

**ATTACHMENT A  
SCOPE OF WORK**

- A. **General Scope:** The Cameron County Regional Mobility Authority (CCRMA) seeks to award a contract for LANDSCAPE MAINTENANCE SERVICES on SH 550 roadside, shoulders & drainage areas and inclusive of but not limited to turf, trash control, and chemical application. The Landscape Maintenance service area is divided into multiple zones as identified on Attachment “B” SH 550 Location Map (zones 1-3). Zone 1 begins at the Direct Connector and ends at Paredes Line (FM 1847). Zone 2 begins at Paredes Line (FM 1847) to Alton Gloor (FM 3248). Zone 3 begins at Alton Gloor to SH 48. CCRMA intends to award a contract to one (1) Contractor to perform the work required in all zones. All work must meet accepted standards as set forth in this scope of services. The Contractor must be available to perform work each weekday (Monday – Sunday).

The contractor shall maintain all grounds free of litter, debris, or other detriment. This shall include all roadsides, slopes, hard surface areas and fence lines or similar and natural areas. Areas shall be maintained free from paper, trash, weeds, visibly dead or other undesirable material. When working on the site, the Contractor is responsible for trash pickup adjacent to the work area regardless of work being performed.

The Contractor shall furnish all material, labor, tools, supplies, equipment, transportation, insurance required to maintain the property as set forth in this RFP.

- B. **Regular Monthly Maintenance: Zones 1, 2, & 3**

**Turf Mowing:** The work covered by this section consists of all labor, materials, equipment and performance of all operations necessary or required to mow, trim, edge, control weeds, and otherwise maintain all turf.

**Quality Assurance:** All work shall comply with applicable Federal, State, County, and Local regulations governing vegetation management. Work shall be in accordance with accepted standards and timelines as established by Texas Department of Transportation (TxDOT). All turfed areas shall be maintained as per TxDOT Roadside Vegetation Maintenance Manual as identified in Attachment C.

The Contractor shall keep the entire zone free from paper, trash, weeds, visibly dead or other undesirable material. Clean-up shall be performed immediately after operations and all edging operations. At no time shall clippings or debris remain upon the roadway or shoulders after operations.

**Timeframe:** Mowing operations must be completed within a three (3) daytime frame for each respective zone.

**Turf Mowing Frequency:** As needed to maintain TxDOT Vegetation Management required height.

**Edging:** All curbs or other hard surface areas will be edged with a blade edger only. Edges shall be maintained as clean lines or curves, without scalping of adjacent turf or detriment to other plant material or structures. All grass around drain ways, guardrails, light poles or any other structure on the property shall be trimmed with each mowing cycle.

The Contractor must prevent grass and other debris from being blown into air conditioning units,

condenser units, or other mechanical equipment. Grass and debris shall not be deliberately blown into storm drains or drain-ways. Contractor must prevent grass or other debris from being blown into the roadways, or other areas where vehicles or pedestrians may be struck.

Mowing operations shall be avoided during excessively wet periods. Mowing patterns will alternate, wherever possible, to reduce rutting and compaction upon the turf surface. Any and all ruts, scalps, or other turf damage caused by mowing operations shall be repaired by the Contractor at their expense.

At no time will trash be cut or mown over during mowing operations. All trash, debris, etc. must be removed prior to cutting turf.

Where turf areas are too narrow to allow mower access, the Contractor will trim grass to a uniform level during each mowing cycle using a string trimmer. In the case of guard rails or similar, the Contractor will trim beneath and to both sides of the rail to a minimum distance of three feet behind the rail or to a naturally occurring barrier, whichever is greater.

**Roadsides:** The Contractor will not allow brush material from natural areas along roadside to encroach or lean heavily over mowing area. Turf shall not be allowed to grow onto road shoulders.

**Drainage Areas:** The Contractor shall consistently maintain all drainage areas lined with riprap, as well as bridges, overpasses, and drainage culverts, in a trimmed and weed free condition.

**Mowers:** Acceptable mower types include hydrostatic rider or walk-behind and push mowers for commercial applications. All mower blades shall be kept sharp to minimize tearing of the grass during cutting.

**Edging Equipment:** Acceptable edging equipment types include rotary, metal blade and monofilament trimmers for commercial applications. Monofilament trimmers shall be used adjacent to hard structures, light poles, signs, etc.

Any and all damage resulting from the Contractor's operations shall be corrected by the Contractor each month at their expense.

C. **Fence Line Zones 1 & 3**

Fence lines shall be maintained free of brush, weeds, trash, leaves or other debris.

D. **Slope Maintenance Zones 1, 2, & 3**

This work incorporates all labor, material, supplies equipment and performance of all operations to trim and maintain slopes. Slope work is defined as areas that cannot be accessed by a standard mower or which would be damaged through the use of a mower. It is the Contractor's responsibility to review each area and determine maintenance method as per TxDOT Roadside Vegetation Maintenance Manual

E. **Weed Control and Chemical Use General Guidelines Zones 1, 2, & 3**

This incorporates all work to remove, prevent, control and maintain in a weed free condition all hard surface and turf areas throughout the zones, including all road shoulders.

**Application of Herbicides:**

All chemical application will follow the safety guidelines, standards and application methods as

set forth by the Texas Department of Transportation. Chemical application records must be provided to the CCRMA upon request. In the event of damage caused to the turf or landscape from chemical, the Contractor is responsible for all renovation or replanting costs and will water and maintain all replaced material for one (1) year from date of install at Contractor's cost.

