Vance C. Smith, Jr. Commissioner

DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

August 30, 2010

To Whom It May Concern:

The Georgia Department of Transportation ("GDOT") is pleased to present this Request for Qualifications ("RFQ) to teams interested in submitting a statement of qualifications ("SOQ") to develop the Rest Area and Welcome Center Management Program (the "Project"). Through this procurement, GDOT intends to select a team to enter into a public-private partnership agreement that will consist of a single private entity to develop and run a program designed to provide improved services to the travelling public. The intent of the program is to fully fund the cost of maintenance and operations through revenues generated by the leasing of advertising space and sponsorship at Georgia's 17 Safety Rest Areas and 9 Welcome Centers located along the interstate system in Georgia.

GDOT has published the RFQ on the following project websites:

www.georgiap3.com/restareas

http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

SOQs must be received by GDOT no later than November 10, 2010, at 2:00pm EST. GDOT looks forward to receiving and reviewing your SOQ.

Sincerely,

Vance C. Smith, Jr.

Vance C. Smith, Jr.
Commissioner

VCS:SB:crm

Georgia Department of Transportation

Request for Qualifications

Monday, August 30, 2010

To Provide a
Rest Area and Welcome Center Management Program

For the
Georgia Department of Transportation
Atlanta, Georgia
RFQ 484-111010-P3

PUBLIC PRIVATE PARTNERSHIPS

Investing In Georgia

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REQUEST FOR QUALIFICATIONS

Rest Areas and Welcome Center
Management Program RFQ
Georgia Department of Transportation
Atlanta, Georgia

1.0 INTRODUCTION

The Georgia Department of Transportation ("GDOT"), an agency of the State of Georgia ("State"), herby requests the submittal of statements of qualifications ("SOQs") from interested teams ("Respondents") desiring to provide a management program for Rest Areas and Welcome Centers through public-private partnership (P3) agreements that will include (1) an operations and maintenance program and (2) an advertising program, and (3) a sponsorship program.

This Request for Qualifications ("RFQ") is issued in accordance with the provisions of Sections 32-2-78 through 32-2-80 of the Official Code of Georgia Annotated (the "Code"), Chapter 672-17 of the Rules of the Georgia Department of Transportation (the "Rules") and other applicable laws and guidelines. This RFQ is being issued as the first phase in the request for proposals process pursuant to Section 32-3-80(a)(2) of the Code. Respondents that are considered most qualified pursuant to Rule 672-17-.04(b)(3) in response to this RFQ (also referred to herein as "shortlisted") will be invited to submit proposals ("Proposals") in response to a Request for Proposals ("RFP") for the Project. GDOT will conduct a pass/fail and responsiveness review prior to evaluating and scoring the SOQs. Only those SOQ's deemed responsive and deemed to pass the pass/fail criteria will be scored and eligible to be shortlisted.

All respondents to this RFQ are subject to instructions communicated in this document and the terms and conditions herein. IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS SOLICITIATION. From the advertisement date of this solicitation until successful respondents are selected and the selection is announced, respondents are not allowed to communicate about this solicitation or scope with any staff of GDOT as outlined in Section 5.4, except for submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, GDOT reserves the right to reject the Submittal of the offending Respondent.

1.1 Definitions

Initially capitalized terms not otherwise defined herein shall have the meaning set forth below:

23 C.F.R. - Title 23 - Highways of the Code of Federal Regulations.

23 U.S.C. - Title 23 - Highways of the United States Code.

BEP - Business Enterprise Program.

FHWA - The Federal Highway Administration.

GDEcD - The Georgia Department of Economic Development.

GDOL - The Georgia Department of Labor.

GDOT - The Georgia Department of Transportation also referred to as "the Department".

Guidelines - Refers to GDOT's Public Private Partnership Guidelines, which may be found at http://www.dot.ga.gov/informationcenter/p3/administration/Pages/Guidelines.aspx

MUTCD - Manual on Uniform Traffic Control Devices.

O.C.G.A. 32 - Title 32 – Highways of the Official Code of Georgia Annotated.

Operations and Maintenance - For the purposes of this document, operations and maintenance is deemed to be custodial, landscaping and limited maintenance services necessary to operate rest areas and welcome centers.

Respondent(s) - Companies, teams, joints ventures, partnerships or other entities or consortia submitting SOQs in response to this RFQ.

Rules – The Rules of the State Department of Transportation.

SRA(s) or RA(s)Safety Rest Area(s) or Rest Area(s) - As defined in the Highway Beautification Act, Part 752.3. A safety rest area is a roadside facility safely removed from the traveled way with parking and such facilities for the motorist deemed necessary for his rest, relaxation, comfort and information needs. The term is synonymous with "rest and recreation areas".

Steering Committee - The group of individuals described in Section 3.1.8 of the GDOT's Public-Private Partnership Guidelines.

USDOT - The United States Department of Transportation.

Website - Project website found at www.georgiap3.com/restareas

Welcome Center(s): A rest area with a visitor center, located after the entrance from one state to a another state, usually along an interstate highway.

2.0 DESCRIPTION OF OPPORTUNITY

2.1 Background

As directed by Federal Code, the Department must provide safe places for the travelling public to stop along the Interstate System in Georgia. The Department operates and maintains 17 Rest Areas (RAs) and 9 Welcome Centers throughout the state. The Department of Economic Development (GDEcD) provides greeting and information services at as well as hotel and motel reservation assistance to the travelling public at only the 9 Welcome Centers located along the Interstate System. In the past, the Department contracted out custodial and maintenance services at all facilities.

Rest Areas and Welcome Centers provide brochures on local events, places to stay and eat, as well as public bathrooms, telephones, and vending machine service with beverages and snacks. Federal code gives blind vendors the priority to provide vending services at all of these facilities. Through the Georgia Business Enterprise Program (BEP), the Department of Labor (DOL) is responsible for placing vending machines at all facilities and pays annually for vending space.

As most other state transportation agencies, the Department has experienced a decline in revenues while the transportation needs of the public has continued to grow. Such fiscal constraints left the Department to make difficult decisions concerning the services provided. In 2008, lack of funds forced the Department to close two Rest Areas and cancel all landscaping and custodial contracts at the facilities that remained open. Currently, all maintenance and operational duties at these facilities are performed by Department staff. The Department now seeks innovative ways to provide the best value to the citizens of Georgia. This Project is being proposed in order to provide improved services and mitigate the cost of operations and maintenance of Rest Areas and Welcome Center facilities.

2.2 Project Opportunity

GDOT intends to select a single private entity to develop and run a program designed to provide improved services to the travelling public and offset the cost of operations and maintenance through revenues generated by the leasing of advertising space and / or sponsorship at Georgia's Rest Areas and Welcome Centers located along the Interstate System in Georgia.

The Department desires to contract with one team who will act as a turnkey operator to manage maintenance and operations functions as well as develop, implement and manage an advertising and sponsorship program. The team may require individual qualified contractors for operations and maintenance of facilities, marketing of leased advertising space, and sponsorship activities to act as one private team.

The selection of the private team will be based on one partner contracting with the Department who will act as the primary leader of all program components. Each team will be evaluated on the qualifications of the members of each program component. The Department expects the advertising and sponsorship portion of the program will include many different types of advertising mediums, as governed by Federal and State code, and Department guidelines.

The operations and maintenance partner may provide or subcontract landscaping and custodial services and limited maintenance or property management services for all facilities. The selected Respondent will be subject to Department oversight to ensure that the needs of the travelling public are being met.

It is envisioned that the marketing and / or advertising partner will be responsible for leasing space to advertisers with products which are of interest to traveling public. This partner will be required to perform all program activities in accordance with applicable Georgia statutes and Federal regulations, and Department guidelines, including no advertisements in areas prohibited by the Highway Beautification Act, 23 U.S.C 131 and / or which would be regulated by the Outdoor Advertising control act, OCGA 32-6-70 et. seq. or any other related code sections, rules or regulations. The sponsorship segment may be in combination with the advertising program or may be operated by another private team member to manage sponsorships. The management of both advertising and sponsorship will include management of sponsors and appropriate signage placement or specific activity at all facilities.

Sponsorship of Rest Areas and Welcome Centers may consist of differing levels from one overall sponsorship of all locations to segments of an individual facility or possibly designated functions or activities within each location, such as a landscaping sponsor on the grounds of the location or a picnic area sponsor. Income from advertising and sponsorship activities shall be used to fund the cost of maintaining and operating these facilities.

2.3 Operations and Maintenance Segment

Attached are performance specifications that are anticipated to be used for minimum standards for landscaping, custodial, and operations and maintenance. Exhibits 1, 2 3, 4 and 5 are provided for the benefit of the prospective Respondents as minimum specifications that will be required for operations and maintenance in the following subsequence RFP document to this RFQ.

2.4 Advertising and Sponsorship Segment

The Department strongly encourages innovative mediums and program ideas as potential program opportunities. All aspects of the advertising and sponsorship portions of the program must adhere to all current federal and state code restrictions, regulations, and guidelines as well as FHWA guidance. It is the responsibility of the Respondent to be aware of restrictions and any reference to these restrictions referred to in this document is not intended to serve as an inclusive list.

2.5 General Requirements

2.5.1 Federal Requirements

Respondents are advised of federal restrictions concerning Rest Areas and Welcome Centers. Applicable federal law and FHWA regulations and guidelines will govern the Project's procurement and contract documents. The following list of Federal and State Codes is not intended to be inclusive of all restrictions, but intended to service as a brief overview. It is the responsibility of each Respondent to adhere to all Federal and State Code Regulations as well as Department guidelines and policies. Based on the Department's needs and knowledge, the following mandatory requirements, as restricted by Federal and State Code, have been identified as necessary to fulfill Departmental needs.

Major Code Sections with Guidelines and Restrictions			
Federal	*Section Title*	*State*	*Section Title*
23 U.S.C. §111	Agreements relating to use and access to rights of way – Interstate System	O.C.G.A. 32-1-3	Definitions
23 U.S.C. §131	Control over outdoor advertising	O.C.G.A. 32-2-2	Powers and duties of department generally
23 C.F.R. §771	Environmental Impact and Related Procedures	O.C.G.A. 32-2- 4	Information for travelling public
23 C.F.R. §752	Landscape and Roadside Development	O.C.G.A. 32-6-70	Regulation of Maintenance and use of public roads generally
MUTCD § 2I.08*	Tourist Information and Welcome Center Signs		

**2009 Edition*

General Overview of Restrictions and Guidelines

Advertisements must be limited to matters "of interest to the traveling public."

The operator must provide equal access to advertising opportunities for all advertisers considered qualified by the state.

At least 40% of messaging and audible communications must be devoted free of charge to providing information for public service announcements.

No charge may be levied on the travelling public for goods and services except for telephones and articles dispensed by vending machines. Current vending activities are operated according to the Randolph – Sheppard Act and the National Federation of the Blind.

The private operator must screen potential advertisers for compliance with federal nondiscrimination requirements. Operators cannot display advertisements from businesses that refuse service on the basis of race, color, or national origin.

Information provided to the public must be aimed at travelers in Rest Areas and not at the main travelled way of the highway. Therefore, outdoor messages may not be visible from the travelled way.

The Department reserves the right to require approval of any advertisements.

2.5.2 DBE and Local Labor Policy

It is the policy of GDOT to promote and encourage the use of small business enterprises, disadvantaged business enterprises, female-owned business enterprises and minority business enterprises (collectively referred to herein as "DBEs"), as well as local labor and resources, consistent with applicable laws and regulations. Therefore, GDOT encourages all DBEs and local labor and resources to participate in the business activities of GDOT as service providers, vendors, contractors, subcontractors, advisors, and consultants. This desire on the part of GDOT is not intended to restrict or limit competitive bidding or to increase the cost of work. GDOT supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. GODT has adopted the DBE definition set forth in 49 C.F.R &26.5. The DBE policy of GDOT applies to all GDOT contracts and purchases paid with any funds received from USDOT through FHWA, the FTA, and the FAA. As applicable, vendor and vendor subcontractors who utilize DBEs may qualify for a state income tax credit for payments made to DBEs. Please see Section 48-7-38 of the Code for further information. Information regarding DBE requirements and goals will be included in the RFP.

3.0 DESCRIPTION OF PROCUREMENT PROCESS

3.1 Overall Process

3.1.1 Statement of Qualifications (SOQs)

GDOT will evaluate the SOQs received in response to this RFQ and will establish a shortlist according to criteria generally outlined herein, of those Respondents that are considered most qualified to respond to the RFP. GDOT intends to shortlist between 2-5 Respondents in accordance with Section 672-17-.04(b)(3) of the Rules. Notwithstanding, GDOT reserves the right to proceed with the procurement with a smaller or larger number of Shortlisted Proposers.

3.1.2 Request for Proposal (RFP)

GDOT anticipates releasing an RFP for Shortlisted Proposers.

3.2 Participation on More than One Respondent Team

To ensure a fair procurement process, Team Members are forbidden from participating, in any capacity, on another Respondent team during the course of the procurement. If GDOT does not shortlist a Respondent as part of the RFQ evaluation process, the members of the unsuccessful Respondent team are free to participate on Shortlisted Proposer teams, subject to the requirements of Section 3.3. GDOT reserves the right to disqualify any Respondent of Respondent team member that fails to comply with the prohibition contained in this Section 3.2 from further participation on the Project.

3.3 Changes in Shortlisted Proposer Team

In the event that a Shortlisted Proposer seeks to change the composition of its team (including additions to a Proposer team) the Shortlisted Proposer shall promptly seek GDOT's approval of the proposed change and provide GDOT with sufficient details of the proposed change so as to facilitate GDOT's consideration thereof. GDOT may in its sole discretion accept, reject or seek additional information regarding a Shortlisted Proposer's request to change its team, and will base its decision on whether the Shortlisted Proposer as a whole still meets the minimum criteria contained in this RFQ and whether GDOT would still have shortlisted the team if the change had occurred before the Shortlisted Proposer submitted its SOQ.

3.4 Procurement Schedule of Events

The following Schedule of Events represents GDOT's best estimate of the schedule that will be followed. All times indicated are Eastern Daylight Savings Time or Eastern Standard Time as applicable. GDOT reserves the right to adjust the schedule as the Owner deems necessary.

GDOT issues public advertisement of RFQ	August 30, 2010	2:00 PM
Deadline for submission of written questions and request's for clarification to be answered at the Pre-Statement of Qualifications Workshop. **	September 14, 2010	5:00 PM
Pre-Statement of Qualifications Workshop	September 21, 2010	1:00 PM
Deadline for submission of written questions and request's for clarification.	September,28 2010	2:00 PM
GDOT responds to questions and requests for clarification.	October 11, 2010	5:00 PM
Deadline for submission of Statements of Qualifications.	November 10, 2010	2:00 PM
GDOT completes qualification evaluation and determines shortlist of firms.	December 17, 2010	
GDOT issues RFP.	December 17, 2010	2:00 PM

***All other questions received are due by September 28, 2010 at 2:00 PM.*

3.5 Pre-SOQ Workshop

GDOT intends to hold a pre-SOQ workshop on the fourth floor at One Georgia Center, 600 West Peachtree Street, NW, Atlanta, Georgia, 30308, on the date and time specified in Section 3.4. While attendance at this workshop is not mandatory, it is highly encouraged. Interested parties who choose not to attend the workshop shall remain eligible to submit an SOQ. At the pre-SOQ Workshop, GDOT intends to generally address and respond to written clarification questions received from prospective Respondents by 5:00 PM (EDT) on September 14, 2010, provided that the written clarification questions are submitted in conformance with Section 3.6.

3.6 Submittal of Questions and Requests for Clarification

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The Department may reserve the right to request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ must be submitted in writing at either the street address, facsimile number or email address below:

Georgia Department of Transportation
P3 Division
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
Attn: Beth Edmiston
Facsimile: (404) 631-1844
e-mail: bedmiston@dot.ga.gov

Respondents are responsible for ensuring that any written communications clearly indicate on the first page or in the subject line, as applicable, that the material relates to the Project. GDOT will post responses on the Website to Respondent clarification questions which GDOT deems to be material and not otherwise adequately addressed, within a reasonable time following receipt subject to the submission deadline set forth in Section 3.4 and will be posted in the form of an addendum.

3.7 Addenda

GDOT reserves the right to issue addenda to this RFQ at any time prior to the SOQ due date. GDOT will post any addenda to this RFQ on the Website at www.georgiap3.org/restareas or http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp.

4.0 SOQ CONTENT AND SUBMITTAL REQUIREMENTS

GDOT expects SOQs submitted in response to this RFQ to provide enough information about the requested items so as to allow GDOT to evaluate and competitively rank and shortlist the Proposers based on the criteria set forth herein. Each Proposer shall organize its SOQ in the order set forth below. Each SOQ shall contain the information described below. SOQs shall be written in the English language only and shall provide cost and revenue references in United States Dollar denominations.

