

**CITY OF AUSTIN  
PURCHASING DEPARTMENT  
SCOPE OF WORK  
SOLICITATION NO. IFB GLB0042  
GROUNDS MAINTENANCE FOR RIGHT OF WAYS, MEDIANS, AND URBAN TRAILS**

**1.0 PURPOSE**

The City of Austin ("City") seeks proposals from qualified landscape maintenance firms, who are trained and experienced to provide grounds maintenance services for selected Right of Ways (ROW), Medians, and Urban Trails within the City limits.

**2.0 GENERAL INFORMATION**

2.1 The areas referred to in this solicitation have been grouped into three different areas

- a) Zone 1 North of Colorado River
- b) Zone 2 South of Colorado River
- c) Urban Trails

2.2. The City anticipates awarding multiple contracts by Zones (Attachment E) and Urban Trails, whichever is in the best interest of the City.

2.3. A Contract Kick-off meeting will be scheduled within five (5) business days after award, at which time the mowing schedule shall be determined and project designees' information will be required. Refer to 5.9.2

2.4. In the event a Contractor is unresponsive to an assigned zone or request, Contract Manager or designee will request the Contractor from opposite zone to perform assigned area.

**3.0 LANDSCAPING AND MAINTENANCE PRACTICES**

In the City's efforts to reduce environmental impact, the City seeks bids that promote practices that reduce emissions, excessive noise, and use of fertilizers, insecticides, or other chemicals and any other traditional practices that negatively affect the wildlife or environment. **No gasoline or diesel mowers allowed.**

**4.0 WORK SITES**

The Work Sites for ROW and Medians are identified in Attachment A and can be found on <http://austin.maps.arcgis.com/apps/webappviewer/index.html?id=9cf902615d3d429fbc524b7a50c5e1dd> . When you open the link on the black title line, right side, second symbol is a layer list. Open and Check PWD mowing areas. The Work Sites for Urban Trails are identified in Attachment B. The total acreage of ROW, Medians, and Urban Trails are included in the attachments.

**5.0 CONTRACTOR'S RESPONSIBILITIES**

The Contractor shall provide grounds maintenance for ROW, Medians, and Urban Trail sites which includes mowing and/or weed-eating and cleaning; shrub trimming; trash/litter pickup and removal; permitting and traffic control, and other related activities.

5.1 The Contractor shall be responsible for providing all equipment, personnel, transportation, and other items necessary to render services under this contract.

5.2 The Contractor shall be responsible for understanding and adhering to all relevant regulatory guidelines associated with providing services under this contract.

5.3 No debris shall enter the City storm water system at any time.

5.4 The Contractor vehicles shall be properly marked with an external identifying company sign/logo of a size of at least 12"x18" on both sides any time a site visit is made. All riding mowers shall be provided with a slow-moving vehicle emblem and, at minimum, one (1) amber strobe light.

5.5 Mowing and/or Weed-eating

5.5.1 Regular Mowing – the mowing of tall grass and weeds; removal of a relatively small amount of brush, rubbish, trash, trimmings.

5.5.2 Irregular Mowing – the mowing and/or removal of any of the types of material mentioned in the "Regular Mowing" category but, due to overgrowth of greater than 18", it is indicated that the mowing work will proceed with relative slowness and difficulty.

5.5.3 The Contractor shall ensure that cut grass does not remain against fences, structures and, retaining walls. Mulching mowers must be used. No bagging of cut grass allowed. Grass clippings MUST remain on lawn.

5.5.4 Grass and vegetation (except ornamental) shall be mowed no higher than four (4) inches and no lower than two (2) inches. Grass mowed shall be uniform throughout the entire area, except as directed by the Contract Manager or designee.

5.5.5 Contractor shall trim all turf areas either before or just after mowing operations

5.5.6 The Contractor shall trim to the ground for a straight-line cut, to include but not be limited to, every sidewalk, driveway, curb, building perimeter, pole, fence and tree during each visit. String trimmers or other similar devices may not be in direct contact with the trees around tree trunks.

5.5.7 The Contractor shall trim down to the surface of the concrete any vegetation that is growing in the construction joint or crack in the sidewalks that are maintained on the site. Vegetation shall not be allowed to grow on or hang over any concrete areas that are maintained under this contract.

5.5.8 All Urban Trails (Attachment B) will be mowed, trimmed or edged on both sides, wherever possible, a maximum of five (5) feet off trail edge.

5.6 Trash/Litter Pickup and Removal

5.6.1 The Contractor shall remove litter and debris from maintenance area prior to, and after mowing, trimming, weed-eating, and blowing, and properly dispose of such material after each visit. Litter or debris, i.e. tree limbs, bushes, leaves, grass, cans, paper, plastic, and etc. shredded by mowers or trimmers, should immediately be collected and disposed of properly by Contractor by the end of the maintenance visit, and before leaving site.

