

**CITY OF WILLOWS**  
**DEPARTMENT of PUBLIC WORKS**

**REQUEST FOR PROPOSALS**



**PROFESSIONAL LANDSCAPING AND MAINTENANCE  
SERVICES**

**PROPOSAL DUE**

**November 6, 2025**

City of Willows  
Department of Public Works  
201 N. Lassen Street  
Willows, CA. 95988

**CITY OF WILLOWS  
REQUEST FOR PROPOSAL**

**PROFESSIONAL LANDSCAPING AND MAINTENANCE SERVICES**

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**CITY OF WILLOWS  
REQUEST FOR PROPOSAL  
PROFESSIONAL LANDSCAPE MAINTENANCE SERVICES**

**I. BACKGROUND**

Willows is located in the Sacramento Valley region of northern California, lying inland between the State's coastal mountain ranges and the Sierra Nevada Mountains. Willows' economy continues to be predominantly based upon agricultural production and agriculturally oriented industry.

Willows is situated approximately 85 miles north of the City of Sacramento on Interstate 5. Information regarding the City and its organization, such as governmental structure, services provided, the current Operating and Capital Budgets and Annual Financial Reports are available on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org).

The City currently maintains two sites of landscaping within the City's Landscape and Lighting Assessment District, known as Zones A and C.

- Zone A is comprised of an area within the Birch Street Village Subdivision that has existing trees, groundcover and an irrigation system.
- Zone C is comprised of an area within the Basin Street Commercial Subdivision that has street landscaping and swales that serve to filter storm water from the street prior to entering the City's storm drain system. Additionally, Zone C has irrigation, but no automated irrigation controller.

Maps showing each of the Zones can be found in Exhibits A and B attached hereto.

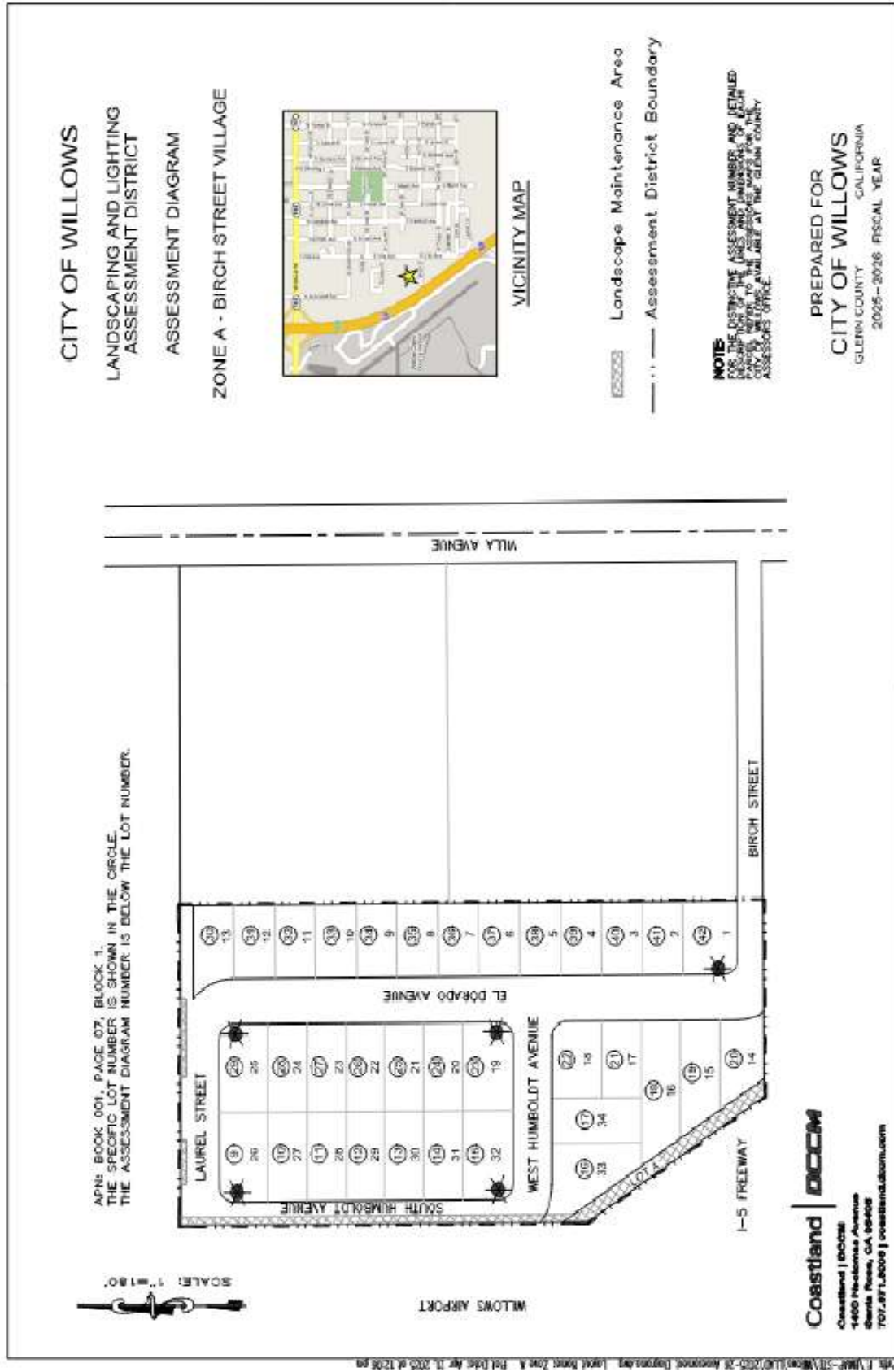
The purpose of this Request For Proposals (RFP) is to retain a firm to assist the City in rejuvenating the landscaping and irrigation systems in both of these Zones, as well as a consideration for ongoing maintenance.

**II. PROJECT DESCRIPTION**

The City is seeking proposals for professional landscape and maintenance services for Zones A and C.

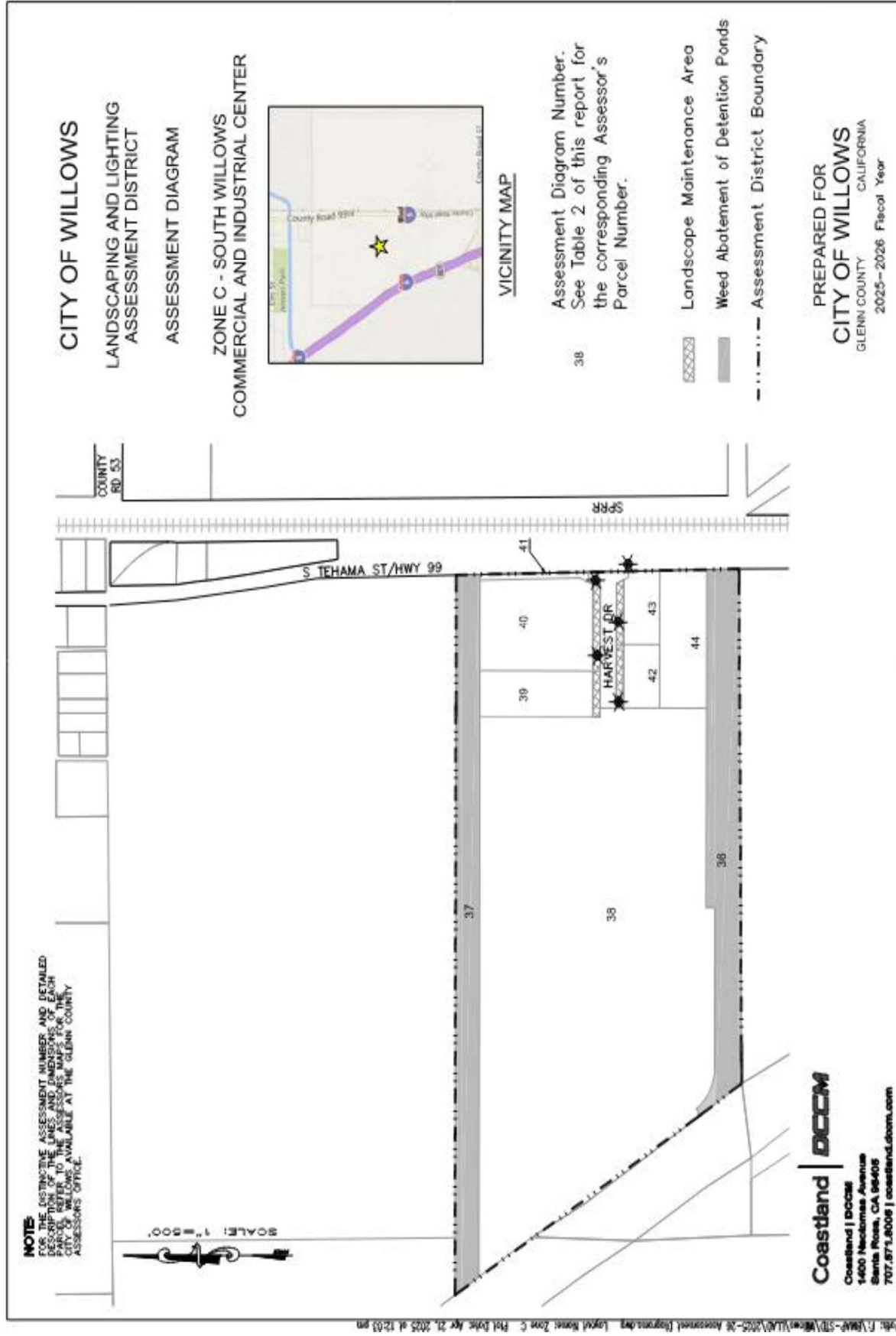
This RFP details the minimum requirements of a company (Contractor) that will provide expertise, personnel and supervision to perform specific landscaping and irrigation installation, as well as maintenance services at the identified facilities. It is essential that the selected Contractor assign specific personnel who display professional skill and behavior, and are best suited to work seamlessly with City personnel. The nature of the work shall consist of the following general categories.

