



ADDENDUM NO. 2

TO: All Plan holders and Prospective Bidders

FROM: City of Capitola Public Works

DATE: January 23, 2024

PROSPOSALS DUE: 11:00AM Thursday, February 22, 2024

RE: **ADDENDUM NO. 2**
On-Call Tree Trimming and Maintenance Services

ADDENDUM NO. 2

City of Capitola, California

This Addendum shall be considered as a part of the bid documents for the subject project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this Addendum shall govern and take precedence.

Contractors are hereby notified that they shall make any necessary adjustments in their proposals on account of this Addendum. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Receipt of this Addendum must be acknowledged on the Addendum Acknowledgement form. Signature on said Bid Form indicates acknowledgement of receipt of Addendum No. 2, and that said Addendum No. 2 was properly evaluated in bidder's proposal. Any proposal not in compliance with this requirement may be rejected.

Jessica Kahn, Public Works Director

The following is hereby added and/or amended and is intended to add clarification to the following:

1. Number of copies is amended to read:

Number of Copies: Submit three (3) sealed proposals

2. Item 7 is amended to read as follows:

MASTER GENERAL SERVICES AGREEMENT.

The firm selected to provide the scope of services shall be retained under the City's Master General services agreement. A sample of this agreement is attached to this RFP as Attachment C and is incorporated herein. If there are exceptions taken to any of the terms, conditions, or specifications of the proposal document or contract, they must be clearly stated on a separate sheet of paper attached to this sheet and returned with your proposal.

3. Item 3F is amended to read as follows:

Cost Proposal. Provide a detailed cost proposal to perform the work set forth in the Scope of Services. The estimate must include all of the following:

- Prevailing Wage Hourly rates for all individuals who will be assigned to the project.
- Equipment Hourly Rates.
- Travel costs that will be charged for each on-call assignment.
- Other expenses the selected contractor would charge in connection with the work, such as disposal fees, telephone costs, any equipment/material/service costs that would be charged by contract in connection with the work contemplated in this RFP.

4. Attachment A – Scope of Services is removed and replaced with the Attachment A below
5. Attachment B – Cost Proposal is removed in its entirety.

ATTACHMENT A
SCOPE OF SERVICES FOR ON-CALL TREE TRIMMING / MAINTENANCE SERVICES

ARTICLE 1. SCOPE OF WORK

Section 1.01. Scope in General.

Work to be done consists of on-call trimming and/or removal of various trees, stumps or tree related debris from various locations in the City of Capitola, upon request by the Public Works Director or his/her designated representative, hereinafter called the Tree Inspector. Work shall be done on an as- needed basis, upon request by the Tree Inspector for specific tasks as set forth herein.

This work is to be performed by a tree service contractor, licensed, insured and bonded to do business in the City of Capitola. The work to be done will consist of removal of trees and/or stumps, trimming of trees, hauling and disposal of debris, and where necessary, repair or replacement to original condition of any damaged public or private property. Chipped waste material shall be disposed of within the City, at a location of the City's choice and at Contractor's expense. Logs, brush and other debris may be dumped at a separate location as designated by the City at Contractor's expense.

Contractor shall be aware of and shall comply with City Ordinances governing tree trimming work and traffic control regulations during work. Contractor shall furnish all labor, materials, and equipment necessary to perform the work described herein in strict accordance with these specifications, pruning standards as set forth by A.N.S.I., the International Society of Arboriculture (ISA) Western Chapter, and subject to the terms and conditions of the contract.

Section 1.02. Beginning and Completion of Work.

The work shall commence as outlined in the Contractor's proposal and as directed by the Tree Inspector for each individual assignment. In the event that the Tree Inspector shall be of the opinion that the work is being inadequately or improperly executed in any respect, he/she may demand that the Contractor improve or change the execution of the work in such manner as to assure proper and timely completion.

ARTICLE 2. METHODS OF OPERATION

Section 2.01. Tree Trimming.

All trimming shall be completed upon request by the City, and shall conform to American National Standards Institute (ANSI) A300 Pruning Standards and International Society of Arboriculture (ISA) Best Management Practices.

Section 2.02. Tree Removal.

All tree removal shall be completed upon request by the City, and shall conform to American National Standards Institute (ANSI) A300 Pruning Standards and International Society of Arboriculture (ISA) Best Management Practices.

Section 2.03. Removal of Brush and Debris.

