King County Housing Authority
MAINTENANCE DEPARTMENT
600 ANDOVER PARK WEST * TUKWILA, WA 98188

| ADDENDUM: | 01 | TODAY'S DATE: | 07/15/2022 |
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| **PROJECT NAME:** | **Landscaping Task Order** | |
| **CONTACT / TITLE:** | Danielle Munroe | Management Analyst |
| **PHONE / EMAIL:** | 206-574-1200 | daniellem@kcha.org |

**This Addendum is used to Identify Items in the Original Documents with Action as Follows:**

☐ **BID** ☐ **RFQ** ☑ **RFP**

☑ **CLARIFY** ☑ **CHANGE** ☐ **DELETE** ☐ **ADD** ☐ **SUBSTITUTE**

**17** **Page(s) Total for this Addenda**

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Due to unforeseen circumstances, the King County Housing Authority is extending the Pre-Proposal Meeting and Questions as well as the Proposal Deadline of the above listed project.

The new schedule is as follows:

- **Pre-Proposal Conference will be held over Zoom on Tuesday, July 19th, 2022 at 10:00 a.m. For an invitation, please reach out to daniellem@kcha.org or by calling 206-574-1200 no later than 8:00 a.m. on 07/19/2022.**
- **Questions will be due no later than 2:00 p.m. on Tuesday, July 19th, 2022 by emailing daniellem@kcha.org or by calling 206-574-1200**
- **Proposal Due Date is now Thursday, July 28th, 2022 at 2:00 p.m. by emailing "Proposal – Landscape Task Order – RFP" to daniellem@kcha.org**

In addition; we would like to clarify the following information contained within the bid documents:

- We are extending the Scope of Work to include: **Digging and Trenching** which we will consider under the "Laborer" hourly rate (added to revised Attachment H – Pricing Sheet).
- We will need all proposers to include a list of chemicals and their SDS sheet for all Pesticides, Herbicides, and Fertilizers in which they plan to use during the course of the contract. This information will be listed on the following page – Exhibit A.
- We are editing Attachment H – Price Sheet due to the clarification on Laborer Hourly Rate (as mentioned above), clarification on "Fertilization" treatment and additional clarifications to Pea gravel and 5/8 Minus Crushed Rock and differentiate between Mulch "Type" with price and Bark "Type" with price.
- We have replaced the "Landscape Maintenance Standards and Specifications" – Part of Attachment O, due to an incorrect version being placed in this RFP. You'll notice the difference is on the final pages where it talks about irrigation.

## Exhibit A

## Pesticides, Herbicides and Fertilizers List

The following is a list of Chemicals we use in our application of Pesticides, Herbicides and Fertilizers. We will apply these to the best of our ability according to the below application percentages. We are providing KCHA with an SDS sheet for each of these chemicals and we will update this list or SDS sheets as required by law.

**Pesticides:**

| | |
|---|---|
| | % |
| | % |
| | % |
| | % |

**Herbicides:**

| | |
|---|---|
| | % |
| | % |
| | % |
| | % |

**Fertilizers:**

| | |
|---|---|
| | % |
| | % |
| | % |
| | % |

***For any additional products please attach an additional sheet specifying application type***

**ATTACHMENT H**
**REQUEST FOR PROPOSALS**
**LANDSCAPE SERVICES - TASK ORDER CONTRACT**

## LABOR RATES:

(overtime/holiday time will assume 1.5x or 2x modifier)

Regular Time Labor Rate (mowing, weed eating, hard edging, line edging, fertilizing, pruning, debris removal, pressure washing, seeding, replace or install bark and gravel, planting, remedial cleanup and additional work).

$_____ per hour

Laborer Labor Rate $_____ per hour

Operator (truck) Labor Rate $_____ per hour

Foreman (with truck) Labor Rate $_____ per hour

Pressure Wash Labor Rate $_____ per hour

Arborist Labor Rate $_____ per hour

## MATERIAL AND EQUIPMENT:

Green (organic) Waste Disposal $_____ per _____ (Yard or Ton)

Trash (non-compostable) Disposal $_____ per _____ (Yard or Ton)

Water Truck (multiple truck sizes) $_____ per _____ (Specify size)

$_____ per _____ (Specify size)

Snow Plow (multiple truck sizes) $_____ per _____ (Specify size)

$_____ per _____ (Specify size)

Mulch _____ (Type) $_____ per _____ (Yard or Ton)

Bark _____ (Type) $_____ per _____ (Yard or Ton)

Pea Gravel $_____ per _____ (Yard or Ton)

5/8 Minus Crushed Rock $_____ per _____ (Yard or Ton)

Fertility, PH, & soil testing $_____ per sample

Chemical Treatments $_____ per square foot

| | |
|---|---|
| Sprinkler Repair/Replace | $_____ per hour |
| Sprinkler system shutdown/startup (minimum charge) | $_____ |
| Disease/Pest/Mole Control | $_____ |
| Out-of-County Trip Charge (to Skagit/Thurston) | $_____ |

## Landscape Maintenance Standards and Specifications

**Overview:** The Owner believes that using Natural Landscaping techniques to maintain this property will create a landscape that is healthy, resource-efficient, sustainable, and cost-effective to manage. When Natural Landscaping techniques are applied in landscape design, construction, and long-term maintenance, there are many benefits, including easier maintenance, lower costs, and higher property values.

