COUNTY OF ALAMEDA

ADDENDUM No. 1

to

RFQ No. 901966

### for

**Landscape Maintenance Lewelling Boulevard,**

**Specification Clarification/Modification**

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| **This RFQ Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFQ Addendum will also be posted on the GSA Contracting Opportunities website located at** [**http://www.acgov.org/gsa/purchasing/bid\_content/ContractOpportunities.jsp**](http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp)**.** |

**\*\*REVISED CALENDAR OF EVENTS\*\***

Alameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

**The following Sections have been modified or revised as shown below.** Changes made to the original RFP document are in **bold** print and highlighted, and deletions made have a ~~strike through~~.

# CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 901966

Landscape Maintenance Lewelling Boulevard, San Lorenzo

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| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **December 14, 2020** |
| **Written Questions Due** | **January 6, 2021 by 5:00 p.m.**  |
| **Mandatory Online Bidders Conference - All questions shall be presented during the Bidders Conference.** | **Please print Exhibit D Mandatory Site Inspection Sheet; visit the area listed on page 5 of this RFQ (Section B. SCOPE/BACKGROUND); verify that your company can perform the tasks listed by signing the Mandatory Site Inspection Sheet and email to Paul Biondi,** **paul.biondi@acgov.org****, before 5:00 p.m. on January 6, 2021 in order to bid on this RFQ.****January 6, 2021 @ 9:00 a.m.****Microsoft Teams meeting** **Join on your computer or mobile app** [Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_M2JlNWUyZDMtZWQwYS00MzhkLTgxNDUtYWMxY2EwMjI2NGIx%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22e9a7886e-81de-4065-9ba7-303fb14bf5bc%22%7d) **Or call in (audio only)** +1 415-915-3950, 106518519# Phone Conference ID: 106 518 519#  |
| **List of Attendees** | **January 8, 2021** |
| **Q&A Issued** | **January 20, 2021** |
| **Addendum No. 1 Issued** | **~~January 20, 2021~~ December 24, 2020** |
| **Addendum No. 2 Issued** | **January 20, 2021** |
| **Response Due**  | **February 3, 2021 by 2:00 p.m.** |
| **Evaluation Period** | **February 3 - February 26, 2021** |
| **Notice of Intent to Award Issued** | **March 3, 2021** |
| **Board Consideration Award Date** | **March 23, 2021** |
| **Contract Start Date** | **June 1, 2021** |

**Pages 5 and 6 of the RFQ, Section B. (SCOPE/BACKGROUND), have been revised as follows:**

B. SCOPE/BACKGROUND

The contractor awarded this contract will be responsible for the **weekly** maintenance of the landscaping as required and specified in this Request for Quotation (RFQ). The contractor will notify the County of any problems, damages, vandalism, etc. throughout each project site.

 The project area limits are along Lewelling Blvd from Hesperian Blvd to Meekland Ave, including roadway medians, tree planters, etc.

 **Below are the required services and activities, refer to Exhibit B for details and frequency required.**

1. The services required include**, but are not limited to:**
	1. Maintenance of plants**,** ~~(~~pruning, trimming, fertilizing ~~as needed)~~, **debris removal, etc.**
	2. Street trees -~~(trimming as required 7 feet over sidewalk, 14 feet over roadway~~ **pruning, trimming, maintenance clearance, stakes & ties, etc.**
	3. Tree wells - ~~(keep all weeds and debris clear from tree grates)~~ **weed and debris removal, inspect and adjust grates and guards, etc.**
	4. Shrubs **-** ~~(~~keep pruned, **edged**, ~~and~~ free of trash **and** debris~~)~~**, etc.**
	5. Groundcovers **-** ~~(~~keep **trimmed and** free of weeds, trash, and debris~~)~~**,** **etc.**
	6. Irrigation systems ~~(inspect irrigation system regularly and repair as needed from April through November).~~ **- inspect** **components, check for leaks or runoff, remove debris, adjust system run times, repairs or temporary shut off, etc.**
	7. ~~Adjusting~~ ~~t~~**T**ree grates around trees ~~(trim tree grate around trees for tree growth as needed).~~ **-** **inspect and adjust for growth, report damage or defects, etc.**
2. The following are required activities:
	1. Weed removal,
	2. Dead plant removal,
	3. Trash/debris removal,
	4. Recycling/composting of various waste,
	5. Irrigation system adjustment, repair and inspection,
	6. Tree trimming, and
	7. Shrub and groundcover trimming.
	8. Replenish mulch annually~~.~~**,** **and when minimum depth or area requires**

