

## Addendum 1: Corrections

- On page 4, the deadline to receive proposals is mistakenly identified as April 4<sup>th</sup>, 2024 at 4:00 PM. **The CORRECT deadline for submission of proposals is April 3<sup>rd</sup>, 2024 at 4:00 PM.**

## Addendum 2: FAQ

**Can you confirm that if a service is NOT INDICATED at a specific location on Attachment B – List of Landscape Maintenance Sites that it should not be included in the annual total?**

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*That is correct, except for changes to Scope of Service that are mentioned in Addendum 3: Scope of Service.*

*As a point of additional clarification, contractors have the freedom in their proposal to NOT propose a fee for any of the specified services that they do not wish to provide.*

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**How many mains & how many zones for the 3 irrigation sites (Town Green, Lake Avondale, Willis Park)?**

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*The Town Green has 24 zones and one (1) 2” irrigation main located on the Lake Street side of the park.*

*At Willis Park and Lake Avondale, the number is currently unknown. These irrigation systems haven’t been used in some time and it’s unknown what might be needed to reactivate them. You may choose to leave them out of your proposal, and note that you have done so in your bidder comments.*

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**Are you looking for turf fertilization? What areas are receiving turf chemical applications currently? Does the City want to add additional sites for turf chemical applications?**

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*No, we have a preexisting relationship with a turf care contractor and are not looking to make a change at this time.*

*We have turf care programs for City Hall, Willis Park, Lake Avondale and the Town Green.*

*We are not interested in additional turf care programs for any other properties.*

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**Should we price a fertilization program of any kind?**

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*Beds, trees and groundcover shall receive prescription fertilization. For proposal purposes, the maximum annual number of applications is two (2) times per year for trees, woody shrubs, groundcover and perennials.*

*These are the 3 sites with beds or groundcover areas requiring fertilization programs: Town Green, Carl's Corner & Willis Park.*

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**Please clarify the 6 sites you would like pre-emergent applied to beds?**

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*This has been amended to a list of 5 sites:*

*Willis Park, Town Green, N Avondale Streetscapes, Carl's Corner and City Hall.*

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**Could you define "leaf circles"?**

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*It is our intention to "leave the leaves" under select canopy trees in select public spaces. At the contract outset the City representative will use white marking paint to delineate size and shape of these circles and ask the contractor to allow leaf litter to collect inside these leaf circles and maintain them to a reasonably uniform appearance.*

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**How are bids scored? Is there a committee?**

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*The Greenspace Manager, the Public Works Director and the City Manager will form the scoring committee. As a reminder, this is an RFP not a bid and thus scoring can be a little more subjective.*

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**Why is your pine straw schedule so close together? Can you confirm that you want 3 applications per year?**

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*The pine straw schedule is 3 applications per year.*

*The contractor will have the discretion to suggest an alternate pine straw schedule. If this is the case, please clarify it in your bidder comments.*

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**Can you confirm that 50% of pine straw will be removed prior to any new pine straw application?**

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*Yes, this is to prevent an overly mounded look. While pine straw does disperse and decompose in-between applications, after several years of applications it will accumulate to an unacceptable degree.*

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**What is the bale count for each pine straw property?**

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*Town Green: 400 bales*

*City Hall: 150 bales*

*Carl's corner: 55 bales*

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**Do you expect 50-52 visits per year?**

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*We understand that in the landscaping business work is slower and fewer staff will be available during the winter holidays, so 50-52 visits is not mandatory. We do expect at least 45 visits a year and regular 'policing' of dormant properties, as well as winter pruning as needed.*

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**Is the abelia hedge maintained at all throughout the year?**

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*No, it is hand pruned only once a year to reduce it 1/3 in size and allowed to grow the rest of the year. We currently handle this pruning via a special annual Public Works/volunteer project, and it is your choice whether to offer a proposal for it. The hedge consists of 257 individual plants at last count.*

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**Are park trash cans emptied by the City?**

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*Yes, City sanitation staff will continue to empty park trash cans on a routine basis. When the contractor is policing parks for litter pickup, they may use any of these public trash cans for disposal of litter.*