# EXHIBIT A





# EXHIBIT B



Separate from the landscape and irrigation installation, the Contractor shall also provide a separate price for landscape and irrigation maintenance of Zones A and C. The maintenance work to be performed shall be in accordance with the Landscape Maintenance Specifications, attached as Exhibit H, and the terms of this RFP. More detailed requirements of the Scope of Work can be found in the Landscape Maintenance Specifications. Work shall include:

- A. Landscape installation, including plants, ground cover, mulching and irrigation system (including a new controller in Zone C and if necessary, updating the existing controller in Zone A if it is outdated).
- B. Maintenance of areas, including planting, pruning, weed removal and control, fertilizing (with organic fertilizers), mulching, and clean-up.
- C. Irrigation systems maintenance and repair.
- D. Litter removal and general trash pick-up in areas of work.
- E. Prompt response to service requests.

### III. SCOPE OF WORK – Project Sites

The Scope of Work will consist of the specified work at the Project Sites.

- Zone A: work will generally include removal of specified landscaping and installation of new plantings, irrigation, controller and ground mulch per the conceptual plans found in the Appendix of this RFP.
- Zone C: Landscaping and irrigation were installed in 2019 but has not been maintained. The scope of work for this area will include installation of new landscaping per the landscape plans from the Basin Street Commercial improvement plans, attached in the Appendix of this RFP. For the landscaping in Zone C, landscaping will be reinstalled per the original plans. The irrigation system will need to be checked to ensure it is operational. If repairs are needed, the Contractor shall notify the City of what needs to be repaired. In addition, in Zone C a new solar or battery powered irrigation controller will need to be installed.

Contractor is responsible for visiting each site to become familiar with the site, landscape condition, needed upgrades and maintenance requirements. This is an important step in that the Bid Schedule, attached as Exhibit F, requires a lump sum bid be allocated to each Project Site based on the required work for installation, as well as a lump sum for the bid alternative of maintenance for one year at each site.

### IV. ADDITIONAL SERVICES

The City reserves the right to add or delete work from the requirements of this RFP, the Contract, and/or the Installation and/or Landscape Maintenance Specifications as the need arises. Additionally, the City reserves the right to request additional material and labor on an as-needed basis. If as-needed maintenance is needed, the terms of this extra work shall be negotiated.

## VI. INSURANCE REQUIREMENTS

The insurance requirements of the Contractor are set forth in the Contract.

## VII. CITY LIAISON

Joe Bettencourt, the Community Development Services Director for the City of Willows, will provide RFP interpretation and Work oversight. Phone: (530) 934-7041; Email:

[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

## VIII. QUESTIONS & INTERPRETATIONS

Any bidder that discovers any apparent conflicts, errors, or ambiguities contained in this RFP, or between the contents of this RFP and the Project Sites, or that has questions or requires clarification concerning this RFP or its intent, must inform the City in writing as soon as possible, but no later than five (5) working days before the proposal submittal deadline. Such issues, questions or interpretations regarding this RFP, should be directed to Joe Bettencourt by email at [jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org) or by written inquires delivered to the City of Willows, 201 N. Lassen Street, Willows, CA. 95988; ATTN: Joe Bettencourt. A written response will be provided to each question or clarification request and a compilation of all questions, and their responses will be made available to all applicants.

## IX. EXCEPTIONS

Identify any exceptions you are proposing with respect to any provisions of this RFP, including any of the submittal requirements, the City's insurance requirements, and/or the provisions contained in the Contract. All exceptions must be clearly explained and justifications detailed.

## X. REQUEST FOR PROPOSAL MILESTONE DATES

<u>DATE</u>	<u>MILESTONE</u>
• October 7, 2025	Request for Proposal available
• October 24, 2025	Deadline to submit written questions
• October 31, 2025	Deadline for responses to questions
• November 6, 2025	Proposal DUE.

## XI. PROPOSAL REQUIREMENTS

All written proposals must be made in accordance with the requirements as detailed in this RFP and the specifications thereto. Failure to adhere to any submittal requirement may result in rejection of your proposal. Your proposal must include satisfactory evidence indicating your qualifications and ability to meet the Scope of Work. Your proposal must include the required site-specific pricing and service information according to the submittal requirements.

Your proposal must provide all required information on the forms listed below. If additional sheets are required, clearly entitle each sheet for the applicable section to which it provides expanded information.

- A. Proposal Cover Sheet
- B. Qualifications Statement
- C. Worker's Compensation Certification
- D. Bid Schedule

## XII. GENERAL PROVISIONS

- A. This Proposal shall be valid for a period of ninety (90) calendar days after the submission deadline date, and may not be modified, withdrawn, or canceled during that period.
- B. Any company submitting a proposal must have a minimum of five (5) years of experience in contract landscape and irrigation installation and maintenance work similar to this scope of work.
- C. Contractor's must possess a valid Class C-27 Contractor License in the State of California for the Work.
- D. By submitting an RFP, a Contractor authorizes the City to verify any and all information provided in the requested information, and agree to indemnify, defend, and hold harmless the City, its officials, officers, employees, agents, and volunteers to the full extent permitted by law from and against any claims, liability, or causes of action arising out of the verification of the information provided by the Contractor.
- E. Issuance of this RFP does not commit the City to award a contract for services or to pay any costs incurred in the preparation of a response to this request. The City retains the right to reject any and all submittals. Once submitted, the proposals become the property of the City.

## XIII. PROPOSAL SUBMISSION

All proposals must be submitted by:

**2:00pm  
November 6, 2025**

Delivery of Proposal – via email to Joe Bettencourt at [jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

## XIV. RIGHT OF REFUSAL

The City reserves the right to reject any and all proposals, or to waive any defects or irregularity in bidding in accordance with applicable law.

## XV. EVALUATION CRITERIA

The City will be the sole judge of each proposal. It is the City's intent to obtain the optimum service that balances the qualitative goals of the City while at the same time meeting the quantitative goals of reasonable cost. Proposals will be evaluated using the following criteria:

- A. Demonstrated experience with similar projects involving municipalities and other public agencies.
- B. Quality and completeness of services proposed.
- C. Thoroughness of RFP materials submitted.
- D. Fully complete all bid information of Exhibit F.
- E. Reference checks.
- F. Any other considerations deemed pertinent by the City.

## XVI. SELECTION PROCESS

In order to fully understand the proposals, there may be a period of time in which the City may request additional information from any of the Applicants who have submitted a proposal.

During the review period, the City will perform its due diligence in vetting the proposals to identify the contractor that best meets the needs of the project.

#### XVII. DEFINITIONS

Terms used but not otherwise defined in the Request for Proposal shall have the meaning provided in the Definitions set forth in Section II of the Landscape Maintenance Specifications, attached as Exhibit H.

CITY OF WILLOWS  
PROFESSIONAL LANDSCAPING AND MAINTENANCE SERVICES

**EXHIBIT C**  
**PROPOSAL COVER SHEET**

November 6, 2025

Proposal of \_\_\_\_\_ (hereinafter called "Contractor"), a \_\_\_\_\_ organized and existing under the laws of the State of California, to the City of Willows, Community Development Services Director, 201 N. Lassen Street, Willows, CA. 95988, California (hereinafter called "City").

Dear City of Willows:

The Contractor, in compliance with the Request for Proposal for Professional Landscaping and Maintenance Services (RFP) for the City of Willows, having examined the RFP and all related documents, the premises of the proposed Work, and being familiar with all of the conditions surrounding the Professional Landscaping and Maintenance Services as described in the RFP, including the availability of materials and supplies, declares that this Proposal is made without collusion with any other person, firm or corporation and agrees to fulfill all obligations in accordance with the Contract Documents, within the time set forth therein, and at the prices stated within our proposal. These prices are to cover all expenses incurred in performing the Work required under the RFP.

The undersigned Contractor certifies that the Contractor is, at the time of the Proposal, and shall be throughout the period of the Contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Contractor further certifies that the Contractor is skilled and regularly engaged in the general class and type of work called for in the Contract Documents. The Contractor represents that the Contractor and all assigned personnel are competent, knowledgeable and have special skills in the nature, extent and inherent conditions of the work to be performed. Contractor further acknowledges that there are certain peculiar and inherent conditions existent in this type of work which may create unusual or peculiar conditions that may be hazardous to persons and property. Contractor expressly acknowledges that the Contractor is aware of such peculiar risks and has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.

If chosen, Contractor agrees to sign the Contract and to furnish any required surety and the required evidences of insurance and business license within ten (10) working days after receiving written Notice of the Award of the Contract. If contractor fails to execute the Contract as provided herein or fails to provide all required documents, the City may, at its option, determine the acceptance thereof to be null and void.

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Name of Company

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Signature of Owner

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Print Name of Owner

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Contractor's License Number

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Contractor's License Expiration Date

CITY OF WILLOWS  
PROFESSIONAL LANDSCAPE MAINTENANCE SERVICES

**EXHIBIT D**  
**QUALIFICATIONS INFORMATION**

All portions of this statement must be completed in order for this proposal to be considered. The following statements as to experience, equipment, personnel, and general qualifications must be submitted in conjunction with the proposal. The truthfulness and accuracy of the information is guaranteed by the applicant.

- A. Name of Company:  
Name of Principal(s):  
Address:  
Office Phone:  
Office Email :
- B. Number of years the company has been engaged in business under the current name: \_\_\_\_\_
- C. C-27 Contractors License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- D. Company's Department of Industrial Relations (DIR) No.: \_\_\_\_\_
- E. List of five (5) satisfactorily completed or current landscape and irrigation installation and maintenance contracts over the last five (5) years of similar size and complexity that indicate the Contractor's experience.
1. Agency:  
Contact person and phone number:  
Year(s) performed:  
Type of facilities:  
Number of Sites:  
Contract amount: \$
  2. Agency:  
Contact person and phone number:  
Year(s) performed:  
Type of facilities:  
Number of Sites:  
Contract amount: \$



3. Agency:  
Contact person and phone number:  
Year(s) performed:  
Type of facilities:  
Number of Sites:  
Contract amount: \$
4. Agency:  
Contact person and phone number:  
Year(s) performed:  
Type of facilities:  
Number of Sites:  
Contract amount: \$
5. Agency:  
Contact person and phone number:  
Year(s) performed:  
Type of facilities:  
Number of Sites:  
Contract amount: \$

F. Has the company ever failed to satisfactorily perform an awarded contract?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, why?

