



REQUEST FOR QUALIFICATIONS ASSET MAINTENANCE SERVICES (AMS)

The Fulton County/City of Atlanta Land Bank Authority, Inc. (LBA) is inviting proposals from qualified firms to be considered for inclusion in the Qualified Vendor Pool to provide Asset Maintenance Services for the LBA.

Effective Issue Date: May 3, 2019

Deadline for Response: June 3, 2019

The primary focus of this Request for Qualifications (RFQ) is to identify firms to provide asset maintenance services for the LBA. Once a firm has been qualified, they will remain qualified for a period of one (1) year, with an option, at the sole discretion of the LBA, to renew the asset maintenance service agreement for one (1) additional year.

Through the operation and execution of several programmatic initiatives, the LBA has in its inventory several parcels that include vacant lots, land and acreage, properties with unoccupied and single-family houses, and properties with unoccupied multi-family units. These properties must be secured and maintained until such time as they are conveyed to other parties for developments or rehabilitation.

Interested firms should submit **five (5) copies** of their Proposal, which addresses the Proposal Requirements described in the Scope of Work section. Fax and e-mail proposals are not acceptable.

If you have any questions concerning this request, please contact Jade Wiles at (404) 525 9336.

Sincerely,

Christopher Norman
Executive Director
Fulton County/City of Atlanta Land Bank Authority, Inc.

SCOPE OF WORK

Services to be performed include the following for PART 1 and PART 2:

- ✓ Initial assessment of property within two (2) business days of notice of initial assignment.
- ✓ Submit “Quote” (actual cost) to FCCA LBA Asset Manager via email per asset (multiple assets may be placed on one quote sheet). This “quote” should include the following, as applicable: a) initial assessment of property condition and areas of concern, ii) boarding of doors and windows, iii) removal of debris, iv) installing new locks and v) posting “No Trespassing” signage
- ✓ Conduct monthly or regularly scheduled inspections of property. Frequency of once per month, twice per month or every three weeks to be determined at time of property assignment.
- ✓ Perform landscaping maintenance consisting of cutting grass and shrubbery of entire property with small lots and large lots with structures.
- ✓ Perform cutting and clearing acreage and or tracts of land.
- ✓ Perform debris and trash removal (includes emergency or special circumstances assignments for removal of significant dumped material).
- ✓ Complete training by LBA to utilize eProperty Plus online property and program management system for receiving asset maintenance assignments and submitting task description of service and comments.
- ✓ Provide bi-weekly, monthly¹ maintenance task reports submitted via email and or eproperty plus to include: i) before and after time and date stamped photos that show the conditions of the total property, ii) written observations of issues of concern, and iii) confirmation of services performed.
- ✓ Receive and complete minor repairs to the properties as required.

Proposals must, address the following in writing and meet certain criteria in order to qualify for further evaluation.

- Is the firm legally formed at time of submission (includes joint ventures)?
- Is the firm registered with E-Verify or if exempt, does the owner/principal possess a valid driver’s license from Georgia or another U.S. State or proof of U.S. citizenship?

EVALUATION OF PROPOSALS

1. Evaluation Committee – Proposals received will be evaluated by a committee consisting of LBA Staff, LBA Board Directors and selected professionals.

2. Review of Proposals – The Evaluation Committee will use a two-step method to render a decision on the selection of firms as members of the Qualified Vendor Pool.

Proposals will be scored using the following technical criteria. Points for each question will range from 0-15. The maximum technical score is 100 points. Proposals should address each question.