It is the Owner's expectation that the Contractor's proposal will comply with these Natural Landscaping-based standards and specifications. It should be the Contractor's expectation that the Owner will only consider awarding the contract to a Contractor whose bid shows compliance. The Contractor should also expect to be held to these standards throughout the course of the contract.

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive to the entire scope of services. The specifications outline the quantity and category of work required.

Other parts of the contract **(not included here)** provide definitions of terms used and other contract requirements such as insurance and licensing standards, code enforcement, hours of work, work authorizations, site locations, etc.

1. GENERAL STANDARDS

1.1. GUARANTEE AND REPLACEMENT

1.1.1. Contractor shall replace, at no additional cost to Owner, any turf or plant materials damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Replace plant material within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement only by written permission of Owner.

1.1.2. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

1.1.3. Contractor shall inform Owner within 30 days post service of plant losses not covered by warranty and unrelated to the maintenance activities. Provide Owner with the cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

1.2. CONTRACTOR STAFF TRAINING AND EXPERIENCE

1.2.1. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding: safety, hazardous materials spill response, plant health, pruning, integrated pest management, pesticide application, and irrigation maintenance. Owner reserves the right to demand the replacement of Contractor's staff who do not meet the owner's standards for safety, professionalism, or horticultural knowledge.

1.2.2. All work shall be performed under the direct on-site supervision of a qualified landscape professional with a minimum of five years combined horticultural education and experience. Preference will be given to an individual with at least a two year horticultural degree or Certified Landscape Technician (CLT), combined with two years work experience, or greater.

1.2.3. All pesticide applications shall be performed by a Contractor (or sub-contractor) licensed and insured as a Washington State Commercial Applicator. In addition, the staff doing the pesticide application shall be licensed as Commercial Operators. License numbers will be provided to the Owner prior to award of contract.

1.2.4. All pruning will be performed by, or under the direct on-site supervision of, staff with documented education and training in proper and naturalistic pruning techniques. Pruning of trees greater than six inches DBH will only be performed by an ISA certified Arborist.

1.3. OWNER/CONTRACTOR COMMUNICATION

1.3.1. Contractor to provide a supervisor to act on Owner's behalf regarding all matters pertaining to the performance of the Landscape Service. Contractor must notify Owner when the supervisor will be on vacation or other leave of absence and who will serve as a substitute.

1.3.2. Provide Owner with an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide direct contact numbers for the landscape maintenance manager and site supervisor.

1.3.3. Attend meetings and site inspections of the grounds as requested by Owner.

1.4. MAINTENANCE RECORD KEEPING

1.4.1. Contractor shall maintain a computerized log of activities performed, schedules, additional service repairs, and documentation of each application of fertilizer, pesticide (includes herbicides), and/or other chemicals. Provide a written copy 30 days post service.

1.4.2. Pesticide application records shall be kept in accordance with RCW 17.21, Section 100. Records shall be kept by the Contractor on all pesticide (includes herbicide) applications for a minimum of seven (7) years. Such records shall be completed in accordance with all applicable laws and regulations and on forms as provided in the Washington Administrative Code, WAC 16-228-190. (http://agr.wa.gov/pestfert/Pesticides/docs/RecForm4226.pdf) The following information shall be recorded at a minimum for each application:

- The location where the pesticide or herbicide was applied.
- The year, month, day, and time the pesticide or herbicide was applied.
- Purpose of application.
- The person or firm who supplied the pesticide or herbicide which was applied.
- Trade name of the pesticide or herbicide which was applied, amount and concentration.
- Method and rate of application.
- The temperature and direction and estimated velocity of the wind at the time the pesticide or herbicide was applied.
- The name and license number of the pesticide or herbicide applicator.
- Applicator apparatus license plate number or equipment number (if applicable).
- Any other information reasonably required by the Owner.

1.4.3. Supply the Owner with written copies of chemical application records annually.

1.5. LANDSCAPE SERVICE SCHEDULING

1.5.1. Establish a schedule and a Gantt (or equal to) chart for regular maintenance activities by area and submit to Owner for review. Contractor to review proposed schedules with Owner at the regularly scheduled meetings and adjust as necessary to avoid conflicts.