G. Describe how you will complete the work in this contract. Include number of employees, crews, and employee positions, along with an outline of the schedule of work per week, and the amount of work that will be completed each month. (Use extra sheets as necessary)

CITY OF WILLOWS  
PROFESSIONAL LANDSCAPE MAINTENANCE SERVICES

**EXHIBIT E**  
**WORKERS COMPENSATION INSURANCE CERTIFICATION**

By submitting its bid, the bidder certifies as follows:

I am aware of the provisions of California Labor Code Section 3700, which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and I will comply with such provisions before commencing performance of the work of this Contract.

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT F

## CITY OF WILLOWS PROFESSIONAL LANDSCAPE MAINTENANCE SERVICES

**DO NOT DETACH**

### PROPOSAL

**For: FY2025-26 Professional Landscape Maintenance Services**

For the City of Willows, Alameda County, California.

TO THE HONORABLE CITY COUNCIL  
OF THE CITY OF WILLOWS

The undersigned, as bidder, declares that it has carefully examined the work, the annexed proposed form of contract, and agrees that if this Proposal is accepted to contract with the City of Willows, under the form of contract annexed hereto, to provide all the necessary tools, apparatus, and other means of accomplishing the work as specified in the contract in the manner and time herein prescribed, and in accordance with the requirements of the Public Works Department as therein set forth, and to take in full payment thereof the following prices of the work to be done completely performed to the satisfaction of the City of Willows, to-wit:

### Contractor's Bid Proposal FY2025-26 Professional Landscape Installation Services

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost (in figures)	Total Cost (in figures)
1	Installation of landscape and irrigation improvements for Zone A as shown on plans	1	LS		
2	Installation of landscape and irrigation improvements for Zone C as shown on the plans	1	LS		

**Total Bid:**

\$

**Dollars**

Total Bid Written Amount

**BID ALTERNATE A**  
**1 YEAR OF LANDSCAPE AND IRRIGATION MAINTENANCE**

<b>Item No.</b>	<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit of Measure</b>	<b>Unit Cost (in figures)</b>	<b>Total Cost (in figures)</b>
1	Maintenance of landscape and irrigation improvements for Zone A	1	LS		
2	Maintenance of landscape and irrigation improvements for Zone C	1	LS		

**Total Bid:** \_\_\_\_\_

\_\_\_\_\_ **Dollars**  
Total Bid for Alternate A Written Amount

CITY OF WILLOWS  
PROFESSIONAL LANDSCAPE AND MAINTENANCE SERVICES

**EXHIBIT G  
(SAMPLE AGREEMENT)**

**AGREEMENT**

The City of Willows, (“City”) enters into this Agreement, dated hereafter, only, with  
\_\_\_\_\_ (“Contractor”).

**RECITALS**

- A. **PROJECT AWARD.** On \_\_\_\_\_, 2025 the City Council awarded the **Landscape and Maintenance Services Project** to the Contractor and directed City staff to send the Contractor written notice of award of the project. The City Council conditioned award of the project on the Contractor’s providing executed copies of all documents specified in the contract check list included in the bid package within ten (10) working days of receiving written notice of award of the project.
- B. **REQUIRED DOCUMENTS.** The Contractor has provided the City executed copies of all documents specified in the contract check list included in the bid package within ten (10) working days of receiving written notice of award.

**AGREEMENT TERMS**

The City and the Contractor agree as follows:

1. **THE WORK.** The Contractor shall furnish all equipment, tools, apparatus, facilities, material labor, and skill necessary to perform and complete in a good and workmanlike manner the **Landscape and Maintenance Project** (“Work”) as shown in the Specifications and Plans in accordance with the Contract Documents and applicable law.
2. **LOCATION OF WORK.** The Work will be performed at the following locations:  
Zone A and Zone C as described in Exhibits A and B as shown in the Request for Proposals for this project.
3. **TIME FOR COMPLETION.** The Contractor must complete the Work in accordance with the Contract Documents within sixty (60) working days from the date specified in the City’s Notice to Proceed (“Time for Completion”) and shall guarantee Work for a period of one (1) year from the date of acceptance by the City. Additionally, if Bid Alternative A is included in the overall scope of services, Contractor agrees to maintain landscaping and irrigation within Zones A and C for a period of one (1) year.
4. **REMEDIES FOR FAILURE TO TIMELY COMPLETE THE WORK.** If the Contractor fails to fully perform the landscape and irrigation installation work in accordance with the Contract Documents by the Time for Completion, as such time may be amended by change order or other modification to this Agreement in accordance with its terms, and/or if the Contractor fails, by the

Time for Completion, to fully perform all of the Contractor's obligations under this Agreement that have accrued by the Time for Completion, the Contractor will become liable to the City for all resulting loss and damage in accordance with the Contract Documents and applicable law. The City's remedies for the Contractor's failure to perform include, but are not limited to, assessment of liquidated damages of **\$500 per calendar day** in accordance with California Government Code Section 53069.85, and/or obtaining or providing for substitute performance in accordance with the Contract Documents.

5. **CONTRACT PRICE AND PAYMENT.** As full compensation in consideration of completion of the Work in accordance with the Contract Documents and in consideration of the fulfillment of all of the Contractor's obligations under the Contract Documents, the City will pay the Contractor in lawful money of the United States the total price of \$\_\_\_\_ **In Bold** \_\_\_\_\_ (the "Contract Price") for installation of all landscaping and irrigation improvements as well as one year of maintenance of the landscaping and maintenance if Bid Alternate A is awarded as part of this contract, as specified in the Contractor's completed Bid Schedule dated \_\_\_\_\_, 2025, and attached hereto and incorporated in this Agreement. Payment to the Contractor under this Agreement will be for Work actually performed in accordance with the Contract Documents and will be made in accordance with the requirements of the Contract Documents and applicable law. The City will have no obligation to pay the Contractor any amount in excess of the Contract Price unless this Agreement is first modified in accordance with its terms. The City's obligation to pay the Contractor under this Agreement is subject to and may be offset by charges that may apply to the Contractor under this Agreement. Such charges include but are not limited to, charges for liquidated damages and/or substitute performance in accordance with the Contract Documents.
6. **PREVAILING WAGES.** In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for the locality in which the Work is to be performed. In accordance with California Labor Code Section 1773, the City has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the City Public Works Department and will be made available on request. Throughout the performance of the Work the Contractor must comply with all provisions of the Contract Documents and all applicable laws and regulations that apply to wages earned in performance of the Work.
7. **THE CONTRACT DOCUMENTS.** This Agreement consists of the following documents ("Contract Documents"), all of which are incorporated into and made a part of this Agreement as if set forth in full. In the event of a conflict between or among the Contract Documents, precedence will be in the following order:
  - 7.1 This Agreement and change orders and other amendments to this Agreement signed by authorized representatives of the City and the Contractor.

- 7.2 The General Provisions and change orders and other amendments to the General Conditions signed by authorized representatives of the City and the Contractor.
  - 7.3 The Special Provisions, addenda to the Special Provisions signed by authorized representatives of the City and issued prior to bid opening, Equal Product Proposals accepted by the City and signed by authorized City representatives prior to bid opening, and change orders and other amendments to the Technical Specifications signed by authorized representatives of the City and the Contractor.
  - 7.4 The Project Plans, addenda to the Project Plans signed by authorized representatives of the City and issued prior to bid opening, Equal Product Proposals accepted by the City and signed by authorized City representatives prior to bid opening, and change orders and other amendments to the Project Plans signed by authorized representatives of the City and the Contractor.
  - 7.5 The Contractor's completed Proposal to the Request for Proposal for Professional Landscape Maintenance Services and all contents therein.
  - 7.6 The Contractor's completed Proposal Cover Sheet.
  - 7.7 The Contractor's completed Qualifications Information.
  - 7.8 The Contractor's completed Worker's Compensation Certification.
  - 7.9 The Contractor's completed Bid Schedule.
  - 7.10 The Contractor's completed Certificates of Insurance and Endorsements.
8. PROVISIONS INCORPORATED BY REFERENCE. Provisions or parts of provisions that are incorporated by reference and not set forth at length in any of the Contract Documents will only form a part of this Agreement to the extent the Contract Documents expressly make such provisions or parts of provisions a part of this Agreement. For example, published public works agreement provisions, such as those of the State of California Department of Transportation Standard Specifications (known as the Standard Specifications) are only a part of this Agreement to the extent expressly incorporated in this Agreement by section number, and references in the Standard Specifications incorporated by reference to other Standard Specifications do not make such other Standard Specifications a part of this Agreement. When such published provisions are made a part of this Agreement, references in the published provisions to other entities, such as the State, the Agency, or similar references, will be deemed references to the City as the context of this Agreement may require.
9. INTERPRETATION OF CONTRACT DOCUMENTS. Any question concerning the intent or meaning of any provision of the Contract Documents, including, but not limited to, the Technical Specifications or Project Plans, must be submitted to the Public Works Department, for issuance of an interpretation and/or decision by an authorized Public Works Department representative in accordance with the requirements of the Contract Documents. Interpretations or decisions by any other person concerning the Contract Documents will not be binding on the City. The decision of an authorized Public Works Department representative shall be final.

10. ASSIGNMENT PROHIBITED. The Contractor may not assign part or all of this Agreement, or any moneys due or to become under this Agreement, or any other right or interest of the Contractor under this Agreement, or delegate any obligation or duty of the Contractor under this Agreement without the prior written approval of an official authorized to bind the City and an authorized representative of Contractor's surety or sureties. Any such purported assignment or delegation without such written approval on behalf of the City and the Contractor's sureties will be void and a material breach of this agreement subject to all available remedies under this Agreement and at law and equity.
11. CERTIFICATION RE CONTRACTOR'S LICENSE. By signing this Agreement the Contractor certifies that the Contractor holds a valid Type C-27 license issued by the California State Contractors Licensing Board, and that the Contractor understands that failure to maintain its license in good standing throughout the performance of the Work may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this Agreement subject to all available remedies under this agreement and at law and equity.
12. SEVERABILITY. If any term or provision or portion of a term or provision of this Agreement is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.
13. DEFINITIONS. All words as used in the Agreement shall be subject to the Definitions set forth in Section 1 of the General Provisions of the Notice to Contractors, Special Provisions, Proposal and Contract for the **Professional Landscape and Maintenance Services Project.**

Name of Contractor

CITY OF WILLOWS

\_\_\_\_\_  
Name of Signatory & Title

\_\_\_\_\_  
\_\_\_\_\_

[Attach Notary Page]

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form and Legality:

\_\_\_\_\_  
City Attorney



CITY OF WILLOWS  
PROFESSIONAL LANDSCAPE MAINTENANCE SERVICES

**EXHIBIT H**  
**LANDSCAPE MAINTENANCE SPECIFICATIONS**

I. GENERAL PROVISIONS

- A. Contractor shall furnish all labor, equipment, and materials necessary to complete the tasks outlined as specified herein. It is the intent of the City that these sites be maintained in the highest horticultural standard, be resource-efficient , cost effective and implement sustainable maintenance practices.
- B. These specifications are intended as a benchmark of the City's minimum standards for landscape maintenance. Due to the fact that this work is to a large extent qualitative, the City intends to work with the Contractor in a collaborative effort and as such, will take into consideration the professional judgment and recommendations of the Contractor.
- C. Maintenance work shall consist of all landscaping tasks including pruning, trimming, weeding, mulching, leaf and litter removal, fertilization, planting, irrigation system maintenance, and any other task required to maintain the facilities to the required standards.
- D. At the beginning of the contracted maintenance period, Contractor will be expected to visit and walk both of the sites with the City's designated representative to review the scope of work, understand the site conditions, and understand the City's expectations regarding the aesthetic quality of said site.
- E. When performing any work requiring subsurface excavation, Contractor shall take care to avoid damage to existing irrigation systems, utilities, and existing vegetation and/or landscaping. If performing any subsurface excavation in the City right-of-way, Contractor shall contact Underground Service Alert (USA) at least 48 hours in advance of any such excavation to have all underground utilities identified.

