	Proposed Fee ¹	Notes ²
	SM_01	Single Family Residential Ponds - Detention (Dry) Pond Maintenance	per man-hour			Does not include materials, equipment or other associated mobilization costs associated with specialized stormwater pond maintenance and labor
	SM_01-a	Pond Size: 0 to 1,500 sf	per sf			
	SM_01-b	Pond Size: 1,501 to 3,000 sf	per sf			
	SM_01-c	Pond Size: 3,001 to 4,500 sf	per sf			
	SM_01-d	Pond Size: 4,501 to 8,000 sf	per sf			
	SM_01-e	Pond Size: 8,001 to 15,000 sf	per sf			
	SM_02	Single Family Residential Ponds - Retention (Wet) Pond Maintenance	per man-hour			Does not include materials, equipment or other associated mobilization costs associated with specialized stormwater pond maintenance and labor
	SM_02-a	Pond Size: 0 to 1,500 sf	per sf			
	SM_02-b	Pond Size: 1,501 to 3,000 sf	per sf			
	SM_02-c	Pond Size: 3,001 to 4,500 sf	per sf			

Specialized Maintenance I	SM_02-d	Pond Size: 4,501 to 8,000 sf	per sf			
	SM_02-e	Pond Size: 8,001 to 15,000 sf	per sf			
	SM_03	Single Family Residential Ponds - Tree Maintenance and Removal	per man-hour			Does not include materials, equipment or other associated mobilization costs associated with specialized stormwater pond maintenance and labor
	SM_03-a	Pruning canopy	EA			
	SM_03-b	Tree removal: 6-in Ø or less	EA			
	SM_03-c	Stump removal: 6-in Ø or less	EA			
	SM_03-d	Tree removal: 6-in Ø or greater	EA			
	SM_03-e	Stump removal: 6-in Ø or greater	EA			
	SM_04	Single Family Residential Ponds - Vegetation Management	per man-hour			Does not include materials, equipment or other associated mobilization costs associated with specialized stormwater pond maintenance and labor
	SM_04-a	Area Size: 0 to 1,500 SF	per sf			
	SM_04-b	Area Size: 1,501 to 3,000 sf	per sf			
	SM_04-c	Area Size: 3,001 to 4,500 sf	per sf			
	SM_04-d	Area Size: 4,501 to 8,000 sf	per sf			
	SM_04-e	Area Size: 8,001 to 15,000 sf	per sf			
	SM_05	Single Family Residential Ponds - Various Construction Projects	per man-hour			Does not include materials, equipment or other associated mobilization costs associated with specialized stormwater pond maintenance and labor
	SM_05-a	Grading & stabilization: 0 to 1,500 sf	per sf			
	SM_05-b	Grading & stabilization: 1,501 to 3,000 sf	per sf			
	SM_05-c	Grading & stabilization: 3,001 to 4,500 sf	per lf			
	SM_05-d	Grading & stabilization: 4,501 to 8,000 sf	per sf			
	SM_05-e	Grading & stabilization: 8,001 to 15,000 sf	per sf			
	SM_05-f	Inlet/Outlet replacement 12" RCP	EA			
	SM_05-g	Inlet/Outlet replacement 15" RCP	per lf			
	SM_05-h	Headwall Replacement	EA			
	SM_05-i	Erosion measures/seed/matting	per sf			
	SM_05-j	Fence install/repair (chain-link)	per lf			

Activity Type	Item Code	Item	Unit of Measure		Proposed Fee ¹	Notes ²
Specialized Maintenance II	PS_01	Pervious Paving - General Vacuum Sweeping				
	PS_01-a	Sites < 10,000 sf	per 1,000 sf			
	PS_01-b	Sites > 10,000 sf	per 1,000 sf			
	PS_02	Pervious Paving - Regenerative Air Remedial Sweeping				
	PS_02-a	Sites < 10,000 sf	per 1,000 sf			
	PS_02-b	Sites > 10,000 sf	per 1,000 sf			
	PS_03	Pervious Paving - Refill/Replace Joint Aggregate				
	PS_03-a	Sites < 10,000 sf	per 1,000 sf			
	PS_03-b	Sites > 10,000 sf	per 1,000 sf			
	PS_04	Pervious Paving - Specialized Sweeping (Difficult Site Access)				
	PS_04-a	Sites < 10,000 sf	per 1,000 sf			
	PS_04-b	Sites > 10,000 sf	per 1,000 sf			
	PS_05	Pervious Paving - Pervious Surface Infiltration Testing				
	PS_05-a	Sites < 10,000 sf	per 1,000 sf			
	PS_05-b	Sites > 10,000 sf	per 1,000 sf			
	PS_06	Pervious Paving - Documentation and Reporting	EA			

APPENDIX NOTES

1. Submitters may provide 'Base Price' for any/all items preferred. Only Items with 'Base Price' provided will be considered for selection by the City.
2. Some text found under 'Notes' may be hidden due to width of column. Full text can be viewed by double-clicking inside desired cell. Submitters are responsible for the consideration and review of all text found within this document.
3. This form is required for Submitters to be considered. Submittals using other formats will not be considered. Hard-copy and/or electronic formats are acceptable.
4. Submitters may add additional line items under each 'Item Code' to provide costs for multiple sizes of plant material. Submitters must, however, provide information for all required fields (Size, Base Price) to be considered for selection by the City
5. In addition to this Appendix, Submitters may also provide a full catalog of items offered with the lowest and best priced and/or proposed discount listed for each item.

