

# COUNTY OF ALAMEDA

## REQUEST FOR PROPOSAL RFP No. MAO2016231

for

### Stanley Boulevard Roadway and Median Landscape Services

For complete information regarding this project, see RFP posted at:  
[https://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)  
and <http://acgov.org/pwa/business/services.htm> or contact the County representative listed below. Thank you for your interest!

Contact Person: Roel Villacarlos, Office of Contract Compliance  
Phone Number: (510) 670-5529

**RESPONSE DUE**

by

**2:00 p.m.**

on

**May 10, 2016**

at

**Alameda County Public Works Agency  
951 Turner Court, Room 100  
Hayward, CA 94545**

# COUNTY OF ALAMEDA

## REQUEST FOR PROPOSAL SPECIFICATIONS, TERMS & CONDITIONS

For RFP No. MAO201231

Stanley Boulevard Roadway and Median Landscape Services

### TABLE OF CONTENTS

	Page
<b>I. STATEMENT OF WORK .....</b>	<b>1</b>
A. INTENT .....	1
B. SCOPE.....	1
C. PROJECT SITE DESCRIPTION.....	1
D. BIDDER QUALIFICATIONS .....	2
E. SPECIFIC REQUIREMENTS.....	2
F. DELIVERABLES / REPORTS .....	8
<b>II. CALENDAR OF EVENTS .....</b>	<b>9</b>
G. NETWORKING / BIDDERS CONFERENCES.....	10
<b>III. COUNTY PROCEDURES, TERMS, AND CONDITIONS.....</b>	<b>10</b>
H. EVALUATION CRITERIA / SELECTION COMMITTEE.....	10
I. CONTRACT EVALUATION AND ASSESSMENT .....	15
J. NOTICE OF RECOMMENDATION TO AWARD .....	15
K. TERM / TERMINATION / RENEWAL.....	16
L. QUANTITIES .....	16
M. PRICING.....	16
N. AWARD .....	18
O. METHOD OF ORDERING .....	20
P. INVOICING .....	20
Q. ACCOUNT MANAGER / SUPPORT STAFF .....	21
<b>IV. INSTRUCTIONS TO BIDDERS .....</b>	<b>21</b>
R. COUNTY CONTACTS.....	21
S. SUBMITTAL OF BIDS .....	22
T. RESPONSE FORMAT.....	24

### ATTACHMENTS

EXHIBIT A - BID RESPONSE PACKET

EXHIBIT B - INSURANCE REQUIREMENTS

EXHIBIT C - VENDOR BID LIST

EXHIBIT D – STANLEY BOULEVARD LANDSCAPE MAINTENANCE MANUAL

EXHIBIT E – STANLEY BOULEVARD BAY-FRIENDLY LANDSCAPE MAINTENANCE SPECIFICATIONS

## I. STATEMENT OF WORK

### A. INTENT

It is the intent of these specifications, terms and conditions to describe landscape maintenance services being requested by the County of Alameda Public Works Agency (PWA).

The County intends to award a three-year contract (with option to renew) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the County's requirements.

### B. SCOPE

The landscaping services required are for the Stanley Boulevard Roadway Improvement Project along Stanley Boulevard between the cities of Pleasanton and Livermore. The services required include maintenance of plants, trees, groundcovers, shrubs, irrigation systems, various paved surfaces, art installations, fencing, trash/recycling receptacles, storm water elements, site furnishings and special elements, etc. Some of the activities included are weed removal, trash/debris removal, recycling/composting of various wastes, irrigation system adjustment, repair and inspection, tree trimming, shrub, and groundcover trimming, etc.

This project area is designed and rated according to the guidelines established by The Bay-Friendly Landscaping & Gardening Coalition. A complete list and schedules of all tasks and frequencies are included in Exhibit D. Additional Bay Friendly Landscape requirements are included in Exhibit E. All RFP language, requirements, Exhibits, attachments, etc., are to be included in putting together the Contractor's bid and proposal. Contractor must thoroughly examine all documents, inspect and investigate the actual site, etc., to gain a complete understanding of the requirements and bid accordingly.

### C. PROJECT SITE DESCRIPTION

The Stanley Boulevard Safety and Streetscape Improvement Project is a three mile long street section with landscaped medians, bicycle path, pedestrian amenities, native plant landscaping and guardrails. It was designed as a Bay-Friendly Rated Landscape. Bay-Friendly Landscaping is a comprehensive approach to the design, construction and maintenance of landscapes that contributes to the health of the San Francisco Bay Watershed. The project includes landscape planting with native plant materials, reclaimed water irrigation system, curb inlets and bioswales to capture and filter storm water. The plantings, systems, and elements to be maintained are located on the north and south sides of the roadway and median of Stanley Boulevard between the cities of Livermore and Pleasanton. Maintenance work is to be done at the site described in this RFP and identified on the attached and enclosed Exhibits.

D. BIDDER QUALIFICATIONS

1. Bidder minimum qualification criteria include, but are not limited, to the following:
  - a) Bidder shall be regularly and continuously engaged in the business of providing landscaping maintenance services on medians and roadways for at least the last three (3) years. This minimum qualification will be verified by references submitted by bidder.
  - b) Bidder shall have a valid (C-27) California contractor's license and any specialty licenses for the work to be performed.
  - c) Bidder must have all other permits, licenses, and professional credentials necessary to perform the required services.

E. SPECIFIC REQUIREMENTS

1. The Stanley Boulevard Safety and Streetscape Improvement Project is a three mile long street section with landscaped medians, a bicycle path, pedestrian amenities, native plant landscaping and guardrails. It was designed as a Bay- Friendly Rated Landscape. Bay-Friendly Landscaping is a whole systems approach to the design, construction and maintenance of landscapes that contributes to the health of the San Francisco Bay Watershed. The project includes landscape planting with native plant materials, reclaimed water irrigation system, curb inlets and bio-swales to capture and filter storm water. The plantings, systems and elements to be maintained are located on the north and south sides of the roadway and median of Stanley Boulevard between the cities of Livermore and Pleasanton. Maintenance work is to be done at the site described in this RFP and identified on the attached and enclosed Exhibits.
2. The Bay-Friendly Landscaping & Gardening Coalition is described at:  
<http://www.bayfriendlycoalition.org/>.
3. Contractor's work must comply with the guidelines set forth by The Bay-Friendly Landscaping & Gardening Coalition.
4. Contractor must follow all requirements and conditions described in this RFP, Exhibits and attachments. In addition, Contractor must follow the requirements set forth below:

- a) Contractor shall develop and provide an annual work schedule broken down by month detailing the work to be performed each month. The schedule must include the number of personnel to be allocated, estimated hours by job classification, days of the month that personnel will be onsite and the tasks or maintenance services to be completed as required.
- b) Contractor shall thoroughly complete each task in a professional, workmanlike manner. To this end, Contractor will use quality equipment and materials that comply with current regulations.
- c) Contractor shall provide the labor, materials, and equipment necessary for the provision of landscape services. Tasks shall be performed with nothing but the highest standards at no less than the frequencies set forth herein where specified.
- d) Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover or other landscaped areas or project elements.
- e) Contractor shall clearly identify and equip each vehicle with signage that identifies the Contractor's name and phone number.
- f) Work shall be performed in such a manner to limit unnecessary idling for periods of longer than five (5) minutes while on the worksite, unless engine power is required to operate the vehicle's accessory equipment.
- g) All green waste shall be taken to a composting facility or a transfer station that offers separate processing for green waste for composting at Contractor's expense. Per Alameda County Waste Management Authority ordinance #2008-1 adopted January 28, 2009, plant debris may not be landfilled and must be composted. County reserves the right to direct Contractor to deposit green waste at a County facility or jobsite for reuse if needed.
- h) Contractor shall comply with quarantine regulations set by the California Department of Food and Agriculture (CDFA) when working in areas affected by Sudden Oak Death (SOD), and by Light Brown Apple Moth (LBAM). Regulations include, but are not limited to, ensuring that material is transported to a green waste processing facility that has been authorized by the local County Agricultural Department to accept affected loads, ensuring vehicle payloads are tightly covered with a tarp or otherwise enclosing green waste material to prevent releases during transport, and ensuring equipment is cleaned after working in a contaminated zone so as to prevent cross contamination.

- i) County reserves the right to suspend any work assignment for any reason, including adverse weather conditions, at no cost to the County.
- j) County reserves the right to use alternative contractors at any time for any reason.
- k) All power equipment used by Contractor shall be maintained in good and operable condition throughout contract.
- l) Personnel shall be experienced and trained to safely operate equipment in the performance of any contract awarded.
- m) Contractor shall immediately notify the County of any accidental damage caused by the Contractor and any damage done by others due to accidents or vandalism.
- n) Contractor shall not interfere with the public use of the premises and shall conduct its operations so as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- o) Contractor shall dispose of all litter and refuse at an appropriate waste disposal facility at Contractor's expense.
- p) Contractor shall include with their monthly invoice a description and itemized list for any of the following:
  - (1) Quantity and complete description of all commercial and organic fertilizers used;
  - (2) Quantity and label description of all grass seed used;
  - (3) Quantity and description of all soil amendments used; and
  - (4) A valid licensed California Pest Control Advisor's recommendation and copies of corresponding Agricultural Commissioners Use Reports signed by a licensed California PCA for all chemical, disease, and pest control work performed. The report shall be accompanied by a listing of each material used, quantity used, the location of use, the date used, the name of the party responsible for the report, the Certified Qualified Applicator's name, and the license number under which the Applicator was operating.

- q) Safety: The safety of workers, passersby, and the public shall be paramount. Contractor agrees to perform all work in such a manner as to meet all accepted standards for safe practices during their operations and to safely maintain and manage equipment, machines, materials or other hazards consequential or related to the work. Contractor also agrees to accept the sole responsibility for complying with all local, County, State, or other legal requirements including, but not limited to, full compliance with the terms of the applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders at all times so as to protect all persons, including Contractor's employees, agents of the County, vendors, members of the public or others from foreseeable injury and/or damage to their property. Contractor shall inspect all potential hazards within the service area landscape and keep a log indicating date inspected and action taken. The County shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections including, but not limited to, filling holes in turf areas, using barricades or traffic cones to alert the public of the existence of hazards, replacing valve box covers, and securing the area so as to protect members of the public or others from injury.
- r) Contractor shall ensure services are performed safely and in accordance with all applicable federal, state, local laws and regulations. Mandatory safety practices include, but are not limited to the following:
- (1) All personnel shall wear and use Personal Protective Equipment required for the task assigned as required by OSHA or other regulatory agencies;
  - (2) Warning signs, traffic cones, flashing lights, etc. shall be utilized at each work site when needed and all traffic control activities and equipment shall conform to MUTCD standards;
  - (3) All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, supplier, or distributor, except as otherwise specified;
  - (4) Contractor shall perform services with minimal obstruction and inconvenience to the public, and no project shall begin that cannot be performed without regard for the rights of the public;
  - (5) Contractor shall provide and maintain fences, barriers, directional signs, lights and flag persons as are necessary to give adequate warning to the public at all times of any dangerous conditions to be encountered as a result of the work and to give directions to the public. Any road break permits required shall be the responsibility of the Contractor;

- (6) Contractor shall note any hazards found in the service area landscape and shall notify the County immediately of any unsafe condition that requires major correction;
  - (7) Identification and location of all utility or power lines are the responsibility of the Contractor. The Contractor shall:
    - (a) Contact Underground Service Alert before digging or excavation;
    - (b) Proceed with sufficient caution to preclude damaging any utilities known or unknown; and
    - (c) In the event utilities are damaged during Contractor's work, temporary services and/or repairs shall be made immediately at the Contractor's expense to maintain continuity of services, and permanent repairs shall be made in a timely manner at Contractor's expense.
  - (8) Any damage caused by Contractor shall be immediately repaired or replaced at Contractor's expense.
- s) Hours And Days Of Maintenance Services
- (1) Contractor shall provide adequate staffing to perform the required maintenance services during the prescribed hours from Monday through Friday, 7:00 a.m. to 4:00 p.m. excluding major holidays.
  - (2) During the specified basic hours and days of work, Contractor shall respond to all emergencies and be onsite within two (2) hours of notification to shut off irrigation systems, fix leaks, cleanup landscape debris due to accidents or vandalism, etc. to make the area safe.



- (3) Contractor shall provide 24/7/365 after-hours emergency contact(s) and shall be onsite within two (2) hours of notification to shut off irrigation system, fix leaks, cleanup landscape debris due to accidents or vandalism, etc. to make the area safe.

t) Contractor Staff

- (1) Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein.
- (2) Contractor shall require each of their employees to adhere to basic public work standards of working attire. These are basically: uniforms, proper shoes and other gear required by State safety regulations, and proper wearing of clothing. Shirts shall be worn on at all times.
- (3) Bidder shall have a licensed California Pest Control Advisor (PCA) on company staff or immediate access to a PCA licensed in the State of California through a valid subcontracting agreement.
- (4) Bidder must have assigned to the project at least one employee possessing a California State Qualified Applicator's License for the control of weeds, plant diseases and other pests.
- (5) Bidder must have assigned to the project at least one employee who has experience or training in Integrated Pest Management (IPM) techniques.
- (6) Bidder shall have at least one employee who is a Certified Arborist or Certified Tree Worker (International Society of Arboriculture) assigned to the project, or immediate access to one through a valid subcontracting agreement, to oversee pruning operations and for other oversight.
- (7) Bidder must have assigned to the project at least one employee who is a Certified Irrigation Contractor (Irrigation Association), or immediate access to one through a valid subcontracting agreement.
- (8) Bidder must have assigned to the project at least one employee who has experience or training in Bay-Friendly Landscaping practices.

F. DELIVERABLES / REPORTS

1. The County requires that the Contractor furnish copies of all Agricultural Commissioners Use Reports signed by a licensed California PCA for all chemical, disease, and pest control work performed. Copies are to be furnished to the County monthly when submitting any invoice. The report shall be accompanied by a listing of each material used, quantity used, the location of use, the date used, the name of the party responsible for the report, the Licensed Qualified Applicator's name, and the license number under which the Applicator was operating.
2. The contractor shall provide a quarterly report indicating any recommendations for modifications to existing landscape, major repairs, upgrades, or changes to irrigation systems, plant, tree or groundcover replacement, etc., to address ongoing issues, improve aesthetic conditions, and/or reduce maintenance requirements and costs.
3. Along with the monthly invoice, the Contractor shall submit a report detailing the specific activities completed during the billing period, the date of completion, the name(s) of the employee(s) completing each activity, hours worked on each activity, any unusual conditions noted, and any other comments.

## II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	<b>April 15, 2016</b>	
Written Questions Due	by 5:00 p.m. on <b>April 27, 2016</b>	
Mandatory Networking/Bidders Conference #1	<b>10 am - April 26, 2106</b>	Location: Alameda County Public Works Agency 951 Turner Ct, Room 230 Hayward, CA 94545
Addendum Issued	<b>April 29, 2016</b>	
Response Due	<b>May 10, 2016</b>	
Evaluation Period	<b>May 10 to 13, 2016</b>	
Interviews	<b>Week of May 16</b>	
Board Letter Recommending Award Issued	<b>May 24, 2016</b>	
Board Consideration Award Date	<b>June 07, 2016</b>	
Contract Start Date	<b>July 01, 2016</b>	

**Note:** Award and start dates are approximate.

## G. NETWORKING / BIDDERS CONFERENCES

1. Networking/bidders conferences will be held to:
  - a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.
  - b. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
  - c. Provide bidders an opportunity to receive documents necessary to respond to this RFP.
  - d. Provide the County with an opportunity to receive feedback regarding the project and RFP.
2. All questions will be addressed, and the list of attendees will be included, in an RFP Addendum following the networking/bidders conferences.
3. Potential bidders are strongly encouraged to attend networking/bidders conference(s) in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List. Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at the networking/bidders conference is mandatory.

## III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

### H. EVALUATION CRITERIA / SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Completeness of Response, Financial Stability, and Debarment and Suspension) will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in landscape maintenance services. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through the Alameda County Public Works Contract Compliance Office only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

As a result of this RFP, the County intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the bidder(s) that proposes the County the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred fifty (550) points, including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of bidders that will continue to the final stage of oral presentation and interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral presentation and interview.

If the two-stage approach is used, the 3 bidders receiving the highest preliminary scores and with at least 200 points will be invited to an oral presentation and interview. Only the bidders meeting the short list criteria will proceed to the next stage. All other bidders will be deemed eliminated from the process. All bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to bidders.

