

# **Turf Maintenance Specifications**

## **Table of Contents**

### **1. GENERAL**

- A. REFERENCE STANDARDS
- B. HOURS OF WORK
- C. MAINTENANCE WORK LOG
- D. DELIVERY, STORAGE AND HANDLING
- E. DAMAGE TO PROPERTY

### **2. EXECUTION**

- A. LANDSCAPE MAINTENANCE
  - 1. PREAMBLE
  - 2. MOWING
  - 3. SMALL MOWING/POWER TRIM
  - 4. LITTER CONTROL
  - 5. SPRING CLEAN-UP / FALL CLEAN-UP
  - 6. CHEMICAL WEED CONTROL
- B. TOWN OPEN SPACES
  - PARKS CLASSIFICATIONS
- C. GENERAL WORKMANSHIP
- D. SAFETY
- E. BOLLARDS, GATES AND BARRIERS

# **1. GENERAL**

The contractor shall provide 26 maintenance events throughout the year. At least one time per 7 days from May 1, 2012 to July 15, 2012 and at least one time per 9 days from July 15, 2012 until October 31, 2012.

Spring clean-up would constitute one maintenance event. Spring clean-up to include clean-up of litter, leaves, small branches and other debris that has accumulated over the winter.

## **A. REFERENCE STANDARDS**

- The City of Calgary Parks: Development Guidelines and Standard Specifications, Landscape Construction current edition

## **B. HOURS OF WORK**

The contractor is to:

- Perform maintenance work during regular working hours of 07:00 to 18:00, Monday to Friday.
- Obtain the Town's approval to do maintenance outside of regular working hours.
- Understand their work schedule may be disrupted due to site use. (ie. Special event)

## **C. MAINTENANCE WORK LOG**

The contractor is to:

- Record daily maintenance on the provided Parks Maintenance Work Log throughout the duration of the contract (see sample provided in Work Schedule Section 4.4.).
- Submit the Work Log to the Town with each monthly invoice.
- Include in the Work Log:
  - Dates of all maintenance activities performed including: mowing, trimming and litter picking.
  - Dates your work was unable to be performed due to weather ie: rain days
  - Contractor's initials
  - Provide comments on reverse side if necessary

## **D. DELIVERY, STORAGE AND HANDLING**

The contractor is to:

- Provide their own means for delivery, storage and handling of equipment and material. Storage on Town lands is not permissible.

## **E. DAMAGE TO PROPERTY**

The contractor is to:

- Report damages immediately to Town's representative.
- Obtain approval of Town for repairs and replacements. Return grass areas, plants, equipment and buildings to their original condition before damage. Scalping of turf, ruts in turf, broken irrigation box covers, irrigation heads, and mechanical damage to trees including tearing of bark shall be considered as damage.
- Repair and pay for damages caused by Contractor's personnel and equipment during the term of the Contract.
- Complete repairs and replacements within seven (7) days from the date of approval given for repair or replacement.

## **2. EXECUTION**

### **A. LANDSCAPE MAINTENANCE**

#### **1. PREAMBLE**

Standards of maintenance are based upon the Town's classification system for Parks and Open Spaces A, B, C, R, N, as defined below. The Town has developed these maintenance standards as a benchmark for minimum level of performance, based on The City of Calgary Parks Operations standards. These established standards will be monitored by the Town using the following criteria and based on the following evaluation system:

- Turf height
  - Refer to 2.A.2.
- Presence of litter
  - Refer to 2.A.4.

**Definition of a Planting Bed / Tree Well** - As of May 1, 2012 a planting bed/tree well will contain bare soil and/or mulch and be the responsibility of maintenance by the planting bed/tree well contractor. A planting bed/tree well that contains turf is to be maintained by the turf contractor even if a well depression is evident. Turf maintenance contractors shall maintain turf up to and including the edge of plant beds/tree wells.

## **2. MOWING**

Desired Results:

- Target turf height:
  - A: 6 – 8cm, 7.5 preferred (3”), mow as required
  - B: 6 – 10cm, 7.5 preferred (3”), mow as required
  - C: 6 – 10cm, 7.5 preferred (3”), mow as required
  - R: 6 – 15cm, 10cm preferred (4”), mow as required
  - N: 10 – 20cm, 10cm preferred (4”), mow as required

Frequency of mowing is as follows: At least one time per 7 days until July 15, one time per 9 days after July 15.