2. SCOPE OF WORK

2.1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

2.1.1. This document is intended as a benchmark of the Owner's minimum standards for maintenance, repair and improvements. However, the Owner respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.

2.1.2. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the Owner that this site be maintained in a resource-efficient, sustainable, and cost-effective manner.

2.1.3. Maintenance shall consist of fertilization, soil building, pruning, mowing, irrigation, IPM, weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.

2.1.4. When performing any work requiring subsurface excavation, Contractor shall take care to avoid damage to existing utilities and vegetation. Contractor shall contact Utility Locate at 1-800-424-5555 or private locate company to identify underground utilities.

2.1.5. All turf shall be mowed with professional quality mulch-mowing equipment. Contractor is encouraged to use non-polluting devices like rakes and brooms when feasible. Owner prefers that blowers and other power equipment are low-decibel, low-fossil fuel consumption, and low-emissions models.

2.1.6. Contractor is encouraged to develop cultural practices which incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.

3. MATERIALS AND EXECUTION – INTEGRATED PEST MANAGEMENT AND PESTICIDE APPLICATIONS

3.1. INTEGRATED PEST MANAGEMENT (IPM)

3.1.1. Owner strongly encourages environmentally sensitive maintenance practices. The principles of integrated pest management (IPM) shall be employed. The intent is to limit any pesticide (including herbicide) applications through healthy landscape management practices.

3.1.2. IPM is an approach to pest control that utilizes regular monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, biological, and educational tactics to keep pest numbers low enough to prevent unacceptable damage or annoyance. Additional treatments, such as pesticide applications, are made only when and where monitoring has indicated that the pest will cause unacceptable economic, medical, or aesthetic damage. Treatments are not made according to a predetermined schedule. Treatments are chosen and timed to be most effective and least-hazardous to non-target organisms and the general environment. (adapted from Bio-Integral Resource Center)

3.1.3. Contractor shall consider pesticide applications only as a last resort and only after other methods of control are proven ineffective. Organic products should be utilized prior to synthetic products.

3.2. PEST MONITORING

3.2.1. Pest monitoring and inspections to include the following:

- Contractor staff shall visually inspect all landscape areas per visit. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.
- Contractor on-site supervisor shall visually inspect all landscape areas once monthly from April through September with the Owner. Review written monitoring records at this time and update as needed.
- Identify any area where IPM control methods should begin.

3.2.2. Contractor on-site supervisor shall provide the following written pest monitoring reports to Owner.

- Summary of pests identified during pest monitoring inspections, status of infestations, and description of controls implemented (e.g., "applied wood chip mulch", "mechanically pulled weeds", "adjusted irrigation").
- Noxious Weeds identified. See section below for Noxious Weed Control specifications.

3.2.3. Contractor shall provide proposals for renovations, replacements and other changes, along with associated budget recommendations, once annually.

3.3. PESTICIDE APPLICATIONS

3.3.1. Pesticides include all herbicides, insecticides, fungicides, and various other substances used to control pests.

3.3.2. ALL pesticide applications shall be preceded by monitoring and positive pest identification. Submit these findings in writing to Owner prior to any pesticide application.

3.3.3. Under no circumstances will combination products be allowed ("weed and feed", weed control + fertilizer, insect control + fertilizer, etc,).

3.3.4. Under no circumstances will regularly scheduled calendar-based applications of pesticides be allowed without written prior approval of Owner.

3.3.5. Under no circumstances will preventative "blanket" applications of pesticides be allowed without written prior approval of Owner.

3.3.6. If Contractor determines that calendar-based or "blanket" applications may be needed, Contractor shall provide Owner two weeks notice of request. Owner will determine if such applications will be allowed. Contractor shall provide Owner the following information in a request for calendar-based or "blanket" application of any pesticide:

- Identification of pest and reasons control is required.
- Description of the cultural, non-chemical, and/or spot application of pesticides already tried and assessment of success or failure of those remedies.

- Product recommendation and information on health and environmental hazards of that product. City of Seattle and King County Pesticide Tier Tables, and "Grow Smart Grow Safe" may be helpful in locating this information.
    - http://www.seattle.gov/environment/TierTablesFriendlyFormat.xls
    - http://www.govlink.org/hazwaste/interagency/ipm/ipm_prod_eval.html#tierinreport
    - http://www.govlink.org/hazwaste/publications/growSmart2006web.pdf
- Owner will determine if calendar-based or "blanket" application will be allowed and if so may request that Contractor use alternate product, based on health and environmental information.

3.3.7. All pesticides must be EPA approved and applied by a licensed Washington State Pesticide Applicator or Operator per the label directions. All applications must be posted as per WSDA regulations for 24 hours after application. All chemicals used must have a SDS filed with Owner. Pesticide application records shall be kept in accordance with RCW 17.21, Section 100 and copies provided to owner annually.

