Housing Authority of the City of Alameda
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701 Atlantic Avenue • Alameda, California 94501-2161

Addendum #1 to Landscaping Services

Work Schedule and Scope of Work

Date: December 15, 2023

RE: Addendum #1 to Request for Bids for Landscaping Services

NOTICE TO ALL RESPONDENTS

The addendum to the Request for Bids comprises this addendum and is hereby made part of the Bid (Addendum #1). The Work Schedule, Scope of Work, and Cost of Proposed Services from the Request for Bids is to be removed and replaced by the following:

Exhibit A: Work Schedule

Exhibit B: Scope of Work

Exhibit C: Cost of Proposed Services

This written response is to be submitted to the AHA in conjunction with the Request for Bids for Landscaping Services dated November 30, 2023:

I hereby represent that I am a duly authorized agent for the company identified below, AND THAT I HAVE RECEIVED ADDENDUM #1.

Company: _____

Authorized Signatory: _____

Printed Name: _____

Title: _____

Signature: _____

Exhibit A

Work Schedule:

- Contractor is to provide AHA with a weekly/biweekly/monthly work schedule (depending on property) describing the work to be performed at each site. The contractor must provide an after hours emergency contact number in case urgent service is necessary.

- The Contractor shall conduct all operations during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday, unless otherwise approved AHA. Contractor may not work on any AHA observed Holidays. AHA shall provide a list of observed Holidays prior to commencement of these services.

- Any non-emergency work that may be deemed hazardous or disruptive (i.e., chemical spraying, tree pruning, etc.) shall be scheduled at least two (2) weeks in advance with AHA approval. For emergency work, Contractor must obtain written approval from AHA prior to commencing work.

- AHA reserves the right to change schedules for special events, conflicts with adjacent property owners or tenants within five (5) working days advance notice.

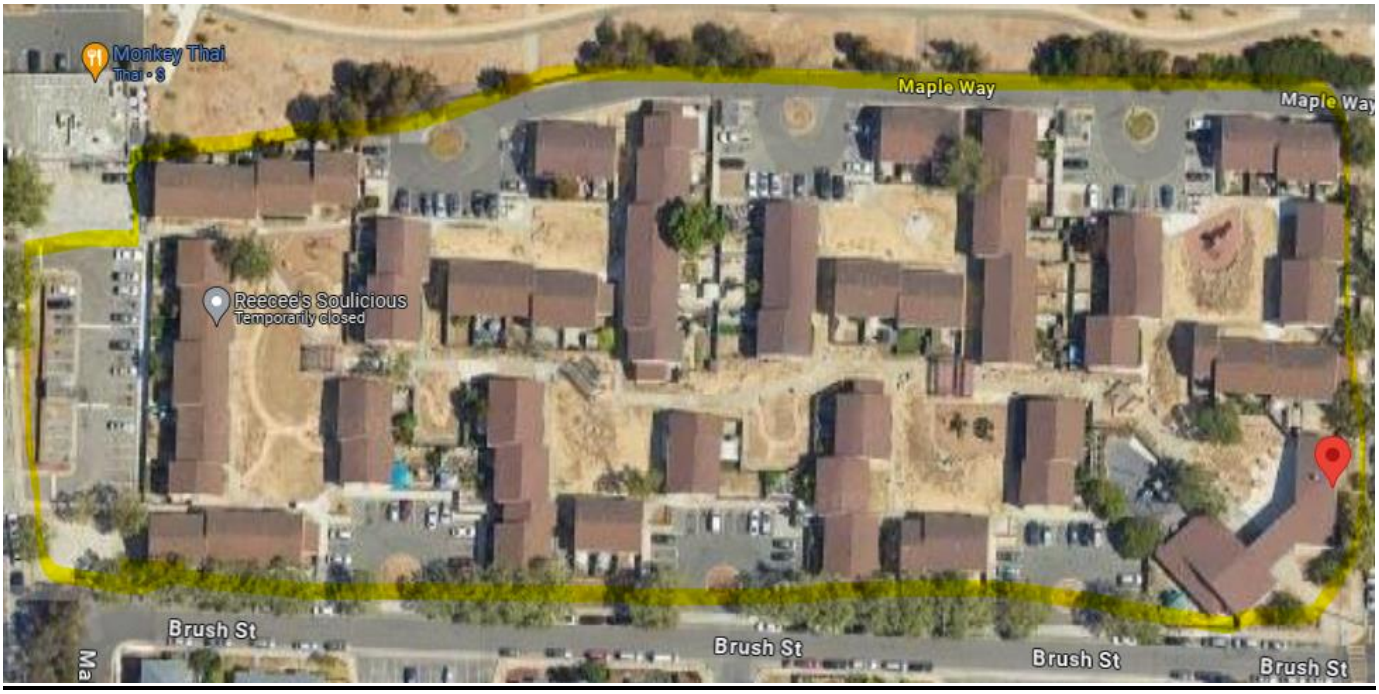
AHA Properties:

*It is the responsibility of the Contractor to review the sites below prior to submission of the proposal to determine the hours of work and monthly cost. There will be an optional Pre-Bid Meeting for North Housing and The Poplar properties.

