

**CITY OF AUSTIN  
PURCHASING SPECIFICATIONS  
FOR  
VEGETATION MAINTENANCE OF GREEN STORMWATER INFRASTRUCTURE**

**1.0 PURPOSE**

- 1.1 The City of Austin, Watershed Protection Department, Field Operations Division, and the Public Works Department, Street & Bridge Division, hereinafter referred to as the “City”, seeks bids from qualified professional service providers, hereinafter referred to as the “Contractor”, to provide vegetation maintenance, plant and sod replacement, and debris removal services at landscaped stormwater features, hereinafter referred to as **Green Stormwater Infrastructure (GSI)**. The City intends to award all items to a single bidder. Bidders are required to submit a firm fixed cost for all itemized services deliverable under the terms of this solicitation. The City will establish a 36-month initial term with three 12-month extension options.
- 1.2 The contract that issues from this solicitation shall provide for the maintenance of native (desirable) plants at existing and future GSI sites. The City anticipates an increase in the number of GSI sites over the life of the contract. The Contractor shall provide professional maintenance services, minimizing negative environmental impacts, and utilizing the safest possible equipment and techniques in order to minimize the risk of injury to persons, infrastructure, and properties in and around these sites.
- 1.3 GSI sites may sound technical in nature, but a site that is designed correctly and well established is very simple to maintain: pulling weeds, keeping the mulch in place and adding to it occasionally, pruning back foliage that is blocking a traffic sign, sidewalks, or roadways, and removing litter and debris. All these practices are within the scope of most residential/commercial landscapers, as long as the landscapers are experienced with plants native to central Texas.
- 1.4 Contractor shall satisfy the City and the Purchasing Officer that the Contractor has a sufficient number of experienced employees and the required equipment and supplies necessary to perform the work according to these contract documents.

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		ISSUANCE/ REVISION	DEPARTMENT APPROVALS	
DATE	PREPARED BY		USING	PURCHASING
7/2/13	Donna-Lee Bliss	Issuance	D. Gonzales	S. Cocke

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**2.0 APPLICABLE SPECIFICATIONS**

- 2.1 ANSI A300, “Standard Practices for Trees, Shrubs and Other Woody Plant Maintenance”
- 2.2 ANSI Z133.1, “Pruning, Trimming, Repairing, Maintaining and Removing Trees, and Cutting Brush - Safety Requirements”
- 2.3 Performance of work shall be in accordance with industry standards: Texas Nursery and Landscape Association’s (TNLA) Texas Certified Landscape Professional Manual.
- 2.4 City Standard Specification, located at the link below:  
  
 #608S.6 (Planting)  
 #111S (Excavation)  
 #627S (Grass-Lined Swale)

<ftp://ftp.ci.austin.tx.us/Standards/Standards/Specifications/>

2.5 City Special Provisions and Special Specifications in Attachment “A”.

SP601S	5/20/13	Placing Topsoil
SP602S	5/20/13	Sodding for Erosion Control
SP604S	5/20/13	Seeding for Erosion Control
SP606S	5/20/13	Fertilizer
SP608S	5/20/13	Planting
SP609S	5/20/13	Native Grassland Seeding & Planting for Erosion Control
SS612	5/20/13	Topsoil Mix

2.6 All of the Successful Contractor’s operations shall comply with the City’s IPM plan:

<http://www.austintexas.gov/ipm>

2.7 Section 1.6.3 of the City of Austin Environmental Criteria Manual includes expanded recommendations:

[http://austintech.amlegal.com/nxt/gateway.dll/Texas/environ/cityofaustintexasenvironmentalcriteria?templates\\$fn=default.htm\\$3.0\\$vid=amlegal:austin\\_environment\\$anc](http://austintech.amlegal.com/nxt/gateway.dll/Texas/environ/cityofaustintexasenvironmentalcriteria?templates$fn=default.htm$3.0$vid=amlegal:austin_environment$anc)

2.8 Contractor’s operations and performance of work shall comply with all Federal, state, and local laws and regulations, and with applicable ordinances of the City, including all safety and environmental laws and regulations. Any regulation not specifically stated in this solicitation, but clearly necessary for performance of the work under any resulting Contract, is included.

2.9 The code, specification, or standard referred to, except as modified in the Specifications, shall have full force and effect as though printed in the Specifications. Such specifications and standards are not furnished to bidders, since manufacturers and trades involved are assumed familiar with their requirements. The City shall furnish, upon request, the locations where copies of the specifications and standards referred to may be obtained.