3.3.8. Contractor is responsible to verify that pesticides are appropriate for use with the respective plant materials and surrounding areas. Contractor is responsible for any damages incurred as a result of applications and shall repair or replace any such damage at no cost to Owner.

3.4. NOXIOUS WEED CONTROL

3.4.1. Noxious Weed Control is mandated by the state weed control law, Chapter 17.10 RCW. Assistance and weed lists (Class A, B, C, Non-designate, and Weeds of concern) are available from the King County Noxious Weed Control Program at http://dnr.metrokc.gov/wlr/lands/weeds/, or 206-296-0290.

3.4.2. Contractor shall begin control of any King County Class A, B, or C Weeds upon identification. Control will follow non-chemical IPM control techniques outlined in King County's Best Management Practices, Alerts, and other documents posted on the Noxious Weed website. Pesticide applications can only be considered as a last resort when non-chemical methods have proved ineffective. Follow the specifications listed in section 3.3 Pesticide Applications, above.

3.4.3. Non-designate and Weeds of concern shall be controlled with ongoing IPM and healthy landscape management techniques.

4. MATERIALS AND EXECUTION – TURF MAINTENANCE

4.1. TURF MOWING

4.1.1. All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.

4.1.2. Prior to each mowing remove all litter and debris from lawn areas.

4.1.3. Formal turf areas shall be mowed per a schedule for each site. Turf will be mowed and maintained at a height of 1-1/2 to 2-1/2 inches. Coordinate mowing schedules with Owner. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.

4.1.4. Mulch mow whenever possible. Clumps of grass should not remain after mowing. Mow over dense clippings if possible or use a blower to dissipate clippings.

4.1.5. The Owner and Contractor will evaluate and determine if there are any areas of turf that should not be mulch mowed.

4.1.6. Clippings will be kept out of all mulched beds and tree rings. Mowing pans are mot to cross over mulched beds and tree rings.

4.1.7. Clippings will be swept or blown from any hardscapes onto lawn areas after each mowing. No clippings are to be blown into mulch areas. Sweeping is encouraged when feasible.

4.1.8. Owner and Contractor will evaluate and determine any areas that require bagging and removal of clippings on a regular year-around basis.

4.1.9. Contractor is responsible for any damages incurred as a result of mower damage to trees, shrubs, and property, and must repair or replace any such damage at no cost to Owner. Properly maintained tree wells are encouraged to minimize such damage.

4.2. TYPICAL TURF MOWING SCHEDULE

| | |
|---|---|
| January | One mowing |
| February | One mowing |
| March | Two mowings |
| April | Weekly mowings |
| May | Weekly mowings |
| June | Weekly mowings |
| July | Weekly mowings |
| August | Weekly mowings |
| September | Weekly mowings |
| October | Three mowings |
| November | Two mowings |
| December | One mowing |

NOTE: Base Contract price includes 36 mowings per the mowing schedule. Schedule of 36 mowings may be altered per Owner request or as required by climatic on-site conditions.

4.2.1. Contractor will submit mowing schedule annually.

4.3. TURF EDGING AND TRIMMING

4.3.1. Mechanically trim all landscape turf edges every other mowing. Edges include all formal lawn perimeters and tree wells in lawn areas. Twice annually redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.

4.3.2. Trim all formal lawn areas that can not be reached by a mower every other mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.

4.3.3. Contractor is responsible for any damages incurred as a result of trimmer and edger damage to trees, shrubs, and property, and must repair or replace any such damage at no cost to Owner. Properly maintained tree wells are encouraged to minimize such damage.

4.4. TURF FERTILIZATION

4.4.1. Beginning the first year of the contract, Contractor shall provide soils tests performed by an authorized laboratory at least once every three years to determine fertility and pH requirements of turf areas. Submit soil test analysis and recommendations to Owner.

4.4.2. Fertilize landscape turf areas with a well-balanced, slow release fertilizer as required to provide vigorous deep rooting and a healthy green appearance year-round. Determine fertilizer application rates and materials from soil test results. Generally, turf fertilizer should not exceed a 3-1-2 nutrient (N-P-K) ratio.

4.4.3. Annually submit a fertilizer schedule, listing proposed materials, application rates and application times with your Proposal and immediately prior to performing the work. Contractor shall provide pricing for use of slow-release chemically based or "bridge" fertilizer AND natural-organic fertilizer. Owner may choose a schedule that includes either one or both types of fertilizer.

4.4.4. Approved fertilizer schedule must include three to five applications per year (or less if supported by soil test results), no more than one pound of nitrogen per thousand square feet per application, and no more than four pounds of nitrogen per thousand square feet applied annually. Nitrogen applications in excess of four pounds per thousand annually are allowed only if supported by soil test results.