**Page 8 of the RFQ, Section D. (SPECIFIC REQUIREMENTS), items 16-20 are revised as follows:**

**16. Contractor shall ensure all mulch that is land applied shall meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in Section 17852(a)(24.5)(A)(1) through (3) of Division 7 of Title 14 of the CCR.**

1. **17.** Hours and Days of Maintenance Services
2. 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.
3. During the specified basic hours and days of work, Contractor shall respond to all emergencies and be onsite within two (2) hours of County notification to provide shutoff of irrigation systems, cleanup of debris, etc. to make the area safe.
4. **18**. Contractor Staff
5. Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein.
6. Contractor shall require each of their employees to adhere to basic public work standards of working attire. These standards are uniforms, proper shoes and other gear required by California state safety regulations, and proper wearing of clothing. Shirts shall be worn at all times.
7. **19**. Permits, Licenses, Certifications and Credentials
8. Contractor shall have a valid California contractor’s license and any specialty license for the work to be performed.
9. Contractor shall have a Certified Arborist on staff, or immediate access to a Certified Arborist, for purposes of evaluating the health of trees to make recommendations as to whether a tree should be pruned, removed or preserved and to instruct Contractor’s staff as required.
10. Contractor 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.
11. Contractor shall assign at least one employee who has experience or training in Integrated Pest Management (IPM) techniques.
12. It is preferred that the contractor shall assign at least one employee who has successfully completed the Pollution Prevention Training & Certification Program for Surface Cleaners issued by the Bay Area Storm Water Management Agencies Association (BASMAA).
13. Contractor shall assign at least one employee possessing a California State Chemical Applicator’s License for the control of weeds, plant diseases and other pests.
14. Contractor shall assign at least one employee that is a Certified Irrigation Contractor (Irrigation Association), or immediate access to one for purposes of proper irrigation control.
15. **20.** Please see additional safety and maintenance requirements in Exhibit B of this RFQ.

**Page 10 of the RFQ, Section E. (DELIVERABLES/REPORTS), item 4.c. is revised and 4.c. is now 4.d. as follows:**

1. **Quantity and description of the source (e.g. County location or supplier name) of all mulch used.**
2. **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.**

**Exhibit B has been revised. Please see next page for the Revised Exhibit B.**

**REVISED Exhibit B**

**Safety and Task Summary**

**Safety and General Practices**

1. Comply with federal, state, local, and regulatory standards, ordinances, rules, policies and laws for all performed activities.
2. Complete all work in a professional, workman like manner, with compliant equipment and materials.
3. Do not work or perform any operations that may destroy or damage landscaped areas.
4. Utilize accepted standards for safety and safely maintain and manage equipment and materials.
5. Properly train all personnel, and wear and use Personal Protective Equipment required by OSHA or other regulatory agencies.
6. Use warning signs, traffic cones, flashing lights, etc., at each work site and all traffic control activities and equipment shall conform to MUTCD.
7. Note any hazards found in the service area landscape and notify Supervisor immediately of any unsafe condition that requires repair.
8. Work shall be performed in such a manner to limit unnecessary vehicle or equipment idling.
9. Install directional signs, lights, flaggers, etc. to warn the public of any dangerous conditions and provide direction.
10. Handle all materials and equipment in accordance with the instructions of the applicable manufacturer, fabricator, supplier, or distributor.
11. Take a digital photograph(s) of site at each maintenance visit, note problem areas.
12. Record field notes on Maintenance Checklist.

**Weeding and Trash Removal**

1. Pick up litter and landscape debris (including downed tree branches).
2. Remove weeds at curbs and sidewalks and median planter islands.
3. Fill holes in landscape areas.
4. Sweep/blow pavement for storm water quality maintenance and to maintain a neat and clean appearance.
5. Remove all cutting and waste materials to an off-site disposal facility.

