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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, July 27<sup>th</sup>, 2016  
6:45 AM  
2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street, Astoria OR 97103

1. **CALL TO ORDER**
2. **WELCOME NEW MEMBER MICHELE TOMPKINS**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
  - A. MAY
  - B. JUNE
5. **PUBLIC COMMENT**
  - A. Individuals must state full name and address
  - B. Each individual is provided 2 minutes
6. **PRESIDENT HERNANDEZ:**
  - A. What do you hear?
7. **EMPLOYEE RECOGNITION**
8. **OLD BUSINESS**
  - A. Parks Foundation Update
9. **NEW BUSINESS**
  - A. Comprehensive Parks and Recreation Master Plan Complete!
  - B. Big Red's Status, slide at the Aquatic Center
  - C. Recreation and Maintenance Management Software
  - D. Aquatic Center Closure Plan
  - E. Contracting work at Tourist Related Sites
  - F. Tree Inventory
10. **STAFF REPROTS**
  - A. **MAINTENANCE:**

Grounds

- Mowing all parks/greenspaces
- Preparing baseball/softball fields for use
- Custom House interpretive signs: signs are now in fabrication, delivery is anticipated late July/early August

- DeJesus Landscaping continues to mow Smith Point, 9<sup>th</sup> St. Park, Doughboy, People's Park, 15<sup>th</sup> St. Triangle, and a portion of the Riverwalk until mid-August
- Providing H2O truck for ADHDA for watering of bump-outs
- MainTrac Software has been installed and is being implemented to better track and manage
- A bid solicitation was sent out for landscape maintenance services at Promote Astoria Parks and Open Spaces. The bidding period has closed and a contractor will be selected within the week. The following properties are included for services:
  - Smith Point, located on the Highway 101 roundabout at the west end of Astoria
  - 8th St. Triangle Flower Bed, located on Marine Drive and 8th St.
  - Portal Park, located at the corner of Leif Erikson Dr. and 33rd St.
  - 15th St. Triangle, located on 15th St. between Marine Dr. and Commercial St.
  - People's Park, located between 14th and 16th St. on Marine Dr.
  - 17th St. Flower Bed, located at the north end of 17th St., in front of the Coast Guard Dock
  - The Astoria Riverwalk, all City owned property along the Columbia River from the Megler Bridge east to 39th St.
  - 9th St. Park, located at 9th and Astor St.
  - Fort Astoria Park, located at the corner of Exchange St. and 15th St.
  - West Bond Triangle Flower Bed, located at the corner of W. Bond St. and W. Marine Dr.
  - Garden of Surging Waves, located on the corner of 11<sup>th</sup> St. and Duane St.
- On July 27<sup>th</sup>, the Fire Department, in conjunction with the North Coast Watershed Association and the Alderbrook Lagoon neighborhood, will conduct a controlled burn in the Alderbrook Lagoon in order to combat invasive species and provide clear space for desired plants to be planted.
- The Pioneer Cemetery fence is scheduled to be removed on August 20<sup>th</sup> by Eagle Scout Evan Randall. He is going to carry out all the work to remove the structure using volunteer labor
- On August 14<sup>th</sup>, there will be a dedication ceremony of the new merry-go-round by the Peterson family, they contributed the funds to replace the old, broken merry-go-round last year

### Facilities

- Mark Montgomery is working ½ days on full duties and ½ days clerical/administrative work until his injury is fully healed
- A new waterslide pump and apparatus has been ordered through the Pool and Spa house. It is expected to be installed and operational on July 28<sup>th</sup>

### Oceanview Cemetery

- Continuing mowing/weedeating of grounds
- 5 cremations, 3 full burials (one carried out by SI Funeral)

### CHIP-In

- On June 18, a CHIP was held at Cathedral Tree Trail
- Turn-out was 14 volunteers
- Volunteers cleared brush, removed decrepit structures and added shingles to wooden tread to reduce the danger of tripping or slipping
- On July 16, a CHIP In was held at Shively Park
- Turn-out was 12 volunteers, mostly from Tongue Point
- Volunteers pulled weeds, trimmed brush and removed overgrowth
- Next CHIP In @ Riverwalk on 39<sup>th</sup> St. on August 20<sup>th</sup>

## **B. AQUATIC CENTER:**

### Swim Lessons

Swim lessons continue to run Monday through Friday bi-weekly in two week sessions with both morning and afternoon sessions.

At the beginning of the summer, six new staff were trained to teach swim lessons, have worked with experienced staff and are now instructing classes.

Additionally, we are offering a large amount of private lessons this summer and have four staff currently teaching private lessons.

### New Staff

This summer, our lead guard staff has increased to six certified lead guards.

At the end of June, we ran an Ellis and Associates lifeguard course with eight participants. Of these eight participants, six were hired and are now working at the aquatic center.

### Facility Issues

Staff have struggled with chemical in balances in the two smaller pools this summer (the spa and the kiddie pool). We have found the large influx of swimmers this summer have created higher than usual combined chlorine levels. In order to keep in line with state guidelines, we have been forced to close these pools frequently, drain and scrub them before reopening them. In order to combat this issue, staff has increased signage in the facility about showering prior to pool use.

The red slide has continued to stay closed through June due to the pump needing to be replaced for the motor. The parts have been ordered and should be replaced the first week of August so that the slide can be reopened.

### New Software System

The new software system was launched at the end of June for day to day use at the facility. We have been working to get all staff trained on the new system. The system takes the place of the previous pass system, it also tracks daily use, pool rentals, swim lessons and daily sales.

## **C. RECREATION:**

### Astoria Recreation Center:

#### Summer Camp

Summer camp at the ARC has been great so far! The first couples weeks of camp we had an average of 35-40 kids, and now we're seeing an average of 25-30. Some of the exciting summer camp themes include School's Out for the Summer, Red/White & Blue, Superhero/Villain & Pirates, Medieval Times and Dinosaurs, and Artful Antics and Blinded Me with Science (in which they painted the back wall of the outdoor basketball court).



So far, they have taken field trips to the Astoria Aquatic Center, Tapiola Park and Battery Russell. Future field trips include Shively Park, the Clatsop County Fair, and a ride on the riverfront trolley. Transportation is coordinated through the senior center and Astoria School District.

### Youth Softball

Youth Softball started in June and finished up their season the week of July 11<sup>th</sup>. Due to the rainouts earlier in the season, the season ran a little later than anticipated. There were 6 school areas involved in the league; Astoria, Knappa, Warrenton, Seaside, Naselle, and Ilwaco. Each area had 1-2 teams in each league, which included T-ball, Homer, Rookie, Junior and Senior leagues. Each team had an average of 10 players.

### Adult Softball

The Men's and Women's softball league will be finishing up the week of July 25<sup>th</sup>. The season will end with a double elimination playoff bracket. We had 5 men's teams and 4 women's teams in the league this year. Coed softball will begin the last week of July. So far there we have 8 teams participating in the league, but are anticipating a few more to join before games start.

### Additional Classes

We have been running summer Tennis classes, which are averaging about 9 participants. We also have a summer Ju-Jitsu class with 8 participants for the summer session.

### Adult Softball

Our summer session of gymnastics started June 27<sup>th</sup>. There was a high demand for this class with 20+ participants, ranging from preschool on up, and we still have many parents asking for additional sessions. There are 3 classes that meet on Monday nights, one is for preschool age, and the other two are for beginners.

### Miscellaneous

Starting the last week of June, each Parks and Recreation facility began implementing our Recreation Management software, RecTrac, in LIVE mode. Although there have been a few kinks, and things to figure out along the way, all in all, it has been a great addition to the department. We can definitely see a difference in our efficiency and new-found ability to track transactions, registrations, etc. accurately.

