



Landscape Management Request for Proposal (RFP)

Sustainable Landscape Management (SLM)

The following bid specifications are in accordance with the Sustainable Landscape Management (SLM) best practices as taught and promoted by the Arizona Landscape Contractors Association (ALCA). These practices are the best practices based on the industry's current research and knowledge. Some practices may change or be modified as our industry continues to improve based on research, climate and the implementation of technology.

Property Name:

Address/Location:

Management

Company:

Community Manager:

Turf Management:

- **Mowing, Line Trimming & Blowing:**
 - Summer turf shall be mowed weekly.
 - Winter turf shall be mowed as needed based on growth rate during cool winter months.
 - Mow height should be appropriate for the turf type, time of year and to avoid scalping during growing season.
 - Weekly mowing should strive to cut no more than 1/3 of the total height at one time.
 - Line trimming/edging of curbs and adjacent sidewalks shall be performed weekly during summer months and as needed during winter months.
 - Blowing of sidewalks adjacent to turf shall be performed each time mowing is performed.
 - Blowing of curb edges around turf shall be performed as needed to maintain a clean appearance.
- **Fertilizer/Soil Test:**
 - Turf shall be fertilized six (6) times annually. Each application shall apply 1 pound of actual nitrogen per 1,000 SF.
 - Summer turf three (3) times and winter turf three (3) times.
 - Type of fertilizer shall be based on an annual soil test to evaluate the micro and macro nutrient levels.
 - Optional/budget item not included in base contract:
 - Amendments and additional fertilizer may be proposed and approved by community representative prior to application.
 - If overseeding, winter turf shall be fertilized three (3) times and approved by community representative prior to application.
- **Aeration:**
 - All turf shall be aerated annually with hollow or solid tines to ensure consistent hole depth and density.

- **Irrigation:**
 - Turf shall be watered adequately to maintain moisture within the root zone.
 - Optional/budget items not included in base contract:
 - Unexpected irrigation repairs.
- **Weed Control:**
 - Post-emergent of common weeds in turf shall be applied as needed.
 - Pre-emergent in turf is necessary when the threat of weeds is present. Apply pre-emergent according to product label.
 - Optional/budget items not included in base contract:
 - Amendments and additional fertilizer may be proposed and approved by community representative prior to application.
 - Treatment of weeds that require selective herbicides shall be applied as needed and approved by community representative prior to application.
- **Overseed:**
 - Overseed preparation should begin when temperatures favor Bermuda dormancy.
 - Irrigation shall be adjusted to keep seed moist. Over watering should be avoided. Standing water may result in the need to reseed these areas.
 - Seed application rate should be between 10-12 pounds of seed per 1,000 square feet.
 - Optional/budget item not included in base contract:
 - Seed cost will be proposed and approved by community representative prior to performing service.
- **Spring Transition:**
 - During transition, reduce irrigation and lower mower heights to reduce cool season turf growth. Do not turn the water off completely as this is harmful to the warm season turf as it returns from dormancy.

Granite Management:

- **Weed Control:**
 - Chemicals, techniques and processes shall comply with applicable federal, state and local laws, regulations, standards and ordinances pertaining to health, safety and environmental protection.
 - All granite areas shall receive two (2) applications of pre-emergent herbicide annually. The application is to be timed, as best as possible, with rain events according to SLM standards for time of year. Certificates of the applications are required by law and shall be submitted upon completion.
 - Spot spraying of common weeds that do not require selective herbicides shall be included in the monthly maintenance contract.
- **Routine Service:**
 - Granite areas shall be cleaned and detailed weekly in the cycle area according to the property cycle rotation.
 - All granite areas shall be policed during each visit to remove all trash and litter.
 - Granite areas and entries shall be raked as needed to ensure a neat appearance.
 - Granite shall be kept within the curbs and sidewalks.

Tree Management:

- Prune and shape trees as needed to keep free from sidewalks, curbs, parking spots and roads. Trees canopies shall only be lifted to allow for vehicle and pedestrian access below them.
- Follow SLM practices for thinning, cross branching and timing of tree pruning for each species.
- Tree pruning will be limited to a height of ten (10) feet; pruning above 10' will be proposed and approved prior to completing.
- Trees in turf shall be protected with arbor guards or kill rings to prevent damage.
- Never remove more than 20% of the trees canopy during one pruning.
- Remove suckers from trees as needed, unless necessary during establishment period.
- Maintain tree tie wires and stakes to ensure security and prevent from girdling the tree. Remove tree stakes when the trees are stable – typically two growing seasons.
- Optional/budget item not included in base contract:
 - Storm damage cleanup will be proposed and approved by community representative prior to performing service.
 - Tree pruning above 10' will be proposed and approved by community representative prior to performing service.
 - Tree replacements will be proposed and approved by community representative prior to performing service.
 - Arbor guards will be proposed and approved by community representative prior to performing service.

Shrub & Groundcover Management:

- Pruning including frost damage cutbacks shall be done in accordance to SLM practices to maintain the natural form of each plant within its space limitations and promote flowering.
- Continual shearing of plants is not a sustainable practice, it increases water use and plant stress. Shearing will only be performed based on specific design intent.
- Plants must be kept clear of all sidewalks and roadways so that they do not restrict the flow of traffic.
- Watering shall be monitored to ensure that proper moisture is provided to each plant.
- Trees/Shrubs that are dead shall be removed immediately and the emitter shall be capped above grade.
- Optional/budget item not included in base contract:
 - Shrub replacements will be proposed and approved prior to performing service.

Irrigation:

- Monitor the irrigation system on a weekly basis to ensure proper operation.
- Timers are to be adjusted a minimum of one (1) time per month in accordance with the weather and the plant needs.
- Timers are to be turned off or put on rain delays during significant rain events.
- Irrigation valves are to be checked on a rotation cycle to promote responsible water management and minimize water loss as result of small leaks and irrigation issues.
- Drip valve wye filters shall be checked as needed and cleaned to be kept free from debris and algae as result of the reclaimed water utilized by the property.
- Optional/budget items not included in base contract:
 - Major irrigation repairs (i.e. mainline, valve or replacement, backflow prevention device and controller, etc.) shall be repaired on time and material basis.
 - Emergency or adjustments, on other than regularly scheduled visits, shall be repaired on time and material basis.

Amenities:

- Tot lots shall be checked during each visit policing for debris/trash and cleaned as needed.
- Trash cans shall be checked during each visit and serviced as needed.
- Dog stations shall be checked during each visit and serviced as needed.
- All other amenities shall be inspected during each visit, any damage or safety concerns shall be communicated to the community manager.

Other Items:

- Contractor's employees shall maintain a uniform, logo vest or logo shirt properly identifying them with the company at all times while working on the property.
- Traffic control necessary while working at the property shall be at no extra cost to the owner.
- Dump fees, taxes and materials associated with the contracted work shall be included in the monthly contract price.
- Any damage caused to the client's property by the contractor is to be repaired at no extra cost to the owner.
- Damage resulting from rodents and other animals will not be the responsibility of the maintenance contractor. However, the maintenance contractor must notify the owner of any issues.
- Optional/budget item not included in base contract:
 - Erosion repairs shall be proposed and approved by community representative prior to performing service.

Site Quantities:

Turf Area:	_____ SF	Meters/Backflow:	_____ Each
Granite Area:	_____ SF	Controllers:	_____ Each
Annuals Area:	_____ SF	Trash Cans:	_____ Each
Palm Count:	_____ Each	Dog Stations:	_____ Each
Tree Count:	_____ Each	Tot Lots:	_____ Each
Shrub Count:	_____ Each		