

July 12, 2024

TO: LANDSCAPE MAINTENANCE CONTRACTORS

FROM: RIVERWOOD HOMEOWNERS' ASSOCIATION (HOA)

RE: REQUEST FOR PROPOSAL (RFP)  
Riverwood HOA Landscape Maintenance Contract  
Riverwood Homeowners Association  
Carmichael, CA 95608

Contacts: Kazumi Komar, Estimator, RFP Committee 415.672.5210 [kazumikomar@yahoo.com](mailto:kazumikomar@yahoo.com)  
Linda Esten, Secretary, Board of Directors 916-319-9922 [lspaansesten@gmail.com](mailto:lspaansesten@gmail.com)

RIVERWOOD HOA BOARD OF DIRECTORS is accepting bid proposals for the common area Landscape Maintenance Services at Riverwood HOA in Carmichael, California.

You are invited to submit a competitive bid proposal to Kazumi Komar & Linda Esten. The work is described in the attached Scope of Services list identified as part of the contract documents. Please carefully read all instructions and provide a complete response to all the listed items.

- By providing your bid, you acknowledge that you have read, understand, and accept the work in the Scope of Services as included in your base bid.
- Please note that you have included, all the items and fill-in "INCLUDED". If you "excluded" any item fill in "EXCLUDED" and provide explanation of why it is excluded in your base bid proposal.
- Items shown as Out of Contract will need a separate cost estimate, hourly rates, and description of your approach, means and methods to accomplish such describe work.
- There will be a pre-bid conference and walk as noted below.

[PRE-BID CONFERENCE & WALK-THRU #1 – MONDAY, JULY 22<sup>nd</sup> AT 9:00 AM](#)

[PRE-BID CONFERENCE & WALK-THRU #2 – TUESDAY, JULY 23<sup>rd</sup> AT 9:00 AM](#)

MEET AT THE UPPER POOL AREA ON RIVERBANK PLACE

**NOTE: YOU MUST SEND AN EMAIL TO CONFIRM THAT YOU WILL BE ATTENDING THE PRE-BID CONFERENCE AND WALK.**

#### CONTRACT DOCUMENTS

- The contract documents will include the detailed list of the Scope of Services for this project.
- The Site plans for this project are prepared as schematic conceptual plans for informational purposes only.
- Due to the nature and size of the Site plan and informational documents, the attachments, updates, answers to RFI questions, and additional documents will be found on the Riverwood website ([www.riverwoodcarmichael.com](http://www.riverwoodcarmichael.com)) for your use.
- These site plans and documents are schematic in nature and prepared by others. Updates to these Site plans and documents may be required with the selected Contractor. We are open to improving efficiency, cost savings and maintaining quality of services.
- In addition to this bid invite and these documents, you may receive additional bidding instructions at the jobwalk, bid form and request for additional information by the Riverwood

RFP Committee and the Board of Directors. Please make sure you examine all bid documents.

- Submit all request for information (RFI), including questions and clarification requests in writing. Send an email to Kazumi Komar and Linda Esten as noted above, NO LATER THAN than the date shown below, Five (5) working days after Pre-Bid Conference & Walk. Responses to your RFIs will follow Five days before your Bid Due Date.
- There will be a Request for Information (RFI) to answer bidder questions as noted below

RFI DUE - FOR COMMON AREA MAINTANENCE: WEDNESDAY, JULY 31<sup>st</sup> AT 12 NOON

BID DUE - FOR COMMON AREA MAINTANENCE: FRIDAY, AUGUST 16<sup>th</sup> AT 12 NOON

Contractor responses are due by email, no later than the date and time noted above. Late or incomplete bids may be considered non-responsive and may be rejected.

### PROJECT DESCRIPTION

The Project consists of the annual common area Landscape Maintenance Contract (Base Bid) and Out of Contract Work (Submit as ADD Alternate Pricing) requirements as noted on the detailed scope of work letter. Riverwood is located along Oak Avenue and the American River in Carmichael, California.