II. DEFINITIONS

**Additional Services:** Services provided by the Contractor that are not included in the Scope of Work but may be requested by the City. Based on the City's request, Contractor to provide an estimate based on labor unit prices stated in the Contractors Schedule of Hourly Rates. Material costs not to be included unless otherwise requested by the City.

**Agreement:** The Agreement between the City of Willows and the Contractor concerning the Project, in substantially the form shown in Exhibit G.

**Bid Schedule:** The detailed form shown in Exhibit F is a component of the Proposal Requirements that is to be completed by an Applicant for one (1) year of maintenance for each of the itemized locations as specified in the Scope of Work.

**City:** City of Willows

**Contract:** same as the Agreement (Exhibit G)

**Contract Documents:** All those documents listed in the Agreement as comprising the entire agreement between the City and the Contractor.

**Contractor:** The Applicant selected by the City for the Project and party to the Agreement with the City as specified in the Agreement.

**Days:** Working Days unless otherwise specified in the Contract Documents.

**Landscape Maintenance Specifications:** The landscape maintenance specifications described in this Exhibit H to the RFP.

**MUTCD:** The California Manual on Uniform Traffic Control Devices for Streets and Highways, latest Edition, as administered by the California Department of Transportation.

**Notice of Award:** The official letter from the City to the selected Contractor, stating the date of award, amount of award, and other such particulars to said Contractor.

**Pre-Proposal Meeting:** The meeting designated in the RFP for attendance by all applicants who intend to submit a response to the RFP.

**Project:** The Professional Landscaping Maintenance Services as described by the City of Willows Request for Proposal dated November 6, 2025, and associated Contract Documents.

**Project Manager:** The party or parties charged by the City with managing the RFP process, assisting with the selection of the Contractor, and inspecting the Work for conformance to the Contract Documents.

**Project Sites:** The specifically identified locations and areas where the Work is to be performed according to the Landscape Maintenance Specifications.

**Proposal:** The Registered Applicant's entire submittal package in response to the RFP, including all Proposal Requirements as specified in the RFP.

**Proposal Requirements:** The itemized list contained in the RFP which specifies the required forms to be submitted for a complete Proposal to be considered.

**Registered Applicant:** Those applicants who intend to submit a response to the RFP and have signed in and attended the Pre-Proposal Meeting.

**Scope of Work:** All Work required by the Contractor for the execution of the Agreement according to the Landscape Maintenance Specifications.

**Technical Specifications:** see Landscape Maintenance Specifications.

**Work:** The furnishing of all equipment, tools, apparatus, facilities, material, labor, and skill necessary to perform and complete, in a good and workmanlike manner, the Project

as described in the Landscape Maintenance Specifications, and in accordance with the Contract Documents and applicable law.

### III. CONTRACTOR PROVISIONS

#### A. QUALIFICATIONS

1. The Contractor must have a proven record of landscape maintenance for other public agencies of the same scale and magnitude.
2. The supervisor must have a minimum of five (5) years of experience in landscape maintenance supervision with a State of California Qualified Applicator's license/certificate.
3. The foreperson will have the ability to communicate with the City or its representative. The foreperson must be able to speak fluent English and the languages spoken by the landscape crews. Each foreperson will be in direct cell contact with Contractor's administration staff and the foreperson will be the day-to-day decision maker for the Contractor.

#### B. WORK HOURS & SCHEDULING

1. Perform all maintenance work between 8:00 a.m. and 5 p.m., Monday through Friday.
2. Work will not occur during inclement weather unless it is agreed to between the Contractor and the City.
3. If a scheduled workday falls on a Federal or State holiday, the Contractor shall provide the required scheduled maintenance service within one day before, or one day after said holiday.

#### C. MANPOWER

##### 1. SUPERVISION

- a. The foreperson shall directly supervise the work force at all times. Contractor shall notify the City, in writing, of all changes in personnel or staffing levels. The foreperson shall report directly to the supervisor for overall coordination of the Project and the Work requirements.

##### 2. CONDUCT

- a. Employees will conduct themselves in an industrious and efficient manner.
- b. When the work involves interaction with the public, Contractor and their employees shall conduct themselves in a courteous and respectful manner.
- c. Smoking and ear buds: No smoking or use of ear buds will be allowed on the job.

##### 3. UNIFORMS, IDENTIFICATION & PERSONAL PROTECTIVE EQUIPMENT

- a. All personnel shall be uniformly dressed in a manner satisfactory to the City. For purposes of identification, employees will wear company uniforms with the company name clearly visible
- b. All personnel shall possess company identification cards, and drive company-marked vehicles.

- c. Personal Protective Equipment shall be issued to each employee and must be worn at all times during the work.

#### D. REPORTING

1. The Contractor shall submit monthly written schedules of maintenance activities and operations for each site as part of their monthly invoicing. All work that is additional services must be authorized by the City prior to work being done and shall be billed separately using rates stated in the Contractor's schedule of hourly rates.
2. The Contractor shall maintain monthly reports stating actual activities, man hours and materials used at each Project Site. Work records shall be kept for all site visits indicating, at a minimum, the task performed, location, materials used, and time required to perform the work.

#### E. TRAFFIC CONTROL

1. The Contractor shall be responsible for the safety of the public and all traffic within, and on the approaches to, each site.
2. Use of advance warning signs is mandatory during all maintenance activities.
3. If required, the Contractor shall implement all traffic lane closure work and advance warning sign placement according to the guidelines set forth in the California Manual on Uniform Traffic Control Devices (CAMUTCD).
4. The Contractor shall prepare a traffic control and signage plan of each site requiring traffic control or advanced public warning. These plans shall be reviewed by the City for approval prior to the commencement of the Contract.
5. The City shall review the Contractor's traffic control best management practices continuously throughout the contract, and if needed, adjustments requested by the City will be implemented at no increase in cost to the City.

#### IV. EQUIPMENT

- A. Contractor shall use only the proper tools for each job, maintain all tools in a sharp, properly functioning condition and clean and sterilize pruning tools prior to each usage. Such equipment shall be subject to the inspection and approval of the City. No equipment is to be stored at the work sites.
- B. Contractor shall furnish and maintain sufficient equipment as necessary to perform the work of this Contract. If the equipment breaks down, the Contractor is responsible to complete the work within twenty-four (24) hours.

#### V. PRODUCTS

##### A. GENERAL PROVISIONS

1. All products shall be submitted to the City in written form and receive written approval prior to usage. If applicable, all Material Safety Data Sheets (MSDS) sheets shall be included in the submittal to the City.

##### B. FERTILIZER

1. Only organic fertilizer shall be used. Contractor shall provide product information for approval prior to use.
2. The City will determine if any deep root feeding for large trees and shrubs is

required. Providing the fertilizer and application is considered Additional Services.

## VI. SCOPE OF WORK

### A. TREES

#### 1. PRUNING OF EXISTING TREES – GENERAL PROVISIONS

- a. The pruning of existing trees over 20'-0" ht. is considered Additional Services.

#### 2. NEW TREE PLANTING, STAKING & GUYING

- a. The Contractor shall be responsible for the maintenance of the staking and guying of existing and newly planted trees in accordance with the latest published standards of the Western Chapter of the International Society of Arboriculture.
- b. Stakes and guys are intended to be temporary until the tree reaches a structural integrity for self-support.
- c. The Contractor shall inspect staking/guying of trees for rubbing, bark wounds, and scars. When trees attain a trunk caliper of four inches (4") or greater, and the tree appears to be structurally sound for self-support, the Contractor shall remove the staking and guying upon confirmation from the City.

### B. SHRUBS & HEDGES

#### 1. PRUNING OF SHRUBS & HEDGES – GENERAL PROVISIONS

- a. The Contractor shall prune and shape shrubs and hedges only as necessary to maintain the **natural form** of the plant within the design intent, maintain growth within space limitations, balance the plant with its surroundings, and eliminate damaged or diseased portions.
- b. Shrubs and hedges shall not be clipped into balled or boxed forms unless specified by the City and is part of the design intent in the specific location.
- c. Pruning of shrubs and hedges should always take place after the flowering period is completed.
- d. All pruning cuts shall be made to the lateral branches or buds or flush with the trunk. Stubbing will not be permitted.
- e. The Contractor shall take extreme care to avoid transmitting disease from one infected plant to another. Contractor will properly sterilize pruning tools before going from an infected plant to other plants.
- f. Clip hedges when branches project three inches (3) beyond the limit of the inside face of planter walls or pavement edge.

#### 2. FERTILIZING – SHRUBS & HEDGES

- a. Fertilizer will be applied to shrubs and hedges once in the fall and again in the spring. The amount will vary depending on the type and size of the plants and the type of fertilizer used. This includes surface applications for shrubs and hedges not located in turf and groundcover areas.

