



CITY OF MERCED

REQUEST FOR PROPOSALS (RFP)

COMMUNITY FACILITIES DISTRICTS (CFD) LANDSCAPE MAINTENANCE SERVICES

The City of Merced Public Works Department invites your proposal to perform landscape maintenance services at identified Community Facilities Districts (CFD). The selected vendor(s) shall perform the tasks specified in the “Scope of Services” attached to this Request for Proposal (RFP).

The proposer is required to abide by all applicable provisions of the Labor Code, including payment of the minimum prevailing wage rate as determined by the State Department of Industrial Relations (DIR). No contractor or subcontractor may be listed on a proposal or be awarded a contract for public work unless registered with the DIR pursuant to the Labor Code. This project is subject to compliance monitoring and enforcement by the DIR.

A **Class C-27** landscaping contractor’s license is required at the time your proposal is submitted. The contract agreement will be for a period of twenty-four (24) months, commencing on July 1, 2021 and ending on June 30, 2023. The City has the option to extend the terms of the agreement for one-to-three additional periods of one-year, ending on June 30, 2026.

You are hereby invited to submit a proposal based upon the requirements and conditions set forth in this RFP.

Proposal Submission:

Three (3) copies of the completed proposal must be submitted no later than 4:30 p.m. on Thursday, February 11, 2021.

Fee Proposal:

One (1) copy of a separate fee proposal must be submitted in a separate, sealed envelope marked “RFP for CFD Landscape Maintenance Services.”

Mailing Instructions:

Juan Olmos
Public Works Manager – Tax Services
City of Merced Public Works
1776 Grogan Avenue
Merced, CA 95341

Request for Proposals

2

Inquiries:

Questions pertaining to this RFP should be directed in writing, no later than 72 hours prior to proposal submission to:

Juan Olmos, Public Works Manager – Tax Services, phone number (209) 385-6806
olmosj@cityofmerced.org

Maps of the CFD's are available upon request.

TABLE OF CONTENTS

Objective.....4

Method of Compensation.....4

Special Issues and Requirements.....4

Proposal Content.....5

Proposal Selection.....6

Protest Process6

Public Record.....7

Withdrawal of Proposals.....7

Attachments:

- A. Form of Agreement
- B. Scope of Services
- C. Landscape Maintenance (Service) Locations
- D. Itemized Cost Proposal Sheet

OBJECTIVE

The City of Merced Public Works Department is seeking a qualified vendor to perform maintenance, inspection, repairs, and winterization of irrigation systems; weed control; disease and pest control; pruning of shrubs, trees, groundcover, and other vegetation; litter removal; fertilization; replacement of plant material; turf maintenance, including mowing and edging; groundcover maintenance; traffic control setup; and dust control maintenance.

See Attachment B – “Scope of Services” for a detailed description of all work to be performed and Attachment C – “Service Locations” for a complete listing of all landscape maintenance areas.

The City reserves the right to execute the contract to meet the available revenue of a specific District, such as will-call landscape clean ups, reduced maintenance levels, etc. In addition, the City also reserves the right to contract Community Facilities Districts individually, multiple districts bundled together, or in one (1) single contract.

The contract agreement will be for a period of twenty-four (24) months, commencing on July 1, 2021 and ending on June 30, 2023. The City has the option to extend the terms of the agreement for one-to-three additional periods of one-year, ending on June 30, 2026.

METHOD OF COMPENSATION

Any necessary services outside the scope of the work must be identified and approved in advance by the City of Merced Public Works Director or his designee. In addition, no change orders or contract amendments will be considered without prior authorization from the City Public Works Director or his designee.

Payments, upon invoice, will be made monthly based on actual hours worked or otherwise agreed upon fee structure. Invoicing shall include a detail of costs for work performed during the payment period, a summary of current invoice amounts, previous payments, and total payments to date.

SPECIAL ISSUES AND REQUIREMENTS

Form and Execution of Contract. **Attachment A** is the form of the contract (*Agreement for Professional Services*) the successful proposer will be expected to execute. Any exceptions to the form of the contract must be clearly stated in the proposal and may be grounds for being declared non-responsive.

Labor Code. The Consultant shall comply with Sections 3700 et seq. of Labor Code of the State of California, requiring every employer to be insured against liability for worker’s compensation.

Civil Rights Laws. Consultant, its employees, and any subcontractors shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and all other applicable non-discrimination civil rights requirements.

Insurance. The Consultant shall also meet the insurance requirements in Section 9 of the contract, including liability insurance in the amount of \$1,000,000, naming the Agency as additional insured.

Conflict of Interest. The Consultant must be aware of and comply with conflict of interest rules included in the California Political Reform Act, and Section 1090 et. Seq. of the Government Code. The Political Reform Act requires City/Agency officers and committee members to file statements of interest and abide by a Conflict of Interest Code. Section 1090 limits or prohibits a public official from contracting with a body of which an official is a member. Section 1090 applies even where the officer only reviews the contract for the approving body.