The Project will include but not limited to the following services:

1. MAINTENANCE OF TURF/ GRASS
2. CLEAN-UP OF MISCELLANEOUS LANDSCAPE DEBRIS AND GARBAGE
3. BLOWING
4. TREE MAINTENANCE
5. MAINTENANCE OF SHRUBS, PLANTS, AND GROUND COVER
6. MAINTENANCE FOR FIRE FUEL REDUCTION
7. MAINTAIN IRRIGATION SYSTEM & COLLABORATE ON DRAINAGE ISSUES

The detailed descriptions and scope of work for the above services are to be included in the Base Bid, unless noted as "Out of Contract". The "Out of Contract" work information submitted may or may not become part of the Contract (this will be reviewed and approved before final agreement).

### SCHEDULE REQUIREMENTS

The projected start date of **TBD** is an overview of the project and anticipated duration of one year, please price accordingly. The Landscape Contractor remains responsible to complete the scope of their work within the time frame indicated in the attached project schedule (s). Note that before the final acceptance of the contract, selected Contractor shall work with the HOA Board of Directors and RFP Committee Representatives to finalize the schedule and terms.

Upon commencement of the project a detailed rolling schedule will be created. The Landscape Contractor will revise the rolling schedule to reflect the actual manpower and sequencing requirements of the project based on weekly progress meetings. It will be the Landscape Contractor's responsibility to staff the project to accommodate the approved rolling schedule.

## AWARD OF CONTRACT

After the bidding process is complete, the Riverwood HOA, their Board of Directors and their Owner's Representative(s) will qualify the bids. The quality and competence of the proposals will be given equal consideration to cost. Three or more contractors will be invited to a 1-hour interview session. Riverwood HOA will notify the successful bidder in writing as soon as possible after bid review. By submitting a proposal, the bidder agrees to have examined the Bid Documents, Instructions to Bidders and any existing conditions and limitations affecting the work. Riverwood HOA reserves the right to award the contract to the Contractor it deems most qualified for the project. The contract will be for up to one year (with 30-day notice of termination from both parties) and may be renewed for up to five years with an annual evaluation and review by the HOA Board of Directors and their Committee Representatives.

## FORM OF CONTRACT

If awarded, bidder will enter into a contract using Riverwood HOA standard contract terms. A copy of the standard contract is available upon request. Please contact Kazumi Komar at 415.672.5210. Note any proposed modification to this contract with your proposal will not be accepted. The Bidder's proposal will not become an attachment to the contract, but portions of the Riverwood HOA scope letter & bid documents will be.

## INSURANCE REQUIREMENTS

Successful bidders shall be required to meet the insurance requirements defined in the contract; and as noted in the Contract Documents and or Attachments. Bidder warrants that the Insurance Requirements are obtainable and included in the Base Bid price proposed. Prior to the start of work, the successful Bidder will provide Certificates of Insurance naming those defined and Riverwood HOA, their Board Members and the [TBD, New Property Manager Company] and ALL Subcontractors you provide services to as Additional Insured. Any costs associated with this coverage shall be included in your Base Bid.

On behalf of the Riverwood HOA Board of Directors, we thank you for your time and consideration.

John Bolce, President, Riverwood Board of Directors

## ATTACHMENTS:

1. EXHIBIT A: Scope of Services document, dated 07/01/2024
2. EXHIBIT B: Bid Form
3. EXHIBIT C: Insurance Requirements (Provided at later date)
4. EXHIBIT D: Property Management – Vendor Information Questionnaire
5. EXHIBIT E: Riverwood Landscape Committee Vision Statement
6. EXHIBIT F:
  - a. Site Plan 1 – Overall Community Layout
  - b. Site Plan 2 – Schematic Existing Valves & Timer Locations
  - c. Site Plan 3 – Fire Fuel Reduction Areas
  - d. Site Plan 4 – Tree Information
7. EXHIBIT G: Sample Standard Contract (Upon written request)
8. EXHIBIT H: Sample Schedule(s) (Provided at jobwalk)
9. **VISIT WEBSITE FOR THE ABOVE ATTACHMENTS:**  
**[WWW.RIVERWOODCARMICHAEL.COM](http://WWW.RIVERWOODCARMICHAEL.COM)**