Property	Unit Count	Address	Service Frequency
AHA Administration Office	N/A- Office	701 Atlantic Ave Alameda, CA 94501	Biweekly

Property	Unit Count	Address	Pre-Bid Meeting	Service Frequency
**North Housing	N/A- development in process	501 Mosley Avenue Alameda, CA 94501	December 12, 2023 @ 11:00am	Biweekly

Property	Unit Count	Address	Service Frequency
Esperanza	120	1903 Third St Alameda, CA 94501	Weekly



Property	Unit Count	Address	Pre-Bid Meeting	Service Frequency
The Poplar	N/A	2615 Eagle Avenue Alameda, CA 94501	December 12, 2023 @ 12:00pm	Monthly

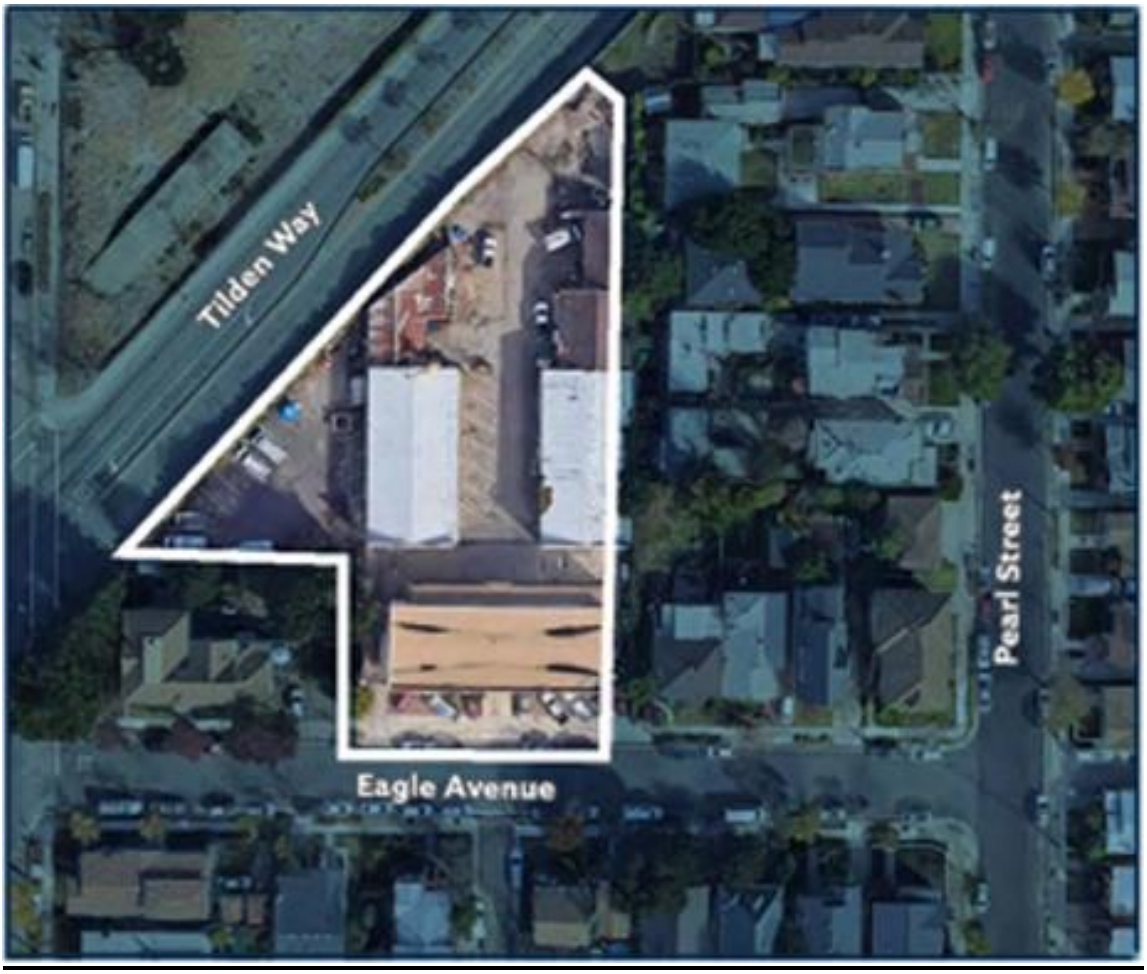


Exhibit B

Scope of Work

****NORTH HOUSING:**

Groundskeeping:

- Cut/mow up to 12 acres of vegetation including grasses and weeds every two weeks to a maximum height of 3"
- Prune overgrown shrubs, bushes, climbing vines, and ivy plants.
- Collect all cuttings and green waste and dispose of off-site.
- Pick-up and remove litter trash, and debris from illegal dumping and dispose of off-site. Use of equipment to move/load may be required. Dump fees included. This is not to include any demolition or construction debris produced by construction or demolition activities.

AHA ADMINISTRATION OFFICE, ESPERANZA, AND THE POPLAR:

Turf Management:

A. **Standards for Health and Appearance:**

Turf shall be maintained to sustain an attractive appearance, and good health with deep roots uniform green color, and uniform density with no bare spots.

B. **Protect Environmental Resources:**

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

C. **Mowing and Edging:**

1. Turf shall be mowed weekly to maintain a neat appearance and healthy growth.
2. Grasscycling shall be employed for all turf areas (see A Bay-Friendly Landscaping Guide to Grasscycling, available at www.BayFriendly.org). Grasscycling requires an integrated management system of irrigation, mowing height, and mowing frequency.

   Key components are:

   - Mow weekly during the growing season.
   - Mow when the turf is dry; at least on the day following irrigation.

- Maintain equipment to keep blades sharp and balanced; usually sharpen once a week. Keep area under the mower deck clean. Mulching mowers are more effective, but not required for grass-cycling.
- Leave clippings on the turf. A second pass over clumps or windrows may be necessary if clippings are long. Clipping may not be left on turf in clumps or windrows.
- Seasonal rains may require temporarily halting of grass-cycling because of excessive moisture.
- The clippings must be picked up and used as mulch or transported to a plant debris recycling facility. Do not use grass clippings as mulch if an herbicide has been applied to the turf.

3. Turf will be mowed at a height appropriate for the species of turf:
   a. Tall fescue 2-3”
   b. Bluegrass, ryegrass, red fescue 1.5-2.5”
   c. Dichondra, bermudagrass 0.5-1.0”
4. Turf will be cut with appropriately sized equipment which will give a neat appearance without rutting, sliding over or scalping the turf.
5. Mowing patterns will be changed weekly to avoid rutting.
6. Turf areas adjacent to pavements shall be edged on a vertical plane every other mowing
7. A string trimmer or shears shall be used to trim around valve boxes, header boards, etc. in the turf, on a regular basis to maintain a neat appearance.
8. Turf shall be maintained away from the base of features in the turf at the following distances:
   a. Trees 15”
   b. Signs and similar features 4”
   c. Buildings and other structures 4”
9. Clippings will be removed from paved surfaces the day of the mowing and edging.
10. Contractor shall take care to avoid damaging plants, equipment, signs, buildings, vehicles, etc. during turf maintenance operations. Any trees which have more than 50% of the circumference of the trunk tissue removed or damaged by string trimmers or mowers shall be considered destroyed and shall be replaced at the Contractor’s expense with like species and size.

D. Leaf Litter:

1. Mulch leaf litter with mowers as needed throughout the fall and winter months. Large concentrations of leaves may require pickup. Rakes are preferred for leaf litter removal over blowers.
2. Leaf litter will not be allowed to accumulate to the point that it will damage or kill turf.
3. Leaf litter that is removed from turf will be either chopped and used on-site or transported to a plant debris recycling facility.

E. Aerating and De-thatching (not applicable at this time):

1. ~~Aerate turf in traffic areas once a year. Aerate turf in low use areas every two years. Use equipment with hollow tines that removes a soil core. Top dress with ¼ inch fine compost. Overseed to fill in thin spots and to crowd out weeds.~~
2. ~~De-thatch turf when thatch accumulates to a one-half inch thickness by cutting with a vertical mower. Thatch shall be raked and either composted for use elsewhere or transported to a green waste recycling facility.~~
3. ~~Aeration and de-thatching activities should be scheduled to coincide with active growth period of the turf species, avoid hot weather conditions, and avoid peak time of crabgrass and other weed seed germination.~~

F. Water Management:

1. If the irrigation system is active and running, turf shall be irrigated to provide adequate water to maintain an attractive, green, healthy turf, and moderate growth rate during its growing season, without stimulating excessive growth rates.