4.5. TURF LIME APPLICATION

4.5.1. Apply agricultural grade pellet form lime at a rate of up to 40 lbs/1000 sq. ft. in turf areas only as recommended by soil test results, and no more than once annually in the spring. Do not apply lime and fertilizer at the same time. Lime should go on first: wait at least 30 days after applying lime before fertilizing.

4.6. TURF WEED, PEST AND DISEASE CONTROL

4.6.1. Control of weeds: Use cultural methods (mulch mow, fertilize, aerate, irrigate) to minimize weed cover on all turf. Owner shall identify turf areas considered high-quality, all other areas shall be treated as standard-quality turf. If weed cover increases to over 20% of turf on high-quality area or up to 40% on standard-quality areas, then spot applications of contact herbicide may be considered during the growing season to control broadleaf weeds. A maximum of two spot applications annually for all turf areas are allowed and included in the work per site. Use health and environmental hazard information to choose most effective and least hazardous product. Single active ingredient products are preferred if they are available and meet other criteria for safety and effectiveness. "Weed and Feed" products are not allowed.

4.6.2. Control of insects: Monitor all turf areas for infestation of crane fly and other harmful insects. Use cultural and mechanical means for control, including fertilizing to outgrow damage, and aerating in spring to reduce larvae population. Pesticide application for crane fly control will only be allowed if documented monitoring shows more than 25 crane fly larvae per square foot. Apply pesticides only to specific areas where insect infestations have been identified by the Contractor and pose significant risks to the health and appearance of turf. Use health and environmental hazard information to choose most effective and least hazardous product.

4.6.3. Control of moss: Monitor for moss at levels that diminish turf quality. If found, apply moss control product containing no more than 10% iron or a fatty-acid soap active ingredient on affected turf areas up to once annually, only if needed. Avoid contact with hardscape surfaces and immediately clean any staining. Combination moss control + fertilizer products are not allowed.

4.6.4. Control of diseases: Monitor for Red Thread and other fungal diseases. No fungicide treatments for Red Thread are allowed. Treat the cause, nitrogen deficiency, with nitrogen fertilizer instead. If other diseases are determined to be causing significant risks to the health and appearance of the turf after cultural improvements are tried, then use health and environmental hazard information to choose most effective and least hazardous product.

4.7. TURF AERATION AND OVERSEEDING

4.7.1. Aerate 30% of the square footage of turf areas once annually in the spring. Rotate applications to achieve 100% coverage of all turf areas at least every 5 years. Adjust areas to be aerated based on need (some areas may be aerated every year and others only as required to meet the 5 year minimum rotation). Aerate with a vertically operating core aerator utilizing shaft mounted 1/2" hollow tines. Cores shall be made 4" on center to a 3" depth.

4.7.2. Overseed immediately after aeration with a quality Northwest seed blend adapted to the site. Use at recommended overseeding rate.

4.7.3. Drag turf areas to break up plugs and mix with the seeds.

4.8. TURF THATCHING

4.8.1. Mechanical thatch removal is not part of this contract and is considered an additional service. Monitor for thatch once annually in the fall. If 30% or more of the turf has thatch build up of over one inch, Owner may approve thatching of that area. If approved, mechanically remove thatch from approved areas in the fall. Rake or vacuum to remove debris. If mulch mowing will break down debris enough to allow it to stay on the turf area as organic matter, that is allowed.

5. MATERIALS AND EXECUTION – TREES, SHRUBS, VINES, GROUNDCOVER MAINTENANCE

5.1. TREES, SHRUBS, VINES AND GROUNDCOVER FERTILIZATION

5.1.1. Fertilize plant materials as indicated below.

5.1.2. Trees, shrubs, including rhododendrons, vines and groundcovers: Fertilize in March or April with slow-release, "bridge" or natural-organic fertilizer. Use 1-2-2 nutrient ratio (N-P-K), or similar, per manufacturer's recommended rates (not to exceed 5-10-10).

5.1.3. Perennials: Fertilize in March and again in June with same fertilizer used above per manufacturer's recommended rates.

5.1.4. Ornamental grasses: Fertilize in October with turf fertilizer approved in turf section above. Fertilize per manufacturer's recommended rates.

5.2. TREES, SHRUBS, VINES AND GROUNDCOVER WEED, PEST AND DISEASE CONTROL

5.2.1. Control of Weeds: Use cultural methods (mulch, proper pruning, proper irrigation) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots at least once monthly. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.

- Use of contact herbicides may be considered during the growing season to control noxious and other difficult to control perennial weeds. A maximum of two applications annually are allowed and included in the work per site. Use health and environmental hazard information to choose most effective and least hazardous product. Use single active ingredient products only, no tank mixes are allowed.

