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Proposal Submittal

By: _____

Address: _____

CONTRACT DOCUMENTS
AND
SPECIFICATIONS FOR
2020-2021
PHILO ROAD AND BONEYARD CROSSING
LANDSCAPE MAINTENANCE CONTRACT
BID #2021-11

URBANA, CHAMPAIGN COUNTY, ILLINOIS

SUBMISSION DATE & TIME:	January 28, 2021 1:30 PM LOCAL TIME
BID OPENING DATE & TIME:	January 28, 2021 1:35 PM LOCAL TIME
BID BOND:	NOT REQUIRED
CONTACT PERSON:	BARB STIEHL PUBLIC WORKS DEPTMENT 706 S. GLOVER AVE. URBANA, IL 61802 (217) 384-2342 blstiehl@urbanailinois.us

ADVERTISEMENT FOR BIDS

City of Urbana
Department of Public Works
706 South Glover Avenue
Urbana, Illinois 61802

Sealed BIDS will be received until **1:30 P.M.** prevailing time on **JANUARY 28, 2021** and opened and read aloud publicly at **1:35 P.M.** prevailing time on **JANUARY 28, 2021** at the office of the City Arborist, 706 South Glover, Urbana, Illinois, 61802 for the **PHILO ROAD AND BONEYARD CROSSING LANDSCAPE MAINTENANCE CONTRACTS**. **No further questions will be addressed following 4:00 P.M. January 21, 2021.** These contracts will include watering, weeding, fertilizing, mulching, graffiti removal and maintaining landscape areas within the public right-of-ways along Philo Road from Colorado Avenue to Florida Avenue and Boneyard Crossing from Griggs Street to Broadway Avenue.

Register online at the City of Urbana website:
http://www.urbanaininois.us/Solicitation_2021-11 to receive bid documents and specifications.

All bidders may be required to provide current financial and experience statements or other pre-qualification documents to show satisfactory evidence of the bidder's competency to perform the proposed work prior to award of CONTRACT. The award for the CONTRACT/CONTRACTS will be made to the lowest qualified bidder.

DATED this 28th day December 2021

Tim Cowan
Director of Public Works

INFORMATION FOR BIDDERS

BIDS will be received by the City of Urbana (herein called the “OWNER”) acting through the City Council at 706 South Glover Avenue, Urbana, Illinois 61802 until **1:30 P.M.** prevailing time on **JANUARY 28, 2021** and opened and read aloud publicly at **1:35 P.M.** prevailing time on **JANUARY 28, 2021**. **No further questions will be addressed following 4:00 P.M. January 21, 2021.**

The ARBORIST is the City Arborist, 706 South Glover Avenue, Urbana, Illinois, or their designee.

All Bids must be made on the required Bid form. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid form must be fully completed and executed when submitted. Where amounts are given in both words and figures, the words will govern. If there is a discrepancy between the total amount and unit price, the unit prices will govern.

The Contract Documents contain the provisions required for the construction of the Project. Information obtained from an officer, agent or employee of the Owner or any other person shall not affect the risks or obligations assumed by the CONTRACTOR/CONTRACTORS or relieve him/her from fulfilling any of the conditions of the Contract.

Bidders must satisfy themselves of the accuracy of the estimated quantities in the Bid schedule by examination of the site and a review of the drawings and specifications, including addenda. After Bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Plans and Contract Documents, including all addenda. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his/her Bid.

Should a bidder find discrepancies in or omission from any part of the documents, or be in doubt as to their meaning, the bidder shall at once notify the City at least five (5) days prior to the deadline for bid receipt. The City will send written instructions in the form of an addendum to all bidders if the information is deemed necessary by the City in submitting bids. The City will not be responsible for any oral instructions. The failure of the bidder to request clarification prior to submitting the bid waives the bidder’s right to claim any ambiguity or discrepancy in the documents.

Should the City issue any addendum to the bid documents, the bidder shall submit acknowledgement of receipt of the addenda on the bid form and the bid shall be based on all addenda. **Any addendum issued by the City shall be considered part of the bid documents and failure to submit acknowledgement of the receipt of all addenda shall be cause for the City to reject the bid.**

Any Bid may be modified or withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. No Bidder may withdraw a Bid within 90 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Owner and the Bidder/Bidders.

Award of the Contract will be based on the responsive qualified bid. Award of the bids will be based on the lowest base bid per designated area or areas combined not including the supplemental unit prices.

The City of Urbana reserves the right to reject any and all proposals, to waive any technicalities in the proposals, or to continue the letting from time to time as deemed necessary.

The party to whom the Contract/Contracts are awarded, will be required to execute the Contract Forms within fifteen (15) calendar days after the contract has been mailed to the Bidder. The NOTICE OF AWARD shall be accompanied by the necessary CONTRACT Form.

The Owner within fifteen (15) days of receipt of acceptable Contract signed by the party to whom the Contract/Contracts was awarded shall sign the Contract and return to such party an executed duplicate of the Contract. Should the Owner not execute the Contract/Contracts within such period, the Bidder/Bidders may by written notice withdraw his/her signed Contract. Such notice of withdrawal shall be effective upon receipt of the notice by the Owner.

The NOTICE TO PROCEED shall be issued within fifteen (15) days of the execution of the CONTRACT/CONTRACTS by the OWNER. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period, the time may be extended by mutual agreement between the OWNER and BIDDER/BIDDERS. If the NOTICE TO PROCEED has not been issued within the fifteen (15) day period or within the period mutually agreed upon, the BIDDER/BIDDERS may terminate the CONTRACT without further liability on the part of either party. The BIDDER/BIDDERS shall begin work within 15 days of receipt of the NOTICE TO PROCEED.

Prior to commencement of the work, the CONTRACTOR/CONTRACTORS shall purchase and maintain during the term of the Project, such insurance as will protect him/her, the Owner, and the City Arborist from claims arising out of work described in this contract and performed by the CONTRACTOR/CONTRACTORS, Sub-contractor(s), or Sub-subcontractor(s).

The Owner may make such investigations as (s)he deems necessary to determine the ability of the Bidder/Bidders to perform the Work, and the Bidder/Bidders shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of

the Contract and to complete the Work contemplated therein. The low Bidder/Bidders shall supply the names and addresses of major material suppliers and subcontractors when requested to do so by the Owner.

A conditional Bid will not be accepted.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the contract throughout.

Attention of Bidders is directed to the provisions of the Fair Employment Practices Act of the State of Illinois approved July 1, 1961, and particularly the provisions of Section 4 thereof, concerning Public Contracts. The Contract, which is to be entered into, shall be conditioned as provided by law.

Attention of Bidders is directed to the provisions of the Illinois Human Rights Act of the State of Illinois approved December 6, 1979, and particularly the provisions of Section 2-501 thereof, concerning Public Contracts. The Contract/Contracts, which is to be entered into, shall be conditioned as provided by law.

In addition, each Bidder must certify that it is not barred from bidding as a result of non-compliance with State laws, which prohibit bid rigging or bid rotating.

The bidder and their subcontractors shall comply with the City of Urbana's Equal Employment Opportunity guidelines and all other laws pertaining to equal employment opportunity. Pursuant to the guidelines, the bidder must have on file a Certificate of Compliance from the City of Urbana before a bid can be awarded to the bidder. Before a subcontractor can be utilized on this project the subcontractor must have on file a Certificate of Compliance from the City of Urbana. Inquiries concerning this requirement may be directed to the Human Relations Officer, 400 South Vine Street, Urbana, Illinois 61801 or by telephone at (217) 384-2466.

GENERAL CONDITIONS

1.0 AWARD OF CONTRACTS

A NOTICE OF AWARD will be issued to the lowest qualified BIDDER/BIDDERS for PHILO RD., BONEYARD CROSSING OR COMBINATION BID whose BID meets the requirements presented in the CONTRACT DOCUMENTS.

The Notice of Award cannot be issued until the CONTRACTOR's and Sub-Contractor's equal opportunity compliance forms have been approved by Urbana's Human Relations Commission. CONTRACTORS and Sub-Contractor's are encouraged to submit the required EEO forms prior to bid opening and as soon after receiving bid packet as possible to pre-qualify with the City to expedite issuance of the Notice of Award. Email completed forms to HRO@urbanaininois.us or mail to the Human Relations Office, 400 South Vine Street, Urbana, Illinois 61801. Contact the Human Relations Office, at (217) 384-2455 for inquiries concerning this requirement.

2.0 AUTHORIZED VARIATIONS IN WORK

The ARBORIST may authorize minor variations in the work from the requirements of the Contract Documents, which do not involve a significant adjustment in the Contract Price or the Contract Time and are consistent with the overall intent of the Contract Documents. These may be accomplished by a Field Order and will be binding on the OWNER, and also on the CONTRACTOR/CONTRACTORS who shall promptly perform the Work involved. If the CONTRACTOR/CONTRACTORS believes the Field Order justifies an increase in the Contract Price or an extension of the Contract Time and the parties are unable to agree as to the amount or extent thereof, the CONTRACTOR/CONTRACTORS may make a claim therefore as provided in Section 109 of the STANDARD SPECIFICATIONS.

3.0 PAYMENTS TO CONTRACTOR/CONTRACTORS

It is pointed out that this CONTRACT is a unit price project, and the CONTRACTOR/CONTRACTORS and the ARBORIST will agree on the quantities of each type of work performed. There will be no extra payments due because of extra quantities calculated by the CONTRACTOR/CONTRACTORS after quantities have been agreed upon. Payment to the CONTRACTOR/CONTRACTORS will be made monthly upon receipt of invoices submitted to the ARBORIST by the CONTRACTOR/CONTRACTORS.

Payment will be made by check; no payments will be made with bonds.

CONTRACTOR/CONTRACTORS shall submit monthly itemized invoices to ARBORIST for payment.

4.0 PROTECTION OF WORKERS

All BIDDERS are reminded that the Occupational Safety and Health Administration of the U.S. Department of Labor (OSHA) has certain requirements pertaining to protection of workers when

working with hazardous chemicals, when excavation is being performed, when working in confined spaces or other work to be performed under this contract. It is pointed out that it is fully the CONTRACTOR'S responsibility to comply with these requirements and the City will not accept any extra charges for this compliance or any responsibilities for non-compliance by the CONTRACTOR/CONTRACTORS.

There will be no extra payments for performing any work needed to comply with these requirements.

5.0 RESPONSIBILITY FOR DAMAGE CLAIMS

The CONTRACTOR/CONTRACTORS shall indemnify and save harmless the OWNER, the ARBORIST, their officers, employees and agents, from all suits, actions or claims of any character including costs and attorney's fees, brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of said CONTRACTOR/CONTRACTORS; or on account of, or in consequence of, any neglect in safeguarding the work; or through the use of unacceptable materials in constructing the work; or because of any act or omission, neglect, or misconduct of said CONTRACTOR/CONTRACTORS; or because of any claims or amounts recovered for any infringement of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act", or any other law, ordinance, order or decree.

Any CONTRACTOR'S duty to indemnify the OWNER provided for in this CONTRACT/CONTRACTS or in the STANDARD SPECIFICATIONS shall be to the greatest extent allowed by law.

6.0 INSURANCE

A. Limitation of Liability

The CONTRACTOR/CONTRACTORS affirmatively represents that (s)he is skilled and experienced in the use and interpretation of Drawings and Specifications such as those included in the CONTRACT DOCUMENTS. Further, (s)he also affirmatively represents that (s)he has carefully reviewed the Drawings and Specifications of this CONTRACT and that (s)he has based his/her BID solely on these Documents, not relying in any way on any explanation or interpretation, oral or written, from any other source.

Unless a CONTRACTOR/CONTRACTORS has given written notice to the ARBORIST of any ambiguities contained in the Drawings and Specifications prior to the submission of its Bid, the CONTRACTOR/CONTRACTORS agrees that it shall be conclusively presumed that the CONTRACTOR/CONTRACTORS has exercised his/her aforementioned skill and experience and found the Drawings and Specifications sufficient and free from ambiguities, errors, or omissions for the purpose of determining its contract Bid Price for the performance of the Work in conformity with the Drawings and Specifications.

If the CONTRACTOR/CONTRACTORS is required to do extra work not shown in the CONTRACT DOCUMENTS or which the CONTRACTOR/CONTRACTORS could reasonably not have been expected to discover by exercising his/her aforementioned skill and experience, an equitable adjustment in the CONTRACT BID price will be made as provided in the “STANDARD SPECIFICATIONS”.

CONTRACTOR/CONTRACTORS shall list OWNER as additional insured on the insurance documents.

B. Insurance Specifications

1. Insurance Required of the CONTRACTOR/CONTRACTORS

Prior to commencement of the work, each CONTRACTOR/CONTRACTORS shall purchase and maintain during the term of the Project such insurance as will protect him/her, the OWNER(s) and the ARBORIST(s) from claims arising out of the work described in this contract and performed by the CONTRACTOR/CONTRACTORS, SUBCONTRACTOR(S) or SUB-SUBCONTRACTOR(S) consisting of:

- a. Worker’s Compensation Insurance including Employer’s liability to cover employee injuries or disease compensable under the Worker’s Compensation Statues of the states in which work is conducted under these CONTRACT/CONTRACTS; disability benefit laws, if any; or Federal compensation acts such as U.S. Longshoremen or Harbor Workers Maritime Employment, or Railroad Compensation Act(s), if applicable. Self-insurance plans approved by the regulatory authorities in the state in which work on this Project is performed are acceptable.
- b. A Comprehensive General Liability policy to cover bodily injury to persons other than employees and for damage to tangible property, including loss of use thereof, including the following exposures.
 - (1) All premises and operations
 - (2) Explosion, collapse and underground damage
 - (3) CONTRACTOR’S Protective coverage for independent CONTRACTORS or SUBCONTRACTORS employed by him/her
 - (4) Contractual Liability for the obligation assumed in the Contract including the Indemnification or Hold Harmless agreement found in the General Conditions section of this contract
 - (5) The usual Personal Liability endorsement with no exclusions pertaining to employment
 - (6) Products and Completed Operations coverage. This coverage shall extend through the contract guarantee period.
- c. A Comprehensive Automobile Liability policy to cover bodily injury and property damage arising out of the Ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles. In light of standard policy provisions concerning (1) loading and unloading and (2) definitions pertaining to motor vehicles licensed for road use vs. unlicensed

or self-propelled construction equipment, it is strongly recommended that the Comprehensive General Liability and the Comprehensive Auto Liability be written by the same insurance carrier, though not necessarily in one policy.

d. The CONTRACTOR/CONTRACTORS will purchase for the OWNER an OWNER’s Protective Liability policy or name the OWNER as an additional insured on the CONTRACTOR’S policies to protect the OWNER, the ARBORIST, their consultants, agents, employees and such public corporations in whose jurisdiction the work is located for their contingent liability for work performed by the CONTRACTOR/CONTRACTORS or the SUBCONTRACTOR(S) under these CONTRACT/CONTRACTS.

e. Umbrella or Excess Liability

The OWNER or its representative may, for certain projects, require limits higher than those stated under “Limits of Liability” below. The CONTRACTOR/CONTRACTORS is granted the option of arranging coverage under a single policy for the full limit required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy equal to the total limit(s) requested. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the CONTRACTOR’S general liability and to his/her automobile liability insurance.

2. Limits of Liability

The required limits of liability of insurance coverages required under “Insurance Required of the CONTRACTOR” above shall be not less than the following:

a. Worker’s Compensation

Coverage A – Compensation	Statutory
Coverage B - Employer’s Liability	\$ 100,000.00

b. Comprehensive General Liability

Bodily Injury – Each Occurrence	\$1,000,000.00
Bodily Injury - Aggregate (Completed Operations)	\$2,000,000.00
Property Damage - Each Occurrence	\$1,000,000.00
Property Damage – Aggregate or Combined Single Limit	\$2,000,000.00

c. Comprehensive Automobile Liability

Bodily Injury - Each Person	\$1,000,000.00
Bodily Injury - Each Occurrence	\$1,000,000.00
Property Damage – Aggregate or Combined Single Limit	\$1,000,000.00

d. OWNER's Protective

Bodily Injury - Each Occurrence	\$1,000,000.00
Property Damage - Each Occurrence	\$1,000,000.00
Property Damage – Aggregate or	\$1,000,000.00
Combined Single Limit	\$2,000,000.00

e. Umbrella or Excess Liability \$2,000,000.00

f. Railroad Protective Liability (where applicable) Set by
Railroad(s)

3. Insurance - Other Requirements

a. NOTICE OF CANCELLATION OR INTENT NOT TO RENEW

Policies will be endorsed to provide that at least thirty (30) days written notice shall be given to the OWNER and to the ARBORIST of cancellation or of intent not to renew.

b. Evidence of coverage

Prior to commencement of the work, the CONTRACTOR/CONTRACTORS shall furnish to the OWNER, Certificates of Insurance in force. The OWNER reserves the right to request complete copies of policies if deemed necessary to ascertain details of coverage not provided by the certificates. Such policy copies shall be "Originally Signed Copies," and so designated. The acceptance and filing by the ARBORIST and/or the OWNER of a Certificate or Certificates of Insurance disclosing coverage which does not meet the requirements of these specifications shall not constitute a waiver of those requirements by the OWNER nor operate to release the CONTRACTOR/CONTRACTORS from his/her obligation to provide the required insurance coverage.

c. Qualification of Insurers

All insurance carried by the CONTRACTOR/CONTRACTORS to meet these requirements shall be provided by insurance companies legally authorized to provide the respective coverages in the State of Illinois, and which are registered with the Illinois Department of Insurance for providing said coverages.

d. Subrogation Clause

The following subrogation clause shall appear in all policies of insurance, "Subrogation Clause - it is hereby stipulated that this insurance shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any part for loss occurring to the property described herein."

7.0 CORRESPONDENCE AND COMMUNICATION

The CONTRACTOR/CONTRACTORS shall direct all project related questions and concerns in writing to the ARBORIST.

PHILO ROAD AND BONEYARD CROSSING LANDSCAPE MAINTENANCE SPECIFICATIONS

LOCATIONS

- A. The PHILO ROAD property consists of all public property land inside the public right of way from the centerline of Florida Avenue to the centerline of Colorado Avenue.
- B. BONEYARD CROSSING property consists of linear park along the Boneyard Creek from Griggs Street bridge to the Broadway Avenue bridge.

