

REVISED

GENERAL REQUIREMENTS

1.01 **GENERAL PROVISIONS:** The General Conditions of the Contract and any supplementary conditions as agreed upon between the Hawaii Housing Finance and Development Corporation (HHFDC) and the Contractor are a part of this Contract and shall govern the Work.

- A. **DESCRIPTION OF PROJECT:** This project shall cover Landscape and General Maintenance work at HHFDC's Waiahole Valley Agricultural Park and Residential Lots Subdivision located in Waiahole, Oahu, Hawaii, as described herein.
- B. The work areas include those areas identified in the "Description of Areas" contained herein. Contractor shall review the identified areas in the field and inform HHFDC of any identified discrepancies between the identified areas and the field condition prior to commencement of work.

1.02 **WORK COVERED BY THE CONTRACT DOCUMENTS:**

The Work includes but is not limited to the following:

- A. Regular landscape maintenance and/or removal of non-native plants, trees, grass, and other vegetation located throughout Waiahole Valley Agricultural Park and Residential Lots Subdivision.
- B. Perform necessary tree trimming and/or tree removal under the direction of HHFDC's Project Coordinator and Inspector. Contractor shall immediately report to HHFDC's Project Coordinator and Inspector any unsafe tree conditions and discuss a solution to address the concern.
- C. Proper removal and disposal of abandoned vehicles located throughout Waiahole Valley Agricultural Park and Residential Lots Subdivision.
- D. Clear and remove debris on or around the storm drain grating panels; clear and remove vegetation and dirt that is growing or collecting on and around drain inlets/outlets that could block the flow of water; and remove debris and rubbish in the shoulder area including sidewalks located throughout Waiahole Valley Agricultural Park and Residential Lots Subdivision.
- E. Maintenance of any additional area not described herein within Waiahole Valley Agricultural Park and Residential Lots Subdivision which is incorporated into the Work as agreed upon by HHFDC and the Contractor.

1.03 **GENERAL REQUIREMENTS**

- A. SCOPE. The Contractor shall furnish supervision, labor, material, equipment, and incidentals necessary to perform all work as described in these General Requirements and in the Bid Documents.
- B. DESCRIPTION OF WORK. Refer to the Description of Areas in section 1.06 below and to the Technical Specifications attached to this IFB for specifications and further description of the work to be performed.
- C. WORK SCHEDULE. Prior to commencement of the work, the Contractor shall provide a schedule for the work to be completed. All scheduled work performed by the Contractor shall be in accordance with these General Requirements.
- D. WORK INSPECTION. Verification of completed work by the HHFDC Project Coordinator and Inspector is a requirement of this contract for the approval of payments to the Contractor. Therefore, the Contractor shall notify the HHFDC, at least seven (7) calendar days prior to submitting invoices for payment for work performed under this Contract. Failure to do so may delay the approval and processing of the requested partial payment. Refer to the HHFDC General Conditions for additional inspection requirements.

1.04 TIME OF COMPLETION. The time of completion for all work in the Contract shall be as specified in the Form of Bid. Any extension of Contract time will be subject to the approval of the Executive Director as indicated in these General Requirements.

1.05 CONTINGENCY ALLOWANCE. An allowance, as specified in the Form of Bid, is reserved for unforeseen or emergency work related to this Contract. If necessary, additional inspection work shall be based on the unit prices as provided by the Contractor in the Form of Bid. The contingency allowance shall be applied to work only as authorized by HHFDC and performed by the Contractor. Work shall not commence on any allowance work prior to issuance of written authorization of HHFDC, except in emergency cases. Further, the HHFDC may require that the Contractor submit invoices, receipts, or other information, prior to payment.

1.06 DESCRIPTION OF AREAS: Landscape and General Maintenance shall be performed as required in these General Requirements and shall be limited to the areas described herein and as noted in attached Figure(s), including the General Site Location Map (Figure 1), except as modified in writing by HHFDC.

****PLEASE REFER TO ATTACHED FIGURES AND CORRESPONDING COLOR CODE FOR LOCATION OF THE FOLLOWING JOB SCOPE ITEMS:**

- A. Waiahole Valley Road & Waiahole Homestead Road: Monthly (twelve (12) times per year) landscape maintenance, including grass cutting and clearing/removal of vegetation and rubbish along both sides of Waiahole Valley Road (including North Branch and South Branch) and Waiahole Valley

Homestead Road (approximately 3.0 miles total); and clearing all storm drain inlet grates and riprap (approximately 40 total).