**3.0 CONTRACTOR’S QUALIFICATIONS**

3.1 Contractor shall have a minimum of three (3) contiguous and recent years full time experience of the same size and scope laid out in this solicitation, with plants and landscapes that are native to Central Texas.

3.2 The Contractor shall establish and demonstrate their experience in on-going maintenance practices limit the impact of equipment emissions, excessive noise, and use of fertilizers, insecticides, or other chemicals and any other practices that negatively affect the wildlife or environment of the areas referenced in this Solicitation.

3.3 Contractor shall employ staff with the following qualifications and shall provide with their bid submittal copies of all certifications, degrees and experience (minimum three (3) recent and contiguous years, full time):

3.3.1 Demonstrated experience maintaining native landscapes, green stormwater infrastructure, and/or ecological restoration sites;

3.3.2 Texas Department of Agriculture or the Structural Pest Control Board licensed pest management professional.

## 4.0 OVERVIEW

- 4.1 GSI reduces impacts from built environments using landscape features and engineered systems that mimic natural processes to control the quantity and quality of rainwater runoff. See the GSI Information Packet at the link listed below:

[ftp://ftp.austintexas.gov/GISmaint\\_AttachB/](ftp://ftp.austintexas.gov/GISmaint_AttachB/)

This contract covers a variety of GSI found in particularly sensitive areas (many discharging directly into creeks), and are defined below:

- 4.1.1 **Biofiltration Device** – A filtration system that uses the chemical, biological, and physical properties of plants, microbes, and soils to remove pollutants from stormwater runoff. It has a pre-treatment sedimentation basin and a bio-filtration basin for pollutant removal. Plants and microorganisms living in the filter medium both treat stormwater and sustain the permeability of the bio filtration medium; healthy plants are critical to the proper functioning of the device. The drainage area to of this zone is larger than that of a rain garden.
- 4.1.2 **Bioswale** – A vegetated swale used to convey, infiltrate, and partially treat stormwater runoff.
- 4.1.3 **Rain Garden** - A vegetated, depressed landscape area designed to capture and/or filter stormwater runoff. They are restricted to drainage areas no greater than two (2) acres and a ponding depth not to exceed 12 inches.
- 4.1.4 **Stream Restoration/Stabilization Sites** - These sites stabilize stream channels, increase vegetation quality and quantity to improve water quality, increase infiltration, increase or enhance wildlife habitat, and reduce stream bank erosion
- 4.1.5 **Vegetative Filter Strip**– the strip is typically used in areas with relatively low-density development as a passive low maintenance means of protecting nearby receiving waters from marginally increased pollutant loads. It is designed to treat runoff by maintained sheet flow and not by ponding water.
- 4.4 The GSI maintenance area currently total approximately 696,960 sq. ft., including targeted infrastructure and the surrounding area. The resulting contract may be increased in size by up to 20% per year.
- 4.5 The City reserves the right to periodically add or remove GSI sites to the scope. In addition, a scheduled visit may be cancelled with reasonable notification as determined by the City.
- 4.6 The Contractor shall establish and demonstrate their landscaping and maintenance practices limit the impact of equipment emissions, excessive noise, and use of fertilizers, insecticides, or other chemicals and any other practices that negatively affect the wildlife or environment of the project locales covered by this Contract.
- 4.7 The City prefers Contractors who demonstrate innovative approaches to reducing their impact on the natural environment through use of alternative energy, low-emission equipment, biodegradable chemicals, or items with recycled content. City Council resolutions #20071129-045 and #20070215-023 relate to the adoption of sustainable business practices that reduce chemical and greenhouse gas emissions, comply with LEED standards, and promote the use of recycled materials in goods and services purchased by the City. Contractor shall complete and include in their bid submittal **Attachment “B”**, Equipment Inventory List.

- 4.8 By signing the Contract, the Contractor agrees to conscientiously review their own business processes and purchases in an effort to reduce their overall carbon footprint and the use of chemicals that are potentially harmful to the community. Additionally, the Contractor shall conform to all specifications relating to sustainability contained in the Solicitation documents, including, but not limited to, 0500 (Scope of Work), any included attachments, and the type of equipment as specified in the solicitation.
- 4.9 As superior (adequately designed and cost competitive) commercial-grade maintenance, landscaping, and mowing equipment become available in the future (propane, natural gas, bio-diesel, manual or electric), the City reserves the right to require the Contractor to upgrade immediately to the environmentally preferable technology for the remaining term of the Contract.
- 4.10 The Successful Contractor shall accept payment by credit card, Automated Clearing House (ACH), Electronic Funds Transfer (EFT), or bank draft for all services provided under the Contract, as indicated in the Invoices and Payment Provision in Section 0400.