## **D. LIL SPROUTS/PORT OF PLAY:**

### Lil' Sprouts:

Attendance has been a little bit lower for the summer, which is to be expected, and generally happens every summer. It has actually balanced out quite nicely, as our staffing has gone down quite a bit as well. Come fall, we will need to hire additional staff to support the influx of new and returning Sprouts, but for now, we are in a very good place. Due to our lower numbers though, it has allowed us to start chipping away at our waitlists, and enroll new kiddos.

### Port of Play:

Port of Play has been pretty quiet this summer. When the weather is nice, patrons would much rather be outside playing. We have however, noticed more people from out of town visiting, and wanting to come play.

We are still running Parents' Night Out for the Summer, but only two weekends each month. So far attendance has been pretty steady, and parents are finding it a useful resource so they can enjoy an evening out.

For the month of July, we have been running our Lil' Hitters T-Ball class for ages 3, 4 and 5. We have 12 enrolled in the class, and it's been a blast! The kiddos are split into groups based on age and ability, and work on basic t-ball skills; throwing, catching, fielding, and hitting. In August, we will run Lil' Kickers, which is a soccer class for ages 3, 4 and 5. We currently have 15 kids enrolled for that class.

On Saturday, July 30<sup>th</sup>, we'll be having our FREE Kids' Day in the Park from 1pm-4pm. This event includes live music (Brownsmead Flats), lawn games, activities, and a giant Slip N Slide at Tapiola Park!

## 11. UPCOMING EVENTS

- Adult Co-ed Softball Season, July 26<sup>th</sup> – August 31<sup>st</sup> @ Evergreen Fields
- Kids' Day in the Park, Saturday July 30<sup>th</sup>, 1 PM – 4 PM @ Tapiola Park (FREE)
- Big Red Re-Opens! August 2<sup>nd</sup> @ Aquatic Center
- Lil' Kickers, Tuesdays in August, 10 AM -11 AM @ Port of Play
- Movie in the Park "Inside Out", August 3<sup>rd</sup>, 8:30 PM @ Fred Lindstrom Park
- Swim Lessons, August 1<sup>st</sup> – August 15<sup>th</sup> @ Aquatic Center
- Movie in the Park "The Good Dinosaur", August 10<sup>th</sup>, 8:30 PM @ Fred Lindstrom Park
- Regatta Parade Fun Run, August 13<sup>th</sup>, 11:45 AM @ 15h and Exchange
- Parents' Night Out, Aug. 13<sup>th</sup>/27<sup>th</sup>, 6:00 PM -9:30 PM @ Port of Play
- Youth Flag Football Season, August 15<sup>th</sup> – September 30<sup>th</sup> @ Evergreen Fields
- Movie in the Park "Minions", August 17<sup>th</sup>, 8:30 PM @ Fred Lindstrom Park
- CHIP-in, Sunday, August 20<sup>th</sup>, 1:00 PM – 4:00 PM @ Riverwalk, Pier 39
- Movie in the Park "Aladdin", August 24<sup>th</sup>, 8:30 PM @ Fred Lindstrom Park
- Parks After Dark "Short Circuit", Saturday August 27<sup>th</sup> @ McClure Park
- Movie in the Park "Zootopia", August 31<sup>st</sup>, 8:30 PM @ Fred Lindstrom Park
- Annual Aquatic Center Maintenance Closure, September 6<sup>th</sup> – 18<sup>th</sup> @ Aquatic Center
- Instant Gratification OK, September 11<sup>th</sup>, 2 PM @ Barbey Maritime Center
- Ellis and Associates Lifeguard Course, September 22<sup>nd</sup> – 25<sup>th</sup> @ Aquatic Center

## 12. FUTURE MEETINGS

- (a) August, No meeting
- (b) September 28, 2016 @ 6:45 AM in City Hall, Council Chambers
- (c) October 31, 2016 @ 6:45 AM in City Hall, Council Chambers

## **Parks Advisory Board Meeting Minutes May 25, 2016**

Chairperson Norma Hernandez called meeting to Order at 6:49 am.

Present- Norma Hernandez, Andrew Fick, Tammy Loughran, Jim Holen, Aaron Crocket, and Josey Ballenger (via telephone)

Absent- Eric Halverson, Jessica Schleif, and Howard Rub

Staff- Angela Cosby, Jonah Dart-McLean, Ian Sisson, and Dean Deonier

### **Approval of Minutes**

A. April minutes were unanimously approved.

### **Public comments**

1. There were none.

### **President Hernandez**

A. What do you hear- Aaron Crocket heard that a women injured her hip at the half marathon race and asked for an update. Director Cosby said the woman's hip had been injured before, which caused her problems at the race. She was able to get herself into a car and advanced care was not needed. President Hernandez heard that the marathon participants had a good time.

### **Employee Recognition**

A. Director Cosby recognized Dean Deonier as the May employee of the month.

### **Old Business**

A. Tammy Loughran gave an update on the Parks Foundation's upcoming events. President Hernandez suggested the Foundation speak to the local hotel association about hotel checkout times during next year's events. Tourists who have come to town for special events would appreciate a later checkout time.

### **New Business**

A. Evan Randall gave a presentation on his Eagle Scout Project at Pioneer Cemetery. After coordinating with Jonah Dart-McLean on the project, he planned to lead a group who would do maintenance at the cemetery. He listed the specific tasks he planned to complete and explained how he came up with the idea for his project.

- Jim Holen understood that the fence had been built to prevent cars from driving over the tombstones. He was concerned about the proposal to remove the fence instead of repair it. Mr. Dart-McLean said he and Mr. Randall agreed the fence was an eyesore and a headache to maintain because of the way it was built. Staff will plan a more sustainable barrier in the long-term. Unfortunately, the fence does not prevent vandalism anyway.
- The Board unanimously voted to approve Evan Randall's Eagle Scout Project at Pioneer Cemetery, as presented.

B. Ian Sisson and Director Cosby updated the Board on the Comprehensive Parks and Recreation Master Plan project. Staff noted changes and updates made to the Plan over the last month; reviewed feedback from other City Boards, Commissions, and Committees; explained the adoption process; and listed next steps. As Mr. Sisson reviewed the Plan and presented the updates, the following key comments were made:

- President Hernandez believed City Council needed more details about which programs support themselves.
- Public feedback on a dog park was divided. Some people want a dog park in Astoria, while others support use of the dog park in Warrenton.

Board members read the draft Master Plan and then, Staff answered questions and responded to comments and concerns as follows:

- Projects recommended in the plan should be completed according to community support and availability of funding. This could result in a change to the recommended project timeline. Board members agreed maintenance of existing park facilities should take priority over new projects.
- Board members and Staff discussed finances, specifically the current and future use of Promote Astoria Funds by the Parks Department, staffing expenses, and the potential for revenue from the sale of the Recreation Center.
- Staff works with partnership groups to develop agreements that are specific to each group. Foundations typically have more formal agreements than other community groups.
- The Master Plan will help Staff determine which accessibility standards are being met. Staff is aware that the Emerald Heights neighborhood needs equitable access to park facilities and ADA access would be implemented throughout Astoria as playground equipment is replaced. The Board and Staff discussed ADA laws, shared ideas for improving access, and noted park facilities that were not compliant. Staff briefly described the process of replacing playground equipment, which would be addressed by individual site plans.
- Staff confirmed they understood the Board's feedback and direction. The Board appreciated the recent updates to the Plan and discussed whether it was in keeping with the goals listed for the Parks Department in the Comprehensive Plan Mission Statement. Staff explained the process for updating the Comprehensive Plan goals to align them with the vision and mission of the Master Plan.
- Ongoing projects could get overlooked without any regularly scheduled evaluation. Mr. Sisson confirmed he would update the Plan to suggest ongoing projects have an annual review.
- The Board confirmed that by their next meeting, they would be comfortable recommending adoption of the Master Plan by the Planning Commission.