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**Is Lake Avondale maintained right up to the water line?**

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*Yes, and special care must be taken not to allow excess grass clippings and leaves to collect in the water. Some of the plant material maintenance at Lake Avondale will necessitate entering the water very near the shore, but a boat will not be necessary.*

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**Is herbicide used near Lake Avondale?**

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*It is used as needed for turf care by our turf care contractor.*

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**Is crape myrtle trimming required?**

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*No, crape myrtles will be treated the same as other trees and can be pruned occasionally for clearance or broken branch removal. Topping of public trees is prohibited by City ordinance.*

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**What is the standard of debris removal expected, especially during leaf season?**

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*Hardscapes, sidewalks and curbs must have a clean appearance. Some leaves can remain in select parks and plazas and the Contractor will work with the City representative to establish areas to consistently “leave the leaves.” In most cases pine cones and gumballs may stay in non-hardscaped areas. Limbs and branches must be collected and removed from sites on a reasonable basis.*

*The contractor shall bring all yard waste into the verge or other agreed upon ‘drop areas’ for collection by City yard waste staff.*

*You may choose to offer a proposal for collection & disposal of yard waste produced by landscape maintenance activities so that the City may compare the added cost vs the value of freeing up Public Works staff for other activities.*

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**Is there a timing preference for servicing any of these sites, be it day of week or time of day?**

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*Town Green: Events are often held here on weekends and major holidays so that must be taken into consideration.*

*The Line: Rush hour traffic on N. Avondale Rd typically abates by mid-morning.*

*Willis Park: Advise avoiding first thing in the morning or mid afternoon due to adjacent school traffic.*

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**Who is the point of contact throughout the rest of the process?**

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*Adrian Langston, Greenspace Manager.*

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**Can a landscaping plan for the Town Green be made available?**

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*Yes, this will be posted online as an addendum.*

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**Can a landscaping plan for the new Lake Avondale raingardens be made available?**

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*Yes, this will be posted online as an addendum.*

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**How should the irrigation troubleshooting and repairs be bid?**

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*Repairs not deemed minor shall be billed to the City as additional work. The Contractor shall make minor repairs at their own expense. Repairs over \$250.00 shall require the approval of the City representative before work may begin. For additional information on minor repairs, see Addendum 3: Scope of Services.*

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**Who shall be used to perform irrigation monitoring and reporting?**

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*The Contractor shall have the discretion to select a sufficiently qualified employee or subcontractor who is responsible for the monitoring and reporting.*

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**Shall reporting be accomplished via a formal report or can visual inspections be performed and information passed to the City representative as needed?**

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*The Contractor shall have the discretion to use a formal inspection report or pass along information as needed, but all reporting shall be done in writing.*

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**How will the construction in Town Green affect pricing?**

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*The development under construction in the Town Green (“The Dale”) will not be a landscape maintenance site. Everything pertaining to maintenance at the Town Green is currently (as of this writing, March 13, 2024) visible outside the construction fencing.*

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**Is rejuvenation pruning expected for any sites other than the special Abelia hedge project?**

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*Yes, winter pruning is considered a routine expectation and is site and species specific. This pruning will set the benchmark for hedge trimming during the growing season.*

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**How often will the City want quality control walks?**

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*The RFP specifies quarterly walks for each property.*

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**Does the City do its own flower beds?**

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*The City plans to continue planting & maintaining its own annual beds. It is a requirement that the contractor be able to make recommendations on converting these to perennial beds, which the contractor would subsequently assume maintenance of.*

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**How often should the grass be cut?**

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*The contractor will have some discretion in this area to apply their expertise and determine mowing heights and frequencies.*

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**Will Lanier Gardens maintenance include the center median island?**

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*No, only the area on the east side of Arcadia Ave is to be maintained.*

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## Addendum 3: New or revised Scope of Services

