



## Item No. 2 Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**VIA: ROBERT OVADIA, PUBLIC WORKS DIRECTOR**

**DATE: JANUARY 12, 2022**

**SUBJECT: AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR  
LANDSCAPE MAINTENANCE SERVICES**

#### **RECOMMENDATION**

Authorize staff to release a request for proposal for landscape maintenance services for Holbrook-Palmer Park and Town's Civic Center.

#### **BACKGROUND**

In July 2011, after a competitive procurement process, the City Council selected MCE Corporation to provide public works maintenance and management services for the Town of Atherton. These services included complete maintenance and operations of the Town's streets, park facilities, drainage, Town facilities, library, tennis, and special event support, previously performed by Town staff.

The Town is nearing completion of its Town Center Project which significantly adds to the Town's landscape maintenance area and changes the type and level of landscape maintenance services required. Specifically, the Town Center encompasses a site of approximately 5 acres with significant landscape maintenance areas including bioretention and treatment areas, additional groundcover, shrubs and trees, as well as associated irrigation, mulching, and weed control.

At its meeting on October 6, 2021, the City Council considered various options regarding the additional landscaping services needs for the Town and directed staff to prepare a request for proposals that included both the Town Center and Holbrook-Palmer Park.

#### **ANALYSIS**

As noted above, the completion of the Town Center project will significantly add to the landscape facility maintenance responsibilities of the Town. The attached RFP seeks to find a landscape maintenance firm with demonstrated experience in landscape and grounds maintenance including experience in maintaining bio-retention systems and in working with various irrigation systems.

The landscape maintenance contractor's responsibilities will include regular maintenance of the Civic Center grounds and landscaping, Holbrook-Palmer Park grounds and landscaping, as well as landscape maintenance of the Gilmore House at Holbrook-Palmer Park. The RFP includes language regarding SB1383 compliance (purchasing and recordkeeping) as well as the use of battery-operated leaf blowers to the maximum extent practicable. The RFP also advises that the Town has discontinued the use of Glyphosate.

Key maintenance elements include:

- Turf
- Trees/shrubs
- Groundcover/shrub beds
- Weed/Pest Control and mulching
- Litter control
- Irrigation systems
- Bioretention facilities
- Pervious pavement
- Water features

### **POLICY FOCUS**

The Town has contracted for landscape maintenance services since 2011. The policy focus should be on the desire to continue contracting for landscape maintenance services.

### **FISCAL IMPACT**

There are no fiscal impacts related to the release of the RFP. The cost of the anticipated service is unknown at this time and would be funded through the General Fund Operating Budget and Library Fund.

### **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal A – Maintain Fiscal Responsibility
- Goal B – Preserve Small Town Character and Quality of Life
- Goal C – Create and Expand the Town Center/Library
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash

publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_\_ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)



## **TOWN OF ATHERTON**

### **Request for Proposals**

**for**

### **Public Works Landscape Maintenance Services**



**Proposals Due by 2:00 pm on Thursday, February 17, 2022**

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## A. OVERVIEW

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The Town of Atherton (“Town”) invites jurisdictions and qualified organizations to submit proposals for comprehensive landscape maintenance services of Public Works facilities for the Town of Atherton, including its new Town Center Complex, Holbrook-Palmer Park and other facilities. Proposals from both public agencies and private companies are encouraged.

## B. BACKGROUND

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The Town, incorporated in 1923, is a small, semi-rural, residential community, with approximately 7,000 residents. The Town encompasses approximately 6 square miles and extends from slightly west of the Bayshore Freeway (US 101) up to I-280 and is approximately 4.5 miles long and 1.5 miles wide. Its municipal neighbors include Menlo Park to the south, Woodside to the west and Redwood City to the north.

The Town is in the process of completing its new Town Center Complex, including its new Administration/Police Department Building, Library, associated grounds and amenities, and comprise approximately 5 acres. The Town also operates and maintains Holbrook-Palmer Park (“Park”) which comprises approximately 22 acres.