#### 3. NEW SHRUB PLANTING

- a. Infill plantings: Installation of new infill plantings or plants to replace dead plants shall be at the direction of the City and the City shall specify the exact species, size, quantity and spacing. Supply and installation of new plants (not including the initial installation in accordance with the landscape plans provided as part of the initial project) shall be Additional Services.

#### C. GROUND COVER

1. Groundcover will be edged as needed to keep from spreading over walks and curbs or up walls.
2. Low-growing groundcovers will only be trimmed to remove dead growth or to remove overly vigorous shoots so as to maintain a natural appearance.
3. Ground covers shall be kept a minimum of 12" from the base of shrubs and trees.
4. New groundcover: The City shall specify the exact species, size, quantity and spacing for new groundcover. Supply and installation of groundcover (other than what is included in the original plans) shall be Additional Services.

#### D. PEST & DISEASE CONTROL

1. Contractor shall take all measures to prevent the introduction of insect or disease-laden materials onto the site.
2. The Contractor is responsible for identification of all plant problems, for selection of method of treatment, and for integration of control measures, if deemed necessary.
3. When insect damage or any disease is suspected, an accurate identification of the pest or disease involved must be made prior to mitigation. Review with Public Works pest management strategy and obtain approval before proceeding with any treatment or plant removal.
4. The Contractor, in performing the Work, shall implement State Clean Water Program Best Management Practices.

#### E. WEED CONTROL

1. The Contractor will keep all planted areas free of weeds.
2. The primary method of weed control shall be hand removal and weed growth controlled for all planting and shrub areas with a consistent mulch layer per Section I and maintained per the specifications. Spraying or application of any herbicide or chemical to treat insects or control weed growth is prohibited.
3. When approved by the City, the Contractor will use only recommended, City approved methods to control weed growth.
4. Noxious weeds: Contractor shall notify the City of noxious weeds including blackberry and poison oak. Removal techniques shall be approved by the City. Removal of noxious weeds (blackberry, poison oak, etc.) is Additional Services.

#### F. MULCHING

1. The Contractor shall provide the labor to mulch all planting areas a minimum of one (1) time per year.
2. All mulch material shall be considered as Additional Services.
3. Minimum depth of mulch shall be three inches (3").

## G. WATERING

1. Watering for the health and vigor of plants shall be for moisture to penetrate throughout the root zone and repeated only as frequently as necessary to maintain healthy and lush growth.
2. Where mixed plant types share the same irrigation zone, irrigation monitoring will be adjusted to favor the plant material most dominant in that hydrozone.
3. Tree basins will be maintained around new tree plantings to help retain water.
4. A soil probe should be used periodically to monitor soil moisture levels in the root areas and irrigation scheduling will be adjusted based on these tests, plant health, and seasonal observations by Contractor and the City.

## H. IRRIGATION SYSTEMS

The Contractor will be expected to maintain the irrigation system such that it operates in an efficient manner ensuring that all landscaping and turf are properly irrigated throughout the seasonal changes. Services to include:

1. Routine Maintenance: The Contractor shall perform routine irrigation maintenance such as adjusting drip line placement for optimum water distribution
2. Irrigation Coverage: The irrigation system shall be adjusted to prevent overspray onto paved areas and unnecessary run-off. Contractor shall be specifically responsible for identifying areas of inadequate coverage, over-watering and system malfunctions, and making proper adjustments. Contractor shall adjust start times and duration of cycles to provide the optimum water for the condition, while not creating an inconvenience to the general public. Multiple repeat cycles shall be utilized as needed to provide best irrigation efficiency.
3. Spring Servicing: All irrigation systems shall be checked and adjusted each spring and periodically throughout the growing season. Clean filter screens on pumps, backflow devices and drip systems as needed. Observe irrigation system operation and make adjustments as needed.
4. Maintain in good condition all automatic sprinkler valve boxes and their cover lids. This includes removal of any plant growth inside of the boxes and removing any excessive dirt or debris from inside box so that valve is completely exposed inside of box. Standing water in the valve boxes shall not be allowed to remain permanently. All valves should be kept in such condition that they are able to be manually operated at the box by the air bleed petcock. The height of all sprinkler control boxes shall be maintained at approximately one half (1/2) inch above the surface of the surrounding grade.
5. Setting Controller Run Times: Set and program automatic controllers for seasonal water requirements in consultation with the City. It is the Contractor's responsibility to activate and deactivate the automatic controllers according to rain days and event scheduling conflicts. The Contractor shall provide the City with operational instructions of the system and the appropriate keys or combinations for access. The Contractor will be responsible for coordinating the watering times with the City to ensure that turf damage does not occur due to over watering. If damage

does occur, the Contractor will be responsible for all damages and will be required to re-sod any damaged turf areas at no cost to the City.

6. Reporting to City Irrigation Repairs: The Contractor shall document the general condition of the existing irrigation system to ensure that faulty electrical controllers, broken emitters, leaks from distribution piping or tubing, and any other malfunction hindering the optimum performance of the system(s) is reported to the City.
7. Additional Services:
  - a. Any damages to the system discovered by the City or the Contractor, and not otherwise caused by the negligence of the Contractor, shall be considered as Additional Services.
  - b. Any damages to the system caused by the Contractor's operations or negligence shall be repaired without charge to the City. Contractor shall report such damage immediately to the City.
  - c. All repairs to the irrigation system(s) shall be made by the Contractor within one watering period or within two working days, whichever is shorter. If repairs cannot be made in that time period, the Contractor is responsible for hand watering the plant material as necessary to keep it in a healthy, unstressed condition.
  - d. All acts of vandalism exceeding \$200 require a Public Safety report and a copy of this report must be provided to the City along with the repair estimate. The costs of parts to replace stolen or vandalized system(s) will be reimbursable by the City.

#### I. PLANT LOSS & REPLACEMENT

1. The Contractor shall not be held responsible for plant losses due to maladies beyond the Contractor's control. This includes, but is not limited to, disease or insect attack for which there is no legal recommended control, acts of large-scale vandalism, earthquakes, fires, unusual storms, and related events.
2. The Contractor to report all such conditions to the City in writing and photographs and submit a proposal for the repair of the work City approval is required prior to proceeding with the work affected.
3. All acts of vandalism exceeding \$200 require a Public Safety report and a copy of this report must be provided to the City along with the repair estimate.
4. When plants need replacing, the Contractor shall notify the City. The City shall specify the exact species, size, quantity and spacing for all new and/or replacement plant material. Supply and installation of plant material shall be Additional Services.
5. The Contractor shall be responsible for the removal and replacement of plants caused by their negligence, their failure to meet maintenance standards, or their failure to provide service in accordance with the provisions set forth in the Landscape Maintenance Specifications and the Contract Documents. The City shall be the sole judge of this determination.

#### J. GENERAL MAINTENANCE & CLEAN-UP

1. All clippings, trimmings, cuttings, trash, rubbish, dog droppings and debris shall be promptly removed from the sites and disposed of at the Corporation Yard as



directed by the City. All green waste is to be taken to the City's Corporation Yard for recycling and composting.

2. All areas, including groundcover areas, areas around shrubs and trees shall be kept free from weeds, general litter, dog droppings, rocks, glass and debris.
3. Bark shall be swept off paved areas and shall be raked as required to keep these areas free of foreign materials.
4. Any eroded areas shall be repaired by the replacement of topsoil to bring them back to original grade as required. Any swales shall be repaired and replanted as necessary to ensure good drainage of all areas.
5. The Contractor is to report, in writing and photographs, any graffiti or vandalism at any of the Project Sites. The City will take responsibility for any damage due to vandalism. It is City policy to attempt to correct any vandalism and to remove any graffiti as soon as possible to deter any recurrence.
6. The sites shall be inspected each week at a minimum, to pick up and dispose of debris such as bottles, papers, cartons, and similar items to keep the grounds neat in appearance. Large items of debris, such as large appliances or couches, abandoned on the Project Sites by others, shall be immediately reported to the City. If the Contractor is requested to dispose of large items, it will be considered as Additional Services.

#### VII. SCOPE OF WORK – SITE & WORK MATRIX

See the Project Sites Work Matrix, attached as Exhibit H to the RFP, for a compilation and summary of the required work at each site.

**CITY OF WILLOWS  
PROFESSIONAL LANDSCAPE MAINTENANCE SERVICES**

**13-2 LANDSCAPING AND IRRIGATION INSTALLATION (ZONE C)**

**13.2-01 GENERAL**

The work performed shall conform to the provisions of Caltrans 2010 Standard Specifications Section 20 Landscape, of the Revised Standard Specifications and these Special Provisions.

**13.2-02 DESCRIPTION OF WORK**

The work performed shall include all required site clearing, soil preparation and conditioning, providing imported topsoil, providing and installing bark mulch, layout and installation of plantings, maintenance of the landscaped areas as shown on the plans and specified in these Special Provisions.

**13.2-03 MATERIALS**

- Trees, groundcover and shrubs per plans
- Hydromulch per square foot, see Landscape plans
- Bark Mulch per cubic yard. Topsoil per cubic yard

**13.2-04 INSTALLATION**

**13.2-04.01 Planting of Trees, Shrubs, and Ground Cover**

- a) Spot all plant material. Minor adjustments to plant locations are to be made on site. Major adjustments are to have the approval of the City. Refer to tree and shrub planting and tree staking detail. Plant excavations are to be dug to the sizes specified. Backfill plants with 50% native soil and 50% topsoil. Fill each planting hole with water. Let water percolate prior to planting. Construct water retention basin as per detail. Stake all trees as per detail.
- b) Apply a recommended pre-emergent herbicide to all project areas. Pre-emergent weed control chemicals shall have the approval of the Landscape Architect, prior to application. Apply in full accordance with manufacturer's and pest control advisor's recommendations.
- c) Apply a 4" layer of "Walk On Bark" in all shrub and ground cover planting areas.

**13.2-05 CLEANUP**

The Contractor shall maintain the site in a neat, orderly and clean state during the course of the landscape installation work. At the end of the installation work, the Contractor shall remove all debris which was generated by his operations during the course of the work.

**13.2-06 GUARANTEE**

The project Contractor is to guarantee all project plant material to remain in a healthy and growing condition for a ninety (90) day period following installation of all plant materials and approval by the City. All dead or declining plant material shall be removed from the project area and replaced with approved plants of the same species, within ten (10) days of receipt of written notice from the City to

replace project dead or declining plant material. In the event plants are planted during their dormant period, the guarantee period will not begin until the plants leaf out the following spring.