## **5.0 HERBICIDE/PESTICIDE APPLICATION**

- 5.1 The Contractor's pesticide/herbicide actions shall conform to City Special Provision SP608S.4J.
- 5.2 Applications of chemicals shall be made by or under the on-site supervision of a Licensed Pesticide Applicator, currently certified by the State of Texas Structural Pest Control Board.
  - 5.2.1 Contractor shall provide copies of certifications of their current licensed employee(s) to work under this contract to the City with their bid submittal.
  - 5.2.2 If the licensed employee(s) leaves Contractor's employment, no herbicide application shall be performed until the City approves in writing the licensed replacement(s).
- 5.3 All label precautions shall be adhered to, including limiting drift to non-target plants, both terrestrial and aquatic. Contractor shall follow the guidelines listed in City Specification #608S.6, and Special Provision #SP608S, and #SP609S.

## **6.0 PERFORMANCE SPECIFICATIONS**

- 6.1 Contractor shall furnish all materials, labor, equipment and horticultural supervision required to perform the work at the GSI locations leaving them in an acceptable condition, in accordance with this specification and its attachments. Maintenance shall be performed at least seven (7) times per year, and include but not be limited to:
  - 6.1.1 Debris, trimmings, trash and litter removal;
  - 6.1.2 Mowing, hand weeding, string trimming, pruning, and mulching vegetation;
  - 6.1.3 Mechanical removal of unwanted weedy vegetation, and chemical treatment when requested;
  - 6.1.4 Re-distribution of soil or mulch;
  - 6.1.4 Pesticide and herbicide application;
  - 6.1.5 Plant and sod replacement and establishment during the months of November through March;
- 6.2 The required work may require using the following equipment:
  - 6.2.1 Hand-held manual tools and saws;
  - 6.2.2 Weed eaters;
  - 6.2.3 Mowers with mulching decks.

- 6.3 Contractor shall check the functionality of the GSI at least twice per year during scheduled visits; of which one (1) visit shall occur after a heavy rain event, (accumulated stormwater shall dissipate within forty-eight (48) hours for the GSI to be considered functional.) Approximately once a year or less frequently, Contractor shall remove excess silt in the inlet and basin. Contractor shall properly dispose of materials removed at a City approved landfill or alternate site. See **Attachment "C"**, Inspection Check List.
- 6.4 If a dead plant(s) is discovered, the Contractor shall send the City an electronic picture of the area around the dead plant. The City will determine what species and size of plant shall be replaced by the Contractor. The plant shall only be replaced from November through March.
- 6.5 If a bare spot in the vegetation exceeds ten (10) square feet, the Contractor shall re-sod or re-seed as appropriate. The sod or seed shall only be replaced from November through March. The City reserves the right to determine if sod or seed will be used.
- 6.6 At arrival and upon completion of each visit to a GSI site, the Contractor shall take before and after photos of the site that clearly show the work accomplished, and provide the photos electronically to the City prior to issuance of an invoice.
- 6.7 If maintenance areas do not have a sufficient access drive, the Contractor shall park in a legal parking space, not blocking any lanes of traffic unless the Contractor has an appropriate lane closure permit and temporary traffic control devices in place.
- 6.8 Prior to performing vegetation maintenance, the Contractor shall remove all trash and debris and dispose of it properly at an accredited landfill or other facility approved in advance by the City. It is anticipated that such debris will have a minor presence only. If Contractor discovers larger debris/trash (e.g., couch, fallen tree), they shall immediately contact the City to make arrangements for its removal. If a dead animal is discovered, Contractor shall notify the City's "311" call center to arrange for its removal.
- 6.9 Contractor shall not enter any saturated area (area wherein equipment will leave ruts) with any equipment heavier than weed-eaters. Use of heavier equipment will likely result in ruts, which are expensive to repair. The City reserves the right to seek remedy from the Contractor for full reimbursement of the cost to rehabilitate any area so damaged.
- 6.10 Contractor shall cut all turf-grass areas to a height not lower than four (4) inches, leaving the mulched remains in place; remains shall be evenly spread to prevent impediments to growth to the below vegetation.
- 6.11 If too much biomass is present, Contractor shall dispose of it properly at an accredited landfill or other facility approved in advance by the City. Contractor shall provide proof that clippings, brush and/or trash are being disposed of in an appropriate manner. If the material is disposed of in a landfill, the Contractor shall attach the receipt(s) to their monthly invoice. If organic materials are disposed of at a compost site managed by the Contractor, this site shall be made available for periodic City inspection.
- 6.12 Contractor shall make every effort to position and operate equipment such that cuttings and debris picked up by rotating assemblies shall be directed away from nearby traffic, parked vehicles, pedestrians, and buildings. The Contractor shall ensure that cut grass does not remain against fences, buildings, walls, or nearby vehicles.