**Trees**

1. Prune trees (to maintain optimum health of the plants and to correct branching structure).
2. Remove dead branches and branches overhanging pavement or to improve line of sight.
3. Inspect and replace dead/diseased plant material. Test soils if necessary for health issues.
4. Maintain 14’ clearance for branches overhanging beyond curb line into the paved section of streets and 7' overhanging sidewalks and pedestrian areas.
5. 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 if support is no longer needed.

**Shrubs and Groundcover**

1. Trim shrubs and groundcovers to remove dead material; edge material overhanging curbs.
2. Trim grass species to regenerate growth and avoid overhanging curbs.
3. Inspect and replace dead/diseased plant material. Test soils if necessary for health issues.

**Irrigation**

1. Inspect irrigation components: controllers, valves, lines, bubblers
2. Check areas for irrigation leaks, excessive runoff or erosion
3. Irrigation maintenance including, but not limited to, removal of debris from sprinklers (pop-ups), diaphragms in valves, etc.
4. Adjust sprinkler heads during irrigation to direct water to plants, shrubs, and trees.
5. Adjust controller systems run times for seasons and changes for weather conditions
6. Provide photos of needed repairs to ACPWA Supervisor. If authorization given to make repairs, provide photos of completed work.

**Pest Management**

1. Inspect for disease and insect infestations.
2. Inspect for damage by burrowing animals.
3. Control weeds with hand or mechanical tools.
4. Use IPM for least toxic methods to control pests.

**Mulch**

1. Replace mulch annually, or when bare ground occurs over 40% of area.
2. Maintain mulch minimum 4 inches deep in all landscape areas.

**Public Art**

1. Inform County of any damage or vandalism to Bronze Plaques or hardscape.

**Furnishings**

1. Inform County of any damage or vandalism to Pre Cast Concrete Benches.
2. Inspect and adjust Tree Grate as needed for growth.
3. Inspect and adjust Tree Guard as needed for growth.
4. Inform County of any damage or vandalism to Retaining Wall with Railing.

**Maintenance Frequencies**

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| **TASK** | **FREQUENCY** |
|  **1: Safety and general Practices** |
| **A** | Comply with laws | AT EACH VISIT |
| **B** | Complete work in a professional, workman like manner | AT EACH VISIT |
| **C** | Do not destroy or damage landscaped areas | AT EACH VISIT |
| **D** | Utilize accepted standards for safety  | AT EACH VISIT |
| **E** | Train –wear- use Personal Protective Equipment | AT EACH VISIT |
| **F** | Use warning signs, traffic cones, lights at work site | WHEN WORKING IN TRAFFIC |
| **G** | Note any hazards and notify Supervisor | AS NEEDED |
| **H** | Limit unnecessary vehicle or equipment idling | AS NEEDED |
| **I** | Install signs, flaggers to warn public of danger | WHEN WORKING IN TRAFFIC |
| **J** | Handle materials/equipment in accord with manuf. | AT EACH VISIT |
| **K** | Proceed with caution to avoid damaging any utilities | AT EACH VISIT |
| **L** | Take a photograph of vandalism or needed irrigation repairs  | AT EACH VISIT |
| **M** | Record field notes on Maintenance Checklist | AT EACH VISIT |

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| **2: Weeding and Trash Removal** |
| **A** | Pick up litter and debris (including branches) | AT EACH **WEEKLY** VISIT |
| **B** | Remove weeds at curbs and sidewalks and medians | AT EACH **WEEKLY** VISIT |
| **C** | Fill holes in landscape areas | AS NEEDED |
| **D** | Sweep/blow pavement for storm water quality and to maintain a neat and clean appearance | AT EACH **WEEKLY** VISIT |
| **E** | Remove all cutting and waste materials off-site | AT EACH **WEEKLY** VISIT |