The completion of the new Town Center Complex increases maintained landscaping and grounds by over 20 percent and adds specialty landscaping and site maintenance needs. Therefore, the Town is seeking the services of a jurisdiction, qualified landscape or grounds maintenance contracting firm which specializes in providing these types of landscape and grounds maintenance; emergency repair; non-emergency routine preventative maintenance; scheduled repairs; new landscaping; equipment maintenance/upgrade and installation work; as well as ad hoc landscaping work billed on a time and materials basis.

The Town is requesting the services of a local municipality or landscape contracting firm (Contractor) which specializes in providing landscape maintenance; emergency repair; non-emergency routine preventative maintenance as well as scheduled repairs; new equipment upgrade and installation work; and ad hoc landscaping work billed on a time and materials basis.

The Contractor will be required to have qualified staff that have demonstrated experience with landscaping work. The contractor’s assigned personnel should also have the ability to troubleshoot and diagnose problems with all of the Town’s irrigations operation systems and bio-retention systems. The irrigation system at the Park currently needs to be inspected and upgraded. Contractor will be responsible for maintenance of the current system and providing the Town with an evaluation of necessary upgrades to the system.

The total amount of work available will be a function of routine preventative maintenance plus the amount of work that is required due to normal “wear and tear,” damage, vandalism, and other factors that may result in the need for emergency response maintenance services. The Town expects contract staff to be regularly assigned to the Town as necessary to provide preventative maintenance, and to respond to unscheduled/emergency work (“Extra Work”) after regular

working hours (7:30 AM to 4:00 PM, Monday through Friday).

The selected firm/contractor will report to the Public Works Department to implement the “work plan” and budget guidelines agreed to in the negotiated and adopted contract. Please note that this Request for Proposals cannot identify each specific, individual task required to successfully and completely implement the work program. The Town relies on the professionalism and competence of the proposing firm(s) in evaluating the Town’s needs for the requested service areas and developing an appropriate work plan.

### **C. General Terms and Conditions**

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#### **Contract Term:**

The initial term of the contract for the requested services is expected to be three years, with two additional two-year term extensions available at the discretion of the City Council.

#### **Proposals:**

Proposal shall remain effective for 120 days beyond the submitted date.

#### **Public Record:**

Proposer’s attention is drawn to the fact that all proposal documents submitted are subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.). Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded and following award of contract, if any, by the City Council.

#### **Costs Related to Proposal Preparation:**

The Town will NOT be responsible for any costs incurred by any proposer in the preparation or submittal of their respective proposal.

#### **Business License:**

The successful proposer that is awarded the contract will be required to be licensed in accordance with the Town’s Municipal Code.

#### **Rejection of Proposals:**

The Town reserves the right to reject any and all proposals.

#### **Qualification/Inspection/Interviews:**

Proposals will only be considered from firms normally engaged in providing the types of products and services specified herein. The Town reserves the right to inspect the firm’s facilities, products, personnel, and organization at any time, or to take any other action necessary to determine the firm’s ability to perform. The Town reserves the right to reject proposals where evidence or evaluation is determined to indicate the inability to perform. The Town reserves the right to interview any or all responding firms and/or to award a contract without conducting interviews.

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**D. Submittal and Review Process**

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**Applicant questions:**

All questions regarding this RFP are to be directed by e-mail to: David Huynh, Sr. Engineer/Maintenance Manager, at [dhuynh@ci.atherton.ca.us](mailto:dhuynh@ci.atherton.ca.us) for clarification purposes only. Material changes, if any, to the scope of services or proposal procedures will only be transmitted by written addenda to be posted on the Town web site. Prospective proposers are responsible for checking the Town web site for responses to questions and addenda on a regular basis.

**Submittal Deadline:**

February 17, 2022, 2:00 pm. Late submittals will not be accepted. Submittals will not be returned.

