

**STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HIGHWAYS**

**ADDENDUM NO. 2
FOR
MAINTENANCE OF LANDSCAPED AREAS AND MAINTENANCE,
INSPECTION OF IRRIGATION SYSTEM,
WAIAWA INTERCHANGE, DISTRICT OF EWA
ISLAND OF OAHU
PROJECT NO. H1D-01-24C(2R)**

January 10, 2025

This Addendum shall make the following amendment(s) to the Solicitation:

A. SPECIFICATIONS

1. Delete **SECTION 10 - MAINTENANCE OF LANDSCAPED AREAS**, dated 12/2/2024, in its entirety, and replace with attached **SECTION 10 - MAINTENANCE OF LANDSCAPED AREAS**, dated r1/10/2025.

The following is provided for information.

B. RESPONSES TO REQUESTS FOR INFORMATION (RFIs/QUESTIONS)

1. The attached **RESPONSES TO REQUESTS FOR INFORMATION** are provided for information.

Please acknowledge receipt of this **ADDENDUM NO. 2** by recording the date of its receipt in the space provided on **PAGE PF-4** of the Proposal.



HARRY H. TAKIUE
Acting Engineering Program Manager
Construction & Maintenance Branch

SECTION 10 – MAINTENANCE OF LANDSCAPED AREAS

10.1 DESCRIPTION

The work shall consist of maintenance of planted areas through continued watering, weeding, fertilizing, mowing, reseeding, cultivating, spraying, mulching, trimming and care of shrubs and trees, edging, invasive plant removal, and other services necessary for care and upkeep of highway plantings. This section also describes replacement of dead or damaged plants, clearing and clearing of sidewalks, gutters, swales, and ditches within the contract limits and removal and disposal of trash and debris.

The location plan in Appendix F, depicts areas where landscaped maintenance services are to be provided.

10.2 COORDINATION OF WORK

All work under this contract shall be coordinated with the Engineer or a duly authorized representative.

Engineer Mr. Mike Medeiros District Engineer (DE) – Oahu District Phone: 808-831-6700 x128 Fax: 808-831-6725 Email: mike.medeiros@hawaii.gov	Authorized Representative of the DE Mr. Dean Takayama District Horticulturist – Oahu District Phone: 808-831-6700 x132 Fax: 808-831-6725 Email: dean.t.takayama@hawaii.gov
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10.3 QUALIFICATIONS OF BIDDERS

The contractors shall provide documentation of licenses, certificates and other requirements listed in the subsection below. Requested documents shall be received by the Project Manager no later than five (5) working days from the date of written request from the State.

(A) Contractor or Contractor's Responsible Managing Employee (RME) Qualification.

- License.** At time of bidding, bidder shall possess a valid State of Hawaii Contractor’s license as specified in the Notice to Bidders. The Contractor shall possess the license throughout the duration of the contract and or any extensions. The Contractor shall provide a copy of the specified license and contractor license number as applicable.
- Work Experience.** At the time of bidding, the Contractor shall have a minimum of two (2) consecutive years of Hawaii Contractor’s license specified in the Notice to Bidders. The experience shall include a minimum of two (2) years in managing contracts like this project scope immediately prior to bid opening. The contractor shall provide the number of years of experience as applicable.

- a. The State may request a list of similar projects to substantiate the bidder's/contractor's experience. The list shall contain a minimum of three (3) different landscape projects and shall include a) name of the company, b) point of contact, c) phone number, d) description of landscaping work performed, and e) size of the project (cost wise)
3. Copy of the valid certification as a Certified Landscape Technician (CLT) **Exterior/Maintenance or equivalent.**
4. Copy of the valid certification as a CLT **Exterior/Irrigation or equivalent.**
5. **Sprinkler Technician.** The Contractor shall have a sprinkler technician capable of reading plans and have at least one (1) year experience in all phases of a sprinkler system installation and maintenance. A list of employed sprinkler technician and their work experience similar to the scope of this project shall be provided.
6. Copy of the respective certificate of training completion as Flagger, Traffic Control Technician and/or Traffic Control Supervisor, as applicable.
7. Copy of valid training completion certificate as Fall Protection Competent Person.
8. Possess a valid disposal permit and Proposed Disposal Site Location. This requirement shall be provided no later than seven (5) working days from written request from the State and shall be verified three (3) working days prior to the Notice to Proceed date to the lowest responsive bidder.
9. The contractor shall possess the required business and tax license to conduct business in the State of Hawaii.
10. Have all required equipment (e.g., handheld tools, utility trucks, aerial bucket trucks, chippers, etc.) necessary to perform the specified services in this document.
 - a. The following are required on all equipment/vehicles, as applicable:
 - i. Contractor's vehicles must have Contractor's company name and/or logo displayed on doors or side panels and shall be in letters large enough to be easily legible from a distance of one hundred (100) feet. Magnetic signs bearing the contractor's company name/logo are acceptable. Cost for the logo/contractor's company name shall be considered as incidental cost of palm pruning or removal services.

- ii. All vehicles shall be kept in good condition and appearance.
 - iii. Shall meet all State and County licensing and registration and safety requirements and shall be equipped properly in accordance with City, State, Federal and OSHA requirements.
 - iv. Equipment/vehicles parked on the shoulder shall require proper traffic signage (i.e., "Shoulder Work Ahead", etc.) traffic cones, barricades, etc. as necessary and placed in accordance with the MUTCD. Refer to Section 10.11(A)5, of the Specifications for more information.
 - v. The Contractor shall obtain insurance coverages as specified by Section 7.9 Insurance, of the Specifications.
 - vi. Operation of all equipment shall be in accordance with all applicable OSHA, other Federal, State, and local regulations and laws and the equipment operator's manual.
11. Be familiar with working on State Highways preferably on the Island of Oahu.
12. Be experienced on establishing required traffic control per the current U.S. Federal Highway Administration's 'Manual on Uniform Traffic Control Devices (MUTCD). The Contractor may employ a person or use a sub-contractor who is knowledgeable on traffic control.

(B) Contractor or Contractor's RME or Contractor's Personnel Qualification.

The Contractor shall determine the number of trained/certified staff personnel that is to be employed to satisfactorily perform all the tasks following all the safety requirements of the contract documents, but shall employ the minimum number of personnel as specified below who is trained/certified/licensed/experienced on the following:

1. **Lead Maintenance Person/Highway Maintenance Supervisor.** At the time of bidding, the Contractor shall employ, as a minimum, a CLT in good standing. The CLT shall have a minimum of one (1) year experience in supervising personnel performing general landscaping maintenance work on state highway's right-of-way areas or two (2) years of experience in general landscaping.
- a. The CLT shall be always present on-site during any work activity for this project. Liquidated Damages may be incurred if a CLT is not present.
 - b. A list of employed CLT with their certification shall be provided to the engineer at the Pre-Start Meeting (refer to Section 10.14).

2. **Traffic Control Personnel.** The Contractor shall have personnel with at least two (2) years' experience in establishing the required traffic control using the current U.S. Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD). The Contractor shall provide a list of personnel who is trained and certified on the following American Traffic Safety Services Association (ATSSA) courses or approve equivalent at the Pre-Start Meeting (refer to Section 10.14). The list shall include the full name of each personnel with their certification and expiration date, course information, and years' experience relative to the list below.
 - a. Flagger
 - b. Traffic Control Technician (TCT)
 - c. Traffic Control Supervisor (TCS)

For more information on the above courses, log on to:

<http://www.atssa.com/training>

The Contractor may, with approval from the engineer, use a sub-contractor who is qualified and knowledgeable with the traffic control. The subcontractor shall fulfill all training and certification requirements for this project.

