



REQUEST FOR PROPOSAL

ANNUAL PROPERTY MAINTENANCE (MOWING)

OF

134.2 +/- ACRES OF LAND

AT

**Three Parcels located within the
Ware County Airport Industrial Park**

WAYCROSS, GA 31503

I. Request for Proposal

The Waycross and Ware Authority Development Authority (AUTHORITY) is seeking proposals from qualified and appropriately licensed contractors to mow and incorporate Best Management Practice (BMP) measures to control storm water runoff and soil erosion for +/- 134.2 acres of property located in the unincorporated area of Ware County known to be located within the Airport Industrial Park. The property included herein shall be scheduled for mowing a minimum of three times per year to maintain a clean and presentable appearance. The Authority will have the right to request additional mowing of properties and shall have the ability to add additional properties within the scope of this RFP. The AUTHORITY intends to enter into a contract with the selected Respondent within thirty days of a Notice of Award. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the AUTHORITY and the selected Respondent.

II. Property Description

The three parcels designated for this RFP are located on Authority-owned property. (See aerial photos in Exhibit A)

III. Optional Pre-Submittal Meeting and Site Inspection

An optional pre-submittal meeting will be held on March 22, 2024, at 9:00 AM EST in the Waycross and Ware County Development Authority office located at 2855 Forest Road, Waycross, GA 31503. A site inspection will be conducted immediately following this meeting. **Any Contractor intending to attend this meeting must have their representatives present by the start of the meeting at 9:00 AM.** Contractors who attend the meeting or are unable to attend but wish to visit the sites may do so by appointment with the Authority President/CEO by calling at (912) 283-2112 at least 48 hours in advance of the proposed site visit.

IV. Scope of Work

- a. The contractor will provide all labor, materials, and equipment necessary to mow/bush hog +/- 134.2 acres of property as depicted in Exhibit A of this RFP. Parcels will be cleaned of all surface trash, debris, and organic undergrowth, including deadfall, live trees less than 10-12 inches in diameter, tree stumps, brush, and vines. Best Management Practices (BMP) will be incorporated to insure effective storm water runoff and erosion control on all parcels. Parcels will be sufficiently graded and cleaned to permit follow-on maintenance with commercial mowing equipment.
- b. Additional Scope of Work details can be found in Exhibit B.

V. Additional Requirements

- a. **Minimum Insurance Coverage:** Contractor will be required to maintain in force a policy or policies of insurance written by one or more responsible insurance carriers licensed to do business in the State of Georgia that shall insure against liability for injury to and/or death of and/or damage to property of any person or persons, with policy limits of not less than the following: \$1,000,000.00 combined single limit for injury to or death of any number of persons or for damage to property of others arising out of any one occurrence and \$1,000,000.00 combined aggregate and umbrella coverage for any and all actions of Contractor based on the Operations to be provided and shall name, as additional insured and loss payee, the AUTHORITY.
- b. **Worker's Compensation:** Contractor will be required to provide proof of worker's compensation insurance in coverage amounts required by the State of Georgia for the Operations to be provided that covers Contractor's employees for any on-the-job injuries. Contractor must be willing and able to provide evidence of insurance not later than seven (7) days after receiving Notice of Contract Award.
- c. **Hold Harmless and Indemnification:** Contractor agrees to indemnify, defend, and hold the AUTHORITY, its officers, employees, agents and assigns harmless from any judgements, liabilities and associated costs for bodily injury, death or damage to property resulting, in whole or part, from any and all acts or omissions of Contractor, its officers, employees, agents and assigns.

VI. Fee Basis

This project will be paid for on a **lump sum basis** following each mowing cycle. The payment will be made in accordance with the terms and conditions of the contract at the end of the project once all work has been completed by the Contractor and approved by the AUTHORITY.

VII. Submittal Requirements: Respondents are encouraged to have attended the optional pre-submittal meeting and site inspection as described in paragraph III.

- a. **Respondent submittals will include:**
 - i. Respondent qualifications and experience to complete the project.
 - ii. Letter confirming current bonding capabilities.
 - iii. Copies of all current licenses required to complete the work.
 - iv. Proposed work plan, level of effort, and timeline required to complete the project.
 - v. Identification of any work to be performed by subcontractors. Include names of sub-contractors and copies of their current licenses.
 - vi. Complete and signed "AUTHORITY RFP Submittal 24-3 Form".

b. **Number of submittal copies:** Ten (10)

VIII. RFP submittal delivery method: Registered, certified mail, overnight delivery service (UPS/FedEx), or hand delivery in a seal envelop marked “**Annual Property Maintenance (Mowing)**”. Submittals using facsimile transmission and/or bids that are not sealed as described above will not be accepted.