Prevailing Wage. The proposer is required to abide by all applicable provisions of the Labor Code, including payment of the minimum prevailing wage rate as determined by the State Department of Industrial Relations (DIR). No contractor or subcontractor may be listed on a bid proposal or be awarded a contract for public work unless registered with the DIR pursuant to the Labor Code. This project is subject to compliance monitoring and enforcement by the DIR.

City of Merced Business License. Consultant shall obtain and maintain a City of Merced Business license throughout the contracted period.

PROPOSAL CONTENT

The City requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP; it must contain information covering the following topics:

- a. Cover Letter. The RFP shall include a cover letter signed by the team representative authorized to sign contracts stating interest and ability to perform the work, and ability to perform to above schedule (through June 30, 2023).
- b. Experience and Services. The RFP shall list and describe previous experience and expertise with providing landscape maintenance services at a scale comparable to this RFP.
- c. Project Understanding. The RFP shall include a summary of the teams understanding of the services to be provided to the City of Merced as well as any recommendations regarding additional services.
- d. Special Requirements. The RFP shall include a statement of understanding and compliance with the special requirements listed herein, including proof of DIR registration and contractor license registration.
- e. References. The RFP shall include information on three (3) references that may be contacted to discuss the reference's experience with the team; include telephone number and email address.

- f. Fee Estimates. Each proposal shall include a fee estimate for providing services and must be contained in a sealed envelope separate from the proposal. Proposer must submit cost proposal in the form of **Attachment D – “Itemized Fee Proposal Sheet”**.

PLEASE NOTE: The City does not pay for services in advance. Therefore, do not propose contract terms that call for upfront payments or deposits.

PROPOSAL SELECTION

RFP submittal will be reviewed for completeness and qualifications by City representatives. The City representative will negotiate with the top-ranked proposer(s) to determine the final award.

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right, without qualification, to:

- Select any proposal when such action is considered to be in the best interest of the City;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Approve or disapprove the use of particular subcontractors;
- Accept other than the lowest offer;
- Exercise discretion and apply its judgment with respect to selection of any proposals submitted;
- Waive informalities and irregularities in the Proposals;
- Negotiate with any, all or none of the Proposers;
- Select proposals, based on initial proposals received, without discussion or after detailed discussions or contract negotiations;
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer.

PROTEST PROCESS

A Vendor that submits a proposal that is disqualified may challenge the disqualification by filing a protest within seven (7) calendar days of the date of the City’s notice of disqualification. Staff recommendations to award the agreement(s) to a particular Vendor or Vendors shall be posted on the City’s website. An unsuccessful Vendor may file a protest no later than seven calendar days after the recommendation is posted on the website, except for protests regarding disqualification, which must be protested within seven days of the disqualification notice. All protests shall be in writing, filed with the Public Works Manager, Juan Olmos, and include the following:

- RFP Name;
- The name, address and telephone number of the protester;
- A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
- The form of relief requested; and
- The signature of the protester or its authorized representative.

The Public Works Manager will render a written decision within 30 days after the protest is filed. The City will not request authorization to award the contract until the protest process is completed.

PUBLIC RECORD

Responses to this RFP become the exclusive property of the City of Merced. At such time as the Public Works Department recommends a firm to the City Council, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary”. The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as “Confidential,” “Trade Secret,” or “Proprietary” or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Merced may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

WITHDRAWAL OF PROPOSALS

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

All proposals shall be submitted in writing. Any exceptions to the requirements stated herein shall be clearly stated in the submittal and may be grounds for being declared non-responsive.

All correspondence or communications in reference to this RFPs shall be directed to:

Juan Olmos
Public Works Manager – Tax Services
City of Merced
1776 Grogan Avenue
Merced, CA 95341
(209) 385-6806
olmosj@cityofmerced.org

All cost for preparation of the submittals shall be borne by the applicant, and submittals received shall become the property of the City, whether accepted or rejected. Incomplete submittals may be rejected as non-responsive. The City reserves the right to reject any and all proposals submitted in response to the RFP.

ATTACHMENT A

**AGREEMENT FOR PROFESSIONAL SERVICES
(Construction Inspection & Landscape/Public Property Maintenance)**

THIS AGREEMENT is made and entered into this ____ day of _____, 20__, by and between the City of Merced, a California Charter Municipal Corporation, whose address of record is 678 West 18th Street, Merced, California 95340, (hereinafter referred to as “City”) and _____, a _____, whose address of record is _____ (hereinafter referred to as “Consultant”).

WHEREAS, City is undertaking a project to _____; and,

WHEREAS, Consultant represents that it possesses the professional skills to provide _____ services in connection with said project.

NOW, THEREFORE, the parties hereto, in consideration of the mutual covenants hereinafter recited, hereby agree as follows:

1. SCOPE OF SERVICES. The Consultant shall furnish the following services: Consultant shall provide the _____ services described in Exhibit “A” attached hereto.