SCOPE OF SERVICE

- A. The scope of the CONTRACTOR'S responsibility includes all outdoor plant material (excluding trees), organic and inorganic mulch areas, and appropriate clean-up of all hard surface areas that are affected by landscape maintenance activities. Furthermore, the CONTRACTOR/CONTRACTORS is responsible for monitoring, programming, maintaining and repairing the irrigation system.
- B. When necessary, URBANA PUBLIC WORKS DEPARTMENT will take responsibility for changes (additions, deletions, clarifications) in the specifications document. The CONTRACTOR/CONTRACTORS may not deviate from the standards, directions, procedures and timetables outlined in the specifications document without URBANA PUBLIC WORKS DEPARTMENT's full knowledge and approval. The CONTRACTOR/CONTRACTORS will direct all questions and concerns related to the specifications document to URBANA PUBLIC WORKS DEPARTMENT's.
- C. The CONTRACTOR/CONTRACTORS will provide all of the labor, materials and equipment needed to perform the work outlined in the specifications document, all equipment and materials will be stored off-site. All of the CONTRACTOR's employees will be dressed in company uniform at all times while performing work. All work will be performed in a professional manner using well maintained, professional-grade equipment and material that meets the highest horticulture industry standards. All work performed by the CONTRACTOR/CONTRACTORS at PHILO ROAD and/or BONEYARD CROSSING will conform with OSHA requirements. Additionally, the CONTRACTOR/CONTRACTORS will have a written plan on file assuring complete compliance with the Illinois Employee's Right to Know Law and the federal government's Hazard Communication Act.

- D. The CONTRACTOR/CONTRACTORS will schedule all work, except for snow removal, between the hours of 8:00 AM. and 8:00 PM., Monday through Saturday, unless otherwise authorized by the Arborist or his/her representative. Snow removal work shall be completed between 5:00 am. and 10:00 pm. Monday through Sunday.
- E. All work must be completed to the satisfaction of the Arborist, or his/her representative, and any questions as to proper procedures or quality of workmanship will be resolved by the same. Any practice obviously hazardous as determined by the Arborist or his/her representative shall be immediately discontinued by the CONTRACTOR/CONTRACTORS upon receipt of either written or oral notice to discontinue such practice.

QUALITY ASSURANCE

- A. The CONTRACTOR/CONTRACTORS will employ a site supervisor to ensure that this person is on-site when work is being performed. The site supervisor will maintain an Illinois Pesticide Applicator license that includes ornamental and turf categories and preferably but not required, meet at least one of the following standards of experience:
 - 1. University of Illinois Extension Master Gardener Graduate with a minimum of two years landscape maintenance experience or an industry certification through a professional landscape network or one-year of college level courses in ornamental horticulture and three years of landscape maintenance experience.
 - 2. A two-year degree in ornamental horticulture plus a minimum of two years of experience in the landscape maintenance profession or a landscape technician certification through a professional landscape network.
 - 3. A four-year degree in ornamental horticulture plus a minimum of two years of experience in the landscape maintenance profession.
- B. In addition, the manager/supervisor of the site supervisor shall have at least a four-year degree in ornamental horticulture or landscape architecture and four years of experience in the landscape maintenance profession.

COORDINATION

- A. The site supervisor will be responsible for observing all plant material on a regular and ongoing basis throughout the year, but particularly during the growing season. The site supervisor will pay special attention to early diagnosis of biological, cultural and environmental problems on plant material. Based on the site supervisor observations and findings, and following the appropriate procedures outlined in the specifications document, the CONTRACTOR/CONTRACTORS will make recommendations to ARBORIST concerning specific horticultural problems. The site supervisor will also observe and supervise employees, ensuring that all work is being performed according to specifications.

- B. The CONTRACTOR's site supervisor will be authorized to receive and act upon instructions from DEPARTMENT OF PUBLIC WORKS, and as necessary, serve as liaisons between DEPARTMENT OF PUBLIC WORKS and the CONTRACTOR.

CONTRACTOR RESPONSIBILITY

- A. The CONTRACTOR/CONTRACTORS will be held completely responsible for any and all damage to property, City of URBANA property or private party property that results from the CONTRACTOR'S negligence, errors in judgment, misuse of equipment or equipment failure.

EXECUTION

3.1 GROOMED TURF CARE

A. MOWING & TRIMMING

1. Height of Cut:

- a. All groomed turf will be mowed at a three to three and one half inch height of cut. The height within this range will depend on the time of year and prevailing weather conditions. During periods of cool, moist weather, as is typical during spring and fall, height of cut will be three inches. During warmer, drier weather, as is typical during mid-summer, height of cut can be up to four inches to help with heat/drought stress. As seasons and weather conditions change, height of cut will be raised or lowered gradually, with mowers set up or down one quarter of an inch per mowing until the desired height of cut is reached.
- b. All groomed turf will be cut at approximately two and three quarters to three inches when mowed for the last time in late fall. If necessary height of cut will be lowered over the last three mowings to a final cut of two and three quarters to three inches.

2. Mowing Frequency:

- a. Mow as often as necessary (Apr 15- Nov 15) to mow no more than one-third of grass blade height, generally one inch, in any one mowing. Do not blow grass clippings into street or creek and do not leave grass clippings on street or sidewalk. Also do not allow grass clippings to form clumps or windrows which shade out growing grasses. ***Grass clippings, when collected, shall be taken to the Landscape Recycling Center (LRC), 1210 east University Avenue. LRC disposal costs can be***

included in monthly billing invoices to the City. Disposal receipt/ticket number and total yardage shall be referenced in monthly billing invoice for reimbursement. Groomed turf shall be maintained to a high quality groom cut appearance throughout the year.

3. Mowing Equipment:

- a. All groomed turf will be mowed with professional walk-behind or riding rotary mowers suitable for the type of mowing required at PHILO ROAD and BONEYARD CROSSING areas. The size, location, slope and accessibility of the particular lawn area being mowed, along with soil moisture conditions, plant and hardscape protection, will determine whether a walk-behind or riding mower is used.
- b. Mowers will be kept in good operating condition at all times, in compliance with the manufacturer's specifications and maintenance schedules. Mower blades will be sharp at all times.
- c. The CONTRACTOR/CONTRACTORS will store all mowing equipment off-site.

4. Grass Clipping Management:

- a. To the extent possible, clippings will be mulched into turf during mowing, rather than removed. The use of late-model, professional mulching mowers should make this feasible under normal mowing conditions, as outlined in the previous sections on mowing height and frequency.
- b. Clippings left in place may be unsightly under certain circumstances, such as when weather and/or soil moisture conditions prevent proper mowing frequency and lead to excessively long grass between each mowing. In these infrequent cases, the clippings may be removed by bagging. When grass clippings are removed, they must be removed daily and disposed of at the Landscape Recycling Center.

B. GRASS TRIMMING AND EDGINGS:

1. Each mowing operation will include grass trimming around plant material, light fixtures, signs, benches, utility poles, fire hydrants, and any other structure or fixture that has grass growing up to its base. All trimming will be done at approximately the same height of cut as mowing. Special care will be provided to protect art/sculpture units integrated into groomed turf areas.
2. Power edging:
 - a. Power edge turf along sidewalk and curb edges monthly with a fixed blade

gasoline edger (not a nylon rope trimmer). It is designed to cut a 1" deep edge along the edge of curbs and sidewalks. This is to be done monthly from April through November of each year.

3. Trimming:

- a. Complete trimming with hand-operated grass shears, or a gas-operated "string-line" trimmer. However, do not use string-line trimmers around the base of any tree or shrub or where the plastic line may damage the base of any sign, fixture and building or art/sculpture units.

4. Cleanup:

- a. Following each mowing, trimming and edging operation, any plant debris (grass clippings, leaves and twigs), soil or litter that fell or was blown onto any hard surface as a result of mowing or trimming will be removed from that hard surface by sweeping, blowing or vacuuming.

C. FERTILIZATION

1. Amount of fertilizer & timing of fertilization:

- a. All lawn areas will be fertilized two times per year (September 1, and November 1) using winterization type turf fertilizer. Rates of winterization fertilizing to be applied per manufacturers recommendations.

2. Method of application:

- a. The fertilizer will be distributed evenly with an appropriate professional fertilizer spreader. Care will be taken not to get fertilizer on sidewalks, roads, landscape plants and planting beds, and other non-lawn areas.

D. WEED CONTROL

1. CONTRACTOR/CONTRACTORS will be required to have a site supervisor with a current Illinois Pesticide Applicator's License with Ornamentals and Turf categories and have any staff which spray pesticides have a current Illinois Pesticide Operators License.

2. Crabgrass & other annual weeds:

- a. Apply pre-emergent herbicide (Dimension or approved other) when 4" soil temps reach 55 degrees for four consecutive days (generally around Apr 10th-15th)

- b. BONEYARD CROSSING groomed turf areas shall be posted with appropriate warning flags immediately following herbicide application and removed after 24 hours.
 - c. All groomed turf areas at PHILO ROAD and BONEYARD CROSSING will be inspected during mowing for crabgrass and other annual lawn weed seedlings. When individual seedlings or groups of seedlings are discovered, the CONTRACTOR/CONTRACTORS will decide based on the numbers of seedlings present and the size of the area involved, whether hand pulling or herbicide application will be used. If herbicide application is chosen for post-emergent crabgrass control, Acclaim (or approved other) will be applied while the crabgrass seedlings are in the three-leaf to one-tiller stage.
 - d. Herbicides used for crabgrass and other annual lawn weed control will only be applied by Illinois Licensed Pesticide Operators.
3. BROADLEAF WEEDS:
- a. Apply post emergent herbicide to groomed turf areas around May 15th and again around Sept 15th (post-emergent chemical shall be approved by the City of Urbana).
 - b. All groomed turf areas will be inspected weekly throughout the growing season for broadleaf lawn weeds. When individual weeds or groups of weeds are discovered after broadcast applications of post emergence have been completed, the CONTRACTOR/CONTRACTORS will spot treat those weeds with an appropriate post-emergent herbicide as soon as possible. The application must be made under acceptable environmental conditions (see below). The best and most efficient control of broadleaf lawn weeds can be expected in mid-spring (late April to mid-May) and early fall (early September to early October).
 - c. A high quality broadleaf post-emergent herbicide, such as Turflon II or equivalent, should be used. It contains 2,4-D, MCPP in an amine salt solution.
 - d. The CONTRACTOR/CONTRACTORS will avoid applications of liquid broadleaf weed control products under windy conditions (in excess of 10 miles per hour) and excessively hot conditions (in excess of 85° Fahrenheit). All herbicide products will be applied carefully to avoid direct or wind-blown contact with trees, shrubs, ground covers and flowers. To the extent possible, applications of liquid herbicides should be applied between 6:30 p.m. and 6:30 a.m.
 - e. BONEYARD CROSSING groomed turf areas shall be posted with appropriate warning flags immediately following herbicide application and removed after 24 hours.

- f. Herbicides used for broadleaf lawn weed control will only be applied by Illinois Licensed Pesticide Operators.

E. INSECT & DISEASE CONTROL

1. CONTRACTOR/CONTRACTORS will be required to have a site supervisor with a current Illinois Pesticide Applicator's License with Ornamentals and Turf categories and have any staff which sprays pesticides have a current Illinois Pesticide Operators License.
2. All groomed turf areas will be inspected weekly throughout the growing season for lawn insect and disease problems. The CONTRACTOR/CONTRACTORS will use appropriate diagnostic equipment (hand lens, lab scope), techniques (sunken can test for chinch bugs, irrigation test for sod webworms), and up-to-date references to identify pests. Positive pest identification is imperative before any further steps are taken by the CONTRACTOR/CONTRACTORS, especially insecticide or fungicide applications.
3. When an insect or disease problem is identified, the CONTRACTOR/CONTRACTORS will determine the extent of the infestation or infection on the property, especially on those lawn areas adjacent to where the problem was first identified. Taking into account the area or areas where the pest problem exists, and the perceived severity of the problem, the CONTRACTOR/CONTRACTORS will then consider the pest's life cycle, prevailing weather conditions, and the time of year before deciding on a program of control.
4. The CONTRACTOR/CONTRACTORS must notify ARBORIST of a recommendation to apply any insecticide or fungicide to the trees, ornamentals or lawn prior to the application and receive owner's approval. Pesticide applications for insect and or disease infestations will be charged on a time and materials basis.
5. If the CONTRACTOR/CONTRACTORS decides that applying an insecticide or fungicide is necessary, the smallest possible area should be treated. Insecticides and fungicides will only be applied when the pest is susceptible (based on its life cycle) and weather conditions are conducive to pesticide use (rain unlikely or irrigation controlled for at least 12 hours, and not over 85° Fahrenheit). To the extent possible, insecticides and fungicides should be applied between 6:30 p.m. and 6:30 a.m.
6. Insecticides and fungicides used for lawn insect and disease control will only be applied by Illinois Licensed Pesticide Operators.
7. Given the spotty nature of lawn insect and disease problems, applications of insecticide and fungicide products to the entire groomed turf areas, alone or in

combination with other lawn care products (such as fertilizer), will not be employed without the ARBORIST'S approval.

8. BONEYARD CROSSING groomed turf areas shall be posted with appropriate warning flags immediately following insecticide application and removed after 24 hours.

F. MISCELLANEOUS

1. Plug aeration:

- a. All groom turf areas will be plug aerated once a year. Plug aeration may be done between September 15 and September 30. The CONTRACTOR/CONTRACTORS will mow soon after aeration.

3.2 PERENNIAL, GRASSES AND GROUND COVER CARE

A. PRUNING

1. Trees

- a. All trees to be maintained by city staff unless otherwise instructed by City Arborist.

2. Shrubs, perennials and native grasses & ground covers:

- a. Shrubs are defined as woody multi-stemmed plants less than six feet in height.
- b. All shrubs, perennials, native grasses and groundcovers will be inspected on a weekly basis for pruning needs. The CONTRACTOR/CONTRACTORS will concentrate on the following when pruning:

- Pedestrian Visibility/plants shall be kept to a height and size that will not block the view of small children on sidewalks or bike lanes.
- Vehicle visibility/ plants shall be kept to a height and size that will not obstruct signs or traffic visibility at entrances, exits and intersections.
- Pedestrian, bicycle and vehicular clearance / plants shall be maintained so not to encroach into sidewalk, bicycle and vehicle traffic lanes.
- Dead branches/leaves.
- Broken branches.
- Stubs from previously pruned branches.
- Old branches / canes.
- Weak branches, especially those at the inside base of the plant.
- Insect-infested or disease-infected branches/leaves under certain

- circumstances.
- Branches growing well beyond the outline of the plant
- c. Branches that die or are broken, especially during the growing season, will be eliminated as soon as possible. Any branch that creates a potential hazard will be eliminated as soon as possible.
- d. All pruning cuts will be made with high quality, professional-grade hand pruning tools (hand shears, lopping shears, hand pruning saw) that are kept sharp at all times. The CONTRACTOR/CONTRACTORS will not use a mechanical or power hedge shears to prune shrubs.
- e. All shrub, perennial and ornamental grass pruning will be done without altering the plant's natural shape, flowering cycle and growth habit, unless specified by ARBORIST.
- f. The CONTRACTOR/CONTRACTORS will not leave stubs when pruning shrubs, perennials and grasses under any circumstances. For renewal pruning, pruning cuts will be made as close to the ground as possible. For pruning in the plant's crown, pruning cuts will be made flush to a side branch or to the branch collar, when a collar is discernible.
- g. All plants are to be reviewed weekly for pruning needs and die back to be removed immediately. Plants are pruned on a rotational basis according to their needs. Trimming and shaping of deciduous plants and groundcover should be done minimally three times per year.
- h. All shrub, perennial and ornamental grass cuttings will be removed immediately and disposed of legally.

B. WEED CONTROL

1. CONTRACTOR/CONTRACTORS will be required to have a site supervisor with a current Illinois Pesticide Applicator's License with Ornamentals and Turf categories and have any staff which spray pesticides have a current Illinois Pesticide Operators License.
2. All non-lawn areas around trees, shrubs and ground covers will be kept free of weeds at all times. This will be done through a combination of mulching, hand weeding, cultivation with hand tools and selective herbicide application except for areas prone to runoff adjacent to the BONEYARD CROSSING where no herbicides are to be used. To avoid damage to surface roots of trees, shrubs and ground covers, areas that are not mulched or where the mulch layer is thin will not be cultivated.
3. Appropriate post-emergent herbicides may be used to spot treat in situations

where hand weeding or cultivating is not practical and or where there are difficult to control weeds such as rhizomatous perennial weeds like quackgrass and Canada thistle. Glyphosate-containing products are generally preferred for most other weeds when hand weeding or cultivating is not practical. No herbicides will be used along BONEYARD CROSSING banks or other BONEYARD CROSSING areas likely to runoff into creek without ARBORIST approval. Only aquatic approved herbicides shall be considered for these areas if deemed necessary and approved by the ARBORIST. The CONTRACTOR/CONTRACTORS will use all necessary precautions to prevent runoff and drift when using post-emergent herbicides. Herbicides will only be applied by licensed Illinois Pesticide Operators.

4. All weeds that would be unsightly if left lying on the ground after weeding will be removed daily and disposed of legally.

C. INSECT & DISEASE CONTROL

1. CONTRACTOR/CONTRACTORS will be required to have a site supervisor with a current Illinois Pesticide Applicator's License with Ornamentals and Turf categories and have any staff which spray pesticides have a current Illinois Pesticide Operators License.
2. All trees, shrubs, perennials and native grasses will be inspected weekly throughout the growing season, and as needed during the dormant season, for insect and disease problems. The CONTRACTOR/CONTRACTORS will use appropriate diagnostic equipment (hand lens, lab scope), techniques, and up-to-date references to identify pests. Positive pest identification is imperative before any further steps are taken by the CONTRACTOR/CONTRACTORS, especially insecticide or fungicide applications. All remedies to insect problems are to be provided in writing to the ARBORIST.
3. When an insect or disease problem is identified, the CONTRACTOR/CONTRACTORS will determine the extent of the infestation or infection on the property, especially in areas adjacent to where the problem was first identified. Taking into account the area or areas where the pest problem exists, and the perceived severity of the problem, the CONTRACTOR/CONTRACTORS will then consider the pest's life cycle, weather conditions, and the time of year before deciding on a program of control.
4. If the CONTRACTOR/CONTRACTORS decides that applying an insecticide or fungicide is necessary, the smallest number of plants possible should be treated. Insecticides and fungicides will only be applied when the pest is susceptible (based on its life cycle) and weather conditions are conducive to pesticide use (rain unlikely or irrigation controlled for at least 12 hours, and not over 85° Fahrenheit). To the extent possible, insecticides and fungicides should be applied between 6:30 p.m. and 6:30 a.m.