- Use of pre-emergent herbicides is not permitted without prior written approval of Owner on an incident by incident basis. Pre-emergent herbicides may only be used on sites with at least two years of plant establishment. Areas considered for pre-emergent use are limited to tree wells and mulch-only beds without groundcover. Standard maintenance practices called for in this contract must be documented in areas where pre-emergent use is being considered before approval for use will be given (hand weeding, edgings, mulch application, proper pruning) Pre-emergent herbicides are not allowed in planted shrub beds or graveled pedestrian walkways.

5.2.2. Control of Insects and Diseases: Apply insecticide or fungicide to trees, shrubs and ground covers only when significant plant damage would result from not addressing the infestation. Calendar-based spraying is not allowed. Base pesticide application decisions on monitoring for damage, specific pest identification, and proper timing. Control of major disease and insect infestations for trees, shrubs and ground covers is not a part of the contract work and is considered an Additional Service. Regularly monitor all plant material and immediately notify Owner of any need for such control. Contractor is responsible for any damage to plant material incurred as a result of failure to immediately notify Owner of correctable disease and/or insect problems, and Contractor must replace any such damaged plant material at no additional cost to Owner.

5.3. PRUNING TREES, SHRUBS, VINES AND GROUNDCOVER

5.3.1. All pruning will be performed by, or under the direct supervisions of, staff with documented education and training in proper selective pruning practices. College level pruning courses, WSU industry training programs, and Plant Amnesty Master Pruner qualification are examples of such training.

5.3.2.. Selective pruning is the preferred method for all trees and shrubs, and sheering should only be used when selective pruning is not feasible and for certain formal hedges identified by Owner. Prune to enhance the natural growth and shape of plant materials and intended function of the planting, and to avoid the growth of watersprouts. Plantings are designed to grow together and to the edges of the beds to minimize weed infestation and maximize water conservation.. Prune back branches as needed when interfering with walks, buildings, signage, fire control utilities, site lighting, security/safety visibility, site lighting, and vehicular circulation. Prune dead and broken branches quarterly and more frequently as required.

5.3.3. Where trees and shrubs have been improperly sheered, use selective pruning methods to enhance natural growth and shape. Plant life is expected to grow together so as to provide a healthy coverage of the planting beds.

5.3.4. Street trees shall be pruned to maintain adherence to City or County sight distance requirements, to maintain visibility of street name signs, protect trees from vehicle damage, and maintain pedestrian safety.

5.3.5. Prune all plantings on a rotational basis appropriate to site, need, season and plant species. Discuss significant pruning work with Owner prior to work beginning.

5.3.6. Prune back all shrubs and groundcover from the building envelop to a minimum of 12 inches. Prune trees to a minimum of 3 feet from the building envelop or the distance of the trunk to the building envelop, whichever is smaller.

5.3.7. Prune and clean just outside the branch collar in accordance with accepted horticultural practices. Pruning must only be performed by trained personnel. Replace plant materials that are disfigured or damaged due to improper pruning at no additional cost to Owner.

5.3.8. Periodically inspect and adjust tree staking and guying to prevent damage to the cambium layer. Remove guys and stakes as soon as trees are established and self-supporting (generally two years or less).

5.3.9. Prune trees as required and appropriate in compliance with ANSI A300 (Part 1), "Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (Pruning)."

5.3.10. The Additional Services of an ISA-certified arborist are required for pruning on any trees larger than six inches DBH (diameter at breast height as measured at four and one-half feet about the existing grade at the base of the tree) and any branches larger than four inches in diameter. This is considered an additional service.

5.3.11. Prune only as needed to maintain form and clearance, and to remove dead or broken branches. Shrubs that have been improperly pruned or sheered should be fixed through proper selective pruning practices.

5.3.12. Trees or shrubs damaged by incorrect pruning practices shall be repaired or replaced at the Contractor's expense.

6. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE

6.1. LEAF AND BRANCH REMOVAL

6.1.1. Per visit keep walks, patios, planting beds, roadway gutters, driveways, roadways, parking lots, and lawn areas free of leaves and branches.

6.1.2. Leaves shall be mulch mowed when possible. If leaves don't mulch mow, then remove from site. When possible leaves can be left around shrubs, and then mulch must be placed on top of the leaves.

6.1.3. In autumn leaf removal can occur at each visit to prevent smothering of turf and groundcovers and excessive clumping when mulch mowing. Owner's preference is that whenever safety and plant health are not compromised,leaves should remain on-site and incorporated under mulch around plantings. Remove leaves from sites only as needed to maintain a neat appearance and the health of the planting.

6.1.4. Excessive branch and debris cleanup from storm damage is not included in the contract work and is considered an additional service at Owner's request.