3. **Fall Protection Competent Personnel.** The contractor shall have current personnel who satisfies the requirements of the 29 CFR 1926.503 and other Federal, State, and local regulations for Fall Protection. Have the requirement to meet the "Competent Person" as defined in 29 CFR 1926.32(f). A list of qualified persons shall include the full name of each personnel with their certification and expiration date, course information, and years of experience.
- (C) Falsification of personal qualifications, inability to successfully perform the work, or excessively high turnover of personnel assigned to this work shall constitute a major breach of this contract and the contract shall be subject to termination.
- (D) Supplementary Contractor Personnel Requirements.
1. **Uniforms.** Contractor employees on the job site shall be easily identified as the Contractor's employee by wearing a shirt, T-shirt or coverall with the company name or logo. All Contractor's personnel shall always present a neat and clean appearance. One color and style of uniform shirt shall be selected which will be worn by all Contractor personnel. Cost of employee's shirt, T-shirt or coverall shall be incidental to the unit price of palm pruning and removal services.
 2. **Conduct of personnel.** The State reserves the right to disqualify a person based on performance anytime during the contract. Upon disqualification, the Contractor has ten (10) working days to submit a qualified replacement.

3. The Contractor shall prohibit their personnel from parking their personal-owned vehicle along the highway right-of-way areas.

(E) Schedule of Submitting Required Documents.

The applicable requested documents in Section 10.3(A) and (B) shall be received by the Project Manager no later than five (5) working days from the date of receipt of the written request from the State.

All required and requested documents as listed below and/or specified in this contract shall be submitted prior to award and/or the notice to proceed date to the Engineer and Project Manager. The Engineer/Project Manager shall verify and approve all submittals.

Failure to submit required or requested documentation may result in bid rejection or termination of contract by the Department of Transportation.

1. Equipment List including lease agreement and equipment availability.
2. List of all personnel working on this contract including names, telephone numbers, and applicable license and certifications.
3. Safety Plan
4. Traffic Control Plan
5. Safety Data Sheets
6. Certified Payroll Affidavit (Submitted monthly when service is performed.)

10.4 INSPECTION OF PLANS AND OF AREAS TO BE MAINTAINED

- (A)** A set of detailed plans showing the limits of the areas and plant inventory to be maintained will be available for inspection at Oahu District Baseyard Office at 727 Kakoi Street, Honolulu, Hawaii 96819, from the first day of advertising for bids up to an including the day of bid opening. In case of dispute over limits of work areas, the limits shown on the detailed plans shall govern. It is the Contractor's responsibility to meet with District personnel and discuss the plans and specifications prior to submitting a proposal.
- (B)** In case of new construction and other State maintenance activities, whether planned or unplanned, the State reserves the right to reduce the scope of work and areas to be maintained within the landscaped areas as specified in the contract. The State shall issue a Change Order and shall modify the contract in writing as specified in Section 4.4, Changes and Claims for Adjustments. Adjustments in the contract price shall be determined in accordance with Section 4.5 Price Adjustment, of the Specifications.
- (C)** Once construction is complete and plants have been established on new construction, the State may request the Contractor to provide landscaped maintenance services. The State shall issue a Change Order and shall modify the contract in writing as specified.

- (D) Throughout the life of the contract, the State may add additional small areas that are not under contract which are “adjacent” or “within the vicinity” to the project limits and which are the property of the State, requiring services that are specified in this contract. For the purposes of these specifications, the work “adjacent” or “within the vicinity” shall be defined by the proximity of the closest landscaped area under contract to the proposed additional area and not by a certain measured linear distance. By this definition, as an example, the Engineer may add a small area as mentioned above which is located five (5) miles to the closest landscaped area under contract for as long as this landscape area under contract is the closest to the proposed additional small area. Payments for services to added areas will be paid under bid item Miscellaneous Work of the Proposal Schedule.

For the proposed additional small areas, the State reserves the right to solicit competitive quotations and have the landscape maintained by the lowest quotation.

10.5 SCOPE OF WORK

All work shall be in accordance with these Specifications, best horticultural practices and the Highway Manual for Sustainable Landscape Maintenance (HMSLM). The location plan and maintenance of landscaped areas task and frequency can be found in the appendices. The Contractor shall bring the project up to specifications within thirty (30) days from the Notice to Proceed date. Additional time may be granted upon a request by the Contractor and approval of the Engineer.

- (A) **MOWING.** All turf shall be mowed uniformly at the required frequency stated in the Task and Frequency Matrix, Maintenance of Landscaped Areas.
1. During long dry periods, if directed by the Engineer in writing, grass height may govern mowing frequency.
 2. The turf height shall be from one and one-half (1-1/2) inch to two (2) inches on medians and areas with foot traffic and four (4) to six (6) inches on other open areas along the highway for erosion control.
 3. Remove all litter and debris prior to mowing. A bag chute shall be used to remove excess cuttings, or the area may be raked.
 4. Along Cane Haul Road Only, the Waipahu Street Bridge to Farrington Highway, mow 10 feet from edge of road towards adjacent guard rail along off-ramp (Exit 8A) to Farrington Highway westbound and 10 feet from guard rail towards Cane Haul Road. Do not mow on areas between these two ten-foot areas, except as requested by the Engineer. These unmown areas are for erosion control.

Along existing Right of Way (ROW) fence on residential area adjacent to Cane Haul Road, mow from edge of Cane Haul Road to existing ROW fence. *Refer to*

page F-2 Location Plan, of the Appendices for the location of ROW fence.

5. Clean and remove all clippings from hard surfaces, roadways and drainage swales by the end of each workday.
6. A payment deduction will be applied if trimmings are not removed by the end of each workday as specified in Deductions under Basis for Payment below.

(B) EDGING AND TRIMMING OF GRASS. Edging and trimming of all turf cover along sidewalks, roadways, expansion joints and cracks, plant beds or structures shall be incidental to turf mowing. Monofilament line trimmers shall not be used around the base of the trees unless a tree guard is installed. Chemical edging is unacceptable. Conspicuous and deleterious weeds shall be cut at the ground line.

(C) WEEDING. Weeds shall be considered as any undesirable plants not originally planted and noxious vegetation shall be defined by the “Hawaii Invasive Species Council List of Plant Species Designated as Noxious Weeds for Eradication or Control Purposes by the Hawaii Department of Agriculture (06/18/1992).” All pavement expansion joints and cracks are to be maintained free of weeds.

The weeding cycle shall be continuous and as needed. Weed infestation shall not exceed ten (10) percent of each designated area.

All landscaped areas shall not exceed ten (10) percent weed infestation of each designated area within thirty (30) days after commencement of work. The Contractor shall use pre-emergent herbicides as necessary to control excessive weeds in planting beds.

Conspicuous and deleterious weeds shall be removed by its roots in all landscaped areas. Removal by cutting or topping at the ground line will not be allowed. This requirement shall be strictly enforced. In maintenance areas without landscaping but only vegetative cover erosion control purposes, cutting or topping of weeds will be allowed at the Engineer’s discretion.

(D) EDGING AND TRIMMING OF VINES AND GROUND COVER (AS APPLICABLE).

Vines and ground cover shall be edged and/or trimmed by the best horticultural practice as required to maintain a neat appearance and safe roadway.

Vines or ground cover shall not be allowed to overgrow shrubbery, signs, streetlights, fences, valve boxes, guardrails or other structures unless otherwise instructed.

All work in this section shall be in order within thirty (30) days after commencement of the work. Unless directed otherwise, ground covers shall be maintained at a uniform height not exceeding twelve (12) inches or not less than six (6) inches above ground and

shall be cleared from around all sprinkler heads, valves and other utilities. All other undesirable vines and ground covers shall be entirely removed from the area.

(E) CARING AND TRIMMING OF SHRUBS.

Shrubbery shall be maintained and trimmed by the best horticultural practice as required to maintain a healthy and vigorous growth. Conform to the horticultural recommendations in publication A300-1995, "Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices," of the American National Standards Institute (ANSI).

1. Caring of Shrubs.

- a. **Apply a two (2) inch depth of compost** in all planting beds of shrubs in the first week of January, April, July and October.
- b. Application of compost to shrubs shall be performed at the request of the Engineer and if approved, will be paid by bid item Miscellaneous Work, of the Proposal Schedule.