5. Insecticides and fungicides will only be applied by Illinois Pesticide Operators.
6. Given the spotty and unpredictable nature of insect and disease problems, applications of insecticides and fungicides to all trees, shrubs and ground covers will not be employed without ARBORIST's approval. Pesticide applications for insect and or disease infestations will not be considered a part of routine landscape maintenance and will be charged on a time and materials basis.

D. MULCHING

1. CONTRACTOR/CONTRACTORS shall install shredded wood mulch in all tree and perennial plant beds (excluding meadow and groundcover areas) once a year. The objective is to maintain a 2" depth of mulch and if necessary old mulch shall be removed. Mulch to be kept 4" away from the trunk of all trees and shrubs.

Note: Exceeding a 2" depth creates dampness and the condition, which promotes basal canker and root rot problems.

2. The CONTRACTOR/CONTRACTORS will use premium shredded wood mulch (medium size grade) from the LANDSCAPE RECYCLING CENTER, 1210 EAST UNIVERSITY AVENUE, URBANA, ILLINOIS for all mulching. ***LRC product purchase costs can be included in monthly billing invoices to the City. LRC receipt/ticket number and total yardage shall be referenced in monthly billing invoice for reimbursement.*** Litter, along with large chunks and strings of wood and bark, will be picked out during application. The shredded wood mulch will be applied and maintained so as to provide a uniform mulch cover and crisp bed lines. Shredded mulch that falls onto turf areas, sidewalks and streets during application will be raked or swept from those surfaces on a daily basis.
3. The mulched area beneath individual trees or shrubs growing in lawn areas will be circular in shape. The diameter of the circle will be no less than eight feet. Certain trees, due to proximity to perennial beds, may be preferred to be left without mulch. This determination shall be made by the CONTRACTOR/CONTRACTORS and ARBORIST.
4. The mulched area in landscape beds will extend at least one foot beyond the spread of the branches or foliage. In order for plant material to gain the maximum benefit from the layer of shredded bark mulch over the course of the entire growing season, the CONTRACTOR/CONTRACTORS will apply a top-dressing in spring. This will be applied after the soil warms sufficiently (to at least 45° F), and at a time when the soil is dry enough so that the mulching operation does not damage lawn areas. Top-dressing with shredded wood mulch will then be done as needed during the growing season to eliminate patches of exposed soil and to maintain a uniform appearance.

5. All turf areas, sidewalks and streets and other hardscapes will be kept free of shredded bark during the growing season.

F. LANDSCAPE BEDS

1. Weed once weekly (Apr-Nov)
2. Check landscape beds twice weekly to ensure proper plant establishment for the first month after planting.
3. Check landscape beds once weekly (Apr-Nov) for plant health (insect, disease, plant injury) and report any problems to ARBORIST for appropriate resolution
4. Check landscape beds for proper moisture and adjust irrigation accordingly once weekly (Apr-Oct)
5. Bed edge and replenish mulch once annually late March to early April
6. Pre-emergence herbicide application mid-March and mid Sept
7. Inspect landscape beds in late June for health and vigor and determine if any individual plants and or groups of plants need to be replaced or changed out for a more vigorous variety/species. Forward a recommended plant replacement list to the City Arborist for approval by the end of June.

G. PLANT REPLACEMENT AND NEW PLANTINGS

1. All tree, shrub, perennial, ornamental grass or groundcover plants that are dead or showing only 50% growth, are to be reported to the ARBORIST.
CONTRACTOR/CONTRACTORS will provide a per plant cost for planting one gallon size perennial plant, two foot height container or B&B shrub and 1.75"-2" B&B tree. City will purchase replacement plants.
2. Shrub, Perennial, ornamental grass and ground cover plants will be planted according to the most recent, generally accepted professional planting specifications. Soil from the planting hole will be placed on a tarp during the planting operation. New plants will be mulched immediately after planting.
3. All replacement plants will be guaranteed to survive for one year from planting or the remainder of the landscape maintenance contract whichever expires first.

3.3 NATURAL AREAS OF BONEYARD CREEK

A. PRAIRIE/MEADOW MAINTENANCE

1. There are three (3) locations along the BONEYARD CROSSING that are seeded in a prairie plant mix that contractor is to mow/cut to an eight inch height in late March or early April and up to two additional mowing/cuttings later in the summer and fall season if and when designated by City Arborist. (See color enhanced planting plan)

- a. South of city parking lot #25, north bank, west of Race Street.
- b. East of Race Street, north bank, from Race to railroad track.
- c. West of Broadway Avenue to railroad tracks (area above bag wall, to south and east of Boneyard Creek sidewalk and adjacent to building)

3.4 MISCELLANEOUS

A. SPRING CLEANUP

1. The CONTRACTOR/CONTRACTORS will conduct a thorough cleanup of the PHILO ROAD and/or BONEYARD CROSSING landscapes, turf and hardscapes areas as soon as possible in spring, before mowing commences. All areas will be policed thoroughly to remove litter, branches, leaves and any other debris that accumulated over the winter. Ornamental grasses and prairie/meadow areas (if necessary) are to be cut back to allow for spring growth.
2. Spring cleanup work also includes removal of leaves and debris from all of the landscape beds turf and hardscape areas; dethatching the lawn where the thatch layer is over 1/2" of living and dead organic material (thin areas which should be raked lightly with a rake); pruning back dead perennial and grass vegetation; bed edging; mowing; power broom paved areas and curb lines; and hose off any areas with ground in dirt; and prepare a detailed written schedule of any winter damage to the property identified at the time of clean up.
3. Remove all man-made debris (garbage) in creek bed area, and natural debris (leaves/branches) that from time to time wash onto the creek banks or become lodged in creek impeding flow.

B. FALL CLEANUP

1. The CONTRACTOR/CONTRACTORS will collect tree and shrub leaves in all landscape turf, hardscape and areas of PHILO ROAD and/or BONEYARD CROSSING as they accumulate during fall. Leaf collection will commence in early fall when leaves begin to fall, and will continue until late fall or early winter, when most leaves have fallen from trees and shrubs.
2. Clean the leaves and debris from all of the landscape beds, dead head perennials. Cut back perennials that will not stay erect through winter (all standing perennials shall remain for winter interest); perform final cutting of the lawn and final edging; clean leaves off of the lawn areas; vacuum all paved areas; follow up vacuuming all of entrances and paved areas during the last week of November.
3. Remove all man-made debris (garbage) in creek bed area, and natural debris (leaves/branches) that from time to time wash onto the creek banks or become

lodged in creek impeding flow.

4. Remove fallen leaves weekly and dispose at the LANDSCAPE RECYCLING CENTER, 1210 EAST UNIVERSITY AVENUE, URBANA, ILLINOIS. ***LRC disposal costs can be included in monthly billing invoices to the City. Disposal receipt/ticket number and total yardage shall be referenced in monthly billing invoice for reimbursement.***

C. ON-GOING CLEANUP

1. The CONTRACTOR/CONTRACTORS will police all hard surface, turf, landscaped, mulched, stream bank and stream areas on a weekly basis from April 1 through December 31 of each year so that the site is always free of litter and other debris. Litter pickup will be twice monthly for the months of January, February and March. Garbage and debris collected can be disposed of at the Urbana Public Works facility. The CONTRACTOR/CONTRACTORS will also provide a minimum of a monthly landscape inspection from January through March of each year to ensure the PHILO ROAD AND BONEYARD CROSSING landscapes remain in good condition.
2. The CONTRACTOR/CONTRACTORS will provide due diligence in patrolling areas that seem to collect debris such as PHILO ROAD curb lines and BONEYARD CROSSING stream bank and stream areas. Weed growth along street curbs, sidewalk and retaining wall joint/seams, will be sprayed with Glyphosate herbicide or appropriate comparable.

D. GRAFFITI REMOVAL

1. CONTRACTOR to remove graffiti from surfaces as directed by city staff. City shall provide graffiti cleaner chemical to CONTRACTOR. CONTRACTOR shall apply cleaner directly to graffiti with a low pressure sprayer. Allow Cleaner to work for 5 to 10 minutes. Agitate hard to clean (small crevices, holes and grooves) with a stiff bristle brush to help remove graffiti. Spray surface with water using a hose or power washer. Power washer is not to exceed 1500psi. Graffiti removal shall be bid at an hourly rate.

3.5 Material Safety Data Sheets, MSDS

- A. CONTRACTOR/CONTRACTORS are to submit digital copies, of original pdf when possible, to ARBORIST, MSDS information for all products (pesticides/fertilizers) PRIOR to the use of the product.

REPORTS TO OWNER

4.1 ANNUAL REPORT

- A. In early spring, no later than April 1st, the CONTRACTOR/CONTRACTORS will submit an annual report to ARBORIST. These reports will contain information on all aspects of the PHILO ROAD and BONEYARD CROSSING landscapes, paying particular attention to specific problems that require attention the coming season. In preparing the annual report, the CONTRACTOR/CONTRACTORS will rely on input from the staff site supervisor. The previous year's observations, along with any records or reports previously submitted, will also be used to prepare the annual report. The annual report will include a detailed schedule of the prior season's landscape maintenance activities.

4.2 PROGRESS REPORT

- A. CONTRACTOR/CONTRACTORS will make himself available bi-weekly to walk the site with the ARBORIST if requested. The CONTRACTOR's site supervisor will inspect the site bi-weekly and will prepare detailed site inspection notes. Records of these notes will be kept on file and summarized monthly in writing in the form of a Horticultural Maintenance Progress Report. This will convey to ARBORIST the activities that have been accomplished over the previous month and the work scheduled for the next month, identify any concerns on the site and report what is being done about these concerns. Recommendations will be made of any items noted by the CONTRACTOR/CONTRACTORS that are outside the scope of the specifications.

SPECIAL EVENTS

5.1 SPECIAL SERVICES

- A. During the course of the year, there may be up to five special events that take place on and around PHILO ROAD right-of-way and or within the BONEYARD CROSSING linear park. The City Arborist provide the dates of these special events in the spring of each year. The CONTRACTOR/CONTRACTORS will perform the special services required to deal with these special events without additional cost to DEPARTMENT OF PUBLIC WORKS.
- B. The following work will be done just prior to a special event:
1. All lawn areas will be mowed.
 2. Turf growing along sidewalks and curbs will be edged.
 3. All weeds will be eliminated from turf, mulched areas, flower beds, containers and hard-surfaces.
 4. All annual and perennial flowers will be deadheaded.
 5. All irrigation systems will be checked to assure that they are in excellent working order.

5.2 RESPONSE TIME

- A. Department of Public Works requires that minor site concerns be taken care of at the time of the request. It is expected that renovation and additional items outside the contract, if routine in nature, be scheduled the next day. If it is a more major project, three working days will be allowed to schedule the work. An exception will be plant replacements, which may take longer to acquire.

IRRIGATION SYSTEMS

6.1 IRRIGATION SYSTEM OPERATION AND MAINTENANCE

- A. The PHILO ROAD irrigation consists of drip tubing/emitters in mulched perennial flower bed areas only and two quick connect couplers for garden hose connection in parkway on each side of Philo Avenue (illustrated on Philo Irrigation Plan). The BONEYARD CROSSING irrigation consists of turf and perennial bed popup spray nozzles and planter/pot drip irrigation. BONEYARD CROSSING irrigation is limited to areas south of the railroad tracks (illustrated on Boneyard Crossing Irrigation Plan).
- B. The CONTRACTOR/CONTRACTORS will become familiar with all aspects of the irrigation system, and will be responsible for monitoring the system at least once a week during the irrigation season to ensure that it is operating properly.
- C. The CONTRACTOR/CONTRACTORS will program all branches of the irrigation system as often as necessary so all irrigated turf and landscape areas along PHILO ROAD and BONEYARD CROSSING receive the correct amount of water. Physical checks of the soil by hand or with soil probes will be the main technique used to gauge irrigation needs. However, the CONTRACTOR/CONTRACTORS will also rely on rainfall, temperature, exposure to sun and wind, soil texture, slope planned maintenance activities, special events, and visual observation of plant material to program the irrigation system.
- D. The CONTRACTOR/CONTRACTORS will contact ARBORIST immediately upon discovering problems with the irrigation system that require repair. In late fall, the CONTRACTOR/CONTRACTORS will perform a blowout of all irrigation system lines. The CONTRACTOR/CONTRACTORS will notify ARBORIST whenever the CONTRACTOR/CONTRACTORS is scheduled to be on site to perform repairs or blowouts.
- E. The CONTRACTOR/CONTRACTORS will be aware of damage to the irrigation system. If damage occurs, the CONTRACTOR/CONTRACTORS will report damages as soon as possible to the ARBORIST for guidance and approval of repair.

- F. Minor repair of drip irrigation leaks/cuts, and placement adjustments throughout course of year are included as part of this contract. All other irrigation repairs will be preapproved by ARBORIST and charged on a time and materials basis.
- G. Fall irrigation shut down, includes blowing out lines back to irrigation pump with compressed air and shut down controller and shut off pump and make necessary repairs to system
- H. Spring start up includes turning on the pump and controller, walking zones for leak inspection and making necessary repairs

MEASUREMENT AND PAYMENT

7.1 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

The CONTRACTOR/CONTRACTORS shall be paid monthly for furnishing all labor, tools, equipment and incidentals necessary to complete the work described herein Monthly payment shall be made to the CONTRACTOR/CONTRACTORS for completed work but, in no case, shall payment be made on any area/item not completed to the satisfaction of the ARBORIST and in accordance with these specifications.

PHILO ROAD AND/OR BONEYARD CREEK ONE YEAR LANDSCAPE MAINTENANCE CONTRACT

1. THIS AGREEMENT, made and concluded this _____ day of _____, 2021, between the City of Urbana, Illinois acting by and through Tim Cowan, Director of Public Works, known as the City, and _____, his/her/their executors, administrators, successors or assigns, known as the CONTRACTOR.
2. WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Proposal Form, hereto attached, the CONTRACTOR agrees with said City at his/her/their

own proper cost and expense to do all the work located at _____, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described and in full compliance with all of the plans of this agreement.

3. And it is also understood and agreed that the Invitation to Bid, Notice to Bidders, Contract, Instructions to Bidders, Proposal Form, and Drawings and Specifications for the PHILO ROAD AND/OR BONEYARD CROSSING Landscape Maintenance Contract/Contracts for the City of Urbana are all essential documents of this contract and are a part hereof.
4. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.	Addendum Date
_____	_____
_____	_____

TASK #1 SCHEDULE OF PRICES PHILO ROAD

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1a	Maintenance of Turf, Landscape and Hardscape Areas Monthly during Growing Season April 1 st to December 30 th	40	EA.		
2a	Maintenance of Turf, Landscape and Hardscape Areas Monthly during Non-Growing Season January 1 st to March 31 st	6	EA.		

3a	Topdressing turf areas with ¼” of compost (LRC compost to be used)	1	EA.		
4a	Pesticide application (hourly labor rate only)	4hrs	hourly		
5a	Groomed Turf mowing	30	EA.		
6a	Groomed Turf (1) one pre and (2) two post-emergent herbicide applications (contractor provide chemicals)	3	EA.		
7a	Groomed Turf Fertilization (contractor provide chemicals)	2	EA.		
8a	Groomed Turf Aeration	1	EA.		
9a	Perennial Bed (2) pre-emergent herbicide (contractor provide chemicals)	2	EA.		
10a	Mulching (LRC mulch to be used)	1	EA.		
11a	Irrigation spring start up / fall shut down	1	EA.		
12a	Irrigation repair (labor only)	12 hrs	hourly		
13a	Misc. labor	12 hrs	hourly		
14a	Luma-phix Applications for Philo Rd Turf Areas (contractor provide chemicals)	2	EA.		

TOTAL BID FOR PHILO ROAD = \$ _____

SUPPLEMENTAL UNIT PRICES

Item No.	Item Description	Unit	Unit Price
s1	Planting of One Gallon size Replacement Plant	EA.	
s2	Planting of 14-16cm size daffodil/tulip bulb	E.A.	
s3	Planting of 100 small size botanical bulbs	E.A.	
s4	Planting of two foot height shrub container or B&B	E.A.	
s5	Planting of 1.75-2” B&B tree	E.A.	

The above supplemental unit prices for the installation of landscape plants as directed by the CITY ARBORIST.

TASK #2 SCHEDULE OF PRICES BONEYARD CROSSING

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1b	Maintenance of Turf, Landscape and Hardscape Areas Monthly during Growing Season April 1 st to December 30 th	40	EA.		
2b	Maintenance of Turf, Landscape and Hardscape Areas Monthly during Non-Growing Season January 1 st to March 31 st	6	EA.		

Continued from previous page

3b	Pesticide application (hourly labor rate only)	4hrs	hourly		
4b	Groomed Turf mowing	30	EA.		
5b	Groomed Turf (1) one pre and (2) two post-emergent herbicide applications (contractor provide chemicals)	3	EA.		
6b	Groomed Turf Fertilization (contractor provide chemicals)	2	EA.		
7b	Groomed Turf Aeration	1	EA.		
8b	Perennial Bed (2) pre-emergent herbicide (contractor provide chemicals)	2	EA.		
9b	Mulching (LRC mulch to be used)	1	EA.		
10b	Irrigation spring start up / fall shut down	1	EA.		
11b	Irrigation repair (labor only)	12hrs	hourly		
12b	Misc. labor	12hrs	hourly		
13b	Prairie / Meadow cuttings, every two weeks+	17	EA.		
14b	Graffiti Removal (city provide chemicals)	12 hrs	hourly		

TOTAL BID FOR BONEYARD CROSSING = \$ _____

SUPPLEMENTAL UNIT PRICES

Item No.	Item Description	Unit	Unit Price
s1	Planting of One Gallon size Replacement Plant	EA.	
s2	Planting of 14-16cm size daffodil/tulip bulb	E.A.	
s3	Planting of 100 small size botanical bulbs	E.A.	
s4	Planting of two foot height shrub container or B&B	E.A.	
s5	Planting of 1.75-2" B&B tree	E.A.	

The above supplemental unit prices for the installation of landscape plants as directed by the CITY ARBORIST

COMBINATION GRAND TOTAL / BASE BID = \$ _____
 TOTAL BID PHILO ROAD + TOTAL BID BONEYARD CROSSING

Are you willing to extend all unit prices on the Schedule of Prices through calendar year 2022?
 _____yes
 _____no
 (please initial choice)

IN WITNESS WHEREOF, the said parties have executed these presents on the dates above mentioned.

