

**Fountaingrove II Open Space Maintenance Association  
Request for Proposal of Tree Work in FB2  
November 9, 2010**

**Project Area:** FGII Open Space Management Association (“OSMA”) Common Open Space Parcel A (Assessor’s Parcel Number 173-410-032). “Bidder” or “Vendor” will provide work under this RFP for OSMA on an interior Firebreak comprised of 5.64 acres that is located between the streets of Rincon Ridge Drive, Rocky Knoll Way, Sage Hill Place and Fox Hill Place. (See map provided for location of the Project).

**Part A of RFP: Summary of Work “Bidder or “Vendor” will provide for OSMA**

The objective of this Project is to: (1) remove trees considered to be dangerous for safety reasons, (2) remove excess live or dead Douglas fir trees that are too numerous for a fire safe environment, (3) remove all Douglas fir seedlings and saplings, unless OSMA has indicated it should be left in place, (4) limb up all trees to 10’ from the ground, size permitting, (5) create more biodiversity for the area by enabling the Oaks and Madrones to regain their historical representation in the environment, (6) protect the beauty of the park-like setting of the area, (7) ensure work on the Project does not injure desirable native plants, or create erosion issues, (8) reduce the likelihood of a fire moving up or down the slope to spread to adjacent properties (9) follow the Fountaingrove II Design Program and Use Permit Guidelines, including the requirement that two habitat trees per acres must exist when tree work is performed in Open Space, and (10) follow the attached Prescription Worksheet created by Urban Forestry Associates, Inc., which is herein incorporated as Attachment G to this RFP.

OSMA amended its Design Program for Open Space Maintenance (Attachment E) with a Use Permit (Attachment F) that was approved by the City of Santa Rosa on April 15, 2010. These documents, herein incorporated by reference, require OSMA to submit a public Annual Report to the City of Santa Rosa by the 1<sup>st</sup> of each February. These documents also require OSMA to consider the impact of erosion, time of year, weather and soil conditions when doing its maintenance on Open Space. In certain instances, the documents require written certification that the Association and its advisors have studied the impact of erosion prior to completing the work.

OSMA will send a written notice of the work to be done to homeowners residing on Sage Hill Place, Fox Hill Place, Rocky Knoll Way, and the homes on Millbrook that have rear yards abutting Open Space across from Firebreak 2.

All trees, cuttings and debris will be moved to sites where it can be chipped and trucked off-site. All cuts shall be flat and no higher than ½’ above ground for small trees or plants, and 1” for trees in excess of 4” in diameter (or as close to ground as practical where terrain restricts the use of a chainsaw). This action is taken for safety reasons for persons hiking the area or maintaining it for future treatments of regrowth.

Work shall be performed as described in Parts A – H herein, and Attachments A - G which are herein incorporated by reference. Any chaparral or native plant pruning or removal mentioned on the attached Prescription Notes incorporated as Attachment G, will be done after the tree work is completed in FB2. This will enable OSMA to accurately evaluate ladder fuels and plants needed for screening. Chaparral work will be done when the scheduled regrowth work for this parcel is done in Year 2011.

**Part B of RFP: Area where “Bidder” or “Vendor” will provide additional work for OSMA in same location as above Project described in Part A.**

FB2 will be reviewed to reduce safety issues, such as removing protruding dead stems that were not cut flush to the ground when the firebreak was created. These dead stems will be cut back with no angle to a height of no more than ½” above ground. This action is being taken for safety reasons to prevent injury by: (1) residents hiking in Open Space, (2) Service Providers doing annual maintenance work, or (3) OSMA Board and Volunteers who check the work of the Service Providers.

**Part C of RFP Project: Use of Equipment and Miscellaneous Procedures**

1. This Project may be awarded to a new Bidder, or as a Change Order to any existing Contract between OSMA and an existing Vendor. If awarded as a Change Order, all terms and conditions of such existing Contract will be applicable to this Project/RFP. If there is a conflict in the descriptions of such Contract between OSMA and Vendor and this Change Order, the terms of this Change Order shall have precedence. If Bidder has no existing Contract with OSMA, this RFP shall become the entire agreement with the Bidder to manage the Project(s) included within this RFP.