GROUP III: HORTICULTURAL MATERIALS					
Activity Type	Item Code	Item	Size	Unit of Measure	Base Price ¹
Materials	MA_01	Shade & Ornamental Trees, B&B (in caliper inches)		each	
				each	
				each	
	MA_02	Evergreen Trees, B&B (in height above root ball)		each	
				each	
				each	
	MA_03	Small Trees & Shrubs, Containerized (in gallons)		each	
				each	
				each	
	MA_04	Evergreen Small Trees and Shrubs, Containerized (in gallons)		each	
				each	
				each	
	MA_05	Containerized Perennials (in quarts)		each	
				each	
				each	
	MA_06	Bare-root Perennials		each	
				each	
				each	
	MA_07	Bare-root Woodies		each	
				each	
				each	
	MA_08	Plugs		each	

			each	
			each	
MA_09	Livestakes		each	
			each	
			each	
MA_10	Shredded Hardwood Mulch		cubic yard	
			cubic yard	
MA_11	Pine Straw Mulch		cubic yard	
			cubic yard	
MA_12	Standard Topsoil		cubic yard	
			cubic yard	
MA_13	Engineered Structural Soil		cubic yard	
			cubic yard	
MA_14	Greenroof Soil Media (Intensive and Extensive)		cubic yard	
			cubic yard	
MA_15	Other			

Minimum Qualifications

Please answer the following questions with a "yes" or "no:"
All questions are required.

GROUP I: HORTICULTURAL CONSULTATION				
Name of Company	Does your company currently employ at least one (1) consultant with a four-year degree and ten (10) years' experience, OR fifteen (15) years' experience?	Do you hold a business license in TN to provide the services upon which you are bidding?	Have you provided at least three (3) but no more than five (5) client references with up-to-date contact information?	Have you provided at least three (3) but not more than five (5) project summaries?

Minimum Qualifications

Please answer the following questions with a "yes" or "no:"
All questions are required.

GROUP II: HORTICULTURAL LABOR					
Name of Company	Does your company currently employ at least three (3) full-time, qualified land management personnel with three (3) years' experience each?	Does your company currently employ at least one (1) supervisor with two (2) years formal training and five (5) years' experience?	Is your company licensed in the state of TN to perform landscaping, land management, and/or horticultural services?	Have you provided three (3) client references with up-to-date contact information?	For chemical application scope only: Does your company employ a state-licensed individual who will be on-site at all times during any chemical application?

Minimum Qualifications

Please answer the following questions with a "yes" or "no:"
All questions are required.

GROUP III: HORTICULTURAL MATERIALS						
Name of Company	Do you have a valid business license to sell these materials?	Are you registered to sell plants in TN as a greenhouse, nursery, or plant dealer? Provide registration information.	Does your company have at least one (1) qualified professional overseeing production with at least ten (10) years of experience producing plants for sale?	Can you provide three (3) client references?	Are you able to deliver materials to the City of Chattanooga?	Are you able to contract grow orders with quantities exceeding 500 plants? Local Ecotype from specific seed preferred.

**Affirmative Action Plan
For
City of Chattanooga S-18-001-201**

(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection of training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or works' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The DBE goal for this project has been set at 0%.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project.
6. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

- a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
 - b. Maintain systematic contracts with minority groups and human relations organizations.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
7. During the term of this contract, the Contractor, upon request of the City of Chattanooga Office of Economic and Community Development, will make available for inspection by the City of Chattanooga Office of Economic and Community Development, copies of payroll records, personnel records, documents and other records that may be used to verify Contractor compliance with these equal opportunity provisions.
8. The Contractor agrees to notify the City of Chattanooga Office of Economic and Community Development of any failure or refusal on the part of the contractor or any subcontractors to comply with the equal opportunity provisions set forth. Any failure or refusal to comply with the aforementioned provisions by the Contractor and/or Subcontractors shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

SECTION 00486

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

STATE OF _____

COUNTY OF _____

Comes the affiant after having first been duly sworn and testifies as follows:

1. My name is _____ I hold the principal office of
_____ for _____.
(Name of Principal Office) (Name of Bidding Entity)

2. _____ has submitted a bid to the
(Name of Bidding Entity)
City of Chattanooga for the construction of Contract S-18-001-201, Horticultural and Green
Infrastructure for Various City Properties .

3. _____ employs more than five (5) employees.
(Name of Bidding Entity)

4. In accordance with Tenn. Code Ann. §50-9-113, this is to certify that

_____ has in effect at the time of its submission of
(Name of Bidding Entity)
a bid to perform the construction of the City of Chattanooga project identified above,
a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.

5. This affidavit is made on personal knowledge.

Further the affiant saith not this _____ day of _____, 20__.

Signature

Subscribed and sworn to before me this _____ day of _____.

Notary Public

My Commission Expires:

(Date)

(SEAL)

END OF DOCUMENT

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee, Central Procurement Office
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

No Contact/No Advocacy Affidavit

City of Chattanooga
Purchasing Division

For Submission with Sealed RFP or RFQ Responses:

State of _____

County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of _____
_____ (business name), the Submitter of the attached sealed solicitation
response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that the Submitter
has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature:

Printed Name:

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public: _____

My commission expires: _____