No additional services shall be performed by Consultant unless approved in advance in writing by the City, stating the dollar value of the services, the method of payment, and any adjustment in contract time. All such services are to be coordinated with City and the results of the work shall be monitored by the _____ or designee. However, the means by which the work is accomplished shall be the sole responsibility of the Consultant.

2. TIME OF PERFORMANCE. All of the work outlined in the Scope of Services shall be completed in accordance with the Schedule outlined in Exhibit “B” attached hereto and incorporated herein by reference. By mutual agreement and written addendum to this Agreement, the City and the Consultant may change the requirements in said Schedule.

3. TERM OF AGREEMENT. The term of this Agreement shall commence upon the day first above written and end on _____, 20__.

4. COMPENSATION. Payment by the City to the Consultant for actual services rendered under this Agreement shall be made upon presentation of an invoice detailing services performed under the Scope of Services, in accordance with the fee schedule set forth in Exhibit "C" attached hereto and incorporated herein by reference. The Consultant agrees to provide all services required under the Scope of Services in Exhibit "A" within the compensation amount set forth in Exhibit "C". For Consultant's services rendered under this Agreement, City shall pay Consultant the not to exceed sum of \$_____.

5. METHOD OF PAYMENT. Compensation to Consultant shall be paid by the City after submission by Consultant of an invoice delineating the services performed.

6. RECORDS. It is understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Consultant relating to the matters covered by this Agreement shall be the property of the City, and Consultant hereby agrees to deliver the same to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use.

7. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the City.

8. INDEPENDENT CONTRACTOR. It is expressly understood that Consultant is an independent contractor and that its employees shall not be employees of or have any contractual relationship with the City. Consultant shall be responsible for the payment of all taxes, workers' compensation insurance and unemployment insurance. Should Consultant desire any insurance protection, the Consultant is to acquire same at its expense.

In the event Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, protect, defend, and hold harmless the City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

9. INDEMNITY. Consultant shall indemnify, protect, defend (with legal counsel selected by the City), save and hold City, its officers, employees, and agents, harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Consultant or Consultant's officers, employees, volunteers, and agents during performance of this Agreement, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Consultant or its employees, subcontractors, or agents, or by the quality or character of Consultant's work, or resulting from the negligence of the City, its officers, employees, volunteers and agents, except for loss caused by the sole negligence or willful misconduct of the City or its officers, employees, volunteers or agents. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall survive the termination of this Agreement and shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

10. INSURANCE. During the term of this Agreement, Consultant shall maintain in full force and effect at its own cost and expense, the following insurance coverage:

a. Workers' Compensation Insurance. Full workers' compensation insurance shall be provided with a limit of at least One Hundred Thousand Dollars (\$100,000) for any one person and as required by law, including Employer's Liability limits of \$1,000,000.00 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against the City.

- b. General Liability.
- (i) Consultant shall obtain and keep in full force and effect general liability coverage at least as broad as ISO commercial general liability coverage occurrence Form CG 0001.
 - (ii) Consultant shall maintain limits of no less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
 - (iii) The City, its officers, employees, volunteers and agents are to be named as additional insureds under the policy, as respects liability arising out of work or operations performed by or on behalf of the Consultant.
 - (iv) The policy shall stipulate that this insurance will operate as primary insurance for work performed by Consultant and its sub-contractors, and that any other insurance or self insurance maintained by City or other named insureds shall be excess and non-contributory.
 - (v) Consultant shall maintain its commercial general liability coverage for three (3) years after completion of the work and shall add an additional insured endorsement form acceptable to the City naming the City of Merced, its officers, employees, agents and volunteers for each year thereafter for at least three (3) years after completion of the work. Copies of the annual renewal and additional insured endorsement form shall be sent to the City within thirty (30) days of the annual renewal.

c. Automobile Insurance.

- (i) Consultant shall obtain and keep in full force and effect an automobile policy of at least One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
- (ii) The City, its officers, employees, volunteers and agents are to be named as additional insureds under the policy, as respects automobiles owned, leased, hired or borrowed by the Consultant.

- (iii) The policy shall stipulate that this insurance will operate as primary insurance for work performed by Consultant and its sub-contractors, and that any other insurance or self insurance maintained by City or other named insureds shall be excess and non-contributory.

d. Professional Liability Insurance. Consultant shall carry professional liability insurance appropriate to Consultant's profession in the minimum amount of One Million Dollars (\$1,000,000). Architects and engineers' coverage is to be endorsed to include contractual liability.

e. Qualifications of Insurer. The insurance shall be provided by an acceptable insurance provider, as determined by City, which satisfies all of the following minimum requirements:

- (i) An insurance carrier admitted to do business in California and maintaining an agent for service of process within this State; and,
- (ii) An insurance carrier with a current A.M. Best Rating of A:VII or better (except for workers' compensation provided through the California State Compensation Fund).

f. Certificate of Insurance. Consultant shall complete and file with the City prior to engaging in any operation or activity set forth in this Agreement, certificates of insurance evidencing coverage as set forth above and which shall provide that no cancellation or expiration by the insurance company will be made during the term of this Agreement, without thirty (30) days written notice to City prior to the effective date of such cancellation—including cancellation for nonpayment of premium.

g. Notwithstanding any language in this Agreement to the contrary, Consultant shall be entitled to be paid pursuant to the terms of this Agreement until Consultant has obtained the insurance required by this Section 10 and provided documentation of said insurance to the City. In addition to any other remedies City may have, City reserves the right to withhold payment if Consultant's insurance policies are not current.