## 7.0 SAFETY

- 7.1 Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Contractor shall take all necessary precautions for safety and shall provide the necessary protection to prevent damage, injury or loss to all persons and property that may be affected by the work.

- 7.2 Contractor shall comply with all applicable Federal, State and local laws and regulations intended to protect the safety of persons or property, including but not limited to all applicable OSHA and ANSI Z133 standards, rules and regulations. Contractor shall erect and maintain all necessary safeguards for such safety and protection. All damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, Contractor's subcontractor, Contractor's supplier, or any person or organization directly or indirectly employed by any of them, to perform or furnish any of the work or anyone for whose acts any of them may be liable, shall be remedied by Contractor.
- 7.3 Contractor shall prepare and deliver to City only upon request, a safety work plan to be used by Contractor. Contractor shall designate a qualified and experienced Safety Representative at the work site whose duties and responsibilities shall be the prevention of accidents and the maintaining and supervising of safety precautions and programs. Upon request of City, Contractor shall provide certifications or other documentation of the safety representative's qualifications.
- 7.4 Contractor shall be responsible for coordinating any exchange of safety data sheets or other hazard communication information required for exchanged between or among employers at the site in accordance with laws and regulations.
- 7.5 In emergencies affecting the safety or protection of persons or the work at the site or adjacent thereto, Contractor, without special instruction or authorization from the City, shall promptly and reasonably act to prevent damage, injury, or loss and to mitigate damage or loss to the work.
- 7.6 If there is an altercation with a citizen or an accident involving injury to any individual on or near the work, Contractor shall notify the City immediately by phone or radio of the incident after insuring the safety of the Contractor's workers and any other affected parties. Contractor shall be responsible for recording the location of the event and the circumstances surrounding the event through photographs, interviewing witnesses, obtaining medical reports and other documentation that describes the event. Copies of such documentation shall be provided to the City within forty-eight (48) hours of the event.
- 7.7 If there is an accident that causes damage to City property or any third party property, the City is to be notified by phone or radio of the damage immediately after insuring the safety of the Contractor's workers. This verbal notification shall be followed up within five working days of the incident with written notification and investigation of the incident, including any disciplinary actions.

## **8.0 CONTRACTOR'S PERSONNEL**

- 8.1 Contractor employees shall wear safety vests, protective glasses, and any other OSHA required safety equipment.
- 8.2 Contractor shall satisfy the City that the Contractor has a number of employees necessary to adequately perform the work according to the maintenance schedule.
- 8.3 Contractor shall use supervisory personnel experienced in vegetation control services to ensure all work is completed in accordance with specifications. All personnel performing under this contract shall be direct employees of the Contractor.
- 8.4 Supervisor(s) shall be able to speak, read and write English. Supervisor shall report any problems or concerns directly to the City.
- 8.5 All crewmembers shall be adequately trained, and at all times supervised by an English-speaking crew leader.
- 8.6 All employees shall at all times be clearly identified and uniformed, and Contractor shall furnish each employee with proper identification giving both the names of the Contractor and the employee. Such identification shall be marked on an outer garment, or worn on the outer garment.
- 8.7 The City has the right to remove any employee whose conduct is improper, inappropriate, or offensive and this employee shall not return to the City's job-site without written approval by the City.

