



The North Broad Renaissance  
Maintenance and Landscaping  
Scope of Work

The Avenue North Renaissance (a.k.a. North Broad Renaissance - NBR) is currently seeking proposals for maintenance and landscaping. Contractor will maintain the NBR planting bed located in the four zones (see attachment).

## **PART 1 - GENERAL CONDITIONS**

### **SCOPE OF WORK**

The Landscape Maintenance Contractor (hereinafter called the “Contractor”) shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein.

Each Contractor shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to planting, mowing, edging, pruning, fertilizing, watering and cleanup.

The intent is to maintain a Class A appearance of the property as determined by the North Broad Renaissance (NBR). Example photos are attached.

The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by the NBR.

### **DURATION OF AGREEMENT**

The term of the agreement shall be for a period of nine months with an option to renew at the discretion of the NBR.

### **QUALITY CONTROL**

Work covered shall be performed by a firm experienced in landscape maintenance of a similar nature and scope. Subject to approval of the NBR, the Contractor may subcontract any work to be performed under this Contract. However, the election to subcontract work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract and the Contractor shall remain liable to the same extent that its liability would attach, as if the work had been performed by the Contractor's own employees.

By submitting a proposal, the Contractor certifies as to meeting the following requirements:

Can comply with NBR uniform requirements (NBR t-shirt and dark colored pants)

Has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope.

- Maintains a permanent place of business in Philadelphia.

- Is committed to providing employment opportunities to residents who reside in the 19140, 19132, 19133, 19121 and 19122 ZIP codes.
- Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.
- Will provide a sworn financial statement upon request, which evidences the Contractor has adequate financial resources to complete the work, as well as all other work the Contractor is presently under contract to complete.
- Has a documented safety program with a history of satisfactory past performance.
- Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
- Completed past contracts in accordance with the Contract Documents.
- Diligently pursued execution of the work and completed past contracts according to established schedules.

### INSURANCE

Throughout the term of this Agreement, the Contractor shall maintain at his sole expense, effective insurance covering activities at the project premises. Said insurance shall be secured from a company(s) licensed to do business in the locale of the Project premises. The Contractor shall furnish the NBR with documentation of this insurance coverage. Such insurance shall be in the amounts stated below.

- A. Workers Compensation and Employers Liability
  - a) Workers Compensation: Statutory Limits.
  - b) Employers Liability: \$100,000 Each Accident – Bodily
  - c) Injury by Accident; \$100,000 Each Employee - Bodily
  - d) Injury by Disease; and \$500,000 Policy Limit - Bodily
  - e) Injury by Disease.
  - f) Other States' coverage and Pennsylvania Endorsement.
- B. General Liability Insurance
  - a) Limit of Liability
  - b) Coverage: Premises and operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent contractors, employees and volunteers as additional insureds, cross liability, and broad form property damage (including complete operations).
- C. Automobile Liability
  - a) Limit of Liability
  - b) Coverage: Owned, non-owned and hired vehicles.
- D. Professional Liability Insurance
  - a) Professional Liability coverage is required for architects, engineers, medical, legal and other professionals whose activities are funded under this Agreement and whose professional activities are ordinarily recognized by the insurance industry as coverable.
  - b) Limit of Liability: See sample of Certificate of Insurance attached hereto and marked as Exhibit C.
  - c) Coverage: Errors and Omissions including liability assumed under this Agreement.

- d) Professional Liability Insurance may be written on a claims-made basis, provided that coverage for occurrences happening during the performance of the services required under this Agreement shall be maintained in full force and effect under subsequent claims made policies or "tail" coverage of an occurrence-based policy for a period of at least two (2) years after completion of the services.
- E. Scope of Insurance and Special Hazard
  - a) The insurance required shall provide adequate protection for the Contractor against damage claims that may arise from operations under this Contract, whether such operation is by the insured and against any of the special hazards that may be encountered in the performance of this Contract.
  - b) Each of the policies described above shall include the NBR as an Additional Insured as respects the activities carried out under this Contract.
- F. Proof of Insurance
  - a) Contractor shall provide a certificate of insurance from a company licensed to do business in the State of the Project locale indicating coverage is in place at the limits set forth in this Article. The insurer shall give the NBR thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract.

