



PERIMETER COMMUNITY
IMPROVEMENT DISTRICTS

1100 Abernathy Road, N.E.
500 Northpark, Lobby Suite 15
Atlanta, GA 30328
770-390-1780
www.PerimeterCID.org

REQUEST FOR QUALIFICATIONS #18-01
For
Central Perimeter Community Improvement District
and
Fulton Perimeter Community Improvement District
(Individually and Collectively the Perimeter CIDs and/or CIDs)
EXTERIOR LANDSCAPE MAINTENANCE OF RIGHT-OF-WAYS
And
ON-CALL LANDSCAPE INSTALLATION SERVICES

RELEASE DATE: Tuesday, November 6, 2018

DUE DATE: Friday, November 30, 2018 1:00 P.M. EST

SHORT LIST DATE: Friday, December 14, 2018

For all questions about this RFQ contact:

Mr. Andrew Long
ALong@perimetercid.org

Request for Qualifications #18-01
Central Perimeter Community Improvement District
and
Fulton Perimeter Community Improvement District
(Perimeter CIDs and/or CIDs)
Exterior Landscape Maintenance of Right-of-Ways
And
On-Call Landscape Installation Services
Due: Friday, November 30, 2018 @ 1:00 PM

I. Introduction

This Request for Qualifications (RFQ) is issued by Perimeter CIDs (Owner), to solicit qualifications packages from interested landscape maintenance firms for Exterior Landscape Maintenance of Right-Of-Ways and On-Call Landscape Installation Services in the Perimeter CIDs. The RFQ includes complete bidder's instructions and a detailed Request for Proposal (RFP) scope of work.

II. Bidders Instructions:

Three (3) sealed Qualifications Packages are due to the Perimeter CIDs on **Friday, November 30, 2018 at 1:00 p.m.** at the Perimeter CIDs Office located at:

Perimeter CIDs
1100 Abernathy Road, N.E.
500 Northpark, Lobby Suite 15
Atlanta, Georgia 30328
Attn: Mr. Andrew Long

Each contractor should provide at least the following information as a part of their submittal:

- Cover Letter (1-page maximum)
- Qualifications Package (15-page maximum)
 - Contractor Company Profile
 - Resume of Experience and Qualifications
 - Organization Chart
 - Availability of Resources (including the primary contact person)
 - Years the Contractor Has Been in Business
 - Contractors Completed Size and Approximate Dollar Value
 - References from Comparable Jobs (minimum of three and maximum of five)

The Qualifications Package shall be limited to 15 pages (8 ½"x11") not including the cover letter and confirmation of addenda. The cover letter should be a maximum of one page. If desired the Organization Chart may be on an 11"x17" sheet which will still count as only one page.

III. Pre-Bid Conference and Questions:

A pre-bid conference will not be held for this project. Any questions or communication in relation to this RFQ shall be in writing to Mr. Andrew Long (ALong@perimetercid.org) and must be received by **1:00 p.m. on Monday, November 23, 2018.**

No interpretation of the RFQ or RFP will be made to any contractor except by written Addenda. Written addenda will be posted on the Perimeter CIDs website at <https://perimetercid.org/resources-downloads/>. Each contractor should acknowledge receipt of Addenda when submitting final proposal.

IV. Scope of Work:

The Perimeter CIDs has developed a Scope of Work which is included in Exhibit A, Request For Proposal #18-01 (RFP).

V. Review and Evaluation of Proposals and Schedule:

The CIDs will evaluate the Qualifications Packages. A short-list of qualified contractors will be selected by Friday, December 14, 2018. Interviews may be conducted as a part of the selection process. If interviews are deemed necessary they will take place during the week of December 10, 2018. Requests for Proposals #18-01 (RFP) will be issued Friday, December 14, 2018 to the short-listed firms. RFP will be posted on the Perimeter CIDs website at <https://perimetercid.org/resources-downloads/>. Proposals (RFP) will be due 4:00 PM on Monday, January 14, 2019. The CIDs will review the Proposals and select the contractor deemed to be most qualified to deliver the scope of services. The selected contractor will be announced on Wednesday, January 23, 2019 and awarded the contract at the Perimeter CIDs Board meetings. Landscape Maintenance work shall then commence on Monday, February 4, 2019. The most qualified contractor should demonstrate the ability to provide staffing, equipment, experience, understanding of the project and an availability to deliver the highest level of maintenance and landscape installation.

PHASE I	DATE	TIME
RFQ Issue Date	Tuesday, November 6, 2018	
RFQ Deadline for Questions	Friday, November 23, 2018	1:00 PM
RFQ Due Date	Friday, November 30, 2018	1:00 PM
Interview Contractors	Monday, December 10, 2018	
Short List Announced	Friday, December 14, 2018	
PHASE II		
RFP Issue Date	Friday, December 14, 2018	
Deadline for Questions	Monday, January 7, 2019	4:00 PM
Deadline for Responses	Friday, January 11, 2019	4:00 PM
RFP Proposal Due	Monday, January 14, 2019	4:00 PM
Award	Wednesday, January 23, 2019	
Notice to Proceed	Monday, February 4, 2019	