4.1 SOQ Submittal Requirements

All packages constituting the SOQ shall be individually labeled as follows:

Response to the
Request for Qualifications for the
Rest Areas and Welcome Center Management Program

The SOQ shall be delivered no later than 2:00 PM EST on November 10, 2010 to:

Georgia Department of Transportation
P3 Division
One Georgia Center
600 West Peachtree Street, NW
19th Floor
Atlanta, Georgia 30308
Attn: Beth Edmiston

Acknowledgment of receipt of SOQs will be evidenced by the issuance of a receipt by a member of GDOT's staff. GDOT will not accept facsimile or other electronically submitted SOQs.

GDOT shall not accept any SOQs delivered after the SOQ Due Date and time specified. Any SOQs received after such time will be rejected and not considered. Proposers are solely responsible for assuring that GDOT receives their SOQs by this deadline. GDOT shall not be responsible for delays in delivery caused by weather, difficulties experienced by couriers or delivery services, misrouting of packages by courier or delivery services, improper, incorrect or incomplete addressing of deliveries and other occurrences beyond the control of GDOT.

4.2 Instructions for Preparing Statements of Qualifications (SOQs)

4.2.1 Format

One (1) original and nine (9) copies of the qualifications shall be prepared, for a total of ten (10) sets. One complete copy must be provided via CD as a .pdf file. Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section as defined below in Section 4.2.2. Responses are limited to ten (10) double sided pages total or less using a minimum of an 11-point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Any proprietary or otherwise confidential information shall be marked in the header of the upper right hand corner in bold font **"PROPRIETARY"**. The department will make reasonable effort to protect any proprietary or confide info. Any information no so marked will be subject to disclosure under the Georgia Open Record Act or any other applicable law. Submittals that include qualifications of more than one firm shall not exceed the page limit. Such submittals shall be prepared with careful consideration to the limit. Each Statement of Qualifications shall be prepared simply and economically, to provide a straightforward and concise delineation of respondent's capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

4.2.2 SOQ Contents and Organization

Each Respondent shall organize its SOQ into one volume to be subdivided and labeled by tabs in the following order:

Section 1: Pass Fail Requirements
Section 2: Description and Resources of Firm
Section 3: Experience and Qualifications
Section 4: Statement of Suitability
Section 5: Statement of Understanding
Section 6: Appendix: Forms, Exhibits, Affidavits, or other Enclosures

4.3 Statement of Qualifications (SOQs)

The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

4.3.1 Pass / Fail Criteria

Prior to any evaluation, in each SOQ as set forth in this RFQ, a Respondent must satisfy each pass/fail requirement and deemed to have submitted a responsive SOQ pursuant to Section 5.1 . In order to be deemed eligible for further evaluation, must:

1. Complete an executed Transmittal Letter, Form A. A duly authorized official or representative of the Proposer must execute the transmittal letter in blue ink. For Proposers that are joint ventures, partnerships, limited liability companies, consortia, or other associations, the transmittal shall have appended to it letters on the letterhead stationery of each Member, executed by authorized officials of such Member, stating that representations, statements and commitments made by the lead firm on behalf of the Member have been authorized by, are correct, and accurately represent the role of the Member in the Proposer team.

2. Complete Form B, Information Regarding Submitter Team Members. A separate form is required for each Member of the Respondent of these entities.

3. Complete Certification, Form E. Complete a separate Form E for each Member of the Respondent of these entities (if any). If any of these entities is a partnership, joint venture, consortium or limited liability company, complete a separate Form E for each partner, joint venture or consortium member of that entity. Failure to answer the questions or provide the information requested in Form E, or provision of conditional or qualified responses (,i.e., "to our knowledge", "to the extent of available information", "such information is not readily available, "such information is not maintained in the manner requested"), incomplete, inaccurate or non-responsive responses or failure to provide information enabling GDOT to contact owner representatives, may, in the sole discretion of GDOT, lead to a lower evaluation score and/ or a "fail" rating for the team or disqualification from the procurement process.

Any Respondent or any other entity that has submitted Form B as required by this RFQ, who: has been disqualified, removed, is currently debarred or suspended, or is a party to an agreement for voluntary exclusion, from performing or bidding on work for the federal government or any state or local government where such disqualification, removal, debarment, suspension or voluntary exclusion would be precluded from selection and award under Section 672-65-.15 of the Rules (see Form E).

4. Teaming agreement. Lead Firm, Operations and Maintenance Firm, and Advertising and / or Sponsorship Firm(s) (if applicable). If any of the Lead Operations and Maintenance, Advertising and / or Sponsorship or others is a consortium, partnership, or any other form of joint venture, the SOQ contains an executed teaming agreement or, if an executed agreement does not exist, the SOQ contains a summary of the key terms of the anticipated teaming agreement. Respondents may not include more than one Lead for Operations and Maintenance or Lead for Advertising or Lead for Sponsorship.

5. Respondent must be bondable for the anticipated total cost of maintenance and landscaping work under this project. The Department reserves the right to determine final bonding requirements prior to

contract execution may include performance and/or payment bond as determined appropriate. See Form E.

6. Respondent must have the ability to acquire a Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death - limits of $1,000,000 for each person and $3,000,000 per occurrence. Property damage - limits of $1,000,000 for each accident and $3,000,000 for the aggregate of operations. See Form E.

7. Annual average revenue or financial statements. List the annual average revenue for the past five (5) years, and supply main financial and banking references for lead firm and Respondent including each Member. If the Respondent is a newly formed entity and does not have independent financial statements, financial statements for each Member shall be sufficient. If audited financial statements are not available for a Member, the SOQ shall include unaudited financials for such member, certified as true, correct and complete by the chief financial officer or treasurer of the entity.

8. Personnel References – Form D. Based on Respondents organizational structure, the Respondents shall provide three (3) references for the lead project manager of each program component. The references shall be a previous owner or client from projects that demonstrate the ability and experience to successfully carryout the program as described in the RFQ.

4.3.2 Description and Resources of Firm

For each of the requested description please provide information for the lead firm first; thereafter each subordinate team, clearly identifying each of these team by the program activity of Operations and Maintenance, Advertising, and / or Sponsorship.

1. Provide a detailed description of the project team structure with each subordinate organizational units Members. Please include an organizational chart which illustrates the various Members and key personnel. Identify each team office from which the program will be managed and each office's proximity to the program sites and their respective responsibilities.

2. Briefly describe the history and growth of the Respondent, lead firm and each partner firm for each program activity team for Operations and Maintenance, Advertising, and / or Sponsorship of your firm(s). Provide general information about personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices. Include description in general terms the resources the firm's team currently has or will make available for this project and how your team will deliver services in a seamless manner.

4.3.3 Experience and Qualifications

1. Provide professional qualifications and description of experience for principal Account Executive, Account Manager, and/or key personnel.

2. Provide information on Respondent's and each team member's experience on projects of similar, size, function, and complexity. Provide specific experience and qualifications for each program activity as outlined below:

A. Provide information on the Respondent's experience managing maintenance and facilities as well the overall concept of facility management. Provide specific experience and qualifications for maintaining facilities of a similar nature. Describe no more than five (5) and no less than three (3) clients/contracts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the proposed services. Describe how the firm ensured project achievement

and met performance measures. For each project, information should be provided as set forth in Form C-1 and corresponding references with contact information.

B. Provide information on the Respondent's experience developing and managing an advertising, and / or sponsorship program. Provide specific experience of a demonstrated ability to manage an advertising contract inclusive of clients on a national, regional and local level with corresponding experience in such account management. Describe no more than five (5) and no less than three (3) clients/contracts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the proposed services. Describe how the firm ensured project achievement and met performance measures. For each project, the information should be provided as set forth in Form C-2 and corresponding references with contact information..

4.3.4 Statement of Suitability

1. Provide any information that may serve to differentiate the Respondent and project team from other firms and project teams in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Department, any special or unique qualifications for the project, current and projected workloads, overall staffing expectations to ensure that proper functions are completed, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type. Provide the overall strengths of the firm, including project team subcontractors and their ability to fulfill the requirements of this project.

2. Provide non-discrimination policies and describe the Respondent's record and methodologies of addressing public safety, social, environmental, historical preservation, or other related concerns. Describe the approach to ensuring that Disadvantaged Businesses and Small Business Enterprises will have opportunities to participate in the various aspects of the project. Describe the firm's commitment to maintaining a high level of MB/WB and Small Business involvement throughout the life of the contract. Provide information concerning how the firm's team will interact with Department personnel.

3. Provide information on any special services or techniques offered by the firm that may be available for this project. Describe any specific approaches, methods, or materials that will be used to provide long-term solutions and program growth through new and / or changing technologies.

4.3.5 Statement of Understanding

1. Provide a description of the Respondent's understanding of the major components and issues surrounding this project. Provide a brief description of the proposed plan for performing all program activities, including specific duties and / or any items for which the firm will be responsible but which is not mentioned in this document. Describe approaches that have been used on other projects with innovative ideas and solutions with respect to technology, sponsorships, and advertisers and how they apply to this project. Include any experience in implementing innovative advertising mediums and solutions beyond a traditional framework and any quantifiable results from such implementation. Please limit this narrative to no more than (1) page.

5.0 SELECTION CRITERIA

5.1 Responsiveness

Each SOQ will be reviewed for (a) conformance to the RFQ instructions regarding organization and format, and (b) the responsiveness of the SOQ to the requirements set forth in this RFQ. SOQs that GDOT determines are non-responsiveness to this RFQ may be excluded from further considerations. Respondents will be advised regarding a determination of non-responsiveness. GDOT may also exclude from consideration any Respondent who GDOT determines, in its sole discretion, included a material misrepresentation in its SOQ. GDOT may, in its sole discretion, request clarifications of the information

submitted in the SOQ. GDOT, in its sole discretion, may waive minor informalities, irregularities, and apparent clerical mistakes which are unrelated to the substantive content of the SOQ.

5.2 SOQ Evaluation Criteria and Weighting

GDOT will evaluate and score each responsive SOQ as outlined in Section 5.1 and meeting all of the "pass/fail" qualification requirements in Section 4.3.1 according to the criteria set forth below. The order in which the evaluation criteria appear within each category is not an indication of weighting or importance.

5.3 SOQ Evaluation Procedure

1. Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, and financials. (10%)

2. Firm's or partner's relevant project experience and qualifications, including the demonstrated ability of each firm in effective management with respect to the perspective project in the following:

   i. Operations and Maintenance
   ii. Advertising and / or Sponsorship

This includes relevant experience and qualifications of each firm's principal Account Executive, Account Manager; and the demonstrated proficiency of the firm in the areas of performing duties as indicated in the scope herein, and ensuring achievement of all performance criteria. (40%)

3. Previous performance of the Respondent including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, and the firm's control of the quality of maintenance and construction activities and budget. (25%)

4. Respondent's suitability to provide services for project, including the firm's apparent fit to the project type and/or needs of GDOT, any special services, innovative approaches utilized, or other considerations particularly relevant to the project, unique abilities of the firm and staff, current and projected workloads of the prime and proposed subcontractors and which categories of work each will perform, the proximity of firm's resources to project location and those that will be available for this project, non-discrimination policies and history of ensuring that Disadvantaged Business and Small Business Enterprises have opportunities to participate, and record of addressing public safety and concerns. (20%)

5. Respondent's understanding of project scope of the major components and issues surrounding this project. This includes the firm's ability to develop a new program with innovative approaches and solutions for long-term growth. (5%)

GDOT anticipates using a Selection Recommendation Committee to evaluate and score the SOQs in accordance with the criteria set forth above and to make recommendations to the Steering Committee based on such analysis. The Selection Recommendation Committee may be assisted by Selection Recommendation Subcommittees to provide advice with respect to technical, financial or legal aspects of the SOQs. The Selection Recommendation Subcommittees may review submittals and provide advice to the Selection Recommendation Committee, but are not responsible for scoring the submittals.

At GDOT's sole discretion, GDOT may at any time request additional information or clarification from a Proposer or may request a Proposer to verify or certify certain aspects of its SOQ. Upon receipt of requested clarifications and additional information, if any, the SOQs will be reevaluated to factor in the clarifications and additional information.

GDOT will evaluate and rank SOQs and select the Shortlisted Proposers in a manner that furthers the best interests of the State as determined in the sole discretion of GDOT.

5.4 Policy Regarding Communications and Contact

Proposers are required to conduct the preparation of their SOQs with professional integrity and free of lobbying activities. Proposers and their respective agents and consultants are not permitted to contact or communicate with, directly or indirectly, any member of the Selection Recommendation Committee, the Selection Recommendation Subcommittees or the Steering Committee, or officers, administrators, staff or consultants of the State Transportation Board or GDOT regarding the subject matter of this RFQ after the issuance date of this RFQ, except as specifically permitted herein or approved in advance by GDOT. Any verified allegation that a responding Proposer team or team member or an agent or consultant of the foregoing has made such contact or attempted to influence the evaluation, ranking, and/or selection of Shortlisted Proposers may be cause for GDOT to disqualify the Proposer team from submitting an SOQ, to disqualify the team member from participating in a Proposer team and/or to discontinue further consideration of such Proposer team and to return its SOQ.

Following the selection of the Shortlisted Proposers, GDOT anticipates that certain communications and contacts will be permitted. The RFP and/or other written communications from GDOT will set forth the rules and parameters of such permitted contacts and communications. To the extent any Proposer intends at any time to initiate contact with the general public regarding the Project, the nature of such intended contact and the substance thereof must be approved in writing by GDOT prior to the commencement of such activities.

5.5 Open Government Laws

All written correspondence, exhibits, photographs, reports, printed material, tapes, electronic disks, and other graphic and visual aids submitted to GDOT during this procurement process, including any part of the SOQs, are, upon their receipt by GDOT, the property of the Department, may not be returned to the submitting parties, and are subject to the Open Government Laws and FOIA. In no event shall the State or GDOT or any of their agents, representatives, consultants, directors, officers or employees be liable to a Proposer or Proposer team member for the disclosure of all or a portion of an SOQ submitted under this RFQ.

If GDOT receives a request for public disclosure of all or any portion of the materials identified as proprietary, GDOT will endeavor to notify the applicable Proposer team of the request and give such responding Proposer team an opportunity to seek a protective order or other appropriate remedy. The Proposer may seek court protection immediately on an emergency basis. In the event that such protective order or other remedy is not obtained within the time period specified in the notice issued by GDOT and allowed under applicable law, GDOT will be free to release the requested information.

Nothing contained in this provision shall modify or amend requirements and obligations imposed on GDOT by the Open Government Laws, FOIA or other applicable law, and the provisions of the Open Government Laws or other laws shall control in the event of a conflict between the procedures described above and the applicable law.

5.6 Organizational Conflicts of Interest

Proposers are advised that GDOT has adopted a conflicts of interest policy for public-private partnerships ("Conflicts of Interest Policy"), which can be found as an appendix to GDOT's Public-Private Partnership Guidelines (the "Guidelines"). The Guidelines, including the Conflicts of Interest Policy, are available on the Website. Prior to finalizing teaming arrangements, Proposers should carefully review and be informed of the Conflicts of Interest Policy, which may preclude certain firms and/or their affiliates from participating on a Proposer team for the Project. Firms that are restricted from proposing or joining a Proposer team include, without limitation, those firms and their affiliates identified.

By submitting its SOQ, each Proposer agrees that, if an actual, perceived or potential conflict of interest as defined in the Conflicts of Interest Policy is discovered, the Proposer must make an immediate and full written disclosure to GDOT in accordance with the Conflicts of Interest Policy. Further, each Proposer agrees that GDOT may exercise all rights and remedies afforded to GDOT under the Conflicts of Interest Policy.

Proposers are advised that GDOT's Conflicts of Interest Policy is intended to augment applicable federal and state law, including federal laws and regulations related to organizational conflicts of interest. To the extent applicable to the Project, such laws may preclude certain firms and their affiliates from participating on a Proposer team.

6.0 PROTEST PROCEDURES

Section 672-170.07 of the Rules sets forth the exclusive protest procedures and remedies available with respect to this RFQ. Each Proposer, by submitting its SOQ, expressly recognizes the limitation on its rights to protest contained herein, expressly waives all other rights and remedies, and agrees that the decision on any protest, as provided herein, will be final and conclusive. These provisions are included in this RFQ expressly in consideration for such waiver and agreement by the Proposers. If a Proposer disregards, disputes, or does not follow the exclusive protest remedies set forth in this RFQ, it shall indemnify, defend, and hold GDOT and its directors, officers, officials, employees, agents, representatives, and consultants harmless from and against all liabilities, expenses, costs (including attorneys' fees and costs), fees, and damages incurred or suffered as a result of such Proposer's actions. The submission of an SOQ by a Proposer shall be deemed the Proposer's irrevocable and unconditional agreement with such indemnification obligation.

Notwithstanding the existence of a protest, GDOT may, in its sole discretion, continue the procurement process or any portion thereof.