PARTY OF THE FIRST PART:

CITY OF URBANA, ILLINOIS BY: _____

PARTY OF THE SECOND PART:

FIRM NAME (if an individual)

BY: _____
TITLE (SEAL)

FIRM NAME (if a partnership)

BY: _____
TITLE

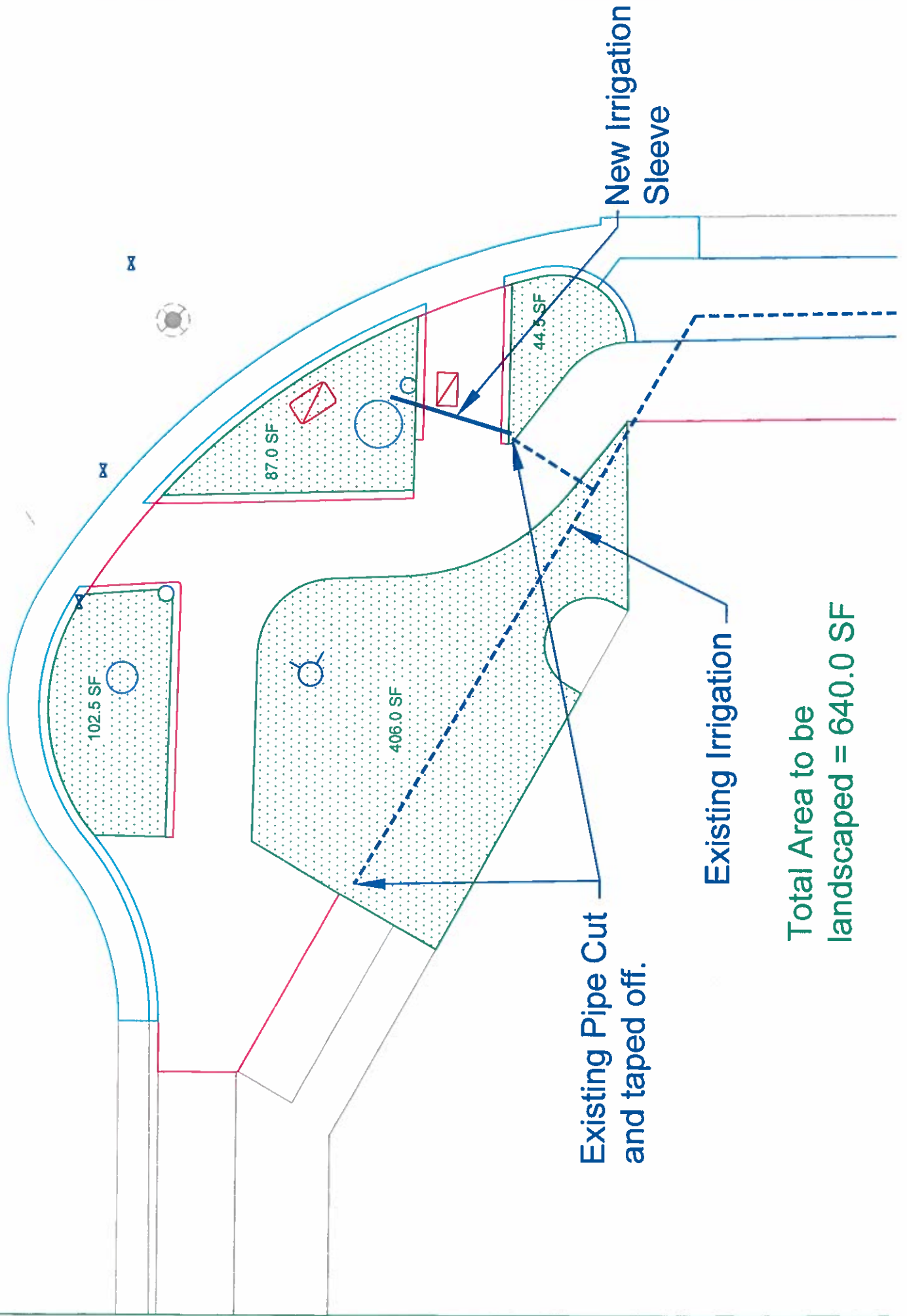
BY: _____
TITLE

CORPORATE NAME (if a Corporation)

BY: _____
(President)

BY: _____
(Secretary)

(CORPORATE SEAL)



Total Area to be landscaped = 640.0 SF

191.0 SF

101.5 SF

67.5 SF

181.0 SF

54.0 SF

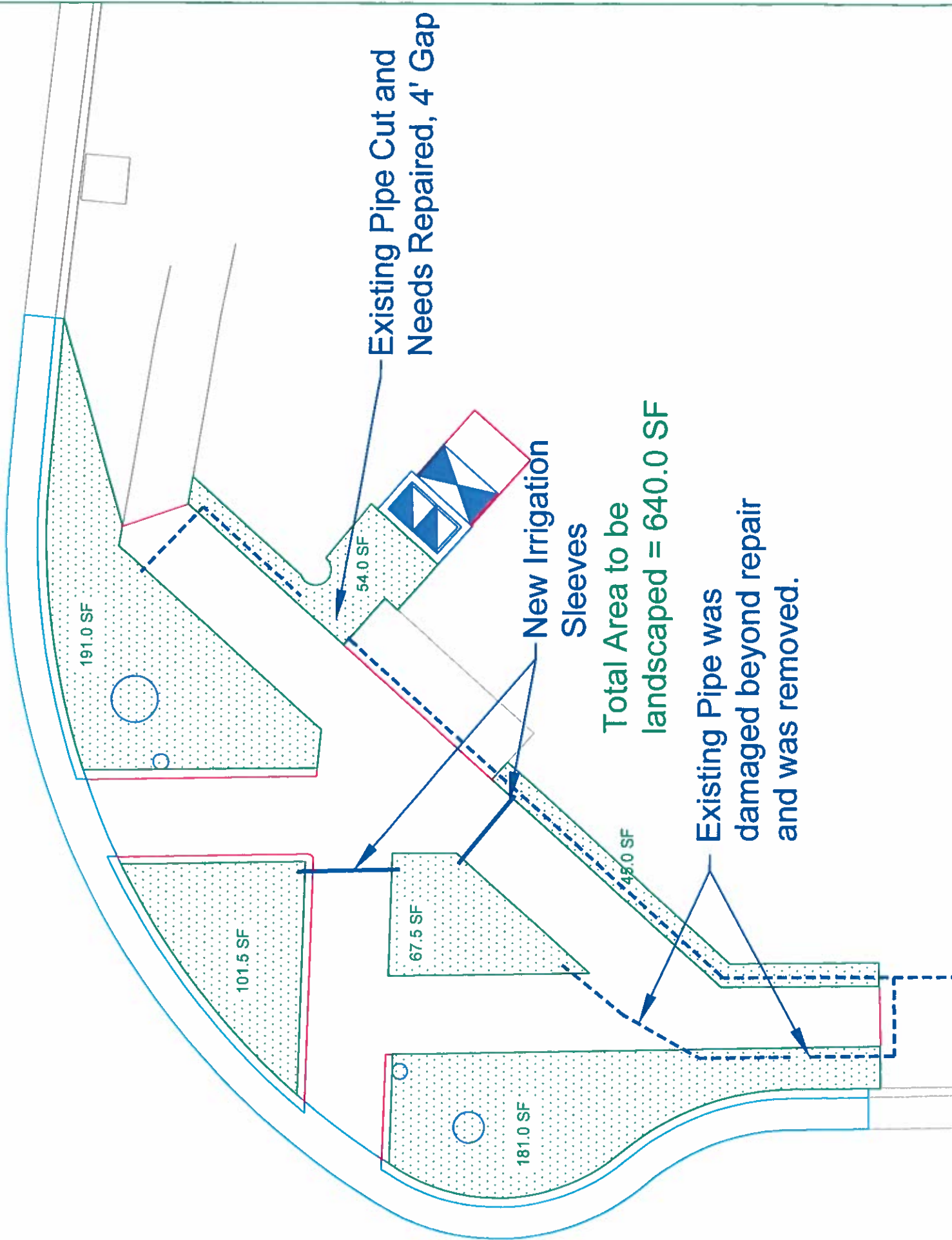
48.0 SF

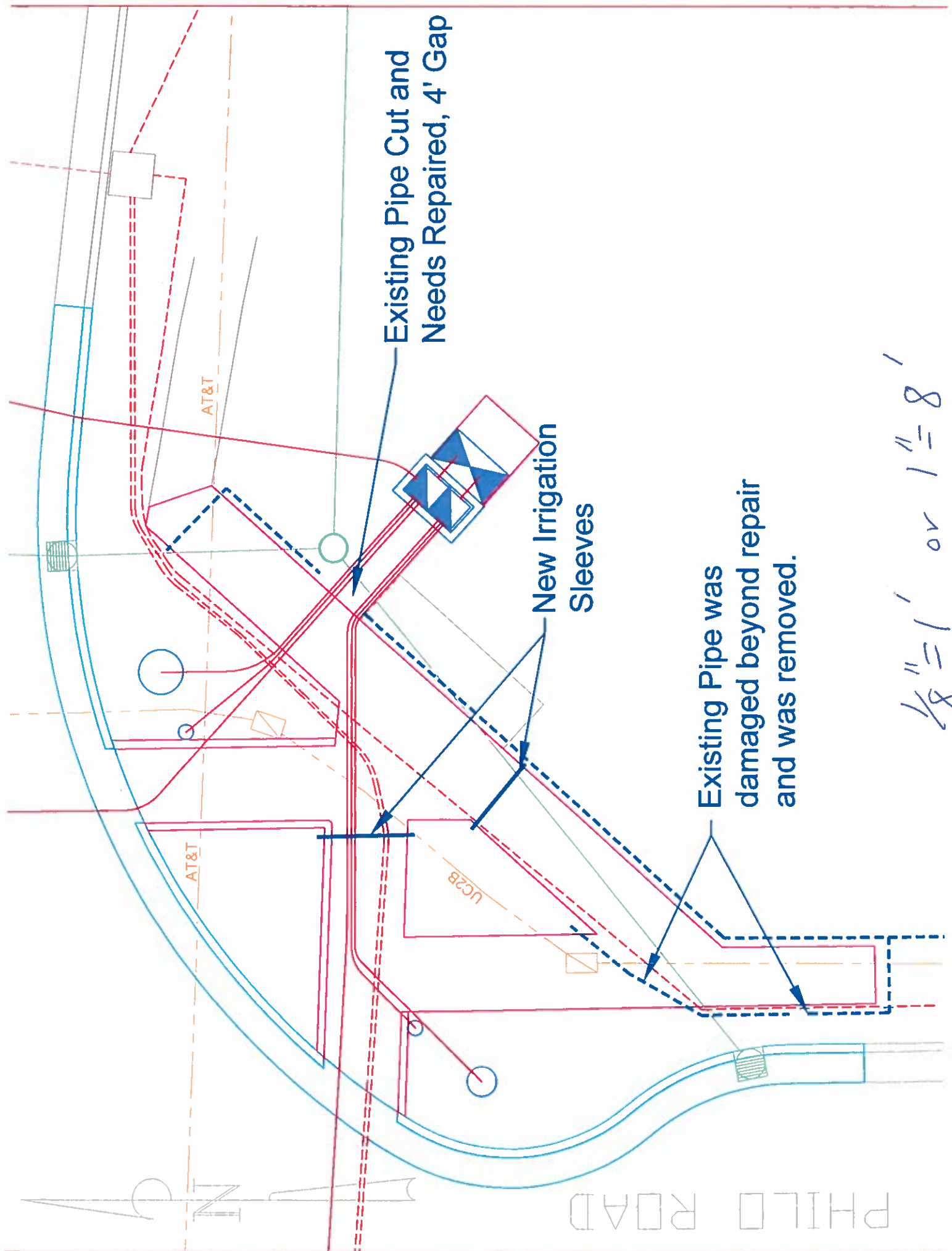
Existing Pipe Cut and Needs Repaired, 4' Gap

New Irrigation Sleeves

Total Area to be landscaped = 640.0 SF

Existing Pipe was damaged beyond repair and was removed.





Existing Pipe Cut and Needs Repaired, 4' Gap

New Irrigation Sleeves

Existing Pipe was damaged beyond repair and was removed.

$\frac{1}{8}'' = 1'$ or $1'' = 8'$

PHILO ROAD

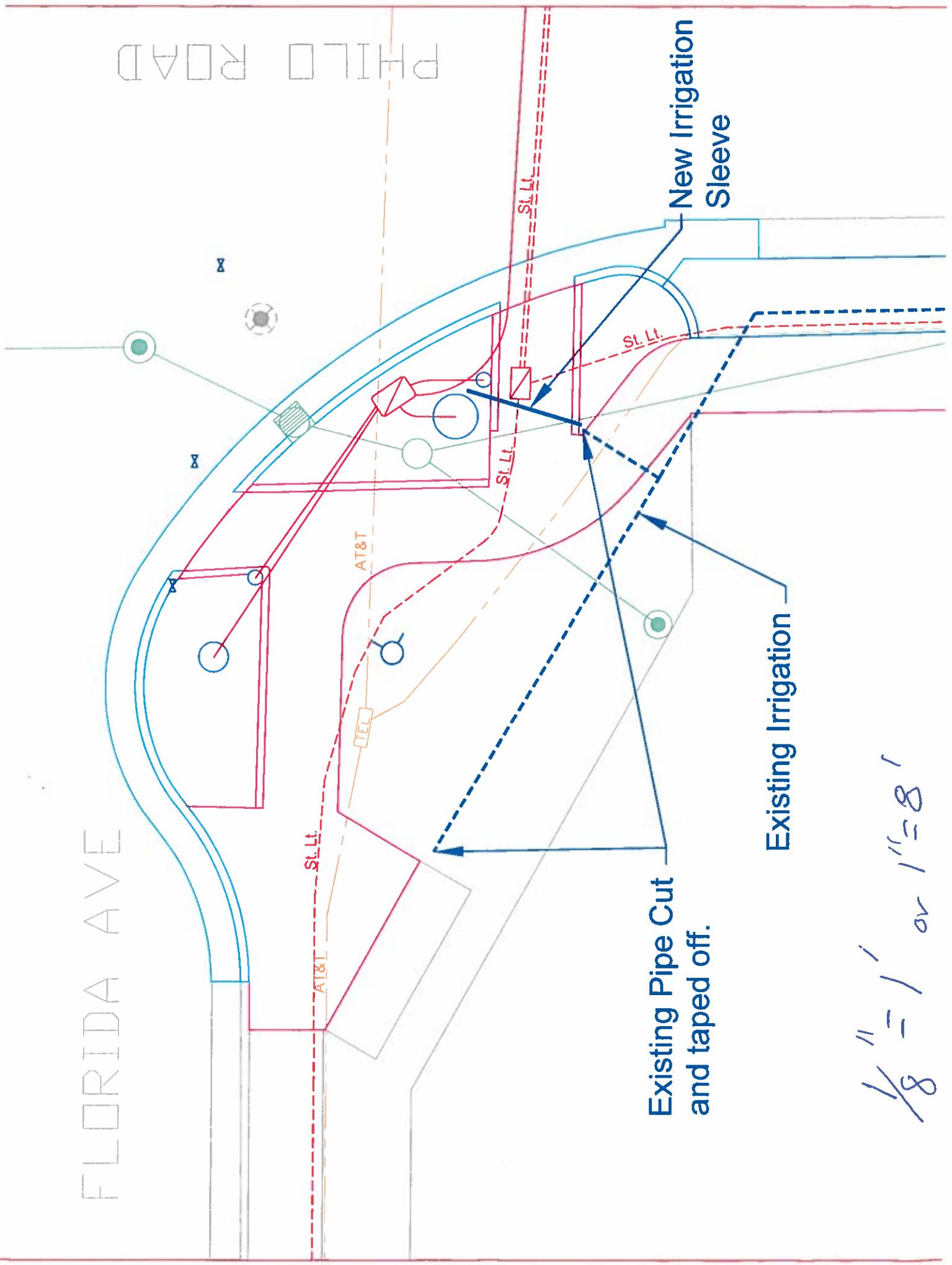
AT&T

AT&T

UC2B

FLORIDA AVE

PHILO ROAD

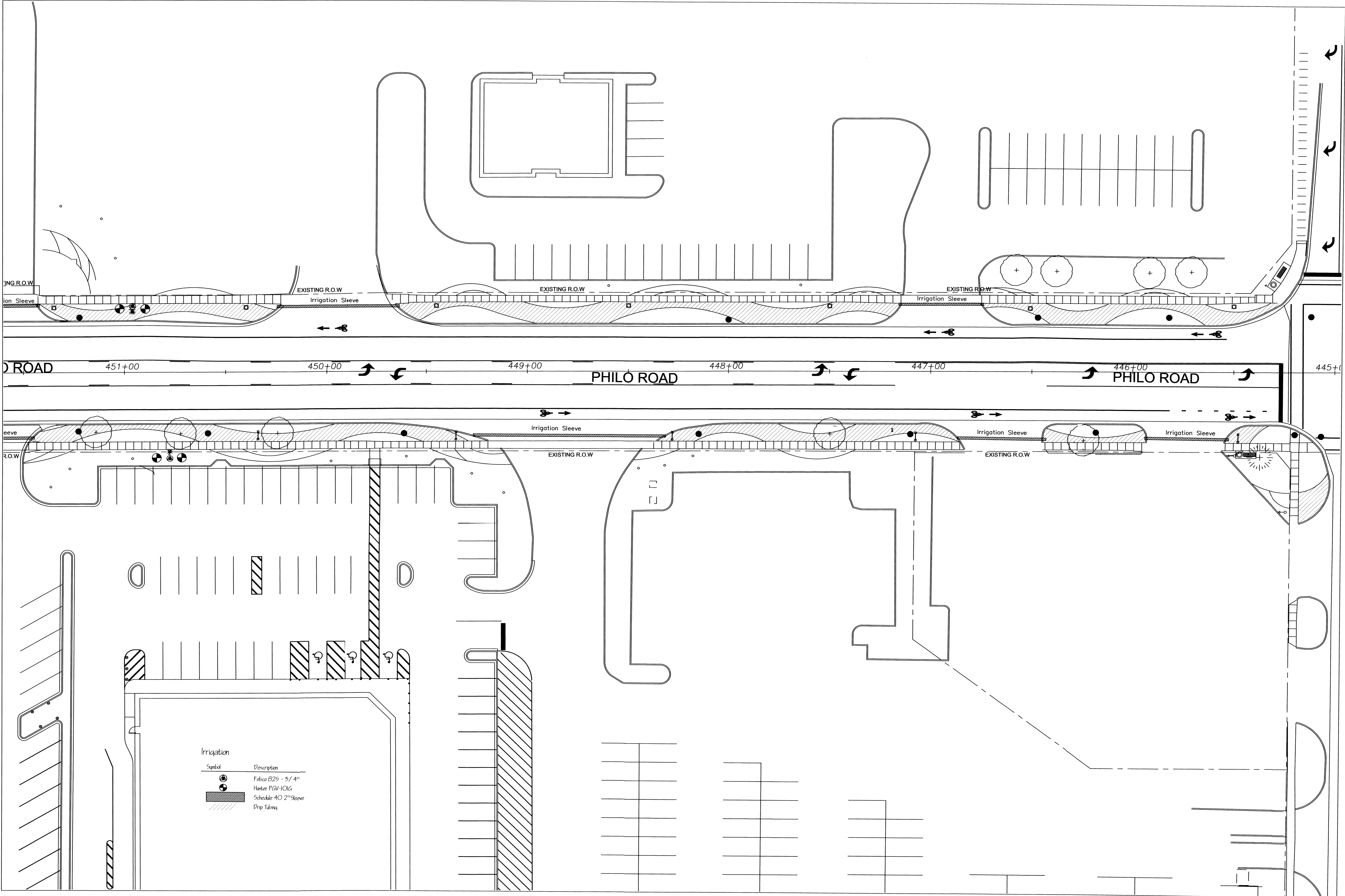


Existing Pipe Cut and taped off.