The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
<b>A.</b>	<p><b>Completeness of Response:</b> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
	<p><b>Debarment and Suspension:</b> Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a>.</p>	Pass/Fail

<p><b>B.</b></p>	<p><b>Cost:</b></p> <p>The points for Cost will be computed by dividing the amount of the lowest responsive bid received by each bidder's total proposed cost.</p> <p>While not reflected in the Cost evaluation points, an evaluation may also be made of:</p> <ol style="list-style-type: none"> <li>1. Reasonableness (i.e., does the proposed pricing accurately reflect the bidder's effort to meet requirements and objectives?);</li> <li>2. Realism (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?); and</li> <li>3. Affordability (i.e., the ability of the County to finance landscape maintenance services).</li> </ol> <p>Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford.</p>	<p>20 Points</p>
<p><b>C.</b></p>	<p><b>Relevant Experience:</b></p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Firm – What experience does the firm have on projects of similar type and size?</li> <li>2. Project Manager – Does the project manager assigned to the project have experience on projects of similar type and size?</li> <li>3. Other Staff Members - Are resumes complete and do they demonstrate experience relevant to the services required in this RFP? Has the contractor provided evidence of required licenses, certifications &amp; experience of staff or proof of contractual agreements required?</li> <li>4. Plant Disease – What experience does the firm have identifying tree and plant disease and providing necessary treatment?</li> <li>5. Landscape or Irrigation Recommendation – What experience has the firm had in making recommendations for other types of landscaping when they notice one type is not thriving or for things such as irrigation adjustments or modifications?</li> <li>6. Emergency Response – What is the firm's emergency response plan in the event a sprinkler main is damaged and water needs to be turned off? Requirements for an emergency response are described in section E. Specific Requirements, 4.s., page 10.</li> </ol>	<p>20 Points</p>

<b>D.</b>	<p><b>References (See Exhibit A – Bid Response Packet)</b></p> <ol style="list-style-type: none"> <li>1. Does the proposer have a list of references for similar type work?</li> <li>2. Past Experience – Does proposer possess working experience with projects of a similar size?</li> </ol>	10 Points
<b>E.</b>	<b>Overall Proposal</b>	10 Points
<b>F.</b>	<p><b>Presentation and Interview:</b></p> <ol style="list-style-type: none"> <li>1. Organization – Is the presentation well organized?</li> <li>2. Interest – Do the interview participants demonstrate interest and enthusiasm in the project?</li> <li>3. Information – Is the presentation informative and demonstrates how the work will be performed?</li> <li>4. Project Manager – Is the firm’s project manager present? Does the project manager actively participate in the presentation?</li> <li>5. Firm – Does the presentation instill confidence that the project will be successfully executed and completed on time? Are the roles of the team or key staff explained?</li> </ol>	20 Points
<b>G.</b>	<p><b>Understanding of the Project:</b></p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Purpose – Does the proposer understand the purpose of the project? Does proposer provide a summary of the overall approach to the project?</li> <li>2. Scope of Work – Does the proposer understand the tasks involved to maintain the landscaping as described?</li> <li>3. Final Product – Did the proposer develop a schedule describing resources required, estimated hours required to complete all tasks each month, and how it will meet the immediate, emergency and future needs of the project?</li> </ol>	20 Points
<b>SMALL LOCAL EMERGING BUSINESS PREFERENCE</b>		
	<p>Local Preference: Points equaling five percent (5%) of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s <u>final score</u> for purposes of award evaluation.</p>	Five Percent (5%)
	<p>Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s <u>final score</u> for purposes of award evaluation.</p>	Five Percent (5%)



I. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to Contractor, the CSC and/or other persons designated by the County will meet with the Contractor to evaluate the roadway and median landscape services performance and to identify any issues or potential problems.

The County reserves the right to determine, at its sole discretion, whether:

1. Contractor has complied with all terms of this RFP; and
2. Any problems or potential problems with the proposed roadway and median landscape services were evidenced which make it unlikely (even with possible modifications) that such roadway and median landscape services have met the County requirements.

If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's roadway and median landscape services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. The County will have the right to invite the next highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

J. NOTICE OF RECOMMENDATION TO AWARD

1. At the conclusion of the RFP response evaluation process ("Evaluation Process"), all bidders will be notified in writing by e-mail, fax, or US Postal Service mail, of the contract award recommendation, if any, by the Alameda County Public Works Agency. The document providing this notification is the Notice of Recommendation to Award.

The Notice of Recommendation to Award will provide the following information:

- a. The name of the bidder being recommended for contract award; and
  - b. The names of all other parties that submitted proposals.
2. At the conclusion of the RFP response evaluation process, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's bid.
    - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
    - b. Debriefing may include review of successful bidder's proposal with redactions as appropriate.

3. The submitted proposals shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

K. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be three years.
2. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

L. QUANTITIES

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

M. PRICING

1. Prices quoted shall be firm for the first 36 length months of any contract that may be awarded pursuant to this RFP.
2. Price escalation for the second and third years of any contract awarded as a result of this RFP shall not exceed the percentage increase stated by Bidder on the Bid Form, Exhibit A – Bid Response Packet.
3. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
4. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the County.
5. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
6. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.

7. Taxes and freight charges:
  - a. The price(s) quoted shall be the total cost the County will pay for this project including Sales, Use, or other taxes, and all other charges.
  - b. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid.
  - c. Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
  - d. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
8. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
9. Price quotes shall include any and all payment incentives available to the County.
10. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
11. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.
12. Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.
13. Certified Payroll Records: Contractor must supply Certified Payroll Records (CPRs) to the County when submitting any invoice for payment. CPRs must be downloaded and posted to the County's web-based Elation System for tracking, review and approval prior to any invoice being authorized for payment. The County will not make payment until CPRs have been supplied as directed and any corrections have been made as directed by the Public Works Agency's Contract Compliance manager.

14. Department of Industrial Relations Registration: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, (unless it is registered at time of bid submission), or engage in the performance of any contract for public work, as defined in this chapter, unless registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. However, for federally-funded projects, it is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.
15. Any and all trucking work performed pursuant to this Contract will be subject to the requirements of the "Project Stabilization/Community Benefits Agreement for the County of Alameda" as described in Article 5.4 of the Project Stabilization/Community Benefit Agreements document. In consideration of the award of a Contract to perform the Work, the Contractor agrees to be party to and bound by the "PROJECT STABILIZATION/COMMUNITY BENEFITS AGREEMENT for the COUNTY OF ALAMEDA" as it relates to any and all trucking. Contractor agrees to execute the "PROJECT STABILIZATION/COMMUNITY BENEFITS AGREEMENT for the COUNTY OF ALAMEDA" Letter of Assent and shall require its subcontractors performing any and all trucking services, of whatever tier, to become similarly bound for all work within the scope of this Contract by signing an identical Letter of Assent. The Contractor's attention is directed to Article 5.4 of the Project Stabilization/Community Benefits Agreement for the County of Alameda currently posted on the Public Works Agency website's Document Library: <http://acgov.org/pwa/>

N. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."
2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 561730.

A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

4. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
5. The County reserves the right to award to a single or multiple Contractors.
6. The County has the right to decline to award this contract or any part thereof for any reason.
7. Board approval to award a contract is required.
8. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
9. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

The template contains minimal Agreement boilerplate language only.

10. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

O. METHOD OF ORDERING

1. A written PO and signed Standard Agreement contract will be issued upon Board approval.
2. POs and Standard Agreements will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to place an order.
3. POs and payments for products and/or services will be issued only in the name of Contractor.
4. Contractor shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
5. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

P. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. County will use best efforts to make payment within thirty (30) days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
8. The County will pay Contractor monthly or as agreed upon, not to exceed the total RFP quoted in the bid response.

**Q. ACCOUNT MANAGER / SUPPORT STAFF**

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all orders from the County and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Contractor account manager shall be familiar with County requirements and standards and work with the Alameda County Public Works Agency to ensure that established standards are adhered to.
4. Contractor account manager shall keep the County Specialist informed of requests from departments as required.

**IV. INSTRUCTIONS TO BIDDERS**

**R. COUNTY CONTACTS**

Alameda County Public Works Agency is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the Alameda County Public Works Agency Contract Compliance Office only.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by Bidder to contact evaluators may result in disqualification of bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on April 27, 2016 to:

Roel Villacarlos, Contract Compliance Officer  
Alameda County Public Works Agency  
951 Turner Court  
Hayward, CA 94545  
E-Mail: [roel@acpwa.org](mailto:roel@acpwa.org) ; PHONE: (510) 670-5529

The PWA and GSA websites will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to <http://acgov.org/pwa/business/services.htm> or [http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) to view current contracting opportunities.

## S. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at 951 Turner Ct. Room 100 Hayward CA 94545 BY 2:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be addressed and delivered as follows:

RFP No. MAO2016231  
Stanley Boulevard Roadway and Median Landscape Services  
Alameda County Public Works Agency  
951 Turner Court, Room 100  
Hayward, CA 94545

**Bidder's name, return address, and the RFP title must also appear on the mailing package.**

**\*PLEASE NOTE** that on the bid due date, a bid reception desk will be open between 1:00 p.m. – 2:00 p.m. and will be located Room 100 at 951 Turner Ct. Hayward, CA 94545.

3. Bidders are to submit one (1) original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures, plus 5 copies of their proposal. Original proposal is to be clearly marked "ORIGINAL" with copies to be marked "COPY". All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.



Bidders **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

Bidders are to submit their bid in electronic format. The electronic bid response should be a single file PDF (OCR preferred); it must be on disk or USB flash drive and enclosed in a sealed package (a sealed envelope will suffice). All signatures must be present in the electronic bid response (e.g., Bidders may want to sign any pages that require signature, scan them, and make them part of the electronic file).

4. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
5. No email (electronic) or facsimile bids will be considered.
6. All costs required for the preparation and submission of a bid shall be borne by Bidder.
7. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
8. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, a recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non- award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
9. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.

10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the Bid Documents.

**T. RESPONSE FORMAT**

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.
3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.



# EXHIBIT A

## BID RESPONSE PACKET

RFP No. MAO201231

### Stanley Boulevard Roadway and Median Landscape Services

To: The County of Alameda

From: (Official Name of Bidder)

- AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS QTY COPIES AND ONE (1) ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)
- ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”
- BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT
- ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID
- BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.
- BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL
- IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE

## BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP – Stanley Boulevard Roadway and Median Landscape Services.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.

The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:

- **Debarment / Suspension Policy**  
[\[http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)
- **Iran Contracting Act (ICA) of 2010**  
[\[http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm)
- **General Environmental Requirements**  
[\[http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm)
- **Small Local Emerging Business Program**  
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
- **First Source**  
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
- **Online Contract Compliance System**  
[\[http://acgov.org/auditor/sleb/elation.htm\]](http://acgov.org/auditor/sleb/elation.htm)
- **General Requirements**  
[\[http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm)
- **Proprietary and Confidential Information**  
[\[http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)

5. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
6. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
7. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
8. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.
9. The undersigned acknowledges **ONE** of the following (please check only one box):
  - Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
  - Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#)); **OR**
  - Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
    - Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
    - Proof of six (6) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Bidder: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Webpage: \_\_\_\_\_

Type of Entity / Organizational Structure (check one):

Corporation

Joint Venture

Limited Liability Partnership

Partnership

Limited Liability Corporation

Non-Profit / Church

Other: \_\_\_\_\_

Jurisdiction of Organization Structure: \_\_\_\_\_

Date of Organization Structure: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Primary Contact Information:

Name / Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

## BID FORM(S)

**COST SHALL BE SUBMITTED ON EXHIBIT A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.** Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. **No minimum or maximum is guaranteed or implied.**

Bidder hereby certifies to County that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

		YEAR 1			YEAR 2		YEAR 3		YEAR 1 + YEAR 2 + YEAR 3
		A	B	C (=A*B)	D	E (=A*D)	F	G (=A*F)	H (=C+E+G)
DESCRIPTION OF SERVICES	UNIT OF MEASURE	ESTIMATED QUANTITY PER YEAR	YEAR 1 UNIT COST	YEAR 1 TOTAL COST	YEAR 2 UNIT COST	YEAR 2 TOTAL COST	YEAR 3 UNIT COST	YEAR 3 TOTAL COST	TOTAL THREE-YEAR COST
The Stanley Boulevard Safety and Streetscape Improvement Project is a three mile long street section with landscaped medians, bicycle path, pedestrian amenities, native plant landscaping and guardrails. The project includes landscape planting with native plant materials, reclaimed water irrigation system, curb inlets and bio-swales to capture and filter storm water. The plantings, systems and elements to be maintained are located on the north and south sides of the roadway and median of Stanley Boulevard between the cities of Livermore and Pleasanton. Maintenance work to be done at the site is described in this RFP and identified on the attached and enclosed Exhibits. See Exhibit D, E and F. All inclusive.	per month	12	\$	\$	\$	\$	\$	\$	\$
<b>GRAND TOTAL for ALL THREE YEARS</b>									<b>\$</b>

**Note: Minor irrigation system repairs will be performed by the Contractor as part of the yearly maintenance costs quoted above and will include adjusting, replacing and/or fixing sprinkler heads, and any other work indicated in the attached Exhibits. More complex and detailed repairs of the irrigation system, repairs due to accidents or vandalism, etc. will be approved as extra items on a case-by-case basis by the PWA, not to exceed an additional 10% of the grand total as a Supplemental Work Allowance.**

**Bidder agrees that the price(s) quoted are the maximum they will charge during the term of any contract awarded.**

## REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- 1. **Table of Contents:** Bid responses shall include a table of contents listing the individual sections of the proposal/quotation and their corresponding page numbers. Tabs should separate each of the individual sections.
- 2. **Letter of Transmittal:** Bid responses shall include a description of Bidder’s capabilities and approach in providing its roadway and median landscaping services to the County, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three (3) pages in length and should be easily understood.
- 3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.
  - (a) **Bidder Information and Acceptance:**
    - (1) Every Bidder must select one choice under Item 10 of page 3 of Exhibit A and must fill out, submit a signed page 4 of Exhibit A.
  - (b) **SLEB Partnering Information Sheet:**
    - (1) Every bidder must fill out and submit a signed SLEB Partnering Information Sheet, (found on page 9 of Exhibit A) indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated. Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.
  - (c) **References:**
    - (1) Bidders must use the templates on pages 10-11 of this Exhibit A – Bid Response Packet to provide references.
    - (2) Bidders are to provide a list of 5 current and 5 former clients. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.



- Bidders must verify the contact information for all references provided is current and valid.
  - Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
- (3) The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

**(d) Exceptions, Clarifications, Amendments:**

- (1) This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 12 of this Exhibit A – Bid Response Packet.
- (2) **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**

4. **Key Personnel:** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide maintenance and support services. For each person on the list, a resume with the following information shall be included:

- (a) The person's relationship with Bidder, including job title and years of employment with Bidder;
- (b) The role that the person will play in connection with the RFP;
- (c) Address, telephone, fax numbers, and e-mail address;
- (d) Person's educational background; and
- (e) Person's relevant experience, certifications, and/or merits.

5. **Personnel Certifications:**

- (a) Bidder shall have a licensed California Pest Control Advisor (PCA) on company staff or immediate access to a PCA licensed in the State of California through a valid subcontracting agreement. Please provide copies of any PCA licenses.
- (b) Bidder must have assigned to the project at least one employee possessing a California State Qualified Applicator's License or certificate for the control of weeds, plant diseases and other pests. Please provide copies of California State Qualified Applicator's License or certificate.
- (c) Bidder must have assigned to the project at least one employee who has experience or training in Integrated Pest Management (IPM) techniques.

Please provide copies of evidence of experience or training in Integrated Pest Management.

- (d) Bidder shall have at least one employee who is a Certified Arborist (International Society of Arboriculture) assigned to the project, or immediate access to one through a valid subcontracting agreement, to oversee pruning operations and for other oversight. Please provide copies of ISA certificates.
- (e) Bidder shall have at least one employee who is a Certified Tree Worker (International Society of Arboriculture) assigned to the project, or immediate access to one through a valid subcontracting agreement, to perform pruning operations. Please provide copies of ISA certificates.
- (f) Bidder must have assigned to the project at least one employee who is a Certified Irrigation Contractor (Irrigation Association), or immediate access to one through a valid subcontracting agreement. Please provide copies of certification.
- (g) Bidder must have assigned to the project at least one employee who has experience or training in Bay-Friendly Landscaping practices. Please provide copies of relevant documentation.

6. **Description of the Proposed Services:** Bid responses shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder's and County personnel involved, and the number of hours scheduled for such personnel. Finally, the description must: (1) specify how the services in the bid response will meet or exceed the requirements of the County; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; (1) describe Bidder's emergency response plan in compliance with section E. Specific Requirements, 4.s., page 10, and (4) identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.

**SMALL LOCAL EMERGING BUSINESS (SLEB)  
PARTNERING INFORMATION SHEET**

**RFP – Stanley Boulevard Roadway and Median Landscape Services**

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/>).

<input type="checkbox"/> <b>BIDDER IS A CERTIFIED SLEB (sign at bottom of page)</b>  SLEB BIDDER Business Name: _____ SLEB Certification #: _____ SLEB Certification Expiration Date: _____ NAICS Codes Included in Certification: _____
--

<input type="checkbox"/> <b>BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT _____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES:</b> _____
SLEB Subcontractor Business Name: _____
SLEB Certification #: _____ SLEB Certification Expiration Date: _____
SLEB Certification Status: <input type="checkbox"/> Small / <input type="checkbox"/> Emerging
NAICS Codes Included in Certification: _____
SLEB Subcontractor Principal Name: _____
SLEB Subcontractor Principal Signature: _____ Date: _____

<b>Upon award, prime Contractor and all SLEB subcontractors</b> that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.
---

Bidder Printed Name/Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CURRENT REFERENCES

### RFP – Stanley Boulevard Roadway and Median Landscape Services

**Bidder Name:** \_\_\_\_\_

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

## FORMER REFERENCES

### RFP – Stanley Boulevard Roadway and Median Landscape Services

**Bidder Name:** \_\_\_\_\_

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	



# **EXHIBIT B**

## **INSURANCE REQUIREMENTS**

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bid Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:

**\*\*\* SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS \*\*\***

## COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
<b>B</b>	<b>Commercial or Business Automobile Liability</b> All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses.	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
<b>D</b>	<b>Course of Construction/Builder's Risk or Installation Floater when applicable</b>	\$ Value of Completed project or materials
<b>E</b>	<b>Contractors Pollution Liability applicable to work being performed</b>	\$1,000,000 per occurrence
<b>E</b>	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, and Contractors Pollution Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. Builder's Risk/Installation floater shall name Alameda County as loss payee.</li> <li>2. <b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li>3. <b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li>4. <b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li>5. <b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li>6. <b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> <li>– Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.</li> <li>– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".</li> </ul> </li> <li>7. <b>CANCELLATION OF INSURANCE:</b> All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.</li> <li>8. <b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision.</li> </ol>	



# EXHIBIT C

## VENDOR BID LIST

### RFP – Stanley Boulevard Roadway and Median Landscape Services

Below is the Vendor Bid List for this project consisting of vendors who have been issued a copy of this RFP. This Vendor Bid List is being provided for informational purposes to assist bidders in making contact with other businesses as needed to develop local small and emerging business subcontracting relationships to meet the requirements of the Small Local Emerging Business (SLEB) Program:

<http://www.acgov.org/gsa/departments/purchasing/policy/slebpref.htm>.