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|  **3: Trees** |
| **A** | Prune trees (to maintain optimum health of the plants and to correct branching structure) | ONCE A YEAR OR AS NEEDED |
| **B** | Remove dead branches and branches overhanging pavement or to improve line of sight | EVERY 2 – 3 MONTH OR AS NEEDED |
| **C** | Inspect and replace dead/diseased plant material. Test soils if necessary for health issues | EVERY 2 – 3 MONTH OR AS NEEDED |
| **D** | Maintain 14’ clearance for branches at curb line and 7' clearance for branches overhanging sidewalks. | EVERY 2 – 3 MONTH OR AS NEEDED |
| **E** | Stake /replace broken stakes and ties. Remove Tree Stakes as needed. | EVERY 2 – 3 MONTH OR AS NEEDED |

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| **4: Shrubs and Groundcover** |
| **A** | Trim shrubs and groundcovers to remove deadmaterial; edge material overhanging curbs  | EVERY 2 – 3 MONTH OR AS NEEDED |
| **B** | Trim grass species to regenerate growth and avoid overhanging curbs  | EVERY 2 – 3 MONTH OR AS NEEDED |
| **C** | Inspect and replace dead/diseased plant material. Test soils if necessary for health issues | EVERY 2 – 3 MONTH OR AS NEEDED |

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| **5: Irrigation** |
| **A** | Inspect irrigation components: controllers, valves, lines, bubblers | ~~AT EACH VISIT,~~ 2X / MONTH (APR. – ~~Sept.~~**OCT.**) OR AS NEEDED |
| **B** | Check areas for irrigation leaks, excessive runoff or erosion | AT EACH **WEEKLY** VISIT (APR. – ~~Sept.~~ **OCT.**) OR AS NEEDED |
| **C** | Irrigation maintenance including, but not limited to, removal of debris from sprinklers (pop-ups), diaphragms in valves, etc.  | ~~AT EACH VISIT,~~2X / MONTH (APR. – ~~Sept.~~**OCT.**) OR AS NEEDED |
| **D** | Clean and adjust sprinkler heads to provide water to plants, shrubs & tress | AT EACH **WEEKLY** VISIT~~, 2X / MONTH~~ (APR. – ~~Sept~~ **OCT**) OR AS NEEDED |
| **E** | Adjust system run times for season and weatherconditions | ~~AT EACH VISIT,~~ 2X / MONTH (APR. – ~~Sept~~ **OCT**) OR AS NEEDED |
| **F** | Repair or temporarily shut off all leaking or defective Valves until they are fixed | AT EACH **WEEKLY** VISIT~~, 2X / MONTH~~ (APR. – ~~Sept~~ **OCT**) OR AS NEEDED |
| **G** | Hand water and bleed valves (during emergencies when system is not functioning) | AT EACH **WEEKLY** VISIT~~, 2X / MONTH~~ (APR. – ~~Sept~~  **OCT**) OR AS NEEDED |

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| **6: Pest Management** |
| **A** | Inspect for disease and insect infestations | MONTHLY OR AS NEEDED |
| **B** | Inspect for damage by burrowing animals | MONTHLY OR AS NEEDED |
| **C** | Control weeds with hand or mechanical tools, before annuals set seed. Remove weeds from site. | MONTHLY OR AS NEEDED |
| **D** | Use IPM for least toxic methods to control pests | MONTHLY OR AS NEEDED |

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| **7: Mulch and Other Materials** |
| **A** | Replace mulch annually, or when bare ground occurs over 40% of area | ~~AS NEEDED~~ **ANNUALLY** |
| **B** | **Replenish mulch when bare ground occurs over 40% of the area mulch is located.** | **AS NEEDED** |
| **C** | **Maintain mulch minimum 4 inches deep in all landscape areas** | **AS NEEDED** |

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| **8: Public Art** |
| **A** | Inspect Bronze Plaques | AT EACH **WEEKLY** VISIT |

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| **9: Furnishings** |
| **A** | Inform County of any damage to Pre Cast Concrete Bench | AT EACH **WEEKLY** VISIT |
| **B** | Inspect and adjust Tree **GRATE** for growth | AT EACH **WEEKLY** VISIT |
| **C** | Inspect and adjust Tree **GUARD** for growth | AT EACH **WEEKLY** VISIT |
| **D** | Inform County of any damage to Retaining Wall | AT EACH **WEEKLY** VISIT |