



BATON ROUGE
College Preparatory
CHARTER SCHOOL

www.brcollegeprep.org

REQUEST FOR PROPOSALS

Landscaping Services for

Baton Rouge College Preparatory
5300 Monarch Ave.
Baton Rouge, LA 70811

Request for Proposal Issued by:
4th Sector Solutions
10455 Jefferson Hwy, Ste. 110
Baton Rouge, LA 70809

**Time is of the Essence – Proposals will be Reviewed as Received but not later than 5 pm on Monday,
April 30, 2018.**

1. Request for Proposals

Baton Rouge College Preparatory is seeking to engage a qualified firm to provide landscaping services for the campus located at 5300 Monarch Avenue, Baton Rouge, LA 70811. This property, totaling approximately 100,596 s.f., on approximately 39 acres will be occupied by Baton Rouge College Preparatory on July 1, 2018. The campus is currently being operated as a middle school. Landscaping services will commence on July 1, 2018.

Questions: Any inquiries regarding this submission should be directed in writing to:

Jennifer Grimes – Director of Operations
Email: jgrimes@4thsectorsolutions.com

Addenda: All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties.

Pre Bid Walk Through: A pre-bid walk through of the site is required for all vendors. If a representative is not able to be present on this date alternate arrangements may be possible but are not guaranteed. The pre-bid walk-through will take place on Thursday, March 15th at 9 am.

Submission Deadline: Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. The electronic copy may be submitted via email (jgrimes@4thsectorsolutions.com) if the file size is less than 10MB; if the file size is greater than 10MB, it may be submitted on CD/DVD with the hard copy. The paper submission must be mailed to 10455 Jefferson Hwy, Suite 110, Baton Rouge, LA 70809 within 72 hours of the email submission.

Orals: Baton Rouge College Preparatory may request bidders to make oral presentations of their proposals at a time and location to be determined.

Contract Award Date: Baton Rouge College Preparatory expects to award the contract not later than May 11, 2018

2. Project Background, Description and Scope of Services

Baton Rouge College Preparatory will operate 5th-8th grade school in 2018-19. The school will operate using the first wing, the gym and cafeteria of the building. The building has been occupied by East Baton Rouge and most recently, the Recovery School District (RSD). Baton Rouge College Preparatory was authorized by BESE. The space at must be maintained to the highest standard of cleanliness and maintained to state standards and further to the scrutiny of Baton Rouge College Preparatory requirements.

Start-up and back-office support for Baton Rouge College Preparatory shall be provided locally by 4SS. 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations and human resources.

All service providers will work closely with the operations manager onsite at Baton Rouge College Preparatory and with 4SS to ensure timely, compliant work and efficient accounts payable.

Building Inventory Information*

| | |
|-----------------------------------|---------|
| Total Square Footage (All Spaces) | 100,596 |
| Total Acreage | ~39 |

*This information is approximate and for estimating purposes only. The selected firm will be required to verify these numbers.

Description of Property Components

The following is a basic summary of the property that will require landscaping maintenance functions:

- **Grass areas – front, side and rear of building**
- **Horseshoe driveway**
- **2 parking areas**

Baton Rouge College Preparatory anticipates that the winning firm will start working immediately upon award on July 1, 2018.

Scope of Services

While training, commissioning, startup and transition services will commence as soon as possible, formal building and facility management services will begin in July 2018. Services are intended to continue for a one-year term, with options for additional years. Services are anticipated to include:

- Mowing and lawn maintenance:* Provide regular mowing of acreage, including removal of all clippings. Weed and when necessary spray herbicides in order to control weeds.
- Flower beds:* Maintain the flower beds around the school and acreage. Weed, maintain soil and overall health of the areas.
- Driveways:* Ensure driveways are cleared of all debris including tree branches, leaves, and other items (not including normal trash clean-up).
- Storm related clean-up:* In the case of any major storms, tropical storms, or hurricanes, contractor will provide clean-up of all outside areas.
- Continuous Improvement:* Make recommendations as to the maintenance and operation of the outside areas and demonstrate continuous effort to improve operations and energy usage, decrease turnaround times, streamline work processes, minimize costs and work cooperatively to provide excellent educational facilities.
- Sustain good relationships through coordination and collaboration:* Help foster good relationships among all users, by providing guidance and closely coordinating all facility-related services with the end users of the building, including regular meetings with the users to ensure that problems are addressed, and objectives are met.
- Other Items.* Other facility related items that arise.

Other Requirements

1. Dress code for the staff will be a shirt with Baton Rouge University Preparatory logo and jeans or khaki or dark pants; Baton Rouge College Preparatory logo shirt may be required.
2. Staff may be required to attend selected school and staff meetings throughout the year to learn culture and be a part of the team.

3. Submission Requirements

Proposals will be evaluated as they are received prior to April 30, 2018 at 5:00 pm. All information required in the request for proposal must be provided to constitute an acceptable proposal. Firms are required to submit one (1) electronic copy of their proposal to Jennifer Grimes at jgrimes@4thsectorsolutions.com, and mail one (1) hard copy within 72 hours of submitting electronically to Jennifer Grimes at 10455 Jefferson Hwy , Suite 110, Baton Rouge, LA 70809.