<b>RFP – Stanley Boulevard Roadway and Median Landscape Services</b>				
<u>Company</u>	<u>Contact</u>	<u>Address</u>	<u>Office</u>	<u>Email</u>
Pacheco Bros	Karl Pacheco	795 Sandoval Way, Hayward, CA 94544	510-487-3580	<a href="mailto:karl@pachecobrothers.com">karl@pachecobrothers.com</a>
RMT	Rick Deherrera	421 Pendleton Way, Oakland, CA 94621	510-568-3208	<a href="mailto:rick@rmtlandscape.com">rick@rmtlandscape.com</a>
Echo Landscaping	Troy DeHerrera	2401 Grant Ave, Unit B, San Lorenzo, CA 94580	510-481-8614	<a href="mailto:troy@echolandscape.net">troy@echolandscape.net</a>
EverGreen LandCare Inc	Mark Oliver	36511 Frohbisher Dr., Fremont, CA 94536	510-396-7702	<a href="mailto:MarkOliver@EverGreenLandCare.net">MarkOliver@EverGreenLandCare.net</a>
Shelter Belt Builders	Jen Mathers	1207 10th St, Berkeley, CA 94710	510-841-0911	<a href="mailto:jen@shelterbeltbuilders.com">jen@shelterbeltbuilders.com</a>
East Bay Landscaping Co Inc	Richard Applebaum	1147 Atlantic St, Union City, CA 94587	510-475-9900	<a href="mailto:richard@eastbaylandscaping.com">richard@eastbaylandscaping.com</a>
Terracare Associates	Mike Farrell	921 Arnold Dr., Martinez, CA 94553	925-250-0504	<a href="mailto:mfarrell@terracareassociates.com">mfarrell@terracareassociates.com</a>
Gachina Landscape Mgmt	Gina Phillips	4530 Enterprise St., Fremont, CA 94538	510-661-9251	<a href="mailto:gphillips@gachina.com">gphillips@gachina.com</a>
FloraTech Landscape Mgmt	Dean Schenone	25670 Nickel Pl., Hayward, CA 94545	510-264-9990	<a href="mailto:deanschenone@floratechmgmt.com">deanschenone@floratechmgmt.com</a>

**EXHIBIT D**  
**STANLEY BOULEVARD LANDSCAPE**  
**MAINTENANCE MANUAL**

**Please see attached Exhibit D.**

**EXHIBIT E**  
**STANLEY BOULEVARD BAY-FRIENDLY LANDSCAPE**  
**MAINTENANCE SPECIFICATIONS**

**Please see attached Exhibit E.**



Public Works Agency  
— Alameda County —

**EXHIBIT D**

**STANLEY BLVD LANDSCAPE MANUAL**

**WITH**

**TASK SCHEDULES**

**RFP – Stanley Blvd Landscape Services**

January 2, 2016

# STANLEY BLVD. SAFETY & STREETScape IMPROVEMENT PROJECT LANDSCAPE MAINTENANCE MANUAL

## STANLEY BOULEVARD

BETWEEN BERNAL AVENUE,  
PLEASANTON  
AND  
ISABEL AVENUE,  
LIVERMORE, CA



Public Works Agency  
— Alameda County —



**TABLE OF CONTENTS**

[A. PROJECT INFORMATION](#)..... 21  
[B. PROJECT ELEMENTS](#) ..... 24  
[C. TASK SUMMARY](#) ..... 41  
[D. FREQUENCY](#)..... 43  
[E. MONTHLY MAINTENANCE RECORD](#)..... 37  
[ATTACHMENTS](#)..... 40

**1 ENVIRONMENTAL AND REGULATORY PERMIT INFO**

# A. PROJECT INFORMATION

## STANLEY BLVD. SAFETY & STREETScape IMPROVEMENT PROJECT ACPWA PROJECT NUMBER R32064 SPECIFICATON NUMBER 2125

### DESCRIPTION

The Stanley Boulevard Safety and Streetscape Improvement Project is a three mile long street section with landscaped medians, bicycle path, pedestrian amenities, native plant landscaping and guardrails. It was designed as a Bay-Friendly Rated Landscape. Bay-Friendly Landscaping is a whole systems approach to the design, construction and maintenance of landscapes that contributes to the health of the San Francisco Bay Watershed. The project includes landscape planting with native plant materials, reclaimed water irrigation system, curb inlets and bio-swales to capture and filter storm water, and low energy LED street lighting and traffic signals. Project elements to be maintained, with descriptions included in this Manual include:

- Maintain and repair bio-swales and curb inlets to allow drainage
- Maintain landscape plantings
- Maintain and repair irrigation system
- Provide deep root aeration
- Maintain 4" bark mulch over all landscape areas
- Maintain and repair composite landscape header
- Routine/regular trash removal from trash receptacles

**NOTE:**

**LANDSCAPE MAINTENANCE ON SOUTH SIDE OF PROJECT INCLUDES UP TO 4' FROM THE EDGE OF THE ASPHALT PATH ONLY. EAST BAY REGIONAL PARK DISTRICT MAINTAINS BEYOND THAT INCLUDING THE FENCING.**

**TREE MAINTENANCE ONLY TO BE PROVIDED FOR IMMATURE TREES PLANTED AS PART OF THE PROJECT, NOT FOR LARGE, MATURE TREES.**



# COUNTY INFORMATION

<b>ADDRESS</b>	Stanley Boulevard unincorporated areas between Pleasanton city limits east of Bernal Avenue and Livermore city limits at Isabel Avenue. Project includes trail, landscaping and fence on south side of Stanley, all median plantings, and five foot landscape strip on north side of Stanley.
----------------	---

<b>LOCATION MAP</b>	
---------------------	--

# PROJECT TYPE

✓	STREET/ROADWAY LANDSCAPING
	CREEK/HABITAT RESTORATION
✓	BAY FRIENDLY LANDSCAPE <b>See Attachment 3</b>
	OTHER:



## COUNTY INFORMATION

DATE PROJECT APPROVED BY COUNTY ENGINEER	December 31, 2014
FILE NET FILE NUMBER	<b>WORK ORDER U-324-12</b>
SPEC NUMBER	<b>2125</b>
ALAMEDA COUNTY CONTACT	<b>Mike Dutra, Superintendent</b> , 510-670-5528, <a href="mailto:miked@acpwa.org">miked@acpwa.org</a>
MAINTENANCE SUPERVISOR (Day to day contact person)	<b>Rob Sales, Acting Field Maintenance Supervisor</b> , 510-670-5534, <a href="mailto:RobS@acpwa.org">RobS@acpwa.org</a>
COUNTY ENGINEER	<b>Bond Ng, Road Design Engineer</b> , (510) 670-5785, Fax: (510) 782-1939, <a href="mailto:bond@acpwa.org">bond@acpwa.org</a>
DESIGN ENGINEER	<p>Recycled Water, Grading, Drainage: BKF Engineers, Pleasanton, Robert Stevens PE <a href="mailto:rstevens@bkf.com">rstevens@bkf.com</a> 510-529-0336</p> <p>Concrete Wall, Retaining Wall, Segmental Concrete Wall: Cal Engineering and Geology, Walnut Creek, Philip Gregory PE <a href="mailto:pgregory@caleng.com">pgregory@caleng.com</a> (510) 451-2350</p> <p>Planting and Signage: Golden Associates, Oakland, Leslie Golden, LA, <a href="mailto:info@goldenlandarch.com">info@goldenlandarch.com</a> 510-465-4030</p> <p>Irrigation: Brookwater, San Ramon, Janet Luehrs <a href="mailto:janet@brookwater.com">janet@brookwater.com</a> (925) 855-0417</p> <p>Landscape Plantings, Stanley North side: Questa Engineering, Margaret Henderson LA, <a href="mailto:mhenderson@questaec.com">mhenderson@questaec.com</a> 510-236-6114x240</p>

## AS-BUILT PLANS/SUBMITTALS

ON FILE	<p><b>ACPWA SHEETS U-324-12-1 through U-324-12-243</b></p> <p><b>IRRIGATION: U-324-12-126 through U-324-12-155</b></p> <p><b>LANDSCAPE PLANTING AND DETAILS: U-324-12-161 through U-324-12-190</b></p> <p><b>RECYCLED WATER: U-324-12-191 through U-324-12-192</b></p> <p><b>UTILITIES: U-324-12-193 through U-324-12-206</b></p>
ATTACHMENT 1	PLANTING REVISIONS, <b>NORTH SIDE STANLEY ONLY</b> : U-324-12-01 through U-324-12-26, dated 1-19-2013
ON FILE	Specification 2125: The Stanley Boulevard Safety and Streetscape Improvement Project Between the City Limits of Pleasanton and Livermore Murray Township, Alameda County

## SPECIAL PROJECT CONDITIONS

ATTACHMENT 2	Environmental and Regulatory Permits
ATTACHMENT 3	Bay-Friendly Landscape Guidelines

## B. PROJECT ELEMENTS




SECTION	APPLIES TO PROJECT?	ELEMENT
1	✓	Safety and General Practices (to follow each site visit)
2	✓	Weeding and Trash Removal
3	✓	Trees
4	✓	Shrubs and Groundcover
5	✓	Irrigation system
6	✓	Pest Management
7	✓	Mulch and other supplies
8	✓	Stormwater Management
9	n/a	Art Elements (To be maintained separately by ACPWA)
10	n/a	Furnishings (To be maintained separately by ACPWA)
11	n/a	Pavements and Finishes (To be maintained separately by ACPWA)
12	n/a	Special Horticultural Conditions
13	n/a	Lighting (To be maintained separately by ACPWA)



# 1 SAFETY AND GENERAL PRACTICES

TASK		FREQUENCY
<b>A</b>	Comply with federal, state, local, and regulatory standards, ordinances, rules, policies and laws for all performed activities including but not limited to traffic control, pesticide use and tree trimming (ISA Standards, applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders).	EVERY SITE VISIT
<b>B</b>	All work shall be completed in a professional, workmanlike manner, and use quality equipment and materials that comply with current regulations.	EVERY SITE VISIT
<b>C</b>	Do not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage landscaped areas. Comply with Bay-Friendly Landscape Maintenance Guidelines ( <b>Attachment 3</b> )	EVERY SITE VISIT
<b>D</b>	The safety of workers, passersby, and the public shall be paramount. Utilize accepted standards for safe practices during the maintenance operation and to safely maintain and manage equipment, machines, and materials or other hazards consequential or related to the work.	EVERY SITE VISIT
<b>E</b>	All personnel shall be properly trained, and wear and use Personal Protective Equipment required for the task assigned as required by OSHA or other regulatory agencies.	EVERY SITE VISIT
<b>F</b>	Warning signs, traffic cones, flashing lights, etc., shall be utilized at each work site and all traffic control activities and equipment shall conform to MUTCD standards.	EVERY SITE VISIT
<b>G</b>	Note any hazards found in the service area landscape and notify Supervisor/ACPWA immediately of any unsafe condition that requires repair.	EVERY SITE VISIT
<b>H</b>	Work shall be performed in such a manner to limit unnecessary vehicle idling for periods of longer than five (5) minutes while on the worksite, unless engine power is required to operate the vehicle's accessory equipment.	EVERY SITE VISIT
<b>I</b>	Provide and maintain fences/barriers, directional signs, lights, flaggers, etc. to give adequate warning to the public at all times of any dangerous conditions to be encountered as a result of the work, and to give directions to the public.	EVERY SITE VISIT
<b>J</b>	All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, supplier, or distributor.	EVERY SITE VISIT
<b>K</b>	Proceed with caution to avoid damaging any utilities known or unknown. Prior to digging or trenching, contact USA ( <a href="http://www.usanorth811.org">www.usanorth811.org</a> ) for underground utility location.	EVERY SITE VISIT
<b>L</b>	Take a digital photograph(s) of any unusual conditions at each maintenance visit, note problem areas.	EVERY SITE VISIT
<b>M</b>	Record field notes on Maintenance Checklist.	EVERY SITE VISIT

## 2 SITE APPEARANCE AND TRASH REMOVAL

TASK		FREQUENCY	ADDITIONAL INFORMATION
<b>A</b>	Remove and dispose of trash from trash receptacles; remove and recycle cans/bottles from receptacles	MONTHLY OR AS NEEDED	<ul style="list-style-type: none"> <li>All recyclable materials including green waste shall be disposed of at an appropriate facility.</li> <li>Green waste may be taken to a composting facility or a transfer station that offers separate processing for green waste for composting.</li> <li>Per Alameda County Waste Management Authority Ordinance #2008-1 adopted January 28, 2009: <b>plant debris may not be landfilled and must be composted.</b></li> <li>Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.</li> </ul>
<b>B</b>	Pick up litter, including, but not limited to, papers, cups, bottles, containers, cigarette butts, etc., and landscape debris (including downed tree branches) throughout project	MONTHLY OR AS NEEDED	
<b>C</b>	Remove all cutting and waste materials to an off-site facility.	MONTHLY OR AS NEEDED	
<b>D</b>	Fill holes in landscape areas if needed	MONTHLY	
<b>E</b>	Sweep pathway for stormwater quality maintenance and to maintain a neat and clean appearance	MONTHLY	
  			

### 3 TREES

TASK		FREQUENCY	ADDITIONAL INFORMATION
<b>A</b>	Prune trees to maintain optimum health and to correct branching structure. All pruning to be done per International Society of Arboriculture (ISA) standards under the guidance and oversight of a Certified Arborist.	<b>ANNUALLY (Jan. – Mar.)</b>	<ul style="list-style-type: none"> <li>All trees to have watering basins to retain available moisture. Repair basins during site maintenance to maintain functionality.</li> <li>Tree Replacement: All trees that are permanently damaged should be replaced with the same species of similar size, upon approval of the Maintenance Supervisor.</li> <li>Pruning (with hand pruners/loppers/saws): Prune trees between the months of January – March to encourage healthy growth habits pertaining to each individual species, and for an overall balanced shape and appearance. All trees shall be free of dead wood, weak, diseased, insect-infested, and damaged limbs at all times. Selective thinning cuts should not be “heading” or “tipping” cuts. Remove all clippings the same day tree is pruned.</li> <li>Keep ground cover trimmed 1’ from the tree trunk.</li> <li>Do not use string trimmers/weed whippers around trees.</li> <li>Schedule horticultural soils tests if new spring growth is stunted, yellow, or chlorotic, or low flower production. Add organic fertilizer based on recommendation of soils testing laboratory.</li> <li>Each tree is equipped with a Rootwell Pro 318 direct to root feeder. Use as needed to apply fertilizer and supplemental water to plant.</li> <li>Tree stakes are 3-inch diameter by 10 feet long untreated Lodgepole Pine with tapered driving point and chamfered top; Tree ties are Spring-loaded “Wonder Tree Ties” by Alden Enterprises (818) 579-7115</li> <li>Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.</li> </ul>
<b>B</b>	Remove dead branches and branches overhanging pavement or to improve line of sight.	<b>AS NEEDED</b>	
<b>C</b>	Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.	<b>AS NEEDED</b>	
<b>D</b>	Maintain 14’ clearance for branches overhanging into the paved section of streets and 10’ clearance for branches overhanging pathway and pedestrian areas.	<b>AS NEEDED</b>	
<b>E</b>	Stake and support trees and replace stakes which have been broken or damaged as needed. Do not place stakes closer than 8” from trunk of tree. Place stakes and ties so no chafing of bark occurs; check and re-tie to prevent girdling. Remove tree stakes after Year Three.	<b>AS NEEDED</b>	
<p><b>NOTE: Only the newer, immature trees installed as part of the project are included in the maintenance contract. All larger, mature trees will be taken care of by others.</b></p>			

### 3 TREES (Continued)

#### SUMMARY OF TREE QUANTITIES AND TYPES

Trees 48" Box	20	EA
Trees 36" Box	9	EA
Trees 24" Box	52	EA
Trees 15 Gallon	462	EA
Trees 5 Gallon	242	EA
Rootwell	324	EA
Root Barrier	4100	LF



#### SMALL TREES (15'-30')



LITTLE LEAF PALO VERDE



WESTERN REDBUD



DESERT WILLOW



DR. HURD MANZANITA



CALIFORNIA LILAC



FLANNELBUSH

# 4 SHRUBS AND GROUNDCOVER

TASK		FREQUENCY	ADDITIONAL INFORMATION
<b>A</b>	Trim shrubs and groundcovers to remove dead material; edge groundcover overhanging curbs & path.	<b>EVERY 2 – 3 MONTHS</b>	<ul style="list-style-type: none"> <li>• Shrub/groundcover Replacement: Shrubs and groundcover that are woody, decadent or permanently damaged should be replaced with the same species, upon approval of the Maintenance Supervisor.</li> <li>• Pruning (with hand pruners/loppers/saws): Prune woody shrubs to remove dead wood, weak, diseased, insect-infested, and damaged limbs. Selective thinning cuts should be made; do not use not “heading” or “tipping” cuts. Remove all clippings the same day shrub is pruned.</li> <li>• Trim shrubbery and ground covers to area behind paved surfaces, within planter beds, and away from walls, fences, and utilities, as necessary. Do not prune into hedges or topiary—let plant grow in natural shape.</li> <li>• Keep ground cover trimmed 1’ from the base of trees.</li> <li>• Do not use string trimmers/weed whippers around shrubs or trees.</li> <li>• Schedule horticultural soils tests if new spring growth is stunted, yellow, or chlorotic, or low flower production. Add organic fertilizer based on recommendation of soils testing laboratory.</li> <li>• Each tree is equipped with a Rootwell Pro 318 direct to root feeder. Use as needed to apply fertilizer and supplemental water.</li> <li>• Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.</li> </ul>
<b>B</b>	Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.	<b>INSPECT MONTHLY; AS NEEDED</b>	



# 4 SHRUBS AND GROUNDCOVER (Continued)

## SUMMARY OF SHRUB AND GROUNDCOVER QUANTITIES AND TYPES

Shrubs 5 Gallon	3,003	EA
Ground Covers 1 Gallon	8,860	EA
Ornamental Seed Mix (Hydromulch)	66,000	SF
Shoreline Seed Mix (Hydromulch)	10,500	SF
Bioswale Mix - Type A Native Ornamental(Hydromulch)	26,000	SF
Bioswale Mix - Type B General Bioswale(Hydromulch)	28,000	SF