- ❑ Has the firm properly demonstrated sufficient stability of operations, and resources to provide reasonable assurance of its ability to perform the required services over at least a three (3)-year period? (0-15)
- ❑ Does the firm have adequate equipment to perform services for the project? (0-15)
- ❑ Does the firm have adequate operational capacity to meet requested task requirements to provide the services for the project? (0-20)
- ❑ Does the firm have adequate experience with providing similar services to other clients? (0-15)
- ❑ Can the firm conduct monthly or regularly scheduled inspections of property? Frequency of once per month, twice per month or every three weeks to be determined at time of property assignment? (0-15)
- ❑ Does the firm have a quality control program to help ensure adherence to high professional standards? (0-10)
- ❑ Does the proposal adequately describe in a clear, concise, and understandable manner the work to be performed and procedures to be used? (0-10)

PROPOSAL FORMAT AND REQUIREMENTS

Proposals should include the information listed below. Standard proposal formats are acceptable.:

- ✓ Title Page should include the proposal subject, the firm's name, address, phone and fax numbers, email address, contact person, and date of the proposal.
- ✓ A Table of Contents with page numbers.
- ✓ Proposals should indicate whether you are responding to: **Part 1 ROUTINE ASSET MAINTENANCE AND BOARD UP SERVICE PRICING, Part 2 ROUTINE ASSET MAINTENANCE LARGE TRACTS AND ACREAGE PRICING or both.**

- ✓ Information about the firm (history, number of clients, types of clients, types of projects, etc. Is the firm local, national or regional?
- ✓ Provide references of at least three (3) property maintenance clients (with phone numbers and contact persons). If applicable, include reference contacts for local government or non-profit clients as part of the references. The total number of references may exceed three.

REQUIRED ATTACHMENTS

- ✓ Organizational Insurance and Bonds (specify types of bonds carried and in what amounts.)
- ✓ Line of credit/Bank Letter indicating minimum working capital financial capacity of \$5,000.00.
- ✓ Valid State of Georgia Business License stating Company/Firms name
- ✓ For non-profits – Articles of Incorporation
- ✓ For non-profits – IRS 501(c)(3) determination
- ✓ Certificate of Good Standing from Georgia Secretary of State

AWARD BASIS

At the option of the Board of Directors of the LBA, finalists for the Qualified Vendor Pool may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission by the proposal deadline on page 8.

CONTRACTUAL DEVELOPMENT

Once an applicant is accepted as a member of the Qualified Vendor Pool, the successful respondent will enter into a contract with the Fulton County/City of Atlanta Land Bank Authority, Inc. in their role as the Asset Maintenance Service entity for the LBA, and LBA Board of Directors. Additional contract discussions and negotiations will follow the award selection as deemed necessary by the LBA.

WITHDRAWAL OF RFQ PROPOSAL SUBMISSION

Proposals may be withdrawn before the RFQ submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFQ submittal deadline can be made; however, they may not be re-submitted after the deadline.

The RFQ is divided into two (2) Parts.

Part 1: ROUTINE ASSET MAINTENANCE AND BOARD UP SERVICE

Part 2: LARGE TRACT ACREAGE SERVICE

PART 1

ROUTINE ASSET MAINTENANCE AND BOARD UP SERVICE PRICING

The maximum fees payable for service of vacant lots are outlined as follows:

Service	Maximum Fee Amount
Landscaping per visit estimated for lot sizes up to 60' x 60'	\$55.00
Posting of "No Trespassing" Signage 10" x 14" aluminum	\$0.00
Tire removal*	\$3.00 per tire

The maximum fees payable for service of single-family residential property up to four (4) units are outlined as follows:

Service	Maximum Fee Amount
Landscaping per visit estimated lot sizes 60' x 100'	\$60.00
Single-family lots larger than 60' x 100'	TBD
Initial boarding	\$45.00 per board
Replacement boarding	\$35.000 per board
Lock installation	\$35.00 per lock
Posting of "No Trespassing" Signage	\$0.00
Tire removal*	\$3.00 per tire up to fifteen (15) tires

The maximum fees payable for service of multi-family residential property five (5) to fourteen (14) units are outlined as follows**:

Service	Maximum Fee Amount
Landscaping per visit estimated lot size 120' x 240'	\$240.000
Multi-family lots larger than 120' x 240'	TBD
Initial boarding	\$55.00 per board
Replacement boarding	\$45.00 per board
Lock replacement	\$35.00 per lock
Posting of "No Trespassing" Signage	\$0.00
Tire removal*	\$3.00 per tire up to fifteen (15) tires

PART 2

ROUTINE ASSET MAINTENANCE LARGE TRACTS AND ACREAGE PRICING

The maximum fees payable for large tracts and acreage outlined as follows:

Service	Maximum Fee Amount
Landscaping per visit estimated for large tracts and acreage	TBD
Posting of “No Trespassing” Signage 10” x 14” aluminum	\$0.00
Tire removal*	\$3.00 per tire

** Note: Tire removal of fifteen (15) tires or more, price TBD per “Special property Condition Service” Quote*

***Note: Multi-family assets larger than fourteen (14) units, price TBD per “Special Property Condition Service” Quote.*

Example: 20-acre parcel/tract of land

Task: Subject property will require cutting and debris removal twice a month (bi-weekly).



Note: Other non-routine services such as kudzu removal, fence installation, deployment of tarps, graffiti removal, winterization, or removal of large dumped debris will be subject to price negotiation under a separate specific “Special” Property Condition Service Agreement.

OTHER TERMS AND CONDITIONS

1. INDEPENDENT CONTRACTOR

The successful bidder and its agents, officers and employees shall act at all times in an independent capacity during the term of the agreement and in the performance of the services to be rendered, and shall not act as, and shall not be, and shall not in any manner be considered to be agents, officers or employees of LBA, the City of Atlanta or Fulton County.

CONTRACT TERMS

Firms that are included in the Qualified Vendor Pool are eligible to enter into a one-time service contract. Fulton County/City of Atlanta Land Bank Authority, Inc. may terminate the contract upon written notice to the vendor of not less than thirty (30) days.

PAYMENT TERMS

The LBA will pay the compensation for services based on net thirty (30) days from date of receipt of invoice. All invoices will include before and after photos with a written description of services rendered. This allows completion of the reporting and verification process. Vendors must have financial (working capital) capacity to accommodate the payment timeframe.

INFRINGEMENT AND INDEMNIFICATION

The firm awarded contracts pursuant to the RFQ process agree to protect, defend and hold harmless the LBA against any demand for payment for use of any patented materials, process, article, or device that it may enter the rendering of the necessary services. Furthermore, the selected firms agree to indemnify and hold harmless the LBA, their employees and the LBA Board of Directors from suits or actions of every nature and description arising out of, or in connection with, the performance of those contracts, or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firms, or their agents.

EQUAL OPPORTUNITY

The LBA emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. While no additional points will be given for their status during the qualification and award process, minority and women-owned firms are especially encouraged to respond to this RFQ.

LIMITATIONS

The LBA, reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter should not exceed fifteen (15) pages.

CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If LBA finds it necessary to change any of these dates, it will be done by addendum.

May 3, 2019	Effective Issue Date
May 17, 2019	Pre-Proposal conference (Non-Mandatory) 34 Peachtree Street 19th Floor Conference Room Atlanta, Georgia 30303 11:00am to 12:00pm
May 22, 2019	Deadline for questions regarding RFQ
May 27, 2019	LBA issues responses to questions
June 3, 2019	Proposal submission deadline
June 28, 2019	Notification of Award

Questions regarding this proposal must be received by the date and time stipulated in the calendar of events. If necessary, written responses to these questions will be provided to all firms holding Request for Qualifications by the date and time stipulated in the calendar of events.

PROPOSALS WILL BE ACCEPTED UNTIL 4:30 PM (EDT), June 3, 2019

They should be addressed to:

Mr. Christopher Norman – Executive Director
Fulton County/City of Atlanta Land Bank Authority, Inc.
c/o Griffin & Strong, P.C.
235 Peachtree Street Suite 400
Atlanta, Georgia 30303