2. Trimming of Shrubs.

- a. Shrubs shall be trimmed to a minimum frequency in accordance with the Task and Frequency Matrix for Maintenance of Landscaped Areas.
- b. Shrub pruning shall be performed to maintain a "natural" appearance; decorative, poodle cuts or other unnatural pruning will not be permitted unless box hedging is required by the Engineer.
- c. Shrubs in natural plantings or formal hedges shall be pruned as mass planting. Do not shear shrubs into topiary (shapes) unless specifically instructed to do so in writing by the Engineer. Under no circumstances shall shrubs be pruned more than twenty-five (25) percent. If a shrub is pruned more than 25% than the shrub shall be replaced with the same species, spread and height at the Contractor's expense within four (4) weeks of notification from the Engineer. Hedges shall be wider at the base than the top.
- d. The Contractor shall be responsible for trimming shrubs affecting the sight distance to the sign. Traffic signs shall be always visible. Trimming of shrubs to eliminate traffic hazards and to make traffic signs always visible at all times shall be continuous and as needed. The limbs shall not hang over the travel way.
- e. Trimming of shrubs shall be paid by the bid item Caring and Trimming of Shrubs, of the Proposal Schedule.

3. **Shrub Removal.** Shrub removal shall be performed at the request of the Engineer.
 - a. Removal, including stump grinding, shall be used to remove any unwanted shrubs. Stump grinding shall not be required for all removed trees but only in special cases, such as highly visible developed areas and special situations. The Engineer may require that stumps be grinded to a minimum of six (6) inches below the finish grade.
 - b. The cost of removal of unwanted shrubs, if approved by the Engineer, shall be negotiated and paid by bid item Miscellaneous Work, of the Proposal Schedule.

(E1) CARING AND TRIMMING (*SIGHT DISTANCE/CLEAR ZONES/CLEAR SPACE*) OF TREES.

These tasks shall be performed at a frequency in accordance to each subtask as scheduled below. Caring and trimming (sight distance/clear zones/clear space) of trees shall conform to the horticultural recommendations in publication A300-1995, "Tree, Shrub and Other Woody Plant Maintenance – Standard Practices," of the American National Standards Institute (ANSI).

1. Caring of Trees.

- a. **Mulching.** Apply a three (3) foot radius circle of two (2) inch depth of mulch around the base of all trees and palms by the first Thursday of March and September. Mulching shall be performed only at the request and approval of the Engineer. The cost shall be negotiated and paid by bid item Miscellaneous Work, of the Proposal Schedule.
- b. **Stakes and Guy wires** (as applicable). Stakes and guy wires shall be adjusted, or if necessary, removed as determined by the Engineer to prevent damage to the trees and to reduce hazards to the maintenance personnel. A minimum clear area of three (3) feet in radius shall ring young trees to prevent mowing, damage and choking. The cost of removing stakes and guy wires shall be incidental to bid item Caring and Trimming of Trees, of the Proposal Schedule.

2. Trimming of Trees (*Sight Distance/Clear Zones/Clear Space*) – continuous and as needed.

- a. **Traffic Signs.** The Contractor shall be responsible for trimming tree branches of all trees affecting the sight distance to a sign. Traffic signs shall always be visible. Trimming of trees to eliminate traffic hazards and

to make traffic signs visible at all times shall be continuous and as needed.
The limbs shall not hang over the travel way.

- b. **Clear zone trees.** In the clear zone, remove all new saplings that will, at maturity, be greater than four (4) inches in tree trunk diameter. In the clear zone, remove all new tree saplings growing within six (6) feet, trunk-to-trunk spacing. Removing saplings in the clear zone shall be performed continuously and as needed.

The clear zone is measured from the travel lane line towards the right of way line or property line. The width of the clear zone varies due to the posted speed and the slope of shoulder. See chart below for the required clear zones for each speed.

Shoulder Slope			
Posted Speed	Upslope and Flat to 1' V:6' H	Down Slope 1' V:5' H to 1' V:4' H	Down Slope Slope >1' V:4' H
< 45 mph	16'	18'	Clear zone extends to bottom of slope
45 to 55 mph	22'	28'	
55 mph	24'	32'	
60 mph	32'	44'	

- c. **Clear space.** The Contractor shall trim trees to maintain a minimum ten (10) foot clear space below its canopy. At the direction of the Engineer, trees within thirty (30) feet of the edge of pavement may be lifted additionally. Side pruning of trees to provide clearances to signs, utility poles and lines, structures, etc., shall be included.
- d. **Trimming of Trees (*Sight Distance/Clear Zones/Clear Space*).** As specified above shall be paid by bid item Caring and Trimming of Trees, of the Proposal Schedule.

3. **Shrub Removal.** Shrub Removal shall be performed at the request of the Engineer.

- a. Removal, including stump grinding, shall be used to remove any unwanted shrubs. Stump grinding shall not be required for all tree removed but only in special cases, high visible developed areas and situations. The Engineer may direct that stumps be grinded to a minimum six (6) inches below finished grade.

- b. Removal of unwanted shrubs shall be if approved by the Engineer, the cost shall be negotiated in accordance with section 10.18(B) Miscellaneous Work, of the Specifications and paid by Bid Item No. 8

- 4. **Plant Replacement.** Refer to Section 8.6.A.1 Liquidated Damages, of the Specifications for the required tree replacement for trees that die due to neglect, invasive plants, insects, disease, or malpractice or vandalism and vehicular traffic.

(F) CONTROLLING VEGETATION INTRUSION ALONG RIGHT-OF-WAY.

The Contractor shall be responsible for controlling of all undesirable vegetation intrusions into right-of-way areas from the adjoining properties. In extreme cases, the inspectors who are responsible for the areas shall work with the Contractor and property owners to control the intrusions. Ultimately, it is the Contractor's responsibility to control or mitigate all undesirable vegetation intrusions.

(F1) WATERING.

The watering cycle shall be in accordance with the plant's needs to maintain a healthful, vigorous, and lush growth. Watering problems shall be called to the attention of the Engineer immediately to prevent plant damage.

The Contractor shall be responsible for the control of the irrigation system and shall minimize and conserve the use of water whenever possible.

The Contractor shall perform the following work:

- 1. Monitor the landscaped areas for water needs.
- 2. Water the landscaped areas as needed.
- 3. Promptly report all deficiencies of irrigation system pressure lines and the control clocks to the Engineer for repair.
- 4. The Contractor shall be charged liquidated damages for plants which die due to the failure of the Contractor to notify the Engineer.

(G) FERTILIZING.

Application of fertilizer shall be performed at the request of the Engineer and if approved, the cost shall be negotiated and paid by bid item Miscellaneous Work, of the Proposal Schedule.

- 1. **Lawn.** For best result under most highway conditions, a mixed lawn should receive one (1) pound of actual nitrogen per 1,000 square feet for each growing

months and shall be completed by the first Wednesday of January, March, May, July, September and November. For efficient plant consumption, consistent rates of lawn growth, and to minimize “fertilizer burn”, fertilizers should be applied frequently in small amounts rather than in large amounts at greater intervals. Lawns should never be fertilized while the grass is wet. Sufficient water should be applied after the application to dissolve the fertilizer and wash it into the root zone. This first watering must be thorough.

Fertilizers should be applied evenly with seeder-type spreaders or wheel-mounted fertilizer spreaders. Care should be taken with either type of spreader, to place the fertilizer strips to completely cover the area. Spreaders should not be filled on the lawn as fertilizer is too frequently spilled, killing the lawn in that area. Fertilizer shall be applied by mechanical apparatus, centrifugal throw spreader or motorized spreader at a rate of five hundred (500) pounds per acre or as directed by the Engineer. The Contractor is responsible for damages resulting from over fertilization. During the winter months, reduce or omit nitrogen applications for Bermuda grass in cooler and windward areas.

2. **Shrubs and Plant Beds.** Shrubs and planting beds shall be fertilized quarterly and shall be completed by the third Wednesday of February, May, August, and November. Fertilizer shall be a complete balance fertilizer (15:15:15) at a rate of two (2) pounds of slow-release nitrogen per 1,000 square feet per application.
3. **Trees and Palms.** Trees shall be fertilized annually in January with a slow-release fertilizer (15:15:15) at a rate of two (2) pounds of slow-release nitrogen per 1,000 square feet of root zone under the drip line. Fertilize native plantings sparingly or as recommended. Palms shall be fertilized annually with an approved Palm specific fertilizer with Epson salt to palm special blend with high magnesium and phosphorous. Notify the Engineer of fertilization schedule at least one week prior to fertilization.