## 9.0 CONTRACTOR'S EQUIPMENT

- 9.1 Contractor shall complete **Attachment "B"**, Equipment Inventory List, and include it with their bid submittals.
- 9.2 Contractor shall have sufficient equipment to perform the work described in the contract documents.
- 9.3 All equipment utilized by Contractor to perform the work shall be maintained in good operating condition at all times. All safety devices required by OSHA, Federal, state, or local guidelines shall be in place and in proper operating condition. All gasoline cans shall be OSHA approved.
- 9.4 The City reserves the right to inspect the Contractor's equipment at any time prior to award of this Contract or during the Contract term. Any equipment deemed unacceptable by the City for failures that include, but not limited to, continuous equipment malfunctions, excessive noise, unacceptable emissions, and leaking or spillage, shall be replaced at the Contractor's expense prior to the next scheduled visit. Failure to provide suitable equipment for completing each visit within the required schedule may be grounds for termination of this contract. The Contractor's equipment shall not be stored on City property at any time.

## 10.0 CONTRACTOR REQUIREMENTS

- 10.1 Contractor's firm and staff, both professional and field staff, shall have been in the business of providing landscaping and landscape maintenance services as described in this specification for a minimum of three (3) contiguous and recent years.
- 10.2 Unless otherwise provided herein or agreed in advance by the City in writing, Contractor shall provide and pay for all materials, equipment, labor, transportation, machinery, tools (including those necessary to make minor repairs and adjustments at the work site, and those necessary to clean-up the work site), fuel, telephone, power, and all other things necessary to perform the work in accordance with the Solicitation Documents.
- 10.3 Contractor shall report to the City, within two (2) hours of occurrence, any damage done by Contractor's employees to City or private property. Damage to property or loss of vegetation, shall be repaired or replaced by the Contractor at no cost to the City, and within a period of time that is satisfactory to the City.
- 10.4 Contractor is not financially responsible for damage caused by others, but shall report such occurrences to the City in a timely manner.
- 10.5 **IMMEDIATELY** upon discovery of suspected hazardous waste spills or any hazardous situation, condition, or structure the Contractor shall contact the **City's Spills & Complaints Program at (512) 974-2550**.
- 10.6 Contractor shall properly dispose of used and contaminated lubricants, packaging materials, and filters. Costs for disposal fees shall be included in the cost of the services bid and not charged separately on an invoice. The Contractor shall provide the City, upon request, an affidavit declaring that all used and contaminated lubricants and filters were properly disposed.
- 10.7 Contractor shall avoid unnecessary interference with concurrent activities of other Contractors and City forces at the work site. Contractor shall not interfere with the use of public and private roads, and shall provide and maintain suitable detours or other temporary expedients if necessary. Contractor shall conduct the work in a manner to avoid unnecessary noise and other disturbance, and shall cooperate with other occupants of the premises.

- 10.8 Contractor and/or its employees shall not solicit work or prune, remove, or perform any other work on trees, or remove any brush, under this Contract at the request of any party other than City, including, but not limited to, any property owner without the prior consent of City. Any solicitation of work or any vegetation management for entities other than the City shall occur outside of the regular working hours specified under the Contract Documents, and may not occur where there may be a conflict of interest with any resulting Contract.
- 10.9 Work performed under this solicitation shall not be subcontracted without prior written consent of the City. Even though no goals have been established for this solicitation, Contractor is required to comply with the City's M/WBE procurement program if areas of subcontracting are identified. See attached Form 0900.
- 10.10 Contractor shall designate at least one (1) person within their firm as a single point of contact (SPOC) with office phone, cell phone, and/or pager number for accessibility. The SPOC shall be able to speak, read and write English. A space on the Bid Sheet is available for this purpose. SPOC shall return City phone calls within one (1) hour of receipt during business hours.
- 10.11 Using **Attachment "D"** the Contractor shall provide at least five (5) references for projects performed going back at least three (3) years which demonstrate Contractor's ability to perform work of **similar size and scope** as described in this solicitation. Other sufficient relevant experience *may* be acceptable to City. Each reference shall include a description that includes project locations, project dates, a detailed description of work performed and how it relates to the work described in this solicitation, and current contact names with phone numbers. Photos demonstrating project experience may be attached but if not available, physical addresses of project sites may be provided. References provided shall be current, and not be an immediate family member of Contractor, nor any employee of Contractor.
- 10.12 Contractor shall supply proof, if any, of Texas Department of Agriculture or the Structural Pest Control Board licensed pest management professional. Contractor shall also include a complete listing of pesticides and herbicides proposed for use by the Contractor

## 11.0 SCHEDULE AND WORK HOURS

- 11.1 Contractor shall begin work within fourteen (14) calendar days of notification of contract award, or as otherwise mutually determined by the City and the Contractor.
- 11.2 Contractor shall perform seven (7) inspections/maintenance visits per year.
- 11.3 Contractor shall complete work at a site within one (1) day. Contractor shall notify City if inclement weather interferes with the timely completion of the work
- 11.4 Work shall be performed Monday through Friday, 8:00am to 4:00pm, excluding City Holidays. No work shall be performed after hours or on weekends without prior approval by the City. A few of the locations may have further restrictions on the hours allowed (e.g., in a school zone.)