**Format and Delivery:**

One electronic proposal and one signed original and three (3) hard copies of the proposals must be submitted to:

**TOWN OF ATHERTON**  
**DEPARTMENT OF PUBLIC WORKS**  
**Attention: David Huynh, Dr. Engineer/Maintenance Manager**  
**Town of Atherton**  
**80 Fair Oaks Lane**  
**Atherton, CA 94027**  
[dhuynh@ci.atherton.ca.us](mailto:dhuynh@ci.atherton.ca.us)  
**(650)752-0555**

**Late Proposals:**

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each firm assumes responsibility for timely submission of its proposal.

**Withdrawal or Modifications of Proposals:**

Any proposal may be withdrawn or modified by a written request signed by the firm and received by the City Clerk prior to the final time and date for the receipt of proposals. Once the deadline has passed, firms are obligated to fulfill the terms of their proposal.

**Proposal Acceptance and Rejection:**

The Town of Atherton reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.

**Selection and Negotiations:**

The Town reserves the right to short list the most qualified firms for consideration during the RFP process. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm or should that firm fail to execute the Town's Agreement.

**Mandatory Pre-Proposal Conference:**

The Town will be conducting a mandatory pre-proposal conference on Tuesday, February 1, 2022, at 10:00 a.m. at Atherton Town Center Lobby to provide additional background and respond to questions from prospective proposers. All firms intending to submit a proposal as a prime contractor must have at least one representative attend the pre-proposal conference. Proposals from prime contractors that do not attend the conference will be rejected.

**E. Evaluation Criteria****Proposal Evaluation and Contract Award:**

Each proposal will be reviewed by an evaluation committee to determine if it meets the proposal requirements. Failure to meet the requirements set forth in the RFP may be cause for rejection of the proposal.

The evaluation committee may, at its sole option, ask for interviews or oral presentations by any proposer(s) participating in this process. Attendance at any such interview will be at the proposer's expense.

Proposals will be evaluated using the following criteria:

- *Background and Qualifications of Firm and Contract Team Members:*  
Information on the history of the firm, company background, and any negative history; qualifications of the staff assigned to manage and provide services related to the project; ability to perform the requested scope of services (30%);
- *Experience/Client References:*  
Current and recent experience and recent past performance for maintenance of similar landscaping and grounds including feedback from client references including on quality and completeness of work and delivery on time and within budget. (35%);
- *Understanding of Scope of Work and Work Plan/Budget Proposal:*  
Completeness of the proposed work plan and responsiveness to the RFP. Proposed work approach including all tasks and services defined in the document, and a discussion on emergency work (35%);
- *Cost of Services:*  
A final contract shall be negotiated with the selected consultant on the basis of the submitted work plan and budget proposal and in consideration of reasonable and mutually agreed upon cost and responsiveness parameters;
- *Ability to comply with the Town's standard professional services agreement*

It is the Town's intent to award a single contract to the firm that can best meet the requirements of

this document. A recommendation of award shall be made to the responsible firm whose proposal is determined to be the most responsive and advantageous to the Town, taking into consideration price and adherence to the included specifications. The Town will attempt to negotiate an agreement with the highest ranking firm to provide the specified services. If these negotiations are unsuccessful, the Town reserves the right to discontinue negotiations and commence negotiations with the next highest ranking firm. The Town reserves the right to award a contract to multiple firms or a single firm or to make no award, whichever is in the best interest of the Town. Nothing herein shall obligate the Town to award a contract to any responding firm.

## **F. Guidelines for Proposals**

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the Town by simplifying the review process by providing standards for comparison of submissions.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP and should not contain redundancies and conflicting statements.

Proposals shall be printed double sided, submitted on 8-1/2" x 11" recycled paper, with easy to read font size and style. Pages shall be numbered, tabbed, and presented in a three (3) ring binder or other bound format. Proposals shall not exceed fifty (50) pages (i.e., sheets of paper), including an organization chart, staff resumes, and introductory letter. Divider tabs do NOT count toward the 50 page limit.