### GROUNDCOVERS



YARROW



IDAHO FESCUE



FAREWELL TO SPRING



DEER GRASS



CALIFORNIA POPPY



CALIFORNIA FUSCHIA



DWARF COYOTE BRUSH



CARMEL CREEPER



BEARBERRY

### SHRUBS



COFFEEBERRY



SMALL LEAF MOUNTAIN LILAC



MANZANITA



BUSH ANEMONE



CHRISTMAS BERRY



LEMONADE BERRY



PINK FLOWERING CURRANT



SILVER BUSH LUPINE



# 5 IRRIGATION

TASK		FREQUENCY	SYSTEM INFORMATION	
<b>A</b>	Inspect and repair or replace irrigation components: controllers, valves, lines, sprinkler heads and bubblers.	<b>WEEKLY (when operational)</b>	RECYCLED WATER:	YES
<b>B</b>	Check areas for irrigation leaks, excessive runoff or erosion, or wet, saturated areas.	<b>WEEKLY (when operational)</b>	CONTROLLER TYPE	ESATW200 TORO TDC PLUS, WEATHER REACH ET SERVICE, HANDHELD REMOTE, WIRELESS RAIN SENSOR
<b>C</b>	Clean and adjust sprinkler heads to provide water to plant	<b>WEEKLY (when operational)</b>	CONTROLLER LOCATION	Southeast end of project area at Station 205+50. South side of Stanley Blvd west of Isabel, on south side of pedestrian path.
<b>D</b>	Review ET per Bay Friendly Guidelines, and adjust system run times for season and weather. <b>ADJUST SYSTEM AS NEEDED TO INCREASE IRRIGATION, ADJUST/REDUCE AS NEEDED FOR DROUGHT, SEASONAL CONDITIONS OR TO FLUSH SALTS.</b>	<b>ADJUST MONTHLY (when operational)</b>	MAINLINE	South of Stanley: TYP 6" north of pathway Median: 2'-6" south of northerly back of curb North side: 5 ft. north of road edge TYP
<b>E</b>	Repair or temporarily shut off all leaking or defective valves.	<b>AS NEEDED</b>	BACKFLOW PREVENTION DEVICE	2-1/2" WILKINS SBBC-60ALHP, point of connection to recycled water supply at southeast end of project, just west of Isabel Overpass structure
<b>F</b>	Inspect Backflow Prevention Device.	<b>ANNUALLY</b>	SUPPLIER	Ewing Irrigation Products 2462 Polvorosa Dr, San Leandro, CA 94577 (510) 357-9530
<b>G</b>	Verify and report water usage; diagnose/adjust excess water use.	<b>TWICE A YEAR</b>	VALVES & DECODERS	Valves – Griswold DWS-PRV series w/pressure reg. Decoders – Toro w/integrated surge protection; 2-wire
<b>H</b>	Hand water and bleed valves (during emergencies when system is not functioning).	<b>AS NEEDED</b>	Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.	



## SUMMARY OF IRRIGATION COMPONENTS


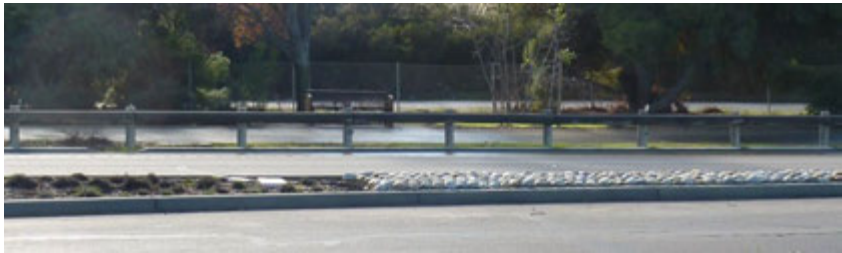
Bubbler W/ Riser In Drain Pipe	1,530	EA	Pressure Reducing Valve And Wye Strainer (2.5")	1	EA
Deep Root Aeration Unit	1,530	EA	Class 200 PVC Ring-Tite (Mainline) (3")	28,000	LF
Bubbler W/ Riser (Shrubs)	6,510	EA	C-900 Pr 200 PVC Gasketed (Mainline) (4")	13,000	LF
Flushing End Plug	52	EA	C-900 Pr 200 PVC Gasketed (Mainline) (6")	35	LF
Air Vent	26	EA	Schedule 40 PVC Pipe (Mainline) (2")	550	LF
Brass Remote Control Valve w/ Pr And Latching Solenoid (1")	181	EA	Schedule 40 PVC Pipe (Mainline) (2.5")	1,300	LF
Brass Remote Valve (1.5")	18	EA	Schedule 40 PVC Pipe (Lateral Line)	1	LS
Master Remote Control Valve (1')	2	EA	Schedule 40 PVC Pipe (Sleeve) (4")	35	LF
Flow Sensor (2")	2	EA	Welded Steel Pipe (Sleeve) (6")	1,200	LF
Quick Coupling Valve w/ Key (1")	205	EA	Welded Steel Pipe (Sleeve) (8")	750	LF
Pressure Relief Valve (3/4")	3	EA	Common And Control Wire	47,000	LF
Air Relief Valve	15	EA	Subsurface Dripline	26,000	LF
Valve Decoders	180	EA	Waterline (2" Copper Pipe)	15	LF
Rain Sensor	2	EA	Waterline (6" HDPE Pipe - Fusion Welded)	170	LF
Gate Valve - Ring-Tite (3")	14	EA	Gate Valve (2")	1	EA
Gate Valve - Ring-Tite (4")	11	EA	Water Meter (2") (Type - Displacement)	1	EA
Ball Valve - Plastic (1")	181	EA			
Ball Valve - Plastic (1.5")	18	EA			
Controller - Pedestal Mount In Enclosure	2	EA			
Hand Held Remote Assembly	1	EA			
Reduced Pressure Backflow Assembly (2.5")	1	EA			
Backflow Enclosure (High)	1	EA			

## 6 WEEDING AND PEST MANAGEMENT

TASK		FREQUENCY	ADDITIONAL INFORMATION
<b>A</b>	Inspect and notify supervisor of major disease and insect infestations affecting trees, shrubs and ground covers.	MONTHLY	<p><b>USE OF CHEMICALS (PESTICIDES) AND DISEASE &amp; PEST CONTROL</b></p> <ul style="list-style-type: none"> <li>Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.</li> <li>Alameda County encourages environmentally sensitive maintenance practices. Apply insecticide or fungicide to trees, shrubs and ground covers only when significant plant damage would result from not addressing the infestation. Base pest and disease control program on known pests and diseases in Alameda County.</li> <li>All work involving the use of chemicals to be performed under the guidance of a valid California Pest Control Advisor (PCA) License and Qualified Applicator.</li> <li>If needed, spray herbicide, under guidance and recommendation of PCA. Apply only at manufacturers approved rates to avoid soil toxicity. Verify that herbicide is appropriate for use with various plant materials.</li> <li>Attach Material Safety Data Sheet (MSDS) to this Landscape Maintenance Manual for any chemicals used. All regulatory reporting requirements for chemical use must be followed.</li> <li>Comply with quarantine regulations set by the California Department of Food and Agriculture (CDFA) when working in areas affected by Sudden Oak Death (SOD), and by Light Brown Apple Moth (LBAM). Regulations include, but are not limited to, ensuring that material is transported to a green waste processing facility that has been authorized by the local County Agricultural Department to accept affected loads, ensuring vehicle payloads are tightly covered with a tarp or otherwise enclosing green waste material to prevent releases during transport, and ensuring equipment is cleaned after working in a contaminated zone so as to prevent cross contamination.</li> </ul>
<b>B</b>	Inspect and notify supervisor of damage due to ground squirrels, gophers, and other burrowing rodents.	MONTHLY	
<b>C</b>	Control weeds first with hand removal or mechanical cultivation. Remove patches of Russian Thistle (tumbleweed) from landscape areas. See 2C	MONTHLY	
<b>D</b>	Use Integrated Pest Management (IPM) practices, and least toxic methods to control pests.	AS NEEDED	

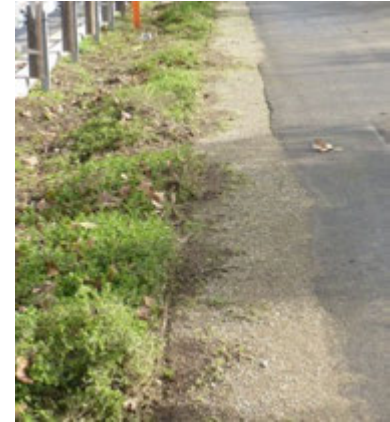


## 7 MULCH/OTHER SUPPLIES




TASK		FREQUENCY	QTY	ADDITIONAL INFORMATION	
A	Replace mulch as needed to maintain mulch coverage minimum 4 inches deep in all landscape areas or when bare ground occurs over 30% of area.	ANNUALLY/ AS NEEDED	1000 CY ANNUALLY (ESTIMATED)	MULCH	4" wood mulch (recycled material). Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.
				SUPPLIERS	<p><b>BFI - Newby Island Compost Facility</b> 1601 Dixon Landing Road Milpitas, CA 95035 Phone: (408) 945-2836 Fax: (408) 262-0603 <a href="http://www.interquix.com/organics/">www.interquix.com/organics/</a></p> <p><b>Davis St. Transfer Station</b> 2615 Davis St. San Leandro, CA 510-563-4257</p> <p><b>Earthtones Mulch Company</b> 6756 Central Avenue Newark, CA 94560 408-888-7632 <a href="http://www.earthtonemulch.com">www.earthtonemulch.com</a></p>
B	Maintain and repair composite header board.	AS NEEDED	100 LF ANNUALLY (ESTIMATED)	Composite Header	Epic Edge – 1" x 6" Composite Header Board, Sedona Sand. Landscape headers, shall be secured with 18" long stakes 30" on center. Repair or replace if needed due to breakage or damage to adjacent gravel pathway.
					

# 8 STORMWATER MANAGEMENT



TASK	FREQUENCY	QTY	ADDITIONAL INFORMATION
<p><b>A</b> Bio-swale Maintenance</p>	<p><b>MONTHLY</b></p>		<ol style="list-style-type: none"> <li>1. Inspect bio-swales for debris, erosion, damage or blockages.</li> <li>2. Remove material and debris that may affect filtration or drainage.</li> <li>3. Complete minor repairs and adjustment of curb inlets, rock check structures and other bio-swale components.</li> <li>4. Report to Supervisor any major failure or damage needing excavation or extensive repair.</li> <li>5. All repairs/materials should conform to Specifications Section 14.45:               <ol style="list-style-type: none"> <li>a. Gravel drain rock, Caltrans permeable Class 2</li> <li>b. 4" sand, ASTM C33 (Sunol Top Sand)</li> <li>c. Sandy loam soil must percolate at a rate of 5-10 inches per hour</li> <li>d. Filter Fabric is TC Mirafi Filterweave 400</li> <li>e. See U-324-12-108 for bio-swale design details</li> </ol> </li> <li>6. Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.</li> </ol>






# 9 ART ELEMENTS



TASK		FREQUENCY	QTY	ADDITIONAL INFORMATION	
<b>A</b>	Maintain and repair boulders.	<b>NOT INCLUDED</b>	165 TN	<ul style="list-style-type: none"> <li>Maintenance of boulders consists of graffiti removal and re-positioning if needed due to displacement. Boulders should be buried at least 1/3 of height, and should not rock or move. Compact soil around boulder. Notify ACPWA if removal or replacement is needed.</li> <li>Maintenance and repair of decorative columns, benches, walls and other items with an architectural finish consists of removal of graffiti, minor repair to replace loose or broken veneer, and reporting of damages or hazardous conditions to ACPWA. Architectural Finish is Eldorado Stone "Lucera Hillstone" precast concrete veneer, with natural stone appearance and individual units measuring 1"- 12" in height, 3"- 18" in length and 1"- 3" in thickness. Installation and repair shall be in accordance with the manufacturer's instructions and local building code requirements. Architectural Finish is located on the 60" Columns, 42" Columns, Overlook and Benches.</li> <li>Maintenance and repair of educational signs includes graffiti removal, repainting base and reporting of damage or hazards associated with sign components to ACPWA. Signs are as manufactured by KVO Industries, aluminum base with bulletin cases and porcelain enamel with locking key. Report any damage to sign functionality or design. Reapply anti-graffiti coating as needed.</li> <li>Comply with <b>Attachment 3</b> for Bay-Friendly Landscape Maintenance requirements for this site.</li> </ul>	
<b>B</b>	Maintain and repair decorative columns and architectural finishes.	<b>NOT INCLUDED</b>	16 EA (columns, see also benches and other items)		
<b>C</b>	Maintain and repair educational/interpretive signs (traffic signs to be maintained by ACPWA).	<b>NOT INCLUDED</b>	6 EA		
					

# 10 FURNISHINGS



TASK	FREQUENCY	QTY	ADDITIONAL INFORMATION	
<p>Note: Paint: All paint shall match existing finishes. Color and application shall be as contained in the Specifications Section 16.25, conforming to East Bay Regional Park District Requirements.</p>				
<p><b>A</b></p>		<p><b>NOT INCLUDED</b></p>	<p><b>21,000 SF</b></p>	<p>IronWood guard rail and reflector assembly: Maintenance includes graffiti removal, inspection and immediate reporting of damages or hazardous conditions to ACPWA.</p>
<p><b>B</b></p>		<p><b>NOT INCLUDED</b></p>	<p><b>25 EA</b></p>	<p>Benches: Inspect benches for functionality. Notify ACPWA of any hazardous conditions or significant damage or repairs needed. Remove graffiti and make minor repairs. Benches are: Landscape Brands model TSXCBEN6 (<a href="http://www.landscapebrands.com">www.landscapebrands.com</a>) or approved equal, brown slotted metal bench with chocolate color arm rests and cast aggregate end panels (Golden Glo in color), 6'4" in length, 30.5" in height and 26.25". Benches shall be anchored to the bench pad.</p>

TASK		FREQUENCY	QTY	ADDITIONAL INFORMATION
C	Maintain bollards. 	NOT INCLUDED	8 EA	Bollards: Collapsible bollards shall be maintained as functional units and kept in working order. Maintenance consists of graffiti removal, touch-up painting, inspection and reporting of damages to or hazardous conditions ACPWA.
D	Maintain 6 ft. chain link fence. 	NOT INCLUDED	2400 LF	Chain Link Fence: 6 foot Fence maintenance consists of graffiti removal, touch-up painting, inspection and reporting of damages or hazardous conditions to ACPWA.
E	Maintain woven wire fence. 	NOT INCLUDED	3600 LF	Woven Wire Fence: 60" 2" x 4" non climb woven wire, painted to EBRPD color as described in specifications. Maintenance consists of graffiti removal, touch-up painting, inspection and reporting of damages or hazardous conditions to ACPWA.



TASK		FREQUENCY	QTY	ADDITIONAL INFORMATION
F	Maintain Steel Picket Fence 	NOT INCLUDED	40 LF	Steel Picket Fence: 3/4" 14 gauge steel fence system maintenance includes graffiti removal, touch-up painting, inspection and reporting of damages or hazardous conditions to ACPWA.
G	Maintain trash and recycling receptacles 	MONTHLY	26	Trash and Recycling Receptacles: Remove trash and recycling weekly, and dispose of at an appropriate waste recycling facility per Section 2 of this Manual. Maintenance also includes general cleaning of receptacles, inspection and reporting of damages or hazardous conditions to ACPWA.  Trash receptacles are Wausau Tile, Inc. (53) Gallon Side Opening Door Concrete Waste Receptacle, model number TF1030 ( <a href="http://trashreceptacles.biz/tf1030-53-gallon-side-opening-door-concrete-waste-receptacle.html">http://trashreceptacles.biz/tf1030-53-gallon-side-opening-door-concrete-waste-receptacle.html</a> ), equipped with waste bag ring, security cable, and push-top door. Recycling receptacle is Recycling Receptacle is Wausau Tile, Inc. Triple Recycling Container, model number Wasusa TF1222 ( <a href="http://trashreceptacles.biz/wasusa-tf1222-45-gallon-x-3-triple-recycling-containers.html">http://trashreceptacles.biz/wasusa-tf1222-45-gallon-x-3-triple-recycling-containers.html</a> )

# 11 PAVEMENTS AND FINISHES

TASK		FREQUENCY	QTY	ADDITIONAL INFORMATION
<b>A</b>	Remove graffiti and apply Anti-graffiti coating	<b>NOT INCLUDED</b>	AS NEEDED	Anti Graffiti coating has been applied to all exposed walls, benches, concrete surfaces, architectural finish surfaces, trash receptacles and sign structures. The coating Si-Coat 530 (Clear) (CSL Silicones Inc., 144 Woodlawn Road West, Guelph, ON N1H 1B5, Canada) is clear with non-glossy finish. Cured anti-graffiti coating shall not discolor or adversely affect the appearance of the treated surface. Procure additional coating and reapply as needed following graffiti removal using water. Pressure wash requirements must not exceed 500 psi.
<b>B</b>	Maintain and repair gravel paving with resin (median) 	<b>NOT INCLUDED</b>	4,000 SF	Gravel paving with resin at median nose shall be kept free of weeds and debris. If repair or replacement is needed, notify ACPWA. Repair in accordance with manufacturer's recommendations. Gravel is Pleasanton Tan ¼" dust, and <b>NaturalPAVE XL</b> Resin Pavement materials. Supplier is: Stabilizer Solutions, Inc. (800) 336-2468
<b>C</b>	Maintain and repair gravel paving with stabilizer (pathway) 	<b>NOT INCLUDED</b>	53,000 SF	Gravel paving with stabilizer along pathway shall be kept free of weeds, debris, and cracks or low spots exceeding 1/2 ". Repairs to be made by scarifying top 2" of pavement in the area to be repaired, and placement and compaction of 2" of premixed replacement gravel paving with stabilizer. Install per manufacturer's instructions. Pathway materials include Pleasanton ¼" x dust, tan color, clean water, and stabilizer binder by Stabilizer Solutions, Inc., 1-800-336-2468.
<b>D</b>	Maintain segmental retaining wall	<b>NOT INCLUDED</b>	19,000 SF	Segmental retaining wall: Remove graffiti and reapply anti-graffiti coating as needed. Report structural damage to ACPWA, and repair in accordance with specifications.
<b>E</b>	Grouted River rock pavement (median)	<b>NOT INCLUDED</b>	4,000 SF	River Rock shall be 4" - 6" cobble, light beige to light brown. Replace damaged areas as needed and grout in place per project specifications.