6.2. LANDSCAPE DEBRIS REMOVAL

6.2.1. Remove biodegradable landscape debris (turf clippings -limited to only those times when mulch mowing is not possible, leaves, branches, annuals, dead plant material, etc.) to yard refuse recycling facility. Acceptable sites include topsoil producing facilities and/or other facilities, which utilize yard waste for landscape purposes. No biodegradable material should be disposed of as garbage, except noxious weed debris.

6.2.2. Remove and properly dispose of moss from hardscapes (stairs, walkways, roads, etc.).

6.3. LANDSCAPE TRASH REMOVAL

6.3.1. Remove all trash from landscaping beds, turf areas and parking lot to an approved trash container onsite per visit. For large amounts of trash, or if there is no approved trash container onsite, Contractor shall haul it away for appropriate disposal.

6.4. MULCH REPLACEMENT

6.4.1. Once annually Contractor shall replenish mulch to maintain a depth of no less than two inches (2") in all planting areas. All tree wells to be re-mulched annually. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 – 3") away from the crown of plants and trees.

6.4.2. Mulch shall be medium or fine Hog Fuel wood chips, clean arborists wood chips, shredded leaves, coffee hulls, compost, etc.

6.4.3. "Red" bark mulch or dust shall not be used.

6.5. OTHER AREA MAINTENANCE

*6.5.1. Removal of moss from hardscapes on an as needed basis. Treat moss with least toxic methods during most effective time of year.*

*6.5.2. (Areas such as water features, annual planting beds, rockeries, rough turf areas, native areas, trails, bioswales, and detention ponds require specialized language and inclusion in the contract specifications on an as needed basis.)*

7. MATERIALS AND EXECUTION - IRRIGATION

7.1. GENERAL IRRIGATION SYSTEM OPERATION

7.1.1. Contractor is responsible for providing a staff completely trained and familiarized with the setup, monitoring and maintenance of the irrigation system at Owner's sites.

7.1.2. Contractor is responsible for understanding the capacities and capabilities of the irrigation system and ensuring that system modifications do not cause landscape water demand to exceed the hydraulic capacity of the system.

7.1.3. Contractor shall identify opportunities to install the Weathermatic Smartline controller and Smartline weather sensor and/or any irrigation water saving technology, and provide a cost proposal to Owner.

7.1.4. Contractor shall not turn on the irrigation system, except for turn up and repair purposes, before May or after September. Contractor shall set the irrigation controller to off no later than October and no earlier than May.

7.1.5. Contractor will program irrigation controllers with peak season time intervals for each valve zone in the irrigation systems and adjust time intervals with the percent/seasonal adjust feature on the controller each month from May through September. Controllers that have the capability to be preprogramed to automatically adjust the peak time intervals monthly, should be programmed,

7.1.6. Adjustments should be based on local evapo-transpiration (ET) data or the following averages for the Puget Sound region:

| | |
|---|---|
| May | 70% |
| June | 80% |
| July | 100% |
| Aug | 80% |
| Sept | 60% |

7.1.7. Contractor shall provide a map of each of the irrigation zones, a description of the plant material and head type, and the program, number of minutes and days of the week each zones is set to water.

7.1.8. Operate systems only during night hours closer to dawn than dusk. Daytime operation is permitted only when inspecting or testing the system, after fertilizer application, for new installations and during extreme temperatures.

7.1.9. Run times shall be sufficient to allow for saturation of the root zone without run off. This may require "cycle and soak" scheduling in spray zones. Allow adequate run times in drip irrigation zones.

7.1.10. Contractor will manage all irrigation systems for peak efficiency and water conservation. Check for proper water application rates by inspecting soil moisture and health of plant materials once per year. Adjust the irrigation frequencies as required to correct over or under watering.

7.1.11. Contractor and Owner will work in collaboration during water supply shortages and under drought conditions to develop an irrigation strategy that best preserves and protects the site's landscape investment.

7.2. IRRIGATION SYSTEM MONITORING

7.2.1. Irrigation system monitoring and inspections to include the following:

- Visually inspect all irrigated landscape areas when on site from April through September to identify potential leaks as evidenced by water related plant stress, surface water or erosion, broken or damaged equipment, and paved surfaces or building walls/windows affected by irrigation spray.
- Visually inspect the operation of all irrigation valve zones when the system starts up in the spring and when the system is shut down in the fall to identify coverage problems, misdirected nozzles, broken or damaged equipment, hard-scape or building overspray, pressure problems and system leaks.
- Perform two-wire path loop resistance test on each site once annually during winter shutdown.

7.2.2. Provide the following written irrigation system management reports to Owner's Project Manager.

- Summary of additional services, system repairs and renovations, general operations and recommendations once monthly from April through September.
- Summary of major renovations, replacements and equipment changes along with proposed renovations/upgrades and associated budget recommendations once annually.