### **Staff Reports**

The following reports were presented to the Board as part of the agenda packet:

- A. Maintenance
- B. Aquatic Center
- C. Recreation
- D. Lil Sprouts/Port of Play
- E. Upcoming Events
  - Start of Youth Softball Season, May 25<sup>th</sup>
  - Parents Night Out, Every Saturday, 6:00 pm to 9:30 pm at Port of Play
  - Chip-In, Saturday May 29<sup>th</sup>, 1:00 pm to 4:00 pm at Oceanview Cemetery
  - Maritime Memorial Ceremony, May 30<sup>th</sup>, 3:00 pm at Maritime Memorial Park
  - Start of Men's and Women's Softball Season, May 31<sup>st</sup>

- Start of Summer Day Camp, June 17<sup>th</sup> at the Astoria Recreation Center
  - Ellis and Associates Lifeguard Course, June 20<sup>th</sup> – 22<sup>nd</sup> at the Astoria Aquatic Center
- F. Future Meeting
- June 22, 2016 at 6:45 am in City Hall, Council Chambers
  - July 27, 2016 at 6:45 am in City Hall, Council Chambers

**Non-Agenda/Miscellaneous Business**

1. Director Cosby confirmed that the Parks Department has not received any public feedback about the newspaper article on the high school students at the Column.
2. Jim Holen asked if there were plans to use herbicide on the brush along the staircase at Shively Park. Mr. Dart-McLean explained that brush had been cleared from the staircase during a Chip-In event, but no herbicide would be used.
3. President Hernandez reminded Board members to keep an eye out for emails from Mr. Sisson so everyone is ready for their next meeting.

**Next meeting will be held Wednesday, June 22, 2016 at 6:45am at City Hall in Council Chambers.**

## **Parks Advisory Board Meeting Minutes June 22, 2016**

Chairperson Norma Hernandez called meeting to Order at 6:48 am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Andrew Fick, Howard Rub, Jim Holen, Eric Halverson, Aaron Crocket, and Josey Ballenger (via telephone).

Staff- Angela Cosby, Ian Sisson, and Jennifer Benoit.

### **Approval of Minutes**

- A. May minutes were not available.

### **Public comments**

1. George Hague said he did not want the Board to allow the City to push the idea of selling parks. He distributed a handout to the Board listing reasons he knew Staff was pushing the sale of parks and noted changes to the Parks Master Plan that he wanted the Board to recommend to City Council.

### **President Hernandez**

- A. What do you hear- Jim Holen said the Riverwalk was well mowed and maintained. However, the picnic shelters at the top of Shively Park do not look so good. Jessica Schleif said she read an article in the newspaper about park employees in Oregon being susceptible to lawsuits by the public for safety concerns. She questioned what the new laws meant for Astoria. Director Cosby said Staff would be meeting about the new ruling by the Oregon Supreme Court. Board members discussed the lack of means to maintain Parks facilities, noting which parks and facilities were most likely to put Staff at risk.

### **Employee Recognition**

- A. Director Cosby recognized Jennifer Benoit as the June employee of the month.

### **Old Business**

- A. Tammy Loughran gave an update on the Parks Foundation movie night fundraisers for scholarships.

### **Master Plan Recommendations**

- A. The Board and Staff discussed the most recent draft of the Parks Master Plan and next steps. Board members noted a few typographical errors and suggested minor wording changes. Josey Ballenger believed the section on increasing community awareness of facilities and services should also state that mass emails and radio would be utilized. Tammy Loughran expressed concerns about some of the priorities and explained why she believed certain projects should be prioritized differently to better accommodate maintenance abilities. The Board discussed the planning process and agreed Staff did a great job developing the Plan with data and feedback from various sources. Staff suggested the Board add a letter to the Plan expressing all of their concerns. The Board and Staff briefly discussed the implementation

process, selling city-owned properties, Ocean View Cemetery, collaboration among City departments, restrooms, and a maintenance plan.

- The Parks Board unanimously voted to recommend that City Council adopt the Parks and Recreation Comprehensive Master Plan, amended as follows: correct typographical errors, make minor wording changes to Page 54, Section 6.4 to increase community awareness of park and recreation facilities and services.

## **New Business**

- A. Director Cosby updated the Board on the Ocean View Cemetery GIS database, which is now online. Parks Staff recently gave a presentation to City Council, demonstrating how the system works.
- B. Director Cosby reported that the new recreation management software would be live on Tuesday, June 28<sup>th</sup>. Park users will receive a key fob to replace the monthly passes. Every facility, including Lil Sprouts, will use the fobs. Additionally, registration for all programs and services can be done online.
- C. Loran Mathews, Scandinavian Heritage Association President, introduced several of the people who organize the Scandinavian Mid-summer Festival each year. He and Carol Linstead gave a PowerPoint presentation on the proposal to build a low maintenance, permanent monument in a park on 16<sup>th</sup> Street to educate the public about Astoria's Scandinavian heritage, explaining why the 16<sup>th</sup> Street park would be an ideal location and describing the proposed monument and surrounding site. The monument could help fill Astoria's shortage of urban plazas. There is a lot of support in the community for the monument and volunteers could help maintain the site.
  - President Hernandez suggested the plan include fundraising and ongoing maintenance of the monument and site because the Board just voted to recommend that City Council refrain from adding new parks, facilities, and services. Carol Linstead said the current plan is preliminary, but the landscaping and topography would remain unchanged. Hopefully, any additional upkeep would be done by volunteers. Materials will be low maintenance. She noted that this project is very dear to many people. Director Cosby confirmed she had no major maintenance concerns, but she believed the monument would need to be pressure washed seasonally. Vandalism was her biggest concern. She preferred the Parks Department be involved in the planning to minimize maintenance.
  - The Board and Staff agreed this project could be a start to a formal adopt-a-park program.
  - Carol briefly described the grants and fundraising planned for the project, if it is approved. Next year will be the festival's 50<sup>th</sup> year, so he would like the groundbreaking for the monument done around that time. The project could be completed in phases, depending on fundraising and planning.
  - Heritage Square was considered, but City Council was a long way from agreeing to the site. Additionally, the group planning this monument believes a location in a park near the river is more appropriate, considering Scandinavian heritage in Astoria.
  - Eric Halverson explained why he believed this project would be a good example of repurposing an underutilized park.
  - Some Board members were undecided about the monument. They all agreed the project had been well planned, but some were hesitant to recommend a new park facility until other Parks projects had been completed. Other Board members explained how they believed the monument would help fulfill some of the recommendations in the Park Master Plan. They discussed the most appropriate time to consider moving forward with this proposal, as some Board members believed it would best to wait until after the Master Plan was adopted. Staff suggested a formal adoption of the park by the Heritage Association be implemented as a first step.

- Carol Linstead asked the Parks Board to make a decision as soon as possible. They explained why they needed approval soon and how a decision now would benefit the project.
- The Board unanimously agreed to approve the Scandinavian monument project contingent upon a formal park adoption agreement and adoption of the Parks Master Plan by City Council. The Board agreed that the monument would be the first project under the Master Plan to be recommended to Council.

