



SM FINANCE DEPARTMENT / PURCHASING DIVISION 5350 Belt Line Road
(972) 450-7071 – Facsimile (972) 450-7074 Post Office Box 9010 Addison, Texas 75001

INVITATION TO BID

The Town of Addison is accepting bids from all interested parties for

Bid No: 1908-001

Bid Name: **Landscape and Irrigation Restoration
of Sherlock Drainage Project**

Pre-Bid &
Site Visit: **ATTENDANCE IS OPTIONAL,
BUT HIGHLY RECOMMENDED
TO BID ON THIS CONTRACT.**

Tuesday, August 13, 2019 at 10:00 am

Addison Service Center
16801 Westgrove Drive
Addison, Texas 75001

Bid Closing: **Tuesday, August 27, 2019 at 2:00 p.m.**
Finance Department
Town of Addison
5350 Belt Line
Dallas, Texas 75254

SCOPE OF WORK:

The work involves providing the highest quality turnkey professional installation of new/replacement planting of shrubs and ornamental trees, installation of sod, repairs to irrigation systems, and the installation of a temporary above-ground irrigation system within the confines of the Public Works Sherlock drainage project.

Since Bidsync.com maintains the vendor files for the Town of Addison, bidders do not need to notify the Town if they do not intend to bid on this project. For vendors that would like to be removed from the bidder's list, please notify the Town of Addison in writing.

Please pay particular attention to Receipt and Preparation of the bid.

Questions concerning the bidding process shall be posted through BidSync. Questions will be answered in a timely manner. All participating vendors will be able to see all answers.

Landscape and Irrigation Restoration of Sherlock Drainage Project

Scope of Services:

Provide turnkey professional preparation of various locations within the project, the installation of plant materials from the list to follow, the rehab/rework of existing sprinkler systems, and the installation of a temporary above-ground irrigation system on both the Town of Addison Easement Park, the Town of Addison Beltway/Arapaho Connector Trail, and The Forum office buildings.

- a. The specifications shall include the installation as defined within these specifications for shrubs, ornamental trees, grass sod, and the rework/rehab of existing irrigation systems along with the installation of a temporary above-ground irrigation system.
- b. The Contractor shall provide all materials, equipment, and labor required and/or inferred to professionally perform all tasks identified within these specifications.
- c. The work under this contract includes grading, site preparation, installation, mulching, and initial hand watering of various newly installed plant material and sod as listed below and the rework/rehab of existing sprinkler systems along with the installation of a temporary above-ground irrigation system.
- d. **Vehicle and Personnel ID and Behavior:**
All services herein provided shall be done in a courteous and orderly manner with a minimum of inconvenience to the tenants, residents, and owner. All personnel shall be appropriately and neatly dressed. Shirts must be worn at all times. Gym shorts and tank tops are not appropriate dress. Sturdy, safe footwear must also be worn along with safety vests when required. No music will be allowed to be played by contractor's personnel while on property. Vehicles shall be clearly identified with company name.
- e. **Waste Disposal Clause:**
Haul off all trash, debris, or spoils to a state approved dump site and/or a recycling center. Note: This includes leftover construction materials including but not limited to silt fencing, erosion waddles, signs and bases/masts, barricading, etc.

Guarantee:

- a. All plant material shall be guaranteed by the contractor to be weed free and to be free of disease and infestations.
- b. All planting installations shall carry a (90) ninety-day warranty which shall begin upon final acceptance by the Parks Department.

General Notes for All Project Locations:

- a. Work hours shall be limited to Monday-Saturday, 7:00 a.m. until 7:00 p.m. However, the Parks Department hours are Monday-Friday from 7:00 a.m. until 3:00 p.m. and staff will only be available for inspections or to answer questions during these times.
- b. Contact the Town of Addison Parks Department representative at (972) 672-1817 with any questions or issues.
- c. Any damage to existing structures, landscaping, irrigation systems, lighting systems, utilities, etc., shall be repaired expeditiously and to the satisfaction of the Town of Addison at the contractor's expense.
- d. Exercise care not to damage any functional existing irrigation. Any damage is the responsibility of the contractor to repair at his own cost to the satisfaction of the Town of Addison representative.