Desired Results:

- Fire breaks between natural areas and private property a minimum of 6m and a maximum of 6.5m wide where sufficient space is available.
- A mow strip of approximately 1m wide to be maintained adjacent pathways running through non-manicured areas
- No damage to turf
- No damage to trees, shrubs or other park features such as cut/etched bark on trees/shrubs, bent or scraped park furniture.
- Prior to and after mowing, no visible debris, grass clippings, paper, etc. has been left in the maintenance area.
- No more than 5% scalped turf.
- No lubricant or fuel spills on turf or non-turf areas.

## **3. SMALL MOWING / POWER TRIM**

Desired Results:

- No areas have been missed.
- Trimming to be done simultaneously with mowing and completed within the same business day.
- Include concrete medians/ boulevards and sport courts inside and outside of fences.
- Include both sides of fences for parks and open spaces that are bordered by alleyways or parking lots.
- No scalped turf.
- No damage to trees, shrubs or other park features such as cut/etched bark on trees/shrubs, bent or scraped park furniture.

- No visible grass clippings on Class A or B turf areas. Clippings should not accumulate to the point of creating an appearance problem or inhibit lawn growth on Class C or R turf areas.
- Grass clippings should not be present on sidewalks, pathways or any hard surfaces for any class of park.
- No lubricant or fuel spills on turf or non-turf areas.

#### **4. LITTER CONTROL**

Desired Results:

- Fence lines cleaned of visible accumulated litter.
- Lack of visible litter per 100m<sup>2</sup> in maintenance area:
  - A – not to exceed 0 pieces per 100m<sup>2</sup>
  - B – not to exceed 1 piece per 100m<sup>2</sup>
  - C – not to exceed 2 pieces per 100m<sup>2</sup>
  - R – not to exceed 2 pieces per 100m<sup>2</sup>
  - N – not to exceed 2 pieces per 100m<sup>2</sup>
- Remove all litter. Include but not limited to, glass, paper, plastics, metal, plant material, rocks and any other material that would normally be classified as litter or refuse.
- Include the removal of litter from manicured areas, naturalized areas and any other public areas within the mowing contract area.
- Include both sides of fences for parks and open spaces that are bordered by alleyways or parking lots.
- Contractor will take all bagged litter to the landfill.
- Immediately report vandalism and damage to Town.

#### **5. SPRING CLEAN-UP / FALL CLEAN-UP**

Desired Results:

- All possible areas within the site are swept in a safe and efficient manner.
- No litter or visible debris left on the turf.
- Proper disposal of all hazardous material including biohazard waste, in compliance with applicable policy.
- All debris piles removed from the site in a safe and efficient manner without damage to trees, shrubs or other park features.
- No damage to parks buildings or amenities.
- No lubricant or fuel spills on turf or non-turf areas.
- Spring clean-up:

- To be completed prior to the first mowing and as soon as conditions dictate.
  - Schedule clean-up to weather conditions and use of site.
  - Contractors are responsible for coordinating the boulevard cleaning with the Town representative two days prior to beginning work.
  - Except for Northridge Dr and Southridge Dr, the Town will clean boulevards and medians that DO NOT have trees.
  - Contractor is responsible for sweeping turf and concrete for treed boulevards and medians.
- Autumn preparation:
    - Rake leaves and debris at least once per 9 days and remove from site.
    - Remove all debris piles from the site in a safe and efficient manner without damage to trees, shrubs or other park features.

## **6. CHEMICAL WEED CONTROL**

Desired Results:

- The Town is responsible for weed control in turf areas.

## **B. TOWN OF OKOTOKS OPEN SPACES PARKS CLASSIFICATIONS**

### **CLASS A PARK:**

- High profile
- Sports fields and parks
- Horticultural and landscape features
- Floral displays including hanging baskets
- Full irrigation (manual or automatic)

### **CLASS B PARK:**

- Irrigated parks and playing fields
- Irrigated as required on serviced portions
- Generally neighbourhood, regional, community or major thoroughfare
- Can include playgrounds and areas designated for picnics
- Horticultural and landscape features will be based on activities and usage

**CLASS C PARK:**

- Non-irrigated parks or playing fields, may also include high profile boulevards and medians
- Limited or no horticultural features
- Generally district, regional, community, and major thoroughfare oriented
- Turf is generally more coarse

**CLASS R PARK:**

- Roadsides, boulevards and medians
- May also include steep slopes (1:4)
- No irrigation
- Coarse turf

**CLASS N1 PARKS:**

- Natural Area Park – river banks, gullies, escarpments, islands, wetlands
- No irrigation
- Native/indigenous vegetation (either natural or re-vegetated areas)

**CLASS N2 PARKS:**

- Generally the same as Class N1, but minimal intervention and only to protect the area from fire and to reduce immediate hazards

**C. GENERAL WORKMANSHIP**

The contractor is to:

- Schedule timing of operations to growth, weather conditions and use of site. Coordinate maintenance practices with Town.
- Do each operation (mowing, trimming and litter clean-up) simultaneously and complete within reasonable time period on the same business day.
- Provide equipment and material necessary for maintenance to acceptable horticultural standards.
- Collect and dispose of excess material and debris to municipal disposal site weekly.