### **Staff Reports**

The following reports were presented to the Board as part of the agenda packet:

- A. Maintenance
- B. Aquatic Center
- C. Recreation
- D. Lil Sprouts/Port of Play
- E. Upcoming Events
  - Start of Youth Softball Season, May 25<sup>th</sup>
  - Parents Night Out, Every Saturday, 6:00 pm to 9:30 pm at Port of Play
  - Chip-In, Saturday May 29<sup>th</sup>, 1:00 pm to 4:00 pm at Ocean View Cemetery
  - Maritime Memorial Ceremony, May 30<sup>th</sup>, 3:00 pm at Maritime Memorial Park
  - Start of Men's and Women's Softball Season, May 31<sup>st</sup>
  - Start of Summer Day Camp, June 17<sup>th</sup> at the Astoria Recreation Center
  - Ellis and Associates Lifeguard Course, June 20<sup>th</sup> – 22<sup>nd</sup> at the Astoria Aquatic Center
- F. Future Meetings
  - June 22, 2016 at 6:45 am in City Hall, Council Chambers
  - July 27, 2016 at 6:45 am in City Hall, Council Chambers

### **Non-Agenda/Miscellaneous Business**

1. Josey Ballenger announced her resignation from the Parks Board. Her husband accepted a job out of state and they would be moving, so this was her last meeting.

**Next meeting will be held Wednesday, July 27, 2016 at 6:45 am at City Hall.**



July 19, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO AWARD CONTRACT – PROMOTE ASTORIA  
PARKS LANDSCAPING WORK TO GREENSMITH LANDSCAPING

**DISCUSSION/ANALYSIS**

Due to staffing and budget constraints facing the Maintenance Division of the Parks Department, there are many properties that are not receiving the landscaping attention they require. Several parks and properties being maintained at lower-than-desired standard of care fall within the bounds of Promote Astoria-eligible areas. Through the 2016-17 budget process, Council has designated funds to be used for Promote Astoria Parks and Properties that will enhance their beauty and ensure they are cared for at the highest standard. After a bid solicitation to local landscaping companies, Greensmith Landscaping LLC has provided a bid of \$78,500 for services at the following properties:

- Smith Point, located on the Highway 101 roundabout at the west end of Astoria
- 8th St. Triangle Flower Bed, located on Marine Drive and 8th St.
- Portal Park, located at the corner of Leif Erikson Dr. and 33rd St.
- 15th St. Triangle, located on 15th St. between Marine Dr. and Commercial St.
- People's Park, located between 14th and 16th St. on Marine Dr.
- 17th St. Flower Bed, located at the north end of 17th St., in front of the Coast Guard Dock
- The Astoria Riverwalk, all City owned property along the Columbia River from the Megler Bridge east to 39th St.
- 9th St. Park, located at 9th and Astor St.
- Fort Astoria Park, located at the corner of Exchange St. and 15th St.
- West Bond Triangle Flower Bed, located at the corner of W. Bond St. and W. Marine Dr.

Landscaping services will include mowing, trimming, pruning, hedging, edging, fertilization, and aeration, as well as bi-annual site clean-ups and periodic weeding of flowerbeds. The goal of these services is to bring the above mentioned properties to an "A" level standard of care that will display Astoria's highly visible parklands at their best character to residents and visitors to our area. The landscape service contract will last one year with the option to renew annually at the discretion of Council

**RECOMMENDATION**

It is recommended that Council approve the contract for landscaping services at Promote Astoria Parks and Properties with Greensmith Landscaping LLC for the amount of \$78,850

By: Angela Cosby  
Angela Cosby  
Director of Parks & Recreation

DRAFT

THE CITY OF ASTORIA

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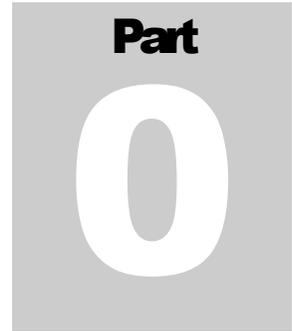
June 29, 2016

Solicitation For Bids  
Landscape Maintenance

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**PART 0 - INSTRUCTIONS TO THE BIDDERS**

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**INVITATION TO BID**

The City of Astoria's Parks and Recreation Department invites your firm to submit a proposal in accordance with this Solicitation For Bids(SFB). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this SFB. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a landscape maintenance agreement based on the specifications outlined in this SFB.

**THE DATE OF SOLICITATION:**

June 29, 2016

**THE PROJECT:**

Project Name: "Promote Astoria" Parks Maintenance

- Smith Point, located on the Highway 101 roundabout at the west end of Astoria
- 8<sup>th</sup> St. Triangle Flower Bed, located on Marine Drive and 8<sup>th</sup> St.
- Portal Park, located at the corner of Leif Erickson Dr. and 33<sup>rd</sup> St.
- 15<sup>th</sup> St. Triangle, located on 15<sup>th</sup> St. between Marine Dr. and Commercial St.
- People's Park, located between 14<sup>th</sup> and 15<sup>th</sup> St. on Marine Dr.
- 17<sup>th</sup> St. Flower Bed, located at the north end of 17<sup>th</sup> St., in front of the Coast Guard Dock
- The Astoria Riverwalk, located along the Columbia River from the Megler Bridge to 39<sup>th</sup> St.
- 9<sup>th</sup> St. Park, located at 9<sup>th</sup> and Astor St.
- Fort Astoria Park, located at the corner of Exchange St. and 15<sup>th</sup> St.
- West Bond Triangle Flower Bed, located at the corner of W. Bond St. and W. Marine Dr.

The Owner:

Name: City of Astoria Parks and Recreation  
Address: 1555 W. Marine Dr.  
Astoria, OR 97103  
Contact: Angela Cosby, Parks Director  
Contact Phone: 503 325 7275  
Contact E-Mail: [acosby@astoria.or.us](mailto:acosby@astoria.or.us)

**GENERAL CONDITIONS**

**PROPOSAL CONTACTS**

Any questions concerning this SFB, and all correspondence may be submitted in writing, via fax, by phone, or e-mail to the following contact:

Name: City of Astoria Parks Department  
Address: 1555 W. Marine Dr.  
Astoria, OR 97103  
Contact: Jonah Dart-McLean  
Contact Phone: 503 741 1600  
Contact E-Mail: [jdart@astoria.or.us](mailto:jdart@astoria.or.us)

**SUBMISSION OF PROPOSALS:**

In order to qualify for the work on this project, bidders must submit all information requested in the following bid forms. All proposals must be received by 12:00pm on July 15<sup>th</sup>, 2016. Bids will be received at: 1555 W. Marine Dr. Astoria, Oregon 97103 prior to the time and date indicated above. The bids shall be sealed. The bid opening shall be private.

All proposals must remain in effect for at least 30 days from submittal. The City of Astoria has the sole discretion to: (a) reject any and all bid proposals, and (b) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that award of a landscaping contract will be made to any firm.

**CONTRACTOR INFORMATION**

The City of Astoria may request additional information, samples, or presentations in support of proposals. Additionally, The City of Astoria may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

**PROJECT TOURS**

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the Project and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

Project tours can be arranged by contacting Jonah Dart-McLean at the information listed above in the Proposal Contacts section. Each bidder will be allowed to ask questions and will be provided with property information.



**PART 1- GENERAL CONDITIONS**

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**SCOPE OF WORK**

The Landscape Maintenance Contractor (hereinafter called the “Contractor”) shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein (including section zero, “General Information Pertinent to Proposal Preparation”

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup.

The intent is to maintain a Class A appearance of the property as determined by Owner. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by Owner.

**DURATION OF AGREEMENT**

The term of the agreement shall be for a period of one (1) year.

**QUALITY CONTROL**

Work covered shall be performed by a single firm experienced in landscape maintenance of a similar nature and scope. Subject to approval of the Owner, the Contractor may subcontract any Work to be performed under this Contract. However, the election to subcontract Work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract and the Contractor shall remain liable to the same extent that its liability would attach, as if the Work had been performed by the Contractor's own employees.

