



STATEMENT OF WORK

FOR THE

2018 Irrigation Contract
For Symphony Village at Centreville HOA

Symphony Village at Centreville HOA
100 Symphony Boulevard
Centreville, MD 21617

October 20, 2017

SECTION 1.

The following irrigation management specifications establish the standard for all irrigation services for Symphony Village at Centreville Home Owners Association (SVHOA). These standards outline an efficient and technically sound program of the highest quality, promoting the healthy growth of turf and plant material while ensuring the continual operation of the system. The maintenance specifications outlined herein are intended to serve as a guideline.

SECTION 2. GENERAL CONDITIONS

2.1. The contractor shall supply an operational calendar (service schedule), prior to March 15 each year and will include frequency and timing of work throughout the year.

Deviation from this schedule by the contractor shall be provided and approved by the SVHOA General Manager (GM) before the work begins.

2.2. After each site visit the contracted project supervisor shall provide a report of operations completed and partially completed for the purpose of facilitating communication and identifying problems.

2.3. Refer to the attached Addendum to this Statement of Work for specific requirements that need to be addressed in the Irrigation Contract.

2.3. Contract Personnel

- A. The contractor shall have an experienced supervisor responsible for the site. This supervisor will have two (2) to four (4) years' experience in irrigation service.
- B. The contractor shall have only properly trained personnel on site to perform all functions. They shall be trained in proper irrigation and mechanical procedures to ensure that all operations are performed safely and effectively.
- C. All contractor personnel shall be required to wear a clean company uniform. The contractor's personnel shall conduct themselves in a safe, courteous and professional manner while on site.
- D. The Contractor is responsible for removing any debris generated from irrigation operations from the site. There is no provision for debris disposal on site.
- E. There is no provision for the storage of contractor's equipment on site.

SECTION 3. SCOPE OF WORK

3.1. The contractor shall provide all necessary labor, material, equipment, and fully- trained supervisory personnel to properly maintain all developed land areas within the contract limits, including lawns, shrubs, ground cover, landscape trees, vines, and flowers.

3.1.1 Spring System Activation:

- (a) The contractor first will collect all components such as backflow devices and pumps that may have been removed over the winter and install them to their regular locations.
- (b) System will be energized (pressurized) from the controller, all zones will be checked electrically for continuity and all decoders are 'pinged' to ensure communication.
- (c) The contractor will inspect and ensure the rain sensor is operational and will then activate every zone and inspect all components (heads). While walking the system, the contractor will make adjustments to arc and radius of the spray heads as needed.
- (d) The contractor will note plant material type, head type and exposure to assist in proper programming of the controller and will record any broken, leaking, or missing components and notify the SVHOA GM of their findings.
- (e) The contractor will create proposal(s) to perform any necessary repairs and any recommended upgrades or modifications that may improve the system.
- (f) Once the system has been prepared for operation the contractor will create a watering schedule that will work within the community watering windows and also take into consideration any environmental factors that have been noted, such as plant type, slope, soil, etc. This information will be submitted and then once approved the watering schedule will be implemented.

3.1.2. Site Visits.

- (a) The contractor will perform a spring system activation during the first or second week of April each year weather permitting and plan on being on site for each normal week day (Monday- Friday), until the activation is completed and the system is performing satisfactorily.
- (b) The entire system will be inspected each month. The system will be divided into 4 sections, thus, 25% of the system will be inspected during each weekly visit and a written report will be submitted to the GM. Each zone will be visually inspected and any broken, leaking, or missing components will be brought to the attention of the General Manager via completion of service repair tickets
- (c) When walking through the zones, the contractor will make any minor adjustments to ensure adequate water coverage.

- (d) The contractor will take meter readings and submit the information to the GM each month. Any needed repairs will be submitted for approval and then performed in a timely manner.
- (e) The contractor will make any minor adjustments to the watering schedule based on weather and site conditions with the ultimate goals of water conservation and plant health.