11. PREVAILING WAGES.

A. A determination of the general prevailing rates per diem wages and holiday and overtime work where the work is performed is available for review upon request at the City of Merced, located at 678 West 18th Street, Merced, California 95340. Consultant and subcontractors will not pay less than the prevailing rates of wages. Consultant will post one copy of the prevailing rates of wages at the job site.

B. Consultant shall forfeit as penalty to City the sum of Fifty Dollars (\$50.00) for each calendar day or portion thereof, and for each worker paid less than the prevailing rates under the Agreement.

12. ASSIGNABILITY OF AGREEMENT. It is understood and agreed that this Agreement contemplates personal performance by the Consultant and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express written consent of the City.

13. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Agreement any time by mailing a notice in writing to Consultant that the Agreement is terminated. Said Agreement shall then be deemed terminated, and no further work shall be performed by Consultant. If the Agreement is so terminated, the Consultant shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.

14. CONFORMANCE TO APPLICABLE LAWS. Consultant shall comply with its standard of care regarding all applicable Federal, State, and municipal laws, rules and ordinances. No discrimination shall be made by Consultant in the employment of persons to work under this contract because of race, color, national origin, ancestry, disability, sex or religion of such person.

Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. 1101 *et seq.*), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any agency or instrumentality of the federal or state government, including the courts,

impose sanctions against the City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

15. WAIVER. In the event that either City or Consultant shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.

16. INCONSISTENT OR CONFLICTING TERMS IN AGREEMENT AND EXHIBITS. In the event of any contradiction or inconsistency between any attached document(s) or exhibit(s) incorporated by reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control.

Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the City are not binding upon the City unless specifically agreed to in writing, and initialed by the authorized City representative, as to each additional contractual term or condition.

17. AMBIGUITIES. This Agreement has been negotiated at arms' length between persons knowledgeable in the matters dealt with herein. Accordingly, any rule of law, including, but not limited to, Section 1654 of the Civil Code of California, or any other statutes, legal decisions, or common-law principles of similar effect, that would require interpretation of any ambiguities in this Agreement against the party that drafted this Agreement is of no application and is hereby expressly waived.

18. VENUE. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this agreement shall be held exclusively in a state court in the County of Merced.

19. AMENDMENT. This Agreement shall not be amended, modified, or otherwise changed unless in writing and signed by both parties hereto.

20. INTEGRATION. This Agreement constitutes the entire understanding and agreement of the parties and supersedes all previous and/or

contemporaneous understanding or agreement between the parties with respect to all or any part of the subject matter hereof.

21. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.

22. COUNTERPARTS. This Agreement may be executed in one or more counterparts with each counterpart being deemed an original. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterparts executed by the other parties hereto are in the physical possession of the party or parties seeking enforcement thereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first above written.

CITY OF MERCED
A California Charter Municipal
Corporation

BY: _____
City Manager

ATTEST:
STEPHANIE R. DIETZ, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

APPROVED AS TO FORM:

BY: _____
City Attorney Date

ACCOUNT DATA:

BY: _____
Verified by Finance Officer

CONSULTANT

BY: _____
(Signature)

(Typed Name)

Its: _____
(Title)

BY: _____
(Signature)

(Typed Name)

Its: _____
(Title)

Taxpayer I.D. No. _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

ATTACHMENT B

SCOPE OF SERVICES

I. IRRIGATION - GENERAL

Irrigation shall be accomplished by the use of automatic or manual sprinkler systems where available and operable. Failure of an existing system to provide full and adequate coverage shall not relieve the contractor of the responsibility to provide proper coverage of all areas. Providing any supplementary hoses, sprinklers, nozzles, etc., necessary to accomplish full coverage shall be the contractor's responsibility.

A. Maintenance

The contractor shall maintain all sprinkler systems in such a way as to give proper coverage and full working capacity, making necessary adjustments to prevent excessive water run-off into streets or other areas not intended to be irrigated. Care shall be taken to prevent wasting water, causing soil erosion, or allowing seepage into existing underground improvements or structures.

The contractor shall, at no cost to the City, keep controller or valve boxes free of dirt and debris; repair, replace, clean, adjust, straighten, raise or lower the following sprinkler system components as it relates to maintenance of the landscape areas:

1. Sprinkler heads;
2. Sprinkler caps;
3. Sprinkler head risers;
4. Valve covers;
5. Valve boxes;
6. Valve box lids, including electrical pull boxes and lids;
7. Valve sleeves;
8. Quick coupler valves and caps;
9. Hose bibs.