One electronic copy proposal and one signed original and three (3) copies of the proposals should be submitted to the Office of the City Clerk by 2:00 pm on Thursday, February 17, 2022. Proposals shall be submitted in a sealed envelope clearly marked Town of Atherton Public Works Maintenance Services and addressed to:

**TOWN OF ATHERTON**  
**DEPARTMENT OF PUBLIC WORKS**  
**Attention: David Huynh, Sr. Engineer/Maintenance Manager**  
**Town of Atherton**  
**80 Fair Oaks Lane**  
**Atherton, CA 94027**  
**[dhuynh@ci.atherton.ca.us](mailto:dhuynh@ci.atherton.ca.us)**  
**(650)752-0555**

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory letter should be addressed to:

Mr. David Huynh  
Sr. Engineer/Maintenance Manager  
Town of Atherton  
80 Fair Oaks Lane  
Atherton, CA 94027

The letter shall state the prime firm and include the firm's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the firm's understanding of the services to be provided based on this RFP and any other information the firm has gathered. Include a statement discussing the firm's interest and qualifications for this type of work and identifying the name and title of the assigned Project Manager (the person responsible for day-to-day management of services provided to the Town). The letter shall contain a statement indicating that the proposal, including the pricing contained therein, constitutes a firm offer for a period of not less than one hundred and twenty ninety (120) days from the proposal due date. The letter shall be signed by a principal authorized to commit the firm contractually.

2. Proposed Consultant Team and Allocation of Resources

Provide a brief description of your firm and a statement of the firm's qualifications for performing the subject services. Include at a minimum the following information:

- a. Company name and business form. If incorporated, identify the state in which the company is incorporated and the date of incorporation. If the firm is an LLC, LLP, or LP, identify the state where registered and formation date;
- b. Location of company offices;
- c. Location of the office(s) servicing any California clients;
- d. Number of employees both locally and nationally;
- e. Locations from which employees will be assigned;
- f. Name, address, email address, and telephone number of the firm's point of contact for this Solicitation;
- g. Organizational Chart - Identify Project Manager, members of the project team, their classifications and any sub-consultants that will be used.
- h. Company background/history and why the firm is qualified to provide the services described in this RFP;
- i. Length of time the firm has been providing services similar to those described in this RFP.

Disclose any alleged significant prior or on-going contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last 5 years. If there is no such history to disclose, include an affirmative statement to this effect.

Proposing firms must possess a valid Class C27 Landscape License, Class A General

Contractor's license, or other appropriate combination of specialty licenses in good standing issued by the California State Contractors Licensing Board. Include a copy of the required license.

Discuss the qualifications and experience of the proposed team, including key sub-consultants and include an organization chart showing functional and reporting relationships within the proposed team. Include resumes for all proposed management personnel outlining at least five years of relevant experience. Clearly describe the role(s) of any sub-consultants being proposed.

Provide a clear conceptual plan for the subject services that you believe are appropriate for the Town. Indicate features, skills and/or services which distinguish your firm and make it the better choice for the Town. Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated. Describe the availability of proposed personnel and overall firm capabilities to meet additional needs of the Town as required.

Describe the firm's ability to control costs and provide accurate and timely invoices; to monitor and stay within budget; to monitor schedule and review times and describe the techniques used to complete projects and/or tasks within the proposed time frames.

### 3. Understanding of and Approach to Scope of Work

In this section, proposers are requested to demonstrate their understanding of the tasks and services requested and describe their approach to accomplish the services described in this RFP.

Detailed Work Plan - Demonstrate your understanding of the project by presenting your approach to the work and the tasks that will be performed for the identified project. Tasks, milestones, and deliverables should be described in sufficient detail to serve as a contractual basis for the contract.