#### INDEMNIFICATION

Contractor shall indemnify, reimburse and hold the NBR harmless against any and all claims, damages, causes of action, liabilities, expenses, costs and fees, including attorney fees, that the NBR incurs arising out of or occurring in connection with Contractor's performance of the work pursuant to this Agreement.

#### PROJECT CONDITIONS

For the Contractor to properly perform and complete his work, the NBR must cooperate by providing them with access to the work areas and any staging, offloading or preparation areas that are required.

The Contractor shall be familiar with the Project premises and how the existing conditions will affect his work during maintenance services. The Contractor shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job site. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the Contractor from necessity of furnishing any materials or equipment or performing any work that may be required to complete the work in accordance with the RFP.

Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

The NBR shall provide full information regarding all requirements for the Project, not specifically contained herein, and shall establish and maintain an effective communications system with the Contractor throughout all phases of the Work.

## SEQUENCING AND SCHEDULING

Upon acceptance of the contract, the Contractor shall coordinate with the NBR to arrange a schedule of services and shall continue coordination and update weekly.

The NBR shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas. The NBR shall facilitate the Contractor's Services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s).

Further, the NBR shall assure the Contractor of the availability of off-loading and staging areas and other facilities required for the efficient performance of the work.

Shall consist of a complete, regularly scheduled program (and as agreed upon with NBR) for maintaining the health and appearance of the Project's landscape and plantings. These services shall always be carried out by trained service technician(s). The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement.

## PART 2 - LANDSCAPE SERVICES

### Planting

Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, and shrubs, and apply mulch for protection, as defined and agreed upon by the NBR and the Contractor.

### Edging

Edging and trimming along bed edges and tree wells shall be done to keep a neat appearance. All hard edges shall be mechanically edged once per month during the growing season.

Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.

Edging that cannot be addressed during regular visits, due to vehicle obstructions, is to be discussed with the NBR to achieve a solution.

### Turf Fertilization & Weed Control

Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor's knowledge and needs of the area.

All areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.

### Trash and Debris Removal

During routine maintenance visits the planting beds are to be cleaned to maintain a neat appearance.

Heavy accumulations of sand, gravel, leaves, trash, etc., are to be removed.

#### TREE AND SHRUB MAINTENANCE

All plant and tree material is to be pruned in a manner to provide a neat natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor.

Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.

All formal hedges shall be sheared to maintain desired shape and height.

Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

Dead or damaged portions of plants shall be removed whenever possible.

All plant material will be fertilized with a balanced slow release fertilizer in the dormant season and supplemented throughout the year as necessary to maintain vigorous healthy plant material.

Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to the NBR. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.

Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. NBR shall be informed before any drastic cutbacks are performed.

All mulched shrub beds are to be treated with pre-emergence and postemergence chemicals to control weeds.

All pruning debris is the responsibility of the Contractor.

#### GROUND COVER & BEDS

Open ground between plants shall be kept weed-free using mechanical or chemical methods.

All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.

#### LANDSCAPE SERVICES

Litter inside the planting beds and debris shall be removed during maintenance visits in order to ensure a neat appearance.

Soil surfaces shall be raked smooth and cultivated regularly.  
Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.

#### IRRIGATION SERVICES

Contractor shall provide expertise and all labor to water all areas as required.

Contractor shall inspect, test and insure proper time clock operations. This includes maximizing rainfall and using the least amount of water necessary throughout the year.

#### LANDSCAPE SERVICES

The Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of the Contractor to arrange for and oversee watering of the planters and unirrigated beds.

Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

Plants shall be watered as required to promote optimum growth. Contractor shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers. If further watering is necessary, Contractor shall notify the NBR.

Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

Litter shall be removed as color is generally in a focal area. **Planting beds shall not be void of plant material at any time.** Should any plant material need to be replaced due to any type of damage a proposal for replacement shall be submitted and approved by the NBR prior to replacement installation.

#### OTHER SERVICES

Spring Clean-Up shall be performed as follows and should be included in the pricing.