B. Inspection

The contractor shall, at least once a week, inspect all areas covered by an automatic irrigation system for any malfunction. Approximately thirty (30) days prior to the termination of the contract, a comprehensive test of all irrigation systems shall be made by a Public Works Department representative. Any repairs deemed the contractor's responsibility shall be made by the contractor prior to the end of the contract period.

If repairs made are not to the satisfaction of the Director of Public Works or his designee, deductions shall be made in the final contract payment to cover the cost of eliminating the discrepancies determined by the Director of Public Works or his designee.

ATTACHMENT B

C. Repairs

Irrigation systems which are damaged or altered in any way as a result of work performed under this contract shall be repaired or replaced in kind and in an approved manner by the contractor.

Repairs shall be made immediately after damage or alteration occurs, unless otherwise directed. Repairs made as a result of theft, vandalism or an act of God shall be performed by the City.

Winterization – Contractor shall winterize all exposed piping and back flow prevention devices to prevent freeze damage. All damage to back flow devices caused by freezing will be the contractor responsibility to repair or replace.

Repairs not made, or not made to the satisfaction of the Director of Public Works or his designee, will be done by others and billed to the contractor.

D. Irrigation to be accomplished as follows:

Turf and Groundcover - Turf and groundcover areas to be watered, as required, to maintain horticulturally acceptable growth and color, as well as promote deep root growth. Daily shallow water applications should be avoided where possible in favor of deeper water applications. Water to turf and groundcover areas to generally be applied between 3:00 a.m. and 7:00a.m. where possible to lower the risk of fungus in cool season turf.

Banks and Slopes - Sloped landscape areas to be irrigated Monday through Friday as required to maintain horticulturally acceptable growth and color. Best irrigation practice is to promote deep root growth with a minimum of run-off.

Shrubs and Trees - Shrubs and trees to be irrigated as needed to maintain horticulturally acceptable growth and color.

Irrigation rates to be adjusted according to shrubs or tree types and seasonal weather conditions. Deep watering for root growth is encouraged, and surface run-off to be kept at a minimum.

Newly Planted Trees, Shrubs, Groundcover, and Turf - All newly planted areas to receive special attention until plants are established. Adequate water to be applied to promote normal, healthy growth. Watering basins around newly planted shrubs and trees to be used during establishment period.

II. WEED CONTROL - GENERAL

For the purposes of this specification, a weed shall be considered to be any undesirable plant or plant growing out of place.

ATTACHMENT B

All landscaping within the specified maintenance areas including lawns, shrubs, groundcover beds, planters, and tree wells shall be kept free of all weeds at all times. Complete removal of all weed growth is to be accomplished every thirty (30) days on a continuing basis, not just once each thirty (30) days. Weeds may be controlled by mechanical methods, or chemical methods at the discretion of the contractor.

A. Use of Chemical Pesticides for Weed Control

The contractor shall abide by all rules and regulations of the California Department of Food and Agriculture, Department of Health, and Department of Pesticide Regulation regarding the safe application of herbicides under this contract. Care shall be taken to ensure the safety of the public and contractor's employees during chemical weed control operations. All posting regulations shall be followed in accordance with current U.S.D.A. regulations in regard to re-entry times.

Great care shall be taken by the contractor to avoid herbicide drift onto non-target plants.

III. DISEASE AND PEST CONTROL

The contractor shall regularly inspect all landscaped areas for the presence of disease, insect, or rodent infestation.

Upon approval of the Director of Public Works or his designee, the contractor shall implement the approved control measures utilizing all safeguards necessary to protect the public and contractor's employees.

A. Use of Chemical Pesticides

All rules of the California State Department of Food and Agriculture, Department of Health, and Department of Pesticide Regulation regarding safe application of pesticides under this contract shall be observed.

Great care shall be taken to avoid pesticide drift onto non-target organisms.

IV. PRUNING – GENERAL

All shrubs, trees, groundcover, and other vegetation growing in the work areas shall be pruned weekly, or as required to maintain plants in a healthy growing condition. Pruning is to be done in a manner which promotes the plant's natural growth characteristics. Hedging, shearing, or other sever pruning will not be allowed except with prior approval.

ATTACHMENT B

Plant growth is to be kept to prevent its encroachment into walks, passageways, curbs, and streets. Clear view of traffic signs and intersections is to be maintained at all times. Plant growth shall not exceed height of block walls.

All dead, dying, or damaged branches shall be removed immediately. All cuts shall be made cleanly with no stubs or projections remaining.

A. Trees

The contractor shall be responsible for all pruning that can be reached with a 12-foot pole-saw by a man standing on the ground. All trees are to be maintained in their natural shape.