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2. This RFP assumes no vehicles will work in Open Space and that vehicular traffic will remain on paved roads or streets. Refer to Attachment D - Illustration E: Use of Equipment and Miscellaneous Procedures Governing OSMA Vendors for additional terms and procedures. **See Part E of RFP below, if Vendor wants to make an alternate proposal with a written plan how equipment will be used on Open Space.**
3. Vendor will cease work if directed to do so by OSMA. Vendor is encouraged to notify OSMA, if it has determined the weather has caused the soil to be too soft for foot traffic, or that dragging of cut material would cause damage to any part of Open Space. Vendor will be responsible for any accidental or negligent damage to Open Space that was due to their actions.
4. Before work commences, Vendor will provide proof of insurance for Workman Compensation and name Fountaingrove II Open Space Management Association (OSMA) and Focus Real Estate and Investments (Management Company for OSMA) as additional insured under its liability insurance policy which will have a minimum of \$2,000,000 of coverage per occurrence.
5. Vendor herein certifies that it is properly licensed and insured to perform the work specified in this RFP.
6. Vendor will not engage the work of any subcontractors without the approval of the Board of Directors of OSMA, or its designated agent or representative.
7. Vendor represents the information on the attached Response Form to this RFP, herein incorporated by reference as Attachment A, is correct and current.

## **Part D: Fuel Reduction Specifications applicable to all OSMA projects include the following:**

### **1. Trees:**

- a. **Live Trees** will be limbed up to 10', size permitting. All dead limbs will be removed up to 10' on all trees, regardless of size. See Attachment D - Illustration A for Pruning Guidelines for removal of live branches from trees, and Attachment D - Illustration B for care to be taken with pruning equipment.
- b. **Dead branches** above 10' will be removed from selected live trees as communicated to Vendor. (Vendor will be informed of these trees by a "walk through" meeting or by the Prescription Notes incorporated as Attachment G).
- c. **Dead Trees that have fallen and not standing on their own and material such as limbs, brush, and previously cut logs or "rounds"** will be removed from the area and taken off-site for disposal by the Vendor.

**2. Native Plants:** FGII has numerous Native Plants that were expected to be grown in landscaped areas, or which must be used if plantings are done in Open Space areas under the FGII Guidelines or Ordinances of the City of Santa Rosa. The City's listing of Native Plants is incorporated by reference as Attachment B. Preservation of Native Plants will be considered as part of the Fuel Reduction efforts within FGII.

See Attachment D - Illustration B for Pruning Guidelines for Native Plants and Care to be taken with pruning equipment, and Attachment D - Illustration C for priorities to place in selection of the plants to maintain, These Guidelines should be followed where it is necessary to remove a Native Plant where they are overlapping or too crowded. Of course if one Native Plant is struggling and unhealthy, this would be considered in the pruning selection process.

**3. Invasive Plants:** Cut to ground level invasive plants such as Broom, Poison Oak, Pampas Grass or Acacia. All such material will be taken off-site for disposal. See Attachment C for a listing of other Invasive Plants per the City's Design Guidelines for FGII. Chemicals will not be used to eliminate invasive plants without OSMA written approval, so that OSMA can review the procedures that will be followed in the application of the chemicals and ensure all Vendors are properly licensed, and that water channels are not contaminated. If Vendor is authorized to use chemical spray, they will use a dye in the spray, so the application of their work can be checked to ensure it was not randomly applied to native plants and grasses, or the spraying was conducted on windy days that would cause overspray.

**4. Disposal of Plant Material:** Remove all prunings from plant material and dispose of off-site. This will include all branches over ¾" diameter and 2" in length on the project site, whether from current pruning or existing before the work commenced.

**5. Chipping Procedure:** When using a Chipper in FGII, the neck of the Chipper shall fit into an enclosed truck to eliminate debris/plant material from spraying on OSMA or Homeowners property. This procedure will also control the spraying of seeds or plant material of invasive species. Chipped material will be removed from all streets or sidewalks at the completion of each day a chipper is used, and the area where chipping is done will be left neat and clean.

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**6. Weed Whacking (not applicable to Part A or B of this RFP):** Weeds will be whacked to a height of no more than 2 inches and left to decompose. Dense clumps of Harding Grass will be cut to ground level, but equipment usage in doing this will consider the available fuel and time of year.

**7. Debris Removal:** Remove and dispose off-site all man-made litter and trash whether it is wood, paper, plastic, concrete, rubber, metal, etc.

**8. Douglas fir Strategy for FGII Project:** OSMA's Retention and Removal strategy for Douglas firs is attached as Attachment D – Illustration D. Unless OSMA provides specific instructions to the contrary, the Vendor will remove Douglas firs 6" and less in diameter as part of this RFP.

**9. Treatment of Coyote Brush (not applicable to Part A or B of this RFP):** See Attachment D – Illustration B2 for how Coyote Brush treatment varies with the fuel load existing in the area being fuel reduced.

**10. Stumps:** Protruding stumps shall be cut to ground level. Material from any existing stumps will be removed offsite, unless the stump is too large for disposal without use of vehicular equipment.