- Spring clean-up shall include, but not be limited to, leaf removal from all beds, turning flower beds as appropriate, remove winter wrapping and remove any sand and gravel from beds.
- Fall Clean-Up shall be performed as follows and should be included in the pricing.
- Fall clean up shall be in late fall after all leaves have fallen from the trees in the area.
- Work shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead annual, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc.

- The Contractor shall establish and maintain an effective communication system with the NBR.

### PART 3 - MISCELLANEOUS PROVISIONS

#### Annual Spring Clean Up Event

In partnership with Temple Alumni, the NBR hosts an annual greening and community clean up. Selected contractors are also solicited to help manage that day of work at a separate cost. Additional details will be provided.

#### REFERENCES

Complete and submit the following for three (3) projects of similar complexity as the project specified. Include a minimum of 2 photographs of each project and label appropriately. (duplicate the form as required)

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Management Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Monthly Contract Amount:

#### LABOR ESTIMATES:

Detail your labor estimates, based on the specified number of occurrences per year, for the following services (these estimates are required for the NBR to properly evaluate the proposal)

- Work Description (item, unit measure)
- Estimated Labor Per Occurrence
- Estimated Occurrences Per Year
- Total Annual Service Fee
- Spring Cleanup, (hrs. of labor per occurrence) 1
- Planting of all areas, including cleanup after maintenance of all sidewalks (hrs of labor per occurrence)
- Mulching of all areas, including cleanup after maintenance of all sideways (hrs of labor per occurrence) Trimming of all areas, including cleanup after maintenance of all sidewalks, drives, etc. (hrs. of labor per occurrence)
- Edging of all planting beds (hrs. of labor, per occurrence)

- Flower beds' chemical & manual weeding & deadheading (hrs. of labor per occurrence)
- Fertilizing flower beds (hrs. of labor per occurrence)
- Landscape planting bed & tree base weed removal by chemical & manual means (hrs. of labor per occurrence)
- Fall Cleanup includes summer annual flower removal. (hrs. of labor per occurrence)
- Applications of fertilizer and weed preventers to all areas (hrs. of labor per occurrence)
- Shrub shaping (hrs. of labor per occurrence)
- Shrub Fertilization (hrs. of labor per occurrence)
- Irrigation System Spring Start Up
- Irrigation System Winterizing
- Irrigation System Monitoring (hrs. of labor per occurrence)

## Landscaping Zones

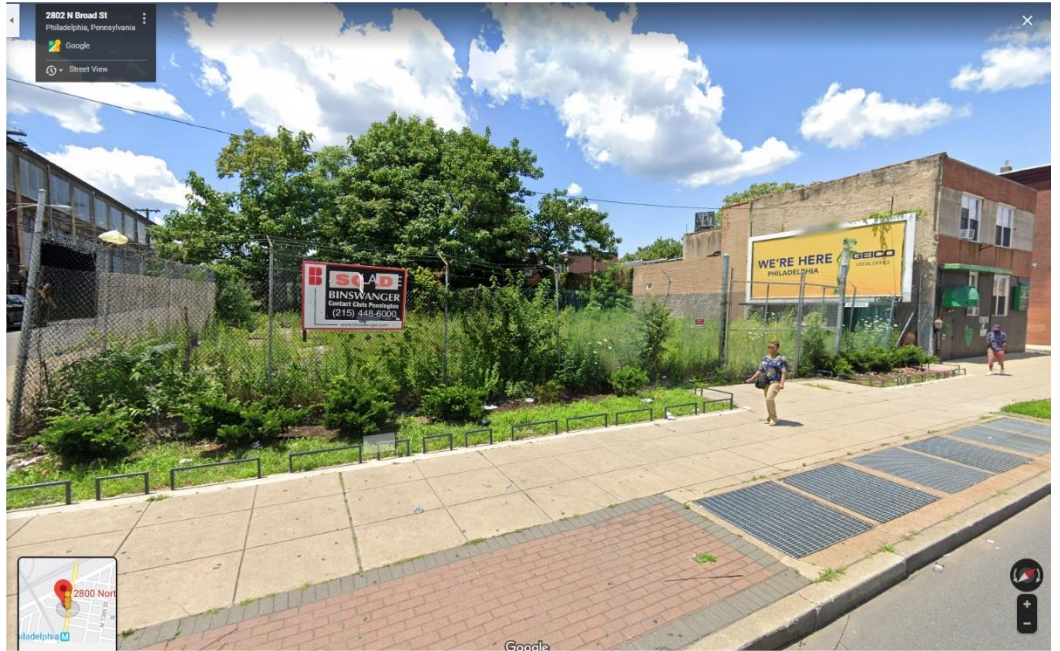
<b>Zone 1</b>		
Location	Number of Planters	East or West Side
Between Glenwood and Summerset Street	2 planters	West side
Between Cumberland and Dauphin Street	9 Planters	8 East Side; 1 West Side