In addition, demonstrate in this section how assigned maintenance personnel will respond within the one (1) hour time limit for responding to unscheduled or emergency work. Include a discussion of how assigned staff will respond to after-hours and emergency work, where the firm's equipment and vehicle storage yard is located, and demonstrate the ability of assigned staff to adequately respond to emergency work.

Personnel Allocations - For each task, indicate the staff members and sub-consultants assigned to the task and the amount of hours planned. The firm's management and internal review and quality control should be included

### 4. Client References

If applicable, a minimum of three references from other city, county and other governmental agencies for which the firm is currently providing the services similar to those described in this RFP must be provided. Additionally and if applicable, an additional three references for which

the firm previously provided services similar to those described in this RFP within the last five years must also be provided. All listed references must be a city, county or other governmental agency. Information provided will include:

- a. Client name, client Project Manager, address, telephone number, and email address;
- b. Contract scope: description of landscape, site and grounds services provided
- c. Contract Term (starting date and ending date);
- d. Staff assigned to that project;
- e. Discussion of final contract outcome; if contract ended, why?

5. Supportive Information/References

This section may include graphs, charts, photos, resumes, references, etc. in support of the firm's qualifications.

6. Conflict of Interest Statement

The firm shall disclose any financial, business, or other relationship with the Town that may have an impact upon the outcome of this contract. Close attention should be paid to Government Code section 1090.

7. Comments on or Requested Changes to Contract

The Town of Atherton standard professional services contract is included as Attachment B to this Request for Proposals. The proposing firm shall identify any objections to and/or request changes to the standard contract language in this section.

8. Cost Proposal

Provide a work plan and proposed budget for the remainder of the 2021-2022 and the full 2022-23 fiscal year. Cost Proposal – A separate cost proposal in a sealed envelope. The cost proposal shall also include the following:

- Estimated costs by Facility/Area
- Fully burdened hourly labor rates and overtime labor rates for all services proposed to serve as the basis for negotiating compensation for providing unscheduled services;
- Hourly rates for vehicles and equipment to be used for all services proposed;
- Materials mark-up rates to serve as the basis for negotiating compensation for providing materials services needed in maintenance activities;
- Sub-contract mark-up rates.

## G. SCOPE OF SERVICES

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### Scope of Services and Conditions:

The following is intended to outline maintenance related responsibilities of Atherton's Public Works Department; however, it is not intended to be an exhaustive listing:

1. General

- 1.1. Develop work plans to maintain and implement processes required to maintain Atherton's Town Center and Holbrook-Palmer Park. Work plans shall be coordinated with the Maintenance Manager and Parks Manger as appropriate.
- 1.2. Implement programs and processes to maintain landscaping, sites, grounds and related facilities and infrastructure as needed to keep the Town and its assets in optimal aesthetic and operational condition. Contractor shall take a wholistic approach to maintain sites and incorporate Plant Health Care (a total health care solution for evaluating, maintaining, identifying, and treating trees and shrubs and their environment) in developing and maintaining their work plans and programs.
- 1.3. Operate, maintain and/or monitor the sites in accordance with State and Federal Law, and in a manner that promotes public safety and welfare.
- 1.4. Staff the landscape and grounds maintenance function as needed to achieve the desired results within the adopted work plan. Provide for complete supervision of all workers, work crews, and subcontractors. All supervisors shall be equipped at all times with a cellular telephone.
- 1.5. Maintain an appropriate Hazardous Materials Plan for all materials and equipment used in a manner that meets all State and Federal requirements.
- 1.6. Ensure that all maintenance staff is properly trained and that all records for that training are kept in compliance with State and Federal laws.
- 1.7. Respond to Town emergencies, as required, to maintain public safety.
- 1.8. Respond to site emergencies including irrigation, pump, drainage and other issues that affect the use and enjoyment of the Town Center and Holbrook-Palmer Park.
- 1.9. Implement Best Management Practices (BMPs) for all work to prevent storm water pollution from entering natural streams and/or the Town's storm drain systems in accordance with the Town's NPDES permit requirements. No separate payment will be made for compliance with applicable permit provisions these provisions.
- 1.10. Comply with all applicable State and Federal labor laws, including requirements regarding affirmative action and provisions for minority hiring.
- 1.11. Perform the services with the degree of skill and diligence normally employed by operations and maintenance personnel performing the same or similar services.
- 1.12. All subcontractors shall be properly licensed and bonded (California Contractor Licensing Bonds) in the specialty for which they are contracted and shall maintain a Town Business License.
- 1.13. All contractors and subcontractors shall carry full insurance with the City named as an additional insured as appropriate.
2. Park Maintenance - Maintain the 22-acre town park site in accordance with Attachment A.
3. Town Center Maintenance – Landscaping and grounds maintenance in accordance with Attachment A.