1. The designated work area is approximately twenty (20) feet from the edge of the asphalt roadway, sidewalk, and into HHFDC's property. This includes trimming vegetation and branches up to ten (10) feet high.
 2. Clear and remove debris on or around the storm drain grating panels, clear, and remove vegetation and dirt that is growing or collecting on and around the drain, drain inlets and drain outlets that could or is blocking the flow of water.
 3. Clear and remove debris and rubbish on the shoulder area including sidewalks.
 4. HHFDC may request the Contractor to remove from the areas on and around the storm drains, drain inlets, drain outlets, catchments, shoulder areas, grating panels, and sidewalks any rocks, leaves, tree branches, grass, mud, rubbish, etc.
- B. **Lot 131 (vacant):** Monthly (twelve (12) times per year) landscape maintenance. HHFDC Lot 131 located in Waiahole, Oahu, TMK (1) 4-8-7:6. Contractor will be responsible to trim back overgrown vegetation, branches, and trees encroaching into roadway up to ten (10) feet high and approximately twenty (20) feet from edge of the asphalt roadway, sidewalk, and into HHFDC's property.
- C. **Lots 102 and 103 (vacant):** Bimonthly (six (6) times per year) landscape maintenance. HHFDC Lots 102 and 103 located in Waiahole, Oahu, TMK (1) 4-8-11:46 and 4-8-11:47. Contractor will be responsible to trim back overgrown vegetation, branches, and trees encroaching into roadway up to ten (10) feet high and approximately twenty (20) feet from edge of the asphalt roadway, sidewalk, and into HHFDC's property.
- D. **Lot 25 (vacant):** Monthly (twelve (12) times per year) landscape maintenance, including cutting or mowing grass and clearing overgrown vegetation from HHFDC Lot 25 located in Waiahole, Oahu, TMK (1) 4-8-9:21. Contractor will be responsible for maintaining a ten (10) foot set back from the three (3) adjacent existing property perimeter walls.
- E. **Lot 30 (vacant):** Monthly (twelve (12) times per year) landscape maintenance, including cutting or mowing grass and clearing overgrown vegetation from HHFDC Lot 30 located in Waiahole, Oahu, TMK (1) 4-8-9:26. Contractor will be responsible for maintaining a ten (10) foot set back from the two (2) adjacent existing property perimeter walls.
- F. **Lot 32 and 33 Driveway (vacant):** Monthly (twelve (12) times per year) landscape maintenance, including cutting or mowing grass and clearing

overgrown vegetation from HHFDC Lots 32 and 33 driveway located in Waiahole, Oahu, TMK (1) 4-8-9:28 and 4-8-10:2. Contractor will be responsible for maintaining both sides of the driveway from the edge of the asphalt roadway to the adjacent existing property perimeter chain link fence.

- G. **Lot 33 (vacant):** Monthly (twelve (12) times per year) landscape maintenance, including cutting or mowing grass and clearing overgrown vegetation from HHFDC Lot 33 dirt/grass road to open field located in Waiahole, Oahu, TMK (1) 4-8-10:2. Contractor will be responsible for maintaining the dirt/grass road up a hill to an open field on upper area of the property. The length of the driveway and road is approximately 1,200 feet long by sixteen (16) feet wide. The driveway must be kept clear of any vegetation or obstruction (i.e., rocks). Trees, branches, grass, vegetation that are encroaching into the 16-foot-wide driveway area shall be cut away and up ten (10) feet high.
- H. **Lot 59 Booster Pump Station:** Monthly (twelve (12) times per year) landscape maintenance, including mowing grass, cutting trees, plants, and vegetation on HHFDC Lot 59 located in Waiahole, Oahu, TMK (1) 4-8-12:37 within the perimeter fence of the booster pump station.
- I. **Lot 77 Water Tank:** Monthly (twelve (12) times per year) landscape maintenance, including cutting trees, plants, and vegetation on HHFDC Lot 77 located in Waiahole, Oahu, TMK (1) 4-8-12:44. The designated work areas are from the edge of the entire length of the chain link fence/rock wall bordering Waiahole Valley Road (South Branch) and into HHFDC's property, approximately twenty (20) feet into the lot. Landscape maintenance work shall be performed along both sides of the access road located in the lot from the front entry gate to the water reservoir tank, and an approximate 15-foot-wide area around the water tank perimeter fencing. Contractor shall remove any vegetation growth inside of the water reservoir tank perimeter fencing.
- J. **Lot 108 Waiahole Stream:** Monthly (twelve (12) times per year) landscape maintenance, including cutting or mowing guinea grass and clearing other overgrown vegetation on HHFDC Lot 108 located in Waiahole, Oahu, TMK (1) 4-8-8:18. The area on which work will be performed is from the sidewalk to at least thirty (30) feet into Lot 108. Contractor shall employ Best Management Practices to prevent or reduce the pollution of Waiahole Stream and prevent or reduce tree branches/limbs/leaves, vines, rubbish, or any type of debris from entering Waiahole Stream and blocking or clogging the bridge under Kamehameha Highway. Contractor will have access from Waiahole Valley Road.
- K. **State Well Site:** Monthly (twelve (12) times per year) landscape maintenance, including cutting or mowing guinea grass and clearing other overgrown vegetation along the access road to the well pumps.