By submitting the bid, the Contractor certifies as to meeting the following requirements:

1. Has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of five (5) years in business.
3. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.

## **GENERAL CONDITIONS**

4. Will provide a sworn financial statement upon request, which evidences the Bidder has adequate financial resources to complete the work being bid, as well as all other work the Bidder is presently under contract to complete.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Landscape Maintenance Contractor for work under this section shall be licensed by the State of Oregon to apply pesticides approved for use in the State of Oregon.
7. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
  - a. Completed past contracts in accordance with the Contract Documents.
  - b. Diligently pursued execution of the work and completed past contracts according to established schedules.

## **QUALIFICATIONS OF WORKERS**

Bidding firm shall have in its employ, a minimum of one (1) currently Certified Landscape Professional (CLP) as recognized by the Associated Landscape Contractors of America (ALCA). The signed bid form statement shall include the seal and signature and expiration date of the Certified Landscape Professional on the staff of the Bidding Firm.

Bidding firm shall have in its employ, a minimum of one (1) currently Certified Landscape Technician: who is currently a Certified Landscape Technician (CLT) as recognized by the Associated Landscape Contractors of America (ALCA). The signed bid form statement shall include the seal and signature and expiration date of the Certified Landscape Technician on the staff of the Contractor.

## **INSURANCE**

Prior to starting work hereunder, CONTRATOR, at CONTRATOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance, written on an occurrence basis, in amounts not less than the limitations on liability for local public bodies provided in ORS 30.272 and ORS 30.273:

A. Commercial General Liability. CONTRATOR shall obtain, at CONTRATOR'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage. Coverage shall include Contractors, subcontractors and anyone directly or indirectly employed by either.

B. Automobile Liability. CONTRATOR shall obtain, at CONTRATOR'S expense and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to CONTRATOR'S activities to be performed under this Contract. Coverage will be primary and non-

## **GENERAL CONDITIONS**

contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONTRATOR shall furnish a certificate to CITY from each insurance company providing insurance showing that the CITY is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

D. Professional Liability Insurance. The CONTRATOR shall have in force a policy of Professional Liability Insurance. The CONTRATOR shall keep such policy in force and current during the term of this contract.

E. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from CONTRATOR or its insurer(s) to CITY. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

## **WORKER'S COMPENSATION**

The Contractor, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

## **PAYMENTS**

Contractor shall submit an Application Payment/Invoice, to the Owner, for services on a monthly basis. The Owner shall render the Contractor regularly scheduled payments in remuneration for the Contractor's Maintenance Services in amounts as specified. Said payments shall be made in advance of each scheduled period, net (30) days from the Contractor's invoice date. Unpaid invoices over 30 days, shall incur a service and finance charge of 1.5% per month. Failure to pay any billing due shall entitle the Contractor, at their option, to withdraw their services with seven (7) days' notice.

The Owner shall give prompt reply to all questions or requests of the Contractor pertaining to the Project; and shall promptly approve or reject all Contractor submittals. The Owner shall perform the final inspection(s) within five days of the date of notification by the Contractor of substantial completion of the Work.

## **CODES AND STANDARDS**

Perform all work in compliance with applicable requirements of governing authorities having jurisdiction. The following publications of the issues listed below, but referred to hereafter by basic designation only, form a part of this specification to the extent designated by references thereto:

Federal Specifications (FS): O - F 241D, Mixed Commercial Fertilizer.

## **GENERAL CONDITIONS**

Comply with all Federal and State Department of Agriculture regulations for pest control which, in general, require that Contractors operating in infested areas thoroughly clean all equipment units before moving them to non-infested areas.

### **TAXES**

The Bidder shall include in the bid, all Sales, Consumer, Use and other similar taxes required by law.

### **PROJECT CONDITIONS**

In order for the Contractor to properly perform and complete his work, the Owner must cooperate by providing him with access to the work areas and any staging, offloading or preparation areas that are required.

The Contractor shall be familiar with the Project premises and how the existing conditions will affect work during maintenance services. The Contractor shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job site. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the Contractor from necessity of furnishing any materials or equipment, or performing any work that may be required to complete the work in accordance with the SFB. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

The Owner shall provide full information regarding all requirements for the Project, not specifically contained herein, and shall establish and maintain an effective communications system with the Contractor throughout all phases of the Work.

### **SEQUENCING AND SCHEDULING**

Upon acceptance of the Bid, the Contractor shall coordinate with the Owner to arrange a schedule of services and shall continue coordination at intervals set forth by the Owner.

The Owner shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas. The Owner shall facilitate the Contractor's Services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s). Further, the Owner shall assure the Contractor of the availability of off-loading and staging areas and other facilities required for the efficient performance of the work.



**PART 2 - LANDSCAPE SERVICES**

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Shall consist of a complete, regularly scheduled program (and as agreed upon with Owner) for maintaining the health and appearance of the Project's landscape and plantings. These services shall be carried out by trained service technician(s) at all times. The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement.

**TURF MAINTENANCE**

**Turf Mowing**

Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.

Excessive clippings are to be collected and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required.

Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage to them.

**Turf Edging**

Edging and trimming along curbs, walks, bed edges and treewells shall be done to keep a neat appearance. All hard edges shall be mechanically edged at least once per month during the growing season.

Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.

Edging that cannot be addressed during regular visits, due to vehicle obstructions, is to be discussed with the owner to achieve a solution.

**Turf Fertilization & Weed Control**

Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor's knowledge and needs of the area. A regular schedule of aerating, dethatching and noxious weed control (through mechanical or chemical process, as determined appropriated by Owner) shall be established.

**Trash and Debris Removal**

During routine maintenance visits the Contractor is responsible for removing trash and debris from the property.

## **LANDSCAPE SERVICES**

Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.

Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.

### **TREE AND SHRUB MAINTENANCE**

All plant and tree material is to be pruned in a manner to provide a neat natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor.

Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.

All formal hedges shall be sheared to maintain desired shape and height.

Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

Dead or damaged portions of plants shall be removed whenever possible.

All plant material will be fertilized with a balanced slow release fertilizer in the dormant season and supplemented throughout the year as necessary to maintain vigorous healthy plant material.

Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to the Owner. When insect and/or disease problems are detected, legally approved chemicals may be used to treat the problem, with prior consent from the Owner.

Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. Owner shall be informed before any drastic cutbacks are performed.

All mulched shrub beds, maintained natural areas and walking paths, must be kept free of weeds. Weeds more than 2" tall are to be removed by hand and disposed of. Weeds less than 2" tall may be treated with legally approved post-emergence herbicides with prior consent from the Owner.

Owner shall be informed before any pesticide is applied to property.

All pruning debris is the responsibility of the Contractor. No debris may be disposed of on-site without the expressed permission of the Owner.

### **GROUND COVER & BEDS**

Open ground between plants shall be kept weed-free using mechanical or chemical methods.

All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.

## **LANDSCAPE SERVICES**

Groundcovers shall be fertilized, with a complete fertilizer, as appropriate and as recommended by the Contactor.

Litter and debris shall be removed during maintenance visits in order to ensure a neat appearance.

Soil surfaces shall be raked smooth and cultivated regularly.

Vines shall be trimmed neatly against supporting structures and kept within bounds.

Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.

Sign faces and windows shall be kept clear of encroaching growth.

## **EXTERIOR COLOR MAINTENANCE**

Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

The Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of the Contractor to arrange for and oversee watering of the planters and un-irrigated beds.

Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage a proposal for replacement shall be submitted and approved by the Owner prior to replacement installation. The Owner agrees to be financially responsible to replace plant materials on a timely basis.

## **OTHER SERVICES**

Spring Clean-Up shall be performed as follows and should be included in the pricing. Spring clean-up shall include, but not be limited to, leaf removal from all beds, turning flower beds as appropriate, remove winter wrapping and remove any sand and gravel from beds and lawns.