New Irrigation Sleeve

Existing Irrigation

$\frac{1}{8}'' = 1'$ or $1'' = 8'$



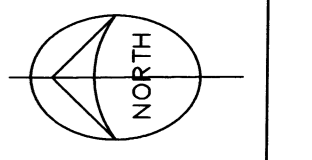
Irrigation	
Symbol	Description
	Fobco B25 - 3/4"
	Hunter PAV-101G
	Schedule 40 2" Sleeve
	Drip Tubing

405 State Route 117
 PO Box 290
 Goodfield, IL 61742
 O (309) 965-2057
 F (309) 965-2976

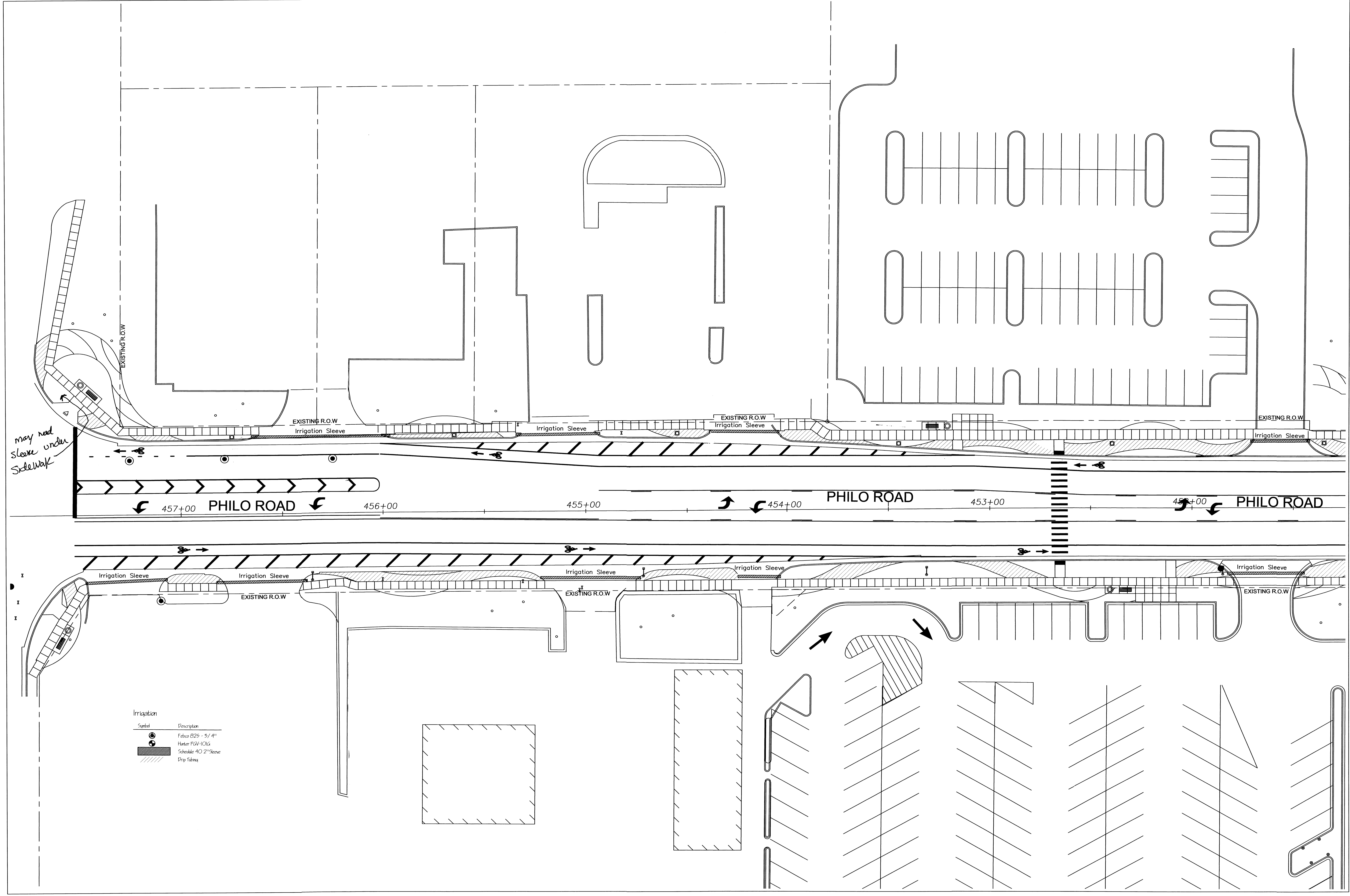


Philo Road Beautification
 Urbana, IL

Irrigation Sleeve and Valve Location



Date Drawn: 2/9/09
 Date Installed:
 Drawn By: BG
 Scale: 1"=20'



may need sleeve under sidewalk

Irrigation	
Symbol	Description
	Fibra B25 - 3/4"
	Hunter PAV-HOG
	Schedle 40 2"
	Drip tubing

405 State Route 117
 PO Box 290
 Coalfield, IL 61742
 O (309) 965-2057
 F (309) 965-2076

Tri-County Irrigation & Plumbing, Inc.
 www.tricountyirrigation.com

Philo Road Beautification
 Urbana, IL

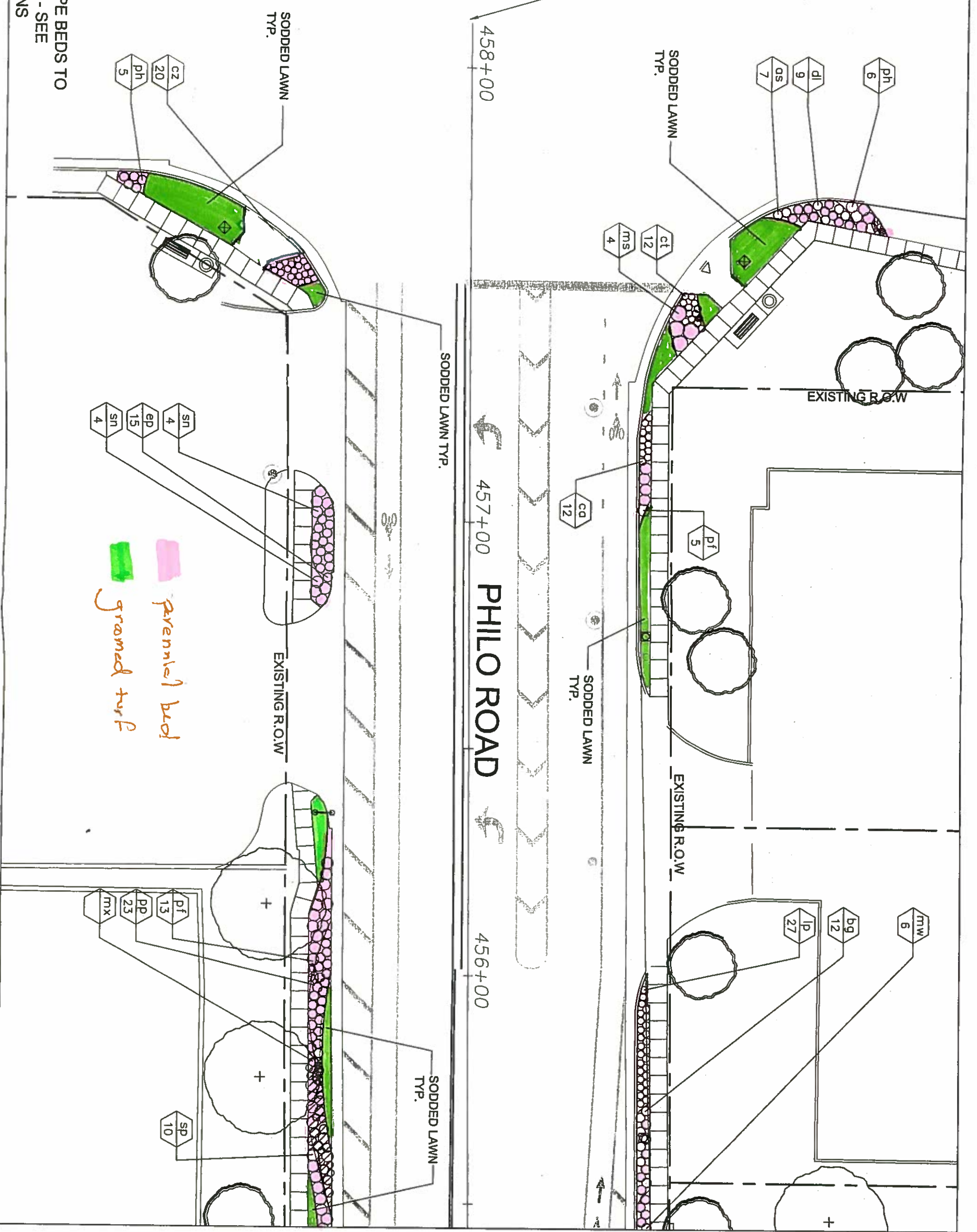
Irrigation Sleeve and Valve Location

Date Drawn: 2/9/09
 Date Installed:
 Drawn By: BG
 Scale: 1"=20'

IRON PIN
STA. 458+9.90

FLORIDA AVENUE

NOTE:
ALL LANDSCAPE BEDS TO
BE IRRIGATED - SEE
SPECIFICATIONS



SVA
SCHAERER / ANDERSON
ASSOCIATES, INC.
117 Julia Moore Drive
Urbana, IL 61502
PH: 618.333.0800
FAX: 618.333.7700
www.sva-urbanill.com

Professional Seal

Revision	Date

Project Name
**Philo Road
Beautification**

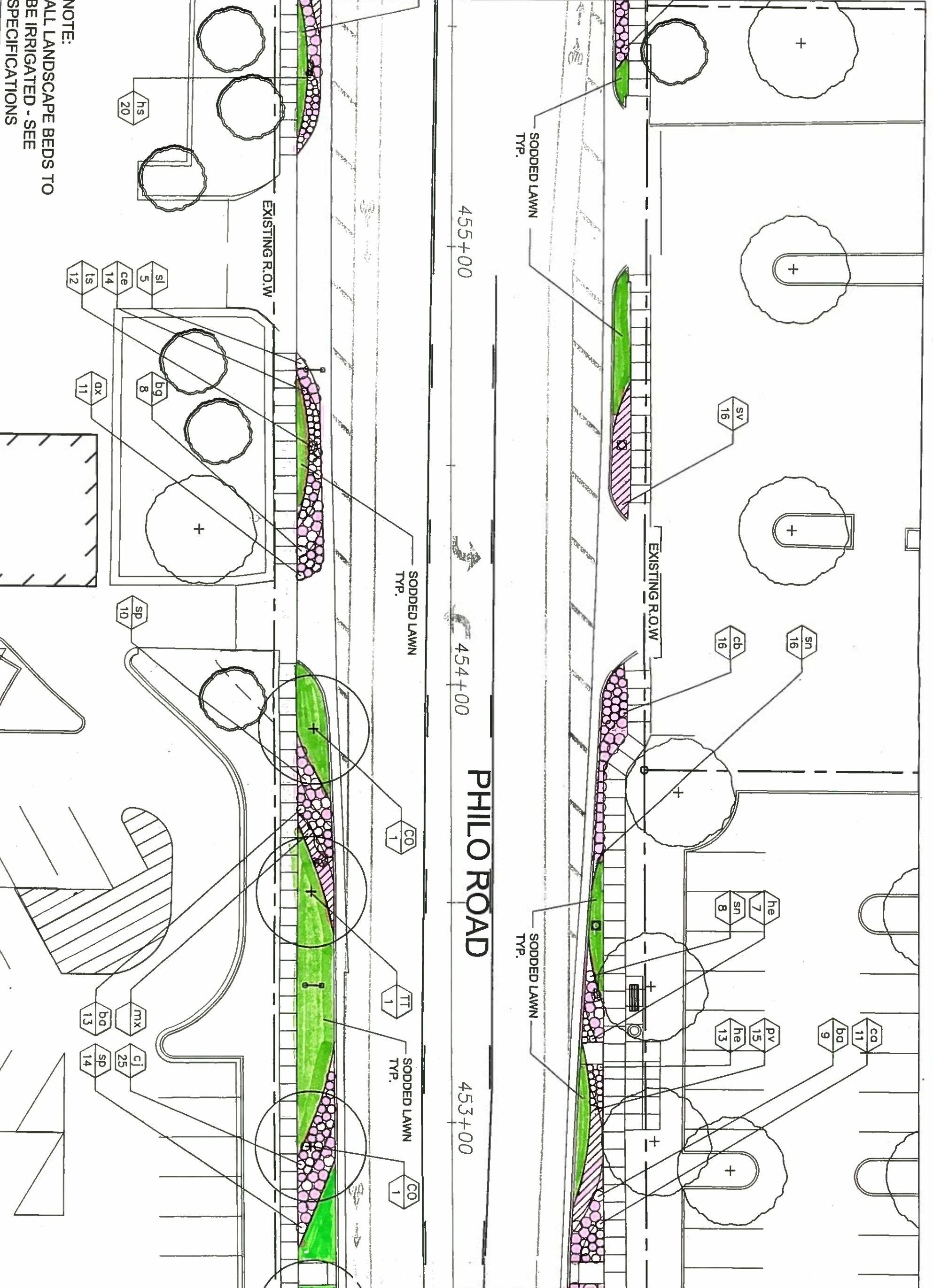
City of Urbana
Illinois

Drawn By:	RS
Checked By:	GP
File:	P-LS.dwg
Issued For:	Bidding
Date:	07/18/2008
Project No.:	2292.01

Sheet Title
LANDSCAPE PLAN

0 5 10 20
Sheet Number

L3.1



NOTE:
ALL LANDSCAPE BEDS TO
BE IRRIGATED - SEE
SPECIFICATIONS

SMA
SCHARBER / ANDERSON
ASSOCIATES, INC.
717 John Nelson Drive
Arlington, VA 22204
P. 703.531.7700
www.sma-associates.com

Professional Seal

Revision	Date

Project Name
**Philo Road
Beautification**

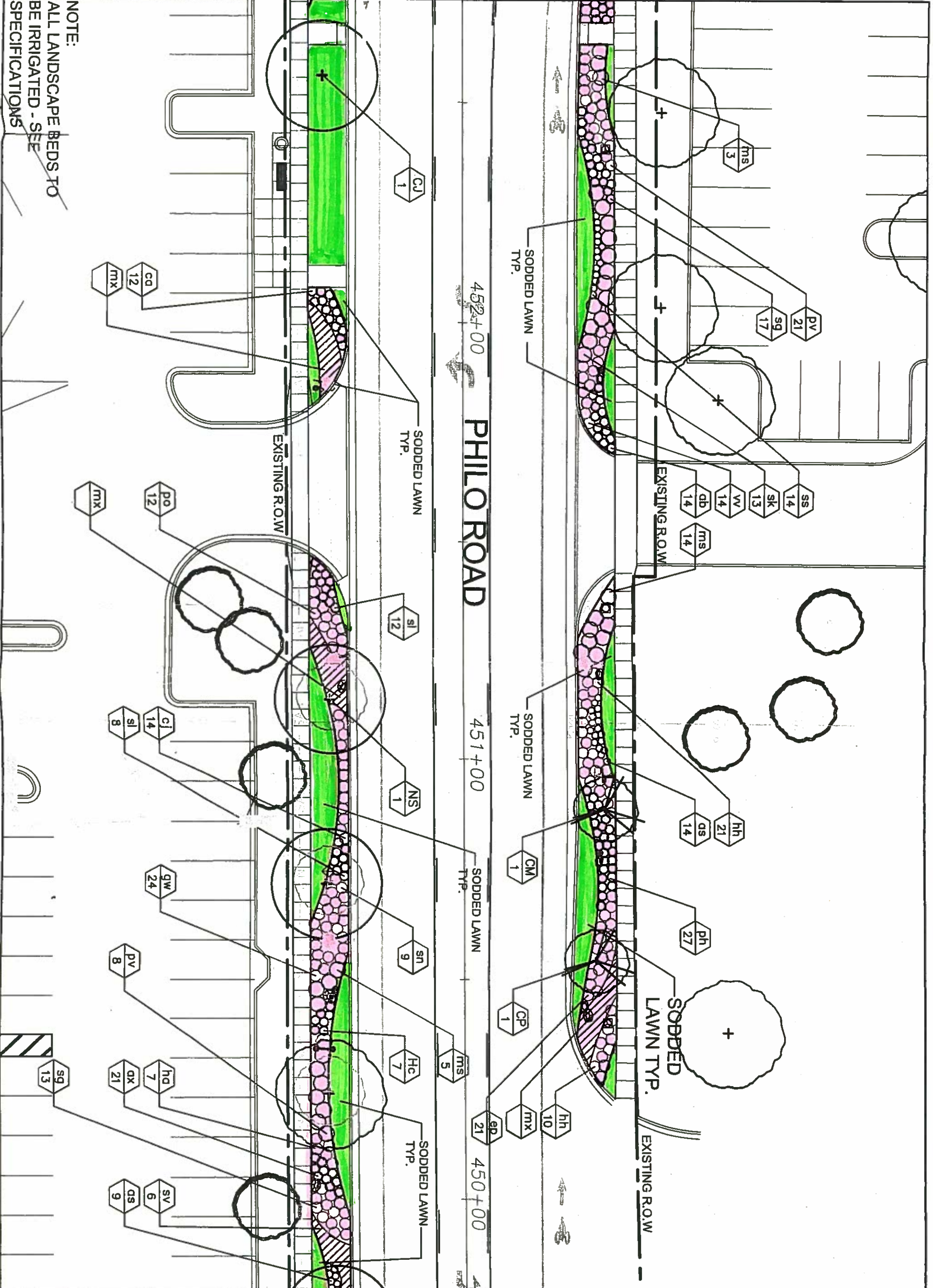


Drawn By: RS
Checked By: GP
File: P-LS.dwg
Issued For: Bldg
Date: 07/18/2008
Project No. 2292.01

