

EXTERIOR LANDSCAPING SERVICES FOR THE MUSIC CITY CENTER

RFP #106-2018



BEFORE WE BEGIN...

- Please Sign – In
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

AGENDA

- I. Welcome/Introductions
- II. RFP Overview and Highlights
- III. Important Dates
- IV. Submission Requirements
- V. Q & A Session

INTRODUCTIONS

- Jasmine Quattlebaum – Director of Purchasing/DBE
- Mia Lewis – Purchasing/DBE Coordinator
- Terry McConnell – Director of Engineering

RFP OVERVIEW AND HIGHLIGHTS

- Any contract resulting from this RFP will be for a three (3) year term with a one-time option to extend for one (1) additional two-year term at the sole discretion of the Authority.
- The scope of work will consist of providing all labor, materials, equipment, tools and services required to provide full professional landscaping and maintenance services.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

SCOPE CATEGORIES

Landscape Care

- Edging and trimming – ongoing
- Providing mulch - twice a year
- Routine Maintenance
 - Weekly (April-Nov) and bi-weekly (Dec-March)
- Environmental Weeding Program
- Insect and Disease Control
- Fertilization

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- **Shrub Bed & Tree Maintenance** (*Weekly*)
 - Please note: Additional equipment may be required for high pruning
- **Spring and Fall Clean-up** (*Annually*)
- **Base Line (BL) Irrigation Equipment License requirement**
- **General Responsibilities**
 - Weekly visits are expected, but more visits per week are expected if necessary.
- **Leadership in Energy and Environmental Design (LEED)**
 - The Vendor must comply with regulations regarding the use of non-toxic chemicals for use with plants.

DIVERSITY PLAN OVERVIEW

- It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.
- Proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

DIVERSITY PLAN OVERVIEW

- Diversity Plan will outline the plan to achieve or exceed a target percentage of minority, woman, small businesses and/or service disabled veteran owned businesses participation.
- Use Strategic approaches and methodologies taken to ensure maximum participation by minority, woman, small, and service disabled veteran owned businesses suppliers.
 - For example:
 - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.
 - Utilize DBE businesses to provide supplies and materials needed to perform contract

DIVERSITY PLAN OVERVIEW

- Required to submit a monthly diversity report by the 15th of the following month as referenced in the Music City Center DBE program and guidelines.
- This may included monthly reconciliation of payments via cancelled checks.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

- ***No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.***
 - **DBE Primes are required to complete PNP**
 - **Covenant of Non-Discrimination (Exhibit A)**
 - Must be notarized
 - **Good Faith Effort Statement Form (Exhibit B)**
 - Provide written notice to at least three (3) available certified MWBEs
 - The first three items on this form **must be** initialed
 - **Good Faith Effort Verification Form (Exhibit C)**
 - Must include the individual's or entity's name, business location, and information requested
 - Back-up documentation supporting the outreach (i.e. Copies of email threads).

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	January 16, 2019
Responses to Inquiries	January 22, 2019
RFP Submissions Due	February 1, 2019 @ 3pm (CST)

EVALUATION CRITERIA

- **Tab 2) Business Plan**

Total points available for this criterion are 40 points.

Note: Please provide a detailed plan that includes all components of this RFP. We are looking to you for tips, ideas, and resources that promote the best quality appearance that can be achieved for the Music City Center.

- **Tab 3) Qualification of Firm**

Total points available for this criterion are 20 points.

Note: Please the qualifications of your team and list of other facilities where you provide Landscaping Services and man hours per year at each facility.

- **Tab 4) Cost Criteria**

Total points available for this criterion are 20 points.

- **Tab 5) Reference Projects/Experience**

Total points available for this criterion are 10 points

- **Tab 6) Diversity Plan**

Total points available for this criterion are 10 points

SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - NO EXCEPTIONS.
- Hand Delivery Option: Administrative Offices
600 Koreans Veterans Blvd
- UPS or FedEx Option: Music City Center House Docks
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read IV F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include required amount of copies and electronic copy (i.e. USB drive)
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibit(s)

SUBMISSION REQUIREMENTS

- Read Section III. Diversity Plan thoroughly (10 pts)
 - Use Exhibit D
- Read Section III. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**
 - **Good Faith Effort Statement Form (Exhibit B)**
 - **Good Faith Effort Verification Form (Exhibit C)**

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.
- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/about/business-opportunities>