### **13.2-07 PAYMENT**

All landscaping shall be paid on a lump sum basis as shown on the bid sheet for the project. This shall include full compensation for furnishing all labor plantings, materials, tools, equipment and incidentals for doing all work involved in constructing all landscaping, associated grading, mulch, hydromulch, and irrigation including maintenance and guarantee, as shown on the plans and specified in the Standard Specifications and these Special Provisions and as directed by the Engineer.

### **13.3 IRRIGATION (IF NEEDED)**

#### **13.3-01 GENERAL**

The work performed shall conform to the provisions of Caltrans 2010 Standard Specifications Section 20 Landscape, of the Revised Standard Specifications and these Special Provisions.

#### **13.3-02 DESCRIPTION**

The work performed shall include laying irrigation pipe and electrical conduit, backfilling trenches, installing electrical conductor, drip lines, bubblers, irrigation valves and electrical control equipment, and all other appurtenances and testing and checking the irrigation system as called for on the plans, Standard Specifications and these Special Provisions.

#### **13.3-03 MATERIALS**

- 1) PVC Pipe and Fittings shall be manufactured from clean, virgin, A.S.T.M. Type 1, Grade 1, unplasticized polyvinyl chloride resin. All pipe and fittings shall be joined using primer and solvent cement. All pressure lines are to be schedule 40 PVC. All sprinkler lateral lines are to be schedule 40 PVC. All PVC fittings are to be high impact schedule 40.
- 2) Irrigation System Equipment: The control valves, bubbler, drip irrigation line and other miscellaneous equipment shall be as specified on the plans and/or in the irrigation legend.
- 3) Valve Boxes: Shall be per plan
- 4) Control Wire and Conduit: Control shall be Type UF, 600 Volt, single conductor wire with PVC insulation 4/64 inches thick (minimum). Control wire size shall be #14 single conductor solid copper wire. All control or 'hot' wires shall be of one color (red) and all common or 'ground' wires shall be of another color (white). Color code, for identification, both ends of all control wires. All 24 Volt irrigation control and ground wires are to be placed in schedule 40 electrical conduit, minimum 1" size. Provide pull boxes at a maximum distance of 200 feet apart along the wire runs.
- 5) Electrical Wire Connections shall be made with wire connectors as specified on plans and sealing cement, or approved equal. No wire splices will be permitted except in valve or pull boxes.
- 6) Quick Coupler Valves are to be installed as per the construction detail. Place QCV's in valve boxes. Refer to construction detail on plan sheets.

- 7) Control Valves shall be specified in the Irrigation legend and the drawings, and shall be installed in accordance with standard practice and the detailed drawings. Remote control valves shall be connected to the automatic sprinkler controller and station indicated on the drawings. All remote-control valves shall be housed in valve boxes. Set valve boxes 2½" above grade in shrub and/or ground cover area.
- 8) Rain Shut off Device shall be installed for new controller.
- 9) Automatic Sprinkler Controller shall be located in the existing controller cabinet on the south side of Harvest Drive close to the end of the sidewalk. The existing controller shall be replaced with a battery operated and/or solar powered commercial controller sufficiently sized to operate the overall irrigation system in Zone C (Hunter XC Hybrid or equivalent). The Contractor shall provide the City with a submittal of the selected controller for review and approval.

### **13.3-04 INSTALLATION**

- 1) Layout: All work shall be laid out by the Contractor, as shown on the irrigation plan provided by the landscape architect. The irrigation plans are essentially diagrammatic. The exact location of all in-line drip lines, valves, piping, etc. shall be established by the Contractor at the time of construction and shall have the approval of the Landscape Architect. Coordinate bubbler and in-line drip layout with subsequent planting. Air-relief valves are required at every high spot on each valve. If there are low spots between the ends of drip line then multiple air relief valves are required. Adjust piping layout and valve placement to accommodate plantings. Refer to Landscape Architect Plan.
- 2) Excavation: Trenches for all pipe shall be of sufficient width and depth to permit handling and fabrication of the pipe and fittings and to provide the following minimum earth cover over the piping based on finish grades: Refer to trenching detail.
- 3) Pipe Fabrication: All pipe fabrication work shall be accomplished in strict accordance with the manufacturer's recommendation and/or as per the irrigation system construction details. All piping and related work which does not conform to standard practices and results, as determined by the Landscape Architect, shall be re-done as directed by the Landscape Architect. The cost of all corrective measures shall be borne by the Contractor. Parallel piping in a common trench shall have a minimum clearance of 2". Piping crossing each other shall have a minimum vertical clearance of 2". All plastic to metal connections shall be made with PVC male adapters. All screwed joints shall have Teflon tape applied to the male threads. Galvanized bushings, close nipples, crosses and street ells are not to be installed. Fabricate solvent weld plastic pipe fittings, using primer, solvents, and methods as recommended by the manufacturer of the pipe, except where screwed connections are required. Pipe and fittings shall be thoroughly cleaned of dirt, dust and moisture before applying solvent. Clean off excess solvent. All welded joints shall cure at least 15 minutes before moving or handling and at least 24 hours before water is permitted in the pipe. Subsequent to riser placement, all sprinkler piping shall be thoroughly flushed with water to rid the piping of any dirt, rocks, and other debris which may have entered during construction.
- 4) Pressure Testing: All sprinkler main supply line piping and sprinkler lateral piping shall be pressure tested in accordance with recommendations of the pipe manufacturer and as follows: provisions shall be made to remove all air from piping prior to testing. PVC main supply line shall be tested for leaks, at a pressure of 120 lbs. for a two hour period. PVC lateral piping is to be tested with risers in place and risers capped. Use site water pressure and conduct a visual

inspection for leaks. All leaks shall be immediately repaired and piping retested, as specified above.

- 5) Backfilling: Prior to backfilling, except that necessary to secure piping and sprinkler heads, all sprinkler systems shall be pressure tested and operated to be certain that all components of the system are functioning properly, and that there is adequate coverage by the sprinkler heads. All PVC piping shall be covered with a 6" layer of sand, or approved topsoil. The sprinkler Contractor shall be liable for all damage caused to the facilities and landscaping due to the settling of sprinkler trenches.
- 6) Clean-up: Prior to acceptance of the work, all debris generated during the course of this portion of the work shall be removed from the site.
- 7) As Built Drawings: The Contractor shall keep an accurate graphic record of the sprinkler systems as they are installed, including all revisions made, and furnish the Owner with one complete set of 'As Built' drawings of the completed irrigation systems.

### **13.3-05 MEASUREMENT**

The Irrigation control & supply system shall be included in the overall lump sum for the various items of work.

### **13.3-06 PAYMENT**

The contract price paid a lump sum including full compensation for furnishing all labor, tools, equipment and incidentals and for doing all work involved in providing the irrigation system, including pipe, pipe fittings, flush valves, controllers, and air release valves, complete in place as shown on the plans and specified in the Standard Specifications and these Special Provisions and as directed by the Engineer.

**EXHIBIT I**

**ZONE A LANDSCAPE PLANS (BIRCH STREET VILLAGE)**

# *Landscape Improvement Plans For:*

## *Birch Street Village*

*Landscape Corridors  
City Of Willows, California*

A.P.N.: 001-071-006-1

### Approval Signatures

Parks and Public Works Department

Date

California Water Service

Date

Date

### Sheet Schedule

L-1 COVER SHEET  
L-2 IRRIGATION PLAN  
L-3 PLANTING PLAN  
L-4 LANDSCAPE DETAILS

Rick McNaney  
Landscape Architecture  
& Site Planning  
2287 Oakwood Drive  
Sacramento, CA 95833  
ph: 916.570.0283  
fax: 916.571.4678



*Birch Street Village  
Landscape Corridors  
Willows, California*

DRAWN BY: RMC CHK. BY: RMC

*Cover Sheet*

ALL DRAWINGS ARE THE PROPERTY OF RICK MCNANEY LANDSCAPE ARCHITECTURE & SITE PLANNING. NO PART OF THIS DRAWING MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF RICK MCNANEY LANDSCAPE ARCHITECTURE & SITE PLANNING. THIS DRAWING IS THE PROPERTY OF RICK MCNANEY LANDSCAPE ARCHITECTURE & SITE PLANNING. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF RICK MCNANEY LANDSCAPE ARCHITECTURE & SITE PLANNING IS PROHIBITED. PROGRESS DRAWINGS NOT FOR CONSTRUCTION.

PROJECT NO. 25009

DATE: August 28, 2005

SHEET:

**L-1** of 4



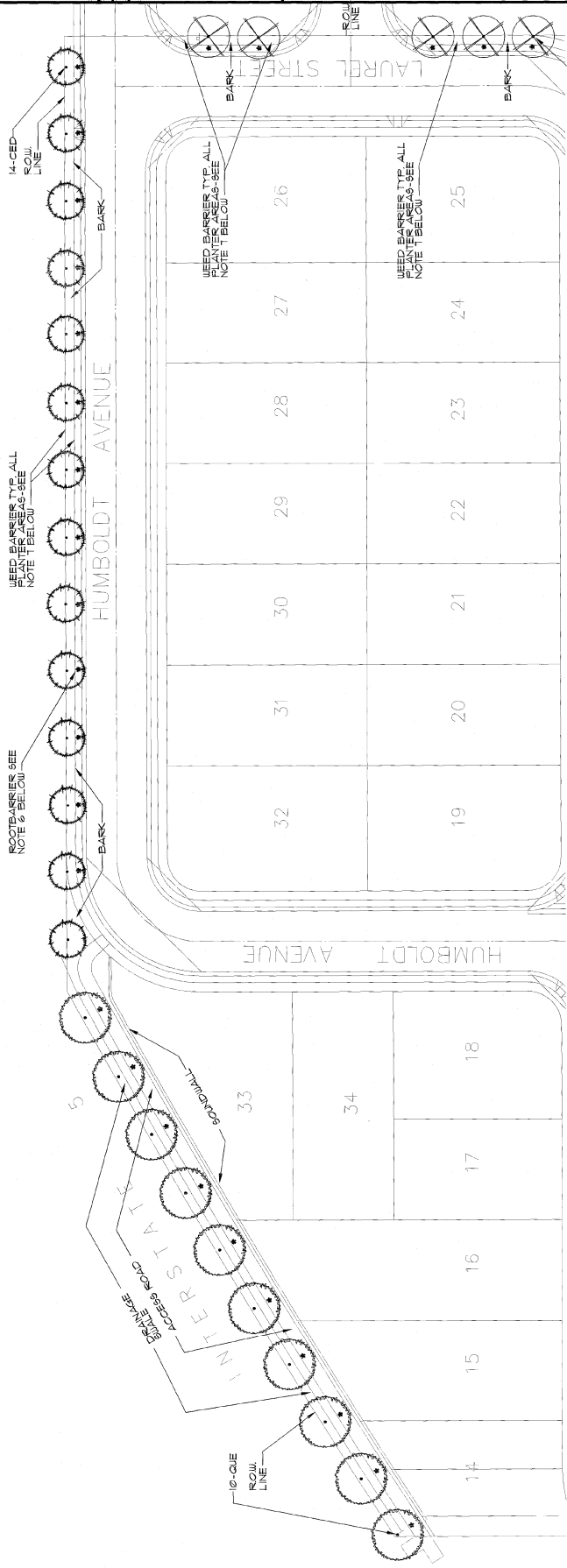






0 30 60 90  
SCALE: 1"=30'-0"

