

City of Walthourville

Request for Proposals for Roads and Ground Outsourcing



The City of Walthourville will receive bids for Roads and Ground Maintenance from October 23, 2025, through November 7, 2025

The Request for Proposal may be obtained from The City of Walthourville located at 222 Busbee Road, Walthourville, GA 31333 or via www.cityofwalthourville.com

The City of Walthourville reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the City's judgment, will be in the City's best interests.

REQUEST FOR PROPOSAL FOR ROADS AND GROUNDS OUTSOURCING

Proposal Number:	DPW-RG-2025-01
Proposal Opening Date:	November 10, 2025
Proposal Opening Time:	7:00 PM during the Mayor and Council Meeting
Proposal Opening Place:	Waiting for Elected Officials to inform me of the Meeting place for the meeting. Will it be held at the Fire Department or City Hall

SECTION A: INSTRUCTIONS TO PROPOSERS

The City of Walthourville is soliciting proposals for their Roads and Ground Department. This RFP is not a contract offer, and no contract will exist unless a written contract is signed by the City of Walthourville and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP.

1: RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP in the City of Walthourville if the city deems it is in the city's best interest. Any such action shall be affected by posting on the city's website at www.cityofwalthourville.com

2: KEY DATES

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|-------------------------|-----------------------------|
| • Bid Submission Period | October 23, 2025 |
| • Closing Date and Time | November 7, 2025 by 5:00 PM |
| • Bid Opening | November 10, 2025 @ 7:00 PM |
| • Bid Award Date | November 10, 2025 |

3: COSTS FOR PREPARING PROPOSAL:

Each proposer's cost incurred in developing its proposal is its sole responsibility, and the city shall have no liability for such costs.

4: OWNERSHIP OF PROPOSALS

All proposals submitted become the city's property and will not be returned to the proposers.

SECTION B: SCOPE OF SERVICES

The City of Walthourville is seeking qualified vendors to submit proposals for the outsourcing of Roads and Grounds maintenance services. The Scope of Work includes but is not limited to routine road and roadside cleaning, general grounds maintenance, and the erection, maintenance and replacement of road signs. Mowing and lawn maintenance at the city's eleven lift stations.

SECTION C: GENERAL DAILY ACTIVITY:

The Contractor shall monitor all areas, with particular attention to city lawns, roads, and streets. He/she shall promptly communicate problems and/or areas of deterioration to contracted office staff and or personnel.

Public Works RFP Scope Checklist

1. Streets & Rights-of-Way

- Litter removal and illegal dumping response
- Roadside mowing, edging, and vegetation control
- Pothole patching and minor asphalt/concrete repairs
- Sidewalk, curb, and shoulder upkeep
- Street sweeping schedule
- Vegetation management, including selective tree pruning and canopy clearance to maintain roadway safety, visibility, and right-of-way accessibility

2. Drainage & Stormwater

- Ditch clearing and grading
- Culvert inspection, cleaning, and minor replacement
- Catch basin and inlet maintenance
- Erosion control and storm prep cleanup

3. Parks & Facilities

- Mowing, landscaping, and groundskeeping for city parks and public spaces
- Restroom cleaning and pavilion preparation for events
- Playground equipment upkeep, including basketball nets, lighting, and fixtures
- Opening/closing duties for events and weekends

4. Street & Traffic Signs

- Inspection, repair, and replacement of street name and regulatory signs
- Ensuring MUTCD standards for visibility and safety

5. Sanitation Coordination

- Bulk and yard debris set-out monitoring

- Support for storm debris cleanup operations
- Coordination with sanitation contractors for missed pickups or route issues

6. Equipment & Support

- Operation of city equipment (e.g., backhoe,)
- Assisting Water Department or other departments as needed

7. Emergency & Weather Response

- Hurricane preparedness support, including filling and distributing sandbags
- Tree and debris clearance after storms
- On-call availability for emergency hazards like flooded roads

8. Reporting & Accountability

- Monthly activity reports to Council (completed work orders, issues addressed)
- Clear service level agreements for response times and quality standards

2. MOWING, TRIMMING, ETC.

Mow all roads as needed but at a minimum average bi-weekly during the months of March-October. All roads should be maintained by the awarding proposer. In addition to mowing common areas, contractors shall trim all fence lines, swales, and around all buildings and other structures that the mower cannot reach on a regular basis. Trimming tree limbs that have overgrown in and around the pump station. Removing weeds in and around the pump station and raking the leaves in and around the pump stations.

