

**A. Use of Vehicles or Equipment on Fountaingrove II Open Space or Homeowner Property**

1. Vehicles or equipment will not be allowed on Open Space without OSMA permission, Restrictions include parking or driving vehicles on Open Space, or placing or erecting equipment on the parcels such as high wires or zip lines.
2. Vehicles will not trespass across City of Santa Rosa or homeowner property without permission. If permission is obtained, Vendor will take appropriate measures to restrict damage such as building ramps over curbs, or laying steel or plywood on sidewalks or on the surface of the land.
3. Vehicle Usage on the Fountaingrove Parkway will be restricted to the Maintenance Turnout Points, which are paved areas set aside for vehicles to park when doing maintenance along the Parkway. Vendor's vehicles or heavy equipment will not cross over City of Santa Rosa property that exist as planting strips between the roadway burm of the Parkway and the sidewalk without permission from appropriate authorities.
4. When crossing the Parkway or Streets onto Open Space, Vendors will take necessary precautions to avoid damaging the sidewalks or burms of the roadway when entering or exiting Open Space from Parkway Turnouts or the interior streets of Fountaingrove. Vendor will be responsible for the repair of any damages to sidewalks, burms or roads caused by its equipment. Vendor should consider using steel plates, sturdy wooden plywood sheets, or other appropriate material, to protect paved areas from damage by their equipment, and using a 4" X 4" wood beam or similar device to cross from the roadways over the burms to prevent damage to City, OSMA or homeowner property,
5. If OSMA approves vehicular access to Open Space, including roads or trails, Vendors will take appropriate safety measures during periods of the year considered as high fire danger. Use of vehicles or powered equipment that can create sparks will not be permitted on Red Flag Warning Days designated by the National Weather Service.
6. **Safety Measures.** Contractor shall be responsible for performing its work in a safe manner that complies with all federal, state and local laws and regulations. This includes, but is not limited to, OSHA regulations, obtaining necessary permits and approvals, and following required procedures for coning, flagging and traffic control, erecting proper signs, and alerting any passersby that work is being done in the area. Equipment will not be allowed on Open Space without OSMA approval.
7. Vendor will not disturb or redirect the flow of any natural or engineered water easement, which includes storm drains, creeks or streams that exist on OSMA property.
8. Vendor will not cross a waterway with any vehicle or equipment without OSMA permission
9. If work is necessary in or within 25' of any waterway, Vendor will ensure their work does not violate policies of the California Department of Fish and Game. If work is authorized in such an area, Vendor will:
  - a. Not use any chemicals without the approval of OSMA
  - b. Ensure equipment using fuels, such as vehicles or chain saws, do not leak to contaminate the waterway.
  - c. Use vegetable oil other biodegradable products when lubricating chain saw blades, versus motor oils.

**B. Alternate Bid Option using Vehicles or Equipment place on Open Space**

OSMA may allow Vendor to submit an alternate bid using vehicles or equipment on Open Space. In such instances, OSMA will usually request a primary bid with no vehicles and an alternate bid assuming the use of equipment or vehicles. Vendors will provide a plan on how they will use vehicles or equipment when submitting Alternate Bid for RFP's or Contracts.

**C. Vendor Liability for Damages**

Vendor will be responsible for any damage that occurs from vehicular traffic, equipment and foot traffic. This will include, but not be limited to, potential issues with erosion if vehicles, equipment or personnel are used in an unauthorized manner on OSMA property. Vendors will cease using vehicles, equipment or personnel on Open Space, if damage to the surface of the ground is significant. Vendor's discretion to continue work will cease, if OSMA notifies Vendor that it considers the use of equipment, vehicles or personnel as not practical due to the weather or structural condition of the site.

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**D. Vendor Conduct on Fountaingrove II Open Space**

1. **Daily Meetings during the Project:** Vendor will keep OSMA or its representative(s) informed of their work schedule during the Project. Vendor will be willing to meet with OSMA on a daily basis to review the status of the Project. OSMA has the discretion to waive a daily meeting, but this will not impact the anticipated procedure for future days. Meeting can be onsite, or by phone; at the election of OSMA.
2. **Communications:** Vendor shall have a supervisor at the jobsite that is adequately fluent to communicate in English with OSMA representatives.
3. **Vendor Precautions to preclude damage to Open Space:** The following are examples of conduct the Vendor will take to protect the native plants, trees and habitat existing on Open Space:
  - a. Care will be taken to avoid creating ruts or erosion issues from either equipment or dragging of material across the ground
  - b. Vendor will vary their foot paths when doing the work so the earth will not be excessively compacted, or beaten down with a highly visible path
  - c. Care will be taken to not damage native plants or irrigation existing in landscaped areas that the Vendor will cross when working any OSMA Project.
4. **Insurance:** Vendors will have minimum coverage for liability and workman compensation insurance specified in OSMA's RFP or Contract. Vendor will provide certificates of insurance and the liability policies will name OSMA and its management company as Additional Insured. Vendor will require its broker to automatically provide OSMA with timely renewals of its certificates by e-mail.
5. **Private Property Access:** Vendor or its employees or agents will not trespass on private property without permission from the owners.
6. **Licensing:** Vendors will have proper professional and business licenses to perform applicable work on Open Space. Examples of the licensing would be C-27 for landscapers, D-49 license for tree work, applicable pest licenses, or Arborist or Forestry Certification. Vendor will maintain a current Santa Rosa Business Tax Certificate.
7. **Smoking: No smoking is permitted on the premises of OSMA.**
8. **Fuel and Equipment Control: Gas, oils or other flammable substances will be stored and handled properly. Fuel will not be allowed to come in contact with flammable plant or other materials. Refueling of equipment will be done in an area that is void of flammable materials. Tools such as chain saws, weed whackers, and trimmers will not be set on flammable substances such as dry grass or small dead brush. Fire Proof Blankets should be used to rest hot tools, if no safe place exists on the ground. Refueling will not be done near streams, and care will be taken to not spill fuel on the ground of Open Space.**
9. **Vendor Trash and Debris:** Vendors will not leave any personal or equipment trash on Open Space. This will include such items as:
  - a. Personnel food and beverage containers, wrappings, etc. which are residual from meals, snacks or water or beverage consumption.
  - b. Parts or debris from equipment, including personal work garments, that is repaired, lost or no longer usable.
  - c. Vendor will police the work areas at the close of each day and remove all trash and debris generated by their equipment or personnel. This review shall include a scanning of the terrain for smoke or fumes from a visible or smoldering fire.
10. **Vendor Identity:** Vendor's employees shall wear clothing to identify their affiliation, and the Vendor's vehicles will identify their company.
11. **Additional Safety Measures.** Vendor will have proper and adequate functioning fire extinguishers available, and personnel onsite that are qualified to use them in an emergency. Vendor will Contact the Fire Department and OSMA immediately if a fire is created by the Vendors work, or noted in the area.

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