APN: 001-071-006-0



Planting Notes

1. VERIFY ALL PLANT COUNTS. IF A DISCREPANCY EXISTS, THE PLAN SHALL SUPERSEDE WRITTEN QUANTITIES.
2. SEE DETAIL SHEET L-1 FOR SPECIFICATIONS (WHICH ARE IN A SEPARATE BOOK) FOR MATERIALS AND PROCEDURES.
3. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE SPECIFICATIONS DESCRIBED IN THE SPECIFICATIONS AND REQUESTS FOR SUBSTITUTIONS AS DESCRIBED IN THE SPECIFICATIONS.
4. ALLOW A MINIMUM OF 21 DAYS FOR WEED KILL AFTER SOIL PREPARATION AND PRIOR TO PLANTING (SEE SPECIFICATIONS).
5. ALL PLANTING AREAS ARE TO RECEIVE A TOP DRESSING OF 1/2" MULCH OR PINE BARK ONE AND A HALF INCHES (1.5") PARTICLE SIZE (SEE SPECIFICATIONS).
6. WHERE STREET TREES ARE WITHIN 5' OF SIDEWALK AND/OR CURB PROVIDE ROOT CONTROL BARRIER PANELS ALONG BACK OF CURBFACE OF SIDEWALK. PANELS SHALL BE 24" DEEP ALONG SIDEWALK AND ALONG CURB. CENTER PANELS EACH TREE TRUNK AND EXTEND 6 FEET IN EACH DIRECTION. SEE PLAN FOR 1" SYMBOL DESIGNATING ROOT BARRIER LOCATIONS. SEE SPECIFICATIONS FOR TYPE AND SIZE OF ROOT BARRIER.
7. INSTALL DEBIT WEED BARRIER BETWEEN BACK OF SIDEWALK AND/OR CURB. BARRIER SHALL BE DEBIT 1/2" YEAR EARTHSTONE WEEDBARRIER 35 oz. #2 YR-ET6320, ATTACH TO GROUND WITH DEBIT ANCHOR PINS #MPB8. PIN SPACING SHALL BE PER MANUFACTURER'S INSTRUCTIONS.

Trees:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
(CED)	Cedrus deodora	Deodar Cedar	5 GAL	Standard
(FYR)	Ficus c. Radcliffei	Flowering Pear	5 GAL	
(OLE)	Quercus laevis	Willow Oak	5 GAL	

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL, UNPUBLISHED WORK OF RICK MANNEY LANDSCAPE ARCHITECT AND MAY NOT BE REPRODUCED, USED OR DISCLOSED WITHOUT WRITTEN CONSENT OF RICK MANNEY LANDSCAPE ARCHITECT.

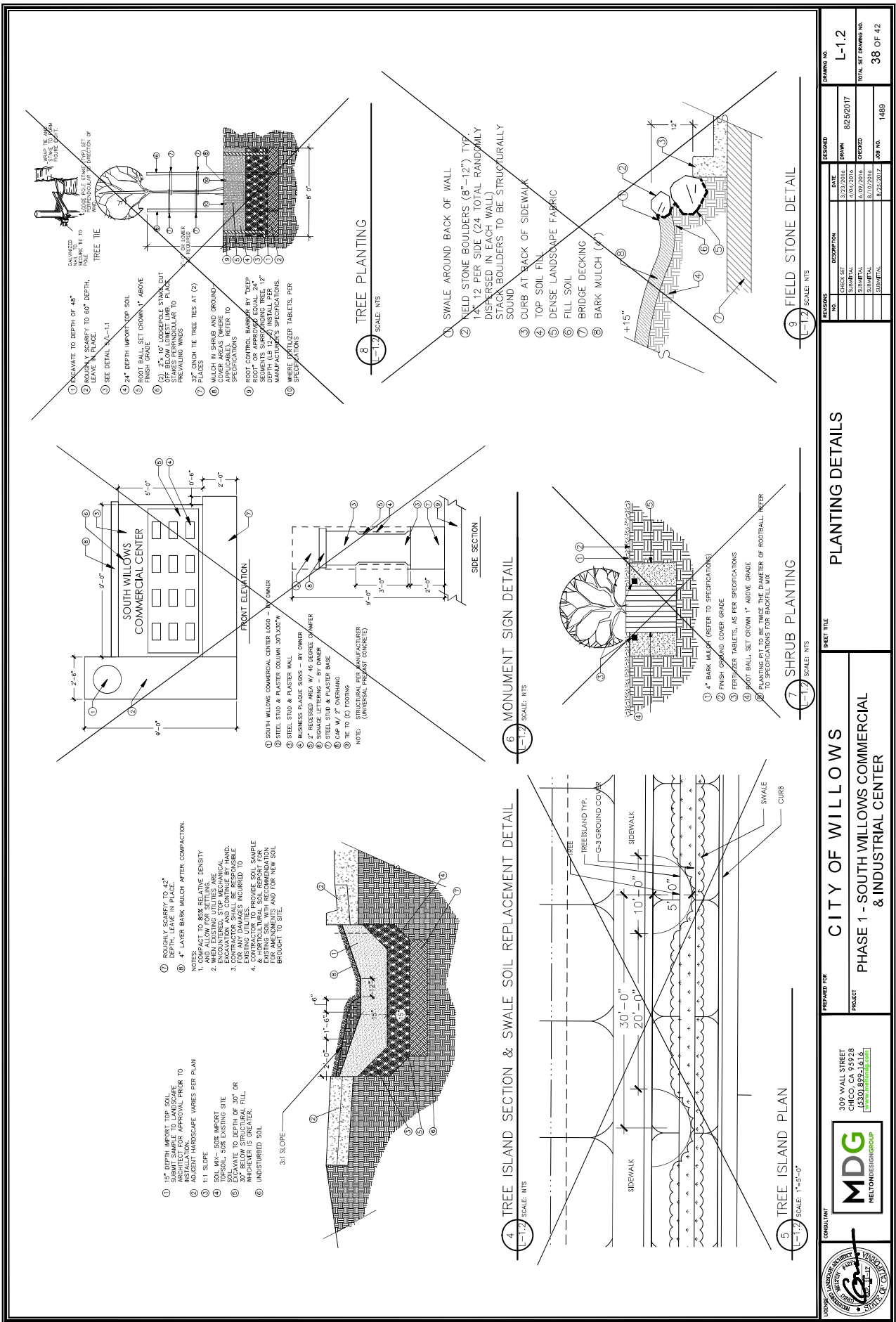
ALL DRAWINGS APPEARING HEREIN PRIOR TO THE STARTING AND BEGINNING OF THE LANDSCAPE ARCHITECT OF RECORD, ARE TO BE USUALLY PROGRESS DRAWINGS NOT FOR CONSTRUCTION.


**EXHIBIT J**

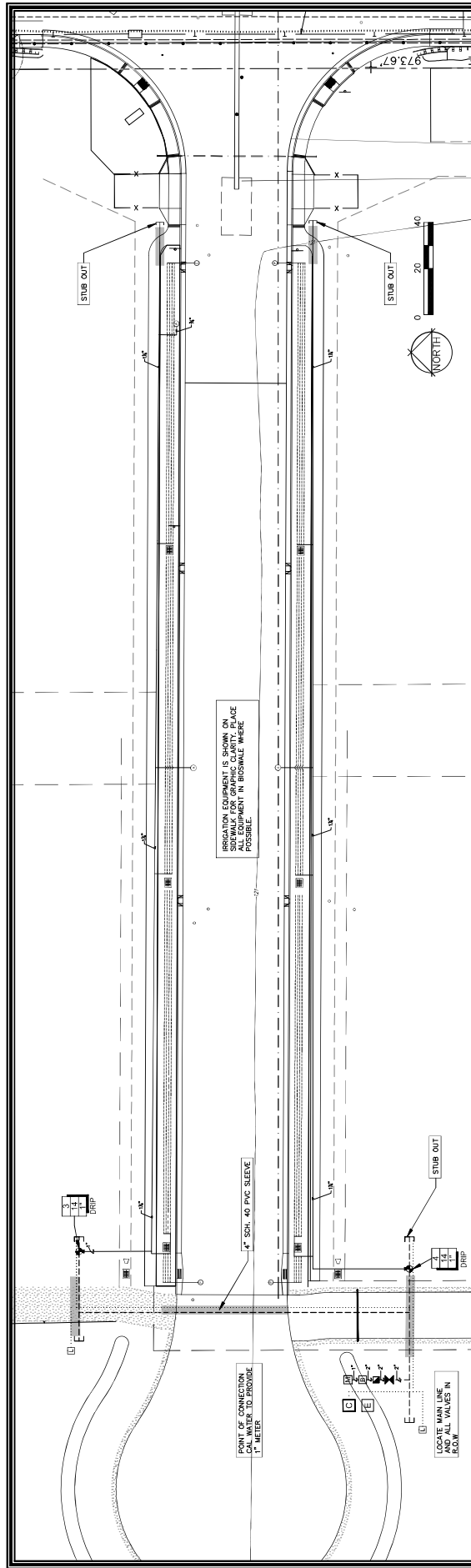
**ZONE C LANDSCAPE PLANS (HARVEST DRIVE)**