- e. An irrigator currently licensed by the state of Texas shall accomplish or supervise all irrigation installations and/or repairs. All installations and/or repairs shall be inspected by a Town of Addison representative prior to backfilling. The chosen contractor must provide proof of current licensing.
- f. The Town's representative shall approve all planting locations, preparations, and grading with the contractor along with the automatic operation and 100% coverage of all irrigation systems prior to installation of any plant material.
- g. The chosen contractor shall submit samples of all plantings for prior approval. All plant material shall be of specimen quality, full, healthy, and free of weeds, pests and diseases. The Town of Addison reserves the right to reject any plant material that in the representative's opinion does not meet the specifications or is not of the variety specified.
- h. Preparation of shrub and ornamental tree planting locations:
 - 1. Eradicate all existing unwanted vegetation with an approved herbicide.
 - 2. Totally remove any mulch, trash, debris, rock, etc. prior to adjusting grades, prepping, or installing plants.
Note: In some locations, excavation of rock from the planting beds and backfilling with clean friable black clay topsoil shall be required.
 - 3. Adjust grades as needed or where specified with imported clean friable black clay topsoil native to the area. The chosen contractor shall submit a sample for approval.
Note: Where grade will be re-worked around existing trees, do so as not to build up too much soil over the root systems or any onto the trunks.
 - 4. Thoroughly till in 4" of finished compost from Soil Building Systems, or approved equal, in 2" lifts to a minimum depth of 8" exercising care not to damage the root systems of any existing trees or plant materials that are to remain.
 - 5. Rake the area clean of roots, debris, and all rocks 1" in size or larger.
 - 6. Clean cut below grade any existing tree roots that become broken or severely damaged.
 - 7. Fine grade all areas. Allow a 1" lip along the back of curbs and/or concrete surfaces for mulch retention.
 - 8. Obtain approval of final grading by the Parks Department representative prior to commencing with any installations.
 - 9. Repair any damaged irrigation and adjust head, valve box and/or meter box heights as needed once final grade is approved. DO NOT cover up any repairs until inspected and passed by one of the Town of Addison irrigators. An irrigator currently licensed by the state of Texas shall accomplish or supervise all irrigation repairs.
 - 10. Obtain an inspection of related irrigation systems for proper automatic operation and 100% coverage by the Parks Department representative prior to commencing with any installations. Any deficiencies in the irrigation systems must be addressed to the satisfaction of the Town's representative prior to proceeding with the installation of any plant material.
- i. Preparation and installation of areas to be sodded with grass:
 - 1. Eradicate all existing unwanted vegetation with an approved herbicide.
 - 2. Adjust grades as needed or where specified with imported clean friable black clay topsoil native to the area. The chosen contractor shall submit a sample for approval.
Note: In some locations, excavation of rock from the areas to be sodded with clean friable black clay topsoil shall be required.
Note: Where grade will be re-worked around existing trees, do so as not to build up too much soil over the root systems or any onto the trunks.
 - 3. Lightly till areas to be sodded exercising care not to damage existing tree root systems.
 - 4. Rake the area clean of roots, debris, and all rocks 1" in size or larger.
 - 5. Fine grade and lightly compact to prevent settling. Allow a 1" lip along the back of curbs and/or concrete surfaces for sod.

6. Obtain approval of final grading by the Parks Department representative prior to commencing with any installations.
 7. Repair any damaged irrigation and adjust head, valve box and/or meter box heights as needed once final grade is approved. DO NOT cover up any repairs until inspected and passed by one of the Town of Addison irrigators. An irrigator currently licensed by the state of Texas shall accomplish or supervise all irrigation repairs.
 8. Obtain an inspection of related irrigation systems for proper automatic operation and 100% coverage by the Parks Department representative prior to commencing with any installations. Any deficiencies in the irrigation systems must be addressed to the satisfaction of the Town's Representative prior to proceeding with the installation of any sod.
 9. Any newly laid sod must meet the level of any existing grass lawn areas to remain.
 10. Lay sod strips tightly with staggered joints.
 11. Closely cut in around irrigation heads, boxes, etc.
 12. Thoroughly hand water in all grass at the time of installation.
 13. Roll to level.
- j. Steel Edging:
1. Utilize 1/8" x 4" steel edging powder coated green in color at The Forum office buildings to separate beds from turf.
 2. Where edging abuts a concrete curb or sidewalk/trail, cut edging to a 45-degree angle. To prevent rusting, paint the cut metal with high quality enamel that matches the original color as closely as possible. The chosen contractor shall submit a paint sample for prior approval.
- k. Mulching: Install a minimum of 3" of hardwood bark mulch in the newly planted areas.
- l. Obtain an inspection of the landscape installation and operation of the irrigation system of each project site upon completion along with a final inspection of all project locations by the Parks Department representative. Any outstanding item(s) shall be addressed within ten (5) business days to the satisfaction of the representative.
 - m. Plantings shall be installed based upon the spacing requirements given by the Parks Representative.
 - n. Ensure plants are installed at the proper depth, not too deep or too high, and that the entire root systems are covered.
 - o. All plant material shall carry a ninety (90) day warranty.
 - p. Thoroughly clean the site(s) at the end of each workday and at the end of the job. Haul off all trash, debris, or spoils to a state approved dump site or a recycling center.
 - q. Deep hand watering shall occur at the time of all plantings. It is the responsibility of the contractor to provide for this watering by whatever means it takes.
 - r. The contractor shall keep all project areas watered, weed free, healthy and thriving until final acceptance.

Specifications:

Town of Addison Easement Park –

- 1) Location – Just east of Fire Station #2 located at 3950 Beltway Dr. and south of Beltway Dr.
- 2) Verify proper operation of the sprinkler system. Make any repairs and/or adjustments needed for automatic operation and 100% coverage.
- 3) Totally remove the existing Asian Jasmine areas and any steel edging at locations both north and south of the small Morman Ln. parking area and underneath the existing Crape Myrtle tree where the trail diverges.