5.7 Permitting and Traffic Control

5.7.1 The Contractor shall provide proper traffic control in accordance with COA ROW Management approved traffic plans when closing any lane of traffic. Additional information regarding ROW Permits can be found at: [https://austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/TURP\\_current.pdf](https://austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/TURP_current.pdf)

5.7.2 For Temporary Use of ROW Permits contact the Transportation Department at (512)-974-7180.

5.7.3 Contractor shall install "Mowers Ahead" advance warning signs (Standard CW21-9, 30"x30") prior to work zone

5.7.4 All safety and protection devices must be in accordance with the Texas Manual on Uniform Traffic Control Devices.

## 5.8 Equipment

The Contractor shall have all equipment needed to fulfill the requirements under this Contract. All equipment shall be functional, safe, and in good condition to provide a clean, sharp cut of vegetation.

5.8.1 The Contractor shall have the following minimum amount of equipment when performing work for the ROW and medians:

- Trucks – 2 each
- Trailers – 2 each
- 60” – Zero Turn Mowers – 3 each
- String Trimmers – 6 each
- Hand held or backpack power blowers – 4 each

5.8.2 The Contractor shall have the following minimum amount of equipment when performing work for the City of Austin Urban Trails:

- Trucks – 1each
- Trailers – 1each
- 60” – Zero Turn Mowers – 1each
- String Trimmers – 2each
- Hand held or backpack power blowers – 1each

5.8.3 The Contract Manager or designee reserves the right to inspect the Contractor's equipment at any time prior to award or during the contract term. Failure to provide suitable equipment for completing each visit may be grounds for termination of this contract.

5.8.4 Equipment deemed unacceptable by the Contract Manager or designee shall be replaced at the Contractor's expense by the next scheduled visit. Unacceptable equipment may include, but is not limited to, equipment with continuous malfunctions, excessive noise, unacceptable emissions, and leaking or spillage.

5.8.5 The Contractor's equipment shall not be stored on City property at any time.

5.8.6 Preferred equipment includes propane, bio-diesel, or natural gas powered mowers, edging, or trimming devices, electric mowers, edging, or trimming devices, and hand tools where appropriate. **Alternate fuel mowers and low-emissions equipment are preferred.** Refer to Paragraph 9.0 on Sustainable Practices.

## 5.9 Personnel

5.9.1 The Contractor shall provide its employees with proper identification that displays both the name of the Contractor and the employee. Identification must be worn on the outer garment at all times while performing maintenance services at any site. An identifiable T-shirt uniform is acceptable.

5.9.2 The Contractor shall designate a responsible representative in charge who shall be at the work site during all hours worked by the Contractor's employees. This representative shall be fluent in the English language and be able to communicate effectively with the Contract Manager or designee. At the kick-off meeting, the Contractor shall provide to the Contract Manager or designee, the name of the representative, an office phone number, and cell number, email address, pager number and fax number.

## 5.10 Work Schedule

- 5.10.1 Grounds Maintenance Services shall be performed Monday through Friday, 8:00 a.m. to 6:00 p.m. excluding City holidays.
- 5.10.2 The Contractor shall not schedule work after hours, on weekends, or on City holidays, without prior approval by the Contract Manager or designee.
- 5.10.3 The Contractor shall arrive at each site as scheduled to allow efficient time to complete all tasks. Each non-emergency site visit shall begin on the date scheduled for the site and shall be completed within three (3) business days of the scheduled date, unless agreed upon by the Contract Manager or designee. The schedule for sites shall be turned in at the Kick-off meeting.
- 5.10.4 The Contractor shall perform unscheduled visits only when requested and approved by the Contract Manager or designee. Unscheduled visits shall begin as directed by the Contract Manager and shall follow the same guidelines as scheduled visits.
- 5.10.5 The Contractor is subject to "Emergency" call-back work outside of normal business hours. When contacted, the Contractor shall respond to the site within two hours of the request. The Contractor shall follow all rules and regulations applicable to the emergency situation.

## 5.11 Weather conditions

- 5.11.1 If inclement weather prevents the Contractor from performing a scheduled visit, the Contractor shall communicate with and receive approval from the Contract Manager or designee. The Contractor shall notify Contract Manager or designee, within four (4) hours after inclement weather to schedule the next visit. The Contract Manager or designee and Contractor will be in regular contact until ground conditions are serviceable.
- 5.11.2 If the City declares an Ozone Action Day, the Contractor shall reschedule any services requiring the use of gas operated equipment to the earliest date available. This does not relieve the Contractor from performing other scheduled duties on that day where this type of equipment is not required.
- 5.11.3 For information on Austin Area Air Quality refer to the following websites:
  - [www.austintexas.gov/airquality](http://www.austintexas.gov/airquality)
  - By telephone: Call City of Austin Transportation Office @ (512) 974-6476
- 5.11.3.1 Additional information regarding Ozone Action days can be found at:
  - [www.tceq.state.tx.us/cgi-bin/compliance/monops/ozonefacts.html](http://www.tceq.state.tx.us/cgi-bin/compliance/monops/ozonefacts.html)
  - By telephone: Call TCEQ Office of Air @ (512)-239-2104 or TCEQ Air Quality Division @ (512) 239-4900.
- 5.11.3.2 Links to sign-up for ozone action day alerts:
  - Clean Air Force of Central Texas  
[cleanairforce.org/OzoneAlertsProgram.pdf](http://cleanairforce.org/OzoneAlertsProgram.pdf)
  - Texas Commission on Environmental Quality -  
[www.tceq.texas.gov/airquality/monops/ozone\\_email.html](http://www.tceq.texas.gov/airquality/monops/ozone_email.html)
  - Air Now - [www.airnow.gov/](http://www.airnow.gov/)