7.0 GDOT RESERVED RIGHTS

In connection with this procurement, GDOT reserves to itself all rights (which rights shall be exercisable by GDOT in its sole discretion) available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to:

(1) Develop the Project in any manner that it, in its sole discretion, deems necessary.

(2) Cancel this RFQ or the subsequent RFP in whole or in part at any time prior to the execution by GDOT without incurring any cost, obligations or liabilities except as otherwise expressly stated in this RFQ or the subsequent RFP.

(3) Not issue an RFP.

(4) Reject at any time any and all submittals, responses and SOQs.

(5) Modify all dates set or projected in this RFQ.

(6) Terminate at any time evaluations of SOQs.

(7) Issue addenda, supplements and modifications to this RFQ or a subsequent RFP.

(8) Appoint selection recommendation committees to review SOQs, make recommendations to the Steering Committee and seek the assistance of outside technical experts and consultants in SOQ or Proposal evaluation.

(9) Require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its SOQ and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP.

(10) Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.

(11) Add or delete Proposer responsibilities from the information contained in this RFQ or any subsequent RFP.

(12) Waive administrative and otherwise immaterial deficiencies in an SOQ or permit clarifications or supplements to an SOQ.

(13) Disqualify any Proposer who changes its SOQ without GDOT approval.

(14) Exercise any other right reserved or afforded to GDOT under this RFQ or a subsequent RFP and applicable law, including waiving deficiencies in an SOQ or accepting and reviewing a non-conforming SOQ.

This RFQ does not commit GDOT to determine the Shortlisted Proposers, to enter into the P3 Contracts, or to proceed with the procurement described herein. The Department assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ, or any subsequent RFP. All of such costs shall be borne solely by each Proposer.

In no event shall GDOT be bound by, or liable for, any obligations with respect to the Project until such time (if at all) as the P3 Contracts have been executed and authorized by GDOT and, then, only to the extent set forth therein.

FORM A
TRANSMITTAL LETTER

SUBMITTER:_____

SOQ Submission Date:_____

Georgia Department of Transportation
One Georgia Center
600 West Peachtree Street, NW
Atlanta, Georgia 30308

Ladies and Gentlemen:
The undersigned ("Respondent") submits this qualification submittal (this "SOQ") in response to that certain Request for Qualifications dated as of August 30, 2010, together with addenda thereto (the "RFQ"), issued by the Georgia Department of Transportation ("GDOT") to develop the **Rest Areas and Welcome Center Management Program.**

Enclosed, and by this reference incorporated herein and made a part of this SOQ, are the following:

Transmittal Letter (this Form A)

Form B – Information Regarding Team Members

Form C-1 – Technical Qualifications – Operations and Maintenance

Form C-2 – Technical Qualifications – Advertising and / or Sponsorship

Form D – Personnel References

Form E – Certification

Respondent acknowledges receipt, understanding and full consideration of all materials posted on the following project website:

www.georgiap3.com/restareas or http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

Respondent acknowledges receipt, understanding and full consideration of the following addenda and sets of questions and answers to the RFQ:

[list any addenda to this RFQ and sets of questions and answers by dates and numbers]

Respondent represents and warrants that it has read the RFQ and agrees to abide by the contents and terms of the RFQ.

Respondent understands that GDOT is not bound to shortlist any Respondent and may reject each SOQ received.

Respondent further understands that, except as set forth in the RFQ and RFP, all costs and expenses incurred by it in preparing this SOQ and participating in the Project procurement process will be borne solely by the Respondent.

Respondent agrees that GDOT will not be responsible for any errors, omissions, inaccuracies or incomplete statements in the RFQ or in this SOQ.

This SOQ shall be governed by and construed in all respects according to the laws of the State of Georgia.

Authorized Representative of Respondent: _____.

Authorized Representative's contact information, including title, firm name, telephone number, facsimile number and email address: _____.

By executing this form the Respondent confirms that the representative named above is authorized to act as agent on behalf of the Respondent, and each Member in dealings with GDOT.

Respondent's business address:

_____

(No.) (Street) (Floor or Suite)

_____

(City) (State or Province) (ZIP or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization: _____

[Insert appropriate signature block from following pages]

1. Sample signature block for corporation or limited liability company:
[Insert Respondent's name]

By: _____

Print Name: _____

Title: _____

2. Sample signature block for partnership or joint venture:

[Insert Respondent's name]

By: *[Insert general partner's or member's name]*

By: _____

Print Name: _____

Title: _____

[Add signatures of additional general partners or members as appropriate]

3. Sample signature block for attorney in fact:

[Insert Respondent's name]

By: _____

Print Name: _____
Attorney in Fact

FORM B

INFORMATION REGARDING SUBMITTER TEAM MEMBERS

Name of Respondent:_____

Name of Firm: _____

Year Established: _____ Individual Contact: _____

Federal Tax ID No.: _____Telephone No.: _____

Fax No.: _____Individual Contact Email _____

Name of Official Representative: _____

Name of Georgia Contact: _____

Business Organization (check one):

- ☐ Corporation (If yes, then indicate the State and Year of Incorporation.)
- ☐ Partnership
- ☐ Joint Venture/Consortium
- ☐ Limited Liability Company
- ☐ Other (describe)

A. Business Name:_____

Business Address:_____

Headquarters: _____

Business Website:_____

Office Performing Work: _____

Contact Telephone Number: _____

* Submit one copy of Form B related to the Respondent team generally.

B. Team Member Information. If the Team Member is a joint venture, consortium, partnership or limited liability company, indicate the name and role of each joint venturer, consortium member, partner or limited liability company member (as applicable) in the spaces below.

Name and Address	Proposed Role Within the Consortium, Joint Venture, Limited Liability Company or Partnership

D. Respondent Team Information – In the chart below, list the Members of the Respondent team in the appropriate box. If Team Member is a joint venture, consortium, partnership or limited liability company, indicate the entities making up the joint venture, consortium, partnership or limited liability company.

Team Member Name (Composition of Team Member)
Lead Property Management Firm (if any):
Lead Advertising Firm:
Lead Sponsorship / Marketing Firm (if different from above):
Lead Operations and Maintenance Firm:

AUTHORIZED REPRESENTATIVE:

Under penalty of perjury, I certify that the foregoing is true and correct, and that I am the Official Representative of the entity to which this form relates:

By: _____ Print Name: _____

Title: _____ Date: _____

[*Please make additional copies of this form as needed.*

FORM C-1
Technical Qualifications – OPERATIONS AND MAINTENANCE
Experience of the Lead Operations and Maintenance Firm in Similar Projects

INSTRUCTIONS:

i. Client name, location and dates during which services were performed.
ii. Brief description of project and physical description (square footage/acres, site conditions).
iii. Exact services performed by your firm.
iv. Letters of reference from at least three (3) clients and no more than (5) for whose contracts were of similar size and scope Provide reference contact information (name, title, employer, address, phone number and email) for each project. (Letters of reference should describe the work completed, contain the respective Owner's stated satisfaction in maintenance and service of your firm and contain recommendations about the firm's performance on the project with specific examples on how performance criteria was met on schedule.
v. Attach to this form a maximum one-page narrative description for each project listed (on a separate 8-1/2" x 11" sized white paper). The description should, at a minimum, give an overview of the project, explain why the experience the company gained on the project is relevant, highlighting similarities in the project. Provide a brief summary of the role the company played in the listed project (scope of work, on a separate 8-1/2" x 11" sized white paper)

COMPANY NAME	PROJECT NAME AND LOCATION	CONTRACT AMOUNT	START/END DATES	PROJECT DESCRIPTION	SERVICES PERFORMED
Example :Landscaping Co.	Facility Mowing Project Atlanta, Georgia	$1,000,000	Start Date: 10/01/04 End Date: 12/31/05	Facility Landscaping	Performed mowing and landscaping services for 5 acres around a facility.
1.					
2.					
3.					
4.					
5.					

FORM C-2
Technical Qualifications – ADVERTISING AND SPONSORSHIP
Experience of the Lead Advertising and / or Sponsorship Firm in Similar Projects

INSTRUCTIONS:

vi. Client name, location and dates during which services were performed.
vii. Brief description of project and physical description.
viii. Exact services performed by your firm.
ix. Letters of reference from at least three (3) clients and no more than (5) for whose contracts were of similar size and scope . Provide reference contact information (name, title, employer, address, phone number and email) for each project. (Letters of reference should describe the work completed, contain the respective Owner's stated satisfaction in maintenance and service of your firm and contain recommendations about the firm's performance on the project with specific examples on how performance criteria was met on schedule.
x. Attach to this form a maximum one-page narrative description for each project listed (on a separate 8-1/2" x 11" sized white paper). The description should, at a minimum, give an overview of the project, explain why the experience the company gained on the project is relevant, highlighting similarities in the project. Provide a brief summary of the role the company played in the listed project (scope of work, on a separate 8-1/2" x 11" sized white paper)

COMPANY NAME	PROJECT NAME AND LOCATION	CONTRACT AMOUNT	START/END DATES	PROJECT DESCRIPTION	SERVICES PERFORMED
Example :Advertising Co.	Advertising Sign Project Atlanta, Georgia	$1,000,000	Start Date: 10/01/04 End Date: 12/31/05	Advertising Program	Managed advertising program for facilities.
6.					
7.					
8.					
9.					
10.					

FORM D : PERSONNEL REFERENCES

Respondent Team _____

References for Lead Contractor's project manager	
Name of individual proposed as Lead Contractor's project manager	
REFERENCE 1	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 2	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 3	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
References for Advertising Firm's Lead Account Executive	
Name of individual proposed as Advertising Firm's Lead Account Executive	
REFERENCE 1	
Name of the project on which the reference worked with the individual	
Name of reference	

Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 2	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 3	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
References for Marketing Firm's lead Account Executive	
Name of individual proposed as Marketing Firm's lead Account Executive	
REFERENCE 1	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 2	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	

Reference's address	
REFERENCE 3	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
References for Maintenance and Operations and Maintenance Firm's operations manager	
Name of individual proposed as Maintenance and Operations Firm's operation manager	
REFERENCE 1	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 2	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	
REFERENCE 3	
Name of the project on which the reference worked with the individual	
Name of reference	
Reference's employer	
Reference's title/position	
Reference's phone and fax number	
Reference's address	

FORM E

CERTIFICATION

Name of Respondent: _____

Name of Firm: _____

The term "affiliate" as used in this certification includes parent company(ies), subsidiaries, organizations under common ownership, joint ventures', partners, and other financially liable parties for that entity.

(1) Has the firm or any affiliate or any **current** officer thereof, been indicted or convicted of bid (i.e., fraud, bribery, collusion, conspiracy, or antitrust.) or other contract related crimes or violations or any other felony or serious misdemeanor within the past five years?

☐ Yes ☐ No

If yes, please explain:

(2) Has the firm or any affiliate ever sought protection under any provision of any bankruptcy act?

☐ Yes ☐ No

If yes, please explain:

(3) Has the firm or any affiliate ever been disqualified, removed, debarred or suspended from performing work for the federal government, any state or local government, or any foreign governmental entity?

☐ Yes ☐ No

If yes, please explain:

(4) Has the firm or any affiliate ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or other material misrepresentation to a public entity?

☐ Yes ☐ No

If yes, as to each such inquiry, state the name of the public agency, the date of the inquiry, the grounds on which the public agency based the inquiry, and the result of the inquiry.

(5) Within the last five years, has any construction project performed or managed by the firm or any affiliate involved repeated or multiple failures to comply with safety rules, regulations, or requirements during the course of construction?

☐ Yes ☐ No

If yes, please identify the firm or affiliate and the project(s), provide an explanation of the circumstances, and provide owner contact information, including current telephone and fax numbers (and email address if available).

(6) Within the last ten years, has the firm or any affiliate been found, adjudicated or determined by any federal or state court or agency (including, but not limited to, the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs and any applicable Georgia governmental agency) to have violated any laws or Executive Orders relating to employment discrimination or affirmative action, including

but not limited to Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. Sections 2000 et seq.); the Equal Pay Act (29 U.S.C. Section 206(d)); and any applicable or similar Georgia law?

☐ Yes ☐ No

If yes, please explain:

(7) Within the last ten years, has the firm or any affiliate been found, adjudicated, or determined by any state court, state administrative agency, including, but not limited to, the Georgia Department of Labor (or its equivalent), federal court or federal agency, to have violated or failed to comply with any law or regulation of the United States or any state governing prevailing wages (including but not limited to payment for health and welfare, pension, vacation, travel time, subsistence, apprenticeship or other training, or other fringe benefits) or overtime compensation?

☐ Yes ☐ No

If yes, please explain:

(8) Has the firm or any affiliate been determined, pursuant to a final determination in a court of law, arbitration proceeding or other dispute resolution proceeding, to be liable for a material breach of contract during the last five years with respect to a transportation project?

☐ Yes ☐ No

If yes, please identify (for each instance) the entity determined liable and the project name, provide an explanation of the circumstances and provide owner contact information, including telephone and fax numbers (and email address if available).

(9) Has a surety completed any work on behalf of the firm or affiliate with respect to a transportation project during the last five years?

☐ Yes ☐ No

If yes, please provide (for each instance) an explanation of the circumstances, the project name and an owner's representative with a current telephone and fax number (and email address if available).

(10) Has the firm or any affiliate been terminated for cause during the last five years with respect to a transportation project?

☐ Yes ☐ No

If yes, please identify (for each instance) the entity terminated for cause and the project name, provide an explanation of the circumstances and provide owner contact information, including telephone and fax numbers (and email address if available).

(11) Has the firm or any affiliate been involved in any arbitration, litigation, dispute review board or other dispute resolution proceeding occurring during the last ten years involving an amount in excess of $500,000 related to performance on public infrastructure projects?

☐ Yes ☐ No

If yes, please provide a brief description (including the resolution) of each qualifying arbitration, litigation, dispute review board or other dispute resolution proceeding. For each instance, identify an owner's representative with a current telephone and fax number (and email address if available).

(12) With respect to each of Questions 1-11 above, if not previously answered or included in a prior response on

this form, is any proceeding, claim, matter, suit, or indictment currently pending against the firm or any affiliate that could result in the firm or affiliate being found liable, guilty or in violation of the matters referenced in Questions 1-11 above and/or subject to debarment, suspension, removal or disqualification by the federal government, any state or local government, or any foreign governmental entity.

☐ Yes ☐ No

If yes, please explain and provide the information requested as to such similar items set forth in Questions 1-11 above.

(13) During the last five years, has the firm or affiliate withdrawn, after shortlisting and/or pre-qualification, from a P3 procurement that later achieved commercial close.

☐ Yes ☐ No

If yes, please provide (for each instance) an explanation of the circumstances, including the reason for the withdrawal, the project name and the contact information for an owner's representative with a current telephone and fax number (and email address if available).

(14) The firm complies with Section 4.3.1 which requires the Respondent to be bondable for the anticipated total cost of maintenance and landscaping work under this project. The Department reserves the right to determine final bonding requirements prior to contract execution may include performance and/or payment bond as determined appropriate.

☐ Yes ☐ No

(15) The firm complies with Section 4.3.1 which requires the Respondent to have the ability to acquire a Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death - limits of $1,000,000 for each person and $3,000,000 per occurrence. Property damage - limits of $1,000,000 for each accident and $3,000,000 for the aggregate of operations. See Form E.

☐ Yes ☐ No

Under penalty of perjury, I certify that the foregoing is true and correct, and that I am the firm's Official Representative:

By: _____

Print Name: _____
Title: _____

Date: _____

Exhibit 1

GENERAL CUSTODIAL SERVICES SPECIFICATIONS FOR REST AREA AND WELCOME CENTER FACILTIES

Minimal General Contract Requirements

1. SCOPE OF WORK

1.01 The Work consists of furnishing all labor, materials, tools, equipment and incidentals necessary to perform interior and exterior custodial services and light maintenance and to ensure the facilities are maintained in a safe, attractive, clean, sanitary and operable manner at all times.

1.02 Responsibilities include:

A. The maintenance, operations, quality, and condition of all roadside facilities – buildings and their associated components and the work items included in this Contract/Service Agreement for the duration of the service period.

B. The work areas are Rest Area and Welcome Center Facilities, within Department rights of way along the Interstate Highway System.

2. GENERAL INFORMATION

A. The Georgia Department of Economic Development (GDEcD) may assist the Department in the inspection of the GDEcD occupied areas. The Department will solely administer the Contract.

B. When called upon for Specification intent, the Department's interpretation/decision will be final. In all instances, the Department will be the sole judge of the cleanliness and operability of the facility(s) as contemplated by the specifications and compliance issues.

2.01 SUBMITTALS

A. Custodial Service Schedule: Five (5) days prior to the Pre-work Meeting, submit two (2) copies of the proposed custodial service schedule for each facility. This schedule will serve as the standard operating procedures for use by the custodians and others involved in performing custodial service.