## C. TASK SUMMARY

1: Safety and General Practices	
A	Comply with federal, state, local, and regulatory standards, ordinances, rules, policies and laws for all performed activities
B	Complete all work in a professional, workmanlike manner, with compliant equipment and materials
C	Do not work or perform any operations that may destroy or damage landscaped areas
D	Utilize accepted standards for safety and safely maintain and manage equipment and materials
E	Properly train all personnel, and wear and use Personal Protective Equipment required by OSHA or other regulatory agencies
F	Use warning signs, traffic cones, flashing lights, etc., at each work site and all traffic control activities and equipment shall conform to MUTCD
G	Note any hazards found in the service area landscape and notify Supervisor immediately of any unsafe condition that requires repair
H	Work shall be performed in such a manner to limit unnecessary vehicle or equipment idling
I	Install fences/barriers, directional signs, lights, flaggers, etc. to warn the public of any dangerous conditions and provide direction
J	Handle all materials and equipment in accordance with the instructions of the applicable manufacturer, fabricator, supplier, or distributor
K	Proceed with caution to avoid damaging any utilities known or unknown. Prior to digging or trenching, contact USA ( <a href="http://www.usanorth811.org">www.usanorth811.org</a> )
L	Take a digital photograph(s) of site at each maintenance visit, note problem areas.
M	Record field notes on Maintenance Checklist.
2: Weeding and Trash Removal	
A	Pick up litter and landscape debris (including downed tree branches); empty trash/recycling receptacles and transport to waste recycling facility.
B	Remove weeds at curbs and sidewalks and median planter islands
C	Fill holes in landscape areas
D	Sweep pavement for stormwater quality maintenance and to maintain a neat and clean appearance
E	Remove all cutting and waste materials to an off-site disposal facility
3: Trees	
A	Prune trees to maintain optimum health of the plants and to correct branching structure. All pruning to be done to ISA standards under the oversight of a Certified Arborist.
B	Remove dead branches and branches overhanging pavement or to improve line of sight
C	Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.
D	Maintain 14' clearance for branches overhanging into the paved section of streets and 10' clearance for branches overhanging pathway and pedestrian areas.
E	Stake and support trees and replace stakes which have been broken or damaged as needed. Do not place stakes closer than 8" from trunk of tree. Place stakes and ties so no chafing of bark occurs; check and re-tie to prevent girdling. Remove tree stakes when appropriate structure is established.

## C. TASK SUMMARY (Continued)

<b>4: Shrubs and Groundcover</b>	
<b>A</b>	Trim shrubs and groundcovers to remove dead material.
<b>B</b>	Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.
<b>C</b>	Prune ground cover where overhanging paved areas.
<b>5: Irrigation</b>	
<b>A</b>	Inspect and repair or replace irrigation components: controllers, valves, lines, sprinkler heads and bubblers
<b>B</b>	Check areas for irrigation leaks, excessive runoff or erosion
<b>C</b>	Clean and adjust sprinkler heads to provide water to plant
<b>D</b>	Adjust system run times for season and weather. Adjust system as needed April to end of October or as needed for drought or seasonal conditions.
<b>E</b>	Repair or temporarily shut off all leaking or defective valves
<b>F</b>	Inspect Backflow Prevention Device
<b>G</b>	Verify and report water usage; diagnose and adjust excess water use
<b>H</b>	Hand water and bleed valves (during emergencies when system is not functioning)
<b>6: Pest Management</b>	
<b>A</b>	Inspect for disease and insect infestations
<b>B</b>	Inspect for damage by burrowing animals
<b>C</b>	Control weeds with hand or mechanical tools
<b>D</b>	Use IPM for least toxic methods to control pests
<b>7: Mulch and Other Materials</b>	
<b>A</b>	Replace mulch annually, or when bare ground occurs over 30% of area
<b>B</b>	Maintain mulch minimum 4 inches deep in all landscape areas
<b>D</b>	Maintain and repair Composite Header Board
<b>8: Stormwater Management</b>	
<b>A</b>	Bio-swale Maintenance
<b>10: Furnishings</b>	
<b>G</b>	Maintain trash and recycling receptacles

## D. FREQUENCY

TASK		CALENDAR	FREQUENCY
<b>1: Safety and General Practices</b>			
A	Comply with laws	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input checked="" type="checkbox"/> <b>AT EACH VISIT</b> <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED
B	Complete all work in a professional, workmanlike manner		
C	Do not destroy or damage landscaped areas		
D	Utilize accepted standards for safety		
E	Properly train wear and use Personal Protective Equipment required by OSHA		
F	Use warning signs, traffic cones, flashing lights, etc., at each work site		
G	Note any hazards found in the service area landscape and notify Supervisor		
H	Limit unnecessary vehicle or equipment idling		
I	Install barriers signs, lights, flaggers, etc. to warn the public of any danger		
J	Handle all materials and equipment in accordance with the manufacturer		
K	Proceed with caution to avoid damaging any utilities known or unknown		
L	Take a digital photograph(s) of site at each visit, note problem areas		
M	Record field notes on Maintenance Checklist.		
<b>2: Site Appearance and Trash Removal</b>			
A	Remove and dispose of trash from trash receptacles; remove and recycle waste from receptacles.	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED</b>
B	Pick up litter and landscape debris including downed tree branches, papers, cups, cigarette butts, cans, bottles, wrappers, etc.		
C	Remove all cutting and waste materials to an off-site facility.		
D	Fill holes in landscape areas.		

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
<b>2: Site Appearance and Trash Removal</b>			
E	Sweep pathway for stormwater quality maintenance and to maintain a neat and clean appearance.	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED
<b>3: Trees</b>			
A	Prune trees to ISA standards to maintain optimum health and to correct branching structure.	<input checked="" type="checkbox"/> JANUARY-or- <input checked="" type="checkbox"/> FEBRUARY-or- <input checked="" type="checkbox"/> MARCH <input type="checkbox"/> APRIL <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUGUST <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input checked="" type="checkbox"/> <b>ONCE A YEAR (Jan – Mar)</b> <input type="checkbox"/> AS NEEDED
B	Remove dead branches and branches overhanging pavement or to improve line of sight	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input checked="" type="checkbox"/> <b>AS NEEDED</b>
C	Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input checked="" type="checkbox"/> <b>AS NEEDED</b>

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
D	Maintain 14' clearance for branches overhanging into the paved section of streets and 10' clearance for branches overhanging pathway and pedestrian areas.	<input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input checked="" type="checkbox"/> <b>AS NEEDED ANNUALLY</b>
E	Stake and support trees and replace stakes which have been broken or damaged as needed. Do not place stakes closer than 8" from trunk of tree. Place stakes and ties so no chafing of bark occurs; check and re-tie to prevent girdling. Remove tree stakes after Year Three.	<input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	
<b>4: Shrubs and Groundcover</b>			
A	Trim shrubs and groundcovers to remove dead material	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input checked="" type="checkbox"/> <b>EVERY 2-3 MONTHS</b> <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED</b>
B	Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.		
C	Prune ground cover where overhanging paved areas		

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
<b>5: Irrigation</b>			
A	Inspect and repair or replace irrigation components: controllers, valves, lines, sprinkler heads and bubblers.	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input checked="" type="checkbox"/> <b>WEEKLY (when operating)</b> <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED* (*AS NEEDED HOURS DUE TO DAMAGE OR EMERGENCIES TO BE DETERMINED ON A CASE-BY CASE BASIS)</b>
B	Check areas for irrigation leaks, excessive runoff or erosion.	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input checked="" type="checkbox"/> <b>AT EACH VISIT (when operating)</b> <input checked="" type="checkbox"/> <b>WEEKLY</b> <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED
<b>5: Irrigation</b>			



## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
C	Clean and adjust sprinkler heads to provide water to plant.	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input checked="" type="checkbox"/> <b>WEEKLY (when operating)</b> <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED
D	Review ET per Bay Friendly Guidelines, and adjust system run times for season and weather. <b>Adjust system as needed April to end of October or as needed for drought or seasonal conditions.</b>	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY (when operating)</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED</b>

5: Irrigation

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY	
E	Repair or temporarily shut off all leaking or defective valves.	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT (when operating) <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED* (*AS NEEDED HOURS DUE TO DAMAGE OR EMERGENCIES TO BE DETERMINED ON A CASE-BY CASE BASIS)</b>	
F	Inspect Backflow Prevention Device.	<input checked="" type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input type="checkbox"/> APRIL <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input type="checkbox"/> AUGUST <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input checked="" type="checkbox"/> <b>ONCE A YEAR</b> <input type="checkbox"/> AS NEEDED	

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
<b>5: Irrigation</b>			
<b>G</b>	Verify and report water usage; diagnose and adjust excess water use.	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input checked="" type="checkbox"/> <b>TWICE A YEAR</b> <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED</b>
<b>H</b>	Hand water and bleed valves (during emergencies when system is not functioning).	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED (WHEN SYSTEM IS NOT WORKING)</b>

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY	
<b>6: Weeding and Pest Management</b>				
A	Inspect for disease and insect infestations.	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED	
B	Inspect for damage by burrowing animals.	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED	
C	Control weeds with hand or mechanical tools, especially before annuals set seed. Remove weeds from site (see 2C).	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED	

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
D	Use IPM for least toxic methods to control pests.	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input checked="" type="checkbox"/> <b>AS NEEDED</b>
<b>7: Mulch and Other Materials</b>			
A	Replace mulch annually, or when bare ground occurs over 30% of area; Maintain mulch minimum 4 inches deep in all landscape areas	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUGUST <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input checked="" type="checkbox"/> <b>ONCE A YEAR</b> <input checked="" type="checkbox"/> <b>AS NEEDED*</b> (*AS NEEDED HOURS DUE TO DAMAGE TO BE DETERMINED ON A CASE-BY CASE BASIS)
B	Maintain and repair Composite Header Board.		

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY
<b>8: Stormwater Management</b>			
A	Bio-swale Maintenance	<input checked="" type="checkbox"/> JANUARY <input checked="" type="checkbox"/> FEBRUARY <input checked="" type="checkbox"/> MARCH <input checked="" type="checkbox"/> APRIL <input checked="" type="checkbox"/> MAY <input checked="" type="checkbox"/> JUNE <input checked="" type="checkbox"/> JULY <input checked="" type="checkbox"/> AUGUST <input checked="" type="checkbox"/> SEPTEMBER <input checked="" type="checkbox"/> OCTOBER <input checked="" type="checkbox"/> NOVEMBER <input checked="" type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input checked="" type="checkbox"/> <b>MONTHLY</b> <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED
<b>9: Public Art</b>			
A	Maintain boulders	<input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input type="checkbox"/> APRIL <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUGUST <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED <input checked="" type="checkbox"/> <b>NOT INCLUDED</b>
B	Maintain decorative columns		
C	Maintain interpretive signs		

## D. FREQUENCY (Continued)

TASK		CALENDAR	FREQUENCY	
<b>10: Furnishings</b>				
<b>A</b>	Maintain Iron Wood Guardrail	<input type="checkbox"/> JANUARY	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED <input checked="" type="checkbox"/> <b>NOT INCLUDED</b>	
<b>B</b>	Maintain benches	<input type="checkbox"/> FEBRUARY		
<b>C</b>	Maintain bollards	<input type="checkbox"/> MARCH		
<b>D</b>	Maintain 6 ft. Chain Link fence	<input type="checkbox"/> APRIL		
<b>E</b>	Maintain Woven Wire Fence	<input type="checkbox"/> MAY		
<b>F</b>	Maintain Steel Picket Fence	<input type="checkbox"/> JUNE		
<b>G</b>	Maintain trash and recycling receptacles	<input type="checkbox"/> JULY		
		<input type="checkbox"/> AUGUST		
		<input type="checkbox"/> SEPTEMBER		
		<input type="checkbox"/> OCTOBER		
		<input type="checkbox"/> NOVEMBER		
		<input type="checkbox"/> DECEMBER		
<b>A</b>	Anti-graffiti coating	<input type="checkbox"/> JANUARY	<input type="checkbox"/> AT EACH VISIT <input type="checkbox"/> WEEKLY <input type="checkbox"/> TWICE A MONTH <input type="checkbox"/> MONTHLY <input type="checkbox"/> EVERY 2-3 MONTHS <input type="checkbox"/> TWICE A YEAR <input type="checkbox"/> ONCE A YEAR <input type="checkbox"/> AS NEEDED <input checked="" type="checkbox"/> <b>NOT INCLUDED</b>	
<b>B</b>	Maintain and repair gravel paving with resin (median)	<input type="checkbox"/> FEBRUARY		
<b>C</b>	Maintain and repair gravel paving with stabilizer (pathway)	<input type="checkbox"/> MARCH		
<b>D</b>	Maintain segmental retaining wall	<input type="checkbox"/> APRIL		
		<input type="checkbox"/> MAY		
		<input type="checkbox"/> JUNE		
		<input type="checkbox"/> JULY		
		<input type="checkbox"/> AUGUST		
		<input type="checkbox"/> SEPTEMBER		
		<input type="checkbox"/> OCTOBER		
		<input type="checkbox"/> NOVEMBER		
		<input type="checkbox"/> DECEMBER		

## E. MONTHLY MAINTENANCE RECORD

### Landscape Personnel Assigned to Site:

	Name	Certification (if applicable)	
<b>Supervisor</b>			
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4</b>			
<b>Task</b>	<b>Attach</b>	<b>Date</b>	<b>Completed by</b>
<b>1: Safety and General Practices</b>			
<b>2: Weeding and Trash Removal</b>			
<b>3: Trees</b>	Notes, description, quantity and receipts of any replaced trees; Note person authorizing replacement.		
<b>4: Shrubs and Groundcover</b>	Notes, description, quantity and receipts of any replaced plants; Note person authorizing replacement.		



Task	Attach	Date	Completed by
<b>5: Irrigation</b>	Notes, description, quantity and receipts of any replaced materials or components; Note person authorizing any major repair/replacement.		
<b>6: Pest Management</b>	<ul style="list-style-type: none"> <li>• Quantity and description of all fertilizers used</li> <li>• Quantity and description of all soil amendments used</li> <li>• PCA Applicator/License Number</li> <li>• <b>Agricultural Commissioners Use Report</b> for all chemical, disease, and pest control work performed (attach), including: target pest; type and quantity of pesticide used; site of the pesticide application; date the pesticide was used; name of the pesticide applicator; application equipment used; prevention and other non-chemical methods of control used.</li> </ul>		
<b>7: Mulch and Other Materials</b>	Notes, description, quantity and receipts of any replaced materials or components		
<b>8: Stormwater Management</b>			
<b>9: Public Art</b>	Note location and description of any unusual conditions, graffiti, damage, etc.		
<b>10: Furnishings</b>	Note location and description of any unusual conditions, graffiti, damage, etc.		

<b>11: Pavements and Finishes</b>	Note location and description of any unusual conditions, graffiti, damage, etc.		
-----------------------------------	---	--	--

--

<b>NOTES AND OBSERVATIONS</b>
-------------------------------

1
---

2
---

<b>PHOTOS OF SITE</b>
-----------------------

--	--

--	--

<b>ATTACHMENTS</b>	
<b>1</b>	<b>Environmental and Regulatory Permit Info</b>

# 1: ENVIRONMENTAL AND REGULATORY PERMIT INFO

	Yes	No	N/A		
ENVIRONMENTALLY SENSITIVE SITE?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ENVIRONMENTAL ISSUES:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CREEK	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WETLANDS	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIDAL AREA	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SENSITIVE WILDLIFE SPECIES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SENSITIVE PLANT SPECIES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NESTING BIRDS-COMPLY WITH MTBA	
REGULATORY PERMITS					Permit Number
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	USACE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RWQCB	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	EIR/EIS	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDFW	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other	

# EXHIBIT E

## STANLEY BLVD BAY-FRIENDLY LANDSCAPE MAINTENANCE SPECIFICATIONS

RFP – Stanley Blvd Landscape Services

For  
The Stanley Boulevard  
Safety and Streetscape Improvement Project  
Between the City Limits of Pleasanton and Livermore  
Murray Township, Alameda County, California

In Accordance with Bay Friendly Coalition Guidelines





# Stanley Blvd Bay-Friendly Landscaping Maintenance Specifications

## CONTENTS

<b>Section 1: General Information</b> .....	3
1.1. Project Goals .....	3
1.2. General Scope of Work .....	3
1.3. Site Description .....	3
1.4. Limits of Work .....	3
1.5. Supplemental Documents .....	3
1.6. Supplemental Resources .....	3
<b>Section 2: General Requirements</b> .....	4
2.1. Contractor requirements .....	4
2.2. Compliance with Laws, Ordinances and Policies .....	4
2.3. Work Requirements .....	4
<b>Section 3: Landscape Standards and Maintenance Requirements</b> .....	7
3.1 Overview .....	7
3.2 Site Analysis .....	7
3.3 Soil & Nutrition Management .....	8
3.4 Water Management .....	10
3.5 Integrated Pest Management (IPM) .....	11
3.6 Plant Growth Control .....	14
3.7 Waste Management .....	14
<b>Section 4: Landscape Specifications for Plant Types and Landscape Zones</b> .....	15
4.1 Ground Cover and Shrubs .....	15
4.2 Trees .....	16
4.3 Bioswales and biorention areas .....	17
4.4 Hardscape .....	18
<b>Section 5: Definitions</b> .....	18

## Stanley Boulevard Bay-Friendly Landscaping Maintenance Specifications

### SECTION 1: GENERAL INFORMATION

#### 1.1. PROJECT GOALS

Bay-Friendly Landscape Maintenance practices shall be employed to minimize waste, protect air and water quality, conserve energy and water, and protect natural ecosystems (refer to Bay-Friendly Landscape Guidelines, [www.BayFriendly.org](http://www.BayFriendly.org)).

