

**CITY OF FORSYTH
REQUEST FOR PROPOSALS (RFP)
DOWNTOWN LANDSCAPE MAINTENANCE**

Background

The City of Forsyth is seeking proposals from qualified contractors to provide landscape maintenance services for Downtown Forsyth and City Hall. The City intends to enter into a service contract with a professional firm capable of maintaining public spaces to a consistent, high-quality standard that enhances the appearance, safety, and functionality of the downtown areas.

Scope

The initial work documents required of the selected firm will consist of plans and cost estimates. These must be prepared in close communication with the City of Forsyth. The City of Forsyth expects an emphasis on cost control under this project. The contact for the project is Will Campbell, who can be reached at (478) 663-0765 or by e-mail at wcampbell@cityofforsyth.com

The contractor shall be responsible for:

1. General Maintenance

- Mowing, Edging & Trimming
- Maintain turf areas at appropriate seasonal heights
- Edge sidewalks, curbs, parking areas, and planting beds
- Remove grass clippings and debris
- Plant Bed Maintenance
- Weeding, soil cultivation, and mulching
- Pruning shrubs, ornamental trees, and perennials
- Removal and replacement of dead or damaged plant material
- Tree Maintenance
- Routine pruning of small trees (under 12 feet)
- Reporting of any hazardous, diseased, or damaged trees
- Seasonal Planting
- Installation and removal of seasonal flowers
- Soil preparation and fertilization as needed
- Irrigation System Monitoring
- Routine inspection and minor repairs
- Reporting of malfunctioning infrastructure
- Adjusting watering schedules seasonally
- Litter & Debris Removal
- Removal of trash, branches, leaves, and other debris from landscaped areas
- Sweeping/blowing walking paths and paved surfaces as needed

2. Additional Services (As Needed or As Requested)

- Replacement of plant materials
- Pest control and disease management
- Storm cleanup
- Mulch replenishment
- Special event prep and post-event restoration

The aforementioned services will be required at the following locations:

- City Hall
- Public Safety buildings
- Flower Beds and Bump Outs around the Downtown Square
- Flower Beds and Bump Outs along Johnston Street
- Lee Street Park

Schedule

To be considered, proposals must be received by Will Campbell, at Forsyth City Hall, 23 E. Main Street, Forsyth, GA 31029 by February 10th, 2026 by 4:00 pm. All proposals must be sealed and should be clearly labeled. All submissions should include three hard copies of the proposal and one digital copy on a USB flash drive. Any proposals received after February 10th, 2026 at 4:00 pm or at any location other than Forsyth City Hall, 23 E. Main Street, Forsyth, GA 31029 will not be considered.

Proposal Contents

Responses are to be returned to Forsyth City Hall where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Forsyth City Council for final selection.

1. Your individual or firm's experience, particularly with projects similar to this one. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
2. Your individual or firm's prior experience with the City of Forsyth. Please refer to specific pages in the proposal that answer each category of experience.
3. At a minimum, the individual or firm's proposal should also provide the following information:
 - a. A brief history of the firm.
 - b. The length of time the firm has been providing the specific kind of services requested herein.
 - c. The name(s) and professional experience of the individual or firm's key personnel who will be assigned to this project. The proposal must also state how much direct experience the personnel assigned to this project has had with similar projects.
 - d. Cost schedules for general services, in addition to cost schedules for additional services.
 - e. Fees for reimbursable expenses, if applicable.
 - f. The individual or firm must provide a sample professional services contract.
 - g. A proposed plan and project schedule with estimated start date.
 - h. Proof of insurance and valid Georgia's Contractor license.
 - i. A written release authorizing all investigations necessary.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFP package and local procurement requirements. All proposals will be evaluated in terms of All proposals will be evaluated in terms of cost competitiveness, contractor qualifications and experience, availability, and references from past clients. Past performance on other jobs may be assessed in terms of timeliness and other factors.

Disclaimer

The City of Forsyth reserves the right to accept or reject any or all proposals. The City of Forsyth is an Equal Opportunity Employer.