

# COLLEGE PARK HOUSING AUTHORITY

## REQUEST FOR PROPOSALS (RFP)

Lawn Care, Grounds Maintenance, Mulch Installation & Beautification Services

RFP No. 2026-LC-01 Issued: May 15, 2026

### **1. INTRODUCTION**

The College Park Housing Authority (CPHA) is soliciting sealed proposals from qualified, licensed, and insured contractors to provide comprehensive lawn care, grounds maintenance, mulch installation, and optional beautification consulting services for its public housing property consisting of 260 units across approximately 32 acres. including one (1) single-family home and two (2) playgrounds.

The property consists primarily of grass, weeds, vines, brush, and bare dirt areas, with minimal landscaping beds.

The selected contractor will maintain all landscaped and natural areas to ensure a clean, safe, attractive, and easy-to-maintain environment for residents, staff, and visitors.

### **2. SCOPE OF WORK**

#### **A. Routine Lawn Maintenance**

- Weekly mowing during the growing season; bi-weekly during the off-season
- Edging along sidewalks, curbs, buildings, and fences
- Trimming around obstacles (poles, mailboxes, AC units, fences, walls, etc)
- Blowing debris from sidewalks, porches, parking lots, and common areas

Includes the yard of the single-family home

#### **B. Landscaping, & Plant Bed Maintenance**

- Removal and suppression of weeds
- Pruning shrubs, hedges, and ornamental plants
- Removal of vines growing on fences, buildings, and structures
- Bed edging and shaping
- Clearing vegetation from drainage paths

#### **C. Initial Mulch Installation (Required)**

- Install mulch only in existing beds
- Beds must be cleaned, weeded, and edged prior to installation

- Mulch must be hardwood or pine bark
- Contractor must provide estimated cubic yards and total cost

#### **D. Ongoing Mulch Maintenance**

- Maintain mulch depth of 2–3 inches
- Touch-ups included in monthly price
- Full re-mulching (if needed) priced separately

#### **E. Tree & Vegetation Maintenance**

- Trimming low-hanging branches
- Clearing vegetation blocking lighting, cameras, sidewalks, or building access
- Reporting hazardous or dying trees
- Major tree removal priced separately

#### **F. Grounds Clean-Up**

- Removal of litter, branches, and yard waste during each visit
- Seasonal clean-ups (spring and fall)
- Leaf removal as needed

#### **G. Erosion & Drainage Monitoring**

- Identify and report erosion issues
- Minor stabilization included
- Major erosion repair priced separately

#### **H. Beautification & Property Enhancement (Preferred, Not Required)**

Beautification consulting is preferred but not required. Vendors with experience in landscape beautification, low-maintenance plant selection, and property enhancement strategies may receive up to 5 bonus points during evaluation.

Preferred beautification services include:

- Recommending low-maintenance, climate-appropriate plants
- Suggesting improvements to entrances and high-visibility areas

- Identifying opportunities to simplify or redesign beds
- Advising on erosion-resistant groundcover
- Proposing seasonal color or aesthetic enhancements
- Providing an annual Beautification Plan (preferred, not required)

### **3. Contractor Requirements**

All contractors must:

- Be licensed to operate in the State of Georgia
- Carry general liability insurance (\$1,000,000 minimum)
- Carry workers' compensation insurance
- Have at least 3 years of experience with commercial or multifamily grounds maintenance
- Provide three (3) references from similar contracts
- Have adequate staff and equipment to service a 32-acre multifamily property

### **4. Proposal Submission Requirements**

Proposals must include:

1. Company information
2. Detailed pricing (base services + optional services)
3. Work plan and mowing schedule
4. Staffing plan and equipment list
5. Experience and references
6. Insurance certificates
7. Business license

### **5. Evaluation Criteria (100 Base Points + 5 Bonus Points)**

#### **6. Contract Term**

- Initial term: 1 year
- Up to three (3) optional one-year renewals based on performance and funding

#### **7. Site Walk (To Be Scheduled After Vendor Interest)**

A site walk will be scheduled after CPHA receives sufficient vendor interest to ensure fair and competitive participation.

All vendors who send a letter of interest for the RFP will be notified of the date, time, and meeting location.

Attendance is strongly encouraged, as the site walk will help vendors prepare accurate proposals.

All questions asked during the walk must also be submitted in writing to ensure consistent communication to all vendors.

## **8. Submission Instructions**

Submit sealed proposals labeled:

“RFP – Lawn Care, Grounds Maintenance & Beautification Services”

College Park Housing Authority

2000 W. Princeton Ave

College Park, GA 30337

**Attn:** Chelsea Walker, Executive Director

**Deadline:** May 29 at 4 PM (Eastern Time)

Late submissions will not be accepted.

## **9. Questions**

All questions must be submitted in writing to:

ed@collegeparkhousingauthority.com

Deadline for questions: May 26, 2026

Responses will be shared with all known vendors.

## **10. Reservation of Rights**

CPHA reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request additional information
- Award a contract in the best interest of the Housing Authority