#### 1.2. GENERAL SCOPE OF WORK

This work shall include all supervision, labor, materials, equipment, tools, supplies and services to maintain in a superior condition all landscape areas, irrigation and drainage systems and other related work. All work shall be performed in a workmanlike manner, using quality equipment, Bay-Friendly methods and materials.

#### 1.3. SITE DESCRIPTION

**A. SCOPE** - Work to be done is located at Stanley Blvd between the city limits of Pleasanton and Livermore, CA, as identified on the enclosed maps and plans. This area is owned or supervised by Alameda County Public Works Agency, hereafter referred to as Agency.

#### **B. LANDSCAPE INVENTORY**

Trees 48" Box	20	EA
Trees 36" Box	9	EA
<i>Trees 24" Box</i>	52	EA
Trees 15 Gallon	462	EA
Trees 5 Gallon	242	EA
Rootwell	324	EA
Root Barrier	4100	LF
Shrubs 5 Gallon	3,003	EA
Ground Covers 1 Gallon	8,860	EA
Ornamental Seed Mix (Hydromulch)	66,000	SF
Shoreline Seed Mix (Hydromulch)	10,500	SF
Bioswale Mix - Type A Native Ornamental (Hydromulch)	26,000	SF
Bioswale Mix - Type B General Bioswale (Hydromulch)	28,000	SF

#### 1.4. LIMITS OF WORK:

Specified work does not include:

- A.** Repair or replacement of street lighting, traffic signals or roadside signs
- B.** Repair or replacement of traffic lane pavement, driveways or concrete pavement

#### 1.5. SUPPLEMENTAL DOCUMENTS

- A. SITE MAPS** - Record As-Built Drawings, detailing landscape, irrigation, site furnishings etc., are included in EXHIBIT F as part of this RFP.
- B. INITIAL SOIL ANALYSIS** - Results of soil analyses from samples collected at the project area may be available from ACPWA.

#### 1.6. SUPPLEMENTAL RESOURCES

- A.** StopWaste.Org ([www.BayFriendly.org](http://www.BayFriendly.org))
  1. Bay-Friendly Landscape Guidelines
  2. A Landscaper's Guide to Grasscycling
  3. A Landscaper's Guide to Mulch

- B. *A Guide to Estimating Irrigation of Water Needs of Landscape Plantings*, California Dept of Water Resources, <http://cdec.water.ca.gov>
- C. *Irrigation water audits*, Irrigation Association, [www.irrigation.org](http://www.irrigation.org), and the Irrigation Technology Research Center, [www.itrc.org](http://www.itrc.org).
- D. *California Irrigation Management Information System*, [www.cimis.water.ca.gov](http://www.cimis.water.ca.gov), Waste management and recycling, [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov).
- E. *The Weed Worker's Handbook, A Guide to Techniques for Removing Bay Area Invasive Plants*, The Watershed Council (510) 231-5655 and the California , Invasive Plant Council (510) 843-3902
- F. *Pests of Landscape Trees and Shrubs: An Integrated Pest Management Guide*, 2<sup>nd</sup> ed., UC Publication 3359, <http://www.ipm.ucdavis.edu>
- G. *A Field Guide to Compost Use*, The Composting Council, 114 South Pitt Street, Alexandria, Virginia 22314, (703) 739-2401, <http://www.compostingcouncil.org/index.cfm>

## **SECTION 2: GENERAL REQUIREMENTS**

### **2.1. CONTRACTOR REQUIREMENTS**

#### **A. QUALIFICATIONS**

1. Contractor must have a valid California contractor's license authorized by the State of California.
2. Contractor must have assigned to the project at least one employee possessing a California State Chemical Applicator's License for the control of weeds, plant diseases and other pests.
3. Contractor must have assigned to the project, or immediate access to, at least one employee who is a Certified Irrigation Contractor (Irrigation Association).
4. Contractor must have assigned to the project, or immediate access to, at least one employee who is a Certified Arborist or Certified Tree Worker (International Society of Arboriculture).
5. Contractor must have assigned to the project at least one employee who has experience or training in Integrated Pest Management (IPM) techniques.
6. Contractor must have assigned to the project at least one employee who has experience or training in Bay-Friendly Landscaping practices.
7. It is preferred that the Contractor have assigned to the project at least one employee who has successfully completed the Pollution Prevention Training & Certification Program For Surface Cleaners issued by the Bay Area StormWater Management Agencies Association (BASMAA).

- B. **INSURANCE** - Contractor shall maintain insurance required by the County throughout the contract period.

### **2.2. COMPLIANCE WITH LAWS, ORDINANCES AND POLICIES**

All services rendered shall be provided in accordance with all ordinances, resolutions, statutes, rules, laws and regulations of the Agency, and any Federal, State, or local governmental agency having jurisdiction in effect at the time service is provided

### **2.3. WORK REQUIREMENTS**

#### **A. WORK SCHEDULE**

1. Contractor is to provide Agency with a monthly work schedule describing the work to be performed in the Project Area, hours by job classification and tasks to be completed.
2. The Contractor shall conduct all operations during the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday, unless otherwise approved by the Agency. Contractor may not work on any Federal, State, or local holidays without authorization from the Agency.
3. Any non-emergency work that may be deemed hazardous or disruptive (i.e., chemical spraying, tree pruning, etc.) shall be scheduled at least two (2) weeks in advance with the Agency's representative. For emergency work other than shutting off irrigation water supply due to breaks/leaks in the system, Contractor must obtain written approval from Agency's representative prior to commencing work.
4. Agency reserves the right to change contractor's schedules due to special events, conflicts with adjacent property owners/tenants, etc., with five (5) working days advance notice.



**B. PROTECTION OF EXISTING PROPERTY**

1. Contractor must protect all existing plant materials, site improvements, structures, facilities, utilities, and natural areas from damage, both above and below ground. Any damages shall be reported immediately to the Agency's representative. Any damages caused by Contractor shall be corrected and/or paid for by the Contractor at no cost to the Agency.
2. Contractor shall protect property from accidental chemical, fuel, oil or other contaminate spills.
3. Contractor shall not wash or blow soil, chemicals, litter, mulch, soil amendments or other materials into storm drains.

**C. SAFETY.** Contractor must at all times exercise necessary precautions to provide for the protection of the public and employees.

1. Traffic Lane Closures - Landscape maintenance services conducted along the roadway or in the roadway center medians must be performed in a safe manner. The contractor is required to perform traffic diverting lane closures, advance warning signs, lights, cones, barricades etc., prior to beginning any operations in, or impacting, the roadway.
2. All lane closure activities must comply with the Federal Highway Manual on Uniform Traffic Control Devices (MUTCD) <http://www.dot.ca.gov/hq/traffops/signtech/mutcdsup/supplement.htm>], other applicable governmental agencies' regulations, and follow notification requirements of local Police and Fire Departments.
3. Chemical Applications - Bay-Friendly Landscaping emphasizes Integrated Pest Management (IPM) practices to control pests and diseases in the landscape. IPM uses cultural, mechanical, physical, and biological control methods before using pesticides. Chemical controls are applied only when monitoring indicates that preventative and non-chemical methods are not keeping pests below acceptable levels. When pesticides are required, the least toxic and the least persistent pesticide that will provide adequate pest control is applied.

Contractor shall apply all chemicals in a safe manner and according to label instructions and Agency, State and Federal requirements. A California Chemical Applicators license is required by the contractor for chemical applications. The Contractor shall mix and apply chemicals to protect against accidental spills and drift to non-target areas, and to insure safety of the applicator. Any spilled chemicals, as well as contaminated soil, water, and/or landscape materials must be removed from the Project and disposed of in accordance with Agency requirements. The Contractor shall maintain applicator's licenses and records of applications as required by the State.

A Chemical Work Report shall be completed for each chemical application. The Contractor is responsible for submitting chemical usage reports to the County Agricultural Department prior to any deadlines for such reporting. Copies are also to be sent to the Agency's representative as part of the Contractor's monthly report.

**D. CONTRACTOR'S PERSONNEL AND SUPERVISION**

1. Contractor shall provide a list including all Contractor's and subcontractor's employees assigned to work site and include work schedule and assignment. Contractor must update list within 5 business days of any change. All Contractor's employees assigned to the Project must demonstrate they are United States citizens or have a legal right to work in the United States.
2. Contractor, all employees, subcontractor's, or anyone working under the direction of Contractor must conduct themselves in a professional manner at all times, must communicate and address the public and all others with respect, and must maintain integrity and composure.
3. The Contractor shall assign a qualified trained supervisor to oversee work performed at the work site and to act as the Contractor's liaison with the Agency representative. This supervisor must inspect the Project daily (Monday through Friday) except holidays and provide direction to the Contractor's workers and/or subcontractors. This supervisor shall speak, write, read and understand English and be capable of writing schedules, monthly reports noting any deficiency that needs correcting and any major activities for the coming month. This supervisor shall have at least three (3) years of landscape maintenance supervision experience.

4. All Contractor's personnel shall adhere to basic public works standards for working attire including uniform shirts with Contractor's name or logo clearly visible at all times when working at all locations, proper shoes and other equipment required by State Safety Regulations. Shirts are to be maintained in a neat and presentable condition.
5. All Contractor vehicles are to have a readable sign with Contractor's name or logo and telephone number. Trucks are to be kept in a clean and presentable condition.

**E. SUBCONTRACTING.** A portion of the work covered by these specifications may be subcontracted with prior approval of the Agency. Contractor shall supervise subcontractor and guarantee work quality. Subcontractors and their qualifications must be submitted to the Agency at least thirty (30) days before working at the site and must be approved by Agency representative prior to beginning any work. All subcontractors assigned to the Project must demonstrate they are United States citizens or have a legal right to work in the United States. It is preferred that subcontractors have training in Bay- Friendly Landscaping or other experience in sustainable landscape practices.

**F. SUPPLIES AND EQUIPMENT**

1. Fuel conservation and low emission equipment. The Contractor will implement strategies in work operations to reduce fossil fuel consumption and emissions, such as:
  - a. Use hand-powered equipment when possible.
  - b. Minimize use of gas-powered blowers, especially on planting beds.
  - c. Select smallest, most fuel efficient equipment to accomplish task.
  - d. Consider vehicles that operate on natural gas or biodiesel.
  - e. Maintain equipment properly and keep it well tuned.
  - f. Emphasize employee carpooling to Project.
2. Use local products and suppliers. The Contractor shall use local products and suppliers (produced within 150 miles from the project site) to the extent possible to minimize fuel consumption and emissions.
3. Use recycled and salvaged materials. The Contractor shall use salvaged and recycled-content products where possible. Materials for reuse may be found by contacting the CalMax website at [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov) or [www.stopwaste.org](http://www.stopwaste.org).
4. Equipment refueling and repair - the Contractor shall refuel and repair equipment in a safe manner to protect against accidental spills. Limit refueling to specific areas on a site. Measures shall be taken to prevent, control, and clean-up spills. Clean-ups should be immediate, automatic and routine and performed by a trained staff member or a licensed cleaning company. Contact the local emergency response team agencies to report all spills.

**G. REPORTING AND INSPECTING**

1. The Contractor shall submit a written report each month stating all contract work completed. The report shall show the work completed during each week contract work was accomplished, and shall be submitted with and cover the same work as the Contractor's billing statement for the previous month's work. The report shall include documentation of stormwater and irrigation inspections, IPM monitoring, soil and pest management treatments and other chemical applications, and any recommendations for changes to enhance or improve the existing landscape, hardscape, irrigation systems, etc.
2. Unusual horticultural problems such as pests, disease and damages that are beyond the scope of the Contractor's responsibility shall be brought to the attention of the Agency representative immediately.
3. The Agency, through a designated representative, will make periodic inspections to insure that complete and continuous maintenance is fulfilled. In addition, the Agency may obtain the services of a Landscape Architect, Arborist, IPM/PCA or other professional to inspect plantings and make recommendations for improvements in the maintenance program.

**H. WORK PERFORMANCE**

1. Contractor is responsible for (a) having thoroughly investigated and considered the scope of services to be performed, (b) carefully considering how the services should be performed, and (c) fully understanding the facilities, difficulties, and restrictions attending to the performance of the services required. Contractor is responsible to investigate the area and be fully acquainted with the conditions.
2. Should the Contractor discover any latent or unforeseeable conditions, which will materially affect the performance of services, Contractor shall immediately inform the Agency of such fact and shall not proceed except at Contractor's risk until written instructions are received from the Agency.

3. Plants, irrigation systems, etc., damaged by traffic accidents or vandalism, shall be reported immediately to the Agency.

### **SECTION 3: LANDSCAPE STANDARDS AND MAINTENANCE REQUIREMENTS**

#### **3.1 OVERVIEW**

- A. BAY-FRIENDLY LANDSCAPE PRINCIPLES AND OBJECTIVES.** Contractor shall maintain the specified landscape in an integrated approach, consistent with the principles set forth in the Bay-Friendly Landscape Guidelines ([www.BayFriendly.org](http://www.BayFriendly.org)). The seven Bay-Friendly principles are:
1. Landscape locally – The Project landscape is part of a larger natural ecosystem of the San Francisco Bay Area. The materials and methods used to maintain the Project can support the health, diversity and sustainability of the Bay.
  2. Landscape for less to the landfill – Reducing waste starts with not generating plant debris in the first place by fertilizing, irrigating and pruning judiciously, grasscycling, mulching and composting plant debris. Using recycled content, salvaged, durable or local materials conserves resources and reduces the amount of energy consumed by the landscape.
  3. Nurture the soil – Create a healthy soil that supports a healthy landscape by protecting the soil from compaction and erosion, replenishing organic matter and mulching, using slow-release and organic fertilizers and minimizing use of chemicals that harm beneficial soil organisms.
  4. Conserve water – Use California’s water supply efficiently by reducing irrigation requirements, irrigating according to plant need, maximizing irrigation system performance, increasing the water holding capacity of the soil and using recycled water.
  5. Conserve energy – Conventional landscapes are fossil fuel consumptive. Nationally it is estimated that lawn mowers consume 400 million gallons of gas. Look for opportunities to conserve fuel and energy by choosing and maintaining materials and equipment for fuel conservation.
  6. Protect water and air quality – Reduce runoff, reduce contaminants in runoff through an integrated pest management (IPM) program, and increase the soil’s ability to remove pollutants from runoff through steps such as mulching bare soil. Reduce air pollution by reducing fossil fuel consumption, recycling plant debris on-site and planting trees to remove CO<sub>2</sub> and absorb air pollutants.
  7. Protect and maintain wildlife habitat – The Project may provide food, water, shelter and nesting sites for birds, butterflies, beneficial insects and animals that contribute to the ecological diversity of the Bay. Methods to protect them include minimizing application of chemicals by implementing an integrated pest management (IPM) program, and conserving flowers, berries, fruits, seed heads, low branch cover, and natural vegetation in open space areas.
- B. APPLICABLE STANDARDS AND BEST MANAGEMENT PRACTICES (BMP’s).** Contractor shall adhere to applicable professional standards as defined by a professional organization including:
1. American National Standard for Tree Care Operations - ANSI A300, Parts 1 and 2.
  2. International Society of Arboriculture BMP for Tree and Shrub Fertilization, and BMP for Tree Pruning.
  3. Irrigation Association BMPs.
  4. Bay-Friendly Landscape Guidelines.
  5. California Association of Pest Control Advisors.

#### **3.2 SITE ANALYSIS**

- A.** Contractor shall become familiar with the site’s microclimate(s), infiltration rate and drainage characteristics and range in exposures to schedule irrigation.
- B.** Contractor shall become familiar with plants species present in the Project landscape and to identify areas of infestation or nutritional deficiency.
- C.** Contractor shall inspect drainage features at each site visit to identify potential erosion and drainage management needs.

### 3.3 SOIL & NUTRITION MANAGEMENT

**A. GOALS.** A healthy, biologically diverse soil is required to sustain a healthy landscape. A basic concept of Bay-Friendly Landscaping is to cultivate a functional, living soil foodweb which shall then provide nutrient elements as needed to sustain healthy and attractive plants while avoiding excessive growth that might attract pests and/or need to be removed through pruning, edging or mowing. Landscape maintenance activities shall be implemented to nurture biological activity, provide organic material, and protect soil from damage. Bay and riparian water quality and soil and aquatic habitat shall be protected by controlling soil erosion.

**B. CONTRACTOR SHALL PROTECT SOIL FROM COMPACTION BY:**

1. Cultivating soil when it is moderately moist; wet and dry soils shall not be cultivated.
2. Scheduling maintenance operations that require driving equipment over the soil when the soil is dry.
3. Confining vehicle, pedestrian, and bicycle traffic to paved areas.
4. When temporary access is needed over non-paved areas, distribute the load over the soil with 6" thick coarse organic mulch or reusable planks.

**C. CONTRACTOR SHALL PROTECT THE SOIL FROM EROSION BY:**

1. Maintaining vegetative cover over the soil to the extent possible.
2. Placing compost berms, blanket, socks or straw rolls along slopes to slow water.
3. Maintaining a minimum of 4" mulch cover over bare soil.
4. Minimizing use of blowers in planting beds.
5. Create leaf repositories in planting beds.

**D. SOIL AND PLANT TISSUE ANALYSIS**

Where plant micronutrient deficiencies are suspected, Contractor shall submit soil samples for testing to an agricultural testing laboratory. The types and quantities of fertilizer and/or soil amendments to be applied shall be determined from the results of the soil analysis and shall be based on an 'organic' approach to soil management.