Newly planted trees are to be staked, pruned and shaped to promote their eventual development into strong, healthy representatives of their species. Until young trees are strong enough to stand alone, they shall be flex-tied between two approved 2-inch by 2-inch by 8-foot treated tree stakes. Split plastic hose or black tire casing held in place by 12-gauge wire shall be used to secure the young trees. Tree ties to be inspected often for signs of girdling or abrasion.

The contractor shall bring to the Director of Public Works or his designee's attention within 24 hours of any tree which shows signs of root heaving, leaning, having hanger limbs, or in some manner constituting a safety hazard.

V. LITTER REMOVAL

During weekly maintenance cycles all trash, debris, and dead limbs shall be removed from landscaped areas to include curb and gutter.

VI. FERTILIZATION - GENERAL

Contractor will use a complete fertilizer (nitrogen, phosphorus, and potassium) equal to or better than Turf Gold 22-5-5. The contractor will put on fertilizer at the following times and rates:

First application in early spring, second application in early fall. The rate will be one pound of nitrogen per thousand square feet, per application.

The contractor shall notify the Director of Public Works or his designee in advance of fertilization application.

ATTACHMENT B

VII. REPLACEMENT OF PLANT MATERIAL

- A. The contractor shall notify the Director of Public Works or his designee within four (4) days of the loss of plant material due to any cause.
- B. The contractor shall supply all labor and materials to replace any tree, shrub, turf, or groundcover damaged or lost through the contractor's faulty maintenance or negligence.
- C. The size and species of replacement plant material shall be determined by the Director of Public Works or his designee.
- D. Where there is a difference in value between the tree lost and the replacement tree, the difference will be deducted from the contract payment.

The value will be deducted from the contract payment. The value will be determined using the latest I.S.A. guidelines.

Any plant damaged or lost through theft, vehicular damage, act of God, or other mysterious sources not the responsibility of the contractor, shall be replaced by the City.

VIII. TURF MAINTENANCE

A. Mowing

All Lawn areas in this contract shall be mowed with power-propelled reel or rotary-type mowers. Mowers shall be maintained to provide a smooth, even cut without tearing. Blade adjustment to provide uniform cut with no ridges or depressions.

All mowers are to be cleaned prior to each mowing to avoid possible weed invasion. All litter shall be removed prior to mowing.

Mowing to be performed so that no more than one-third of the grass blade is removed in returning the grass to acceptable height for the species being mowed.

All turf areas are to be mowed once a week on a preset day. Any changes to this schedule are to be approved in advance by the Director of Public Works or his designee.

During periods of heavy growth, more than one mowing per week may be required in high maintenance areas.

- B. All turf to be edged adjacent to improved surfaces. If no improved surface exists, turf edges shall be maintained where the turf abuts a shrub bed or property line, or to maintain turf delineation.

Edging to be performed at every turf mowing.

ATTACHMENT B

Clippings shall not be left in roadways, gutters, or walkways.

IX. GROUNDCOVER MAINTENANCE

- A. All areas planted in groundcovers shall be adequately irrigated and fertilized to maintain vigorous growth.
- B. Groundcover beds shall be periodically edged to keep them in their intended space and off of street curb. Groundcover shall not be allowed to encroach into lawns, shrub beds, or other areas deemed as undesirable by the Director of Public Works Operations or his designee.
- C. Groundcover plantings shall be periodically thinned and pruned for vigorous growth and overall appearance of the site. The spaces between plants shall be regularly cultivated. Groundcover shall not be allowed to encroach into lawns, shrub beds, street curb, or other areas deemed as undesirable by the Director of Public Works or his designee.
- D. Groundcover plantings shall be thinned and pruned for vigorous growth and overall appearance of the site. The spaces between plants shall be regularly cultivated.
- E. Litter clean up shall be completed by contractor during weekly maintenance intervals.

X. TRAFFIC CONTROL SETUP

The purpose of traffic control devices, as well as principles for their use, is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways & sidewalks.

- A. Traffic control devices or their supports shall not bear any advertising message or any other message that is not related to traffic control.
- B. The contractor shall follow California Manual on Uniform Traffic Control Devices (CA-MUTCD) 2014 or latest Edition in order to perform required maintenance. Contractor shall ensure all Temporary Traffic Control (TTC) devices follow CA-MUTCD 2014 or latest edition.
- C. The contractor shall follow all City of Merced Municipal Code ordinances, Public Works Engineering Division rules and regulations regarding traffic control measures, such as: proper use of traffic cones, lane closures, modified lane closures, directional signage, directional signals, and speed control limits.

ATTACHMENT B

SPECIAL NOTE

The contractor is required to provide the City with a weekly work schedule of maintenance areas to be serviced (one week in advance).

In addition, the contractor is to maintain work record logs of areas completed and make available to the City upon request.