The Schedule shall:

1. Set out in detail an incremental plan and methods for performing the work.
   a. Use of checklists, diagrams, standards, phone numbers, and work schedules are required.
   b. Include a proposed training program for supervisors and custodians for review and approval.
   c. Project required inspections or on-site observations by the Department in the work plan.
2. Establish monthly or interim completion dates for the work.
   a. The schedule will serve as a guide to the Contractor's work progress and performance.
   b. The Department will randomly monitor the Contractor's performance to verify the quality of work and completion of work.
3. Coordinate all operations to ensure the least inconvenience and the utmost in safety to the traveling public, the Contractor's and the Department's forces.
   a. Perform exterior custodial operations during the hours of daylight.
   b. In locations having multiple rest room facilities for each gender, one (1) rest room for each gender may be closed for heavy/major cleaning each shift. Closures shall not exceed two (2) hours.
   c. Where an on-site GDEcD supervisor is stationed, he/she may assist the Department in the inspection of the Welcome Center Buildings – Interior and GDEcD occupied areas.

B. Work Crew Rosters: Prior to beginning work, submit a crew roster.

1. Indicate each on-site lead custodian on the crew roster. List the active cell phone numbers of each lead Custodian and the local Supervisor.
2. Submit all new employees' names, and the information below, a minimum of forty-eight (48) hours prior to their assignment to the work crew:

Employee name; Facility assigned; Shift assigned; and Hire date.

C. **Communication Devices**

1. Supply your local Supervisor and on-site lead custodian with a functional cellular phone, on his/her person, for correspondence with the Engineer, during the term of the contract. The cell phone and service shall have messaging or call waiting capability.
2. Response time to the Engineer or his designee shall be less than thirty (30) minutes.

2.02 PERSONAL / HOURS OF OPERATION

B. **Supervisor:** Assign a competent and experienced local Supervisor who will be available twenty-four (24) hours per day for immediate contact. The Supervisor must speak English. The Supervisor shall be a separate individual from the regularly scheduled custodians/on-site custodian.

1. The Supervisor's duties shall be strictly supervisory.

C. **Crew:** The staff will be the sole responsibility of the Contractor. Assign staff at sufficient levels to perform the work successfully, in accordance with this Service Agreement.

1. Assign employees who are competent, experienced, qualified, and skilled to safely complete the assigned tasks.
2. All personnel will have lawful status to work in the United States. All personnel will have the contractor's business card on their person.
3. At a minimum, staff each facility with two custodian at all times between the hours of 7:00 am and 11:00 pm
4. Additional custodian staff may be needed during holiday(s), special event(s), and during Emergency Operations.
5. Emergency Operations: Twenty four hour staffing at each Rest Area/Welcome Center may be needed during any declared state of emergency. Such emergency will be declared by the Governor.
   a. The Executive Order will define the period of the declared emergency.
   b. Purpose is to ensure the safety and well being of the traveling public, during the state of emergency.
6. All personnel shall have a valid driver's license.

D. **Uniform:** All employees are to wear an approved uniform. In addition to the uniform, ensure that personnel have the necessary safety gear required by local, state, or federal regulations.

1. Each employee shall maintain a standard of grooming and personal hygiene, which reflects a clean and neat appearance. When a button shirt is provided it shall be buttoned.
2. The uniform shall be a clean and complete outfit, showing no signs of discoloration or wear. The uniform shall include:
   a. A long sleeve button down shirt (winter/light green),
   b. A short sleeve button down shirt (summer/light green),
   c. Trousers for year-round wear (spruce green),
   d. A jacket (spruce green) for winter wear, and
   e. Black shoes and black belt
   f. Quilted jackets and/or coveralls may be used.
3. Have either "Rest Area Custodian" or "Welcome Center Custodian" emblems, as appropriate, sewn on to the outer garment of each uniform.
4. Provide each worker a minimum of four (4) individual uniforms. Each employee will always have a sufficient amount of uniforms so that a clean uniform is always available. No uniforms, jackets or winter coats are to be passed on to the next person at shift change.
5. Employees without uniforms, as specified above, shall be considered in violation
6. For the first ten (10) calendar days from hire date, a new employee may wear a heavy duty t-shirt or vest with the Company Name and "Rest Area Custodian" or "Welcome Center Custodian" emblems, as appropriate, on the t-shirt or vest. A complete uniform is then required.

2.03 GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT (GDEcD) - if applicable

A. The Welcome Center Supervisor will be responsible for reporting to the on-site lead custodian any cleaning needs for the public restrooms or their occupied sections of the building. If the problem is not corrected within eight (8) hours, the welcome center supervisor will then contact the Engineer.

B. The Welcome Center Supervisor will maintain a daily log of non-compliance items. These logs will be available to the Engineer upon request.

2.04 EMPLOYMENT POLICIES

A. Prohibited Contractor/Employee Behavior: Employees are expected to use good judgment, common sense, and always conduct themselves in a courteous and professional manner.

Below are examples of prohibited behavior. They are not intended to be all-inclusive:

1. Have possession of firearms, alcohol or drugs on the premises.
2. Smoke in any area designated as "No Smoking".
3. Accept payment of gratuities from the public for any services rendered.
4. Vend or sell any goods, products, or services.
5. Make telephone calls except for in a medical emergency or for police assistance.
6. Have any television or radio on the premises.
7. Perform any mechanical work on any vehicle or recommend any specific service station, garage, or other commercial enterprise.
8. Entertain visitors, spouses or other family members during work hours.
9. Remove from the premises any equipment, materials or supplies that are provided by the Department.
10. No overnight stay at any facility(s) will be allowed.
11. Using profanity.
12. Fighting, harassing or arguing with other employees or visitors.
13. Sleeping on duty.
14. Failure to follow instructions, and/or failure to perform duties.

B. Department Request to Replace Employee:

1. Any person employed by the Contractor who does not perform in a proper and skillful manner or displays any conduct which would present a negative impact on the Department or facility will at the request of the Department, be removed from further work on the contract by the Contractor.
2. Such employee shall not return to work on this Contract without the Department's prior written approval.
3. If the person is not immediately removed or if suitable and sufficient personnel for the proper performance of the work are not provided, the Department will consider this in violation. .
4. Consider no employee for assignment to this Contract who has been convicted of homicide, battery, kidnapping, rape, child molesting, child exploitation, child solicitation, burglary or robbery.
5. Notify the Department of any employee being considered for assignment who has a criminal record, regardless of the reason or offense.
6. The Department reserves the right for final decision to accept or reject any individual being considered for assignment by Contractor.

2.05 NON-COMPLIANCE/DEFAULT/NON-PEFORMANCE

Any non-compliance and /or default terms and non-performance provisions will be clarified in the RFP.

Exhibit 2

CUSTODIAL SERVICES SPECIFICATIONS FOR REST AREA AND WELCOME CENTER FACILTIES

Minimal Custodial Contract Requirements

1. GENERAL DEFINITIONS

1.01 **Clean:** Removal of impurities or foreign matter not normally a part of the original component and, if necessary, eliminating objectionable odors.

1.02 **Engineer or his designee:** The Department's contract monitoring inspector.

1.03 **Exterior areas:** Areas outside of buildings and within the right of way such as parking areas, walkways, picnic areas, waste disposal areas, etc.

1.04 **Facility:** Welcome Center and/or Rest Area buildings, Interior and Exterior and other appurtenances at one location.

1.05 **GDEcD:** Georgia Department of Economic Development.

1.06 **Operable:** Capable of being used as originally intended.

1.08 **Safe:** A condition free of hazards and not having a potential for personal injury or harm.

1.09 **Sanitary:** Promoting healthful conditions by the elimination of dirt, agents of disease or infection through ventilation, cleansing with disinfectants and disposals of wastes.

1.10 **Scrub:** The use of brushes, sponges, or mops with soap and clean water or other approved cleaning materials to produce a clean surface.

1.11 **Spot Clean:** Selective cleaning of identified areas based on conditions of the moment. Bring up to standard as identified under "Clean" above.

2. GENERAL REQUIREMENTS

2.01 **Contract Requirements:**

A. Provide all labor and incidentals necessary to perform the Custodial Service activities specified herein.

B. Primary responsibility of on-duty personnel shall be to maintain the public restrooms and exterior areas in accordance with this agreement.

C. Provide a process to ensure minimum staffing and fulfillment of shift hours by personnel, either by use of a time clock or other methods.

1. In the case of inclement weather (snow, ice, etc.) notify the Engineer immediately if staff cannot be on time for their shift.
2. A time allowance may be given by the Department based on the circumstances.

D. The Department of Transportation reserves the right to require the Contractor to return during non-scheduled hours to restore the facilities to an acceptable standard of cleanliness or order, at no additional cost to the Department.

2.02 **Supervision Requirements:**

A. **Local Supervisor.** Designate a local Supervisor who must be a separate individual from the regular scheduled custodian and on-site lead custodian.

1. The local Supervisor will be available twenty-four (24) hours per day for immediate contact.
2. Response by the Supervisor shall never be more than thirty (30) minutes from the Department's initial contact.
3. Provide to the Engineer, by the 1st of each month, a schedule detailing their work hours and locations for the month.
   a. Inform the Engineer of any changes to this schedule.

b. The local supervisor shall only supervise facilities outlined in this contract. At no time shall the designated local supervisor act as a local supervisor on another Department Rest Area and Welcome Center Facility Contract unless approved by the Department Engineer.

4. The local Supervisor shall have the authority to take immediate action to correct conditions determined by the Department to be unsafe, unsanitary, or otherwise not in accordance with the terms of the contract.

   a. For issues that cannot be resolved with the on-site lead custodian, the local Supervisor shall report for on-site meetings within one (1) hour notification by the Department Engineer.

   b. The Engineer reserves the right to meet with the local Supervisor at any time, without notice.

B. <u>On-site Lead Custodian</u>. Have on the work site as the Contractor's agent, a competent, English speaking on-site lead custodian during each shift, thoroughly experienced in the type of work being performed.

1. The on-site lead custodian shall act as the Contractor's authorized agent in on-site communications with the Department.

2. The on-site lead custodian for each facility shall have a working cellular phone on his/her person during duty hours.

2.03 <u>Employee Training</u>:

A. Training all employees both initially and on-going is deemed critical to the effective operation of this contract.

1. Train all employees on first aid and compliance with OSHA regulations pertaining to Blood borne Pathogens, specifically as that standard relates to equipment, cleanup procedures, and disposal.

2. Adequate on-site training of each custodian shall be conducted by the local Supervisor.

B. During the local Supervisor's training period, a meeting shall be held between the new local supervisor, on-site lead custodian(s), a representative from the Department, and if applicable, GDEcD personnel.

1. The meeting provides an opportunity for the Contractor, the Department, and if applicable, GDEcD personnel to come to a clear understanding of the contract requirements, Department expectations, and address any unique aspects of the particular facility(s).

2. Work will be performed in such a way to prevent damage to buildings, structures, site fixtures and parked or moving vehicles.

3. AREAS OF CUSTODIAL SERVICE

3.01 An Inspection and Cleaning Schedule establishing minimum standards for both interior and exterior areas is attached to these specifications.

3.02 <u>Interior Facility Minimum Requirements</u>:

A. Routine custodial responsibilities include but are not limited to the following:

1. Operation and maintenance of the rest area/or and welcome center, service buildings, rest rooms, staff offices, supply storage areas and exterior areas.

2. In Facilities that have two (2) restrooms for each gender, one (1) restroom for each gender may be closed for a maximum period of two (2) hours for major cleaning per shift. All other times, all restrooms will be open.

3. Complete a full cleaning of the restrooms at the beginning of each shift. In addition to daily scrubbing, frequently sweep to remove litter.

4. Thoroughly and frequently clean toilets so that they present a clean, sanitary appearance and are virtually odorless. During periods of heavy use, check toilets often to ensure that they are clean and then cleaned if they are not.

5. Clean all grouted tile to the original color of the tile and grout a minimum of once a day. Clean all rubberized floors (linoleum) a minimum of once a day.

B. All surfaces shall be cleaned according to the schedule and spot-cleaned as required to ensure a clean sanitary appearance at all times.

1. Perform all cleaning using a Department approved non-toxic disinfectant and surface cleanser appropriate to the surface, which provides a pleasant scent.

2. Discard and replace mops, brushes, brooms, cloth towels, etc. when they are dirty, worn or unsanitary and at the discretion of the Engineer.
3. Steam clean all rest rooms four (4) times a year (once a quarter) and when necessary at the discretion of the Engineer.

3.03 <u>Welcome Center GDEcD Occupied Area(s) Interior Requirements (if applicable)</u>: In addition to the cleaning schedule for Interior Facility Requirements, the following routine will also apply as needed during the day when requested by the Engineer or GDEcD supervisor.

A. Clean all GDEcD occupied area(s) a minimum twice per day. Inspect and clean reception and personnel areas from 7:30a.m. to 8:30a.m. during the morning and from 3:30p.m. to 4:30p.m. during the evening.

B. Perform all cleaning activities without interfering with GDEcD personnel's duties. Clean all personnel rest rooms immediately before closing.

C. The following shall be performed as part of cleaning tasks:

1. Sweep or vacuum all floors and empty and clean waste receptacles. Clean reception room furniture, reception counter, display cabinets, fixtures, walls, baseboards, corners, light fixtures, window frames and all woodwork.
2. Clean personnel rest rooms and fixtures. Sweep and scrub mop the floor, Refill soap and paper holder dispensers. Polish all stainless steel to remove stains with approved cleaner. Scrub bowls, rims, base and underneath thoroughly.
3. Clean kitchen facilities. Wipe down table tops and counter tops, walls, stoves, microwaves and refrigerators. Remove stains from carpeted area with appropriate cleaner.
4. Every three (3) months, remove literature from brochure racks and clean the racks.
5. Every three (3) months, steam clean all carpets.
6. Every three (3) months, clean and treat brick pavers with appropriate cleaner(s).

D. Neither custodians nor GDEcD personnel are required to perform personal tasks for each other while on duty.

E. Introduce all new hires to the GDEcD personnel on the employee's first day of employment.

F. Welcome Center office equipment and supplies are to be only used by Welcome Center staff for center business.

3.04 <u>Exterior Area(s) Requirements</u>:

A. Inspect and report the need for major repairs such as leaks in roof, damage to doors, windows, gutters and down spouts, etc. to the Engineer immediately.

B. All grounds shall be kept litter free. This includes all grassed and landscaped areas. Litter and debris shall be transferred to litter cans.

C. Maintain all floors, walkways, patio areas, picnic areas, waste/trash holding or transfer areas and parking areas in a clean and neat manner.

1. Sweep paved walks and parking areas to maintain a clean surface. Washing and scrubbing may be required, as directed by the Engineer.
2. Conduct a daily inspection of the paved walks and parking areas for grease, chewing gum, and any other material, and remove as needed.
3. Check handicapped parking areas daily for grease, etc., and remove as needed.
4. Sweep trash and transfer into litter cans. Do not sweep trash onto grass or under shrubbery.
5. Clean minor spills from vehicles using oil dry or other suitable material, as needed.
6. Perform gutter and sidewalk sweeping and trash pick-up daily to avoid a littered appearance. Pick up litter a minimum of twice daily, once in the morning and once in the afternoon, or more often if needed.

D. Clean all picnic areas, including cleaning of grills and removal of all litter and debris, daily or more often if needed.

1. Picnic facilities include, but are not limited to, tables, table slabs, walks, barbecue grills, litter containers and water spigots. Maintain Picnic shelters to comply with the contract objective.

2. Remove graffiti by washing, cleaning compounds, paint or other acceptable means approved by the Engineer.
3. Clean the tops of tables and benches and the ground under and surrounding the picnic areas frequently to maintain a clean and sanitary appearance. Wash daily, or more frequently if required with a non-toxic disinfectant cleanser appropriate to the surface being cleaned to maintain a clean, sanitary and grease-free surface.
4. Always use the same bucket for washing tabletops. DO NOT USE THIS BUCKET FOR ANY OTHER PURPOSE.

E. Miscellaneous Exterior Requirements
1. Report inoperable area lights in parking areas to the Engineer for repair.
2. Scrub drinking fountain bowls at least once per shift with a non-toxic disinfectant cleanser.
3. Keep drain open and all shut-off valves operable.
4. Turn off fountains, which are not freeze-proof, when the temperature will fall below 38 degrees (Fahrenheit) to prevent freezing, and turn them back on when temperatures rise above 38 degrees.
5. Clean building gutters weekly to ensure that they drain properly.
6. Perform touch-up painting around push plates and kick plates on doors, as required.
7. Keep facilities and litter cans free of hornets, bees, flies, etc.

3.05 <u>Vending Area Requirements</u>:

A. Keep vending areas in a clean and neat manner. Although responsibility lies with the vending contractor for cleaning of his/her machines and floors, etc., in the vending shelter, periodic checks shall be made in that structure to spot clean machines, pick-up litter, and mop spills in order to maintain an acceptable level of service.
1. Each vending contractor is to provide a toll-free telephone number where reports should be made concerning machine malfunctions, etc.