Fall Clean-Up shall be performed as follows and should be included in the pricing. Fall clean up shall be in late fall after all leaves have fallen from the trees in the area. Work shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead

## **LANDSCAPE SERVICES**

annual, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc...).

The Contractor shall establish and maintain an effective communication system with the Owner.



**PART 3 - MISCELLANEOUS PROVISIONS**

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**OWNER RESPONSIBILITIES AND RIGHTS**

The Owner shall facilitate the Contractor's Services Program by providing access to the Project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular scheduled landscape services and any special services.

**MISCELLANEOUS CONTRACT PROVISIONS**

**ARBITRATION**

Unless otherwise stipulated herein, all claims, disputes, and other matters in question, arising out of this agreement, between the parties to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder or any other manner, any additional person or a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Contractor, the Owner and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law.

Notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**TERMINATION OF AGREEMENT**

During the Landscape services period, (30) days' notice shall be required for termination of this agreement.

In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all products and services supplied to the termination date, together with all Termination Expenses as defined below.

Termination Expenses include expenses directly attributable to termination for which the Contractor is not otherwise compensated

## **MISCELLANEOUS PROVISIONS**

### **CONFLICT OF LAWS, ASSIGNMENT & INTEGRATION CLAUSES**

Unless otherwise specified, this Agreement shall be governed by the law the State of Oregon

Owner and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party with respect to all covenants of this Agreement. Neither the Owner nor the Contractor shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

This Agreement represents the entire and integrated agreement between the Owner and the Contractor and supersedes all prior negotiation, representations or agreements; either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and the Contractor.



**PART 4 - BID FORMS**

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Proposals must adhere to the format of these bid forms and content of this SFB. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**MONTHLY LANDSCAPE SERVICES BID:**

In compliance with your Invitation to Bid, we propose to furnish all materials, labor, equipment and services necessary to perform the Landscape Maintenance Services for a period of one (1) year for the landscaping and color bed work for the above stated project, for an annual fee of (inclusive of all state and local tax):

\_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) per Year.

**B I D F O R M S**

**BID FORM PRICE AUTHORIZATION**

By signing this bid form, such action certifies that the Bidder has personal knowledge of the following:

That said Bidder has examined the SFB and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape services of:

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Project Name

---

Name of Contractor

---

Authorized Signature

---

Name & Title of Signatory

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Type of Organization: Corporation,  
Partnership, Proprietorship

SEAL:  
(if corporation)

**B I D F O R M S**

**BIDDER QUALIFICATIONS:**

In order to qualify for the interior landscape work on this Project, bidders must submit all information requested in the following pages.

**B I D F O R M S**

Summary of Experience

Company Name: \_\_\_\_\_

Main Office Location: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

FAX# \_\_\_\_\_

Email \_\_\_\_\_

Year Company founded \_\_\_\_\_

Years in Landscape Maintenance: \_\_\_\_\_

Last calendar year landscape maintenance volume (acres): \_\_\_\_\_

Yes  No Have you ever operated a landscaping business under another name?

If so list previous name:

Yes  No Have you ever defaulted on a project? if so please explain:

Yes  No Do you have ALCA Certified Landscape Professionals on staff?

If yes, please list them and attach a copy of their current certificate and label as Exhibit 2:

\_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Expiration Date \_\_\_\_\_

Yes  No Do you have ALCA Certified Landscape Technician(s) on staff?

If yes, please list them and attach a copy of their current certificate and label as Exhibit 3:

\_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Expiration Date \_\_\_\_\_

Yes  No Do you have on staff a Licensed Pesticide Applicators licensed in the State of the Project's locale?

If yes, please list those who will be assigned to maintain the project and attach and label their current certificates as Exhibit 4:

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

**B I D F O R M S**

Yes  No Are you a current member in good standing with the Associated Landscape Contractors of America (ALCA)?

List other industry association memberships:

List other services you provide:

List industry awards:

**B I D F O R M S**

**QUALITY ASSURANCE PROCEDURES**

**Services:**

Submit one copy of the service reporting form used to communicate actions taken. Attach and label as Exhibit 5.

Do service technicians carry pagers or cell phones?

**Quality Assurance:**

For this project we will schedule quality assurance visits \_\_\_\_\_ times per year. Attach copy of the Quality Assurance Report and label as Exhibit 6.

Describe your quality control procedures:

Describe any other services scheduled:

Describe your method for handling customer complaints/problems:

**B I D F O R M S**

**REFERENCES**

Complete and submit the following for three (3) projects of similar complexity as the project specified. Include a minimum of 2 photographs of each project and label appropriately. (duplicate the form as required)

Name of Project:

Address of Project:

Management Company:

Contact Person:

Telephone Number:

Email:

Monthly Contract Amount:  less than \$500  \$501 - 1,000  \$1,001-\$2,000  \$over 2,000

Years Serviced:  less than 1 year  1-3 years  3-5 years  5-10 years  over 10 years

Description of Work:

Other Remarks:

## **B I D F O R M S**

### **LABOR ESTIMATES:**

Detail your labor estimates for each location:

- Smith Point, located on the Highway 101 roundabout at the west end of Astoria
- 8<sup>th</sup> St. Triangle Flower Bed, located on Marine Drive and 8<sup>th</sup> St.
- Portal Park, located at the corner of Leif Erickson Dr. and 33<sup>rd</sup> St.
- 15<sup>th</sup> St. Triangle, located on 15<sup>th</sup> St. between Marine Dr. and Commercial St.
- People's Park, located between 14<sup>th</sup> and 15<sup>th</sup> St. on Marine Dr.
- 17<sup>th</sup> St. Flower Bed, located at the north end of 17<sup>th</sup> St., in front of the Coast Guard Dock
- The Astoria Riverwalk, located along the Columbia River from the Megler Bridge to 39<sup>th</sup> St.
- 9<sup>th</sup> St. Park, located at 9<sup>th</sup> and Astor St.
- 6<sup>th</sup> St. Pier, located at the northern end of 6<sup>th</sup> St.
- Fort Astoria Park, located at the corner of Exchange St. and 15<sup>th</sup> St.
- West Bond Triangle Flower Bed, located at the corner of W. Bond St. and W. Marine Dr.

Based on the specified number of occurrences per year, for the following services (these estimates are required for the Owner to properly evaluate the Contractors Bid Proposal). Provide separate estimates for each location using the form (duplicate form as needed) on page 22.

**B I D F O R M S**

Location:			
Work Description (item, unit measure)	Estimated Labor Per Occurrence	Occurrences Per Year	Total Annual Service Fee
1. Spring Cleanup, (hrs. of labor per occurrence)		1	
2. Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, drives, etc. (hrs. of labor per occurrence)		26 minimum	
3. Edging of all sidewalks, driveways and curbs (hrs. of labor, per occurrence)		13 minimum	
4. Flower beds' chemical & manual weeding & deadheading (hrs. of labor per occurrence, based on a May 15 <sup>th</sup> installation date)		22 minimum	
5. Fertilizing flower beds & containerized flowers (hrs. of labor per occurrence)		3 minimum	
6. Landscape planting bed & tree base weed removal by chemical & manual means (hrs. of labor per occurrence)		4 minimum	
7. Fall Cleanup, includes summer annual flower removal. (hrs. of labor per occurrence)		2 minimum	
8. Applications of fertilizer and weed control practices to all turf areas (hrs. of labor per occurrence)		2 minimum	
9. Aerating, Dethatching of turf			
10. Shrub shaping (hrs. of labor per occurrence).		12	
11. Shrub Fertilization (hrs. of labor per occurrence)		1	
Total (total hours in first column & total annual fee, without sales tax, in third column)		—	



CITY OF ASTORIA  
Founded 1811 • Incorporated 1856

## **M E M O R A N D U M**

**DATE:** May 27, 2015

**TO:** PARK ADVISORY BOARD

**FROM:** ANGELA COSBY, PARKS AND RECREATION DIRECTOR  
JONAH DART-MCLEAN, PARKS MAINTENANCE SUPERVISOR

**SUBJECT:** HERBICIDE POLICY AND PRACTICES

### **DISCUSSION/ANALYSIS**

A task force was convened to address the issue of noxious and invasive weeds in Astoria Parks and Recreation sites; as well as the poor state of turf areas and lack of aesthetic appeal and cohesiveness in parks and green-spaces. The task force obtained feedback from a variety of stakeholders to determine the need and level of use for pesticides and fertilizers to control or eradicate noxious and invasive weeds and to provide recommendations to enhance and develop parks. This policy solely deals with those chemicals designated as “herbicides” and does not apply to other chemicals whose targets are not plants.