## **D. SAFETY**

The contractor is to:

- Ensure all Contractors employees wear appropriate personal protective equipment (PPE) when working including high visibility vests.
- If required, develop a vehicle slow down plan which may include narrowing traffic to one lane. Review plan with Town at least two days prior to implementing.
- Contractor to supply all safety equipment, materials and supplies including that required for traffic management.

## **E. BOLLARDS, GATES AND BARRIERS**

The contractor is to:

- Ensure all bollards, gates, locks and approved barriers are returned to place and secured (locked) at the end of each day.
- Town will issue and sign out to the Contractor, appropriate keys to allow the Contractor access to designated areas for the purpose of fulfilling the contract.
- The Contractor will return the keys at the end of the season.
- During the first inspection the Town will ensure all bollards and locks are in place.
- At regular inspections throughout the season any bollards or locks that are missing will be the responsibility of the contractor.

# **Planting Bed / Tree Well Specifications**

## **Table of Contents**

### **1. GENERAL**

- F. REFERENCE STANDARDS
- G. HOURS OF WORK
- H. MAINTENANCE WORK LOG
- I. DELIVERY, STORAGE AND HANDLING
- J. DAMAGE TO PROPERTY

### **2. EXECUTION**

- F. MULCH BED MAINTENANCE
  - 7.** PREAMBLE
  - 8.** TREE WELL MAINTENANCE
  - 9.** TREE/SHRUB BED MAINTENANCE
  - 10.** LITTER CONTROL
  - 11.** CHEMICAL WEED CONTROL
- B. GENERAL WORKMANSHIP
- C. SAFETY
- D. BOLLARDS, GATES AND BARRIERS

# **1. GENERAL**

The contractor shall provide 26 maintenance events throughout the year. Frequency is to be at least one time per 7 days from May 1, 2012 to July 15, 2012 and at least one time per 9 days from July 15, 2012 until October 31, 2012. Spring clean-up would constitute one maintenance event and will include clean-up of litter, leaves, small branches and other debris that has accumulated over the winter.

## **F. REFERENCE STANDARDS**

- The City of Calgary Parks: Development Guidelines and Standard Specifications, Landscape Construction current edition

## **G. HOURS OF WORK**

The contractor is to:

- Perform maintenance work during normal business days between the hours of 07:00 to 18:00, Monday to Friday.
- Obtain the Town's approval to do maintenance outside of regular working hours.
- Understand their work schedule may be disrupted due to site use.(ie. Special event)

## **H. MAINTENANCE WORK LOG**

The contractor is to:

- Record daily maintenance on the provided Parks Maintenance Work Log throughout the duration of the contract.
- Submit the Work Log to the Town with each monthly invoice.
- Include in the Work Log:
  - Dates of maintenance activities
  - Contractor's initials
  - Provide comments on reverse side if necessary

## **I. DELIVERY, STORAGE AND HANDLING**

The contractor is to:

- Provide their own means for delivery, storage and handling of equipment and material. Storage on Town lands is not permissible.

## **J. DAMAGE TO PROPERTY**

The contractor is to:

- Report damages immediately to Town's representative.
- Obtain approval of Town for repairs and replacements. Return grass areas, plants, equipment and buildings to their original condition before damage. Scalping of turf, ruts in turf, broken irrigation box covers, irrigation heads, and mechanical damage to trees including tearing of bark shall be considered as damage.
- Repair and pay for damages caused by Contractors personnel and equipment during the term of the Contract.
- Complete repairs and replacements within seven (7) days from the date of approval given for repair or replacement.

## **2. EXECUTION**

### **A. LANDSCAPE MAINTENANCE**

#### **1. PREAMBLE**

Standards of maintenance are based upon the Town's classification system for Parks and Open Spaces A, B, C, R, N, as defined below. The scope of work in these specifications includes litter, debris, weed removal and edging of beds/wells. No pruning is to be done by the awarded contractor. The Town has developed these maintenance standards as a benchmark for minimum level of performance, based on The City of Calgary Parks Operations standards.