ATTACHMENT C

LANDSCAPE MAINTENANCE LOCATIONS

Community Facilities Districts (CFD)

164 Bellevue Ranch East

- A. Landscape area on west side of G Street, from Bellevue Road to W. Cardella Road
- B. Landscape area under electrical power towers, from G Street to W. Cardella Road
- C. Landscape areas on Arrow Wood Drive, between M Street and Bancroft Drive, excluding Elmer Murchie Park.
- D. Landscape areas on Foothill Drive, from Bancroft to G Street, including Foothill Drive center median
- E. West side of Bancroft Drive, from Noble Drive to Arrow Wood Drive
- F. Landscape area on east side of Bancroft Drive, from Arrow Wood Drive to Barclay Way
- G. Landscape area on west side of Bancroft Drive, from Jacobs Drive to Barclay Way
- H. Barclay Way, between Bellevue Road and Mandeville Lane
- I. Landscape areas on Mandeville Drive, from Barclay Way to G Street, including Mandeville Drive center median
- J. Landscape area on south side of Bellevue Road, from Barclay Way to G Street, to include from Bellevue Road roadway to block wall on south side of road
- K. Storm Pump Station on Bixby Way and Revelle Drive

The following five (5) Bellevue Ranch East areas are currently undeveloped as of the date of this RFP and will be serviced on a *monthly* basis. Landscape service area includes park strip and a minimum of 10 feet behind the sidewalk:

- L. Northside of Cardella Road between City Water Well Site #16 and "M" Street
- M. Eastside of "M" Street between Cardella Road and Barclay Way
- N. Eastside of Bancroft Drive from Arrow Wood Drive to Merrill Place
- O. Merrill Place on south and north sides of road to include street center-median
- P. Bancroft Drive east and west sides south of Merrill Place including center median

165 Compass Pointe

- A. Landscape area on north side of Pacific Drive, from Alviso Drive to R Street, excluding RJ Moreno Park
- B. Intersection at Lehigh Drive and El Redondo Drive, center roundabout and three-landscape noses
- C. Landscape area on south side of Lehigh Drive, from El Redondo Drive to dead end
- D. Horizon Avenue and Pacific Drive, center roundabout and four- landscape nose islands
- E. Landscape area on Horizon Avenue, from Pacific Drive to Lehigh Drive
- F. Mini-park under electrical power towers at Twilight Avenue and Orion

ATTACHMENT C

Drive. From Twilight Avenue to R Street

- G. Landscape area on west side of R Street, from Pacific Drive to dead end
- H. Landscape area on El Redondo Drive, from Pacific Drive to Lehigh Drive, excluding Rudolph Joseph Merino Park

166 Sandcastle

- A. Landscape area on north side of E. Gerard Avenue, from S. Coffee Street to end of block wall just west of Campus Parkway
- B. East side of Pluim Drive, from E. Gerard Avenue, to Dinkey Creek Drive
- C. West side of Pluim Drive, from E. Gerard Avenue, to end of block wall
- D. East side of S. Coffee Street, from E. Gerard Avenue to Dinkey Creek Drive

167 Bright Development

- A. Landscape area on east side of McKee Road, north of Silverstone Drive
- B. Center medians on Silverstone Drive
- C. Creekview Drive from Silverstone Drive, to east of Mariner Way
- D. Storm Drain basin on south side of Creekview Drive
- E. Landscape area on Creekview Drive (curb-line to edge of creek), beginning approximately 200-feet southwest of Oak Creek Avenue, east to end of Creekview Drive
- F. Eastside of Creekside Drive north to Bastidas Drive

170 Bellevue Ranch West

- A. M Street center median between Arrow Wood Drive and Ironstone Drive
- B. Landscape area on Ironstone Drive, west of M Street
- C. Landscape area on M Street, between Lehigh Drive and Heitz Court
- D. Center medians and landscape areas on W Cardella Road, from G Street to approximately 125-feet west of Freemark Avenue
- E. Landscape areas on Freemark Avenue, from W Cardella Road north to the end of Freemark Drive
- F. Open landscape area on the SE corner Bancroft Drive and Cardella Road
- G. G Street, from Cardella to Cottonwood Creek
- H. Landscape area under electrical power towers, from Bancroft Drive to Korbel Avenue, north of Shafer Avenue
- I. Eastside of Freemark Avenue approximately 100-feet south and north of Marybelle Drive
- J. Marybelle Drive south and north sides of road to Andrea Drive
- K. Westside of "M" Street between Rowland Court and Hart Drive

The following five (5) Bellevue Ranch West areas are currently undeveloped as of the date of this RFP and will be serviced on a *monthly* basis. Landscape service area includes park strip and a minimum of 10 feet behind the sidewalk:

- L. Bike path between "M" & "G" Streets and Cardella Road and Ironstone Drive on the eastside of "M" Street
- M. Bike path at end of Cardella Road behind houses on Freemark Avenue to the end of Round Hill Drive
- N. Eastside of "M" Street between Ironstone Dr. and Cardella Road
- O. Southside of Cardella Road between "M" Street and Bale Mill Road

