



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 23-11564
FOR
LANDSCAPE MAINTENANCE FOR HHCS
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
March 2, 2023

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, March 7, 2023 All responses should be sent via email to purchasing@cityofberkeley.info and have "LANDSCAPE MAINTENANCE FOR HHCS" and Specification No. 23-11564 indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum "A"

Questions and Answers for Specification No. 23-011564 LANDSCAPE MAINTENANCE FOR HHCS

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 23-11564, LANDSCAPE MAINTENANCE FOR HHCS**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1900 6th St. Location - Frequency of Services: Weekly

1. Q. Will the contractor be responsible for the new courtyard's landscaping install?

1. A. No, the new courtyard installation is a separate project that this contract and scope of work does not include. However, the maintenance of the current courtyard prior to and after the install is included in the scope

2. Q. Is there any irrigation and if not what's the watering options?

2. A. Irrigation is planned for the courtyard.

1925 9th St. Location - Frequency of Services: Monthly

3. Q. Is the University Ave Court Yard (Bowman building?) included and if so does the irrigation work? How long would that need to be maintained for?

3. A. No - the courtyard on the University Ave. side should NOT be included.

4. Q. Is there any irrigation or watering needs?

4. A. No

5. Q. Is the sidewalk against the building included on back 10th St. entrance?

5. A. Yes - the sidewalk should be included.

1901 Hearst Ave. Location - Frequency of Services: Weekly

6. Q. Will installing weed block onto woodchip beds around back parking lot be included?

6.A. . Yes

7. Q. Is irrigation on "smart" apps

7.A. . No, it's timed.

8. Q. Will the back-atrium tree trimming be included in the scope?

8. A. Yes

9. Q. What is the frequency needed for this site? It is currently weekly? Is it going to monthly?

9. A. The service is needed weekly.

2640 MLK Jr. Way Location - Frequency of Services: Twice a month

10. Q. Will the bed in front be filled with plants?

10. A. No

11. Q. Will sprinkler in courtyard be repaired? When?

11. A. Underdetermined

12. Q. Should manual watering be done/until sprinklers repaired?

12. A. Yes

13. Q. Is the potted plant in the courtyard included in the scope?

13.A. . Yes

14. Q. Is it ok to blow around the patio furniture?

14.A. . Yes

15. Q. What time is preferred?

15.A. Staff is usually in at 8am but open to public at 9am. You will need to go inside and ask staff to let you in to the courtyard so be sure to come when staff is present. A key to the locked gate might be provided.

16. Q. Should the bush on the fence be trimmed?

16.A. . Yes

2939 Ellis St. - Frequency of Services: Weekly

17. Q. Do you need Parking lot Raised beds watered?

17.A. . Yes

18. Q. Where should we park?

18.A. . Street parking is suggested. Thursday parking should be easier.

19. Q. Do you want the back walkway behind the building blown?

19.A. . Yes

20. Q. Do we need to bring a hose to water any of the areas?

20.A. . There is one on the patio, but it would be helpful to have your own.

830 University Ave. - Frequency of Services: Monthly

21. Q. Is the irrigation operational and is maintenance included?

21.A. . To be determined.

22. Q. In the back parking lot, are the trees maintained from 12' or 14' up from the ground? What about the trees against the building?

22. A. To be determined

General Questions for all sites:

23. Q. Must electric blowers be used?

23. A. Yes, only electric blowers can be used at all properties. Gas-powered leaf blowers are illegal in Berkeley. For additional details - <https://berkeley.municipal.codes/BMC/13.40.070>

24. Q. Will there be any waste removal (large abandoned trash?)

24.A. Small/ medium trash items (i.e. coffee cups, cans, etc.) should be removed as part of the debris removal. Large items (i.e. mattresses, appliances, furniture, etc.) that can be categorized and dumping is not included in the scope.

25. Q. Are any of the patches "in" the sidewalk included?

25. A. Any vegetation and trees on the street side, of a sidewalk, are not included in regular maintenance. However, additional tree trimming for these areas can be requested on an as needed basis. Rates should be proposed as an "as needed/requested" section of the proposal.

26. Q. The RFP says that there will be monthly maintenance but some of the sites had weekly maintenance previously. Will it be monthly maintenance for all sites?

26.A. . Specific site landscaping service frequency is listed in by location:

- Senior Centers (1901 Hearst Ave & 2939 Ellis St) - Weekly
- 1925 9th Street – Monthly
- 2640 Mlk Jr. Way - Twice per Month

27. Q. Can you use any pesticides?

27. A. No. Pesticide use is not allowed at any Berkeley facility.

28. Q. The RFP said that there would Bi-Annual (twice a month)?

28. A. This was an error. The Bi-Annual should be (twice a year)

29. Q. May I please view the sign-in sheet/attendance list from the Mandatory Prebid Site Visit that was held on February 14th?

29. A RMT, Gachina, Suma L/S, Pacific Site Management, Banksia Landscape, Freitas Landscape, New Image Landscape.

30. Q. Which locations require hand watering? Is water available at each of the sites for hand watering?

30. A. Please see individual location answers above.

31. Q. Does debris pickup include larger items like mattresses, tires, pallets? Or will that be considered extra work?

31. A. Please see response to question 24.

32. Q. Can you confirm the frequency of each of the sites? (monthly, bi-monthly, or weekly)

32. A. Please refer to “**Frequency of Services:**” noted with each location title

Except as provided herein all other terms and conditions remain unchanged.