**Definition of a Planting Bed / Tree Well** - As of May 1, 2012 a planting bed/tree well will contain bare soil and/or mulch and be the responsibility of maintenance by the planting bed/tree well contractor. A planting bed/tree well that contains turf is to be maintained by the turf contractor even if a well depression is evident. Turf maintenance contractors shall maintain turf up to and including the edge of plant beds/tree wells.

#### **2. TREE WELL MAINTENANCE**

Desired Results:

- To weed existing trees wells.
- Edge tree wells evenly to a depth of 100mm in lines of original layout. Approximately 1/3 of planting beds/tree wells to be edged per season so as to complete all beds/wells (as per definition above) over the three year contract.

- Do not damage roots of plants.
- Tree well should be free of weeds and of a standard size, approximately 1 meter in diameter.
- Tree wells should be intact.
- If well is mulched, mulch should be spread evenly to a depth of 100mm and not piled against or touching trunk of trees as it can rot the wood causing decay or even death of the tree.
- All visible litter shall be removed.
- Notify the Town's representative of any wells requiring additional mulch.
- Notify the Town's Representative of any tree damage or disease.

### **3. TREE/SHRUB BED MAINTENANCE**

Desired Results:

- Mulched beds:
  - Mulch is to be spread evenly to a depth of 4 inches
  - Mulch should not be piled against the base of the trees or shrubs as this can rot the wood, causing decay or even death of the plant.
  - Shrub beds 90% free of weeds.
  - All visible litter removed.
  - Notify the Town's representative of any beds requiring additional mulch.
  - Notify the Town's representative of any shrub damage or disease.
  - Edge plant beds evenly to a depth of 100mm in lines of original layout.
  - Do not damage roots of plants.
- Mulched beds in naturalized areas:
  - Tree/shrub mulch beds within naturalized areas are to be maintained free of noxious and prohibited noxious weeds.
  - Native plants and grasses need not be removed from mulch beds.
  - Uncontrollable abundances of noxious and prohibited noxious weeds are to be reported to the Municipal Weed Inspector at 403-938-8958.

#### **4. LITTER CONTROL**

Desired Results:

- Fence lines that border mulch beds must be cleaned of visible accumulated litter.
- Lack of visible litter in maintenance area.
- Included but not limited to, glass, paper, plastics, metal, plant material, rocks and any other material that would normally be classified as litter or refuse.
- Include the removal of litter from shrubs, trees, hedges in the ornamental beds and tree wells.
- Contractor will take all bagged litter to the landfill.
- Immediately report vandalism of tree and shrub damage to Town.

#### **5. CHEMICAL WEED CONTROL**

Desired Results:

- In mulch beds, any control other than manual or mechanical must be approved by the Town.
- Ensure proper, positive identification of infestations and consult with the Town before taking corrective action.
- Approved chemical weed control will be performed at the contractor's expense.
- Dead / dying weeds must still be removed after chemical treatment

### **B. GENERAL WORKMANSHIP**

The contractor is to:

- Schedule timing of operations to growth, weather conditions and use of site.
- Provide equipment and material necessary for maintenance to acceptable horticultural standards. Use care when removing unwanted weeds to keep roots intact. All efforts must be made to minimize mixing soil and contaminating the top layer of mulch.
- Monitor mulch levels and contact Town for inspection when mulch levels in beds are less than 75mm in depth.
- Remove 100% of noxious and prohibited noxious weeds and dispose of to landfill.
- Collect and dispose of excess material and debris to municipal disposal site weekly.



## **C. SAFETY**

The contractor is to:

- Ensure all Contractor's employees wear appropriate personal protective equipment (PPE) when working including high visibility vests.
- If required, develop a vehicle slow down plan which may include narrowing traffic to one lane. Review plan with Town at least two days prior to implementing.
- Contractor to supply all safety equipment, materials and supplies including that required for traffic management.

## **D. BOLLARDS, GATES AND BARRIERS**

The contractor is to:

- Ensure all bollards, gates, locks and approved barriers are returned to place and secured (locked) at the end of each day.
- Town will issue and sign out to the Contractor, appropriate keys to allow the Contractor access to designated areas for the purpose of fulfilling the contract.
- The Contractor will return the keys at the end of the season.
- During the first inspection the Town will ensure all bollards and locks are in place.
- At regular inspections throughout the season any bollards or locks that are missing will be the responsibility of the contractor.