

## Landscape Maintenance Specifications, Best Management Practices

### City – Owned Land / Large Properties

#### A. Example of Landscape Maintenance Specifications for Public Areas

These specifications could also be modified for large properties with contracted landscape maintenance services.

1. The landscape maintenance contractor shall provide the following scope of services:
  - a. Location: The location of the work shall be publicly – owned and maintained landscape areas as prescribed by the City’s representatives.
  - b. Litter Control: The contractor shall retrieve and dispose of all litter and debris as needed including, but not limited to, palm fronds, tree limbs, branches, leaves, berries, etc. This shall include cleaning all areas prior to mowing, and monitoring of the grounds, sidewalks, curbs and gutters on an ongoing basis. Personnel shall be available at all times to remove litter / debris as needed.
  - c. Turf Mowing: A monthly mowing schedule shall be provided to City’s representative prior to service. Mowing wet grass shall be avoided when possible. Mower blades must be kept sharp so that the cut grass edge is clean and not ragged. Mowing patterns shall be changed frequently to avoid wear. Any grass clippings or other plant debris remaining on the grass surface shall be removed the same day as the mowing service is performed. Clippings, mulch or other plant debris must be prevented from entering ponds, lakes, water features, or drains. In the event that this occurs, the materials shall be removed immediately.

St. Augustine Grass – Mow only with a rotary mower at the following frequencies for a total of 36 cuts per year: 2X monthly in November, December, January, and February; 3X monthly in March, April, May, June, July, August, September and October. The cutting height shall be a minimum 3 ½” to a maximum 4” above soil level.

I-95 / Oakland Park Boulevard – Mow with a rotary mower or bush hog at the following frequencies: 1X monthly in October, November, December, January, February and March; 2X Monthly in April, May, June, July, August and September. The cutting height shall be a minimum 3 ½” to a maximum 4” above soil level.

- d. Edging / Cleaning: Contractor shall trim and properly edge all shrub and flowerbeds as well as tree rings, curbs, walks, lighting and all other obstacles in the landscape and remove clippings. Paved areas (hard edges) shall be edged every mowing with respect to the turf type adjacent to the edging. Edging of beds and tree rings (soft edging) shall be executed every mowing with respect to the turf type adjacent to the edge. Damage to property or existing vegetation caused by improper trimming or edging shall be repaired or replaced within 48 hours at the Contractor’s expense. All walks and other paved

areas shall be vacuumed, swept or blown off, or vacuumed as needed to prevent accumulation of clippings and dead insects. Landscape areas shall be raked and cleaned of clippings, leaves, sticks, twigs, and all litter each time the soft edging is done. All mowing schedules shall be subject to approval by the City's representative.

- e. Mulching: Mulch planting beds in such a manner as to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds. Avoid mulch mounded up on the trunks of palms, trees and the base of shrubs to encourage air movement in this area which aids in lowering disease susceptibility. Cypress mulch is prohibited in The City of Oakland Park. The use of Melaleuca or recycled mulch is encouraged.
- f. Shrubs, Trees and Palm Maintenance: All hedges that require shearing shall be pruned quarterly; all other shrubs and ground cover material shall be pruned monthly to insure the best shape, health and character of the individual plant. The entire top of hedges must be trimmed and this may require the use of a scissor lift or bucket truck. Mechanical trimming may only be utilized when the health or appearance of the plant will not be damaged by the mechanical trimmers. Ground cover plants shall be selectively cut back to encourage lateral growth and kept in bounds and out of other plantings, walkways, lighting, etc. Cuts should be made with sharp and proper tools. When cutting parts of branches leave a living bud at the end of the stub. Make cuts sufficiently close to parent stem so that the healing can readily start under normal conditions. Prune only at the time of season proper for the variety. Prune or trim at least once or twice each growing season to keep the natural shape of the individual plant.

Removal of dead limbs, branches and fronds from all trees and palms shall be ongoing (up to a height of 10 feet only). No pruning should be performed to live wood that would affect the fullness or intended character of the planting.

Remove all sucker growth from the base of trees on an as needed basis. Remove any limbs, which pose a threat to public safety (up to a height of 10 feet only).

There must be at least one employee on site during all tree trimming who possesses a Class B Tree Trimmers license or better as required by Broward County.

- g. Fertilization: A schedule of fertilization dates and fertilizer analysis shall be subject to approval by City's representative prior to application. The fertilizer used shall be a commercial grade product and recommended for use on each plant type. Specific requirements should be determined by soil test results, soil type and the time of year. Applications shall proceed continuously once begun until all areas have been completed. In the event fertilizer is thrown on hard surfaces, it shall be removed immediately to prevent

staining. Any plants damaged by over –fertilization shall be replaced at the Contractor’s expense.

