



EXTERIOR LANDSCAPING SERVICES FOR THE MUSIC CITY CENTER

RFP #101 - 2024



BEFORE WE BEGIN

Please Sign-in

Why are we here?

Questions –
Written
Responses Prevail

AGENDA

- Welcome/Introductions
- RFP Overview & Highlights
- Important Dates
- Submission Requirement
- Q & A Session
- Tour

INTRODUCTIONS

JASMINE QUATTLEBAUM

Director of Purchasing/DBE

MELANEICE GIBBS

Purchasing/DBE Coordinator

KELLI DONAHOE

Senior Vice President & Chief
Operating Officer

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

LANDSCAPE CARE

Edging and trimming

- Ongoing
- All sidewalks, curb lines, concrete slabs, bed edges, and tree circles

Providing mulch in perspective locations

- Twice a year
- Should be treated with post-emergence herbicides
- Material will be organic bark to match existing

Routine Maintenance

- Weekly (April-Nov) and bi-weekly (Dec-March)
- All pruning debris is the responsibility of the Contractor. No debris may be disposed of onsite without the expressed permission of the Director of Engineering or designee.

Environmental Weeding Program

- Weeds in ground cover areas, tree circles and sidewalk cracks adjacent to landscaped areas will be controlled by a manual weeding program or by the use of selective herbicides, including pre-emergent herbicides.

Insect and Disease Control

- A licensed applicator will apply fungicides and insecticides for proper insect and disease control. Planting areas will be monitored for disease

Fertilization

- 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.

RFP OVERVIEW AND HIGHLIGHTS

SHRUB & TREE MAINTENANCE

- Landscaped areas will be maintained weekly throughout the growing season for weeds, litter, and debris
- Planter beds will be groomed and weed-free to promote an attractive, fresh appearance.
- Vines shall be trimmed neatly against supporting structures and kept within bounds.
- Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices
- Pruning to be performed by contractor's designated staff member who is trained and demonstrated competency and proper pruning techniques.
- Pruning shrubbery, hedges and trees must be in accordance to established maintenance height.
- Pruning shall be in accordance with the submitted annual pruning schedule

RFP OVERVIEW AND HIGHLIGHTS

SPRING & FALL CLEAN UP

- Annual spring clean-up shall include, but not be limited to, leaf removal from all beds, turning flowerbeds as appropriate, remove winter wrapping and remove any sand and gravel from beds and lawns.
- Annual fall clean-up shall be in late fall after all leaves have fallen from the trees in the area. Work shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead annual, cut back perennial plantings appropriately, covering of beds necessary to protect plants if warranted.
- **Annual spring and fall clean-up may include implementation of the seasonal floral plan for selected area.**

RFP OVERVIEW AND HIGHLIGHTS

BASE LINE (BL) IRRIGATION EQUIPMENT & OPERATION

- Contractor must monitor BL irrigation systems on property to ensure existing irrigation system efficiency.
- All zones will be monitored for leaks or malfunctioning parts, and maintained for maximum efficiency.
- Upon inspection, any accidental damage or vandalism caused by others shall be reported to the Director or Engineering or designee within 48 hours.
- Damage caused by the irrigation system by the contractor shall be repaired within three (3) days, unless otherwise agreed to, at no charge.
- Contractor must maintain irrigation software licenses for the current irrigation systems. Licenses must be kept current for the duration of the contract. Music City Center will reimburse contractor the cost.

RFP OVERVIEW AND HIGHLIGHTS

LAWN MOWING AT 705 4TH AVENUE SOUTH

- Lawn will be mowed at minimum one time per week during active growing periods (April – September) and as often as required during slow periods of growth to maintain a neat appearance, weather permitting.
- Prior to each mowing, remove all litter and debris from area.
- Bagging and clippings will be required only when excessive leaf debris is present. This will not be an additional cost to the Music City Center.
- Grass height must be maintained at no less than 4 inches.

RFP OVERVIEW AND HIGHLIGHTS

GENERAL RESPONSIBILITIES

- **Provide an annual pruning schedule.**
- **Provide an annual seasonal floral plan and quote**
- Weekly visits are expected, but more visits per week are expected when necessary.
- The Contractor shall be responsible for providing all plants, supervision, labor, materials, supplies, warehouse space, tools, equipment and protection materials necessary to perform the plant installation and maintenance

RFP OVERVIEW AND HIGHLIGHTS

GENERAL RESPONSIBILITIES (continued)

- Storage facilities may be available (with approval from Director of Engineering) for equipment/or maintenance materials during spring and fall. Storage can also be used for mulch and rock per selective application throughout the contract.
- Perform site inspections to identify potential problems, recommend solution, propose enhancements and assure quality workmanship.
- Contractors shall prepare regular progress and diversion reports to the Director of Engineering or designee each month
- All Contractors must comply with all O.S.H.A rules and regulations.

RFP OVERVIEW AND HIGHLIGHTS

LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN (LEED)

- The Vendor shall assist the Sustainability Coordinator in complying with regulations regarding the use of non-toxic chemicals for use with plants and the following requirements to the maximum extent practicable
 - Chemicals specified and used shall comply with EPA regulations and LEED standards.
 - Material Safety Data Sheets (MSDS) for all chemicals used on site(s) are available from Contractor to clients in accordance with EPA and OSHA regulations.
 - The exterior landscaping vendor shall also specify plants that are non-toxic and that are shown to improve air quality to the maximum extent practicable
 - All debris shall be discarded off the premises daily.

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 include monthly reconciliation of payments via cancelled checks.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP)

- **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 to be deemed responsive**
- **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).

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 30 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

IMPORTANT DATES

RFP QUESTIONS AND INQUIRIES DUE	MARCH 7, 2024
MCC RESPONSE TO INQUIRIES	MARCH 14, 2024
RFP SUBMISSIONS DUE	MARCH 28, 2024 AT 3 PM (CST)

SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - **NO EXCEPTIONS.**
- Hand Delivery Option: MCC Administrative Office
600 Koreans Veterans Blvd
- UPS or FedEx Option:
Music City Center House Docks (must have this on address line)
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read V F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include one (1) original, five (5) copies, and (1) electronic copy (i.e. USB drive)
- Bind proposals (i.e. 3 prong folder, 3 ring binder, spiral binding, etc.)
- Organize and label tabs using dividers in order listed in RFP
- Ensure to include all required Exhibits

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>
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