**E. INCORPORATE ORGANIC SOIL AMENDMENTS**

1. Contractor shall incorporate composted organic amendments into soil prior to replanting damaged plants. Incorporate 2-4" of compost into the top 6-12" of soil in areas to be replanted.
2. Compost shall be a well decomposed, stable, weed free organic matter source. The product shall be certified through the US Composting Council's (USCC) Seal of Testing Assurance Program (STA) Program (a compost testing and information disclosure program). It shall be derived from agricultural and/or food waste and/or yard trimmings. The product shall contain no substances toxic to plants, will possess no objectionable odors and shall not resemble the feedstock (the original materials from which it was derived. Before delivery of the compost, the supplier will submit to Agency proof of STA certification and a copy of lab analysis performed by a laboratory that is enrolled in the US Composting Council's CAP and using the approved Test Methods for the Evaluation of Composting and Compost (TMECC). The lab report shall verify:
  - a. Feedstock Materials shall be specified and include one or more of the following: landscape/yard trimmings, grass clippings, food scraps, and agricultural crop residues.
  - b. Organic Matter Content: 50% - 60% by dry wt. preferred, 35-70% acceptable
  - c. Carbon and Nitrogen Ratio: C:N < 25:1 plus at least one measure of stability and at least one measure of toxicity.
  - d. Maturity/Stability: shall have a dark brown color and a soil-like odor. In addition any one of the following is required to indicate stability
 

• Oxygen Test	< 1.3 O <sub>2</sub> / unit TS / hr
• Specific oxy. Test	< 1.5 O <sub>2</sub> / unit BVS / hr
• Respiration test	< 8 C / unit VS / day
• Dewar test	< 20 Temp. rise (degrees C)
• Solvita®	> 5 Index value
  - e. Toxicity: any one of the following measures is sufficient to indicate non-toxicity.
 

• NH <sub>4</sub> - : NO <sub>3</sub> -N	< 3
• Ammonium	< 500 ppm, dry basis
• Seed Germination	> 80 % of control

- Plant Trials > 80% of control
  - Solvita® > 5 Index value
- f. Nutrient Content: provide analysis detailing nutrient content including N-P-K, Ca, Na, Mg, S, and B.
    - Total Nitrogen content 0.9% or above preferred.
    - Boron: Total shall be <80 ppm; Soluble shall be <2.5ppm
  - g. Salinity: Must be reported; may vary but < 4.0 mmhos/cm preferred. Soil should also be tested: <2.5 mmhos/cm is preferred for soil/compost blend but may vary with plant species.
  - h. pH: pH shall be between 6.5 and 8. May vary with plant species.
  - i. Particle size: 95% passing a 1/2" screen.
  - j. Bulk density: shall be between 500 and 1100 dry lbs/cubic yard
  - k. Moisture Content shall be between 35% - 55% of dry solids.
  - l. Inerts: compost shall be relatively free of inert ingredients, including glass, plastic and paper, < 0.1 % by weight or volume.
  - m. Weed seed/pathogen destruction: provide proof of process to further reduce pathogens (PFRP). For example, turned windrows must reach minimum 55C for 15 days with at least 5 turnings during that period.
  - n. Select Pathogens: Salmonella <3 MPN/4grams of TS, or Coliform Bacteria <10000 MPN/gram.
  - o. Trace Contaminants Metals (Lead, Mercury, Etc.) Product must meet US EPA, 40 CFR 503 regulations.
3. The delivery tags indicating the quantity delivered to the job site shall be submitted by contractor as part of the maintenance record. Compost exhibiting a sour or putrid smell, containing recognizable grass or leaves, or heat (120F) upon delivery or rewetting shall not be used.

#### **F. MAINTAIN ORGANIC MULCH**

1. Contractor shall maintain a minimum of 4" of coarse organic mulch at all times over soil surface that is not covered by vegetation. Apply mulch to bare areas when these areas exceed approximately 30% of cover. Mulch shall be applied so that it is below grade (curb, edging, etc.) by half an inch. Mulch materials shall be chipped or shredded green waste, wood chips from pruning operations, or chipped landscape prunings. When available, use materials generated on-site. Shredded redwood bark mulch ("Gorilla hair") shall be avoided. Non porous material (e.g. plastic weed barriers) shall not be placed under the mulch.
2. Sheet mulching shall be employed where possible.

- #### **G. RETAIN NATURAL LEAF LITTER AND CLIPPINGS.**
- To conserve nutrients on-site and protect the soil surface, Contractor shall retain natural leaf drop under trees or in shrub beds. Select only tree and shrub beds that will not allow leaf litter or mulch to wash out into storm drains. Where leaf litter detracts from landscape appearance due to large leaf size, it is preferable that leaves be chopped and returned to landscape beds. Remove diseased leaves that would provide inoculums for plant infection.

#### **H. FERTILIZERS AND OTHER SOIL AMENDMENTS**

1. Bay-Friendly Landscaping relies on organic fertilizers and soil amendments from natural sources that release elements slowly, which shall be preferred.
2. Additional amendments and fertilizers that are approved for use by the Organics Materials Research Institute (OMRI) for use in crop production are approved for use in landscape. See [www.omri.org](http://www.omri.org). Contractor must supply fertilizer and soil amendment labels including the guaranteed analysis identifying components of the material and the percent nutrient content. Contractor is required to apply the appropriate amount of fertilizer to supply the specified quantity of nutrient as determined by soil analysis and/or plant tissue analysis.
3. Contractor shall apply and manage fertilizers and amendments to prevent pollution of surface and ground water and to avoid creating a nitrogen draft in the soil or toxicity to plants.
4. Fertilizers shall be applied on a prescription basis only. Application frequency shall be determined by plant need and assessed through soil and/or tissue analyses. For bidding purposes the following maximum annual number of applications are provided.
  - a. Trees, shrubs, woody ground covers: One time per year
  - b. Herbaceous ground covers, perennials: Two times per year
5. Restricted materials. Fertilizers that are not approved or are restricted for use in crop production by OMRI shall be applied only after review and written approval by the Agency Representative.

### 3.4 WATER MANAGEMENT

#### A. WATER CONSERVATION GOALS

Landscapes shall be irrigated to maintain plant appearance and health, and managed to conserve water and avoid overspray and water damage to Agency's hardscape and property.

#### B. IRRIGATION SYSTEM ASSESSMENT

1. Contractor shall inventory the irrigation system at the start of the job, and schedule irrigation to match plant need with water application to avoid over-irrigation and overspray.
2. Irrigation intervals and frequency shall be suitable for weather conditions, soil infiltration rates, and plant species' rooting depth and water requirements within each hydrozone. Calculation methods are described in *A Guide to Estimating Irrigation Water Needs of Landscape Plantings in California*, available from the Dept. of Water Resources, Sacramento, CA.
3. Irrigation frequency shall be based on ET (evapotranspiration) data (available through CIMIS). Irrigation shall be applied at approximately 80% allowable depletion (AD) for drought tolerant plantings.
4. Irrigation duration within each hydrozone shall be based on the soil infiltration rate, species water requirement and rooting depth within the hydrozone, and the application rate and distribution uniformity of the irrigation system within that zone. Enough water shall be applied at each irrigation cycle to wet through the depth of root zone. Where runoff occurs, the application time shall be divided into shorter time intervals and repeated as needed.
5. Irrigation frequency for each hydrozone shall be adjusted a minimum of every four weeks to reflect ET expected in the next month.
6. This site is equipped with a monitor ET and adjusts schedules automatically. The Contractor shall program the controller according to manufacturer specifications, and monitor monthly to ensure that frequency is appropriate.
7. Whenever possible, landscape irrigation shall be scheduled between 2:00 a.m. and 6:00 a.m. to avoid irrigating during times of high wind, temperature, pathway use, or traffic.

#### C. IRRIGATION MONITORING

1. Contractor shall monitor soil moisture within plant root zones using a soil probe or shovel and adjust irrigation schedules accordingly if a soil moisture sensor is not signaling the irrigation controller.
2. Contractor shall observe irrigation system in operation to identify and correct water runoff or standing water problems.
3. Contractor shall determine irrigation run time demand monthly by recording water meter reading before and after irrigation. This data should be reconciled with run times and flow rates to determine if there is unusual consumption which may indicate stuck valves or leaks.

#### D. RECYCLED WATER

1. This site is irrigated with recycled water and contains salt-sensitive plants. Contractor should increase irrigation frequency and duration to allow for elevated salts in the water and reduce salt accumulation in the root zone by flushing.
2. Once a month during the summer, irrigation duration should be increased by 20% to leach salts below plant root zones.

#### E. IRRIGATION SYSTEM MAINTENANCE AND REPAIR

1. Contractor shall maintain the irrigation system for optimum performance, as per manufacturer's specifications, by inspecting the entire system on an ongoing basis. This includes cleaning and adjusting all sprinkler and bubbler heads, drip emitters and valves for proper coverage.
2. Contractor shall inspect the irrigation system in operation to ensure proper function according to the following schedule:
  - April – October Weekly
  - November – March Monthly (if system operating)
3. All malfunctioning equipment shall be repaired prior to the next scheduled irrigation.
4. All irrigation replacement parts shall be of the same manufacturer, type, and application rates as existing, or approved equals or upgrades.
5. Irrigation system pressure shall be checked and adjusted at least monthly during season of operation.

6. Twice a year, at a minimum, the Contractor shall:
  - a. Ensure all flush valve/cap locations are visible.
  - b. Ensure valve boxes are visible and can be opened.
  - c. Inspect valves, filters, and pressure regulators for damage or leaks.
  - d. Check wire splices.
  - e. Clean valve boxes of dirt and debris.
  - f. Flush filters. A hose can be attached to the flush cap to keep water out of the valve box.
  - g. Inspect and clean filters. Replace damaged or torn filters.
  - h. Flush laterals.
  - i. Make sure plants have adequate numbers of drip emitters for their size.
  - j. Test backflow preventers.
7. Sprinkler heads shall be modified as needed to avoid overspray.
8. Where possible and appropriate, recommend to Agency recommended system modifications.
9. Contractor shall maintain and submit monthly documentation of irrigation checks and as built plans of any changes or adjustments to the system.

### **3.5 INTEGRATED PEST MANAGEMENT (IPM)**

#### **A. GOALS**

An Integrated Pest Management program shall be implemented to:

1. Maintain healthy, attractive plants, maximize resistance to pests and out-compete weeds;
2. Monitor for presence of pests and to evaluate pest impact to plant health and appearance, and nuisance to the public;
3. Provide control treatments that have minimal negative effects on all but the pest and that protect air and water quality. Preference shall be given to reasonably available non-pesticide alternatives when considering the use of pesticides on Agency property.

#### **B. INSECTS AND DISEASES**

1. Key plant:key pests. Contractor shall identify primary plant species and cultivars in the landscape (key plants) and the pests that commonly cause significant harm to plant health or appearance (key pests).
2. Monitoring. Contractor shall monitor landscape areas monthly to identify presence of beneficial insects and pests, determine populations, life stage, and degree of damage to plants. Key plants:key pests will be monitored closely during normal periods of pest activity. This information will be the basis on which pest control methods are initiated. Records of monitoring activity shall be kept.
3. Controls. Bay-Friendly Landscaping seeks to control pests without harming non-target organisms, or negatively affecting air and water quality and public health. It relies on IPM which uses a range of cultural, mechanical, physical, and biological control methods before using pesticides. Chemical controls are applied only when monitoring indicates that preventative and non-chemical methods are not keeping pests below acceptable levels. When pesticides are required, the least toxic and the least persistent pesticide that will provide adequate pest control is applied. Pesticides are not applied on a prescheduled basis.

#### **C. CULTURAL/MECHANICAL/PHYSICAL METHODS.**

A number of maintenance practices or modifications of them can make the environment unfavorable for pest reproduction, movement, or survival. Often simply modifying an existing maintenance practice, such as timing of pruning or fertilization, can produce positive results. Other mechanical or physical practices may specifically combat plant pests or increase host resistance. Key treatments include:

1. Fostering a healthy soil, judicious fertilization only when needed, and managing irrigation appropriately.
2. Pruning to remove infected or infested branches and shoots. Time pruning to avoid periods of insect infestation.
3. Removing fallen twigs, leaves, and fruit that contains disease inoculum.
4. Mulching soil surface to reduce weeds and to reduce splashing and the drops of mud that would protect spores deposited on plant surfaces.
5. Trapping insects using sticky surfaces (also used for monitoring). Mechanical traps can be used to control rodents.

6. Bringing to attention of Agency plants that are disease or insect prone and suggesting resistant plant replacements or those better suited to the site and microclimate

**D. BIOLOGICAL METHODS.**

Biological controls are pesticides of natural origin that have limited or no adverse effects on the environment or beneficial organisms. Determining the effective biological control and proper timing of application are critical to success in pest control. The Contractor shall consider the following biological control methods when cultural/mechanical/physical methods are not adequate to lower pest populations to the target level.

1. *Bacillus thuringiensis* (Bt)
2. Parasitic nematodes
3. Pheromone traps
4. Beneficial insect release and conservation

**E. PESTICIDES**

The term pesticide applies to insecticides, fungicides and other substances used to control pests. Antimicrobial agents are not included in this definition of pesticides.

1. Least toxic pesticides. When cultural, mechanical, physical and biological controls have provided inadequate pest control, the Contractor may select and apply an appropriate least-toxic pesticide as a last resort. Least-toxic pesticides have a high LD-50, low residual, and narrow range of toxicity. Application must be timed to the appropriate life stage of the pest. Examples are:
  - a. Insecticidal soaps
  - b. Horticultural oils
  - c. Herbicidal soaps
  - d. Neem
  - e. Pyriproxyfen insect growth regulator (e.g. Distance IGR)
2. Restricted chemicals. Organophosphate-containing pesticides have been found to persist in the environment and cause water quality impairment of some creeks, streams, and arroyos in Alameda County. They are restricted from use. Examples include:
  - a. Diazinon (trade names Spectracide®, Knox-out®)
  - b. Chlorpyrifos (trade names Dursban®, Pageant®)
  - c. Malathion and Carbaryl (trade name Sevin®)

Water quality agencies recommend against using pyrethroids and pyrethrins containing piperonyl butoxide (PBO). These chemicals are restricted from use. Pyrethrins are toxic to birds, fish, and beneficial insects, should be used only as a last resort, and carefully applied to avoid runoff and contact with non-target plants.

Contractor shall not apply any Toxicity Category I or II Pesticide Product, any pesticide containing a chemical identified by the State of California as a chemical known to the State to cause cancer or reproductive toxicity pursuant to the California Safe Drinking Water and Toxic Enforcement Act of 1986, and any pesticide classified as a human carcinogen, probable human carcinogen or possible human carcinogen by the United States Environmental Protection Agency, Office of Prevention, Pesticides and Toxic Substances.

3. All chemical applications shall be performed by a licensed, trained technician. Contractor must be a licensed Pest Control Operator as required by the State of California, registered in Alameda Co., and strictly adhere to all laws.
4. Notice of pesticide use. Signs shall be posted at least three days before application of the pesticide product and remain posted at least four days after application of the pesticide.
  - a. Signs shall be posted (i) at every entry point where the pesticide is applied if the pesticide is applied in an enclosed area, and (ii) in highly visible locations around the perimeter of the area where the pesticide is applied if the pesticide is applied in an open area.
  - b. Signs shall be of standardized designs that are easily recognizable to the public and workers.
  - c. Signs shall contain the name and active ingredient of the pesticide product, the target pest, the date of pesticide use, the signal word indicating the toxicity category of the pesticide product, the date for re-



- entry to the area treated, and the name and contact number for the department responsible for the application.
- d. Contractor shall not be required to post signs in right-of-way locations that the general public does not use for recreational purposes (north side and medians). However, Contractor shall notify Agency in writing three days prior to pesticide applications in the right-of-way areas (south side pedestrian/bicycle path).
  - e. Contractor may obtain authorization from the Agency to apply a pesticide without providing a three-day advance notification in the event of a public health emergency or to comply with worker safety requirements. Signs shall be posted for at least four days after application of the pesticide, as described herein.
5. Recordkeeping and reporting
    - a. Contractor shall maintain records of all pest management activities. Each record shall include the following information:
      - target pest;
      - type and quantity of pesticide used;
      - site of the pesticide application;
      - date the pesticide was used;
      - name of the pesticide applicator;
      - application equipment used;
      - prevention and other non-chemical methods of control used.
    - b. Contractor shall submit the pest management record to Agency on a monthly basis.

#### **F. WEED MANAGEMENT**

1. Landscapes shall be maintained in a healthy and attractive manner using Bay-Friendly methods.
2. Identify key weeds: Contractor will identify key weeds present and design a weed management program to target those species.
3. Invasive plants. Refer to [www.bayfriendly.org](http://www.bayfriendly.org) or [www.cal-ipc.org](http://www.cal-ipc.org) for a list of invasive species. Remove all invasive plants not planted intentionally.
4. Controls. Cultural/Mechanical/physical methods will be used as the first choice in weed management.
5. Monitor planting areas frequently to identify and eradicate weeds early in the growth stage prior to their setting seed. Cut or pull weeds using hand operated equipment where possible.
6. Mulches shall be maintained at all times over soil surface that is not covered by vegetation. Sheet mulching, a layered system of non-plastic weed barrier overlain by mulch, can be employed where feasible.
7. Propane-fueled flamers may be used in winter and spring with required permits and approval by the Fire Marshall to kill early-season, non-grass weeds by heating the cells until they burst. The weed quickly wilts and dies.
8. Least toxic herbicides may be employed by Contractor as a last resort. Examples are:
  - Fatty acid potassium salts (herbicidal soaps e.g. Safer's Superfast Weed and Grass Killer® Dr. Bonner's Peppermint Anti-Bacterial Soap; example only, not an endorsement)
  - Acetic and citric acids (e.g. Nature's Glory Weed and Grass Killer RTU®)
  - Clove, citrus, mint and thyme oil (e.g. Matran II®, Xpress®)
  - Corn gluten
  - Low-toxic, low-residual herbicide [e.g. glyphosate (Round-up®), glufosinate-ammonium (Finale®), pelargonic acid (Scythe®)]
9. Restricted herbicides that may not be used because they have been identified as ground water contaminants are (trade names in parentheses):
  - Atrazine (Aatrex)
  - Simazine (Princep)
  - Bromacil (Hyvar, Krovar)
  - Prometon (Pramitol)
  - Bentazon (Basagran)
  - Norflurazon (Solicam, Predict, Zorial)

10. Restricted herbicides that may not be used because they have been identified as a compost contaminant are:

- Picloram
- Clopyralid

#### **G. VERTEBRATE PESTS**

1. Identify key pests that significantly affect plant health and appearance. Accurate identification is critical to appropriate control. Common vertebrate pests are rodents including rats, mice, voles, moles, gophers, deer and rabbits.
2. Controls. Mechanical/physical/cultural methods shall be implemented as a first course of action. Preferred treatments include:
  - Exclusion – Protect plants from damage by grazing animals with fences or cages.
  - Habitat modification – Reduce cover at the site periphery.
  - Application of repellents that are suitable for use in public areas.
  - Traps may be used where mechanical/physical/cultural methods have been insufficient to control moles, voles, gophers, rats and mice.
  - Encouragement of predators – owl boxes.
  - Least toxic rodenticides - last resort in severe infestation.