The Contractor is responsible for providing all required PPE for staff for all chemical operations. Additionally, the Contractor shall not allow faulty, leaking or otherwise detrimental equipment to be used upon the site.

The Contractor is responsible for all damage resulting from or relating to any spill or other incident occurring from herbicide used by their staff on the site. All spills must be reported to the CCRMA within one (1) hour of occurrence. The Contractor is responsible for all spill clean-up and must have a spill kit available onsite.

**Hard surfaces: Zones 1, 2, & 3**

All hard surface area shall be maintained free of weeds. This section incorporates all work to maintain all hardscapes including curbs, gutters, road shoulders, underpasses, pole bases, sign bases and similar free from all weed material.

At no time will chemical be allowed to contact desirable material or pose run-off issues. At no time shall chemical applications negatively impact drain ways, gutters or other sensitive waterways or wildlife areas. The Contractor is responsible for determining appropriate chemical for each area to achieve control of all weeds. Chemical application must be performed in such manner to complete the work throughout the zone within a one-week time frame.

**Weed Control Pre-Emergent Guidelines Zones 1, 2, & 3**

These general guidelines are incorporated as part of each section for pre-emergent weed control. Application of Herbicides and Pesticides: All chemical application will follow the safety guidelines, standards and application methods as set forth by the Texas Department of Transportation. Copies of chemical application records will be provided to the owner upon request. The Contractor is responsible for the safe application of chemical to the site and will be held responsible for any and all damages caused from said applications. Appropriate chemical for targeted application will be used. The Contractor is responsible for determining chemical mixes for best efficacy. Desired result is best control with least residual activity for post emergent chemical. If current stand of weeds is evident and pre-emergent is being used for successional control the current stand of weeds must be treated with a post emergent herbicide prior to application of pre-emergent.

- F. **Pricing** shall consist of a fixed monthly rate to cover regular maintenance and shall be paid each month. Cost Proposal should be submitted in accordance with Cost Proposal Sheet found in Attachment D.

The price(s) proposed shall apply for the entire term(s) of the Contract unless CCRMA approves a price adjustment in writing in accordance with the following terms:

Price increases shall only be allowed when justified in CCRMA's sole discretion based on legitimate, bona fide increases in the cost of materials. No adjustment shall be made to compensate the Company for inefficiency in operation, increase in labor costs or for additional profit.

To obtain approval for a price increase, the Company shall submit a written request to the CCRMA. The request must state and fully justify the proposed price increase over the price originally bid.

No proposed price increase shall be valid unless accepted by CCRMA in writing. CCRMA may approve such price increase for the remaining term of the Contract or for a shorter specified period, in the CCRMA's sole discretion. If CCRMA rejects such price increase, the Company shall continue to perform under the Contract.

If CCRMA approves a price increase pursuant to this Section and the market factors justifying the increase shift so that the increase is no longer justified, CCRMA shall have the right to terminate the price increase and revert back to the prices that were in effect immediately prior to the increase. The Company shall notify CCRMA in writing if the market factors on which CCRMA granted the increase change such that CCRMA's reasons for granting the increase no longer apply.

- G. **Invoices:** A monthly invoice must be submitted via email directly to CCRMA no later than the 5th of each month. The monthly invoice shall include base monthly fees. Monthly invoices shall be emailed to [vbarron@ccrma.org](mailto:vbarron@ccrma.org)
- H. **Schedule:** A plan of work to be performed shall be submitted via email to the CCRMA each week. In the event that work schedules/plans need to change due to weather, a special event or other occurrence, the Contractor and CCRMA will coordinate changes.

All work must be completed within a timely manner. All mowing operations average three (3) days for each respective zone. Spraying operations average one (1) week across the entire zone.

In the event of equipment failure, the Contractor will have three (3) days to repair equipment after which they must provide other equipment to complete the work at the Company's expense.

- I. **Safety Guidelines:** Contractor is responsible providing the appropriate methods to ensure the safety of their staff and the safety of any client that may be affected by maintenance operations. Additionally, all staff must wear high visibility clothing at all times and have the company name, logo, and individual staff name clearly displayed upon the exterior of the uniform. All vehicles must bear a clear company logo. Contractor must provide traffic safety and redirection in the form of safety cones or barrels, signage, flags, etc. as appropriate to safely close a lane. When lane closures are necessary, they must be approved in advance by the CCRMA.

For more information, please refer to Attachment C:

The current edition of the Texas Department of Transportation (TxDOT) Roadside Vegetation Maintenance Manual

[Roadside Vegetation Management Manual \(VEG\) \(txdot.gov\)](https://www.txdot.gov/roadside-vegetation-management-manual-veg)

- J. **Inspections:** The Contractor shall accommodate scheduled and unscheduled inspections of the site, materials, supplies and equipment by the CCRMA. The Contractor shall be responsible for providing a management representative to participate in inspections. Inspections shall occur on

average once per week per zone. Areas found to be deficient or of unacceptable work quality will be documented by the CCRMA during the inspections. The Contractor and CCRMA shall agree in writing on the corrective action(s) including a timeline for completion of work.

K. **Additional Services:** The Contractor shall, from time to time and at CCRMA's written request and authorization, provide additional services beyond the scope of this agreement. Additional services shall be priced and performed on the basis of unit labor prices. CCRMA will issue separate purchase orders for additional services performed under this contract.

L. **Required Documents and Minimum Qualifications:** Provide a description of the anticipated size and structure of the crew to be assigned to the site. For example, separate chemical and mowing crews; how many personnel assigned to each and how often they would be on site etc. Provide description for both summer and winter crews. Provide three (3) commercial references of similar size where work has been performed for longer than two (2) years.