

		EXHIBIT B			
Project Name		COMMON AREA LANDSCAPE MAINTENANCE			
Client		RIVERWOOD HOMEOWNERS ASSOCIATION C/O TBD NEW PROPERTY MANAGEMENT CO			
Location		OAK AVENUE & MISC. ADDRESSES CARMICHAEL, CA 95608			
Architect/ Engineer		N/A			
32-00-00 LANDSCAPE		REQUEST FOR PROPOSAL (RFP)			
32-00-00 LANDSCAPE GENERAL SCOPE-				Company	
				City/State	
				Contact name	
				Phone	
COMMENTS				BASE BID	
		BASE BID AMOUNT	LANDSCAPE CONTRACTOR BASE BID REQUIREMENTS The base bid includes the scope of service items (1-81) listed below except for items listed as out of contract . During the final interview process, bidders will have the opportunity to recommend an alternate schedule of activity of service within the base bid services which will be negotiated prior to signing the contract. Copies of landscape maps and example of monthly calendar will be available to final bidders. All "out of contract" items may be requested work for the contractor with HOA approved cost proposal. Riverwood reserves the right to use other licensed and certified contractors for "out of contract" work. *Items are new, revised or reworded services. See notes on page 5 related to communication with contractor and evaluation.	\$0	
A	1	MAINTENANCE OF TURF/GRASS			
	2		Mowing of turf/grass and Edging - Fridays		
	3		*Mow all turf to 1 1/2 inches weekly during the growing period and when grass is dry. Mow height shall be 2 inches in fall and winter. In the non-growing season only mow when needed and grass in dry. Friday crew shall replace all damaged sprinkler heads caused by mowing with no charge.		
	4		Edge/trim (same time as mowing) around all turf and ground cover areas including next to curbs, sidewalks, and around all utilities.		
	5		Remove all clipping from site after mowing and edging.		
	6		Reseed small areas of lawn in early spring or fall when requested by Property Manager. Keep bag of seed in maintenance shed for work to be done.		
	7		Provide property manager with recommendations to maintain all turf/grass in quality state.		
	8		Application of Fertilizer		
	9		Fertilize all turf 4 times/year based on the manufacture instructions.		
	10		Apply pre-emergent weed control to turf in spring.		
	11		Apply post-emergent herbicide to turf 2 times/year to prevent germination of weeds. Landscape committee to notify homeowners on monthly calendar with scheduled landscape work.		
	12		Apply fertilizer and other chemical products based on the manufacture instructions.		
	13		Provide property manager with list of fertilizers and other chemical products to be used at Riverwood before applying. Only use chemicals approved by the EPA and local code standards. This list will also be posted on the Riverwood website under Landscape Committee.		
	14		Aeration of Turf/Grass		
	15		*Aerate all turf areas 2 times/ year in Spring and Fall. Any damage to sprinkler heads during this process is the responsibility of the contractor.		
B	16	CLEAN-UP OF MISCELLANEOUS LANDSCAPE DEBRIS AND GARBAGE - Daily			
	17		Maintain street facing common areas, grass, and all streets free of papers, bottles, cans, debris, and other related garbage during daily Riverwood walks. This includes curb area on Oak Avenue, main entry, creek areas, and slopes.		

	18		*Supply additional crew to support clean-up of leaves and landscape debris from minor storm damage.		
	19		*Supply crew (at request of HOA) to clean up all landscape debris after major storm damage to include dump fee charge. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING	
	20		Remove trees and tree debris after major storm damage only when requested by Tree Committee and include dump fee charge. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING	
	21		Check storm drains and remove all landscape and other debris on top of grates and in street gutters to prevent clogging. Report all clogged drains to property manager.		
	22		Report dead, injured or diseased animals to Property Manager. Remove small dead animals if licensed to do this work.		
C	23	BLOWING - Friday all of Riverwood & other days as defined below			
	24		*Blow every Friday the "portal (door) to street" public space views of all Riverwood homes. This includes all streets and gutters, driveways, front sidewalks, and front door entries. This may include a front deck if connected to the front door entry and enclosed private use front areas if door is open. This does not include decks not connected to front entry, sidewalks/walkways, or adjacent patios to the side of homes or behind homes. Blow all stairs, bridges and walking areas in the common areas.		