G. Soil and Nutrition Management:

1. Contractor shall incorporate composted organic amendments into soil prior to planting annuals or replanting damaged turf or ground cover.
2. Fertilization shall be managed to provide moderate, not excessive, turf growth, and to avoid polluting surface and ground waters. Grass cycling reduces the fertilization requirement of turf grass by 15-20%.
3. Fertilizer applications are to be made on a prescription basis only when soil and/or plant tissue analyses identify specific deficiencies. For plan to apply approximately 3.5-4.5 lbs. of actual nitrogen to cool season grasses per year in four applications. Include the available nitrogen from grass cycling and applying compost as topdressing in the calculations of actual nitrogen.
4. Contractor shall select fertilizers that are released over a period of time, are predominantly organic and derived from natural sources, are produced locally, and will not pollute surface and ground water when properly used to provide primary nutrient needs of turf.

H. Pest Management:

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

4. Contractor may not apply restricted chemicals that may harm water resources.

Ground Cover:

A. **Standards for Health and Appearance:**

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

B. Protect Environmental Resources:

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

C. Edging and Mowing:

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

D. Mulching:

1. Contractor shall maintain a minimum of 2" of coarse organic mulch at all times over bare soil areas that are not covered by ground cover. Mulch shall be applied so that it is below grade (curb, edging, etc.) by half an inch. Some additional grading preparation and grading of areas adjacent to sidewalks or edging, etc. may be required to keep the finish grade of the mulch at an appropriate level. Mulch materials shall be chipped or shredded plant debris wood chips from pruning operations. When available, utilize chipped plant prunings generated on-site.

E. Water Management (if the irrigation system is set up and running):

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

F. Soil and Nutrition management:

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

G. Pest management:

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

Shrubs

A. Standards for Health and Appearance:

Shrubs shall be maintained to sustain an attractive and healthy plant that is characteristic for the species.

B. Protect Environmental Resources:

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

C. Pruning:

1. Selective pruning:

a. Shrubs shall be pruned selectively only as necessary to enhance their natural shape.

b. Where plant size must be controlled because of inadequate space for the plant, prune to reduce size by cutting individual branches or stems to interior lateral branches at appropriate locations

2. Hedging and shearing:

a. Existing hedges that have been maintained by shearing in the past and that do not have adequate space to grow to mature plant size can continue to be maintained by shearing. Suggest to AHA alternative plantings to these existing hedges that can be maintained in their natural shape for future renovations

b. For hedges that have not yet been maintained by shearing, shearing of plants into formal shapes shall be avoided as this destroys the natural form of the plant and generates excessive waste.

i. Plants having adequate space for development shall instead be selectively pruned on an as needed basis.

ii. Where plant size must be controlled because of inadequate space for the plant, prune to reduce size by cutting individual branches or stems to interior lateral branches at appropriate locations. Contractor will notify AHA where hedges could be replaced with size-appropriate plants to eliminate requirement for shearing.

3. Trimmings generated by pruning shall either be chipped and used as mulch on the site or transported to a plant debris recycling facility.

D. Mulching:

1. Contractor shall maintain a minimum of 2” of coarse organic mulch at all times over bare soil areas surrounding shrubs. Mulch shall be applied so that it is below grade (curb, edging, etc.) by half an inch. Some additional grading preparation and grading of areas adjacent to sidewalks or edging, etc. may be required to keep the finish grade of the mulch at an appropriate level. Mulch materials shall be chipped or shredded composed green waste, wood chips from pruning operations, or chipped landscape prunings generated on-site.

2. Sheet mulching shall be employed at installation, where possible.

E. Water Management (If the irrigation system is active and running):

1. Shrubs shall be irrigated to provide adequate water to maintain an attractive, healthy plants, and moderate growth rate during their growing season.

2. The water budget approach to irrigation scheduling shall be used to match shrub need with water application and avoid over-irrigation.