- i. St. Augustine Grass - St Augustine turf shall be fertilized three (3) times per year at a rate of 1lb. of N/1000 square feet. The N, P, K ratio shall vary with the time of year of the application and the results of soil analysis. Fertilizer shall be applied in the month of January, April, and October. The October application shall include a weed control product.
- ii. Shrubs and Groundcover – The fertilizer for all planted shrubs and groundcover shall meet appropriate horticultural standards with an N,P,K ratio of 3:1:2 unless soil conditions or plant species dictate differently. At least 60% of the nitrogen must be from a non-water soluble organic source. All shrubs and groundcovers shall be fertilized by broadcasting by hand over the beds three (3) times per year. Fertilizer should be applied in the spring, fall and winter at 1 ½ to 3 lbs. N/100 square feet. The Contractor shall establish a program that will fertilize all shrubs and groundcover, describing the type of fertilizer required for each type of plant and the time of year this work will be undertaken.
- iii. Trees & Palms – The fertilizer for all the planted hardwood trees shall meet proper horticultural standards with an N, P, K ratio of 4:1:4 unless soil conditions or plant species dictate differently. At least 60% of the nitrogen must be from a non-water soluble source. Concentrated slow-release fertilizer tablets may be used on trees if approved by the City’s representative. Hardwood trees shall be fertilized twice (2) yearly, spring and fall, in the following amounts: one (1) pound of fertilizer per inch of tree diameter, but no more than eight (8) pounds of fertilizer per tree. Palms shall be fertilized three (3) times yearly with an N, P, K ratio of 8-2-12+ (4) Mg plus micronutrients. No substitutions allowed and 100% of the N, K and Mg must be controlled release.

The Contractor shall establish a program that will fertilize all trees and palms, describing the type of fertilizer required for each type of tree and the time of year this work will be undertaken. The fertilization schedule shall be provided to the City’s representative not less than one (1) month prior to application. Any trees damaged by over-fertilization or by the use of the wrong type of fertilizer shall be replaced at the Contractor’s expense. Changes in fertilization rates, methods and composition shall be subject to approval by the City’s representative in writing

- h. **Disease Management:** The Contractor shall control or eradicate diseases and infestations by chewing or sucking insects, leaf miners, fire ants and other pests including white fly (except on trees) through organic methods first and then if required by spraying affected plants with chemical sprays and combinations of sprays suitable for that particular disease or pest when the infestation or infection becomes evident and as often thereafter as necessary. The Contractor shall respond within 72 hours after a request or notice from City’s representative. The Contractor shall be fully licensed to spray pesticides, and shall

use sound cultural practices that aid in preventing the presence or proliferation of insects and diseases.

- i. Application of Herbicides: All turf, planting beds and tree rings shall be maintained in a weed free condition. The Contractor may apply various herbicides by means of spray type devices to aid in the control of unwanted weeds and vegetation. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and all applicable Federal, State, County and Municipal regulations. Herbicides may be used only with prior approval by the City's representative as to type, location and method of application. The Contractor shall exercise extreme care so as not to overspray and affect areas not intended for treatment. Areas adversely affected by such overspray shall be restored at the Contractor's expense. Do not spray on windy days.
- j. Turf Renovations: Turf renovations may be required if conditions warrant such a procedure and will be an extra charge. Conditions which warrant renovation include areas thinned out or damaged turf resulting from natural burnouts, traffic, or any area which has become noticeably depressed below the average grade of the other turf, or if the area becomes unsightly. Proper watering, fertilization and pest management will be critical during and after renovation. Any irrigation damaged because of turf renovation shall be repaired at the Contractor's expense. The Contractor shall be responsible for repairing ruts caused by vehicles pulling onto the grassy swales within 72 hours of the damage. Tamping or filling with sand are acceptable methods of repair.
- k. Irrigation: the Contractor shall be responsible for the operation and maintenance of automatic irrigation system, and for setting and adjusting the time clocks to insure proper watering of all plant material and turf in the landscape. Irrigation schedules must comply with City, Broward County and South Florida Water Management District watering restrictions

The Contractor shall be responsible for the labor and supervision to make minor irrigation repairs to the lateral lines, risers and sprinkler heads up to two (2' inches) in diameter as required to keep the system operating. The Contractor shall also be responsible for repairing all electrical wires from zone valves back to the clock and for replacing damaged or broken valve boxes. The City shall reimburse the cost of parts for said repairs. Major repairs to main lines, valves, pumps and intake piping shall be reimbursed by the City for both labor and materials. Reimbursable repair work shall require authorization by the City's representative prior to commencement.

Prior to the commencement of the maintenance program, the Contractor shall have forty-five (45) days from the start of contract to inspect the irrigation system and report existing damage or incorrect operation and coverage to the City. The Contractor shall be

responsible for the integrity of the system after this initial inspection report and subsequent repairs.

Time clocks shall be checked once a week or as may be required. The Contractor shall, at least once per month, fully operate all the irrigation zones and replace, repair or clean all irrigation heads, lines, valves, valve boxes and controllers as needed. Any equipment damaged by the Contractor's operation shall be replaced with the same equipment and by the same manufacturer unless otherwise approved by the City's representative.

The irrigation shall be capable of providing 1 ½ "of water to all turf and shrub beds each week or as often as required to provide for a uniform green landscape appearance. The system shall be adjusted during the various seasons. The Contractor shall be required to make all repairs within a minimum 24 hour time period or sooner as directed by the City's representative. Any form of damage to the irrigation system must be reported to the City's representative immediately upon discovery.

Irrigate as necessary during periods of little or no rainfall using the automatic irrigation system and any supplemental watering necessary to apply the proper amount of water to keep the plant material in optimum health. Supplemental watering may require a large portable watering tank, impact sprinklers or additional hose to be supplied by the Contractor.

The Contractor shall provide a written irrigation schedule to the City's representative. The Contractor shall be responsible for controlling the amount of water used for irrigation and any damage that result from over-watering or insufficient watering shall be the responsibility of the Contractor.

- I. Contractor: shall be responsible for reporting the location of all graffiti on signs, utility cabinets, walkways and roadways to the City on a daily basis.