### **3.6 PLANT GROWTH CONTROL**

#### **A. GOALS**

The goals of plant growth control are to maintain healthy, attractive plants within the planting space allotted with minimal removal and disposal of vegetative growth.

#### **B. PRUNING**

1. Selective pruning. Plants shall be pruned selectively to remove individual stems or branches that extend beyond the natural conformation of the plant to a lateral branch or at the point of attachment. Woody groundcovers shall be selectively pruned to control growth towards pavements rather than edged.
2. Hedging and shearing. Shearing of plants into formal shapes shall be avoided as this destroys the natural form of the plant and generates excessive waste. Plants having adequate space for development shall instead be selectively pruned on an as needed basis. Where plant size must be controlled because of inadequate space for the plant, prune to reduce size by cutting individual branches or stems to interior lateral branches at appropriate locations. Contractor shall notify Agency where hedges could be replaced with size-appropriate plants to eliminate requirement for shearing.
3. Tree Pruning. Tree pruning shall be performed only by trained, experienced personnel. An I.S.A. Certified Arborist or Tree Worker is to be present at all times during pruning.

#### **C. FIRE MANAGEMENT/DEFENSIBLE SPACE**

1. For areas that adjoin open space, manage growth of grasses, shrubs and trees to minimize fire risk. Contractor shall maintain vegetation clearances as required by the Alameda County Fire Marshall. Where recommended clearances would negatively affect plant health or environmental quality, Contractor will contact the Fire Marshall for a field inspection and recommendation.
2. Irrigation and fertilization programs shall be designed to avoid excessive plant growth that would require additional pruning or mowing to manage.

### **3.7 WASTE MANAGEMENT**

#### **A. GOALS**

Bay Friendly landscapes are maintained to minimize producing waste and to use as much of the plant debris generated on-site as is possible and to recycle plant debris and discarded materials to the maximum extent feasible at appropriate recycling centers to avoid adding it to landfill.

#### **B. RETAIN NATURAL LEAF LITTER**

To conserve nutrients on-site and protect the soil surface, Contractor shall retain natural leaf drop and other organic materials in shrub beds. Where leaf litter detracts from landscape appearance due to large leaf size, it is preferable that leaves be chopped and returned to landscape beds. Remove diseased leaves that would

provide inoculum for plant infection. Leaf litter shall not be accumulated in bioswale areas or where it blocks drainage facilities.

**C. DEBRIS REMOVAL AND CLEAN-UP**

Contractor shall keep all landscaped areas and paths free from trash and debris. Debris clean up with brooms and rakes is preferred to blowers. Contractor is encouraged to chip all vegetative materials and wood and use on site as mulch.

**D. RECYCLE WASTE**

Contractor shall separate all plant debris that cannot be reused on site and other discarded materials that are readily recyclable and transport to appropriate recycling facilities. If shrub and tree trimmings or prunings must be removed from site, they must be kept free of other types of debris and transported to a local composting facility or transfer station that offers a separate processing of plant debris for composting.

**SECTION 4: LANDSCAPE SPECIFICATIONS FOR PLANT TYPES AND LANDSCAPE ZONES**

**4.1 GROUND COVER AND SHRUBS**

**A. STANDARDS FOR HEALTH AND APPEARANCE**

Ground covers shall be maintained to sustain an attractive, healthy, normal color for the species, and uniform density with no bare spots. Ground covers shall be kept free of trash and debris.

**B. PROTECT ENVIRONMENTAL RESOURCES**

Ground cover shall be maintained using materials and methods that protect environmental quality and human health, conserve water and energy, minimize waste, and reuse and recycle materials to the extent possible.

**C. EDGING AND MOWING**

1. Ground covers shall be trimmed on a regular basis to maintain pavements and other features clear of vegetation.
2. The edge of woody ground covers (e.g. rosemary, arctostaphylos) shall be maintained by pruning individual branches or stems to interior lateral branches a minimum of 6" and maximum of 12" from the edge of pavement.
3. The edge of herbaceous ground covers (e.g. hypericum) may be maintained using turf edging equipment.
4. When ground covers become excessively woody or develop thatch in excess of 4", the Contractor shall prune the planting severely to rejuvenate it. For most woody ground covers, prune to approximately 6-8" height. Herbaceous ground covers may be mowed at an appropriate height, generally 4-6". This treatment shall only be applied in the late winter/early spring when ET is low and re-growth will occur quickly.
5. Handling of plant debris. Contractor is encouraged to chip all vegetative materials use on site as mulch and/or compost and use as soil amendment. If ground cover prunings must be removed from site, they must be kept free of other types of inorganic debris and transported to a local composting facility or transfer station that offers a separate processing (and often discounts) of plant debris for composting.

**D. MULCHING**

Contractor shall maintain a minimum of 4" of coarse organic mulch at all times over bare soil areas that are not covered by ground cover. Mulch shall be applied so that it is below grade (curb, edging, etc.) by half an inch. Some additional grading preparation and grading of areas adjacent to sidewalks or edging, etc. may be required to keep the finish grade of the mulch at an appropriate level. Mulch materials shall be chipped or shredded plant debris or wood chips from pruning operations. When available, utilize chipped plant prunings generated on-site.

**E. WATER MANAGEMENT**

1. Ground cover shall be irrigated to provide adequate water to maintain an attractive, green, healthy plants, and moderate growth rate during its growing season.
2. The water budget approach to irrigation scheduling shall be used to match ground cover need with water application and avoid over-irrigation.

**F. SOIL AND NUTRITION MANAGEMENT**

1. Contractor shall incorporate composted organic amendments into soil prior to planting annuals or replanting damaged turf or ground cover.

2. Fertilization shall be managed to provide moderate, not excessive, growth, and avoid polluting surface and ground waters.
3. Fertilizer applications are to be made on a prescription basis only when soil and/or plant tissue analyses identify specific deficiencies. For estimating purposes plan to apply 1-2 lbs. of actual nitrogen to ground cover areas in two applications annually.
4. Contractor shall select fertilizers that are released over a period of time, predominately are organic and derived from natural sources, are produced locally, and will not pollute surface and ground water when properly used to provide primary nutrient needs of the ground cover.

**G. PEST MANAGEMENT**

1. Contractor is responsible for monitoring ground cover to identify, assess pest problems and taking action to control pests that affect ground cover health and appearance when pest populations or damage exceed established thresholds.
2. Contractor shall employ integrated pest management procedures
3. Contractor shall select pest controls to provide adequate pest control without harming non-target organisms, or negatively affect air and water quality and public health. Pest management shall rely first on cultural, mechanical, physical, and biological control methods. Chemical controls may be applied only when monitoring indicates that preventative and non-chemical methods are not keeping pests below acceptable levels. When pesticides are required, the least toxic and the least persistent pesticide that will provide adequate pest control will be applied. Pesticides may not be applied on a prescheduled basis.
4. Contractor shall not apply restricted chemicals that may harm water resources.

**4.2 TREES**

**A. STANDARDS FOR HEALTH AND APPEARANCE**

Trees shall be maintained to sustain an attractive, healthy and structurally stable plant that is characteristic for the species.

**B. PROTECT ENVIRONMENTAL RESOURCES**

Trees shall be maintained using materials and methods that protect environmental quality and human health, conserve water and energy, minimize waste, and reuse and recycle materials to the extent possible.

**C. PRUNING**

1. All tree pruning shall be performed only by trained, experienced personnel. An I.S.A. Certified Arborist or Tree Worker is to be present at all times during pruning. Arborist must have a State of California Contractor's License for Tree Service (C61-D49).
2. All pruning shall be in accordance with the Best Management Practices for Pruning (International Society of Arboriculture, 2002) and adhere to the most recent editions of the American National Standard for Tree Care Operations (Z133.1) and Pruning (A300).
3. Young trees shall receive annual pruning for up to five years after planting by personnel trained in pruning to develop tree structure. The purpose of the pruning is to direct the tree into the appropriate form for the species and the site and to develop a strong branch structure. Trees with co-dominant trunks and multiple branch attachments shall be pruned to correct those defects over a period of several years.
4. Trees shall be pruned in the following manner:
  - a. Clear the crown of diseased, crossing, weak and dead branches. Trees shall not be routinely thinned.
  - b. Provide 14' vertical clearance over roads, 10' over walkways.
  - c. Reduce end weight on heavy, horizontal branches.
  - d. Create a strong central trunk with lateral branches spaced vertically and horizontally.
  - e. Interior branches shall not be stripped out.
  - f. No more than 20% of live foliage shall be removed within the trees.
  - g. Trees shall not be climbed with spurs.
  - h. Branch removal or reduction cuts (thinning cuts) are to be employed rather than heading cuts.
  - i. Trees shall not be topped or headed back.
5. Schedule pruning to avoid time of bud break, flowering and leaf drop on live branches, and to avoid peak periods of insect and disease activity for pests to which the tree species is susceptible.

6. Pruning operations shall be conducted in a manner that does not damage surrounding and understory plants and structures.

**D. STAKING**

1. Tree stakes, ties and guys shall be checked regularly to ensure trees are not being damaged. Adjust ties and stake as necessary to prevent girdling and wounding.
2. Tree stakes shall be removed within three to five years of planting. For trees unable to stand alone after two years, Contractor will shorten the stakes and lower the ties to 3-4' height. If after the third year the tree will not stand without a stake, Contractor will inspect to determine cause of instability, and make recommendations to Agency for corrective action.
3. If new ties are needed to secure tree to stake, use ties composed of recycled materials. The tie must be broad, have a smooth surface where it contacts the trunk, and provide some elasticity. Wire covered with hose, tubing or other materials, and covered electrical wire are not acceptable materials.

**E. MULCHING**

Contractor shall maintain a minimum of 4" of coarse organic mulch at all times over bare soil areas surrounding trees taking care not to place mulch against trunks. Mulch shall be applied so that it is below grade (curb, edging, etc.) by half an inch. Mulch materials shall be chipped or shredded plant debris and/or wood chips from pruning operations. When available, utilize chipped landscape prunings generated on-site.

**F. WATER MANAGEMENT**

Trees shall be irrigated to encourage deep root growth and to provide adequate water to maintain an attractive, healthy plants, and a moderate growth rate during their growing season.

**G. SOIL AND NUTRITION MANAGEMENT**

1. Fertilization shall be managed to provide moderate, not excessive, growth, and to avoid polluting surface and ground waters.
2. Fertilizer applications are to be made on a prescription basis only when soil and/or plant tissue analyses identify specific deficiencies. Additional fertilization of mature trees may not be necessary.
3. Contractor shall select fertilizers that are released over a period of time, are predominantly organic and derived from natural sources, are produced locally, and will not pollute surface and ground water when properly used to provide the primary nutrient needs of the tree.

**H. PEST MANAGEMENT**

1. Contractor is responsible for monitoring trees to identify, assess pest problems and taking action to control pests that affect tree health and appearance when pest populations or damage exceed established thresholds.
2. Contractor shall employ integrated pest management procedures.
3. Contractor shall select pest controls to provide adequate pest control without harming non-target organisms, or negatively affect air and water quality and public health. Pest management shall rely first on cultural, mechanical, physical, and biological control methods. Chemical controls may be applied only when monitoring indicates that preventative and non-chemical methods are not keeping pests below acceptable levels. When pesticides are required, the least toxic and the least persistent pesticide that will provide adequate pest control will be applied. Pesticides may not be applied on a prescheduled basis.
4. Contractor may not apply restricted chemicals that may harm water resources.

**4.3 BIOSWALES AND BIORETENTION AREAS**

**A. STANDARDS FOR HEALTH AND APPEARANCE AND FUNCTION**

Bioswales and bioretention areas remove pollutants from the stormwater by filtering runoff slowly through an active layer of soil. They shall be maintained to ensure that flow is not obstructed, erosion is prevented and they continue to be effective without causing flooding or harboring vectors.

**B. PROTECT ENVIRONMENTAL RESOURCES**

Bioswales depend on soils that are biologically active and held together by plant roots. They shall be maintained using materials and methods that support this biological activity, protect environmental quality and human health, conserve water and energy, minimize waste, and reuse and recycle materials to the extent possible.

**C. MONITORING AND INSPECTION**

1. Inspect inlets for channels and exposure of soils and report to the Agency if evidence of erosion is found. Examine rock or other material and report to the Agency if it requires replacement, or soil replenishment.
2. Inspect inlets and slopes for instability, erosion or obstructions. Report indications of problems to Agency.
3. Observe soil at the bottom of the swale for uniform infiltration. Confirm that irrigation is adequate but not excessive. Report water that does not drain within 48 hours of a storm.
4. Confirm that check dams and flow spreaders are in place and level. Report problems to Agency.

**D. SEDIMENT CONTROL**

Clear minor obstructions and inspect for accumulation of sediment. Contractor shall remove accumulated sediment in bioswales by hand and around catch basins and culverts as necessary to maintain adequate flow.

**E. VEGETATION MANAGEMENT**

Examine vegetation to ensure that it is healthy, adequately but not overwatered, and dense enough to provide filtering. Remove debris. Prune large trees and shrubs as per previous Sections. Weeds and invasive plant species shall be controlled. Refer to [www.cal-ipc.org](http://www.cal-ipc.org) for list of invasive species.

**F. MOWING**

Grassy swales shall be mowed or mechanically cut as needed to maintain adequate water flow. For estimating purposes assume 4 mowings per year. Remove no more than 1/3 of the length of the leaf blade. Clippings should be collected and either used elsewhere on-site or transported to a plant debris recycling facility.

**G. MOSQUITO ABATEMENT**

Areas of seasonal water collection that do not drain within 48 hours shall be reported to Agency.

**4.4 HARDSCAPE****A. DEBRIS REMOVAL AND CLEAN-UP**

Contractor shall keep pathways, medians and landscaped areas free from trash and debris.

**B. SURFACE CLEANING**

Contractor will clean hard surfaces as needed to remove accumulation of sediment, dirt, or other materials that distracts from the visual impact of the area or creates a safety hazard.

**C. ROOT INTERFERENCE**

Potential root damage to hardscapes shall be reported to Agency. Corrective action will be determined and directed as an extra service.

- D. Where possible, use dry cleaning methods (such as the use of absorbing materials for oils and sweeping) over wet. Minimize use of any soaps or solvents. Where water is used, direct wash water into the landscape instead of a storm drain.

**SECTION 5: DEFINITIONS**

**Antimicrobial agent** – Any substance or mixture of substances intended for inhibiting the growth of or destroying any bacteria, fungi pathogenic to human and other animals, or viruses declared to be pests under Section 12754.5 of the California Food and Agricultural Code, except slime control agents. Antimicrobial agents include, but are not limited to, disinfectants, sanitizers, bacteriostats, sterilizers, fungicides and fungistats.

**Biodiesel** – A fuel produced through a process in which organically-derived oils such as soybean or vegetable oil are combined with alcohol.

**Bioswale** - Channel constructed to improve the water quality of runoff, usually while also conveying it, through filtering by vegetation and other mechanisms that capture and hold water pollutants.

**Blanket** – Mat of organic, biodegradable materials such as coir fibers, straw or curled wood fiber, on or between photodegradable polypropylene or degradable natural fiber netting. The blanket is placed on the soil surface to protect from surface erosion.

**CIMIS** – California Irrigation Management Information System <http://www.cimis.water.ca.gov/>

**Compost Berm** – An erosion control device composed of linear mounds of compost placed along a slope to slow water movement and retain sediment.

**Evapotranspiration (ET)** – The combined loss of water from a given area, and during a specified period of time, by evaporation from the soil surface and by transpiration from plants.

**Grasscycling** – A turf management technique in which turf is mown frequently and clippings are left on the turf to return nutrients to the soil, thereby reducing fertilizer requirements by as much as 50%.

**Hardscape** – The hard-surface components of the landscape such as sidewalks, pavements, non-living features.

**Hydrozone** – A portion of a landscaped area having plants with similar water needs that are served by one irrigation valve or set of valves with the same schedule.

**I.S.A** – International Society of Arboriculture ([www.isa-arbor.com](http://www.isa-arbor.com)).

**Integrated Pest Management (IPM)** – IPM is a holistic approach to managing insects, plant disease, weeds and other pests so that their populations do not exceed a tolerable level by fostering an environment favorable for plants and other beneficial organisms and unfavorable for pests. If pest problems arise a variety of control techniques are considered, with least toxic pesticides being applied as a last resort.

**Pesticide** – As defined in Section 12753 of the California Food and Agricultural Code, a pesticide includes any of the following: (a) Any spray adjuvant; (b) Any substance, or mixture of substances which is intended to be used for defoliating plants, regulating plant growth, or for preventing, destroying, repelling, or mitigating any pest, which may infest or be detrimental to vegetation, man, animals, or households, or be present in any agricultural or nonagricultural environment whatsoever. Antimicrobial agents are excluded from the definition of pesticide.

**Toxicity Category I Pesticide Product** - means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

**Toxicity Category II Pesticide Product** - means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

**Sheet Mulching** - A layered system of non-plastic weed barrier (e.g. recycled cardboard, newspaper) overlain by mulch that is used for soil improvement and weed control.

**Sock, Tube or Wattle** – Sleeve filled with mulch, straw, or other organic, biodegradable material to create long tube placed along a slope to slow water movement and retain sediment.