(H) SPRAYING PESTICIDE & HERBICIDE.

1. Insecticides, fungicides and other pesticides shall be applied as directed by the Engineer to control insect pest and disease. Herbicides may be used for weed control. The Contractor shall obtain written approval from the Engineer before using pesticides and/or herbicides. The Contractor may purchase pesticide and herbicide from suppliers, but prior to purchase, the Contractor shall submit a list of needed pesticide and/or herbicide and their respective price to the Engineer for approval. Pesticide and herbicide purchased without the Engineer’s approval shall not be paid. Cost for the pesticide and herbicide shall be paid for under bid item Miscellaneous Work, of the Proposal Schedule.
2. It is the Contractor’s responsibility to maintain all plantings in good health, free of harmful insects and disease. Plant material that dies because of insect or disease

shall be replaced with the same species, spread and height at the Contractor's cost within four (4) weeks of notification from the Engineer. If the Contractor applies herbicide to areas not approved then the Contractor shall replace plants that are applied with herbicide with the same species, spread and height at the

Contractor's cost within four (4) weeks of notification from the Engineer.

The Contractor shall maintain a record of all pesticides and/or herbicides used on the project including the name of the pesticide and/or herbicide, location and areas of application, dates of application, rates of application and total quantity used per day. A copy of the record shall be submitted to the Engineer weekly or as requested.

The Contractor shall not spray herbicides or pesticides on windy or rainy days. The Contractor shall exercise care when spraying near drainage structures or swales and shall not spray within any drainage structures or swales and shall spray within ten (10) feet of these areas. Pre-emergents shall only be used in planting beds after bark mulch has been applied. The Contractor shall consider integrated vegetative management decision making and apply the appropriate means including mechanical, herbicide and/or organic herbicides for low lifecycle cost and environmental impact. If the undesirable vegetation is greater than five (5) feet in height, then it shall be cut first to a height no greater than six (6) inches and then sprayed.

3. If the Contractor chooses to use restricted pesticides, the Contractor shall obtain all proper certifications from the State of Hawaii, Department of Agriculture. All related certification documentation shall be submitted to the Engineer. The processing, handling, and application of the pesticide and/or herbicide must be in compliance with all rules and regulations of the State of Hawaii, Department of Agriculture, and all other applicable Federal, State, County and local rules and regulations.
4. All work shall be performed in strict compliance with the manufacturer's label and Safety Data Sheet (SDS) as applicable, and in accordance with all State, Federal, County and local rules and regulations. A copy of the SDS shall be submitted to the Engineer as a part of his approval to use pesticide and/or herbicide and a copy shall be maintained by the Contractor at the job site during processing, handling and application of pesticides and/or herbicides.
5. Any damage to man, vegetation, environment, or other property, within or outside the highway right-of-way due to the use of pesticides and/or herbicides by the Contractor shall be the sole responsibility of the Contractor. Damage of desired plants or erosion of soils shall be replaced at the Contractor's expense.

(I) CLEARING GUTTERS, SWALES, AND DITCHES.

Clear and maintain lined drainage ditches, swales, and roadway gutters to be free of vegetation, rock, silt and mud, papers, bottles, cans and maintain these areas clear of debris plant growth. Stabilize and replant any eroding areas immediately. Earth drainage ditches, swales and gutters will be turf maintained the same as the areas indicated above. All drainage culverts under roadways and embankments shall be maintained by the State. The Contractor shall notify the State immediately of any blockage detected during normal landscape work. The cost of clearing gutters, swales and ditches shall be paid for under bid item Maintenance of Landscaped Areas, of the Proposal Schedule.

(J) PLANTINGS REQUIRING ADDITIONAL TASK.

The additional tasks are summarized in the table below. The additional tasks shall be included in the bid price for the Maintenance of Landscaped Areas, of the Proposal Schedule.

TREES	Additional Tasks
<u>Gold Tree</u> [Tabebuia donnel-smithii]	Produces litter when blooming, prune annually to shape tree.
<u>Pink Tecoma</u> [Tabebuia heterophylla]	No known pests or diseases. No additional tasks are required.
<u>Royal Poinciana</u> [Delonix regia]	It is best to prune before the start of the spring regrowth. Notify the Engineer before the start of the spring regrowth. Pruning shall be performed by a separate State contract. Avoid line trimmers near the tree base as this can cause girdling. Install plastic tree guards on all trees.

PLANTING REQUIRING ADDITIONAL TASK TABLE (continuation):

TREES	Additional Tasks
<u>Rainbow Shower Tree</u> [Cassia x nealiae]	Produces litter when blooming, prune annually to shape tree. Protect trees less than 12-inch caliper trunk with tree guard. Pruning is best after flowering annually. Notify the Engineer after flower. Pruning shall be performed by a separate State contract. Fertilize twice a year with a fertilizer 16-16-16 Simplot or approved equal. Regular water is ideal. Water demand will be higher in Summer. Winter demand will be negligible, particularly when in its deciduous state. Susceptible to insects such as aphids and caterpillars. Monitor during warmer months and regularly spray them with insect repellent.
<u>African Tulip Tree</u> [Spathodea campanulata]	No known pests or diseases. No additional tasks are required.
<u>Alexander Palm</u> [Archontophoenix alexandrae]	<i>(Notify the Engineer when dried fronds and nuts are not being removed. Pruning and removal of palm trees are performed by another State Contract.)</i> May be damages by spider mites, Helminthosporium leaf spot in young plants, Phytophthora root rot, and aerial blight. Avoid weed whackers around the palm base.
<u>Macarthur Palm</u> [Ptychosperma macarthurii]	Sooty mold sometimes coats the trunk. Avoid weed whackers around the palm base.
<u>Bestill</u> [Thevetia peruviana]	All parts are poisonous. <u>Avoid ingesting.</u>
<u>Kukui</u> [Aleurites moluccana]	No known pests or diseases. No additional tasks are required.
<u>Monkeypod</u> [Saman samanea]	Prune surface roots if used near pavement. Noctuid moths are an occasional problem.

SHRUBS	Additional Tasks
<u>Pothos</u> [Epipremnum]	Prune to keep pothos within planting beds.
<u>Snow Bush</u> [Breynia nivosa]	No serious insect or disease problems. Remove Snow Bush that escapes planting beds.
<u>Monstera</u> [Monstera deliciosa]	No serious insect or disease problems. Fertilize with nitrogen and require shade and moisture.

GROUND COVERS	Additional Tasks
<u>Bermuda Grass</u> [Cynodon dactylon]	Susceptible to army worms and Bermuda grass mites. Check the White grubs and Pearl Scales and control if necessary. Apply preemergence herbicide to control crabgrass and goose grass. Apply post emergence herbicide in summer to control spurge and Lespedza.

(K) INVASIVE PLANT REMOVAL.

The Contractor is responsible for removal and damages resulting from invasive plants found onsite. Refer to the List of Plant Species Designated as Noxious Weeds for Eradication or Control Purposes by the Hawaii Department of Agriculture, dated June 18, 1992, or as amended or revised. This list is also in Hawaii Administrative Rules (HAR), Title 4, Chapter 68, Noxious Weed Rules (4-68-10).

The following species are a priority on Oahu: Guinea Grass, Sleeping grass, Wiregrass, Kyllinga, California Grass, Maile Pilau, Ivy Gourd, Opiuma, Mysore Thorn and Shoebuttton.

Further information may be obtained from The Oahu Invasive Species Committee, 743 Ulukahiki Street, Kailua, HI 96734, Office: (808)266-7994, Fax: (808)266-7995. Their website can be found at www.oahuisc.org

(L) REMOVAL OF RUBBISH, DEBRIS, AND SOLID HAZARDOUS WASTE.

The Contractor shall remove all rubbish and debris from the project contract limits. The project shall be maintained at a neat and clean appearance.