## H. REFERENCE DOCUMENTS

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Town documents are available that contain information regarding the Atherton Station and Town Center project including construction drawings and agreements. The available documents are noted below:

- Atherton Town Center Site and Landscape Plans
  - Town Center construction bid documents – Original - including landscaping near the Station building: (New Link) <http://www.ci.atherton.ca.us/bids.aspx?bidID=60>
  - Town Center construction bid documents – Awarded – denoting hydroseed: (New Link) <http://www.ci.atherton.ca.us/bids.aspx?bidID=64>
- Holbrook-Palmer Park Location Map
- Holbrook-Palmer Park Site Overview
- Holbrook-Palmer Park Master Plan
- Holbrook-Palmer Park – Accessibility and Circulation Improvements Conceptual Drawings

## I. PROPOSED TIMELINE

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### Proposed Timeline

<u>January 14, 2022</u>	RFP available on Town of Atherton website
<u>February 1, 2022, 10 am</u>	Mandatory Pre-Proposal Conference
<u>February 7, 2022</u>	Submission deadline for written questions
<u>February 11, 2022</u>	Responses to written questions available on Town website
<u>February 17, 2022, 2pm</u>	<b>Proposals due</b>
<u>March 16, 2022</u>	Recommendation to City Council

## Attachments

### Attachment A: Park and Landscape Maintenance Standards

#### Park and Landscape Maintenance Services and Standards

Parks and landscaping shall be maintained in accordance with National Recreation and Parks Association Level 2 standards and as further specified below:

##### 1. Turf

- 1.1. Mowing – Weekly during season (March 15 to November 15); every 2 weeks off-season (November 15 to March 14) weather permitting.
- 1.2. Clippings - Remove if excessive.
- 1.3. Mowing heights - 2 ½ to 3 inches.
- 1.4. Edging – Occurs at every mowing.
- 1.5. Trimming – No weed eaters or chemical vegetation removal around trees; 18” clearance of turf from tree trunk,.
- 1.6. Aeration – One (1) time annually.
- 1.7. Turf repairs – Seed or sod as appropriate.
- 1.8. Turf coverage – 88% minimum, with 8% maximum weed coverage and 4% bare area.
- 1.9. Dead areas to be properly treated, seeded and fertilized to facilitate quick restoration of turf areas. Failed areas to be replaced with sod as necessary to maintain usable attractive turf.
- 1.10. Fertilization – Three (3) times annually.
- 1.11. Insects/Diseases – Inspections every two (2) weeks.
- 1.12. Management of computerized irrigation – Daily monitoring of system alarms and site inspection every two (2) weeks.
- 1.13. Watering to comply with applicable water conservation ordinances at all times.
- 1.14. Broadleaf weed control as needed to achieve 88% weed-free condition.
- 1.15. Baseball Field maintenance to support active use–, including grass height (seasonally), clay field, drainage, repair of heavy use areas, and the seasonal placement and removal of ballfield fencing.