B. Maintain all trash containers odor-free and less than three-quarter (¾) full at all times.
1. Empty all trash containers when contents emit a foul odor, no matter how full it is. At a minimum, empty all cans at least twice daily once in the morning and once in the afternoon, and more frequently when needed.
2. Do not allow a trash container to overflow. Always use plastic liners in all trash containers. Liner size should be proportionate to trash container size.
3. Scrub the inside of each container with a disinfectant weekly or more frequently if necessary to maintain odor-free containers. Wipe off the outside of trash containers as required removing dust and dirt.
4. Scrub when required to remove heavy soil that will not wipe off.
5. Contact the Engineer when new trash containers are needed.
6. Empty all trash container contents into dumpsters provided by the Department. Keep dumpster areas litter free.

C. The Contractor is PROHIBITED from activities such as sorting trash or removing any items for profit.

3.06 <u>Material Requirements</u>:

A. Provide ALL materials and equipment required to perform this Contract unless otherwise specified within the Contract.
1. Submit a monthly material usage report with the monthly invoice for all materials used to the Department.

B. Use cleaning products specifically manufactured for the surface to be cleaned. They must be safe to use in and around the presence of visitors to the facility without emitting fumes, vapors or toxins that could be harmful to humans.

C. Keep adequate supplies at the facility to meet the demands. At all times, stock a minimum of one hundred (100) rolls of 2-ply toilet tissue, five (5) gallons of liquid hand soap, and one (1) gallon of cleaning solution concentrate for floors, toilets, and other surfaces.

D. Provide a list of materials to the Department to be reviewed and approved. The following is an expendable non-inclusive materials list:
   1. Hand soap (liquid) and soap dispensers.
   2. Disinfectant bowl cleaner, cleaning cloths, toilet brushes, squeegees, and disposable latex gloves.
   3. Pine disinfectant, glass/window cleaner, liquid detergent, non-abrasive cleanser and bleach, stainless steel cleaner, non-abrasive cleaning pads, and surface disinfectant.
   4. Light bulbs and tubes.
   5. Toilet tissue holders (of like kind), 2-ply toilet tissue (to fit existing holders), toilet seats, urinal blocks, and urinal screens.
   6. Trash bags, sanitary bags.
   7. Push brooms, mop heads, mop handles, mop buckets and ringers, sponges, house-brooms, paper towels, air freshener and batteries for dispenser.
   8. Wasp/hornet spray, lobby-brooms, lobby dust pans, parts for flush valves and faucets, and rags of cheese cloth, baby changing liners, rock salt for icy sidewalks, and heating/air conditioning filters.
   9. Provide filters that meet heating/air conditioning manufacturer's specifications.

E. Do not use steel wool, sandpaper, or other highly abrasive materials in cleaning the floors, walls, mirrors, toilet partitions, doors, toilets, urinals, wash basins, soap dispensers, hand dryers, and napkin disposals.

F. Provide enough materials to supply the needs of the rest areas which are open twenty-four (24) hours a day.

3.07 <u>Light Maintenance Tasks and Requirements</u>:

A. Repair or furnish and replace routine items with an individual value of $100 or less:

B. Provide Paper towels for the public whenever a hot blown air hand dryer is out of service.

C. Provide Paper towels in the Family restrooms at all times.

D. Perform the following repairs as soon as possible, and always within eight (8) hours of direction by the Engineer. Have and provide the appropriate tools if required, for repair or replacement of the following items:
   1. Replace light bulbs, and light fixture covers which are burned out, damaged or missing.
   2. Replace damaged soap dispensers.
   3. Replace all damaged or missing hardware for toilet partitions and stall doors.
   4. Replace all missing or damaged electrical switch plates and receptacle covers.
   5. Perform all minor plumbing repairs, such as replacement of defective/worn out seals, flush valves, sensors, etc.
   6. Perform All minor tile repairs.
   7. Perform All minor drain repairs.
   8. Provide labor to replace inoperable odor control devices.
   9. Replace air conditioning and heating filters on a monthly schedule.

E. Report all other repairs including electrical, plumbing, water, sewage and construction failures and/or problems immediately to the Engineer.

F. In any area where maintenance is being performed or is needed, appropriate signs approved by the Department will be placed; i.e. slippery walks, ice on walks, slippery floors, closed for cleaning, etc.
   1. Provide all required signs.
   2. No HANDWRITTEN signs will be permitted.
   3. Store these signs in a designated area and keep them in a safe and clean manner.

G. Painting and major repairs or rehabilitation work may be required to be done by others during the life of this Contract. Cooperate with other Contractors or state forces in the execution of painting or major repair work.

3.08 Inspections:

A. The Contractor or his/her designated local Supervisor shall conduct weekly on-site inspections of the facility. Inspections will be documented using a Department approved weekly inspection form.

1. Leave a copy of all weekly inspection reports at the facility in a designated area upon completion of inspection and send a copy to the Engineer, and to the GDEcD Supervisor at the Welcome Center, if applicable.
2. Attach a certified copy of the weekly inspection form to the monthly invoice for payment to the Department.
3. The Department reserves the right to make unannounced inspections. Letters of complaint, if received, will be directed to the Contractor for compliance and correction as required.

B. Keep a daily log of all custodial operations, other than those listed as daily routine, performed by your personnel and make it available for review by the Engineer, and the GDEcD Supervisor at the Welcome Centers, upon request.

1. Design the daily log and have it approved by the Engineer.
2. The daily log shall also contain notations of time and date of any notifications to the Engineer or the nearest law enforcement agency of any unusual activity or occurrence in the rest areas (accident, vandalism, etc.).
3. Make the daily log available for audit for one (1) year beyond the Contract's final expiration.

C. The Contractor shall be responsible for any and all damage to the facility property resulting from the Contractor's activities in the performance of this Contract.

4. SERVICES TO THE PUBLIC

4.01 Private Use of Facilities:

A. The Contractor is advised that permits may be issued solely by the Department of Transportation for use of the facility by private organizations for such activities as providing free coffee to travelers during a specific time frame. Inquiries about such permits should be directed to the Department.

1. Monitor the activities of permitted organizations and report any non-compliance of the terms of the permits to the Department.
2. The Contractor's operations shall not restrict or disrupt the permitted activities of the organizations.

B. Citizen vending on facility property is prohibited.

4.02 Provision of Information to Motorists:

A. Ensure that all custodians can provide the following information to motorists in need of aid or direction. In all cases, custodians will be courteous and professional.

1. Furnish directions to nearest hospital or emergency medical facility.
2. Furnish instructions for obtaining ambulance service.
3. Provide reasonable highway travel directions. At the welcome center, refer all requests for directions to GDEcD personnel during their operating hours.

B. Ensure that sufficient State of Georgia Maps are made available for the general public. These maps are free to the public and will be furnished by the Department as needed. Notify the Engineer should the map dispenser become inoperable. Map vending machines furnished by the Department will be replaced and repaired by the Department.

4.03 Miscellaneous Requirements:

A. Ensuring that sufficient "Comment/Suggestion" Cards for the general public's comments/suggestions are made available and in sufficient supply at the "Suggestion Box" area. The cards will be furnished by the Department and will be picked up by Engineer.

B. Place all "lost and found" items in a secured designated storage area and report the item(s) to the Engineer, or to GDEcD at the welcome center, within twenty-four (24) hours at which time the Engineer will take possession of the lost item(s).

C. Raise and lower flags.

5. DEPARTMENT OF TRANSPORTATION RESPONSIBILITIES

5.01 Materials and Equipment:

A. The Department will furnish and replace urinals, toilets, stall partitions and doors, exhaust fans, mirrors, picnic tables and benches, and litter containers that have been destroyed.

B. The Department will supply the Contractor with the paint needed for touch-up painting.

5.02 Grounds, Parking Lot, and Roadway:

A. The Department will be responsible for repairs and/or replacement of pavement, sidewalks, curbs, roadway and parking area lights, roadway signs, and pavement markings.

B. Notify the Engineer within a twenty-four (24) hour period when one of the state-covered items is in need of repair.

5.03 Utilities: The Department of Transportation shall pay for electrical service, water, and sewer.

5.04 Inspections:

A. The Engineer will conduct frequent, unscheduled inspections and maintain a log noting conditions and compliance with contract provisions and quality of workmanship.

B. The Department will provide a copy of the compliance form to the on-site lead custodian and will fax a copy to the Contractor's office.

C. A GDEcD representative will assist the Department in conducting daily inspections at the Welcome Center facility(s) and will maintain a log noting conditions and compliance with contract provisions and quality of workmanship.

D. GDEcD will provide a copy of the compliance form to the on-site lead custodian and will fax a copy to the Contractor's office and the Department.

5.05 Signs: The Department will provide and install signs, stating that the Rest Areas and Welcome Centers are under custodial service contract and shall show the Contractor's firm name

5.06 Flags: Department will provide flags which the contract will specify times to be raised and taken down.

5.07 The Contractor is responsible for the repair and light maintenance of items furnished by the Department. The Contractor, at no cost to the Department, shall replace any item provided by the Department that is subsequently damaged by the Contractor.

6. SAFETY AND INCIDENT REPORTING

Safety is the responsibility of the Contractor. Handle and operate all equipment and materials safely per manufacturer recommendations and in accordance with all applicable codes, laws, ordinances and regulations.

6.01 Report any accidents that occur on site verbally to the Engineer within one (1) hour of the incident. A written incident report stating persons involved, phone numbers, and a brief description of the accident will need to be provided to the Department within twenty-four (24) hours of the incident.

A. Welcome Center custodians, if applicable, shall be required to open the Welcome Center facility each day at 7:00a.m. and close the facility each night at 11:00 p.m. The Department will provide the key(s) to unlock and lock these facility(s). Rest Area facility(s) will remain open twenty-four (24) hours a day.

B. Custodians are required to assist the welcome center staff with the daily routine transfer of materials and supplies from the storage area to the center buildings, as well as to assist with unloading freight shipments and directing storage.

C. No flammable liquids will be stored in the service building.

6.02 Law Enforcement Notification

A. Immediately notify the nearest law enforcement agency of crimes, such as acts of vandalism, and/or violations of Department regulations against solicitations, citizen vending, etc.

B. Record the license number, if available, and call the nearest law enforcement agency immediately.

6.03 Parked Vehicle Surveillance

A. Parked vehicles are to be given a periodic check to determine whether passengers may be in need of help.

B. Any vehicles parked for more than four (4) hours, parked with the engine running, or in a location not used for parking should be checked more thoroughly and reported to the nearest law enforcement agency.

C. Do not attempt to detain persons appearing to be intoxicated or intent on malicious vandalism or abuse of the area.

D. Record the license number, if available, and call the nearest law enforcement agency immediately.

CUSTODIAL SERVICES FOR
REST AREA AND WELCOME CENTER FACILTIES
DAILY INSPECTION AND CLEANING SCHEDULE – INTERIOR REQUIREMENTS

Item Description	Daily and/or On-going as needed	Spot Clean Hourly	Weekly	Monthly	Every 3 Months	Every 6 Months
Buildings – Interior						
Full Cleaning @ 7:00 AM & 3:00 PM	X					
Sweep floors	X					
Scrub fixtures	X					
Dust walls and ceilings for cobwebs	X					
Empty and clean trash receptacles	X	X				
Empty and clean napkin disposals	X	X				
Refill and clean dispensers	X	X				
Clean partitions	X					
Clean toilet bowls inside & outside	X	X				
Clean toilet seats	X	X				
Clean urinals inside & outside	X	X				
Clean lavatories and counters	X	X				
Clean hardware	X					
Clean mirrors	X	X				
Mop/scrub floor	X					
Refill deodorant containers	X					
Spray deodorant		X				
Remove graffiti	X					
Sweep as needed to maintain litter free floors		X				
Clean entrance glass, doors and display case	X					
Clean inside windows	X					
Inspect and replace burned out light bulbs	X					
Clean and service sand urns	X					
Spray deodorant		X				
Scrub walls and floors with a brush			X			
Clean all exposed pipes, hinges, latches, fittings			X			
Clean all exhaust fans and escutcheons			X			
Scrub concrete floors in all storage areas			X			
Touch up paint as requested			X			
Clean Custodian office			X			
Steam clean carpets & treat brick pavers					X	
Clean Welcome Center brochure racks					X	
Spray for hornets, bees, flies, etc.	X					
Steam clean rest rooms					X	
Replace heating/air conditioning filters				X		

CUSTODIAL SERVICES FOR
REST AREA AND WELCOME CENTER FACILTIES
DAILY INSPECTION AND CLEANING SCHEDULE – EXTERIOR REQUIREMENTS

Item Description	Daily and/or On-going as needed	Spot Clean Hourly	Weekly	Monthly	Every 3 Months	Every 6 Months
Buildings- Exterior						
Report structure repairs	X					
Clean exterior windows and doors	X					
Clean walkways and patio areas	X	X				
Clean picnic areas	X	X				
Clean parking areas	X					
Keep parking areas and grounds litter free	X	X				
Clean outside storage building, if applicable			X			
Spot clean vending areas either interior or exterior	X	X				
Clean drinking fountain bowls	X	X				
Replace burned out bulbs in walkways and porch areas	X					
Empty and clean all trash receptacles	X	X				
Clean building gutters			X			
Raising and lower of Flags	X					

CUSTODIAL SERVICES FOR
REST AREA AND WELCOME CENTER FACILTIES

MONTHLY EMPLOYEE REPORT

DATE	EMPLOYEE NAME	SHIFT HOURS

Exhibit 2

CUSTODIAL SERVICES

_____(MONTH) _____(YEAR) REST AREA _____ WELCOME CENTER _____

MONTHLY MATERIAL USAGE REPORT

MATERIALS	*UNIT OF MEASURE	QUANTITIES USED	COMMENTS
Air Freshener/refills	Can		
Baby Changing Liners	Each		
Batteries	Each		
Bleach	Gallon		
Cleaning Cloths	Each		
Disinfectant Bowl Cleaner	Gallon		
Disposable Latex Gloves	Box		
Glass Cleaner	Gallon		
Hand Soap/Liquid	Gallon		
Heating/Air-conditioning Filters	Each		
Light Bulbs and Tubes	Each		
Liquid Detergent	Gallon		
Non-Abrasive Cleaning Pads	Each		
Non-Abrasive Cleanser	Can		
Oil Dry	Pound		
Paper Towels	Each		
Pine Disinfectant	Gallon		
Rags of Cheese Cloth	Each		
Rock Salt	Pound		
Sanitary Bags	Each		
Stainless Steel Cleaner	Gallon		
Surface Disinfectant	Gallon		
Toilet Tissue	9-inch Roll		
Trash Bags	Case		
Urinal Blocks	Each		
Urinal Screen	Each		
Insecticide Spray	Can		
Other (Please Specify)			
EQUIPMENT	***UNIT OF MEASURE**	**QUANTITIES REPLACED**	**COMMENTS**
House Brooms	Each		
Lobby Brooms	Each		
Lobby Dust Pans	Each		
Mop Buckets and Wringers	Each		
Mop Handles	Each		
Mop Heads	Each		
Push Brooms	Each		
Soap Dispensers	Each		
Squeegees	Each		
Timer Dispensers for Air Fresheners	Each		
Toilet Brushes	Each		
Toilet Seats	Each		
Toilet Tissue Holders	Each		

*If the unit of measure does not match the table, indicate the conversion needed to make equivalent quantities. For example, if purchases of Bleach are by the case, note in Comment Section: **1 CASE BLEACH = 4 GALLONS BLEACH**

Exhibit 2

Exhibit 3

GENERAL LANDSCAPE MAINTENANCE REQUIREMENTS
REST AREA AND WELCOME CENTER FACILTIES

Minimal General Contract Requirements

1. PRELIMARY SCOPE OF WORK

1.01 Work under this Contract/Service Agreement consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform landscape maintenance services, one day per week.

A. The work includes landscape ground maintenance such as: Mowing; line trimming; edging; aerating; de-thatching; litter and debris removal; fertilizer and lime application; tree and shrub maintenance such as pruning and selective removal; weed and exotic pest plant removal; insect/disease control; herbicide application (pre and post emergence); watering; bedding plants and small trees and shrubs; pressure cleaning; irrigation maintenance and repair; mulching; swale and inadequate drainage inspection, maintenance and minor repair; soil tests and site clean-up.

B. The landscape maintenance activities will also include the regular observation and maintenance of all landscape areas for minor erosion, inadequate drainage, sight and sign visibility problems, and unsatisfactory plantings that need removal.