	25		Blow off/remove debris laying on top and within shrubs and plants.		
	26		*Maintain (and not blow) area under groves of trees standing alone-without shrubs or ground cover. Leave leaf debris for soil enrichment until debris exceeds 2 inches. Pick up all branches and small twigs under trees on Friday blow day. See map for blowing under groves of trees.		
	27		*Blow excessive debris on Monday or Tuesday at the Riverwood entry and all streets and gutters. Blow all stairs, bridges and walking areas in the common areas.		
	28		*Blow tennis court 1 time/week on Fridays and other crew days when the area is covered with leaf debris.		
	29		*Blow debris in upper and lower pool areas on Fridays. This includes blowing off landscape debris on tables and chairs. Blow every day during May-September when area is covered with leaf debris.		
D	30	TREE MAINTENANCE	Maintain and prune all trees up to 12 feet as part of the landscape maintenance contract.		
	31		Maintenance of trees taller than 12 feet is under the responsibility of Tree Committee. Out of contract	SEE ATTACHED ADD ALTERNATE PRICING	
	32		Prune all common area trees up to 12 ft to appropriate natural shape and form to strengthen tree based on annual schedule. This includes all fruit trees, flowering plum and crab apple.		
	33		Remove tree branches as needed that interfere with homes, sidewalks and public safety. Remove all tree volunteers in common areas. This includes removing & trimming "sucker" shoots on trees. Report any potential need for larger branch or tree removal to Tree Committee.		
	34		*Double stake trees as requested by tree committee for trees up to 12 feet. Cost of stakes out of contract		
	35		Plant new trees as requested by the Tree Committee. Out of contract	SEE ATTACHED ADD ALTERNATE PRICING	
	36		Remove ivy and other ground cover growing up trees and 12-24" from around trees.		
	37		*Pollard/prune all common area crepe myrtle trees annually. This process is done to prevent new growth into nearby trees per fire consultant recommendation. Tree committee responsible for all decisions related to Crepe Myrtle pollard or prune. See tree location map.		
	38		Spray annually at the appropriate time for fruit prevention for 14 Flowering Plum and Crab Apple Trees. See tree location map. Out of contract.	SEE ATTACHED ADD ALTERNATE PRICING	
	39		Provide merit injection annually at the appropriate time for 58 Crepe Myrtles to prevent aphids. See tree location map. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING	
E	40	MAINTENANCE OF SHRUBS, PLANTS, AND GROUND COVER	Pruning and Trimming		
	41		*Maintain a pruning and trimming schedule for all shrubs and plants in common areas based on Landscape Maintenance Zone Map. This includes all shrubs allowed to grow up to 12 feet. Zone Map to be developed by Landscape Committee along with zone pruning schedule for monthly calendar.		

	42		Prune and trim small to medium size shrubs and plants 4 times/year (as needed per type of plant) with hand clippers to retain natural appearance and growth.	
	43		*Prune and trim large/tall shrubs and hedges annually to maintain height at or below 12 feet. Use power trimmer for areas defined by contractor with advanced approval from landscape committee. See map for location.	
	44		*Trim all ivy and ground cover 12-24 Inches from homes/buildings and from utility structures. Actual distance will be determined by the gardener as "best practice" for the specific area.	
	45		*Identify dead or diseased shrubs and notify Landscape Committee with recommendation for potential replacement.	
	46		Discuss any live shrub removal or transfer to new area with Landscape Committee representative prior to work being done.	
	47		Remove any plant material that interferes with homes, sidewalks, driveways, and public safety.	
	48		Maintain all planted areas free of involuntary grasses, weeds, leaves, spent shrub blossoms, volunteers and suckers.	
	49		*Apply pre-emergent herbicide in planted areas 2 times/year to minimize weeds. Provide schedule for this work and Landscape Committee to notify homeowner in advance - posted on monthly calendar.	
	50		Fertilize all planted common areas 2 times/year using product and time appropriate for the shrubs or plant.	
	51		*Fertilize all azaleas and camellias with specific product appropriate for this shrub or tree and product defined fertilize times.	
	52		Provide list of landscape nursery sources for landscape committee to view products.	
	53		*Replace all ground cover, shrubs, trees, and irrigation equipment due to contractor error at contractor expense.	
	54		*Replacement of landscape material shall be drought tolerant or CA Native, fire resistant, deer resistant and meet other required criteria unless approved otherwise to be in harmony with existing landscape. Landscape Committee to provide list of required criteria.	