## 6.0 **STANDARDS AND REQUIREMENTS**

- 6.1 Performance of work shall be in accordance with industry standards: Texas Nursery and Landscape Association's Texas Certified Landscape Professional Manual.
- 6.2 The Contractor shall be responsible for obtaining any and all required permits in the event any lane of traffic or sidewalk needs to be blocked.
- 6.3 The Contractor shall make every effort to position and operate equipment such that cuttings and debris picked up by rotating assemblies will be directed away from pedestrians, vehicle, and buildings.
- 6.4 Ruts, holes and other disfigurement of mowed areas caused by the Contractor's mowing equipment shall be the responsibility of the Contractor to repair to original condition. If the Contractor is in doubt as to the soil conditions, the Contractor is required to contact the Contract Manager or designee.
- 6.5 **Growth Control**
  - 6.5.1 Within pavement – weeds, grasses, and other plant matter breaking through pavement and between pavement and curbs shall be controlled so as to be flush with the surface by manual weeding and/or string trimming. **Chemicals or other substances may be applied with written approval from the Contract Manager or designee.**
  - 6.5.2 Within landscaped areas - weeds, grasses, and other plant matter shall be removed by manual removal. **Chemicals or other substances may be applied with written approval from the Contract Manager or designee.**
- 6.6 **Pest Control**
  - 6.6.1 **Unless notified in writing by the Contract Manager or designee, there will be no Pest Control Required. If Pest Control is requested, the Integrated Pest Management (IPM) Program will be used.** No chemicals shall be used which will damage grass, ground cover, shrubs, trees, animals, or other wildlife. No chemicals shall be used within fifty (50) feet of an open waterway, no exceptions.
  - 6.6.2 The Contractor shall abide by the City's IPM Program which can be found at <http://www.austintexas.gov/ipm> when using any chemicals, including fertilizer, herbicide, or other chemicals and shall obtain written approval from the Contract Manager prior to any application. Application of chemicals shall be made only by employees licensed by the Texas Structural Pest Board or the Texas Department of Agriculture. The Contractor shall provide a copy of the Chemical Application License within five (5) calendar days if Pest Management is required. Unless otherwise notified by the Contract Manager or designee in writing, the IPM Program will not be considered as part of the scope of this contract.

## 7.0 **SAFETY REQUIREMENTS**

- 7.1 The Contractor shall be responsible to comply with all Federal and State of Texas standards, regulations, and laws concerning this type of service, including Environmental Protection Agency standards that apply to both private industry and governmental agencies. This also includes compliance with applicable Occupational Safety and Health Administration safety guidelines and City ordinances and regulations
- 7.2 The Contractor shall retain sole responsibility for the safety of their personnel. The Contractor shall provide the necessary safety equipment for its employees while on the site. Any injury sustained by a Contractor's employee at a site shall be reported to the Contract Manager or designee within 30 minutes of incident.

- 7.3 The Contractor shall use extreme care not to damage City, public or private property. Any damage caused by the Contractor's actions, to include but not be limited to, shrubs, trees, buildings, windows, doors, fences, roadways, walkways, vehicles, irrigation systems, survey markers and/or other improvements, shall be replaced or repaired within seven (7) business days of notification, at no additional cost to the City.
- 7.4 The Contractor shall be responsible for instructing his/her employees on appropriate safety measures and is not to permit employees to place equipment in locations which may create safety hazards. The Contractor's employees shall interrupt their work, if necessary, to allow traffic (vehicle/pedestrian) to pass through the work areas.
- 7.4.1 One or more sites may be locked and secured and may require the Contract Manager or designee to unlock. The Contractor shall be responsible for closing, locking, and securing all gates fencing around each site once service is completed.
- 7.4.2 The Contractor shall notify the Contract Manager or designee within one (1) hour if any damage has occurred or has been observed at any gate, fence, structure, vehicle or other area.

## **8.0 ACCEPTANCE OF WORK**

- 8.1 The Contract Manager or designee shall be the sole judge of acceptability of work based on the scope of work. The Contractor shall inform the Contract Manager or designee when each scheduled visit is finished on the day the work is completed.
- 8.2 Random inspections will be performed by the Contract Manager or designee; work deemed unacceptable by the Contract Manager or designee, the Contractor shall correct within one (1) business day.
- 8.3 The Contractor shall complete the "Job Completion Report" form (see Attachment C for sample) for all work locations and submit all copies to the Contract Manager or designee on a weekly basis. Payment is contingent upon acceptance of work. Refer to Section 0400 for payment information.

## **9.0 SUSTAINABILITY: ENVIRONMENT**

The City values 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. Council resolutions #20071129-045 and #20070215-023 relate to the adoption of sustainable business practices that reduce chemical and green-house gas emissions, comply with LEED standards, and promote the use of recycled materials in goods and services purchased by the City.