Sheet Title
LANDSCAPE PLAN

0 5 10 20
Sheet Number

L3.2



SCHIMBERG / ANDERSON
ASSOCIATES, INC.
717 East North Street
P.O. Box 318880
Chicago, IL 60631-7170
www.saa-usa.com

Professional Seal

Revision	Date

Project Name

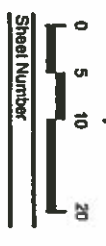
Philo Road
Beautification



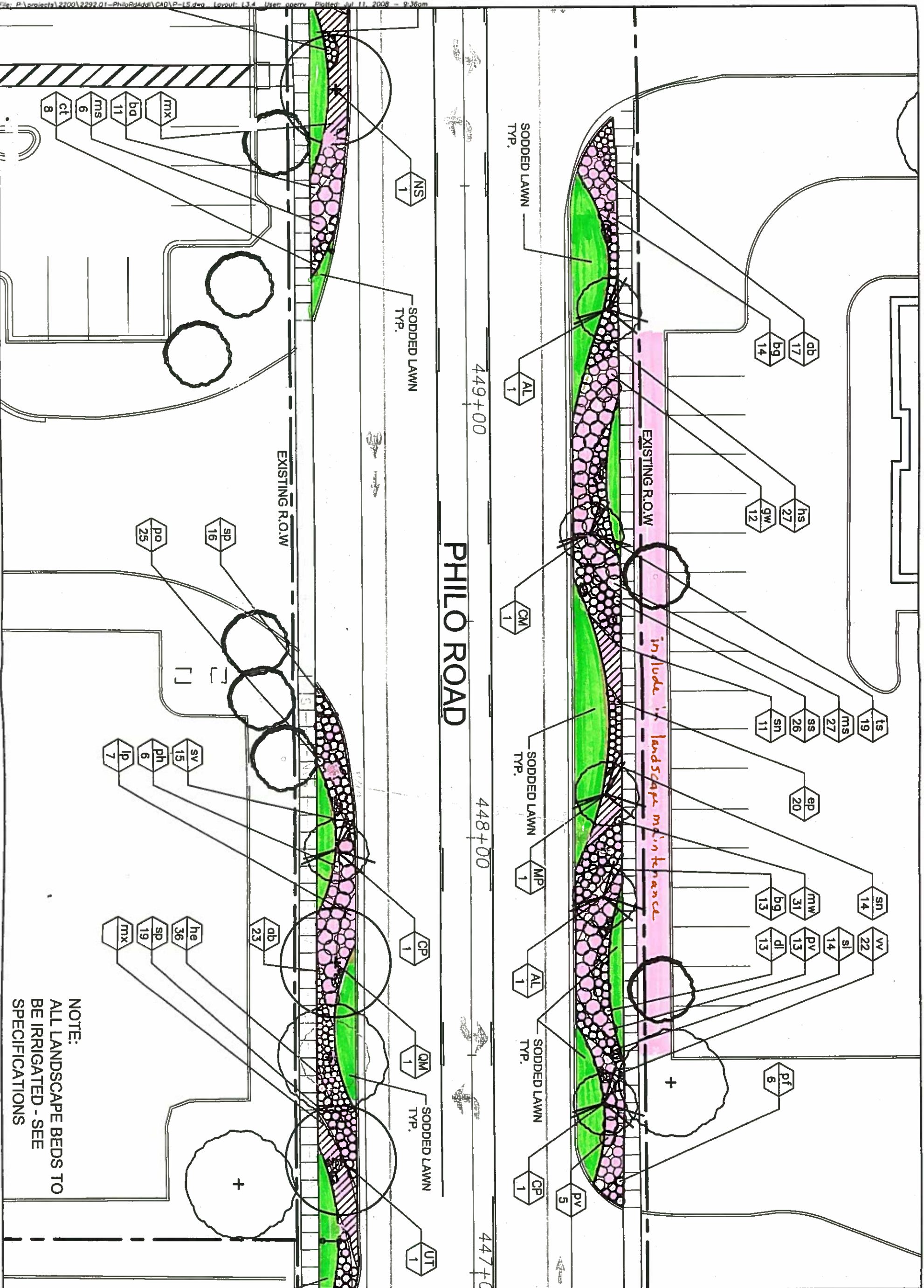
City of Urbana
Illinois

Drawn By: RS
Checked By: GP
File: P-LS.dwg
Issued For: Bidding
Date: 07/18/2008
Project No. 2292.01

Sheet Title
LANDSCAPE PLAN



Sheet Number
L3.3



SVA
 SCHREIBER / ANDERSON
 ASSOCIATES, INC.
 117 John Nolen Drive
 Madison, WI 53713
 Tel. 608 253.7150
 www.sva-consultants.com
 Professional Seal

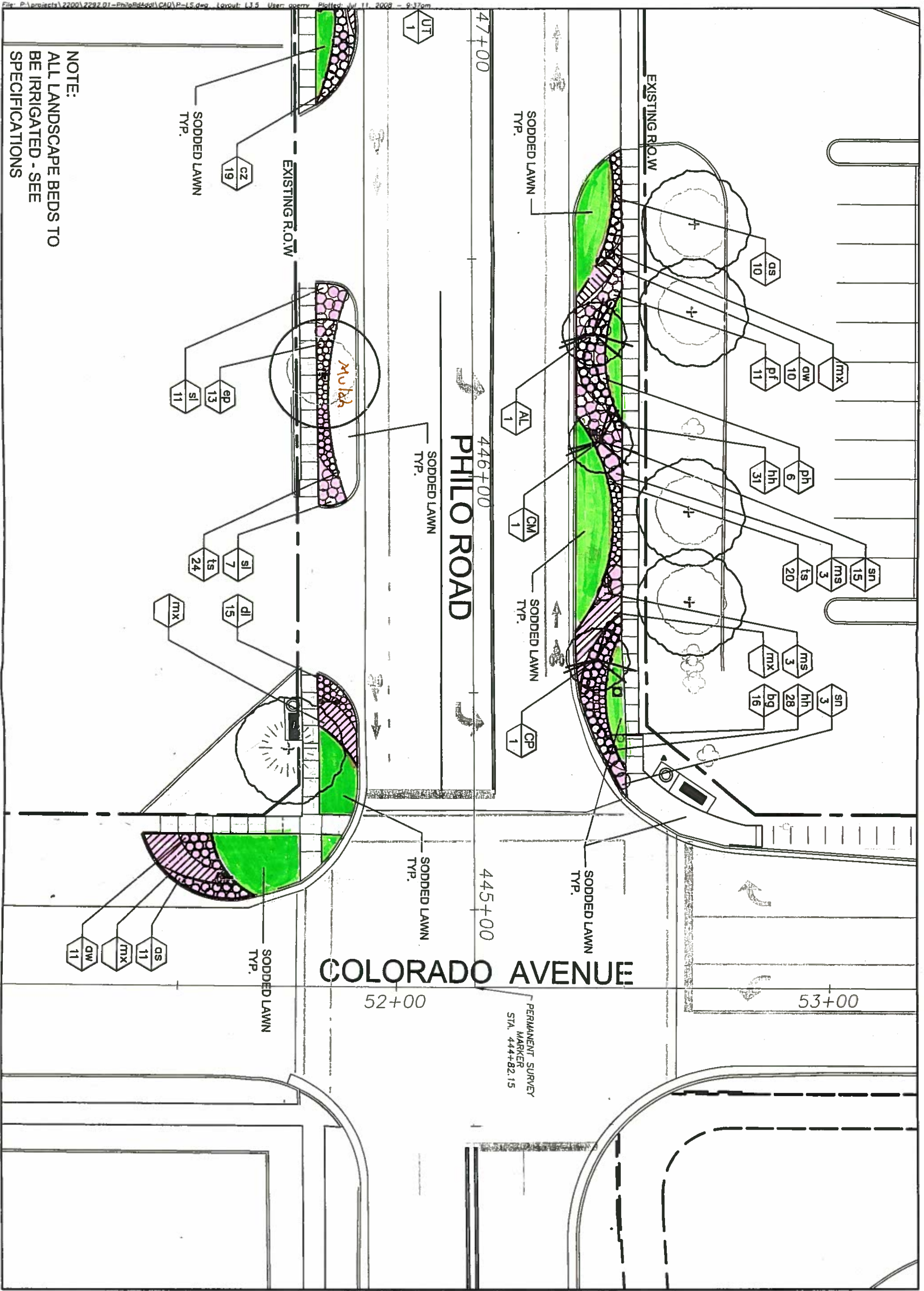
Revision _____ Date _____
 Project Name
**Philo Road
 Beautification**



Drawn By: RS
 Checked By: GP
 File: P-LS.dwg
 Issued For: Bidding
 Date: 07/18/2008
 Project No. 2292.01

Sheet Title
LANDSCAPE PLAN
 0 5 10 20
 Sheet Number

L3.4



SVA
 SCHAUBERGER / ANDERSON
 ASSOCIATES, INC.
 112 John Fisher Drive
 Madison, WI 53713
 P: 608.233.5800
 F: 608.233.5800
 www.sva-associates.com

Professional Seal

Revision	Date

Project Name
**Philo Road
 Beautification**

CITY OF URBANA
 City of Urbana
 Illinois

Drawn By: RS
 Checked By: GP
 File: P-LS.dwg
 Issued For: Bidding
 Date: 07/18/2008
 Project No. 2292.01

Sheet Title
LANDSCAPE PLAN

0 5 10 20
 Feet

Sheet Number
L3.5

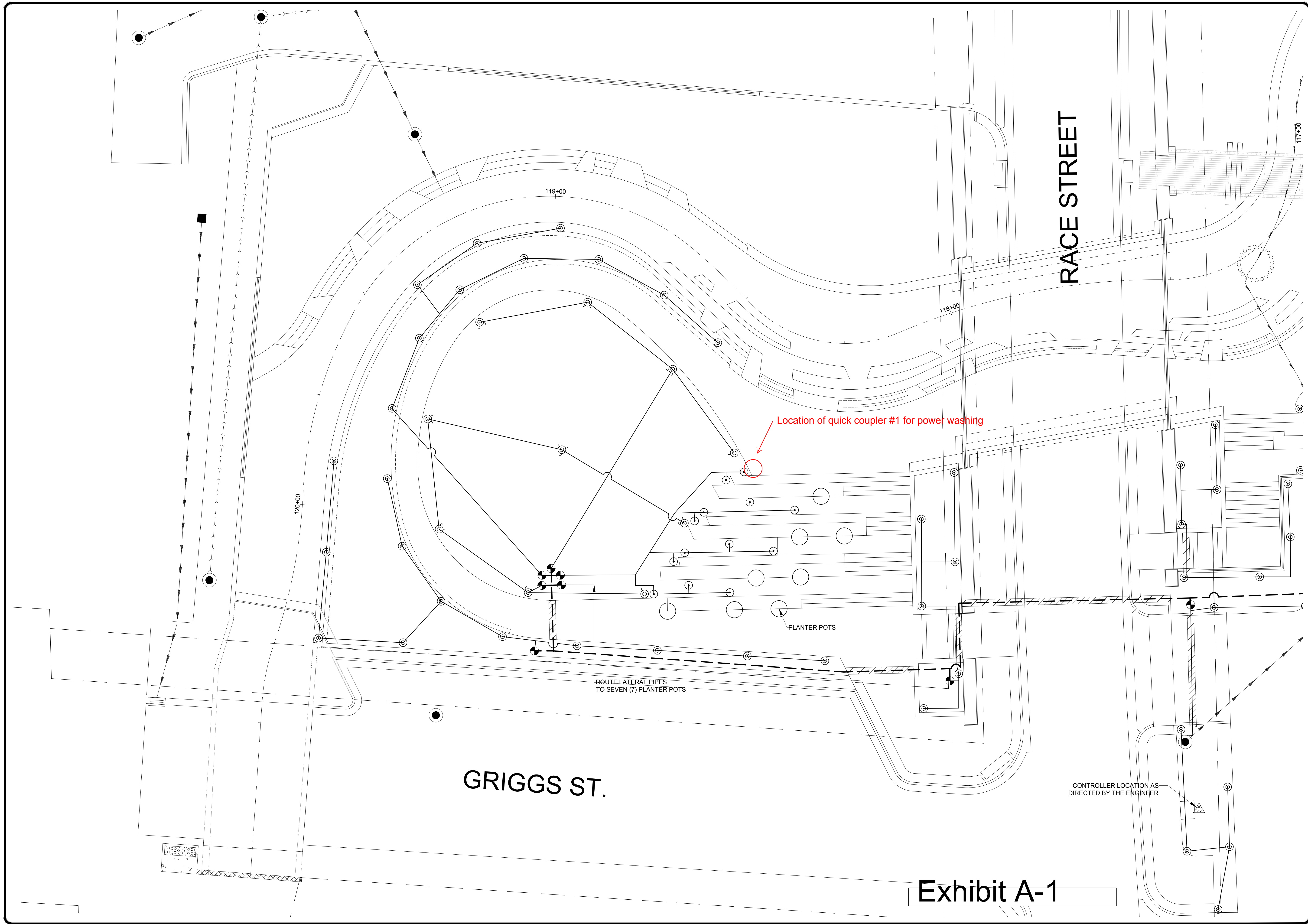


Exhibit A-1

Foth
 Foth Infrastructure & Environment, LLC
 1610 Broadmoor Drive
 Champaign, IL 61821
 Phone: 217-352-4169 Fax: 217-352-0085
 Illinois Professional Design Firm No. 184.004913

W e n k
ASSOCIATES
 PLANNERS &
 LANDSCAPE
 ARCHITECTS
 303.628.0003

**BONEYARD CREEK
 IMPROVEMENTS
 SEGMENT 3
 CITY OF URBANA**

REVISIONS	
NO.	DESCRIPTION

RECORD DRAWING OF COMPLETED CONSTRUCTION BY _____
 RECORD DRAWINGS OF COMPLETED CONSTRUCTION
 CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.
 BY _____ DATE _____

Date of Preparation: _____

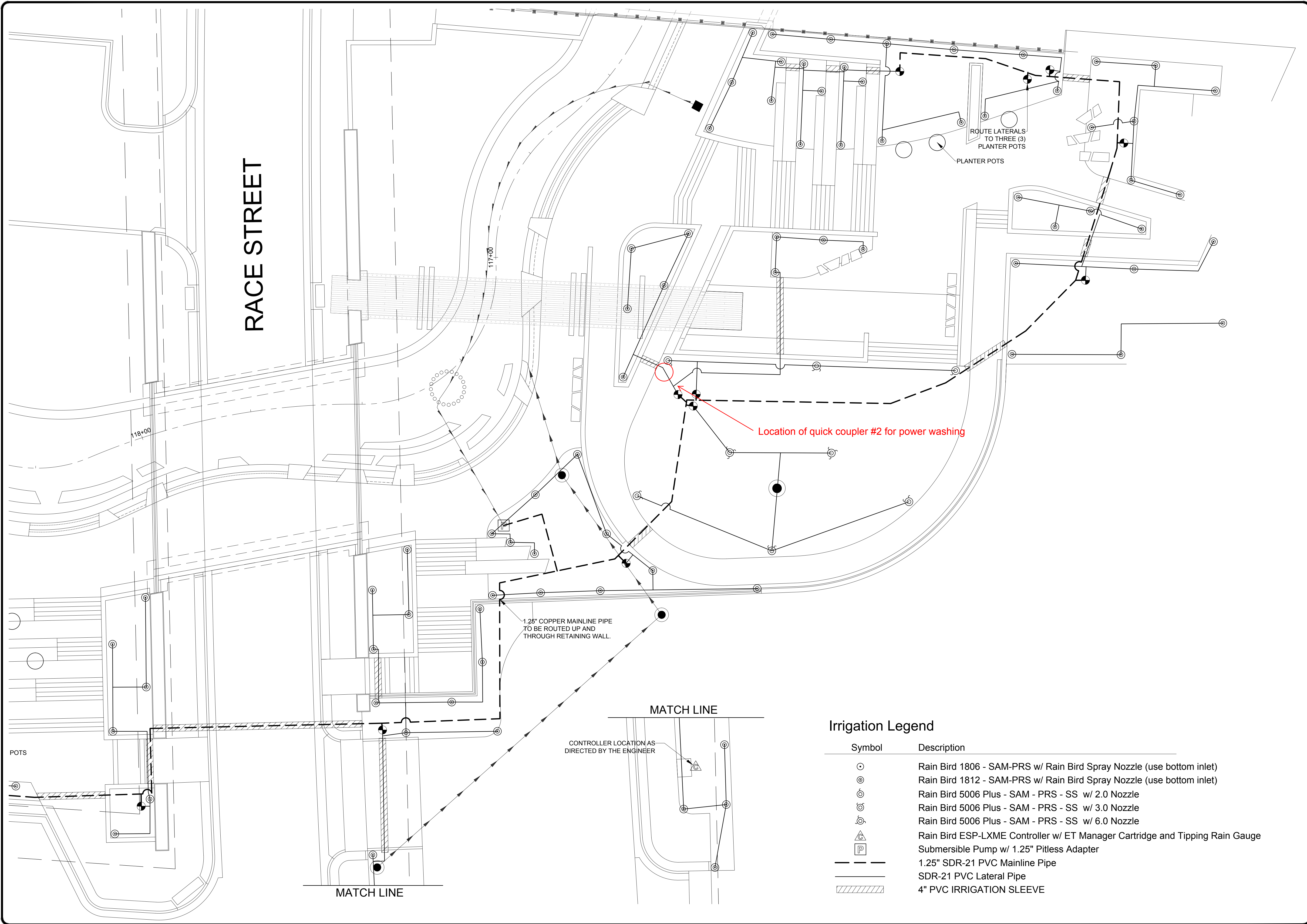
	BY	DATE
SURVEYED		
DRAWN		
DESIGNED		
CHECKED		