All trimming and debris resulting from tree trimming work shall be promptly chipped and removed from the work site and properly disposed of. (City has first opportunity for chips). Upon completion of the trimming of each tree, or group of trees, the area shall be cleaned to a condition at least equal to that which existed before the trimming was started.

Section 2.04. Preservation of Property.

The Contractor shall carefully protect from damage all existing trees, shrubs, plants, and other growth and features; and, any damaged property shall be replaced or restored to their original condition to the satisfaction of the City Tree Inspector or his representative.

Section 2.05. Inspection.

When work is completed and ready for final inspection, the Contractor shall so notify the City Tree Inspector as soon as possible. Thereafter, the City Tree Inspector or their duly appointed officer, will make the necessary inspection and if he/she finds that the work has been properly performed and completed in accordance with all terms of the specifications and contract, the work will be accepted and payment authorized.

Section 2.06. Equipment Storage.

The Contractor shall make his/her own arrangements for the storage of tools, materials, and equipment and shall assume all costs incurred therefrom.

Section 2.07. Damages.

The Contractor's operation shall not damage any private or public improvements, including sprinkler systems, utilities, brick work, landscaping, driveway, curb, gutter, sidewalk, or pavement. Any damage to these or other facilities resulting from the Contractor's operations shall be repaired or replaced in kind to industry standards.

The Contractor shall obtain a release from the individual homeowner after repairing sprinklers to assure the City that the homeowner is satisfied. In the event that the damage is on City property, contractor shall obtain a release from the City Irrigation Crew after repairing sprinklers to assure that the City is satisfied. The sprinkler system repairs shall be made within 48 hours from the time they are damaged.

Section 2.08. Tools and Equipment.

All tools, equipment and vehicles used in the performance of this work shall be subject to inspection and approval by the City Tree Inspector. In general, standard tree trimming equipment shall be used and shall be maintained in satisfactory condition at all times and in compliance with OSHA regulations.

ARTICLE 3. MAINTENANCE OF TRAFFIC AND SAFETY REQUIREMENTS

Section 3.01. General.

Any Contractor performing work in a street right-of-way shall obtain a City Encroachment Permit prior to any planned work. The Contractor shall follow all City of Capitola, Construction Traffic Control

Procedures and take all necessary measures to maintain an adequate traffic flow to prevent accidents and to protect the site of the work. During construction, the Contractor shall, as far as practicable, keep the project site free of rubbish and debris and as safe a condition as possible.

A suitable width of any intersecting street shall be kept in reasonably good condition for traffic, including the necessary provisions for proper drainage. Should the requirements of the tree maintenance operation demand closing the full width of an intersection, such closing shall be allowed only after the Contractor has secured permission from the City and Tree Inspector and the duration of the closing must be for the minimum length of time possible. After said permission is granted, the Contractor shall make the necessary arrangements to provide temporary crossing or to re-route traffic away from said intersection, and provide and maintain barriers, guards, directional signs, watchmen, and lights at all detour points, in order to give adequate warning to the public at all times of the street tree operation and of the dangerous conditions as a result thereof. The Contractor shall also erect and maintain such additional warning and directional signs as may be furnished by the City.

Section 3.02. Barriers, Lights, etc.

The above-mentioned barriers, safety lights, warning and regulatory signs, guards, temporary crossovers, and watchmen shall also be provided and maintained by the Contractor at his/her own cost over all portions of the work during implementation and until completion.

Provisions shall be made by the Contractor to insure operation of the safety lights throughout the evenings without interruption. No safety lights using inflammable liquids shall be permitted during the progress of the work and only electric, battery-operated safety lamps will be approved for this purpose.

Section 3.03. Utilities.

It is anticipated that the existing utilities will not interfere with the Contractor's construction operations. However, the Contractor shall exercise due care to ensure that these utility facilities are not damaged during his operations. Contractor shall conform to ANSI*Z133 standards and will exercise caution when working in vicinity of utility lines.

All work requiring excavation such as tree planting, stump and root grinding shall require an Underground Service Alert (USA) permit number before proceeding with any digging.

Section 3.04. Access to Driveways.

The Contractor shall notify residents of property adjoining the location of the work at least twenty-four (24) hours before the start of the tree maintenance operation on that street. The Contractor is responsible for posting "temporary no parking" signs at least twenty-four (24) hours before using the parking lane for tree maintenance operations. Efforts shall be made by the Contractor to minimize the duration of driveway blocking and to notify the residents of this need well in advance. Further, the Contractor shall provide access to each residential or commercial establishment each evening.