##### 2. Tree/Shrubs

- 2.1. Pruning – Shape trees as needed to maintain 8’ high clearance over trails or sidewalks; remove dead/damaged trees, plants and branches immediately.
  - 2.1.1. Mature tree pruning – Check annually and schedule as determined to be needed by a certified arborist. Maintenance of trees to maintain appropriate clearances. Routine
  - 2.1.2. Young tree pruning (first 3 years) – Annually to insure proper structure.
  - 2.1.3. Shrub pruning – Two (2) times annually.
  - 2.1.4. Specialty planting – maintain specialty planting (roses, ornamental, and other) season as required to maintain health and aesthetic.
- 2.2. Suckers – Removed as noticed.

- 2.3. Fertilization – Two (2) times annually.
  - 2.4. Stakes and ties – Inspect/service per mow schedule.
  - 2.5. Insects/Disease – Inspections every two (2) weeks.
  - 2.6. Watering to comply with applicable water conservation ordinances at all times.
  - 2.7. Hand watering and filling off water bags as needed.
  - 2.8. Planting of trees, shrubs, groundcover as needed.
- 3. Groundcover and shrub beds**
- 3.1. Weed free at all times/service per mow schedule. See Pest Control Section Below.
  - 3.2. Groundcover – Edged once per month as needed to prevent encroachment onto sidewalks, walkways and paths, and applicable ground covers cut back to height of 4 inches annually. All cuttings removed.
  - 3.3. Weeds 4 inches and larger shall be pulled within 7 days after spraying.
  - 3.4. Prune/top applicable groundcovers – Annually.
- 4. Litter Control**
- 4.1. Pick up litter from landscaping, grounds, hardscape, pathways, parking areas, and from Town Center access streets.
  - 4.2. Remove leaves and organic debris at a minimum of per twice weekly.
- 5. Irrigation Systems**
- 5.1. Must understand 2-wire systems and latest irrigation systems.
  - 5.2. Must understand and be able to maintain irrigation wells and pump systems.
  - 5.3. Inspect irrigation systems every two (2) weeks.
  - 5.4. Initiate repairs to non-functioning systems within 24 hours of discovery.
  - 5.5. Maintain system as needed to maintain health and aesthetics of all planting areas and to comply with applicable water conservation ordinances at all times.
- 6. Site Amenities**
- 6.1. Inspect shade structures, overhead structures, benches, trash containers, picnic tables, grills, bicycle racks, drinking fountains, and other site amenities every two (2) weeks, and advise of needed repairs.
  - 6.2. Inspect area drains and cleanouts at least once monthly, in advance of major rain events, and as per required maintenance schedules. Clear and repair as necessary to maintain functioning systems.
- 7. Hard Surfaces**
- 7.1. Inspect every two (2) weeks.
  - 7.2. Remove debris and glass immediately upon discovery.
  - 7.3. Remove sand, dirt, and organic debris from walks, lots, and hard surfaces per mow schedule.
  - 7.4. Initiate the removal of trip hazards from pedestrian areas immediately upon discovery.
  - 7.5. Power wash appropriate hardscapes quarterly – in a manner compliant with the Town’s NPDES permit.

**8. Bio-Retention facilities**

- 8.1. Inspect every week by a certified post- construction BMP personnel (or approved equal)
- 8.2. Remove trash and debris immediately upon discovery.
- 8.3. Remove sedimentation in inlets.
- 8.4. Replace mulch, if any, annually with double/triple shredded hardwood mulch.
- 8.5. Maintain plant health.
- 8.6. Trim/Cut vegetation every two (2) weeks.
- 8.7. Bioretention Inspection and Maintenance Checklist

