



To: All Prospective Bidders

From: Purchasing Department

Date: March 20, 2024

Subject: Inquiries and Responses

RFP#: 101 – 2024 Exterior Landscaping Services

Inquiries and Responses:

1. In the bid specifications, there is a significant amount of wording that concerns Disadvantaged Business Enterprise. From that wording, we interpret DBE as a requirement for this contract; can you confirm what percentage of our overall bid must be delegated to the DBE subcontractor?

The Music City Center's Diversity Business Enterprise goal is 20%. For this scope, the awarded contractor will determine the overall DBE spend.

2. Regarding question 1, this will be a three-year contract; will it be necessary to keep the same DBE subcontractor for all 3 years or is there an option to contract with another DBE subcontractor?

The awarded contractor can partner with more than one Diversity Business Enterprise subcontractor during the duration of the contract.

3. In regard to disadvantaged business enterprise, do we need to include exhibits B and C if we have a committed DBE contractor, or would we otherwise need to only submit exhibit D?

Exhibits B and C must be completed and submitted to be considered responsive.

4. In the bid specifications, under 'Shrub Bed & Tree Maintenance,' it says that landscaped areas will be maintained weekly throughout the growing season. Under 'routine maintenance,' its stated weekly maintenance visits during April through November. Lastly, under 'Law Mowing at 705 4th Avenue South,' weekly mowing is required from April to September. Can you please clarify the number of visits for shrub, bed, and tree maintenance, routine maintenance, the 705 4th Avenue South maintenance, and the 'slow months?'

Landscape maintenance will be maintained weekly throughout the growing and

fall season April through November and twice per month December through March. (Clarification: stated bi-weekly Dec.-March in the RFP) The 705-property will be maintained on an as needed basis to keep the grass neat in appearance at 4 to 5 inches. The 705-property grass cutting service shall be billed on a monthly basis and will not be included in the MCC landscape contracted service.

5. It's stated in the specifications that organic mulch is to be used, however there is no depth measurement associated with it, please confirm the depth of the mulch per application.

Mulching will take place at least twice per year, spring, and fall. The mulch should adequately cover to give the landscape a well-maintained appearance.

6. It is stated that fertilization is required in the contract, can you please specify how many fertilization(s) would be preferred on this property?

Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based on Contractor's knowledge and needs of the area.

7. In the specification, this bid requires that we prune at high locations with the use of equipment, if necessary, at what height should we cease pruning?

Typically, all pruning can be reached with extendable pruning equipment by the maintenance technician while standing on the ground. If unable to reach from the ground, contractor will utilize whatever equipment to prune. Trees will be pruned in consultation with the Director of Engineering.

8. Should the bidders come up with their own square footage of annual/seasonal color or will you be providing the flat count or square footage necessary? Also, what plant on-center spacing should we bid, what plants size should we price, and how often or what months will we be doing changeouts?

No, the landscape contractor shall provide a suggested annual seasonal floral plan and quote for the owner to review.

9. According to the specifications, there will be irrigation monitoring, how many zones of irrigation are there to maintain and can we get a link to create an online account for the web-based monitoring?

There are 24 zones in the Baseline System. The contractor will be responsible for set-up and monitoring of the Baseline System. The MCC will reimburse the contractor fees for software licenses required for the Baseline System.

10. There may be a mistake under 'Lawn Mowing at 705 4th Avenue South;' can you confirm whether the turf should not exceed 4 inches or should be 4 inches at minimum? If it should always be 4 inches at minimum, what is the height of which we should not

exceed?

The 705-property grass should be kept neat in appearance. 4 to 5 inches will be acceptable. The grass shall be maintained on an as needed basis, invoiced monthly during the growing season.

11. Under 'Contractor Responsibilities' in the scope of services section, it is stated that storage facilities may be available. Can you send over a reliable schedule of when that space will be available and how large the space is in height and square footage?

Storage space is limited depending on business in the facility. We will attempt to locate space if available during mulch and seasonal changes. There is no permanent space available.

12. Under logos it is stated that "Other than legal requirements the name of the contractor will not be utilized." Regarding logos, will our laborers be required to wear MCC uniforms or is it okay for them to wear their regular uniforms which have our company logo on it? If they are required to wear MCC uniforms, will they be provided, or will we have to purchase them?

Laborers are allowed to wear company uniforms.

13. Can we have a map of the property with emphasis on the property lines as well as the previous bid tab?

For all practical purposes the contractor will be responsible for all landscape areas inside the sidewalk with exception to the planter beds outside the sidewalk on 8th Avenue.

14. Please provide a list of certified DBE contractors or a location where that can be found.

Please contact our Purchasing/DBE Coordinator to receive a DBE list for the specific scope/industry needed (i.e. mowing services, nurseries, etc.)

15. Is there a specific total % of proposed cost targeted for DBE participation? If so, please provide.

The Music City Center's Diversity Business Enterprise goal is 20%. For this scope, the awarded contractor will determine the overall DBE spend.

16. Please outline all required LEED reporting and performance requirements, if any beyond section C. Leadership in Energy and Environmental Design (LEED):

Not required.

17. Please provide total irrigation zone and component count.

24 zones – 24 valves.

18. Section B – Contractor Responsibilities item 3 is “Weekly visits are expected, but more visits per week are expected when necessary.”

- Please clarify exactly how many annual visits we are to include or if additional visits beyond once weekly would be billable.

Please refer to the answer in question 4.

- Please also provide examples of what would necessitate a second visit in a week beyond the regular maintenance visit.

Storm damage, mulch fire, or other acts of God. Any irrigation repair on the irrigation main service line or drip lines. These are billable incidences.