**11. Root Balls:** Root balls will be shaved by chain saws or other tools to reduce as much wood as possible. Remaining debris after such work will be either: (1) left in place, or (2) moved to another agreed upon designated area. Location for movement will depend upon the nature of the remaining root ball and the ability to move the debris in an economical and feasible manner, depending upon access and terrain.

## **Part E: Possible Approach to Project**

Trees (trunks and limbs) generated from the work on the Project, or preexisting on the ground, will be taken offsite through areas where access is available to paved roads on the aforementioned streets that border Firebreak 2.

Small limbs or cuttings generated for chipping can be stockpiled for up to one week along the access points, as long as it does not interfere with traffic, or prevent use of the sidewalks or streets. Cut material will not be piled or stored on landscape plants, or any native plants onsite which OSMA wants to retain after completion of the Project. Vendor will be responsible to take the appropriate safety measures with coning the work area, erecting proper signs, and alerting the passersby that work is being done in the area. Equipment will not be allowed on Open Space without OSMA permission.

Vendor should keep its vehicles on the paved streets. Irrigation exists on all borders of the Project, except for the natural landscaped area bordering Fox Hill Place. There is an old trail that is visible from Rincon Ridge Drive that has been blocked by rocks to discourage unauthorized use of vehicles. There is evidence this trail received some erosion control work during the construction of the subdivision of Fountaingrove II. Because of weather issues during completion of the project, and steepness of the terrain, Vendors should assume no mechanical equipment will be used on this Project for their primary bid proposal.

It is assumed the vendor will hand carry all material offsite, or use cranes or vehicles with booms to remove the cut trees and brush for processing on the paved roads adjacent to the Project site.

If Vendor believes part of the project can be worked with equipment entering onto Open Space, Vendor must submit a written plan how such equipment will be used. Such plan will stipulate what precautions will be taken to preclude damage to: (1) other native plants or trees that exist in the Project area which OSMA wants to maintain, (2) the soil by creating ruts or erosion issues from either equipment or dragging of material across the ground, and (3) irrigation and plants in landscaped areas along the border of the Project. The plans should also estimate the damage that will be done to any existing plantings or irrigation on Open Space, and Vendor's willingness to compensate OSMA for actual damages, if Vendor's alternate bid is accepted with the approval of equipment usage on Open Space. **If Vendor does not provide a written plan how equipment will be used on Open Space as part of their RFP Response Form herein incorporated as Attachment A, it will be assumed the Vendor will transport all material offsite to the paved streets for processing, without using equipment on Open Space.**

There are no assurances vehicular access will be granted during the winter season, and because of the high visibility of the site and its park-like setting. **Vendor can make two bids for this RFP. One assuming it will remove all wood, prunings and debris to paved streets with no equipment (vehicles or winch mechanisms) will access Open Space. The second bid could be an alternate proposal using equipment on suggested parts of the Open Space. OSMA has final authority to determine if the alternate bid is an acceptable procedure, and if vehicles or equipment will be used on Open Space.**

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## Part F of RFP: Cost of Project

Total not to exceed cost of the project is \$ \_\_,000.000 for both Parts A and B of the RFP (*insert proposal 1 or 2, as applicable, after OSMA accepts a bid*). Such fees will be paid Net 30 after the review and acceptance of the work by the OSMA Board or its delegated authority for such purpose. Such OSMA project review shall occur no later than 10 days from date Vendor has notified OSMA in writing of the Project Completion, or 30 days from such later date if there is work for Vendor to finish to comply with the specifications of this Project.

## Part G of RFP: Project Completion Date

Project is targeted to commence by November 20, 2010 and be completed by December 30, 2010. If any delay caused by weather, or other uncontrollable matters, extends beyond 60 days, partial payment of a portion of the cost of the project can be paid, if both parties can agree to an acceptable amount. Weather permitting; the project will be worked continuously from the start to its completion date. OSMA reserves the right to halt work if it deems that work on the project will damage the Open Space.

## Part H of RFP: Attachments Incorporated by Reference

Attachment A: Vendor Response Form

Attachment B: Native Plants

Attachment C: Invasive Plants

Attachment D: Guidelines and Illustrations Referenced in the RFP

Attachment E: OSMA amended Design Program for Open Space Maintenance dated April 15, 2010

Attachment F: OSMA Use Permit to manage Open Space dated April 15, 2010

Attachment G: Urban Forestry Associates, Inc. Prescription Notes for Tree Work in FB2

**The above terms are accepted by the following authorized parties.**

Vendor Name

FGII Open Space Management Association (OSMA)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Vendor \_\_\_\_\_ Print Name, (Insert Title)

Name, Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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