1. State Well Site located within Waiahole, Oahu, TMK (1) 4-8-13. The unpaved dirt access road runs from the end of Waiahole South Branch Road to the well pump site and is approximately one (1) mile long by twenty (20) feet wide. The access road shall be kept clear of any vegetation or obstruction (i.e., rocks). Trees, branches, grass, and vegetation that are encroaching into the access road shall be cut away up to fifteen (15) high.
 2. Contractor shall cut and clear any trees, vegetation, or grass to maintain a clear area within ten (10) feet of the 2,100 Gallon Surge Tank. Contractor shall remove any vegetation growing inside of the perimeter fence of the surge tank and keep the area clean of debris and rubbish.
 3. Contractor shall cut and clear any trees, vegetation, or grass and maintain a clear area within ten (10) feet of the perimeter wall surrounding the well pump site. Contractor shall remove any vegetation growing inside the perimeter well site, on the shed roof, and keep area clean of debris and rubbish.
 4. IMPORTANT, please note the following limitations:
 - a. The State Well Site is secured with four (4) locked gates. These gates must be opened and subsequently locked after passing through with vehicles and equipment to prevent unauthorized persons from entering the area.
 - b. To access the well pump site there is a single lane bridge over Waiahole stream that is approximately sixty (60) feet long by twelve (12) feet wide. The bridge was designed for H-20/HS-20 loading, however, Contractor shall proceed at their own risk when crossing.
- L. The following conditions apply to all work performed under the Contract, including the work specified in items A-K above:
1. All guinea grass, plants, vegetation, and non-native trees shall be cut down to ground level height as much as possible.
 2. All tree trunk debris shall be cut up and chipped and may be left within lot(s). Stumps shall be ground to ground level as much as possible.
 3. Contractor shall **NOT** employ any herbicide, insecticide, fungicide, or pesticide.
 4. Contractor will be responsible for the disposal of the green waste (grass, weeds, bushes, vines, small trees, etc.) generated from the designated work area(s).

5. Contractor will be responsible for picking up, removing, and disposing of man-made litter/trash/rubbish (for example: discarded rubber tire, beer bottles, plastic cups, disposable diapers, etc.) found within the designated work area.
6. HHFDC's Project Coordinator and Inspector will identify trees for trimming and/or removal located throughout Waiahole Valley. Contractor shall schedule work within seven (7) days of notification from HHFDC.
7. HHFDC's Project Coordinator and Inspector will identify abandoned vehicles for proper disposal and removal located throughout Waiahole Valley. Contractor shall schedule work within fourteen (14) days of notification from HHFDC.

M. LIST OF FIGURES:

The figures below are not to scale:

Figure 1	Waiahole Valley General Site Location Map
Figure 2	Map of Waiahole Valley Road (North and South Branch) and Waiahole Homestead Road
Figure 3	Map of HHFDC Lot 131
Figure 4	Map of HHFDC Lots 102 and 103
Figure 5	Map of HHFDC Lots 25, 30, 32 (driveway) and 33 (driveway)
Figure 6	Map of HHFDC Lot 33
Figure 7	Map of HHFDC Lot 59 Booster Pump Station
Figure 8	Map of HHFDC Lot 77 Water Tank
Figure 9	Map of HHFDC Lot 108 Waiahole Stream
Figure 10	Map of HHFDC State Well Site
Figure 11	Drain Location Map 1
Figure 12	Drain Location Map 2
Figure 13	Drain Location Map 3
Figure 14	Drain Location Map 4