**IRRIGATION SYSTEM,
 WATER STORAGE &
 PUMPING SYSTEM**

HORIZONTAL SCALE:
 0 10 20

PROJECT ID 11U009.00

C 12.1
 SHEET XX OF XX



Irrigation Legend

Symbol	Description
⊙	Rain Bird 1806 - SAM-PRS w/ Rain Bird Spray Nozzle (use bottom inlet)
⊗	Rain Bird 1812 - SAM-PRS w/ Rain Bird Spray Nozzle (use bottom inlet)
⊕	Rain Bird 5006 Plus - SAM - PRS - SS w/ 2.0 Nozzle
⊖	Rain Bird 5006 Plus - SAM - PRS - SS w/ 3.0 Nozzle
⊘	Rain Bird 5006 Plus - SAM - PRS - SS w/ 6.0 Nozzle
ⓐ	Rain Bird ESP-LXME Controller w/ ET Manager Cartridge and Tipping Rain Gauge
ⓑ	Submersible Pump w/ 1.25" Pitless Adapter
— — — — —	1.25" SDR-21 PVC Mainline Pipe
— — — — —	SDR-21 PVC Lateral Pipe
▨▨▨▨▨	4" PVC IRRIGATION SLEEVE

Foth
 Foth Infrastructure & Environment, LLC
 1610 Broadmoor Drive
 Champaign, IL 61821
 Phone: 217-352-4169 Fax: 217-352-0085
 Illinois Professional Design Firm No. 184.004913

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 PLANNERS &
 LANDSCAPE
 ARCHITECTS
 303.628.0003

BONEYARD CREEK IMPROVEMENTS SEGMENT 3 CITY OF URBANA

REVISIONS		RECORD DRAWING OF COMPLETED CONSTRUCTION BY	
NO.	BY	DATE	DESCRIPTION

RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.
 BY _____ DATE _____

Date of Preparation: _____

	BY	DATE
SURVEYED		
DRAWN		
DESIGNED		
CHECKED		

IRRIGATION SYSTEM, WATER STORAGE & PUMPING SYSTEM

HORIZONTAL SCALE:
 0 10 20

PROJECT ID 11U009.00

C 12.2
 SHEET XX OF XX

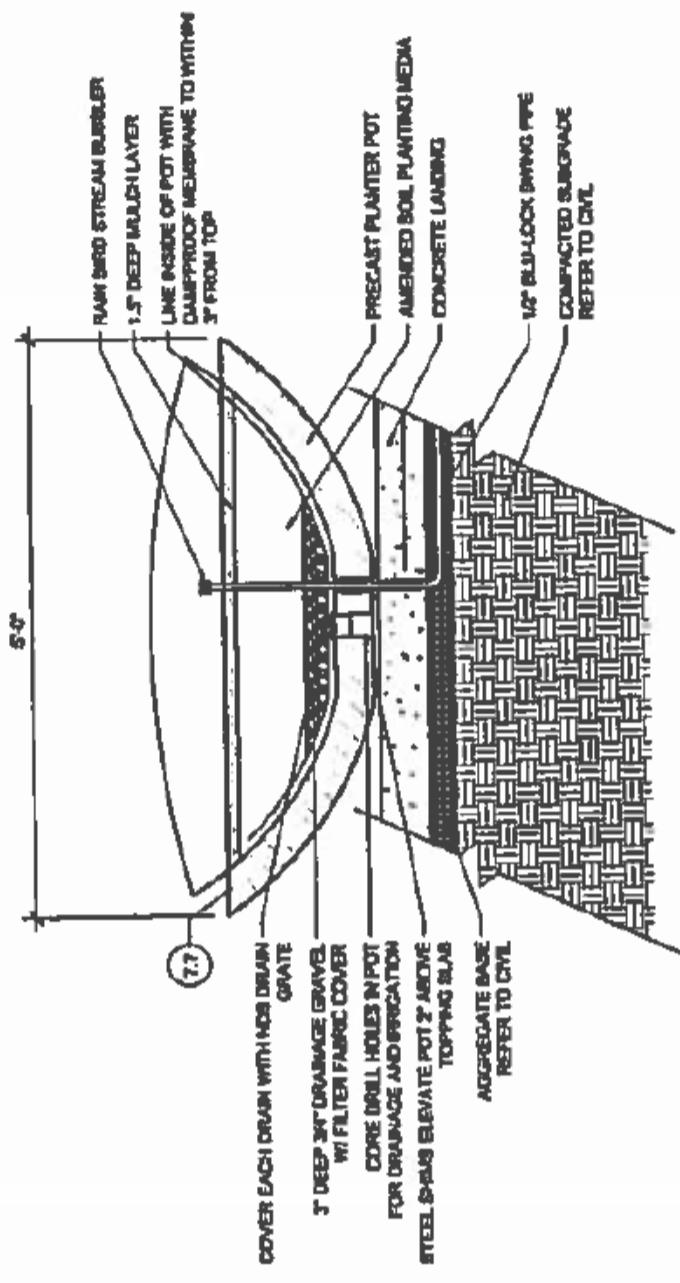
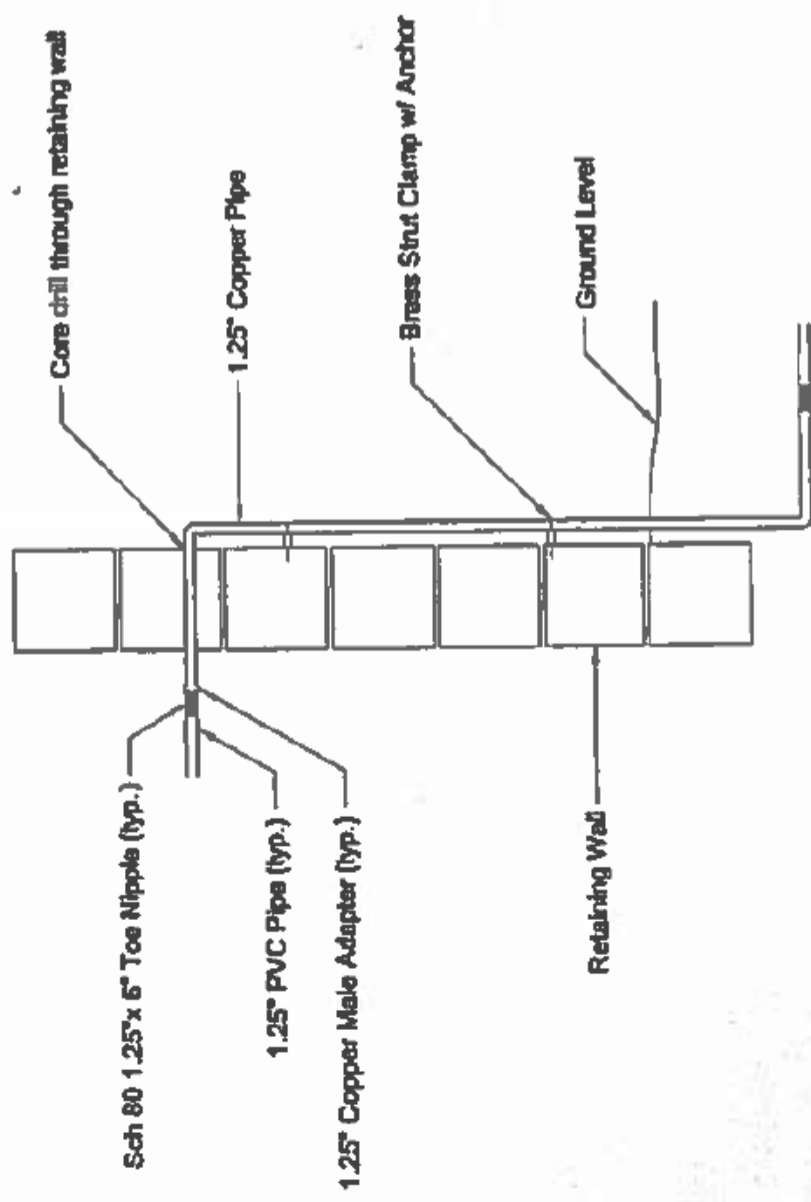
- 1 Sprays West Side Outside Wall Plants
- 2 Raised Pots Both Sides
- 3 Rotors West Side Grass
- 4 Rotors West Side Grass
- 5 Sprays West Side Grass Benches
- 6 Sprays West Side Plants South End
- 7 Sprays West Side Raised Beds Plants
- 8 Sprays East Side Benches Plants
- 9 Sprays East Side @ Top Plants
- 10 Sprays East Side Back Beds Plants
- 11 Sprays East Side Along Creek, Top + Lower Beds Plants
- 12 Rotors East Side Grass
- 13 Rotors East Side Grass
- 14 Sprays East, Entrance Plants

Program A 1:00am MTWTFSS 4.5 hrs

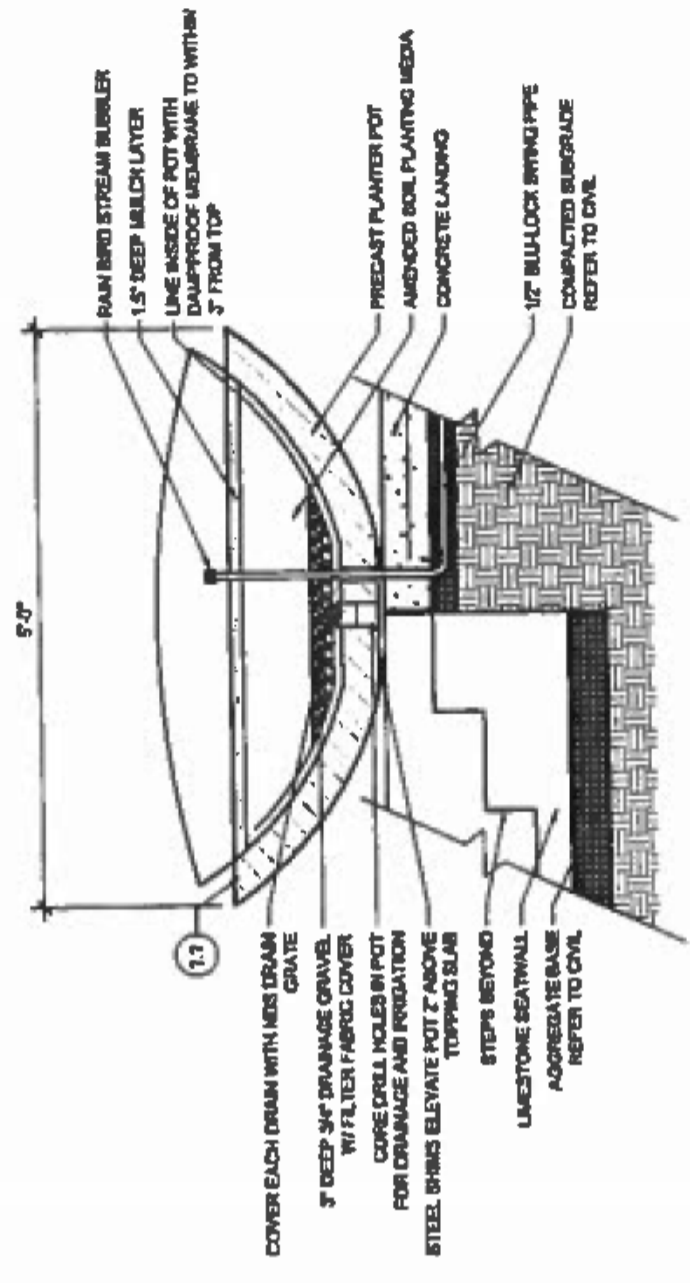
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2 30 min	6	20 min	10	14 20 min
3 30 min	7	20 min	11	
4 30 min	8		12 30 min	

Program B 4:00am MWF 1hr 20 min

1 10 min	5	9 10 min	13
2	6 10 min	10 10 min	14 10 min
3	7 10 min	11 10 min	
4	8 10 min	12	



POT IRRIGATION AT CONCRETE



POT IRRIGATION AT SEATWALL

**BONEYARD CREEK
IMPROVEMENTS
SEGMENT 3
CITY OF URBANA**

**ASSOCIATES
PLANNERS &
LANDSCAPE
ARCHITECTS**
331.688.0003



Foth
Forth Infrastructure & Environment, LLC
1815 Greengarden Drive
Champaign, IL 61821
Phone: 217.280.1100 Fax: 217.280.8888
www.foth.com

NO.	DATE	DESCRIPTION

DATE	BY	DATE

IRRIGATION SYSTEM
DETAILS

PROJECT # 1708010
C 12.4
SHEET XX OF XX

FOOTH
 Footh Infrastructure & Environment, LLC
 1018 Broadway, Suite 217
 Chicago, IL 60604
 Phone: 312-329-4188 Fax: 312-329-4189
 Email: info@footh.com
 www.footh.com

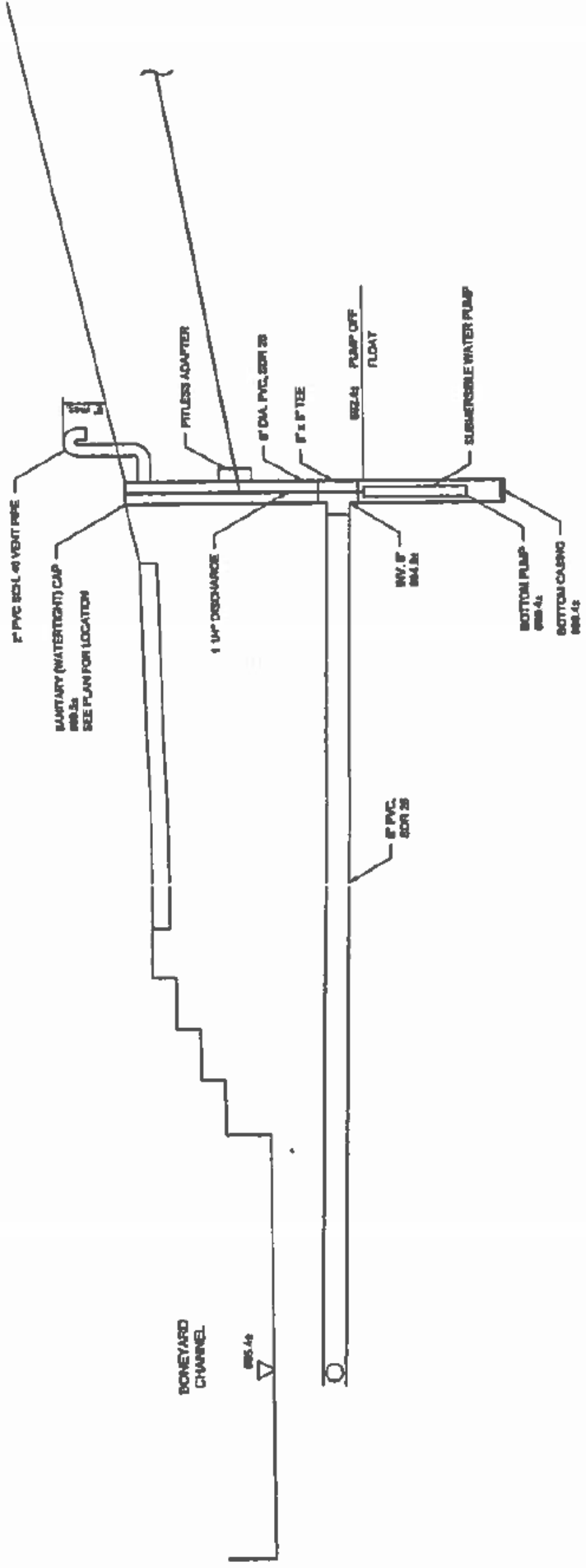
W E N K
 ASSOCIATES
 PLANNERS &
 LANDSCAPE
 ARCHITECTS
 303.828.0083

BONEYARD CREEK
 IMPROVEMENTS
 SEGMENT 3
 CITY OF URBANA

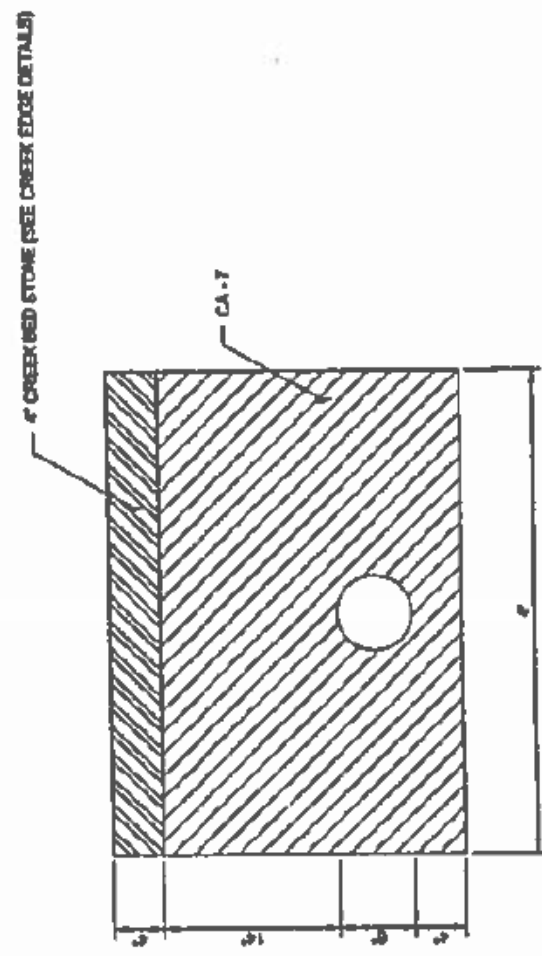
NO.	BY	DATE	DESCRIPTION

DATE	BY	DATE

IRRIGATION SYSTEM
 DETAILS
 PROJECT # 1708
 SHEET NO. OF 24
C 12.3



IRRIGATION PUMP SECTION NTS



UNDERDRAIN COLLECTION MANIFOLD NTS



PLANTING SCHEDULE

QTY.	ABV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITIONS
4	ABV	Aesculus hippocastanum	Horse Chestnut	3" cal	AS SHOWN	SPECIMEN
5	AME XGR	Betula nigra	Apple Serrycaberry	10-12"	AS SHOWN	MULTI-STEM
12	BET NIG	Camptus caroliniana	River Birch	10-12"	AS SHOWN	MULTI-STEM
17	CAR CAR	Cornus mas	American Hornbeam	10-12"	AS SHOWN	MULTI-STEM
12	COR MAS	Gymnocladus dioica	Kentucky Coffeetree	3" cal	AS SHOWN	SPECIMEN
3	GYM DIO	Juglans nigra	Black Walnut	3" cal	AS SHOWN	SPECIMEN
3	JUG NIG	Liriodendron tulipifera	Tulip Tree	3" cal	AS SHOWN	SPECIMEN
1	LIR TUL	Ostrya virginiana	American Hophornbeam	3" cal	AS SHOWN	SPECIMEN
6	OST VIR	Phellodendron amurense	Amur Corktree	3" cal	AS SHOWN	SPECIMEN
10	PHE AMU	Platanus acerifolia	London Planetree	3" cal	AS SHOWN	SPECIMEN
5	PLA ACE	Ulmus parvifolia	Leadbark Elm	3" cal	AS SHOWN	SPECIMEN
8	ULM PAR					