7.3. IRRIGATION SYSTEM MAINTENANCE, WINTERIZATION AND RE-ACTIVATION

7.3.1. Run-off of water from irrigation systems into or onto streets, sidewalks, stairs, or gutters is not permitted. Immediately make adjustments, repairs, or replacements required to correct the source of the run-off.

7.3.2. Clean and adjust heads, nozzles and valves as required. Clean drip irrigation valve strainers as required. Properly prune plantings and remove sod and debris affecting head performance from all zones once during the months of April and May. Properly prune plantings and sod or debris affecting access to valves, and reset/raise valve boxes, which have settled during the winter shutdown months.

7.3.3. Prior to freezing weather and no later than November 1, deactivate the irrigation systems. Vacate all water from the systems using an air compressor and adjust/set all valves and back flow prevention devices for winterization per manufacturer's recommendations.

7.3.4. Flush out lateral lines and adjust heads and nozzles at the beginning of each operating season. Activate the irrigation systems in the spring as dictated by annual weather conditions.

7.3.5. Contractor shall be responsible for all costs associated with damage resulting from improper irrigation winterization and re-activation procedures, and for all damage resulting from failure to winterize or re-activate in a timely fashion. The Contractor is not responsible for freeze damage to piping left pressurized year around per the direction of Owner.

7.3.6. Provide for inspection and testing of backflow prevention valves annually, as required by law.

7.4. IRRIGATION SYSTEM REPAIR AND RENOVATION

7.4.1. Provide 24 hour per day, 7 days a week emergency response to immediately replace or repair broken, damaged or inoperable irrigation components which pose damage or safety hazards to persons or property. Prepare Proposals for all other repair or replacement work.

7.4.2. All repairs to the system shall be identical to the original installation, unless approved otherwise in advance by the Owner. If a change to the installation will result in lower future maintenance costs, less frequent breakage, or an increase in public safety, request authorization to make the change from the Owner.

7.4.3. Replacement of system components shall be the same manufacturer and model as original equipment, or better as authorized by Owner.

7.4.4. The following repair activities are considered additional services:

- Troubleshooting and repair of controller components.
- Damage by other than Contractor vehicles.
- Pedestrian or vandalism damage.
- Special event damage.
- Construction related damage by other than Contractor's activities.
- Storm related damage.
- Product failure.

7.4.5. Provide the following repair or replacement work at no cost to Owner:

- Damage due to Contractor maintenance activities.
- Damage due to work by Contractor's construction activities.

7.4.6. Inform Owner in shutting off the systems during emergencies.

7.4.7. Redline all irrigation repairs or renovations which represent changes to the existing irrigation on current record drawing prints and submit to Owner.

KCHA – Landscape Maintenance Schedule
for
Task Order Contract – Weekly Landscape Tasks

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **TURF AREAS** | | | | | | | | | | | | | |
| High Maintenance: Mow and Edge all high visibility areas (parks, right-of-way, and apartment communities only) | 1 | 1 | 2 | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | 3 | 2 | 1 | 36 |
| Low Maintenance: Mow/Trim and Edge low visibility areas | * | * | 1 | 1 | 2 | 2 | 2 | 1 | 1 | * | * | * | 10 |
| Sweep-Blow Walkways (of generated landscape debris) | 1 | 1 | 2 | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | 3 | 2 | 1 | 36 |
| Fertilizing and Liming Turf | | | | 1 | | | | | | | | | 1 |
| Post-Emerge Weed Control | | | | | * | | | | * | | | | AN |
| Aerate Turf (leave plugs in place) | | | | 1 | | | | | | | | | 1 |
| **BED AREAS** | | | | | | | | | | | | | |
| Hand weed | 1 | 1 | 2 | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | 3 | 2 | 1 | 36 |
| Mulch (maintain 2 inches) | | | * | | | | | | | * | | | AN |
| Post-Emerge Weed Control | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| Fertilize Ground Cover, Trees and Shrubs | | | | * | | | | | | | | | AN |
| Leaf Management | | | | | | | | | * | Weekly | Weekly | * | 8-12 |
| **PRUNING** | | | | | | | | | | | | | |
| Trim hedges and ground cover once per year as needed | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| Prune Trees as needed | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| Cut Back Perennials | | | | | | | | | | 1 | | | 1 |
| **GENERAL ACTIVITIES** | | | | | | | | | | | | | |
| ~~Irrigation~~ | | | | | | | | | | | | | N/A |
| Weeding parking lots, walkways, expansion joints | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| Litter Pickup, incidental | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| Monthly Inspections | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |
| Insect/Disease Management (time and material) | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| Storm debris Cleanup | * | * | * | * | * | * | * | * | * | * | * | * | AN |
| ***AN = Included in Contract on an as needed basis*** | | | | | | | | | | | | | |

**END OF ADDENDUM**