## 12.0 ACCEPTANCE OF WORK AND INVOICING

- 12.1 All work produced under the terms of this Invitation for Bid, and any resulting contract shall be in accordance with the specifications detailed in this solicitation.
- 12.2 Contractor shall keep a record on the date, time, and completion of tasks as they occur.
- 12.3 Copies of pesticide application records shall be submitted with each appropriate invoice.
- 12.4 Contractor shall transmit to the City electronic files of the "before" and "after" photos of each maintenance visit, including landfill tickets, herbicide application records, as appropriate.

- 12.5 All work is subject to review and acceptance by the City prior to payment of Contractor's invoice. Contractor shall transmit electronic files of the "before" and "after" photos prior to or with their invoice submittals. All landfill tickets shall be attached to invoices, as appropriate. Copies of herbicide application records shall be included with invoices, as appropriate.

### **13.0 TERMINATION OF CONTRACT**

The City reserves the right, at its discretion, to terminate the Contract or suspend the Contractor for the following specific contract violations. Any violations omitted from this section that clearly impair the performance of this Contract, or that creates an unsafe or hostile work environment, may also lead to Contract termination.

- 13.1 The City reserves the right, to terminate the Contract when Contractor fails to complete work within the specified time period exceeding more than two occurrences per quarter.
- 13.2 Termination of Contract may result from the Contractor's failure to take timely corrective action deemed necessary by the City for work to be performed in a manner that is consistent with the contract documents and specifications.
- 13.3 Failure to suspend an employee from work on this contract who has any substantiated complaint involving criminal acts, theft, alcohol or chemical abuse, abusive or threatening language, harassment, or injury to persons or damage to public or private property due to negligence, or any other violation of law or City policy.
- 13.4 Failure of the Contractor to ensure that any public or private property served through this Contract is unencumbered by a mechanic's lien due to Contractor's failure to pay any or all debts incurred under this Contract is grounds for termination and the City shall be held harmless.
- 13.5 Failure of the Contractor to provide proof of required insurance, and failure to keep all required insurance in force at the required minimums throughout the term of the Contract, is sufficient grounds for Contract Termination.

### **14.0 INDEPENDENT CONTRACTOR**

The Contractor shall act as an independent contractor, not as an agent of the City, and shall be responsible for compliance with regulatory requirements and services provided. The services performed by the Contractor shall be subject to City's review, inspection, and approval, but the detailed manner and method of performance shall be under the control of the Contractor. The accuracy, completeness, and application of proper methods are entirely the responsibility of Contractor.

### **15.0 ERRORS OR AMBIGUITIES**

The Contractor shall report any errors or ambiguities in the Specifications or any work order or assignment to the Owner as soon as detected. The City shall issue a clarification or interpretation that shall be definitive.

### **16.0 EVALUATION CRITERIA**

- 16.1 Cost (51 points) Points will be awarded on a pro-rated basis among all bidders. The bidder offering the lowest cost will receive the most points.
- 16.2 Equipment List, Attachment "B" (9 points) low emissions equipment, alternative fuel, electric power, and equipment manufactured on or after 2007 with low emissions profile is HIGHLY PREFERRED. Examples of alternative fuels include propane, natural gas, bio-diesel, and electric.

16.3 Company and Employee Certifications, Education, and Experience (30 points) The below items can be demonstrated with resumes of the owner and staff, with supporting documentation of certifications, association memberships, and a summary of company history and links to web pages, if available.

16.3.1 Documented personnel experience and professional certifications.

16.3.2 Demonstrable expertise regarding native plants, green gardening, green roof, grow green, Texas Landscape Professional Certification (TLCP), or arborist certifications.

16.3.3 Business longevity, maintenance portfolio, association memberships.

16.3.4 References listed on **Attachment “D”**.

16.4 Local Business Presence (Maximum 10 points)

The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Bidder or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm’s headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Bidder’s Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team’s Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Bidder’s MBE/WBE Compliance Plan or MBE/WBE Utilization Plan.

Team’s Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0