The selected contractor will be responsible for providing all labor, equipment, and materials to perform the following tasks:

- Cleaning and maintenance of city roads, sidewalks, and public right-of-ways
- Mowing, trimming, debris removal, and general upkeep of city-owned grounds
- Erection, replacement, and maintenance of road signs (stop signs, speed limit signs, directional signage, etc.)
- Seasonal services as needed (e.g., storm clean-up, leaf removal)
- Emergency response services related to roads and grounds
- **Drainage Ditch Maintenance**

Keeping ditches clear is a big part of preventing flooding. A quick line covering this responsibility would be helpful.

- **Right-of-Way Maintenance**

We already mention mowing and trimming, but it would be good to add clearing of overgrowth, trash, or anything that blocks access.

- **Emergency Response Times**
- **On-call availability during inclement weather events (e.g. storms, hurricanes, heavy winds) to remove fallen trees, limbs and debris that obstruct roadways and public access. within 2 hours of notification.**
- **Emergency response for road and grounds hazards affecting public safety.**
- **Performance Oversight**

Emergency Response and Disaster Recovery Services

The selected contractor shall provide timely and effective emergency support services to ensure continuity of essential public safety and municipal operations. Such services may include, but are not limited to:

- Clearing roadways to ensure access for police, fire, and EMS vehicles.
- Coordinating debris removal, hauling, and disposal in compliance with applicable laws and regulations.
- Providing necessary manpower, equipment, and materials to support sandbagging and other storm-preparation activities.
- Assisting in the restoration of public infrastructure and utilities to normal operations following a weather event or other emergency.
- Supporting post-event cleanup and recovery efforts to return affected areas to safe and functional conditions.
- On-call availability during inclement weather events (e.g. storms, hurricanes, heavy winds) to remove fallen trees, limbs and debris that obstruct roadways and public access. within 2 hours of notification.
- Emergency response for road and grounds hazards affecting public safety.
- Performance Oversight

Proposal Requirements:

Vendors must include in their proposal a detailed response plan that addresses the following:

1. Mobilization Time – The expected timeframe for initiating emergency response services once notified by the City.
2. Available Personnel and Equipment – A description of the workforce, equipment, and resources that can be deployed during emergency events.
3. Response Capabilities – Outline of procedures, coordination methods, and prior experience in providing emergency support services.
4. Cost Considerations – Identification of any additional costs associated with emergency deployment, including standby rates, overtime, equipment surcharges, or other relevant expenses.

The City reserves the right to evaluate vendor capabilities based on responsiveness, experience, available resources, and demonstrated ability to support emergency operations effectively.

Lift Station Monitoring

The contractor shall ensure that all City lift stations are inspected and checked daily as part of routine operational activities. Daily checks shall include, at a minimum, verification of proper functioning, identification of potential issues, and documentation of inspection results. Any deficiencies or abnormalities must be reported immediately to the City.

City's Lift Stations:

- **Hardman Road**
- **Master Station (behind Vape Shop)**
- **Fletcher Road**
- **Shaw Road**
- **Dunlevie Road**
- **Glenbrook**
- **Wilder Pond**
- **Thompson Road**
- **Hillary Lane**
- **Carter Road**
- **Vandiver Road**

BRUSH CLEARING:

All listed locations shall be kept clear of excessive brushy growth, including vines, brambles and samplings. Approximately once per month, or as needed during the growing season.

SECTION D: Proposal Requirements

Interested vendors should submit a proposal that includes the following:

- Company background and qualifications
- Experience with municipal or governmental contracts
- Staffing plan and qualifications of personnel
- Equipment inventory
- Cost proposal (detailed line-item pricing or hourly rates)
- Proof of insurance and bonding
- References from at least three current or recent clients

SECTION E: Contract Duration

The initial term of the contract will be twelve months (12) with the option to renew annually based on satisfactory performance.

SECTION F: Submission Instructions

All proposals must be submitted **via email to:** cityclerk@cityofwalthourville.com **or** by mail to:

City of Walthourville
Roads and Ground RFP
Office of the City Clerk
P.O. Box K
Walthourville, GA 31333

Or hand-delivered: **SEALED** to:
City of Walthourville
222 Busbee Road
Walthourville, GA 31333

City Hall's operating hours are Monday-Friday from 9:00 AM-5:00 PM and the office is closed daily for lunch from 1:00 PM-2:00 PM.

Late proposals will not be accepted. The City reserves the right to reject any or all proposals and to waive any informalities or irregularities.