2.0 GENERAL INFORMATION

2.01 SUBMITTALS

Prior to beginning work under this Service Agreement, submit to the Engineer for review and approval the following:

B. Detailed Work Schedule: Submit two (2) copies of the Detailed Work Schedule per facility. The Detailed Work Schedule shall serve as a guide to verify the execution and completion of all tasks each week. The Contractor may request to make a change in their Detailed Work Schedule. Any requests for change shall be in writing. The request shall be reviewed and approved by the Engineer prior to the task being performed at the facility. The Detailed Work Schedule shall include the following:

1. A weekly calendar that lists when the required tasks shall be accomplished. Indicate on the weekly calendar a standard day of the week, such as every Wednesday, in which most required activities shall occur.

   a. If the standard workday falls on a State holiday, list an alternate date to indicate when the required tasks shall be accomplished.

   b. The tasks shall be in accordance with the Landscape Maintenance Schedule (See Attachment E) and this Service Agreement.

   c. Tasks that shall be inspected each week and accomplished as needed, as per this Service Agreement, and/or as by the Engineer, will not be required to be listed on the weekly work calendar. They include mowing, line trimming, litter and debris removal, general weed control, pest and disease control, insect and fire ant control.

2. An incremental plan detailing the execution of the following:

   a. The established starting and ending point that shall be repeated each cycle showing work performance in a continuous and expeditious manner.

b. The equipment to be used for performing the required work. List type, size, and quantities.

c. The number of crew members, in addition to the supervisor, who shall be working on-site each week during the mowing season, and the number of crew members, in addition to the supervisor, who shall be working on site each week when the turf is dormant.

C. **Materials/Product List**: Submit a Product List, for review and approval by the Engineer, showing all fertilizers, pesticides, and mulch that are to be used during this Service Agreement, and proposed date of application.

1. Include the product name, manufacturer, intended use, and intended rate of application in the product list for the fertilizers and the pesticides.
2. Include the manufacturer's product analysis labels with the submittal. Any product revisions during the contract must be submitted in writing and approved by the Engineer prior to any application.

D. **Personnel**: Submit the following with work schedule:

1. The on-site Supervisor's name and cell phone number. Have call waiting and messaging capabilities on the cell phone.
2. Phone numbers and names of personnel designated to be contacted at any time. At no time shall the Contractor's response be more than thirty (30) minutes from the Department's initial contact.
3. The Contractor's email address (if available).

E. **Bedding Plants**: If Bedding plant areas are included at a facility, submit with the work schedule a minimum of three (3) recommended bedding plants for the spring planting, and two (2) for the fall planting, including quantity, and spacing.

F. **Soil Tests**: Conduct separate soil samplings for the turf areas and the shrub areas, obtain analyses and recommendations according to the University of Georgia's Extension Service Standards, and submit the results to the Engineer by the 15th of September each year.

G. **Monthly Maintenance Checklist/Report**: Submit a completed maintenance checklist/report on the maintenance tasks performed during each month. A blank report is provided in Attachment D.

1. This report shall be due on the last day of the month and submitted to the Engineer within the first five (5) calendar days of the following month. Indicate the tasks that were accomplished during the month as specified in the Landscape Maintenance Schedule, these specifications, and the Contractor's Detailed Work Schedule.
2. Address any observations, concerns, or conditions that require the attention of the Engineer in the report as well.

2.02 PERSONNEL

A. **Supervisor**: At all times, have on the work site as the Contractor's agent, a competent, English speaking Supervisor, thoroughly experienced in the type of work being performed. The Supervisor's main duties are to supervise the maintenance crew. The Supervisor may perform minor maintenance tasks such as weeding, spraying, pruning, watering, litter removal, and fertilizing. The Contractor's Supervisor shall:

1. Have a working cell phone with them during duty hours.

2. Be available at the work site when all work is being performed under this contract including replacement work.
3. Act as the Contractor's authorized agent in all communications with the Department.
4. Be responsible for inspecting and reporting the need for major repairs such as damaged signs, water fountains, trash receptacles, site furnishings, site lighting, sidewalks, etc. to the Engineer immediately.
5. Schedule a meeting with the Engineer quarterly, or as directed by the Engineer, to review the project on site. Make the meeting request a minimum of forty-eight (48) hours in advance.

B. **Crew**: Utilize the same crew(s) to perform maintenance operations throughout the Service Agreement whenever possible so that the personnel can remain familiar with the project.

1. Provide staff and staffing levels able to perform the work in accordance with this Service Agreement and the Landscape Maintenance Schedule.
2. Use personnel who are competent, experienced, and skilled in all aspects of landscape maintenance, equipment usage, safety procedures, Georgia plant material, identification of invasive plant material, and specification interpretation. The personnel performing these services will be under the sole responsibility of the Contractor.
3. Have all personnel perform all pesticide operations under the direct supervision of a certified pesticide operator. Commercial Pesticide Licenses must include Category 27 for right of way use.

C. **Uniform**: The minimum dress code for employees shall be a shirt (when a button shirt is provided it shall be buttoned) with the Company Name/Logo, long pants, safety vest when working adjacent to traffic, and if directed by the Engineer, a safety helmet. A clean and complete uniform which shows no signs of discoloration or wear shall be worn by personnel every day.

Exhibit 4

LANDSCAPE MAINTENANCE REQUIREMENTS FOR REST AREA & WELCOME CENTER FACILITIES

LANDSCAPE MAINTENANCE REQUIREMENTS

1. APPLICABLE DOCUMENTS

Reference the planting and maintenance guidelines as set forth in the required references. They will be used by the Department when determining quality of work and are applicable to this Contract.

Required References:

1.01 ***The Georgia Department of Transportation Standard Specifications for Construction of Transportation System,*** the latest version.

1.02 ***The Guide for Plant Appraisal*** by the International Society of Arboriculture (ISA), latest edition.

1.03 ***American National Standards Institute*** **(ANSI)**, publications, latest editions:

A. ***Tree, Shrub and Other Woody Plant Maintenance-Standard Practices*** (ANSI A300-Part 1)

B. ***Safety Requirements for Tree Care Operations*** (ANSI Z133.1)

1.04 ***Manual of Uniform Traffic Control Devices*** **(MUTCD)**, current edition

2. GENERAL DEFINITIONS

2.01 **Facility:** The Welcome Center or Rest Area buildings and their associated components.

2.02 **Facility Grounds:** Areas outside of buildings and within fenced property boundaries such as parking areas, walkways, picnic areas, lawns, landscape areas, undeveloped/natural areas, waste disposal areas, etc. This includes all roadside areas from the edge of the travel way (interstate) shoulder to the right of way line.

2.03 **General Routine Maintenance Activities:** Litter and debris removal; pest and disease control; edging; insect and fire ant control; chemical and hand weed control; exotic pest plant control; shrub and tree pruning and removal for health, safety, sight and signage visibility; fertilizing; swale and inadequate drainage inspection, maintenance and minor repair.

2.04 **Landscape Maintenance Schedule:** The Landscape Maintenance Schedule (See Attachment E) establishes twelve (12) monthly or interim completion dates for the work, with the intent that the Contractor will complete necessary tasks on a weekly (on the same day each week), basis at a minimum. This schedule's prescribed minimum frequency of monthly tasks shall serve as the guide for the Contractor's Detailed Work Schedule, and the performance and evaluation of the work.

A. All tasks scheduled for a particular month shall be completed by the last day of that month.

B. The Department may allow the Contractor an additional day at each facility to complete the weekly tasks.

2.05 **Mowing/Line Trimming Cycle:** Mowing of lawn grasses and cleared natural areas to within a specified height using mowing, slope mowing, and line trimming equipment. It includes areas of lawn or mowable natural areas on 3:1 slopes or flatter, including grassed islands and areas 15 feet behind guardrail. Mowing consists of completely mowing, edging, miscellaneous mowing, and trimming the grounds of a facility in one day.

2.06 **Obstacles:** Items located within the facility grounds, both natural, and man-made, which may include but are not limited to, the following: sign posts, delineator posts, light posts, water fountains, steel beam guardrail and associated posts, headwalls, catch basins, fallen rock, newspaper boxes, etc.

2.07 **Vegetation:** All woody and herbaceous plants either naturally occurring or planted.

3. AREA DEFINITIONS

3.01 General routine maintenance activities apply to ALL FACILITY AREAS. Provide routine landscape maintenance activities at the facility grounds and, in some cases, areas adjacent to and separate from these areas.

3.02 Area categories and their additional maintenance activities are as follows:

A. **Mowable (turf) Areas:** Include all turf areas within the facility grounds from edge of pavement shoulder to right of way line. All mowing shall conform to previously established mowing limits. Additional maintenance activities include but are not limited to: Mowing; aeration and de-thatching of grass; soil test –lime application; weed control/herbicide application at guardrails, signs and obstacles; line trimming; ~~wildflower plot maintenance;~~ irrigation repairs; fertilizing trees; and pine cone removal.

B. **Mowable/Natural Areas:** Include existing tree masses under which most understory vegetation has been removed for safety, functional, or aesthetic purposes. Pine straw and/or natural leaf litter are allowed to accumulate beneath the tree mass area up to a four (4) inch depth. Additional maintenance activities include but are not limited to: Occasional line trimming and/or mowing; weed removal; pine cone removal; and fertilizing small caliper trees.

C. **No Mow Areas/Natural Areas:** Include existing vegetation areas in which trees and understory plants are left undisturbed except for the routine maintenance activities and pruning.

D. **Vegetation Masses:** Include shrub, ground cover and/or tree masses, bedding plants, hedges, buffer areas, areas between the guardrail and shrub beds and slope plantings. Additional maintenance activities include but are not limited to: Selective plant removal; minor planting; re-mulching; weed removal (pre and post-emergent herbicide applications); irrigation repairs; soils test to determine fertilization requirements.

4. EQUIPMENT

4.01 **MOWING EQUIPMENT**: The equipment used for mowing shall be of sufficient type, capacity, and quantity, to safely, and efficiently perform the mowing work specified in this Service Agreement.

A. Assign appropriate equipment quantities and types to meet stated mowing schedules and to accomplish the mowing/line trimming work in one day.

B. All equipment contemplated for use shall be subject to inspection and acceptance for mechanical worthiness and appropriateness for the mowing task intended by Engineer. Department decisions relevant to mechanical worthiness shall be final.

C. Properly maintain equipment at all times.

1. Have acceptable guards on all open portions of the mowers to prevent objects from being thrown from under the mower while in operation. Any mower deemed

unacceptable by the Engineer will not be allowed to operate until such guards are in place and properly maintained.

2. Properly maintain mower blades, i.e., sharp and straight. Mowers with a blade deemed unacceptable to the Engineer shall be prohibited to operate until such blade is replaced or the deficiencies are corrected

3. Trim crews shall consist of string or blade type trimmers.

4.02 TREE MAINTENANCE EQUIPMENT: Use equipment that will not damage the bark and cambium layer on or in the tree. For example, the use of climbing spurs (hooks, irons) is not acceptable work practice for pruning operations on live trees. Use sharp tools to ensure clean cuts are made at all times.

5. EXTERIOR FACILITY TASKS/ACTIVITIES

5.01 MOWING/LINE TRIMMING/DE-THATCHING

This work includes mowing, line trimming, aerating, and de-thatching areas within the limits of the facility grounds according to this Service Agreement and the Engineer.

A. **Mowing**: Mechanically mow all turf areas and mowable natural areas as often as required to maintain a neat appearance (minimum once per week during the growing season – approximately 40 mowings).

1. Preparation: Prior to mowing, removal all objects that could become a hazard if struck by mowers, such as litter, debris, trash bags, large cardboard boxes, mattresses, pillows, tires and recap pieces, pine cones, etc.

   a. Maintain turf height at a height ranging from one and half (1½) inches to three (3) inches.

   b. Chemical control of turf is prohibited. Contact the Engineer and receive Department approval prior to performing any chemical control of weeds.

   c. Sweep or blow walks after each mowing.

   d. Visually inspect the lawn a minimum of once a week and rake as required to remove leaves or other debris from the lawn areas a minimum of once a week and before each mowing. Pick up or rake litter and trash from the lawn a minimum of once a week, and/or prior to each mowing.

   e. Mowing areas that are saturated with water or where standing water is present, is prohibited. Mowing operations are prohibited when conditions are such that turf damage would occur or tire ruts will be left. See "Line Trimming".

2. Slope Mowing: Perform slope mowing in areas not accessible with conventional mowing equipment, such as beyond concrete ditch paving, slopes greater than 3:1, wet areas, bridge end rolls, behind guardrail, etc. In lieu of slope mowers, blade or string-type trimming equipment is acceptable for use.

3. Miscellaneous Mowing Requirements:

   a. Mow along the highway right of way in the direction of traffic.

   b. Mow vegetation, behind guardrails on slopes steeper than 3:1, to a minimum width of fifteen (15) feet behind the guardrail. Hand weed landscaped areas behind guardrail.

   c. Perform all handwork required to effectuate an efficient mowing operation. The Engineer shall have the right to identify for the Contractor those areas where handwork shall be required.

d. Take the necessary precautions to prevent any debris (including grass clippings) from being thrown onto paved surfaces or into shrub beds by the mowing equipment or the Contractor's personnel.

e. See "Limitations of Operations" for re-scheduling uncompleted mowing tasks.

B. Line Trimming: Perform line trimming in a manner that cuts grass blades approximately the same height as the mowing standard of one and a half (1 ½) to three (3) inches.

1. Line trim vegetation to the limits maintained by the Department and around existing objects located within the facility grounds. This includes all areas inaccessible by mechanical mowers.

2. Trim vegetation around landscaped areas without damaging plant materials.

3. Do not damage the base of trees, shrubs, or other site features. Replace all affected vegetation with like type and size material.

4. Mow using hand held string or blade type trimmers when an area is too wet and otherwise inaccessible for conventional type mowing equipment, such as mowing behind guardrails, ditches, etc., or if access by such equipment would cause damage to the turf.

C. Aeration and De-thatching: Aerate and de-thatch the turf areas of the facility grounds once a year. Use a plug type aerator and aerate during the months as shown on the Landscape Maintenance Schedule. De-thatch each spring just before the new growing season. Only use machines specifically designed for this purpose such as verticut or de-thatcher machines.

5.02 LITTER/DEBRIS REMOVAL

The pickup, removal, and disposal of litter, and otherwise undesirable, or objectionable appearing debris within the entire facility grounds to the edge of pavement of the adjacent state route.

A. Litter Removal: Completely remove all litter, debris, or other objectionable material on site, such as dog litter, from the facility grounds a minimum of four times per month and/or prior to each mowing.

1. Remove all vegetative litter and debris on picnic shelter roofs once a month.

2. Removing litter from trash receptacles is not required.

3. Disposal of Litter and Debris: Remove all vegetative litter and debris that have been accumulated and picked up from the facility grounds at the end of each working day and dispose of at locations provided by the Contractor.

   a. Place non-vegetative litter and debris, such as paper products, bottles, and cans, which have been picked up, in trash bags and dispose of in the on-site dumpster at the end of each working day.

   b. Make disposal(s) in accordance with applicable local and state laws. Failure to do so shall be cause for cancellation of the service contract. Costs incurred for disposal shall be the responsibility of the Contractor.

   c. Construct equipment utilized to transport litter in a manner to preclude further distribution or loss of litter along the roadway. Cover and secure with tarpaulins, all open top carriers.

   d. Raking, throwing, or dumping litter or debris, such as limbs or leaves, on adjacent property r in the mowed and un-mowed natural areas on the facility grounds is prohibited. Storage or stockpiling of litter or debris on the facility grounds is **PROHIBITED**.

e. The Contractor shall provide the landfill receipts where the Contractor disposed all litter and debris, showing location, weight and date, if applicable.

B. Debris Removal

1. Completely remove all litter, debris, or other objectionable material created through the Contractor's maintenance operations on a daily basis from the work site or as directed by the Department. Thoroughly clean any paved surfaces including shoulders and curbs, which have been strewn with soil, fertilizer, weeds, vegetative trimmings, mulch, or other waste, by the end of each working day.
2. Clean the site, as needed, in areas in which issues of health, safety, and/or welfare are involved.
3. Remove all silt and debris from concrete and grassed drainage ways, and from drainage structures. Vegetation in concrete swales and in catch basins shall be removed.

5.03 FERTILIZATION

A. Fertilization and liming: Shall be in accordance with soil sample results and shall be conducted at the frequency shown in the Landscape Maintenance Schedule.

1. Apply fertilizer under the proper weather conditions.
2. Use only equipment made specifically for fertilizer application. Properly calibrate and maintain all equipment per manufacturer recommendations and industry standards.
3. Submit tags from fertilizer bags used on site to the Engineer.
4. Repair any damage that is a result of mishandling or misuse of materials to the satisfaction of the Engineer.
5. An inspection of all fertilizer operations is necessary for verification and evaluation by the Department. Request for such inspection requires forty-eight (48) hour notification to the Engineer.