- **Pine Straw**: Lake Avondale has been removed from the list of Pine Straw properties.
- **Leaf Circles**: Lake Avondale has been added to the list of Leaf Circle properties.
- **Pre-emergent sites**: This is now a list of 5 sites: Willis Park, Town Green, N Avondale Streetscapes, Carl's Corner and City Hall. Lake Avondale has been removed.
- **Post-emergent chemicals**: Post-emergence chemicals shall not be used on a scheduled or routine basis, and when their use is approved by City representative preference will be given to least-toxic herbicides.
- **Fertilization**: Fertilization will be performed on a prescription basis for trees, woody shrubs, ground cover and perennials. The maximum number of annual applications is two (2) times per year.
- **Fertilization sites (beds and/or groundcover)**: Town Green, Carl's Corner & Willis Park.
- **Ground Cover**: Ground cover will now be fertilized on a prescription basis instead of a pre-determined 3x annual schedule.
- **Integrated Pest Management**:
  - Integrated pest management (IPM) procedures shall be followed.
  - IPM procedures dictate that cultural, mechanical, physical and biological controls are the first resort and that pesticides are not to be applied in landscapes on a prescheduled basis. When pesticides are applied, they will be targeted locations for targeted species, and preference shall be given to least-toxic pesticides to minimize overall use of chemicals applied in the public realm.
  - New plants will be selected for their resistance to pests, sited in the correct growing environment for the plant type, and only healthy plants will be added to the landscape.
- **Irrigation**:
  - The Contractor is responsible for the complete operation and maintenance of the irrigation systems.
  - The Contractor shall monitor and adjust watering times as needed to ensure that no overwatering occurs and runoff is minimized.
  - The Contractor shall observe the irrigation system in operation to identify and correct water runoff or standing water problems.
  - Irrigation is to be coordinated with other maintenance activities including mowing. For example irrigation should not be set to turn on the night before a scheduled mowing, but instead should follow it.
  - The Contractor shall check the entire irrigation system including each zone for items such as dry spots and missing or malfunctioning irrigation components. Check for leaking valves, water running across sidewalks, over spray, water standing in

puddles, or any other condition which hampers the correct operation of the system or the public safety. The contractor shall carefully observe plant materials for signs of wilting, indicating a lack of water. Plants which die due to irrigation failure will be considered to have died due to the Contractor's negligence and shall be replaced at the Contractor's expense.

- The Contractor must be able to repair and maintain all irrigation equipment including but not limited to valves, controllers, pipelines, low voltage electrical lines, etc., in a timely manner. Repair costs for repairs not deemed minor shall be approved by the City representative. All repairs over \$250.00 require approval from the City representative before physical work can begin. The City representative must be contacted immediately for actions resulting from an emergency that could result in severe damage.
- Regardless of the cause of the damage or whether repairs are considered minor, the Contractor shall take immediate action to prevent further damage by shutting off the damaged part of the irrigation system until repairs are completed.
- All malfunctioning equipment shall be repaired prior to the next scheduled irrigation.
- The following minor repairs will be made at the Contractor's expense:
  - Damaged or clogged sprinkler nozzles.
  - Adjustment of sprinkler patterns or arcs for efficient and complete watering coverage.
  - Adjustment of sprinkler position, ie. Raise, lower, or straighten sprinkler head.
  - Replacement of clogged, broken, or missing drip emitters.
  - Replacement or repositioning of drip distribution tubing smaller than ½ inch or 15 mm diameter.
- Twice a year, at a minimum, the Contractor shall:
  - Ensure all flush valve/cap locations are visible
  - Ensure valve boxes are visible and can be opened
  - Inspect valves, filters and pressure regulators for damage or leaks; check wire splices
  - Clean valve boxes of dirt and debris
  - Flush filters: a hose can be attached to the flush cap to keep water out of the valve box
  - Inspect and clean filters; replace damaged or torn filters
  - Flush laterals
  - Ensure plants have adequate numbers of drip emitters for their size
  - Test backflow preventers
- Winterization will be performed to ensure system will not operate in cold weather and to help alleviate damage to system by freezing. The winterization includes shutting off water main, turning off clocks and/or power if applicable, opening all

valves and down draining the system. The City representative will be notified within a week of completed winterization.

- Spring turn-ons will be performed to determine any problems and make the system operational. Any repairs needed will be brought to the attention of the City representative and performed upon approval.
- All reporting on irrigation, routine, minor or otherwise, will be sent to the City representative in writing.