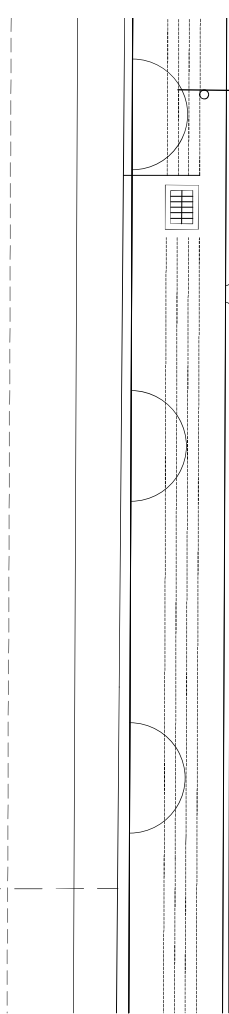




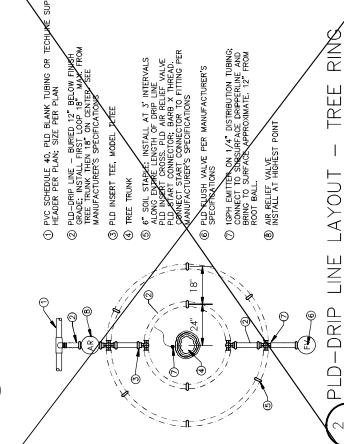
CONSULTANT	 309 WALL STREET CHICO, CA 95928 (530) 892-1616 <a href="http://www.meltondesign.com">www.meltondesign.com</a>	PREPARED FOR	CITY OF WILLOWS	SHEET TITLE	PLANTING DETAILS						REVISION NO.	REVISION	DATE	DESIGNED	DRAWN	8/25/2017	DRAWING NO.	L-1.2
		PROJECT	PHASE 1 - SOUTH WILLOWS COMMERCIAL & INDUSTRIAL CENTER								CHECK SET	3/22/2016	3/22/2016	CHECKED	6/09/2016	6/09/2016		



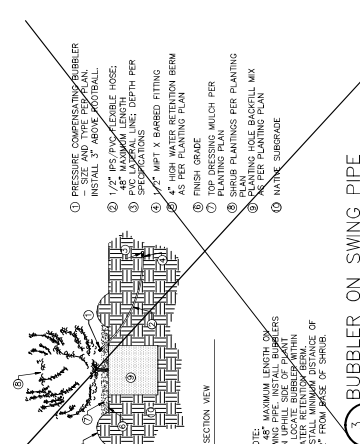




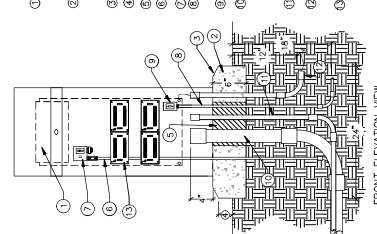
1 IRRIGATION ENLARGEMENT  
SCALE: 1"=6'-0"



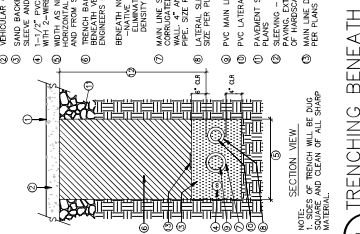
2 PLD-DRIP LINE LAYOUT - TREE RINGS  
SCALE: 1"=6'-0"



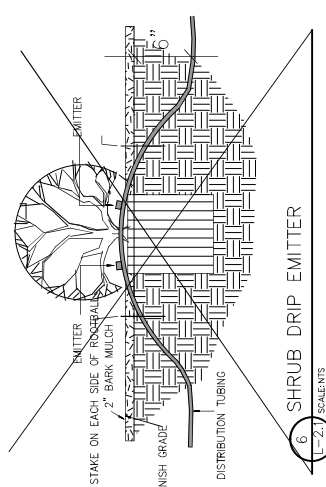
3 BUBBLER ON SWING PIPE  
SCALE: 1"=6'-0"



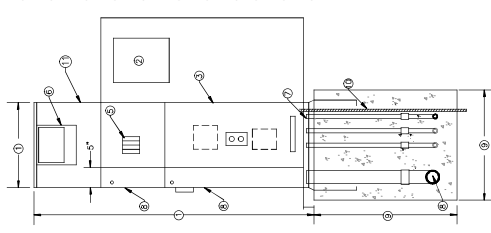
4 CONTROLLER IN ENCLOSURE  
SCALE: 1"=6'-0"



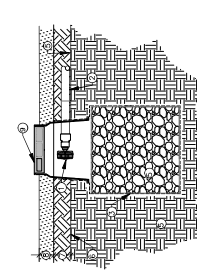
5 TRENCHING BENEATH PAVEMENT  
SCALE: 1"=6'-0"



6 SHRUB DRIP EMITTER  
SCALE: 1"=6'-0"



7 ELECTRICAL METERED PEDESTAL  
SCALE: 1"=6'-0"



8 HUNTER FLUSH VALVE  
SCALE: 1"=6'-0"

1. FINISH GRADE
2. VERTICAL OF PEDESTAL PAVING
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CITY OF WILLOWS		IRIGATION DETAILS		DRAWING NO.	
PHASE 1 - SOUTH WILLOWS COMMERCIAL & INDUSTRIAL CENTER				L-2.1	
				DATE	
				8/25/2017	
				SUBMITAL	
				8/22/2016	
				SUBMITAL	
				8/10/2016	
				SUBMITAL	
				8/22/2017	
				JOB NO.	
				1489	
				TOTAL SET DRAWING NO.	
				40 OF 42	



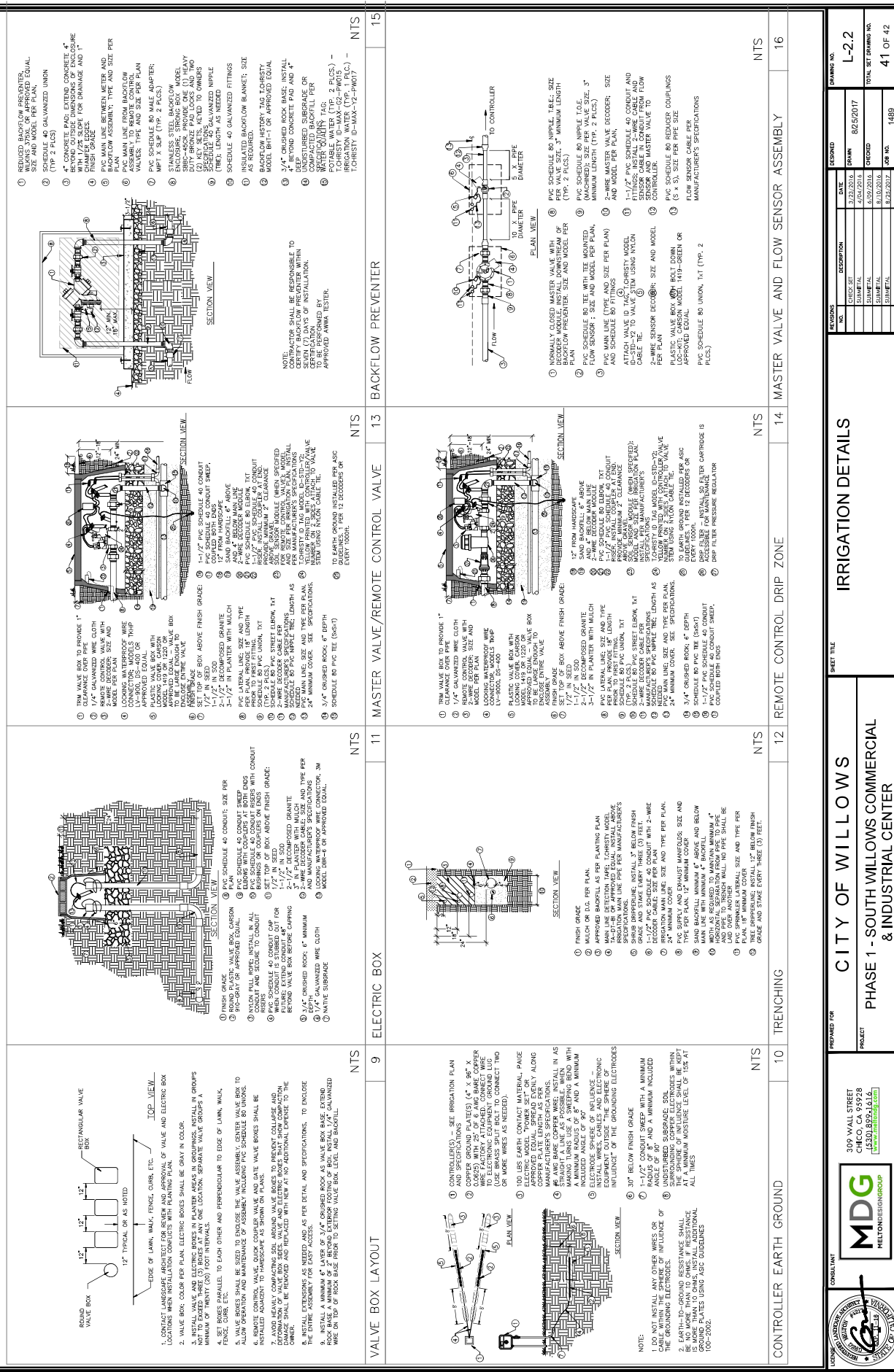
309 WALL STREET  
CHICO, CA 95928  
(530) 892-1616  
[www.meltondesigngroup.com](http://www.meltondesigngroup.com)

PREPARED FOR  
PROJECT

CITY OF WILLOWS  
PHASE 1 - SOUTH WILLOWS COMMERCIAL & INDUSTRIAL CENTER

SHEET TITLE





CITY OF WILLOWS		IRRIGATION DETAILS	
PHASE 1 - SOUTH WILLOWS COMMERCIAL & INDUSTRIAL CENTER		SHEET TITLE	
PROJECT	309 WALL STREET CHICO, CA 95928 (530) 892-1616 <a href="http://www.meltondesign.com">www.meltondesign.com</a>	DRAWING NO.	
		L-2.2	
		DATE	
		8/25/2017	
PREPARED FOR	CONSULTANT	DESIGNED	
		DATE	
		8/25/2017	
		CHECKED	
TOTAL SET DRAWING NO.	JOB NO.	1489	
		41 OF 42	