B. Tree, Shrub, and Groundcover Fertilization: Use the required soil test results to determine the type of fertilizer and/or lime for trees and vegetation masses. Ensure uniform fertilizer coverage directly around each plant crown and not cast generally in open plant beds. It is not necessary to remove mulch before fertilizing. Fertilize all trees in mowable areas only. Use only slow release fertilizers.

C. Bedding plant fertilization: For every one hundred (100) square feet of bed area, add two (2) pounds of 5-10-10 slow release fertilizer, and two pounds of dolomite lime. Blend fertilizer and lime into soil using hand tools. Spread two (2) inches of peat humus, aged manure, mushroom compost or other approved composted organic matter to the planting area and work into the other soil materials to a four (4) inch depth.

D. Turf Areas: Use the required soil test results to determine the type of fertilizer and the need for lime for turf. Slow release nitrogen fertilizers that contain pre-emergent herbicides for broadleaf weeds shall be used. Most turf responds best to fertilizers with a 3-1-2 ratio. Never apply lime to a centipede lawn unless soil tests show that the pH is extremely low and it is recommended by the Extension Agency report.

5.04 PESTICIDES (Insecticides and Herbicides)

Perform all pesticide applications under the direct supervision of a person with a Commercial Pesticide License with Category 27 for right of way use.

A. **Methodology**

1. Use a blue dye in all pesticide applications.
2. Use all materials and methods in accordance with highest standards and horticultural practices and approved by the Department. Follow label instructions.
3. Contact the Engineer a minimum of forty-eight (48) hours prior to any and all pesticide applications.
4. Ensure that when a chemical is being applied, the person applying it has in their possession all labeling associated with the chemical and their license/certification.
5. Apply all pesticides under the proper weather conditions. No spraying shall be done when wind speed is greater than ten (10) miles per hour. Only equipment made specifically for pesticide or chemical application shall be used.
   a. All applicators shall wear the proper safety attire including long sleeve shirt, long pants, gloves, safety glasses, respirator and head protection for spraying.
   b. A disposable Tyvek, or equal, suit is recommended for spraying where applicable.
6. Post a minimum of three (3) warning signs when spraying near pedestrian areas, according to State regulations. Disposal of all pesticide containers shall be in accordance with State regulations.

B. **Monitor**: Each visit, monitor the grounds for infestations of insects, disease, noxious weeds, and invasive exotic pest plants. Apply all pesticides, as needed, for complete control of the infestations. This may necessitate more than one application per month, or as directed by the Engineer. The Engineer may direct the Contractor to spray the grounds for pesticide problems detected by the Engineer.

C. **Damage to Vegetation**: Use extreme care in ensuring that no damage occurs to any plant material, natural or planted, from the use of any pesticide or other chemical. Repair any damage that is a result of mishandling or misuse of materials at the Contractor's expense to the satisfaction of the Engineer.

1. Irreparable damage includes any condition that suggests the plant may not meet the minimum acceptance criteria at the end of the maintenance period. The minimum acceptance criteria are that the plant is of the same size and condition as other similar plant materials or the minimum standard as specified on the original plans and specifications for installation.
2. Confine all spraying of pesticides and other such chemicals to the individual plant. Spraying techniques that may introduce the material being sprayed beyond the immediate area of the individual plant are strictly prohibited.

D. **Pre-emergent Herbicide:** Apply a pre-emergent herbicide once a year in vegetation mass areas as per manufacturer's specification. Apply the pre-emergent herbicide prior to mulching activities, when applicable, in accordance with this Service Agreement, and all Federal and/or local regulations.

5.05 WEEDING (Including Exotic Invasive Pest Plant Removal)

Maintain the facility grounds free of weeds, exotic invasive pest plants, undesired vegetation, and other noxious weeds.

A. Inspect the facility grounds each week and completely remove all weeds by hand pulling or approved herbicide.

1. In mulched beds, hand pull all weeds each work day per week to maintain beds free of weeds. Hand weeding shall consist of furnishing all labor for removing and disposing of all undesirable vegetation and exotic plant species from the mulched areas.
2. In turf areas, remove weeds by hand pulling or approved herbicide. Do not perform line trimming on weeds unless herbicides have been applied a minimum of one week prior to the line trimming activities.
3. In mowable natural areas, remove weeds by hand pulling or approved herbicide. No more than five (5) percent weed coverage or weeds above five (5) inches in height are acceptable at anytime.

B. Each work day, properly dispose off-site all weeds, exotic plants, clippings, and debris generated by this activity.

5.06 SHRUB AND GROUNDCOVER MAINTENANCE (Pruning and Selective Removal)

A. **Pruning**: Prune shrubs and groundcovers a minimum of once per year to maintain an attractive shape and/or to encourage denser growth with respect to the intended design character of the plant.

1. Clarify any questions on design intent with the Engineer prior to pruning.
2. Allow Individual plants of the same species to grow together into a continuous mass, rather than prune them into individual plants.
3. Time and adjust accordingly all heavy pruning to take each specie's blooming season into consideration.
4. Prune in such a manner as not to change the natural habit or shape of a plant. Pruning shall be in conformance with ANSI A300 Part I Guidelines.
5. Do Not prune shrubs with power clippers or electric shears.
6. Prune as needed, or as directed by the Engineer, to remove branches damaged by storm or accident events, to eliminate sight distance, clear-zone blockages, and to ensure sign visibility.
7. Cut all ornamental grasses to six (6) inches above grade.

B. **Shrub and Groundcover Removal**: It may be necessary on occasion to remove dead, diseased, dying, inappropriate or obstructing shrubs or groundcover from the facility grounds. All plant material shall be removed completely, including the root-ball, from the facility grounds. The remaining hole shall be filled with replacement material or planting soil, and mulched, as directed by the Engineer. Notify the Engineer at least one (1) week prior to removal efforts. Compensation for any removal, excavation, and any additional planting soil needed to provide a smooth graded appearance of all landscaped areas shall be included in the work.

5.07 TREE MAINTENANCE (Pruning and Selective Removal)

A. Straighten trees, remove damaged trees, re-stake trees, and adjust and repair braces and ties on trees after every storm event, erosion problem, or as necessary. Remove all staking, as directed by the Engineer.

B. **Pruning**: Prune trees to a shape typical of their species when removing lower branches for crown elevation or increased clearance.

1. Prior to pruning trees, meet the Engineer on site to inspect trees that may need pruning to ensure plant health and symmetry.

2. The Engineer may direct the Contractor, at any time, to remove branches due to storm damage, sight distance problems, sign visibility problems, safety concerns, or disease.
3. Care shall be taken to maintain a symmetrical appearance and cuts shall not be made so large or so numerous that they prevent sap flow.
4. When removing a parent leader or limb to a lateral branch, the final cut shall be made as close to parallel as possible with branch bark ridge and the lateral limb. Make the cut as close to the bark ridge as possible without cutting into it. Avoid damaging the lateral limb when the final cut is made.
5. Remove the weaker or less desirable of crossed or rubbing branches. Such removal should not leave large open spaces in the general outline of the trees.
6. **Do not stump prune/top Crape Myrtles.** Prune according to ANSI A300 Part I Guidelines. Monitor and remove sucker growth from Crape Myrtles on a monthly basis.
7. Perform standard pruning per ANSI A300 Part I Guidelines at a minimum of once per year according to the Landscape Maintenance Schedule.
   a. Standard tree pruning shall consist of the removal of dead, dying, diseased, decaying, interfering, suckering, obstructing, or weak branches, as well as selective thinning to lessen wind resistance and shall be performed per ANSI A300 Part I Guidelines.
   b. The removal of such described branches shall include those on the main trunks, as well as those inside the leaf area.

C. **Contractor Damage**: At no cost to the Department, replace any tree damaged by the Contractor's equipment or through negligent or improper pruning with like kind, matching existing, during the appropriate planting season. Replacement trees and their installation shall conform to American Standard for Nursery Stock and the Department's Standard Specifications.

D. **Selective Tree Removal**: It may be necessary on occasion to remove dead, diseased, dying, or poorly placed trees from the facility grounds.

1. All existing trees twelve (12) inches in caliper and smaller that are dead or become dead, diseased, dying, inappropriately planted, or interfering with clear zone or sign visibility during the Maintenance period, within the facility grounds, shall be removed by the Contractor. Measure tree caliper at diameter breast height (DBH). Notify the Engineer at least one (1) week prior to removal efforts.
2. Cut the main stem or stems of a tree flush with the ground surface and treat, within fifteen (15) minutes, with an approved herbicide to prevent re-growth. In some cases, stumps may need to be stump ground to six (6) inches below ground level as directed by the Engineer.
3. For trees larger than twelve (12) inches in caliper or a tree adjacent to or within view of the facility grounds that warrants removal, notify the Engineer of the need. Measure tree caliper at breast height (DBH).
4. The Department may, at its discretion, reimburse the Contractor for repairs or damage due to unforeseeable causes beyond the control of the Contractor, including but not restricted to acts of God, of the public enemy, or of governmental authorities.

5.08 SHRUB AND TREE RE-VEGETATION AND MINOR PLANTING OPERATIONS

A. **Shrub and Tree Planting**: Provide and install up to five (5) native trees and twenty-five (25) shrubs per facility site once a year if replacement of site deficiencies is determined by the Engineer.

1. All native trees shall be a minimum of two (2) inch caliper, containerized for not less than one (1) year, and of a species approved by the Engineer.
2. All shrubs shall be a minimum of three (3) gallon, containerized for not less than one (1) year, and of a species approved by the Engineer.
3. Planting specifications will be consistent with Section 702 of the Department's Standard Specifications.
4. Supply and water plants as needed through the first summer season and as directed by the Engineer.
5. Submit a minimum of three (3) species choices for shrubs and native trees to the Engineer by September 1st. The Engineer will submit the selections to the Contractor by September 15th. The Engineer will select the planting locations. Plant the material in November.

B. Bedding Plant Operations: Bedding plant operations include site preparation, soil amendments, furnishing and planting bedding plants, fertilizing, pruning, weed control, watering, and mulching.

1. Provide planting operations twice a year (April/May and October/November).
2. Use standard spacing for the particular species with the intent to provide full coverage by mid season. Bedding plants shall be supplied in four (4) inch pots.
3. The Department will select from the Contractor's recommendations or offer alternatives of which the Contractor may select at no additional cost to the Department. The Department will select the plant bed areas.
4. Finish ground preparation activities one (1) week prior to planting operations. Properly install, mulch, and water bedding plants to ensure survivability. Remove spent blooms (deadheading) and prune for healthy plant growth each week.
5. Remove plants that are in decline or dead. Replace the removed plants, with like kind, prior to July 15th for summer annuals, and prior to January 15th for winter annuals.

5.09 MULCHING

A. Re-mulching: Re-mulch all shrub and groundcover areas a minimum of three (3) times a year.

1. Re-mulch individual tree areas (rings) and tree mass areas a minimum of two (2) times a year.
2. With each mulch application, the mulch shall be applied to achieve a consistent minimum three (3) depth after settlement.
3. Additional mulch may be needed throughout the contract to replenish small areas where mulch has worn away. There shall be no additional cost to the Department for this task.
4. Final grades after mulch replacement shall be smooth in appearance and, if adjacent to the roadway, shall not be higher than the road elevation it abuts.
5. Keep mulch pulled back from trunks or stems a minimum of two inches.
6. Apply fertilizer and pre-emergent herbicide prior to mulching activities in accordance with this Service Agreement and the Landscape Maintenance Schedule.

B. Individual Trees in Grassed Areas: Place and maintain mulch around all hardwood trees. Place and maintain mulch around pine trees using the pine straw that falls from the

trees in the fall. Furnish additional pine mulch for the pine trees, by December 31, if the existing pine straw does not meet the three (3) inch depth requirements. Place and maintain the mulch for hardwood and pine trees a minimum of five (5) feet from the base of the tree in all directions. Within the second month of the contract, place mulch around hardwood trees in grassed areas that do not already meet the mulch requirements. Follow the maintenance schedule in the contract for general re-mulching of shrubs three (3) times a year and trees two (2) times a year.

C. **Mowable natural areas**: Keep the natural leaf litter and pine straw no more than four (4) inches and no less than two (2) inches in depth.

D. **Mulch Type and Quality:** Mulch shall be shredded hardwood, pine straw, or shredded pine bark (annual beds only) and shall be free of litter and debris. Select only one (1) type of mulch to use for all beds other than the annual beds. Use of Cypress mulch is prohibited. Requirements for hardwood mulch and shredded pine bark mulch are:

1. Hardwood Mulch: Hardwood mulch shall be derived from disease-free deciduous trees with a particle size of less than one (1) inch in diameter and less than three (3) inches in length. Hardwood mulch must have completed two (2) composting cycles of 140°F so that all viable weed seeds are destroyed and no further decomposition will occur. Hardwood mulch shall be free from toxic levels of acidity and alkalinity.
2. Shredded Pine Bark: Pine bark mulch shall only be used for annual planting beds. Obtain pine bark mulch from disease free wood that is at least one (1) year old with a particle size of less than one (1) square inch in area.

5.10 EROSION CONTROL MAINTENANCE

The Contractor shall only be responsible for slope and swale maintenance as specified herein when these areas are located within the facility grounds. The Contractor shall not be responsible for maintenance of slope and swale areas that are not affected by their work.

A. **Inspection**: Inspect slopes and swales for erosion and/or adequate drainage problems, and proper function. Report any problems to the Engineer and make minor repairs and/or clean out swale as directed. Minor repair is a disturbance to ten (10) inches deep and not more than twenty-four (24) inches wide. The list of these problem areas shall be included on the Monthly Report/checklist at the end of each month.

B. **Washouts**: If a washout occurs, provide/restore soil to grade, provide minor repair work as directed by the Engineer and re-establish plant material. If the washout or damage to the landscape area is greater than ten (10) inches deep, restore the site to the minor repair limit in an effort to minimize additional damage and notify the Engineer. Replant/re-establish turf, planting beds, mulch and plant material as per the original design.

5.11 EDGING OPERATIONS

A. **Requirements**: Perform edging around sidewalks, curbs, vegetation masses, single tree areas, and wherever it is necessary to contain mulch or define a clean turf or planting bed edge a minimum of twice a month when the grass is actively growing. Properly maintain edging equipment at all times, being sure to keep blades sharp.

B. **Appearance**: Upon completion of the edging operations the turf edge will be at least 3/8-inch but not more than 5/8-inch back from the edge of pavement, with a minimum depth of three (3) inches.

1. Maintain a clean trench edge, three (3) inches in depth, at all grassed edges and edges of mulched areas. Trench edge shall create a clean separation between areas and shall define smooth, even, and continuous lines.

2. Bed lines shall conform to the original design. Any soil removed with the turf will be returned to the bed.

5.12 WATERING AND IRRIGATION

Continuously monitor climate and plant moisture conditions for the application of water need. Plant survival and optimum plant health shall be the primary concern of the Contractor.

A. Watering Requirements:

1. Do not allow plant foliage to dry out or plants to defoliate from lack of water.
2. Perform all hand watering in the morning hours and no later than 10:00 a.m.
3. Supply all materials such as hoses and sprayers necessary to hand water. On site water will be furnished by the Department.
4. Water in such a manner that shall not hinder or endanger pedestrian or vehicular traffic. Caution signs, provided by the Contractor, shall be used if hoses or other equipment lay across pedestrian walkways at any time.
5. Watering operations should be included in Maintenance Service.
6. Water in accordance with any water restrictions invoked by the county in which the facility resides.

B. Specific Areas watering requirements:

1. Bedding Plants/Newly Planted Shrubs and Trees: Thoroughly water after planting, after spring application of fertilizer, and a minimum of one (1) time a week throughout the planting season in which the plants are installed.
2. Existing Shrubs and Groundcover: Thoroughly water all shrubs/groundcovers a minimum of once every two (2) weeks if a drought (no rain for two weeks between March 1 and November 1) occurs.
3. Turf: Water all turf located in the landscaped island on which the facility is situated a minimum of one (1) time every two (2) weeks if a drought (no rain for two weeks between March 1 and November 1) occurs. The landscaped island generally has curb and gutter as its perimeter edge and is surrounded by parking and vehicular lanes.

C. Irrigation: Labor, materials, and the operation of the irrigation system is the responsibility of the Contractor when an irrigation system exists at the facility grounds.

1. Set the controller and monitoring the water cycles. All regular watering shall occur in the morning hours and no later than 8 a.m.
2. Check the controller settings and manually test each zone a minimum of twice a month to see that the system is operating efficiently.
3. Each time repairs are needed, submit a list of the parts, their wholesale cost and reasons for repair to the Engineer for approval.
4. Repair irrigation system and/or water damage caused by the Contractor at no cost to the Department.

5.13 PRESSURE WASHING

Monitor all surfaces of site furnishings for wear, discoloration, chipping and rust. These items should be included in the monthly checklist. Supply equipment, materials, and labor to pressure wash sidewalks, non-painted picnic tables, benches, slabs, and picnic structures two

(2) times a year. Use a non-toxic cleaning solution during pressure washing operations to remove discoloration on concrete surfaces.