### **POLICY/PRACTICES**

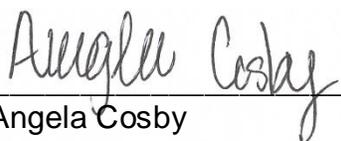
In order to promote sustainable parks that are aesthetically and intrinsically pleasing, the following recommendations have been drafted for weed management:

1. Create individual park plans that are unique and site specific for desired/unwanted species. These plans should include a catalogue of existing fauna/flora within each park to document and map species to be promoted.
2. Identify feasible mechanical and natural methods to deter, out-compete, or inhibit noxious weed growth

3. Consult with horticultural professionals prior to planting new species or significantly altering existing planted areas within parks
4. Utilize donated mulch from local arbor care companies to suppress weed growth in planted beds
5. Promote adoption of parks by neighborhood groups and encourage volunteer efforts for weed eradication in lieu of using pesticides
6. For the use of pesticides, the following steps shall be adhered to:
  - A. Party interested in applying herbicides must introduce issue to the Parks Director- describe targeted species, explain reason for concern
  - B. Explain failure/infeasibility of mechanical/hand removal. Provide rationale for preference to use chemical vs alternatives e.g. time constraints, cost, accessibility, etc.
  - C. Provide background information on chemical to be used. Describe the application method, possible hazards, techniques to mitigate hazards, effectiveness of preferred product, timing of application(s), and overall safety of product at site location.
  - D. Provide signage at site prior to and following application of pesticides to create awareness that area has been treated beyond the restricted entry interval timeframe
  - E. Parks Director, after approving herbicide use, shall inform Parks Advisory Board of the background on the chemical, rationale for application and location of herbicide application

### **RECOMMENDATION**

It is recommended that the Parks Advisory Board recommend adoption of the Herbicide Policy and Practices to the Astoria City Council.

By:   
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Angela Cosby  
Director of Parks & Recreation



## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

July 25, 2016

### MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO REQUEST PROPOSALS FOR TREE INVENTORY AND CONDITION REPORT OF TREES WITHIN ASTORIA PARKS AND OPEN SPACES

### **DISCUSSION/ANALYSIS**

“In one year, an acre of mature trees absorbs the amount of CO<sub>2</sub> produced by a car driven 26,000 miles. During one year, a mature tree will absorb more than 48 pounds of carbon dioxide from the atmosphere and release oxygen in exchange.”

*European Environment Agency*

Trees are a community resource whose value is often overlooked. As the quote above illustrates, trees provide numerous benefits to cities including:

- Increased air quality
- Higher property values
- Higher use of parks
- Higher resilience to erosion and flood damage
- Improved community health and wellness

Through the Parks Master Planning process, citizen outreach has strongly indicated that trees in Astoria Parks are of high importance. This valuation is reflected in feedback from park users who desire a high level of care and maintenance dedicated to tree species. The first step in achieving this increased level of care is to obtain an inventory of the trees present in parks and open spaces. In section 6.2 of the Parks Master Plan, Developing a Parks and Facilities Maintenance Plan is listed as a recommendation. A major component of the plan is to survey, inventory, and develop maintenance guidelines for all tree species in parks and open spaces. Because of the wide variety and locations of tree species in parks, the most efficient method of obtaining a complete tree inventory is to request and select proposals from qualified contractors with a strong background in arbor care and stewardship work.

Proposals will include costs by location to obtain the following data on all Parks Department trees:

- Scientific (Genus, species) and common name
- Type (deciduous, conifer)
- Condition (provide clearly explained rating system)
- Diameter at Breast Height (inches)

- Height (feet)
- Canopy Spread (feet)
- Location (lat. /long.)
- Proximity to Assets/Forecasted Growth Issues
- Documentation Of Any Present Tree Disease/Parasite/Threat
- Tree Health Management Recommendation
- Photo
- Map of Trees Within Each Property Location

Capital Funds have been allocated in the current budget year to carry out this inventory and condition work.

**RECOMMENDATION**

It is recommended that Council authorize the Parks and Recreation Department to Request Proposals for tree inventory and condition report within the Astoria Parks and Open Spaces.

By: Angela Cosby  
Angela Cosby  
Director of Parks & Recreation



CITY OF ASTORIA Founded 1811 • Incorporated 1856

# City of Astoria Parks and Recreation Tree Inventory Request for Proposals

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7/19/2016

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## Introduction

The City of Astoria’s Parks and Recreation Department, located at 1555 W Marine Dr. Astoria OR 97103, invites qualified Contractors to submit proposals to inventory and catalogue all the trees the Parks and Recreation Department is responsible for.

Proposals are due no later than 4pm on September 2nd at 1555 W. Marine Dr. Astoria Oregon 97103, with attention to Jonah Dart-McLean, Parks Maintenance Supervisor. Proposals may be mailed, hand-delivered, or emailed to [jdart@astoria.or.us](mailto:jdart@astoria.or.us). For questions, call 503-741-1600.

The City of Astoria’s Parks Department oversees a large amount park lands and open spaces and maintains a wide variety of native and exotic tree species. The Parks Department desires to increase its knowledge and tracking ability of the trees it is responsible for.

The City of Astoria strongly values its natural resources and strives to provide the most positive and healthful environments for its citizens. The City of Astoria recognizes trees as an important component of a successful city and understands that every dollar spent on planting and caring for a community tree yields benefits that are two to five times that investment (US Forest Service Study, 2011).

To serve both the purpose of tracking the health and types of trees located within the City’s parks properties in order to best care for and maintain them, and to help promote and enhance the benefits trees provide to the community, a comprehensive inventory of tree species, health, size, and location must be carried out.

The City is seeking a qualified, professional contractor to carry out a detailed tree inventory that encompasses all properties maintained by the Parks and Recreation Department.

## Proposed Scope of Work

Proposals must include all costs, broken down by location, (labor, materials, travel, etc.) involved to produce a comprehensive tree inventory for the Parks Department. This inventory must include the following data for individual trees:

- Scientific (Genus, species) and common name
- Type (deciduous, conifer)
- Condition (provide clearly explained rating system)
- DBH (inches)
- Height (feet)
- Canopy Spread (feet)
- Location (lat. /long.)
- Proximity to Assets/Forecasted Growth Issues
- Documentation Of Any Present Tree Disease/Parasite/Threat
- Tree Health Management Recommendation
- Photo
- Map of Trees Within Each Property Location

Areas with high tree densities, locations with homogeneity of species, or large locations where individual inventorying is not feasible, Proposers may describe sampling techniques in lieu of capturing data on singular trees. Sampling techniques and methods must be fully described and must capture the following data for plots of trees:

- Percentage of each tree species present
- Average height, age, DBH in plot by species
- Overall health of tree stand/plot

Attachment A to this document is a map and description of all locations the Parks Department desires to have trees catalogued at. All tree species in park areas must be included in this inventory, regardless of size.