The hard copy of the proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

1. **Letter of Commitment:** Indicate your firm's commitment to the project and how your firm will meet or exceed all expectations.
2. **Qualification Statement:** Include all of the information listed below about your firm's qualifications:
 - a. **Firm History:** Firms must have a minimum of five (5) years under the same name. Submit a brief history of the firm including the date of organization and an explanation of the firm's ownership.
 - b. **School Experience:** Firms must have experience managing and operating educational facilities, preferably K-12 schools. List the educational facilities that have been managed by your firm in the last five years (no more than ten schools). List the facility name, size, how long your firm provided service and a brief description of the services provided by your firm. Provide the contract information of the specific individuals from the Facility who worked with your team onsite.
 - c. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the Building and Facility Management Services. Provide the number of professional staff members your office employs in this business line. Demonstrate evidence of your ability to properly support the onsite landscaping personnel.
 - d. **Schedule:** Include a proposed schedule of services for lawncare and flower bed maintenance.
 - e. **References:** Include the name, title, and contact information of the specific individuals who worked with your team onsite at each of the facilities referenced in the school experience section.
 - f. **Defaulted Work:** Identify and explain any work that your company has failed to complete or an instance in which your company has defaulted on a contract.
 - g. **Conflicts of Interest:** Identify and explain any potential conflicts of interest in regards to this scope of work.
 - h. **Past Claims or Disputes:** Indicate any claims, disputes, litigation, or arbitration proceedings involving your firm in the last 5 years. Indicate who they were with and give the current status of each.
3. **Project Management:** Describe how you will manage your onsite personnel to ensure the facility is properly maintained and that budget and quality goals are continually met. Indicate how your firm would approach staffing of support personnel and oversight of onsite employee. Identify any risks associated with facility management that you do not control and how you will actively manage the risk as well as what value your firm brings to the facility.
4. **Insurance:** Provide the name of your insurance company and agents, your insurance coverage including type and limits (with sample certificate of representative coverage).
5. **Fee Proposal:** Please provide the proposed fee for the services outlined in the sections above; this should include everything from person hours to reimbursable expenses. The fee shall be broken down in the following sections:
 - a. *Lawn Mowing and Maintenance Fee:* Provide the annual management fee for mowing and

- lawn services. This is the fee associated with all manpower onsite and supervision, clerical, support staff, overhead and profit.
- b. *Flower Bed Maintenance Fee*: Provide the annual management fee for flower bed maintenance services. This is the fee associated with all manpower to maintain and supervision, clerical, support staff, overhead and profit.
 - c. *Materials and supplies*: Include the cost of all herbicides, tools and other supplies required for all landscaping services.
 - d. *Hourly rate for storm clean-up*: Given your experience with facilities in a similar geography and of a similar size, please provide an hourly fee for storm clean-up.
 - e. *Landscaping budget*: Given your experience with similar facilities please provide an estimate of the overall budget you would anticipate for this property and estimated costs associated with each service. Examples of services that might be included are cost of plants or flowers, mechanical equipment necessary onsite, post-storm clean-up damage or other outsourced maintenance costs. We anticipate negotiating these services with the chosen vendors but are looking for a sense of what the overall estimated landscaping services would include. To the extent you are using unit costs to arrive at budget figures, please provide them so we can understand assumptions you are making.

4. Selection Process

The firm's qualifications will be evaluated by based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Capability of providing landscaping services in an excellent manner
3. Past experience with providing services to educational entities, preferably middle schools
4. Provision of indemnity and insurance consistent with requirements
5. Proposed cost of services

Baton Rouge College Preparatory and their consultants, 4SS expressly reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in Baton Rouge College Preparatory sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a proposer; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any proposer that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more proposers in any manner Baton Rouge College Preparatory deems fit, (such negotiations may be concurrent or sequential as Baton Rouge College Preparatory determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in Baton Rouge College Preparatory best interest to do so. No proposer shall have any rights against Baton Rouge College Preparatory arising at any stage of the solicitation from any negotiations that take place, or from the fact that Baton Rouge College Preparatory does not select a proposer for negotiations. Proposers are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will Baton Rouge College Preparatory reimburse the proposer for the

cost of bid preparation, lost profits or consequential damages of any kind by virtue of Baton Rouge College Preparatory not selecting a proposer to perform the work under this RFP.

5. Terms & Conditions

A prospective custodial and maintenance bidder must be willing to adhere to the terms and conditions of this request, including the following, and in responding to this RFP, the vendor accepts these terms.

1. *Service Provider Payment:* Payment to the service provider will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased or omitted as herein after provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.
2. *Examination of Plans, Specifications and Site Work:* The respondent is encouraged to examine carefully the site of the proposed work, the drawings available to date, and special provisions before submitting a proposal. The submission of a proposal shall be considered conclusive evidence that the respondent has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract.
3. *Familiarity with Laws:* The respondent is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the respondent, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the respondent shall discover any provision in the plans or specifications which is in conflict with any such law, by-law, ordinance or regulation the respondent shall forthwith report it to the Director of Operations of Baton Rouge College Preparatory in writing.
4. *Signatory Authority:* The respondent's proposal must be signed with ink by a representative of the company who is authorized to enter into a contract on behalf of the company.
5. *Indemnification and Insurance:* The contractor will be required to sign an indemnification and provide adequate insurance for this project.