6. LIMITATION OF OPERATIONS

6.01 SCHEDULING

Schedule all work to ensure the least inconvenience and the utmost in safety to the traveling public, the Contractor's, and the Department's forces.

A. Perform all scheduled maintenance operations during daylight hours.

B. Perform no work on weekends, holidays, or during non-daylight hours.

C. Move equipment or materials on or across a traveled way in a manner as not to unduly interfere with traffic.

D. Suspend operations if weather conditions are such that maintenance operations cannot be carried out in an effective manner.

1. If such suspension occurs, notify the Engineer immediately and re-schedule that day's uncompleted tasks for another day during that same week.

2. The Department reserves the right to restrict operations when, in the opinion of the Engineer, the continuance of the Work could seriously hinder facility operations or jeopardize safety.

7. TRAFFIC CONTROL AND SAFETY

7.01 MAINTENANCE OF TRAFFIC

At a minimum, abide by the *Manual of Uniform Traffic Control Devices* (MUTCD), current edition, for traffic control guidance. Compensation for Maintenance of Traffic during the Maintenance Service period shall be included in the cost for Maintenance Service.

A. If the Contractor's trucks and other vehicles are within thirty (30) feet of mainline traffic, they shall travel in the direction of normal visitor traffic unless separated from the through-traffic by positive construction barriers approved by the Engineer.

B. Parking trucks, vehicles, and other large equipment on grassed areas, under the drip line of existing trees, or in handicapped parking spaces, is prohibited.

C. The Department will supply the necessary signs on site for use when mowing adjacent to the highway. There shall be no reduction in the total number of available traffic lanes.

8. SAFETY AND INCIDENT REPORTING

Safety is the responsibility of the Contractor. Operate all equipment safely, as per manufacturer recommendations, and in accordance with all applicable codes, laws, ordinances, and regulations.

8.01 Perform work in such a way to prevent damage to turf, trees, shrubs, groundcover, structures, site fixtures, and parked or moving vehicles. Be responsible for ensuring that all mower operators are qualified to operate mechanized mowing equipment in a safe manner.

8.02 Be responsible for all pesticide applicators wearing proper safety attire.

8.03 Be responsible for contacting and locating all utilities prior to digging. Any damage to utilities caused by the Contractor shall be corrected immediately by the Contractor at no expense to the Department.

8.04 Perform all pruning, planting, and selective removal work in strict accordance with recognized and approved current standards as set forth by ANSI, latest edition, with emphasis on tree

health, symmetry, and preservation. Perform work without damaging trees, shrubs, and groundcovers that are intended to remain in the work area. Correct any damage to the satisfaction of the Engineer or assessed by standards established in the ISA's Guide for Plant Appraisal.

8.05 Verbally report any incidents that occur on site to the Engineer within one hour. Submit an incident report to the Department within 24 hours that describes the accident in full, names of those involved with contact phone numbers, extent of injuries, and damage.

9. QUALITY ACCEPTANCE

9.01 INSPECTIONS

For the purpose of inspection and control, the Department will monitor the Contractor's progress and performance each week.

9.02 ACCESS TO WORK

The Department shall have the right, during any phase of the work operation, reject any and all work and materials, that do not meet the requirements or expectations of the Landscape Maintenance Schedule, the Contractor's Detailed Work Schedule, or this Service Agreement.

A. Rejected work and/or materials shall be immediately removed or corrected within twenty-four (24) hours of notification or as directed by the Engineer.

B. Specifications of non-compliance will be determined in the RFP.

9.03 MOWING

The maximum height of all turf areas (mowable areas) after any mowing or trimming operation shall be three (3) inches. The minimum is one and a half (1-1/2) inches. All mowed areas shall present an appearance satisfactory to the Engineer.

A. Perform work in such a manner as to leave the existing turf grass, or roadside obstacles undamaged.

B. Mowing areas shall be left uniform in appearance after the mowers have passed.

C. Any areas that are not mowed due to insufficient overlap of the mowers or depression of the vegetation by the mowing equipment will not be accepted and shall be mowed again.

9.04 LITTER

The Engineer will review completed areas for quality and acceptance. Areas shall be maintained in a manner that is safe, free of all litter and debris, ensures plant health, and provides a neat appearance.

A. Areas determined to be unsatisfactory by the Engineer shall be redone. The Engineer's judgments when evaluating completed work, in accordance with the provisions of this contract, shall be final.

B. The Contractor shall not be penalized for litter and debris that may be deposited between the time the work was completed and the time the work is approved by the Engineer.

9.05 CONSTRUCTION PROJECTS

If a road/parking lot/facility rehabilitation or improvement project is under construction or will be under construction where maintenance is scheduled, that portion of the maintenance area will be deleted at the direction of the Engineer. The maintenance area deleted from the maintenance schedule shall be added back to the schedule, at no cost to the Department, following completion of said project.

9.06 DAMAGE

In the event that any damage occurs during and is caused by the mowing operations, the Contractor shall be required to repair or replace the damaged item with a like item at the Contractor's expense within eight (8) hours of the occurrence.

Monthly Maintenance Checklist/Monthly Report
(Due within 5 days after the end of the month)

Facility: _____ Month: _____

Check activities performed during the month:

	Mowable Grass Areas	Vegetation Masses	No Mow/ Natural Areas	Mowable/ Natural Areas	Annual bed Areas
Litter/debris removal (#bags/disposal lbs. receipt)					
Mowing/Line trimming					
Fertilizer (# bags/lbs.)					
Pest &Disease Control					
Pre- emergent (Qty)					
Weed/Exotic removal					
Shrub Maintenance					
Tree Maintenance					
Planting / Seeding					
Mulching (SY)					
Slope/swale inspect/repair					
Edging					
Aerating / de-thatching					
Vegetation Removal					
Watering					
Irrigation Maintenance					
Swale/Catch Basin					
Pressure washing/cleaning					
Soil Tests					

Inspection - Repair Notes:

Concerns/Requests:

_____

_____

_____

_____

_____

_____

_____

Exhibit 4

Engineers Comments:

I certify that I have completed the approved tasks in conformance with the Special Provisions, the Landscape Maintenance Schedule and the Detailed Work Schedule.

_____, _____

Company Representative Date

Department quality assurance and work acceptance: _____, _____

Project Manager/Engineer Date

LANDSCAPE MAINTENANCE SCHEDULE Minimum Frequency of each Task per Month (2-02-06)

Task No.	Areas & Tasks	MINIMUM APPLICATIONS PER MONTH												
VM	**Vegetation Masses**	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	TOTAL APPLICATIONS
VM-1	Fertilize			1										1
VM-2	Pre-emergent	1												1
VM-3	Weed/Exotic plant removal	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
VM-4	Shrub Maintenance			1		C-2		C-2			C-2			1 min., and as needed
VM-5	Tree Maintenance	1				C-3		C-3			C-3			1 min., and as needed
VM-6	Re-mulching	1	C-4	C-4	C-4	1	C-4	C-4	C-4	1	C-4	C-4	C-4	3
VM-7	Watering	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
MT	**Mowable Turf Areas**													
MT-1	Mowing/line trimming	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed, approx. 40
MT-2	Pre-emergent / Fertilize		1											1
MT-3	Weed/Exotic plant removal	2	2	2	2	2	2	2	2	2	2	2	2	24
MT-4	Tree Maintenance	1				C-3		C-3			C-3			1 min.
MT-5	Re-mulching Trees	C-4	C-4	1	C-4	C-4	C-4	C-4	C-4	C-4	1	C-4	C-4	2
MT-6	Aerating and de-thatching				1(D)	1(A)								1 each
MT-7	Watering	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
NM	**No Mow / Natural Areas**													
NM-1	Exotic Plant Removal	1	1	1	1	1	1	1	1	1	1	1	1	12
NM-2	Tree Maintenance	1												1
MA	**Mowable / Natural Areas**													
MA-1	Weed / Exotic plant removal	2	2	2	2	2	2	2	2	2	2	2	2	24
MA-2	Tree Maintenance	1												1
MA-3	Mulch	C-1		C-1		C-1		C-1		C-1		C-1		As needed
MA-4	Mowing / Line trimming	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
W	**Wildflower Areas**													
W-1	Planting Operations											1		1
W-2	Weed / Exotic Plant Removal	1	1	1	1	1	1	1	1	1	1	1	1	12
W-3	Watering	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
A	**Annual Bed Areas**													
A-1	Bed prep. and planting				1						1			2
A-2	Weed / Exotic plant removal	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
A-3	Plant Maintenance	1	1	1	1	1	1	1	1	1	1	1	1	12
A-4	Watering	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
M	**Misc. tasks for all Areas**													
M-1	Irrigation syst. Monitor & Maint.	2	2	2	2	2	2	2	2	2	2	2	2	24 mimimum & as needed
M-2	Pest & Disease Control	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
M-3	Slope / Swale insp, minor repair	1		1		1		1		1		1		6
M-4	Pressure Washing			1						1				2
M-5	Swale / Catch Basin Maint.	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	C-1	As needed
M-6	Litter and debris removal	4	4	4	4	4	4	4	4	4	4	4	4	48
M-7	Edging	2	2	2	2	2	2	2	2	2	2	2	2	24
M-8	Minor shrub & tree planting											1		1

Notes: C-1: Policing, inspect/perform as necessary C-2: Pruning/trimming, inspect/perform as necessary C-3: Removal of sucker growth C-4: Add mulch to worn out areas

ATTACHMENT E

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

DISTRICT 1

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	Franklin	I-85 Southbound	176.7
58	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
17	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
36	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
1	+/- ACRES OF WILDFLOWER AREAS			
500	+/- SQUARE FEET OF BEDDING PLANT AREA			
166,425	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,500	+/- SQUARE YARDS OF SIDEWALK			

DISTRICT 2

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #62	Columbia	I-20	182.0
17	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
8	+/- MOWABLE ACRES (grass)			
3	+/- ACRES OF MOWABLE NATURAL AREAS			
5.5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
100	+/- SQUARE FEET OF BEDDING PLANT AREA			
5,100	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,500	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #63	Columbia	I-20	182.5
25	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
15	+/- MOWABLE ACRES (grass)			
4	+/- ACRES OF MOWABLE NATURAL AREAS			
5.5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
100	+/- SQUARE FEET OF BEDDING PLANT AREA			
11,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
2,200	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #87	Laurens	I-16 East	44
20	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
12	+/- MOWABLE ACRES (grass)			
2	+/- ACRES OF MOWABLE NATURAL AREAS			
5.5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
1.5	+/- ACRES OF WILDFLOWER AREAS			
150	+/- SQUARE FEET OF BEDDING PLANT AREA			
18,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
1,100	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #88	Laurens	I-16 West	46
16	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
9	+/- MOWABLE ACRES (grass)			
3	+/- ACRES OF MOWABLE NATURAL AREAS			
2.5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
1.5	+/- ACRES OF WILDFLOWER AREAS			
150	+/- SQUARE FEET OF BEDDING PLANT AREA			
20,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
1,300	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #52	Morgan	I-20 East	105
15	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
10	+/- MOWABLE ACRES (grass)			
3	+/- ACRES OF MOWABLE NATURAL AREAS			
2	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
100	+/- SQUARE FEET OF BEDDING PLANT AREA			
5,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,000	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #53	**Morgan**	**I-20 West**	**109**
20	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
14	+/- MOWABLE ACRES (grass)			
3	+/- ACRES OF MOWABLE NATURAL AREAS			
2.5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
100	+/- SQUARE FEET OF BEDDING PLANT AREA			
5,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,700	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	**Richmond**	**I-20**	**201.5**
40	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
25	+/- MOWABLE ACRES (grass)			
10	+/- ACRES OF MOWABLE NATURAL AREAS			
3	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
300	+/- SQUARE FEET OF BEDDING PLANT AREA			
68,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
4,000	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

DISTRICT 3

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area 13	Dooly	I-75 NB	108
9	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
7	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
0	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
65,340	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
2,156	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area 14	Dooly	I-75 SB	118
12	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
10	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
0	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
43,560	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
2,073	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #19	Bibb	I-475 N (SR 408)	7.7
12	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
3	+/- MOWABLE ACRES (grass)			
4	+/- ACRES OF MOWABLE NATURAL AREAS			
5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
150	+/- SQUARE FEET OF BEDDING PLANT AREA			
800	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
1,387	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #22	**Monroe**	**I-75 South (SR 401)**	**179.0**
12	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
4.5	+/- MOWABLE ACRES (grass)			
2.5	+/- ACRES OF MOWABLE NATURAL AREAS			
5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
150	+/- SQUARE FEET OF BEDDING PLANT AREA			
3,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
2,934	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Columbus Welcome Center	**Muscogee**	**SR 411**	**11.4**
20	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
10	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
10	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
700	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
1,600	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	West Point Welcome Center	**Harris**	**SR 403**	**.5**
25	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
20	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
1,468	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
1,400	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

DISTRICT 4

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #5	Cook	SR 401 (I-75 NB)	46.7
22	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
13	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
8	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
43,560	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
2,092	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #6	Cook	SR 401 (I-75 SB)	48.0
22	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
10	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
8	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
21,780	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
2,621	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #9	Turner	SR 401 (I-75 SB)	76.3
27	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
20	+/- MOWABLE ACRES (grass)			
5	+/- ACRES OF MOWABLE NATURAL AREAS			
1	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
56,628	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
4,164	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #10	Turner	SR 401 (I-75 NB)	85.0
20	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
11	+/- MOWABLE ACRES (grass)			
1	+/- ACRES OF MOWABLE NATURAL AREAS			
5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
56,628	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,906	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	Lowndes	SR 401 (I-75 NB)	3.0
20	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
10	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
9	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
200	+/- SQUARE FEET OF BEDDING PLANT AREA			
2,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
1,600	+/- SQUARE YARDS OF SIDEWALK			

DISTRICT 5

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	Camden	I-95 Northbound	1.0
24	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
11.50	+/- MOWABLE ACRES (grass)			
12.50	+/- ACRES OF MOWABLE NATURAL AREAS			
0	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
.50	+/- ACRES OF WILDFLOWER AREAS			
500	+/- SQUARE FEET OF BEDDING PLANT AREA			
20,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
6,080	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	Chatham	I-95 SB	112
23	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
15.90	+/- MOWABLE ACRES (grass)			
0	+/- ACRES OF MOWABLE NATURAL AREAS			
7.10	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
500	+/- SQUARE FEET OF BEDDING PLANT AREA			
4,500	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
5,820	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #105	Glynn	I-95 SB	40.5
22	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
10.40	+/- MOWABLE ACRES (grass)			
3.6	+/- ACRES OF MOWABLE NATURAL AREAS			
0	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
.25	+/- ACRES OF WILDFLOWER AREAS			
500	+/- SQUARE FEET OF BEDDING PLANT AREA			
4,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
5,432	+/- SQUARE YARDS OF SIDEWALK			

DISTRICT 6

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	Catoosa	I-75 Southbound	352
70	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
40	+/- MOWABLE ACRES (grass)			
15	+/- ACRES OF MOWABLE NATURAL AREAS			
15	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
1	+/- ACRES OF WILDFLOWER AREAS			
4,550	+/- SQUARE FEET OF BEDDING PLANT AREA			
36,755	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
16,000	+/- SQUARE YARDS OF SIDEWALK			

ESTIMATED LANDSCAPING ACERAGE FOR REST AREAS AND WELCOME CENTERS

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #34	Gordon	I-75 Northbound	307.5
41	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
26	+/- MOWABLE ACRES (grass)			
10	+/- ACRES OF MOWABLE NATURAL AREAS			
5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
1,200	+/- SQUARE FEET OF BEDDING PLANT AREA			
800	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,450	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Rest Area #35	Gordon	I-75 SB	319
40	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
25	+/- MOWABLE ACRES (grass)			
10	+/- ACRES OF MOWABLE NATURAL AREAS			
5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
0	+/- ACRES OF WILDFLOWER AREAS			
1,100	+/- SQUARE FEET OF BEDDING PLANT AREA			
1,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
3,600	+/- SQUARE YARDS OF SIDEWALK			

Facility Estimates	Welcome Center/Rest Area	County	Route	Mile post
	Welcome Center	Haralson	I-20 EB	1.05
23	+/- TOTAL ACRES (excluding buildings, parking areas and vehicular drives)			
9	+/- MOWABLE ACRES (grass)			
10	+/- ACRES OF MOWABLE NATURAL AREAS			
3.5	+/- ACRES OF NON-MOWABLE NATURAL AREAS			
1	+/- ACRES OF WILDFLOWER AREAS			
4,000	+/- SQUARE FEET OF BEDDING PLANT AREA			
9,000	+/- SQUARE FEET OF SHRUB/MULCHED AREAS			
14,144	+/- SQUARE YARDS OF SIDEWALK			