**Bioretention Area Inspection and Maintenance Checklist**

<b>Facility:</b>			
<b>Location/Address:</b>			
<b>Date:</b>	<b>Time:</b>	<b>Weather Conditions:</b>	<b>Date of Last Inspection:</b>
<b>Inspector:</b>		<b>Title:</b>	
<b>Rain in Last 48 Hours</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, list amount and timing:</b>			
<b>Pretreatment:</b> <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify: <input type="checkbox"/> none			
<b>Site Plan or As-Built Plan Available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
<b>1. PRETREATMENT</b>		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. DEWATERING</b>		
Standing water is present after 48 hours. If yes, describe sheen, color, or smell.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. INLETS</b>		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. VEGETATION</b>		
Vegetation is wilting, discolored, or dying due to disease or stress.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation needs to be controlled through mowing or manual removal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. BIORETENTION MAIN INFILTRATION AREA</b>		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated at the surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Topmost layer is caked or crusted over with sediment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mulch is compacted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. SIDE SLOPES AND EMBANKMENT</b>		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or instability is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. OUTLETS AND OVERFLOW STRUCTURE (i.e., catch basin)</b>		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height from surface of practice to top of overflow structure is insufficient to allow for ponding during rain events.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

**9. Pervious Pavement - Permeable Asphalt Concrete/Porous Concrete**

- 9.1. On a monthly basis, remove any accumulated trash or debris from pervious paving surface and/or between joints. Also remove any trash or debris from downspouts to pervious paving facility or in outlets to storm drains.

- 9.2. On a bi-annual basis (before wet season in September and after wet season in May), vacuum sweep (for permeable joint pavers with sand in joints use minimum suction required to remove surface debris and minimize aggregate loss). Clean surface of pervious paving, taking care not to move fine sediments into any permeable joints. If power washing is used, aim the spray at a minimum 45 degree angle in relation to the pavement surface, to avoid dislodging aggregate.

#### **10. Fences/Masonry/Bollards/Gates**

- 10.1. Inspect wood, iron and concrete fences, masonry, gates, and bollards every two (2) weeks, and advise of needed repairs.
- 10.2. Initiate safety-related repairs immediately.

#### **11. Water Features**

- 11.1. Inspect every two (2) weeks to maintain water quality, add chemicals, vacuum, clean tile, clear skimmers, check pressure gauges, check lights, maintain mechanical vaults.
- 11.2. Initiate repairs upon discovery.

#### **12. Trails**

- 12.1. Inspect trail surface, signs, benches, and other site amenities every two (2) weeks.
- 12.2. Remove organic debris from soft surfaces per mow schedule.
- 12.3. Keep decomposed granite trails and shoulders weed free.
- 12.4. Inspect and maintain decomposed granite pathways such that they are clean, clear, level and provide stable and accessible paths of travel.
- 12.5. Initiate repairs and removal of trip hazards upon discovery.

#### **13. Pest Control**

- 13.1. Town's IPM policy prioritizes the use of mulch and other non-chemical means of preventing weed growth. Contractor shall spread any stockpiled mulch within two weeks and maintain appropriate levels to prevent weed growth.
- 13.2. Initiate remedies upon discovery. All work to be compliant with the Town's IPM policy. The Town has discontinued the use of Glyphosate.
- 13.3. Maintain appropriate permits for use of pest control and other chemicals used.
- 13.4. All pesticide activities and pest control are compliant with the California Department of Pesticide Regulations and monthly records submitted to the County of San Mateo Agricultural Commissioners' office.

#### **14. Leaf Blowers**

- 14.1. Town has initiated the use of battery-operated leaf blowers and is in the process of restricting the use of gasoline powered leaf blowers. Contractor will be expected to use battery-powered or electric leaf blowers to the maximum extent practicable and to comply with any Town restrictions on the use of gasoline powered leaf blowers.

#### **15. SB-1383 and Recycled Materials Purchasing Requirements**

- 15.1. Contractor shall comply with SB1383 purchasing and recordkeeping requirements for all mulch, compost and other associated materials and shall comply with the Town's Municipal Code and purchasing requirements regarding recycled materials and SB1383 compliance.

**Attachment B: Consultant Services Agreement**