1. **Debris and litter on roadways, which originate from the landscape maintenance work.** Rubbish and debris on roadways shall be removed by the Contractor before the end of each work day, or immediately if it creates a traffic hazard. The cost of removal and disposal of debris and litter on roadway is incidental bid item Maintenance of Landscaped Areas, of the Proposal Schedule.
2. **General clean up.** Litter in landscaped areas, gutters and shoulders (papers, cigarette butts, bottles, cans, stockpiles, etc.) shall be removed and hauled offsite for proper disposal by the Contractor. General clean up shall be conducted three (3) days per week for areas covered by this contract as specified in the Maintenance of Landscaped Areas Task and Frequency Matrix, of the Appendices. During each general clean up day all litter shall be picked up along the entirety of all routes covered by this contract. If no litter is observed or picked up on a given general clean up day then this shall be documented on the Litter Collection Log (described below). This shall be strictly enforced.
3. **Litter collection.** The Contractor shall track and provide a log of the total number of bags of litter collected, including size of bags and estimated percent full, for each general clean up day. The form for documenting this information is provided in the appendices, Litter Collection Log. The litter collection log and weigh tickets documenting the quantity of debris disposed, solely from this contract, shall be provided monthly to the Engineer and or shall be readily available upon the request of the Engineer.

Cost for removal, completion of Litter Collection Logs, weigh tickets, and disposal of debris and litter during general clean up is incidental to bid item Maintenance of Landscaped Areas, of the Proposal Schedule.

4. **Prohibited Activities.**

- a. The burning of rubbish and debris in the highway right-of-way is prohibited.
- b. The Contractor shall under no circumstances stockpile debris, soil or garbage within the highway right-of-way. Any existing stockpiles at the beginning of the contract shall be removed within 30 days. The Contractor shall receive a payment deduction for any stockpiling.

5. **Solid/Hazardous Waste Disposal.** Disposal of solid/hazardous waste such as batteries, tires, tire shreds, machine parts, large debris (i.e., large furniture, etc.) will require a receipt from the certified landfill and a photograph of the waste materials in the original location. Payments shall not be processed without the required receipt and pictures. The Contractor shall submit to the State the required receipt and photographs with his/her monthly invoice. The total cost of disposal of the above solid/hazardous waste shall be paid for by allowance in bid item Miscellaneous Work, of the Proposal Schedule and shall be negotiated in a manner similar to Section 4.5, Price Adjustment of the Specifications and shall be no more than 1.5 x landfill cost. The landfill receipt shall clearly indicate the items, quantity and weight of the disposed items. The photographs submitted shall clearly show all waste items prior to the removal of waste material in the original locations.

6. **Biohazards** (i.e., drugs, needles, etc.) **and Biowaste** (i.e., human waste, etc.). When found at the highway right-of-way, do NOT touch these materials. Contact/notify the Engineer Oahu District's representative (Point of Contact) immediately. These materials are infectious or are potentially infectious and shall be handled by trained personnel only. Handling and disposal of these materials shall be performed by a separate State contract.

7. Debris, rubbish, and solid/hazardous shall be disposed of away from the highway right-of-way and in accordance with Federal, State, County and local rules and regulations.

(M) REPORTING OF HAZARDOUS CONDITIONS AND DAMAGES TO LANDSCAPE AREAS.

Pursuant to Chapter 14, Reporting of the HMSLM, the Contractor shall report the following to the Engineer:

1. Injuries.
2. Illnesses.
3. Damage to government property.
4. Blocked culverts, ditches, and swales.
5. Eroding areas.
6. Severe instances of illegal rubbish dumping.

(N) TRAFFIC CONTROL/CLOSING OF LANES.

If necessary, the Contractor shall furnish traffic control and closing of lanes and shall be in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways and shall be performed by trained and certified personnel only.

1. The Contractor shall make all the necessary coordination and shall request approval of the Engineer in writing seven (7) working days prior to the schedule lane closure/traffic control.
2. **Traffic control Plan.** All closing of lanes shall require a traffic control plan. The traffic control plan shall be prepared/developed by persons trained or certified on the fundamental principles of traffic control and work activities to be performed. The Engineer reserves the right to require the Contractor to submit a copy of the certificate of training of the person who prepared the traffic control plan. The Contractor shall submit this plan to the Engineer and shall request the Engineer's approval in writing seven (7) working days prior to the scheduled lane closure/traffic control. This work is incidental to bid item Maintenance of Landscaped Areas, of the Proposal Schedule.
3. **Permit for the Occupancy & Use of State Highway Right-Of-Way.** The Contractor shall submit this application to the Engineer, along with the traffic control plan. This permit shall be made part of the approval process specified in the "Traffic Control Plan" subsection. A copy of this application permit can be found in the appendices and online at:

<https://hidot.hawaii.gov/highways/files/2020/03/Application-Permit-for-the-Occupancy-Use-of-State-Hwy-ROW.pdf>
4. Do not close traffic lanes or slow down traffic during the peak hours as specified in the Application & Permit for the Occupancy & Use of State Highway Right-Of-Way.
5. The Contractor may employ a person or use a sub-contractor who is knowledgeable on traffic control. The cost for traffic control shall include preparation of the traffic control plan, set-up and removal of all signs, cones, delineators, barricades, certified and trained flag persons or special duty police

officers, arrow boards, etc. as applicable, and shall be incidental to the bid item Maintenance of Landscaped Areas, of the Proposal Schedule.

6. The contractor is responsible for the work site and the work practices of all employees on the project site and is the controlling, exposing, correcting as well as the creating employer for purposes of this scope of work. The State of Hawaii Department of Transportation monitoring of the work in progress is not representative as the controlling employer for purposes of workplace and work practice safety and health compliance. The Contractor shall make all the necessary coordination and shall request approval of the Engineer in writing seven (7) working days prior to the scheduled lane closure/traffic control.

(O) LANDSCAPED AREAS COMPREHENSIVE ANNUAL INSPECTION.

1. For the purposes of a contract extension, on the second Monday on the fourth month after the Notice to Proceed date and the fourth month from the beginning of each contractual term for each contract renewal, as applicable.
2. For the purposes of contract closing, sixty (60) days to the end of the contract.
3. The Contractor and the Engineer or their respective representative shall perform a comprehensive annual inspection which shall include the following:
 - a. Plant Inventory.
 - b. Plant list comparison and replacement list.
 - c. Liquidate damages assessed.
 - d. Fertilization schedule review.
 - e. Herbicide schedule review.
 - f. Invasive species.
 - g. Discretionary fund projects for coming year.
 - h. Professional credential review.
 - i. Maintenance sustainability recommendations.

(P) MISCELLANEOUS WORK.

1. The State may request the Contractor to provide discretionary services that includes:
 - a. Mulching.
 - b. Manual watering, maintenance, and inspection of irrigation system.
 - c. Application of fertilizer.
 - d. Additional maintenance tasks to plantings.
 - e. Removal and disposal of solid hazardous waste.

2. For the Contractor to commence performance of all miscellaneous work, a Notice to Proceed letter shall be issue by the Engineer.

10.6 MAINTENANCE OF LANDSCAPED AREAS TASK AND FREQUENCY MATRIX

The Contractor shall use the chart as a guideline for the frequency and duration of each maintenance task. Refer to Appendix C Maintenance of Landscaped Areas Task and Frequency Matrix, of the Appendices.

10.7 MATERIALS

- (A) **FERTILIZER** - If the Engineer requests the Contractor to apply fertilizer, cost of fertilizer shall be paid by allowance in Bid Item No. 8 Miscellaneous Work, of the Proposal Schedule and shall be negotiated in a manner similar to Section 4.5 Price Adjustment, of the Specifications. The contractor shall submit a record of area fertilized, date applied, and amount used after each application.
- (B) **PESTICIDE & HERBICIDE** - Insecticides, fungicides and other pesticides shall be applied as needed to control insect pest and disease. Herbicides may be used for weed control. The Contractor shall obtain written approval from the Engineer before using pesticides and/or herbicides. The Contractor may purchase pesticide and herbicide from suppliers, but prior to purchase, the Contractor shall submit a list of needed pesticide and or herbicide and their respective price to the Engineer for approval. *Cost for the pesticide and herbicide shall be paid by Bid Item No. 6, Pesticide and Herbicide of the Proposal Schedule.* Pesticide and herbicide purchased without the Engineer's approval shall not be paid.