Trees are defined as: woody perennial plants, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground. Not required to be included in this inventory are woody shrubs such as Rhododendrons, Mountain Laurel, etc.

Components of a full proposal shall include:

- Introduction of contractor, history of business, key staff
- Demonstrated understanding of project's scope, goals, and purpose
- Clearly explained inventory and sampling procedure and techniques
- Full description of any specialized tools or equipment to be used
- Clearly explained, simple rating system utilized to catalogue/document tree condition
- Pricing with detailed cost breakdowns by location

## Deliverables

Data collected through the tree inventory shall be submitted as two (2) hard copy reports and a digital copy with Excel spreadsheets containing all collected data, images, and all maps of tree locations in .pdf format.

Proposer will need to summarize data into a 10-15 minute visual presentation to be presented by the Contractor to the Parks and Recreation Advisory Board during a regularly scheduled meeting and the Astoria City Council during a regularly scheduled meeting.

## Project Tours

Before submitting a proposal, each Proposer shall have the opportunity to thoroughly examine project locations and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work. Tours can be scheduled by contacting Jonah Dart-McLean at 503-741-1600 or [jdart@astoria.or.us](mailto:jdart@astoria.or.us)

## Qualifications/Experience

Qualified proposers shall have at least one licensed ISA Arborist on staff that will act as a direct supervisor of the work to be carried out. The Arborist will provide written certification that all information collected is accurate and complete.

Proposers will provide three (3) references of work or experience that demonstrates capability to complete this project.

## Timeline

Upon notice to proceed, Contractor will have until June 1, 2017 to complete all work associated with this project and deliver to the Parks Department a complete inventory of trees within the attached list of properties.

## Terms and Conditions

All proposers responding to this RFP are required to adhere to the terms and conditions outlined in this RFP.

- A. Confidentiality of RFP.** The contents of your proposal will remain confidential and will not be made available to anyone except City staff and consultants involved in the review, evaluation, approval and execution of this RFP Process. By submitting a proposal, the proposer agrees to the terms, conditions and specifications of this RFP.
- B. Term of Pricing.** For purposes of this RFP, prices quoted for software and services shall remain effective for 60 days beyond the submittal date.
- C. Expenses.** Any cost incurred by the proposer in preparing and providing a response to the RFP is solely the responsibility of your organization. In addition, any costs associated with product demonstrations will also be the sole responsibility of your organization.
- D. Supplemental.** The City of Astoria reserves the right to seek additional information from the proposer at any time after the official submittal of the proposal.
- E. Acceptance or Rejection.** The City reserves the right to alter the scope of work and/or reject any or all proposals. The existence of the RFP shall not, in any way, obligate the City to take any action regarding any response submitted by a proposer.

## Insurance

Prior to starting work hereunder, CONTRACTOR, at CONTRACTOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance, written on an occurrence basis, in amounts not less than the limitations on liability for local public bodies provided in ORS 30.272 and ORS 30.273:

A. Commercial General Liability. CONTRACTOR shall obtain, at CONTRACTOR'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage. Coverage shall include CONTRACTORS, sub-contractors and anyone directly or indirectly employed

by either.

B. Automobile Liability. CONTRACTOR shall obtain, at CONTRACTOR'S expense and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to CONTRACTOR'S activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONTRACTOR shall furnish a certificate to CITY from each insurance company providing insurance showing that the CITY is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

D. Professional Liability Insurance. The CONTRACTOR shall have in force a policy of Professional Liability Insurance. The CONTRACTOR shall keep such policy in force and current during the term of this contract.

E. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from CONTRACTOR or its insurer(s) to CITY. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

## **Worker's Compensation**

The Contractor, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

## **Miscellaneous Contract Provisions**

We have attempted in the above materials to provide specific recommendations that could be considered in drafting an RFP. Few, if any, specifications can be written so that they are airtight. Should disputes arise over the terms or the performance of the contract they can generally be resolved amicably between the parties to the agreement. Sometimes, however, points of view are disparate and more formal means of obtaining an equitable resolution is necessary. One method that can be used to treat such occurrences is "binding arbitration" which specifies that irresolvable arguments be submitted to a board of arbiters. Guidance can be obtained from the construction industry arbitration rules of the American Arbitration Association. Should this specification be considered for use, we advise that an attorney familiar with arbitration methods be consulted prior to the issuance of the proposal package. The statement which an attorney may advise using could be similar to the following:

## **Arbitration**

Unless otherwise stipulated herein, all claims, disputes, and other matters in question, arising out of this agreement, between the parties to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then

obtaining. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder or any other manner, any additional person or a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Contractor, the Owner and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law. Notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### **Termination of Agreement**

During the Landscape services period, (30) days' notice shall be required for termination of this agreement. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all products and services supplied to the termination date, together with all Termination Expenses as defined below. Termination Expenses include expenses directly attributable to termination for which the Contractor is not otherwise compensated

### **Conflict of Laws, Assignment & Integration Clauses**

Unless otherwise specified, this Agreement shall be governed by the law the State of Oregon Owner and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party with respect to all covenants of this Agreement. Neither the Owner nor the Contractor shall assign, sublet or transfer any interest in this Agreement without the written consent of the other. This Agreement represents the entire and integrated agreement between the Owner and the Contractor and supersedes all prior negotiation, representations or agreements; either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and the Contractor.

## **Quality Assurance Procedures**

Submit one copy of the service reporting form your company uses to communicate actions taken and include answers to the following questions:

How are field communications with staff carried out?

How will staff carrying out work in the field identify themselves as a contractor of the City? (Shirts, ID badges, etc.)

Describe your company's quality control procedures:

Describe your company's method(s) for handling customer complaints/problems:

## **References**

Complete and submit the following for three (3) projects of similar complexity (duplicate the form as required).

Name of Project:

Address of Project:

Company/Owner:

Contact Person:

Telephone Number:

Email:

Date Range of Work Carried Out:

Description of Work:

## Vendor Selection Procedure

Proposals received by the City will be reviewed by the Selection Committee. The Selection Committee will use the following criteria and point system to evaluate all the proposals received.

### Evaluation Criteria

#### Quality of Proposal:

Proposal is clear, informative, organized and easy to follow. It thoroughly addresses the requirements as specified in the "Scope of Work".

#### Methodology:

The methods of gathering data are efficient and will provide clear, pertinent and easy-to-use and manipulate information.

#### Qualifications:

Contractor demonstrates a high level of experience and stability in providing this type of work or experience in this field, as evidenced by current client references.

#### Cost:

Competitive pricing will be taken into account and proposals should document all costs associated by location (labor, materials, travel, etc.).

	<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Quality of Proposal</b>	How does the proposal address the needs of the City and Department? Does the contractor present a clear and organized proposal?	<b>25</b>
<b>Methodology</b>	Will this proposal's methods yield the best, most useful results?	<b>25</b>
<b>Vendor Qualifications/References</b>	What kind of qualified experience does this contractor provide and do client references provide positive feedback?	<b>25</b>
<b>Cost</b>	How do the costs of this product and services align with the City's proposed budget? How do the costs compare with the services/product provided?	<b>25</b>
<b>Total Points Available:</b>		<b>100</b>

## Evaluation Procedure

The Selection Committee will review all proposals and make a final decision.

## Contract Negotiations

Following the interviews and vendor demonstrations, the Committee will recommend a vendor to move forward with contract negotiations. The City will begin negotiations with its first preferred contractor at this point in the process, but may meet with other contractors if contract negotiations are not amicable.