QTY.	ABV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITIONS
22	ABV	Fothergilla major	Large Fothergilla	5 GAL	AS SHOWN	CONTAINER
32	FOT MAJ	Hydrangea paniculata	Tataria Hydrangea	5 GAL	AS SHOWN	CONTAINER
31	RHU TYP	Rhus typhina	Stephonom Sumac	5 GAL	AS SHOWN	CONTAINER

PLANTING NOTES

1. THE CONTRACTOR SHALL SUPPLY ALL PLANTS IN QUANTITIES SUFFICIENT TO COMPLETE THE WORK SHOWN ON THE PLAN. SHOULD ANY DISCREPANCIES EXIST BETWEEN QUANTITIES SHOWN IN THE PLANT LIST AND THOSE SHOWN IN THE DRAWINGS, THE DRAWINGS SHALL TAKE PRECEDENCE.
2. ALL PLANT MATERIAL SHALL BE REVIEWED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION. CONTRACTOR SHALL INSURE PLANT MATERIAL MEET THE SPECIFICATIONS OF THE AMERICAN STANDARDS FOR NURSERY STOCK (LATEST EDITION) AS SET FORTH BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
3. CONTRACTOR SHALL FURNISH PLANT MATERIALS FREE OF PESTS OR PLANT DISEASES. PRESELECTED OR "TAGGED" MATERIAL MUST BE INSPECTED BY THE CONTRACTOR AND CERTIFIED PEST AND DISEASE FREE. IT IS THE CONTRACTOR'S OBLIGATION TO WARRANTY ALL PLANT MATERIALS PER THE SPECIFICATIONS.
4. ALL SHRUB BEDS SHALL BE COVERED WITH A MINIMUM OF 4 INCH DEPTH MULCH. SUBMIT SAMPLE TO OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
5. ANY LANDSCAPE AREAS OUTSIDE THE LIMITS OF WORK THAT ARE DISTURBED BY CONSTRUCTION OPERATIONS, NOT DIRECTED BY OWNER'S REPRESENTATIVE, SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
6. THE CONTRACTOR WILL STAKE THE SEEDING LIMITS AND OBTAIN REVIEW FROM THE OWNER'S REPRESENTATIVE PRIOR TO SEEDING.
7. ALL SEED AND PLANT SPECIES SHALL BE NATIVE OR ADAPTED IN ILLINOIS.
8. CITY DESIRES TO USE SPECIMEN TRANSPLANT TREES AS AVAILABLE. CONTACT THE CITY ARBORIST FOR AVAILABILITY.

VINES

QTY.	ABV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITIONS
6	CAM RAD	Campsis radicans	Trumpet Vine	1 GAL	36" O.C.	CONTAINER
10	CLE ALL	Clematis allanah	Clematis	1 GAL	36" O.C.	CONTAINER
50	HYD PET	Hydrangea petiolaris	Climbing Hydrangea	1 GAL	36" O.C.	CONTAINER
20	HED HEL	Hedera helix	English Ivy	1 GAL	36" O.C.	CONTAINER

GROUNDCOVERS

QTY.	ABV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITIONS
2039	EUO FOR	Eustoma tortuosa	Writter Creeper	4" POT	18" O.C.	FLAT
712	HEM ALT	Hemerocallis allissima	Tall Daylily	4" POT	18" O.C.	CONTAINER
13428	LIR SPI	Liriodendron tulipifera	Creeching Lily Turf	4" POT	8" O.C.	FLAT
5212	PAC TER	Pachysandra terminalis	Pachysandra	4" POT	12" O.C.	CONTAINER

PERENNIALS

QTY.	ABV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITIONS
30	EDU HYE	Equisetum hyemale	Horseshell	4" POT	IN PLANTER	FLAT
20	IRI VIR	Iris virginica - Shrevei	Blue Flag Iris	4" POT	LOCATED IN FIELD	FLAT
200	NAR PAP	Narcissus papyraceus	Narcissus	BULB	LOCATED IN FIELD	BULB

ANNUALS

QTY.	ABV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITIONS
80	IPO BAT	Ipomoea batatas "Marguerite"	Sweet Potato Vine	4" POT	IN PLANTER	FLAT

w e n k
ASSOCIATES
PLANNERS &
LANDSCAPE
ARCHITECTS
303.828.0003

Foth
Foth Infrastructure & Environment, LLC
 1610 Broadbrook Drive
 Champaign, IL 61821
 Phone: 217-352-4100 Fax: 217-352-0085
 Illinois Professional Design Firm No. 184 004913

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BONEYARD CREEK
 IMPROVEMENTS
 SEGMENT 3
 CITY OF URBANA

REVISIONS
 NO. BY DATE DESCRIPTION
 1 NAE 04/10/2013 (IVE SET) FOR CONSTRUCTION

RECORD DRAWING OF COMPLETED CONSTRUCTION BY

RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS. BY DATE

DATE OF PREPARATION: FEBRUARY 2012

BY DATE

APPROVED

DESIGNED

DRAWN

CHECKED

DATE

PROJECT ID: 28024

P1.0

PLANTING PLAN
 SHEET INDEX



Prairie/Meadow

Perennial landscape

Grassed Turf

- AQUATIC PLANTS**
- PONTEDERIA COROYATA
 - SAGITTARIA LATIFOLIA
 - MEYANTHES TRIFOLIATA
 - BRASEMIA SCHREBERI
 - CALTHA PALUSTRIS
 - IRIS PSEUDOCORUS

- GROUNDCOVERS & PERENNIALS**
- TURF GRASS
 - SEED MIX 1
 - SEED MIX 2
 - SEED MIX 3
 - EUNYMIUS G.C.
 - PACHYSANDRA G.C.
 - LIRIOPE PER.
 - DAUTLY PER.

- LEGEND**
- SHADE/SPECIMEN TREE
 - ORNAMENTAL TREE
 - SHRUB

PLANTING PLAN WEST

SUBMITTED	BY	DATE
DRAWN	BY	DATE
DESIGNED	BY	DATE
CHECKED	BY	DATE

REVISIONS	
NO.	DESCRIPTION
1	(VE SET) FOR CONSTRUCTION
2	
3	
4	

RECORD DRAWING OF COMPLETED CONSTRUCTION BY _____ DATE _____

RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS. BY _____ DATE _____

BONEYARD CREEK IMPROVEMENTS SEGMENT 3 CITY OF URBANA

w e n k ASSOCIATES PLANNERS & LANDSCAPE ARCHITECTS 303.626.0003

Foth
 Foth Infrastructure & Environment, LLC
 1610 Broadmoor Drive
 Champaign, IL 61821
 Phone: 217-352-4100 Fax: 217-352-0085
 Illinois Professional Design Firm No. 184 004613

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MATCH LINE RE: P1.1

MATCH LINE RE: P1.3



LEGEND

- SHADE/SPECIMEN TREE
- ORNAMENTAL TREE
- SHRUB

GROUNDCOVERS & PERENNIALS

- TURF GRASS
- SEED MIX 1
- SEED MIX 2
- SEED MIX 3
- EUNYALUS G.C.
- PACHYSANDRA G.C.
- LIROPE PER.
- DAVALY PER.

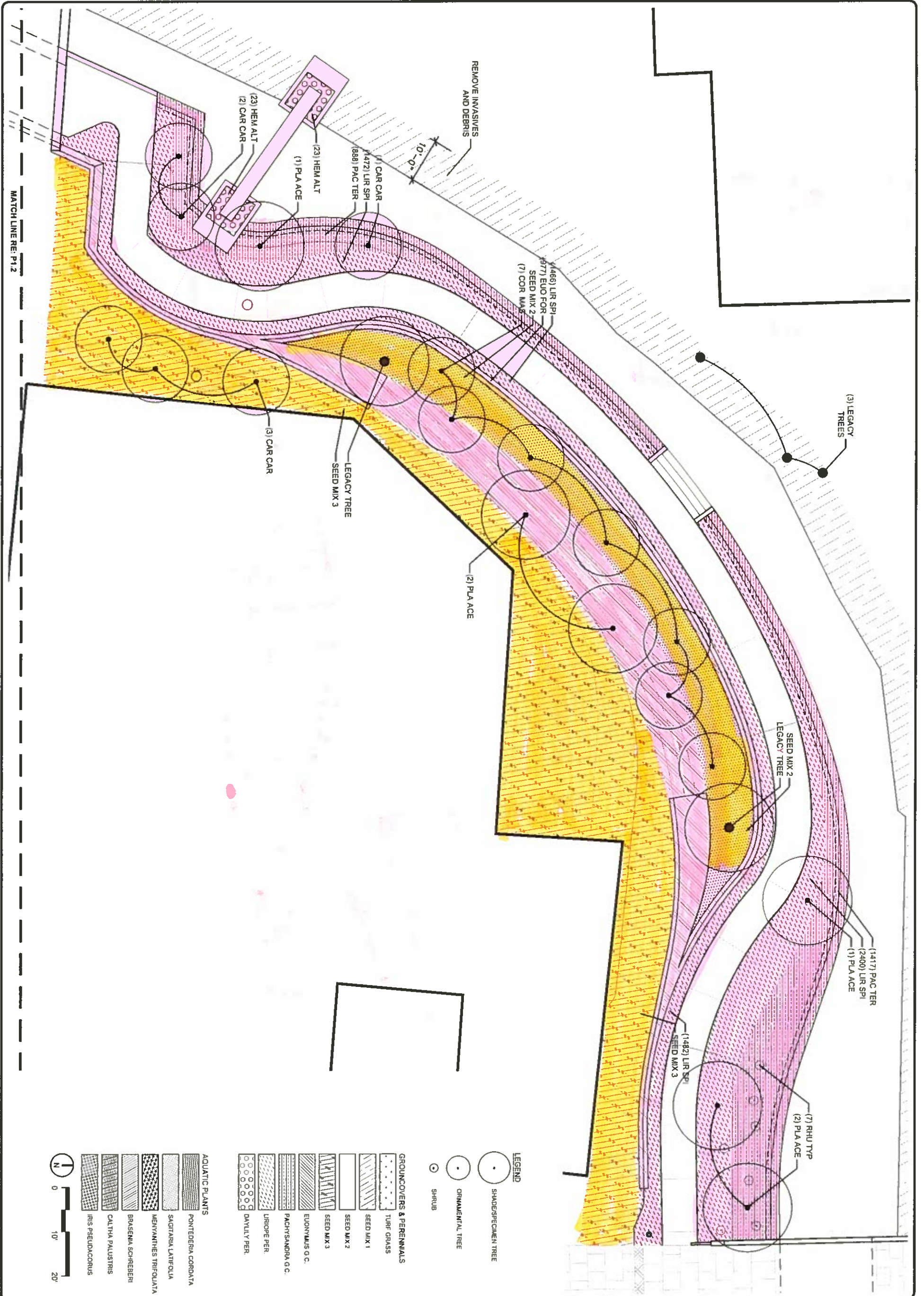
AQUATIC PLANTS

- PONTEDERIA CORDATA
- SAGITTARIA LATIFOLIA
- MENYANTHES TRIFOLIATA
- BRASSENIA SCHREBERI
- CALTHA PALUSTRIS
- RIS PSEUDOCORUS



PROJECT ID P1.2 2004	PLANTING PLAN EAST	SURVEYED BY: [] DATE: [] DRAWN BY: [] DATE: [] DESIGNED BY: [] DATE: [] CHECKED BY: [] DATE: []	REVISIONS NO. BY DATE DESCRIPTION 1. HAE 04.10.2013 (IVE SET) FOR CONSTRUCTION 2. [] [] [] [] 3. [] [] [] [] 4. [] [] [] []	WENK ASSOCIATES PLANNERS & LANDSCAPE ARCHITECTS 303.626.0003	Foth Foth Infrastructure & Environment, LLC 1610 Broadmoor Drive Champaign, IL 61821 Phone: 217-352-4160 Fax: 217-352-0085 Illinois Professional Design Firm No. 184 004913
		Date of Preparation: FEBRUARY 2012 RECORD DRAWING OF COMPLETED CONSTRUCTION BY: [] DATE: [] RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS BY: [] DATE: []	REUSE OF DOCUMENTS THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF FOTH INFRASTRUCTURE AND ENVIRONMENT, LLC. UNAPPROVED USE IS THE SOLE RESPONSIBILITY OF THE UNAUTHORIZED USER.		

T:\en\p1\p1\p1\Boneyard Creek CAD\Sheets\VE - For Construction\P1 - Planting Plan(VE).dwg
 Sep 20, 2013 - 11:48am kofner



LEGEND

- SHADE/SPECIMEN TREE
- ORNAMENTAL TREE
- SHRUB

GROUNDCOVERS & PERENNIALS

- TURF GRASS
- SEED MIX 1
- SEED MIX 2
- SEED MIX 3
- EUONYMUS & C.
- PACHYSANDRA G.C.
- URTICA PER.
- DANTHIA PER.

AQUATIC PLANTS

- PONTERDERA CORDATA
- SAGITTARIA LATIFOLIA
- MENYANTHES TRIFOLIATA
- BRASENIA SCHREBERI
- CALTHA PALUSTRIS
- IRIS PSEUDACORUS

Scale: 0 10' 20'

North Arrow

PLANTING PLAN NORTH	SURVEYED BY: _____ DATE: _____ DRAWN BY: NEMAN DESIGNED BY: GONZALEZ CHECKED BY: CC 4.13.2012	REVISIONS <table border="1"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MAE</td> <td>04.10.2013</td> <td>(IVE SET) FOR CONSTRUCTION</td> </tr> </tbody> </table>	NO.	BY	DATE	DESCRIPTION	1	MAE	04.10.2013	(IVE SET) FOR CONSTRUCTION	BONEYARD CREEK IMPROVEMENTS SEGMENT 3 CITY OF URBANA	w e n k ASSOCIATES PLANNERS & LANDSCAPE ARCHITECTS 303.628.0003	Foth Foth Infrastructure & Environment, LLC 1610 Broadmoor Drive Champaign, IL 61821 Phone: 217-352-4100 Fax: 217-352-0065 Illinois Professional Design Firm No. 184 004913
	NO.	BY	DATE	DESCRIPTION									
	1	MAE	04.10.2013	(IVE SET) FOR CONSTRUCTION									
RECORD DRAWING OF COMPLETED CONSTRUCTION BY: _____													
RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS BY: _____ DATE: _____													

PROJECT ID: 20081

P1.3

<p style="text-align: center;">CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	Social Security Number:
-------------	-------------------------

2. Name and Address of the Company's Principal Office *(answer only if not the same as above)*

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service):

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Signature

Printed Name and Title

E-mail Address

Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

YES _____

NO _____

2. **Have you enclosed your company's EEO statement?**

YES _____

NO _____

3. **Have you enclosed your company's Sexual Harassment policy?**

YES _____

NO _____

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

The Vendor agrees that following representations and additional duties are a material part of the contract. The undersigned, having been duly sworn under oath, certifies and agrees as follows:

1. None of the Vendor or its partners, officers, owners, employees, or agents have been barred from contracting with a unit of State or local government in the past five years as a result of a conviction for bid rigging, in violation of 720 ILCS 5/33E-3 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
2. None of the Vendor or its partners, officers, owners, employees, or agents have ever been barred from contracting with a unit of State or local government as a result of a conviction for bid rotating, in violation of 720 ILCS 5/33E-4 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
3. If the Vendor holds any elected or appointed office under the laws or Constitution of this State, the Vendor is in compliance with the Public Officer Prohibited Activities Act. 50 ILCS 105/3.
4. The Vendor is not a municipal officer with a prohibited financial interest in this contract, directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in accordance with 65 ILCS 5/3.1-55-10.
5. *Please initial one statement, in accordance with 65 ILCS 5/11-42.1-1:*
 - A. _____ The Vendor is not delinquent in the payment of any tax administered by the Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax.
 - B. _____ The Vendor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and is in compliance with the agreement.
6. If the Vendor employs commercial motor vehicle operators, the Vendor is in compliance with the Federal Highway Administration rules for controlled substances and alcohol use and testing. 49 CFR Parts 40 and 382.
7. During the term of this contract, the Vendor shall comply with (a) Urbana City Code Section 2-119, which prohibits employment discrimination by contractors and vendors with the City; (B) the Equal Employment Opportunity provisions of Ill. Admin. Code tit. 44, § 750; and (C) Article 2 of the Illinois Human Rights Act, 775 ILCS 5/2-101 *et seq.*, including without limitation the requirement that the Vendor have a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
8. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor has filed with the City and made available to the general public a copy of the Vendor's written substance abuse prevention program, which meets or exceeds the requirements of 820 ILCS 265/15.



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

9. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor shall use United States produced steel products, in compliance with 30 ILCS 565/4.

10. If this contract involves the construction, addition to, or alteration of public works, the Vendor shall employ laborers in compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*).

11. The Vendor shall comply with all applicable provisions of the Prevailing Wage Act, which requires the payment of the prevailing rate of wage to all laborers, workers, and mechanics employed by or on behalf of a public body in the construction, demolition, maintenance, or repair of public works. 820 ILCS 130/0.01 *et seq.* The prevailing wage rates are established and revised by the Department of Labor and are available at www.state.il.us/agency/idol/rates/rates.htm.

12. The Vendor shall obtain from all subcontractors to be used in the performance of this contract a sworn statement agreeing to the representations and additional duties contained on this document. The Vendor shall maintain the sworn statements on file for the duration of this contract and shall promptly provide them to the City upon request. If a subcontractor is or becomes ineligible for a contract with the City, the Vendor promptly shall terminate its subcontract upon the City's request. The Vendor shall include adequate provisions in all subcontracts to allow it to terminate such subcontracts as required herein.

The representations contained on this document are true, complete, and correct in all respects. The representations contained herein are continuing. If any such representation is no longer true or correct, the Vendor promptly shall notify the City in writing.

Vendor:

By: _____

Printed name:

Title:

Date:

State of

County of

Signed and sworn (or affirmed) to before me on _____ (date)

by _____ (name of person making statement).

(seal)

Signature of notary public

**CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL **PARTNERSHIP** **CORPORATION** (check one)

Name of the Business _____

Signed By: _____

Printed Name: _____

Business Address: _____

Business Phone Number: _____

Date _____