	55		Apply only Redwood or Cedar type mulch in common areas (to deter turkeys) and application depth shall not exceed 2 inches for fire prevention. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING
	56		Replace turf/lawn as requested by Landscape Committee in Fall or Spring. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING
	57		Work with Landscape Committee on turf replacement in Board approved common areas.	
	58		Design and install landscape maintenance renovations projects as requested by the Landscape Committee. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING
F	59	MAINTENANCE FOR FIRE FUEL REDUCTION		
	60		Maintain weed control and removal of CA invasive plants and weeds. *Landscape Committee to provide annual updated list of CA invasive plants.	
	61		*West side - adjacent to tennis courts and other west side common area: Prune shrubs, ivy and other landscape material in accordance with recommendations from Fire Risk Criteria Guidelines.	
	62		*Common areas behind homes including upper creek slopes: Prune to the ground ivy and other ground cover in defined common area every 7 years (January-March) with removal of cut back, leaf, and all fire fuel material. Work coordinated by Landscape Committee on annual rotation basis. See 8 year rotation map for location of defined common areas.	
	63		North Side - Oak Avenue: Maintain landscape material up to 12 feet in height and up to 36" from the ground on Oak Avenue curb area to fence and assure proper distance from the street as defined in Fire Risk Criteria Guidelines.	
	64		Creek bed - north and south of the Covered Bridge: Remove weeds from creek bed 4 times/year and additional times when requested by the HOA.	
	65		Creek lower bank/lower slopes - north and south of the Covered Bridge: Remove weeds and CA invasive plants 2 times/year.	
	66		South side top of bluff behind homes on Covered Bridge & Riverbluff homes: Power cut weeds and pop-up shrubs between fence and bluff - 4 times/year. Remove fire fuel landscape debris.	

	67		South side bluff - all slopes below Quail Point homes: Monitor and pull weeds including Bermuda grass 4 times/year on the three slopes.		
	68		South side bluff below homes on Riverbank PI: Hard prune or power cut on slopes 1 time/year in February and control weeds growing on the slope.		
	69		South side below homes on Riverbank PI: Power cut weeds and pop-up shrubs on both sides of fence - 4 times/year. Remove fire fuel landscape debris.		
G	70	MAINTAIN IRRIGATION SYSTEM & COLLABORATE ON ISSUES RELATED TO DRAINAGE			
	71		Conduct spring and summer in-depth inspection of irrigation system including valves, controllers, pipe and other components of the system. Provide HOA with summary of findings and recommendations for replacement.		
	72		Replace broken or damaged sprinkler heads, nozzles, bodies, emitters, couplers, and risers including those not functioning efficiently for the area. On site crew to repair with attic stock. Materials purchased Out of Contract.	SEE ATTACHED ADD ALTERNATE PRICING	
	73		Identify broken valves, controllers, and irrigation pipes during daily property walks and other crew work. Report to property manager within 24 hours with request to repair. All repairs are Out of Contract.	SEE ATTACHED ADD ALTERNATE PRICING	
	74		Replace broken controllers, valves and pipes based on approved cost proposal from Landscape Committee and/or property manager. Out of Contract.	SEE ATTACHED ADD ALTERNATE PRICING	
	75		Work with landscape committee representative to update and maintain controller/timer map. Work with landscape committee representative to maintain irrigation schedule spreadsheet.		
	76		Work with landscape committee representative to update and maintain valve map. *Landscape Committee to keep record of valves and controllers by number including replacement dates.		
	77		Inspect and clean inside of controller/timer boxes 2 times a year.		
	78		*Inspect and clean landscape material and other debris from inside valve boxes annually.		
	79		Diagnosis of Riverwood Irrigation System - Collaborate with the HOA and contracted certified landscape Irrigation specialist to conduct a diagnosis of entire irrigation system and recommend future equipment improvement. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING	
	80		*RIVERWOOD DRAINAGE SYSTEM - assist in identification of drainage issues while on daily walks throughout Riverwood and report to property manager.		
	81		Replace broken or damage drains when requested by the Drainage Committee with approved cost proposal. Out of Contract	SEE ATTACHED ADD ALTERNATE PRICING	
H	82	SPECIFIC SCOPE ITEMS:		-----	
	83		REVIEW AND APPROVE THE FOLLOWING SCOPE ITEMS AS INCLUDED IN YOUR BASE BID:		
	84		Furnish all supervision, labor, material, equipment and transporation required to maintain the landscape in an attractive condition throughout the year as specified below, and as indicated in the Landscape Maintenance scope of work as described (see exhibits and attachments).		