If the Contractor chooses to use restricted pesticides, the Contractor shall obtain a Category 6, Certification for Commercial Applicators for Restricted Pesticides from the Department of Agriculture. The processing, handling and application must be performed by a person or under the direct supervision of the person possessing the above certificate. A copy of the certificate shall be submitted to the Engineer.

All work shall be performed in strict compliance with the manufacturer's label and or Material Safety Data Sheet (MSDS) as applicable and in accordance with State, Federal and local regulations and laws. A copy of the MSDS shall be submitted to the Engineer as a part of his approval to use pesticide and or herbicide and a copy shall be maintained by the Contractor at the job site during processing, handling and application of pesticides and or herbicides.

- (C) **PLANT REPLACEMENT** - Replacement plants shall be the same species, spread and height. The Engineer will inspect plants at place of growth and after delivery to the Project. Each tree shall be tagged by the Engineer with consecutively numbered plastic tamper resistant self locking seal with a breaking strength of 55 lbs. Seals shall remain on

trees and only be removed by the Engineer. Plants not conforming to the Contract requirements shall be rejected.

- (D) COMPOST – Compost shall meet the requirements of the United State Composting Council (USCC) Seal for Testing Assure (STA) program. Compost shall be the result of the biological degradation and transformation of plant-derived materials under controlled conditions designed to promote aerobic decomposition. Compost shall be stable with regard to oxygen consumption and carbon dioxide generation. Compost shall be mature with regard to its suitability for serving as a soil amendment. The compost shall have a moisture content that has no visible free water or dust produced when handling the material. Compost feedstock may include, but is not limited to, leaves and yard trimmings, biosolids, food scraps, food-processing residual, manure or other agricultural residuals, forest residues, bark and paper. Ensure compost and wood chips do not contain any visible refuse, other physical contaminants, or any substance considered harmful to plant growth. Provide compost meeting all applicable 40 CFR 503 standards for Class A biosolids and State of Hawaii Department of Health public health and safety regulations.
- (E) MULCH – Mulch must be shredded bark and coconut husks, wood chips, or macadamia husks; these materials may be partially composted before use. Wood chips produced on site from tree trimmings may contain leaves and small twigs. Maximum size shall be 3 inches by 1-1/2 inches by 1/2 thick.

10.8 CONTRACTOR EVALUATION FORM

The Contractor shall be evaluated on his or her performance using the form in Appendix H Landscape Maintenance Contractor Performance Rating, of the Appendices.

10.9 WORK SCHEDULE

- (A) The Contractor shall bring the project up to the specifications within thirty (30) days of the contract's Notice to Proceed date. If the Contractor is unable to bring the project up to specifications within (30) days, he shall request a time extension from the Engineer.

Failure to bring the project up to specification or to request a time extension shall result in an unsatisfactory rating for this period. It is the Contractor's responsibility to ensure that adequate labor, equipment and provided for landscape maintenance.

- (B) The Contractor's normal work shall be performed during daylight hours, Monday to Friday (except State Holidays). All work shall be conducted in a professional manner and is not disruptive to the public and traffic flow.
- (C) The Engineer reserves the right to change the hours of operations.
- (D) Two (2) working days in advance of the required commencement date, the Contractor shall furnish a weekly schedule detailing the date, the location, the number of workers

and the type of work that is planned for each day of the schedule for work periods of not less than three (3) days per week.

- (E) The Schedule may be revised by the Engineer at any time. The Contractor shall maintain and revise the work schedule to always be current. Progress payments shall be withheld until a satisfactory work schedule is received by the Engineer. The Engineer reserves the right to instruct the Contractor to work in areas other than his contract areas if such areas require immediate attention.
- (F) For emergency services the Contractor shall be made available outside of normal working hours, seven (7) days a week, including State holidays.
- (G) The Engineer or authorized representative may contact the Contractor to schedule work as needed.

10.10 ORDER TO STOP WORK

- (A) Order to stop work shall be in accordance with Section 8.5.A Order to Stop Work, of the Specifications.
- (B) The Engineer or his authorized representative reserves the right to stop work at any time, to include but not limited to hazardous condition or unsafe acts as a result of the Contractor's palm pruning/removal operation or failure to follow a contractual requirement e.g., failure to have a CLT or equivalent certificate on site during landscape maintenance operations.
- (C) Upon receipt of either a written or verbal notification from the Engineer or his authorized representative, the Contractor shall immediately stop any practice or work as determined by the Engineer or his authorized representative as an obvious hazard or for failing to follow a contractual requirement. The Engineer shall document the safety or hazardous incidents and/or contractual violation.
- (D) Work may continue when the hazard has been rectified, removed and/or the contractual deficiency have been resolved. And the Contractor must obtain the approval from the Engineer prior to resuming work.
- (E) The Contractor may not be given additional time past the completion date of the Work Order for time that is lost during the "stop work."
- (F) Refer to Section 8.6 Liquidated Damages, of the Special Provisions, for liquidated damages that are charged against the Contractor for failure to comply with contractual requirements.

10.11 SAFETY AND ACCIDENT PREVENTION

The Contractor shall conduct his maintenance operations with due regard to the convenience and safety of the public. The protection of persons and property shall be provided by the Contractor.

(A) SAFETY CONCERNS.

1. The Contractor shall observe safety concerns that are mentioned in Section 7.10, Public Convenience and Safety, of the Special Provisions, to the fullest during performance of work.
2. The Contractor and Contractor's employees shall exercise due care in performing any work. The Contractor and Contractor's employees may be subject to slip, trip, fall, vehicular hazards, chemical hazards, noise hazards and other workplace hazards. **The Contractor shall maintain an internal aggressive safety program.**
3. All Contractor's methods and practices shall be in accordance with the U.S. Department of Labor (DOL) Occupational Safety and Health Acts (OSHA); the Hawaii Department of Labor and Industrial Relations (DLIR); Hawaii Occupational Safety and Health Division (HIOSH), the Environmental Protection Agency (EPA), American National Standard Institute (ANSI) Z133.1-2012, Arboricultural Operations – Pruning, Repairing, Maintaining, Removing Trees and Cutting Brush – Safety Requirement. Local and State occupational safety, health standards, and health programs required by the Hawaii Administrative Rules §12-110 and Hawaii Revised Statutes § 396, any other applicable federal, state, and local rules and regulations specified in Section 7.10 Public Convenience and Safety.
4. The Contractor is responsible for the work site and the work practices of all employees on the project site and is the controlling, exposing, correcting as well as the creating employer for purposes of this scope of work. The State of Hawaii, Department of Transportation, monitoring the work in progress is not a representative or responsible to control the employer workplace and work practice and health compliance.
5. All closing of lanes and traffic control and safety measures shall be performed in conformance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways.
6. Contractor shall at all times conduct work to assure the least possible obstruction to public traffic. The Safety and convenience of the general public and the protection of persons and property is of utmost importance, and the Contractor shall provide appropriate traffic control and safety measures. The Contractor and its employees shall treat members of the public in a fair and polite manner. All

Contractor's personnel shall present a professional appearance and always conduct themselves in a professional manner.

7. While working in the right-of-way areas, all employees under control of the Contractor shall wear OSHA-compliant personal protective equipment (PPE) appropriate to the hazards, including, but not limited to: head protection, safety hard hats, hearing protection, safety vest, safety belts, lanyards, fall arrest system, goggles, gloves, chemical gloves, safety shoes, chain-saw-resistant leg protection, clothing and footwear appropriate to the known hazard and other equipment as required. As a minimum, vest shall be the appropriate safety apparel that meets the current ANSI/ISEA 107 and the U.S. Department of Transportation's MUTCD High-visibility Safety Apparel Standards.

(B) HAZARDOUS MATERIALS / ENVIRONMENTAL PROTECTION.