IX. SUBMISSION DEADLINE: April 2, 2024, 10:00 AM EDT. Any submittal received after the date and time specified herein shall not be considered.

X. Submit documents to:

Waycross and Ware County Development Authority
% Jason Rubenbauer
2855 Forest Road
Waycross, GA 31503

XI. Questions/clarifications: Respondents may submit questions or requests for clarification up to the submission deadline. Answers to all questions will be emailed to all other contractors who have submitted a bid or have attended the optional pre-submittal meeting and site inspection that have provided their appropriate contact information.

Email: wwda@wwda.us
Phone: (912) 283-2112

XII. Evaluation Criteria:

- a. The following evaluation criteria will be used to select the successful Respondent:
- i. Submittal details and completeness of information provided
 - ii. Proposed plan and level of effort required to complete Project
 - iii. Complete bid price

XIII. Contractor Selection:

The AUTHORITY reserves the right to reject any or all proposals received, request additional information, use the information in any matter deemed to be in the best interest of the AUTHORITY, utilize outside assistance in evaluating proposals, waive informalities, and undertake the described work in a manner other than that set forth herein as applicable law allows.

XIV. Additional Information:

- a. This RFP is not intended as a formal offering for the award of a contract or for participation in any future solicitation.
- b. All submissions shall become the property of the AUTHORITY and shall not be returned. Upon execution of a binding contract, all submission shall become a matter of public record and regarded as public records except for those parts of each submission defined by Respondent as business or trade secrets provided that said parts are submitted in a separate, sealed envelope and clearly marked as "trade secret" or "proprietary".
- c. The AUTHORITY shall not be liable for any costs incurred by any respondent in the preparation, submittal, presentation, or revision of its submission.
- d. The Authority has the right to auto renew this agreement annually for a maximum of two years in addition to the initial year.

Waycross and Ware Authority Development Authority
Request for Proposal: Annual Property Maintenance (Mowing)

(include in RFP Submittal Package)

Project: Annual Property Maintenance (Mowing) of +/- 134.2 acres of property

Property locations: Ware County Airport Industrial Park (as depicted in Exhibit 1)
Waycross, Georgia 31503

Submitting Firm: _____

Address: _____

Price to Clean and Mow Property: \$ _____

Authorize Signature: _____

Date: _____

Email: _____

Phone: _____

Firm Pricing

Submitted bid is firm through December 31, 2024:

Date: _____

EXHIBIT A:

Three Parcels, +/- 134.2 acres

Parcel ID: 050 03 002 (91.78+/- acres)



Parcel ID: 050 04 013 (23.44+/- acres)



Parcel ID: 050 04 011 (18.98+/- acres)



EXHIBIT B

SCOPE OF WORK DETAILS

1) MATERIAL OWNERSHIP

- a. Except for stripped topsoil and other materials indicated to be stockpiled or otherwise remain Owner's property, cleared materials shall become Contractor's property and shall be removed from Project site.

2) TIMBER AND LAND PRODUCTION REVENUES

- a. All timber and other products of the property that can be sold shall be. All proceeds from the sale of timber, pulp wood, chip materials, and all other available uses shall be paid to the AUTHORITY.

3) PROJECT CONDITIONS

- a. Traffic: Minimize interference with adjoining roads, streets, walks and other adjacent or used facilities during site-clearing operations.
 - i. Do not close or obstruct streets, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.
 - ii. Provide alternate routes around closed or obstructed traffic ways if required by Owner or authorities having jurisdiction.
 - iii. Utility Locator Service: Notify utility locator service for area where Project is located before site clearing.
 - iv. Do not commence site clearing operations until temporary erosion and sedimentation control measures are in place.

4) PREPARATION

- a. Protect and maintain benchmarks and survey control points from disturbance during mowing.
 - i. Protect existing site improvements to remain free from damage during mowing operations.
 - ii. Restore damaged improvements to their original condition, as acceptable to Owner.

5) DISPOSAL OF SURPLUS AND WASTE MATERIALS

- a. Remove surplus soil material, unsuitable topsoil, obstructions, demolished materials, and waste materials, including trash and debris, and legally dispose of them off AUTHORITY property. Depending on weather conditions, AUTHORITY

may allow contractor to burn with proper permit from Georgia Forestry and the Ware County Fire Department.