ATTACHMENT C

- P. LaSalle Drive open park area along bike path, between light pole numbers 7158 and 7163
- 172 University Park
- A. Landscape area on north side of Pacific Drive, from San Augustine Drive to Alviso Drive
 - B. Landscape area on east side of San Augustine Drive, from Pacific Drive to end of block wall at north property line of Storm Drain Pump Station #48
- 173 Tuscany
- A. Landscape areas on E. Childs Avenue and Brimmer Road, at Tuscany Subdivision entrance gate east to end of block wall and west to manhole cover
 - B. Landscape area on east side of Brimmer Road, between Dinkey Creek Avenue and Arezzo Avenue
- 174 Provance
- A. Landscape area on the north side of Lehigh Drive, from El Redondo Drive to Horizon Avenue
 - B. Landscape area on west side of Horizon Avenue, from Lehigh Drive to Monaco Drive
 - C. Landscape area on east side of El Redondo Drive, from Lehigh Drive to Monaco Drive
 - D. Landscape area on west side of El Redondo Drive, from Lehigh Drive to Cassis Drive
- 177 Franco
- A. Sewer lift station on Merced Avenue, west of Dylan Court
- 178 Cottages
- A. Landscape area on east side of San Augustine Avenue, from W. Yosemite Avenue to Huntington Drive
 - B. Landscape area on north side of Yosemite Avenue, between San Augustine Avenue and El Redondo Drive
 - C. Landscape area on west side of El Redondo Drive, between Yosemite Avenue and Jenner Drive
 - D. Mini-park on Huntington Drive, between Newport Avenue and Venice Avenue
- 184 University Park II
- A. West side of San Augustine Drive, Between Pacific Drive and end of Storm Pump Station #48 at block wall
- 185 Moraga
- A. Street center-median on Yosemite Avenue, between McKee Road and Via Moraga
 - B. Landscape area on south side on Yosemite Avenue, from McKee Road to street light pole C-8397.
 - C. Landscape areas on Via Moraga
 - D. Landscape area on west side of Whitewater Way, from Pacheco Drive to

ATTACHMENT C

Yosemite Avenue

- 187 Cypress Terrace 6 & 7
A. Landscape area on westside of South "N" Street, approximately 100-feet north of Taryn Court
B. Westside of South "N" Street between Taryn Court and Gerard Avenue
- 190 Lantana Estates
A. Landscape area on east side of San Augustine Avenue, from Storm Pump Station #48 to the north end of San Augustine Avenue
B. Landscape area on west side of El Redondo Drive, from Cassis Drive to street light pole C-7209
- 194 Mercy Hospital
A. G Street center median, between Mercy Avenue and bike path
B. Bike path behind Mercy Hospital, from G Street east to Dominican Drive
- 196 Mansionette Estates #5
A. Mansionette Drive between Mercy Avenue and Osprey Court
B. South side of Mercy Avenue between Mansionette Drive and end of cinderblock wall
- 197 Northwood Professional Center
A. Landscape area on westside of Mansionette Drive, beginning approximately 100-feet north of Bobo Link Court to Mercy Avenue
B. Southside of Mercy Avenue between Mansionette Drive and Sand Piper Avenue
C. Eastside of Sand Piper Avenue to end of the street
- 198 Compass Pointe Apartments
A. Landscape area on southside of Pacific Drive between Compass Pointe and Horizons Avenue
B. Horizons Avenue between Pacific and Stinson Drive
C. Stinson Drive between Horizons and Compass Pointe Avenue
D. On Compass Pointe Avenue between Stinson and Pacific Drive

ATTACHMENT D

Itemized Cost Proposal Sheet

**Use Whole Numbers Only*

Community Facilities Districts (CFD)

Monthly: Annually:

164	<u>Bellevue Ranch East</u>	\$ _____	\$ _____
165	<u>Compass Pointe</u>	\$ _____	\$ _____
166	<u>Sandcastle</u>	\$ _____	\$ _____
167	<u>Bright Development</u>	\$ _____	\$ _____
170	<u>Bellevue Ranch West</u>	\$ _____	\$ _____
172	<u>University Park</u>	\$ _____	\$ _____
173	<u>Tuscany</u>	\$ _____	\$ _____
174	<u>Provance</u>	\$ _____	\$ _____
177	<u>Franco</u>	\$ _____	\$ _____
178	<u>Cottages</u>	\$ _____	\$ _____
184	<u>University Park II</u>	\$ _____	\$ _____
185	<u>Moraga</u>	\$ _____	\$ _____
187	<u>Cypress Terrace 6 & 7</u>	\$ _____	\$ _____
190	<u>Lantana Estates</u>	\$ _____	\$ _____
194	<u>Mercy Hospital</u>	\$ _____	\$ _____
196	<u>Mansionette Estates #5</u>	\$ _____	\$ _____
197	<u>Northwood Professional Center</u>	\$ _____	\$ _____
198	<u>Compass Pointe Apartments</u>	\$ _____	\$ _____
	Subtotal Community Facilities Districts:	\$ _____	\$ _____