1. The Contractor shall comply with all Federal, State, and local environmental laws and regulations when handling hazardous materials.
2. All work shall be performed in strict compliance with the manufacturer's label and or Safety Data Sheet (SDS) as applicable and in accordance with State, Federal and local regulations, and laws. A copy of the SDS shall be submitted to the **Engineer two days prior to the scheduled use** for approval prior to use **or immediately notify the Engineer by phone or fax for his verbal approval** in cases of emergency situations which occur during off hours. A copy of the SDS shall be submitted to the Engineer by close of business the following working day. Contractor's employees who are involved in the application of pesticides and herbicides shall complete a video training as specified in Section 10.11(C)1 of the Specifications. The Contractor at the jobsite shall maintain a copy while handling chemicals. The Contractor is responsible in notifying everyone the existence of hazardous chemicals within the project area.
3. The Contractor shall immediately contain and clean up the release or spill of hazardous material and shall report the incident to the Engineer.
4. The Contractor shall not allow debris from the landscape maintenance operation to get into irrigation canals, rivers, or any stream.
5. Work shall not cause air or storm water pollution. The Contractor shall be responsible for all hauling and lawful disposal of debris. Any unauthorized or illegal disposal is grounds for termination of the contract.

(C) MANDATORY TRAINING.

1. **Initial and Annual Training.** The Contractor's employees who are involved in the application of herbicide shall complete a video training before applying herbicide and shall be trained annually thereafter. The Contractor shall contact the Engineer for information on mandatory training. Completed training reports

shall be submitted to the Engineer. The training completion report shall contain the name of personnel attending, date, title of video, signature of person administering the training (or official of the firm)

2. **Annual Training.** The Contractor and his entire crew who are working on this contract shall attend training once every two (2) years to be conducted by the Department. Training will include State Highway Manual for Sustainable Landscape Maintenance (HMSLM). The Engineer will notify the Contractor to schedule the training. Attendees are required to pass a written exam at the end of the training to fulfill the requirements of the training.
3. Cost of time spent on mandatory training shall be incidental to the unit price of palm pruning/removing service. The runtime for the video is thirty (30) minutes and the departmental training will be for approximately two (2) days per two (2) years.

(D) SAFETY PLAN.

1. As a minimum and as applicable, the Safety Plan shall contain the following information: Project Number, Project Title, Contract Number, Activity description, hazard, action required to mitigate the hazard, special training requirements, engineering controls (i.e., guardrails, barricades, etc.), administrative controls (Standard Operating Procedures, signs, etc.), emergency information, safety equipment checklist, and required PPE.
2. The safety plan shall be prepared/developed by a qualified individual who is trained and knowledgeable on the current standard practice and principles of occupational safety, health, and the related work activities within this project. The credentials of the responsible person preparing the safety plan shall be submitted to the Engineer.

(E) FALL PROTECTION PLAN.

1. The fall protection plan shall be prepared, developed, signed, and certified by a person who is qualified and knowledgeable about the fundamental principles of occupational safety and health and work activities to be performed. The plan shall be complete with all Federal, State, and local regulations. Cost involved in the development of the Fall Protection Plan shall be incidental to the cost of maintenance of landscaped areas.
2. The Engineer reserves the right to require the Contractor to submit a copy of the certificate of training of the person who prepared the Fall Protection Plan. The Contractor shall submit and discuss his Fall Protection Plan, as applicable.

10.12 CONTRACTOR’S RESPONSIBILITY FOR DAMAGE TO PROPERTY

The Contractor is responsible for replacement or repair of any damaged equipment or State-owned property. Any damage caused by the Contractor as a result of his or her maintaining of landscaped areas operations including but not limited to damaged plants, broken sidewalk, guardrails, traffic signs, pavement markers, asphalt, concrete swales, curb, rutted lawn, broken water shut-offs, wire damage, building damage, damaged utilities (underground, on ground or overhead) and other non-contractual in the project area whether in public or private property shall be remedied or replaced by the Contractor in accordance with Section 107.12(A) Contractor’s Responsibility for Damage to Property, of the Standard Specifications to the satisfaction of the Engineer and or the injured party.

10.13 SUBMITTALS/REPORTS SUMMARY

The Contractor shall submit the following submittals/reports electronically or as a hard copy in a format as requested by the Engineer.

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
1	Equipment List/Lease Agreement, as applicable.	Section 10.2 Coordination of Work of the Specifications.	Three (3) working days prior to the Notice to Proceed.	As revised	Engineer – Oahu District’s representative (Point of Contact (POC)).
2	Names, Telephone Number(s) and Addressee(s) of Contact for Contractual issues.	Section 10.3 Qualification of Bidders, 10.2 Coordination of Work and Section 10.14 Pre-start Meeting of the Specifications.	Prior to award and three (3) working days prior to the Notice to Proceed.	As revised	Project Manager, Construction and Maintenance Branch, Highways Division and the Engineer – Oahu District’s representative (Point of Contact).
3	List of personnel employed under the contract along with individual qualifications.	Section 10.3 Qualification of Bidders, Section 10.2 Coordination of Work and Section 10.14 Pre-start Meeting, of the Specifications	Prior to award and three (3) working days prior to Notice to Proceed date.	As revised	Project Manager, Construction and Maintenance Branch, Highways Division and the Engineer – Oahu District’s representative (Point of Contact).
4	Weight Tickets	Section 10.5(L)2 General Clean Up, of the Specifications	Monthly or as requested by the Engineer	As revised	Engineer – Oahu District’s representative (Point of Contact).

SUBMITTALS/REPORTS SUMMARY (continuation):

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
5	Reporting of Hazardous Conditions and Danger to Landscaped Areas	Section 10.5(M) Reporting of Hazardous Conditions and Damages to Landscaped Areas	As required	As needed	Engineer – Oahu District’s representative (Point of Contact).
6	Fall Protection Plan	Section 10.11(E) of the Specifications.	During Pre-start Meeting	As needed/ As revised	Engineer – Oahu District’s representative (Point of Contact).
7	Traffic Control Plan	Section 10.5(N)2 of the Specifications.	Seven (7) working days prior to the scheduled lane closure	As required	Engineer – Oahu District’s representative (Point of Contact).
8	Safety Plan	Section 10.11(D) Safety Plans, of the Specifications	During Pre-start meeting	As needed/ As revised	Engineer – Oahu District’s representative (Point of Contact).
9	Permit for the Occupancy & Use of State Highway Right-Of-Way	Section 10.5(N)3 of the Specifications.	Within twenty (20) calendar days after completing all field work.	Annually.	Engineer – Oahu District’s representative (Point of Contact).
10	Safety Data Sheet, as applicable	Section 10.11(B)2	Two working days prior to use or immediately for emergency situations.	As needed.	Engineer – Oahu District’s representative (Point of Contact).
11	Record of herbicide application	Section 7.8 Labor and Compensation Requirements, of the Special Provisions.	Within seven (7) days after the end of each month. Submitted with the monthly invoice.	Monthly	Engineer – Oahu District’s representative (Point of Contact).

SUBMITTALS/REPORTS SUMMARY (continuation):

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
12	Record of fertilizer application	Section 10.5(G) Fertilizer, of the Specifications	After each application	As needed	Engineer – Oahu District’s representative (POC).
13	Video Training Completion Report	Section 10.11(C)1 of the Specifications	Prior to application	Annually	Engineer – Oahu District’s representative (Point of Contact).
14	Certified Payroll Affidavit	Section 7.8 Labor and Compensation Requirements, of the Special Provisions	Within seven (7) days after the end of each month. Submitted with the monthly invoice.	Monthly (when a Work order is active)	Engineer – Oahu District’s representative (POC).

10.14 PRE-START MEETING

Pre-start meeting shall be done at the requested of the District Engineer or his authorized representative. The Contractor shall contact the Engineer to schedule the pre-start meeting no later than three (3) working days prior to the Notice to Proceed date. This meeting will include the Engineer, his authorized representative and other personnel as deemed necessary by the Engineer. The Contractor shall include the Lead Maintenance Person/Highway Maintenance Supervisor and main contact personnel for this project. The Contractor shall be prepared to discuss and submit the following.

- (A) Equipment quantities and location.
- (B) Coordination of access to the working areas as applicable.
- (C) List of required and applicable equipment, vehicles, materials, and supplies.
- (D) Personnel employed under this contract with applicable license and certification.
- (E) List of trained traffic control personnel.
- (F) Point of Contact phone number and email address.
- (G) Verification of quantities in the Proposal Schedule and boundaries of right-of-way areas.