- 4) Totally remove the two (2) existing Tree Yaupons and the Liriope bed and any steel edging around them at the corner of Beltway Dr. and the entry drive to the fire station back parking lot.
- 5) Where sod is to be lain, excavate and properly dispose of rock to a depth of 6-8".
Import and spread clean friable black clay topsoil.
Establish suitable/proper grades.
Install (4) 30-gallon multi-trunk specimen quality pink Crape Myrtle trees at the locations designated by the Town's representative within the areas to be sodded.
Place existing sandstone boulders on the north and south sides of the small parking lot.
Note: Some of the boulders are in a pile close to Belt Line Rd. and will have to be relocated.
Clean up and fine grade all areas to be sodded.
Install approximately 2,789 sq. yds. of Common Bermuda Grass thick cut sod. Install one pallet of thick cut 'Emerald' Zoysia in the shaded area underneath the existing Crape Myrtle tree where the trail diverges.
- 6) Where shrubs are to be installed, prepare plantings beds per the specifications above and install the following:
 - a) Single row of thirty-three (33) 30-gallon 'Needlepoint' Hollies to fill in the gap in the existing row of like plant material located along the alley and north of the small parking area and/or to replace those existing hollies that are to be identified by the representative as needing to be replaced.
 - b) Single row of sixteen (16) 7-gallon Dwarf Burford Hollies to extend the existing double row of like plant material located along the alley and south of the small parking area.
- 7) Deep hand water all new plantings, mulch the newly plants shrubs and trees, and roll sod to level.

The Forum Office Buildings –

- 1) Location – 4002 Belt Line Rd.; the work site is on the north, south, some of the west side, and most of the entire length of a band along the east side of the far west parking lot adjacent to the Oncor electrical transmission easement
- 2) Either restore the existing heavily damaged sprinkler system or install a new system from the water source within the construction area and utilize the existing controller attached to the lighting pole just north of the far north driveway. There is not continuity to any of the station wires; the common wire is cut near the controller. The main line is intact and pressurized.
Note: Provide a linear foot cost to bore the two (2) driveways and one (1) walkway and install one (1) 4" sleeve at each location if needed.
- 3) Reset the paver stones of the retaining wall located at the south end of the parking lot and on the south side of the driveway parallel and near Beltway Dr. Some of the stones are located to the north by the far north driveway.
- 4) Where sod is to be lain, remove and properly dispose of rock to depth of 6-8".
Import and spread clean friable black clay topsoil.
Establish suitable/proper grades then fine grade all areas to be sodded.
Install approximately 894 sq. yds. of Common Bermuda Grass thick cut sod.
- 5) Where shrubs are to be installed, prepare plantings beds per the specifications above and install the following:

- a) Approximately (183) feet of 1/8" green steel edging to establish the border of two (2) beds (b & c below). The representative will lay out the beds with the chosen contractor.
- b) Single row of ten (10) 7-gallon Dwarf Burford Hollies to extend the existing row of like plant material located at the south end of the parking area and adjacent to Beltway Dr.
- c) Single row of eight (8) 7-gallon Dwarf Burford Hollies at the north end of the parking lot and along Belt Line Rd.
- 6) Install six (6) 8-10' tall specimen quality container grown Tree Yaupon Hollies at locations to be marked by the representative and approved by the property manager.
- 7) Install five (5) 30-gallon specimen quality pink Crape Myrtle trees at locations to be marked by the representative and approved by the property manager.
- 8) Deep hand water all new sod and plantings, mulch the newly planted shrubs and trees, and roll sod to level.
- 9) Remove the concrete spoils from the Oncor electrical transmission tower located at about halfway point of the parking lot, level the excavated areas (bring in soil if needed to do so and compact) and top off with 2-3" of rock that matches the existing.

Town of Addison Beltway/Arapaho Connector Trail –

- 1) Location – The work site is located on the north end of and within the Oncor electrical transmission easement and near Belt Line Rd. and west of The Forum office buildings.
- 2) Install a temporary above-ground sprinkler system using the fire hydrant opposite and to the west of the site as a water source. The Town of Addison shall supply a loan meter with a backflow device to be used as the water source.

Note: The main line will be crossing an active driveway so some sort of protective ramp will need to be constructed to protect it.

Where grass seed is to be installed, totally remove and properly dispose of the rock 'haul road', and remove any site rock, trash, and/or debris.

Remove all rock 1" in size and greater, debris, trash, mulch, etc.

Import and spread clean friable black clay topsoil.

Establish suitable/proper grades then fine grade all areas to be seeded.

Hydromulch approximately 11,016 sq. ft. area with Common Bermuda grass seed while adhering to common industry practices/standards.

Note: A full and healthy stand of Bermuda grass must be established even if repeat applications are necessary.

Remove the temporary irrigation system once establishment is complete and accepted.

The Forum Office Buildings Site (prior to construction)



View from Beltway Dr. of south shrub row near and along Beltway Dr.



View from north end of far west parking lot towards Beltway Dr.
showing trees and south shrub row



View of southwest corner of far west parking lot



View of north shrub row located near and along Belt Line Rd.
as well as northwest corner of far west parking lot