F. Soil and Nutrition Management:

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

G. Pest Management

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

Trees

A. Standards for Health and Appearance:

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

B. Protect Environmental Resources:

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

C. Pruning:

1. All pruning shall be in accordance with the Best Management Practices for Pruning (International Society of Arboriculture, 2002) and adhere to the most recent editions of the American National Standard for Tree Care Operations (Z133.1) and Pruning (A300).
2. Trees shall be pruned in the following manner:

a. Clear the crown of diseased, crossing, weak and dead branches. Trees shall not be routinely thinned.
b. Provide 14’ vertical clearance over roads, 8’ over walkways.
c. Reduce end weight on heavy, horizontal branches

d. Create a strong central trunk with lateral branches spaced vertically and horizontally.

e. Interior branches shall not be stripped out.

f. No more than 20% of live foliage shall be removed within the trees.

g. Trees shall not be climbed with spurs.

h. Branch removal or reduction cuts (thinning cuts) are to be employed rather than heading cuts. Trees shall not be topped or headed back.

i. No green palm fronds shall be removed above a horizontal line drawn across the base

of the crown.

3. Pruning operations shall be conducted in a manner that does not damage surrounding and under story plants and structures.

D. Staking:

1. Tree stakes, ties and guys shall be checked regularly to ensure trees are not being damaged. Adjust ties and stake as necessary to prevent girdling and wounding.

2. If new ties are needed to secure tree to stake, use ties composed of recycled materials. The tie must be broad, have a smooth surface where it contacts the trunk, and provide some elasticity. Wire covered with hose, tubing or other materials, and covered electrical wire are not acceptable materials.

E. Mulching:

1. Contractor shall maintain a minimum of 2" of coarse organic mulch at all times over bare soil areas surrounding trees taking care not to place mulch against trunks. Mulch shall be applied so that it is below grade (curb, edging, etc.) by half an inch. Some additional grading preparation and grading of areas adjacent to sidewalks or edging, etc. may be required to keep the finish grade of the mulch at an appropriate level. Mulch materials shall be chipped or shredded plant debris and/or wood chips from pruning operations. When available, utilize chipped landscape prunings generated on-site.

2. Sheet mulching shall be employed at installation, where possible.

F. Water Management(<u>If the irrigation system is active and running</u>):

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

2. The water budget approach to irrigation scheduling shall be used to match shrub need with water application and avoid over-irrigation.

G. Soil and Nutrition Management:

1. Fertilization shall be managed to provide moderate, not excessive, growth, and to avoid polluting surface and ground waters.

2. Fertilizer applications are to be made on a prescription basis only when soil and/or plant tissue analyses identify specific deficiencies. Additional fertilization of mature trees may not be necessary.

3. Contractor shall select fertilizers that are released over a period of time, are predominantly organic and derived from natural sources, are produced locally, and will not pollute surface and ground water when properly used to provide the primary nutrient needs of the tree.

H. Pest management:

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

Hardscape (Optional Service As-Needed. Not to be included in landscaping maintenance charges)

A. Debris removal and clean-up:

1. Contractor shall keep all hardscape areas, walkways, building entries and exits free from trash and debris.

B. Surface cleaning:

1. Contractor will clean hard surfaces as needed to remove accumulation of sediment, dirt, moss or other materials that distracts from the visual impact of the area or creates a safety hazard. Cleaning methods must be consistent with the Bay Area Stormwater Management Agencies Association (BASMAA) criteria.

C. Root interference:

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

Exhibit C

Cost of Proposed Services

AHA PROPERTIES				
Property	**Unit Count**	**Address**	**Monthly Bid Amount**	**Annual Bid Amount**
AHA Administration Office	N/A- Office	701 Atlantic Ave Alameda, CA 94501	$	$
Esperanza	120	1903 Third St Alameda, CA 94501	$	$
North Housing	N/A- development in process	501 Mosley Avenue Block A Alameda, CA 94501	$	$
The Poplar	40-50	2615 Eagle Avenue Alameda, CA 94501	$	$

Additional Labor Service	Hourly Rates (Standard)	Hourly Rates (Overtime)	Emergency Response Rates
		-	

Note: *Normal business hours are Monday – Friday, 6am – 4pm with Emergency services to be considered outside normal business hours, weekends &/or holidays.*

Add-on Services Offered (optional)	**Cost**
Irrigation/ Water Management Set-up Service	
Hardscape/ Power Washing	
Mulch Start-up (AHA Main Office and Esperanza)	
Shrub Beds Start-up Service	
Water Management/ Irrigation Management	

Percentage increase in 2-5: 3% per year and would be negotiated while being compared to CPI

PREVAILING WAGES

Bidder must agree to abide by the requirements under Section 1770 et seq of the Labor Code of the State of California for prevailing wages. Bidder acknowledges that this project is a public work to which prevailing wages apply, and that a public works project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations (DIR).