

## CITY OF COSTA MESA

## SCOPE OF SERVICES - TREE PLANTING PROJECT

Contractor shall furnish all labor, tools, materials and equipment to provide professional tree planting services as set forth in this scope of services. Planting sites may include public parks, city facilities or the public rights-of-way within the City limits of Costa Mesa.

All work shall be done in a thorough and workmanlike manner to the satisfaction of the Public Services Manager, or his authorized agent, and comply with all legal construction and tree planting specifications referenced in the Professional Services Agreement approved by City Council on August 7, 2012, Page 21, Section U,1 and U,2.

Provide sufficient traffic control at all times to protect work site area as per guidelines set forth in the "Work Area Traffic Control Handbook" (WATCH MANUAL).

Listed below are the general scope of services to be performed.

1. **SITE IDENTIFICATION** – Vacant planting sites for street trees shall be obtained from City's tree database 'Arbor Access'. There are currently approximately 5000 sites identified as vacant valid planting sites and include the following:
  - a. Commercial Sites
  - b. Residential Sites
  - c. Recreational Sites

City representative will provide the project areas to be assessed.

2. **SITE ASSESSMENT** – Each planting site shall be assessed to confirm suitability for tree planting. Each site shall be reviewed to determine the following:
  - a. Right-of-way width and parkway (planting area) width
  - b. Setback requirements as per the City of Costa Mesa Streetscape and Median Development Standards Appendix C regarding:
    - i. Street lights
    - ii. Fire hydrants
    - iii. Water meters
    - iv. Sewer lines – minimum eleven feet (11') distance
    - v. Street tree spacing
  - c. Recommended street tree for parkway width
  - d. Alternative street trees based on right-of-way width (Public Parkway and Median Tree Palette)
  - e. Marking of site location
  - f. Coordination with City Representative to determine final locations and species selection.

3. **COMMUNICATION** – Each identified site will require an individualized letter on City letterhead informing the owner of the proposed project and the project parameters (tree type/options, timing, opt out instructions etc.). Letter to be approved by the City Representative.

Upon issuance of the written Notice to Proceed, the City will schedule a pre-job conference to establish the following:

- a. Lines of communication between the City and Contractor
- b. Review scope of the project
- c. Establish time lines for completion of the project.
- d. Contractor shall be required to submit to the City a schedule listing the locations to be planted for the following week and locations completed for the current week. The schedule shall be submitted weekly to the City's representative for inspection purposes.

4. **TREE PLANTING** - Tree planting to be completed as referenced in the Professional Services Agreement. All tree work is to be performed according to industry standards and International Society of Arboriculture Best Management Practices. Tree planting shall include the following but not limited to:

- a. USA Dig Alert notification for each site
- b. Purchase of trees – Tree specifications shall be comparable with what is commonly available in the nursery trade.
  - i. 15 gallon size trees – minimum three quarter inch (3/4") caliper or larger measured at six (6) inches above ground level with good taper.
  - ii. 24 inch box size trees – minimum one and one half inch (1 1/2") caliper or larger measured at six (6) inches above ground level with good taper.
- c. Tree Planting (double staked)
- d. Site clean-up (to include power washing of streets/curbs/gutter/sidewalk/driveways to remove all underground utility markings)
- e. Initial Watering
- f. Data input in Arbor Access

5. **POST PLANTING CARE** – Planting sites will require periodic inspection to ensure tree establishment for a period of one (1) year. Inspection shall be a minimum four (4) times. Inspection will include the following:

- a. Inspect tree for health and vigor
- b. Perform staking and tree tie adjustments if required
- c. Pruning and removal of dead or diseased wood as needed
- d. Watering
- e. Reporting acts of vandalism
- f. Customer service to address complaints/request for information etc.
- g. Provide the City with reporting data on inspection form provided by the City

6. **WARRANTY** – Trees shall be warranted for a period of one (1) year from the date of planting. Trees that fail due to lack of care by the contractor will be replaced at the contractor's expense.

Trees that fail due to acts of vandalism or other means not under the control of the contractor shall be replaced as per unit cost listed in the Professional Services Agreement.

7. **VOLUNTEER COMPONENT** – At the determination of the City, certain locations may be planted utilizing volunteer labor in place of WCA installers. In such circumstances, WCA will provide all advanced planning, notification, marking, purchasing, etc. as needed to prepare for installation of trees. WCA will stage all materials necessary for the planting and staking of each tree at the addresses specified by the City. Direct oversight of the volunteers will be provided by City staff. WCA staff and City staff will cooperatively inspect each tree installation upon completion to insure it meets the specifications of the contract and that WCA will provide the appropriate warranty. Unit pricing for the installation of trees utilizing the above described process will be agreed upon prior to initiation of the project.