10.15 TERM OF CONTRACT

The term of this contract shall be for TWELVE (12) months from the date indicated in the Notice to Proceed from the Department.

10.16 OPTION TO EXTEND TERM

This contract may be extended FOUR (4) additional TWELVE (12) month period or parts thereof without the necessity for re-bidding upon mutual agreement between the State and the Contractor. The entire term of the contract, including extensions, shall not exceed SIXTY (60) months.

10.17 ESCALATION CLAUSE

Escalation is not applicable to this contract.

10.18 BASIS FOR PAYMENT

The Contractor's bid price shall be full compensation for furnishing all labor, materials, tools, equipment, vehicles, communication cost, taxes, insurance, overhead, travel, and incidental costs necessary for this project.

Incidental cost includes, but not limited to vehicle logos, employee uniforms, disposal of rubbish and litter, closing of lane/traffic control, traffic control plan, personnel protective equipment, mandatory training, certification of safety plan, and notifications to property owners or utility companies.

(A) Monthly Earnings are computed as follows:

1. For Bid Items No. 1 through 3 – monthly earnings shall be per unit bid prices as specified in the Proposal Schedule.

(B) Miscellaneous Work – Miscellaneous Work (Bid Item No. 8) will be used only at the discretion of the Engineer for miscellaneous work within the scope of work and within the project area. The cost of miscellaneous work shall be negotiated in a manner similar to Section 4.5 Price Adjust, of the of the Specifications and if approved, will be paid by the respective allowance.

(C) Deductions (as applicable):

1. If the Contractor fails to maintain the designated landscape areas satisfactorily as required within Section 10, Maintenance of Landscape Areas, a deduction from the monthly earnings will be made as follows and a report for with substantiating evidence and explanation shall be filed by the Engineer.
 - a. Deduction = Percent (%) estimated by the State and shall not be paid to the Contractor.
2. Liquidated Damages – This amount, if any, shall be retained by the State and shall not be paid to the Contractor. Specified in the Special Provisions.

3. Retainage – computed as specified in Section 9.2 Retainage of the Specifications. Refer to Section 9.2 Retainage /Deduction from Payment, of the Special Provisions for retainage invoicing procedures.
- (D) Monthly Payments – Total monthly payments payable to the Contractor will be the applicable monthly payments plus applicable Miscellaneous Work minus the applicable Deductions.

Refer to Section 9.4 Progress Payments, of the Special Provisions for the required information on monthly invoices.

**STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HIGHWAYS**

RESPONSES TO REQUESTS FOR INFORMATION (RFIs/QUESTIONS)

PROJECT NAME: MAINTENANCE OF LANDSCAPED AREAS AND MAINTENANCE, INSPECTION OF IRRIGATION SYSTEM, WAIAWA INTERCHANGE, DISTRICT OF EWA, ISLAND OF OAHU, PROJECT NO. H1D-01-24C(2R), SOLICITATION NO. B25001283

The following RFIs/Questions were submitted via HiePRO by prospective bidders. The questions and responses are as follows:

1. The Scope of Work calls for the shrubs to have compost applied in January, April, July and October. Does the Dept of Transportation know the square footage of the areas that need compost 4 times a year? Is 4 applications of compost to the shrubs accurate? On page 10-8 it says that compost will be applied at the request of the Engineer and will be paid for through Miscellaneous Work.

Response: Application of mulch is on an as needed basis per our direction. The 4 months listed are a general guideline based on the growing seasons. Waiawa I/C is very dry terrain and would require the compost to retain moisture to aid plant sustainability. The shrubs are spotty and only uniform in the medians in the zipper lane by Waikele I/C and Paiwa St. An accurate measurement of the square footage is not available.

2. The Scope of Work asks that the trees be mulched in March and September. Does the Dept. of Transportation know the square footage of the areas that need to be mulched twice a year? Is 2 applications of mulch accurate? On page 10-9 it says that mulch will be applied at the request of the Engineer and for through Miscellaneous Work.

Response: Application of mulch is on an as needed basis per our direction. The 2 months listed are a general guideline based on the growing seasons. Waiawa I/C is very dry terrain and would require the compost to retain moisture to aid plant sustainability. The trees are generally spread out from Kam Hwy Overpass to Waikele I/C. An accurate measurement of the square footage is not available.

3. The Scope of Work asks that the turf be fertilized in January, March, May, July, September and November, that the shrubs be fertilized in February, May, August and November and the trees be fertilized in January. Does the Dept. of Transportation know the square footage of the turf areas they want fertilized?

Response: No, accurate measurement of the square footage is not available.

4. Is six applications of fertilizer to the turf/four applications of fertilizer to the shrubs/one application of fertilizer for the trees accurate? On page 10-11 it says that fertilizer applications will be performed at the request of the Engineer.

Response: Application of fertilizer is on an as needed basis per our direction. These applications will be performed at the request of the Engineer.

5. A number of tasks are to be paid for by the Miscellaneous line item -- adding additional areas that not currently under contract, compost for shrubs, removal of shrubs, mulch for the trees, discretionary maintenance and inspection of the irrigation system, fertilizer for the turf, shrubs and trees, cost of litter removal, litter collection logs, weigh tickets, and litter disposal three times a week (p. 10-16), and the removal and disposal of solid/hazardous waste. Will the \$50,000 allowance be sufficient for all these tasks?

Response: The allowance item for Bid Item No.8 is sufficient.

6. The scope of work says that the clearing of gutters, swales and ditches will be paid for under bid item Litter Collection of the proposal schedule. Is there supposed to be a litter collection line item? I don't see on listed on the proposal schedule.

Response: There will be no additional bid items added to the H1D-01-24C(2R) proposal schedule and the State is not adding a bid item for Litter Collection.

7. The Scope of Work asks that the contractor distinguish and then bill between different types of debris/litter. Debris and litter that are created by the landscape maintenance work are to be billed using the Maintenance of Landscaped Areas (p. 10-15), but the general cleanup that is to be conducted 3 times a week is to be billed against the "Litter Collection" line item (p. 10-16) which I don't see listed on the proposal schedule and the removal of solid/hazardous waste is to be billed using the Miscellaneous Work line item(p. 10-16). Is this correct?

Response: Please see revised Section 10 from Addendum No. 2. The Proposal Schedule is not being revised for H1D-01-24C(2R) and the State is not adding a Litter Collection bid item. Removal of solid/hazardous waste shall be paid by allowance in Bid Item No. 8.

8. The scope of work says that the cost of pesticides/herbicides will be paid for using the line item for Pesticides and Herbicides (\$2000), does that line item also include the application of herbicides and pesticides or just the cost of the product?

Response: The pesticide and herbicide are not provided by the State. The contractor will purchase and will be reimbursed per the allowance. The allowance also includes the application of pesticides and herbicides.

9. On page 10-22 it says that the contractor "shall be made available outside of normal working hours, seven days a week, including State holidays." How does the contractor bill for work outside of normal working hours?

Response: The contractor shall incorporate this with their bid.

10. On page 11-6, the scope of work explains the contractor is responsible for manual watering when needed. Are there quick coupler valves available for manual watering purposes? If so, where are they located?

Response: No quick couplers available in this area. The working irrigation is only at Waikele Interchange.

11. The solicitation says that an escalation cause is not applicable for this contract but that the contract can be extended four (4) additional twelve month periods. Will a bidder be able to submit pricing for each year of the contract? Or is the bidder locked into the pricing submitted for the first year for all additional years?

Response: No, the bidder will not be able to submit pricing for each year. The submitted unit bid price shall remain equal to the initial bid price for each additional extension.

12. The solicitation states that the irrigation is 100% operational. Is there a way for a bidder to verify that the system is in fact 100% operational?

Response: No, the State is not having a pre bid meeting.

13. The liquidated damages section (starting on p. SP-9) calls out the replacement costs for various trees, shrubs and grass if they die due to the contractor's negligence. Does the Dept. of Highways know the quantities of each tree and shrub listed on the table on pgs. SP-9 and 10 that are currently planted along the section of highway in question?

Response: No, the State does not know the quantity of each tree and shrub

14. Have homeless encampments been an issue along this stretch of highway?

Response: The State is unaware if any issues with homeless encampment along this stretch of highway.