	85		Contractor and the Association shall mutually agree on the typical "mow day". When weather or other factors outside the control of the contractor do not permit schedule moving to occur, the Contractor will notify the Association and perform the scheduled work the next day (excluding weekends or Holidays), or as agreed with the Association or its representatives.		
	86		All materials and workmanship shall be of the highest quality possible. All work shall be subject to the general supervision and satisfaction of the Association's representative in charge who may exercise such control of the work as is required to safeguard the interests of the Association.		
	87		All Unscheduled Work and Out of Contract Work shall be authorized in writing (signed Association approved work order request) by the Association and shall be performed by the contractor who then shall be compensated by the Association at the agreed upon price. The Association reserves the right to have unscheduled work performed by other means.		
	88		Provide a work area Zone Map that will be coordinated and approved by Landscape committee.		

	89		Provide a Work Schedule based upon seasonal requirements that will be approved by Landscape committee.		
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	91	GENERAL ACKNOWLEDGEMENT OF THE FOLLOWING ITEMS	By submitting the Bid Proposal, the Landscape Contractor acknowledges that they have received and read all the following items relating to the submission of the RFP.		----
	92		Site Plans and documents		
	93		Addendum(s)		
	94				----
	95	ADJUSTED TOTALS			\$0
	96				----
	97	LABOR RATES	PROVIDE LABOR RATES BELOW OR ON A SEPARATE SHEET		----
	98	Management			
	99	Laborer			
	100	Porter/ Groundskeeper			
	101	Landscape Designer			
	102	Irrigation Technician			
	103				----
		REF ABOVE ITEM #	ALTERNATES	ROUGH ORDER OF MAGNITUDE (ROM) / ESTIMATED COST FOR OUT OF CONTRACT WORK OR UNSCHEDULED WORK-	----
	19	ALT 1	*Supply crew (at request of HOA) to clean up all landscape debris after major storm damage to include dump fee charge. Out of Contract		
	20	ALT 2	Remove trees and tree debris after major storm damage only when requested by Tree Committee and include dump fee charge. Out of Contract		
	31	ALT 3	Maintenance of trees taller than 12 feet is under the responsibility of Tree Committee. Out of contract		
	35	ALT 4	Plant new trees as requested by the Tree Committee. Out of contract		
	38	ALT 5	Spray annually at the appropriate time for fruit prevention for 14 Flowering Plum and Crab Apple Trees. See tree location map. Out of contract.		
	39	ALT 6	Provide merit injection annually at the appropriate time for 58 Crepe Myrtles to prevent aphids. See tree location map. Out of Contract		
	55	ALT 7	Apply only Redwood or Cedar type mulch in common areas (to deter turkeys) and application depth shall not exceed 2 inches for fire prevention. Out of Contract		
	56	ALT 8	Replace turf/lawn as requested by Landscape Committee in Fall or Spring. Out of Contract		
	58	ALT 9	Design and install landscape maintenance renovations projects as requested by the Landscape Committee. Out of Contract		
	72	ALT 10	Replace broken or damaged sprinkler heads, nozzles, bodies, emitters, couplers, and risers including those not functioning efficiently for the area. On site crew to repair with attic stock. Materials purchased Out of Contract.		
	73	ALT 11	Identify broken valves, controllers, and irrigation pipes during daily property walks and other crew work. Report to property manager within 24 hours with request to repair. All repairs are Out of Contract.		
	74	ALT 12	Replace broken controllers, valves and pipes based on approved cost proposal from Landscape Committee and/or property manager. Out of Contract.		
	75	ALT 13	Diagnosis of Riverwood Irrigation System - Collaborate with the HOA and contracted certified landscape Irrigation specialist to conduct a diagnosis of entire irrigation system and recommend future equipment improvement. Out of Contract		
	76	ALT 14	Replace broken or damage drains when requested by the Drainage Committee with approved cost proposal. Out of Contract		
	n/a	ALT 15	Provide Labor Cost (number of hours per unit type) for adding new plants, shrubs and trees. Cost of plants and planting material to be "at cost, plus". Provide "Plus" value by percentage.		
	n/a	ALT 16	Emergency Services - Contractor shall provide emergency Services 24 hours a day 365 days a year. Out of Contract		