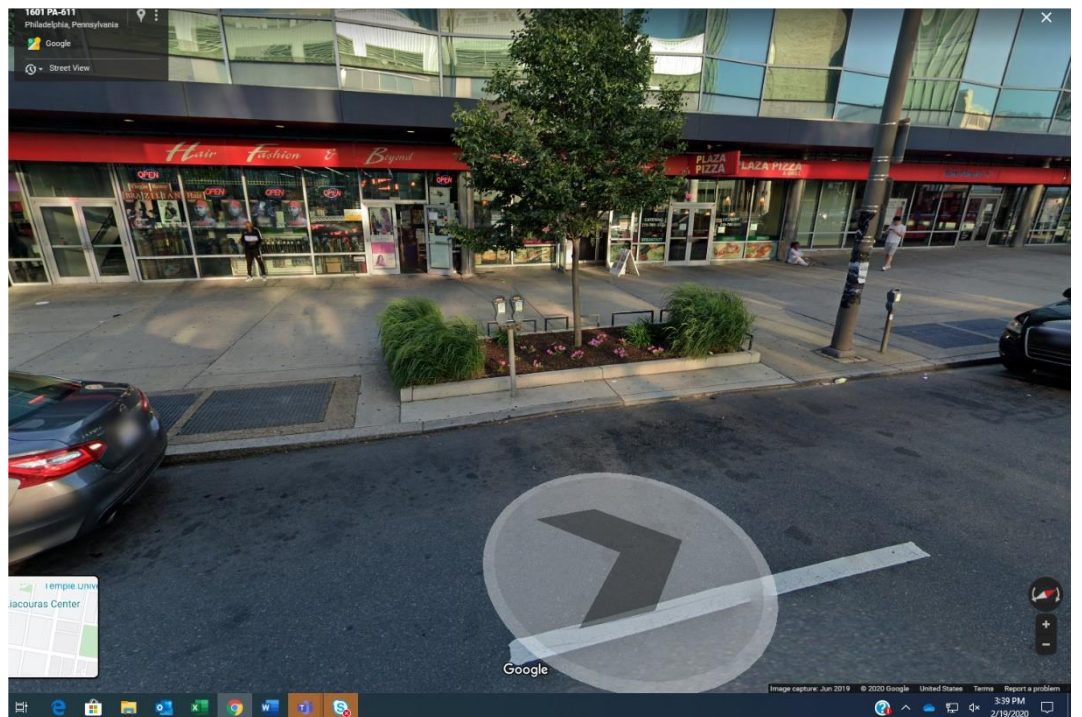
<b>Zone 2</b>		
Location	Number of Planters	East or West side
Between Susquehanna and Diamond	6 Planters	East Side
Between Cecil B. Moore and Oxford	4 Planters	West Side
Between Oxford and Jefferson	4 Planters	1 West Side, 3 East Side

<b>Zone 3</b>		
Location	Number of Planters	East or West Side
Between Jefferson and Master	3 Planters	East Side
Between Poplar and Parrish	4 Planters	East Side
Between Parrish and Brown	5 Planters	2 on East Side, 3 on West Side

<b>Zone 4</b>		
Location	Number of Planters	East or West Side
Between Melon Street and Wallace Street	4 Planters	East Side
Between Wallace Street and Green Street	3 Planters	East Side
Between Green Street and Spring Garden	3 Planters	2 on East Side, 1 on West Side
Between Spring Garden and Noble Street	3 Planters	2 on West Side, 1 on East Side

## Pictures of the Planting Beds







## Examples of Class A Landscaping