3.1.3. Winterization.

- (a) The system will be shut down and the mainline and all lateral lines purged of water using compressed air as is standard industry practice. The goal is to have shutdown completed no later than November 7 each year depending on weather.
- (b) Depending on the equipment type and location, the contractor will remove components such as a backflow device and store over the winter. The controller will be placed in the 'off' position.
- (c) The contractor will provide the GM with the schedule for these and all activities listed above so the contractor can meet the General Manager's expectations and can notify the community of the contractor's progress.

3.1.4. Repairs. Approved repairs, upgrades, and modifications to the irrigation system will be performed on a time and material basis. Repairs shall be made at the direction of the SVHOA GM and service repair tickets will be submitted. Repairs shall be billed at a rate of:

Technician- \$75.00/ hour
Laborer- \$ 35.00/ hour

These rates include all costs associated with the vehicle, equipment and tools necessary to complete work associated with this contract.

3.2. MDE Reporting. Contractor shall furnish monthly water usage reports to the SVHOA GM. Reports will be in a form acceptable by the SVHOA GM for his/her use in reporting water usage at Symphony Village to Governmental Authorities.

3.3. Water Usage Allowance. Contractor shall make themselves aware of the water usage restrictions and make all reasonable efforts to manage the water usage to that volume.

3.4. Contractor agrees that they are familiar with the site and the irrigation system and that they are experts in this field of work. Any certifications required to do the maintenance on this system shall be at the cost of the contractor.

3.5. Contractor shall provide emergency phone numbers of a minimum of three irrigation managers so they can be contacted on the weekends in the event of an emergency. Contractor shall notify the SVHOA when the managers will not be available during off hour emergency calls.

3.6. Contractor shall enable their managers to access the irrigation controller software remotely to enable the employee to monitor and control the software from a 3rd party location.

3.7. Insurance: Contractor shall add Symphony Village HOA. to their list of additional insured.

3.8. The contractor will program applicable supervisory personnel to attend and participate in an every six week meeting with SVHOA management and Landscape and Irrigation Committee representative personnel for a review and analysis of the irrigation contract beginning the first week of March each year as scheduled by the SVHOA GM.

3.9. The contractor shall, at the request of the SVHOA GM, prepare a replacement or upgrade schedule for the HOA to properly manage the expectant life of the system. The schedule shall include any upgrades necessary for better system utilization, expected replacement cost and alternatives to the upgrade. The intent of the schedule is to provide a menu of items for the HOA to decide which upgrades/ replacements shall be done over a given period of time.

3.10. The watering schedule shall be presented in a format that is easily readable. The format of the schedule shall be such that it can be emailed, placed on the HOA website or handed out at the HOA Meetings. Any changes to the system's schedule shall be immediately sent to the SVHOA GM.

SECTION 4. TERMS

Total Basic Contract Cost is \$ 25,000.00 per year

Note: Refer to section 3.1.4. for repair costs not included in the basic contract cost.

4.1. The term of this agreement shall be for a period of one year (2018) with a potential option year (2019) depending on the performance of the contractor.

4.2. This contract will be billed in 9 monthly installments, each year of the contract. The contract will commence on March 1 and end November 30 each year.

4.3 The Irrigation Contractor will provide all labor, equipment, materials, and supervision necessary to perform the specifications outlined herein to the satisfaction of the SVHOA GM. The Contractor shall indemnify, defend, and hold harmless the Property Owner(s) and the SVHOA Management Company from and against all loss, cost, damage, and expenses arising as a result of negligent or intentional acts of all persons or equipment performing services under this contract while they are at or about the property. The Contractor shall carry, at his own expense, statutory and sufficient insurance coverage, including property damage, general liability, and worker's compensation. A Certificate of Insurance shall be provided by the contractor to the GM for SVHOA records. The Contractor shall provide SVHOA with cost estimates for all labor and materials to be billed to SVHOA prior to rendering any additional services.

4.4 Contractor and SVHOA reserve the right to cancel this contract with a thirty-day

notice for cause or without cause in writing.

ADDENDUM TO IRRIGATION STATEMENT OF WORK

1. At the beginning of each work day the onsite contractor supervisor will meet with the SVHOA GM to discuss the work requirements and problems.
2. Monthly meter readings to be provided to the General Manger Individual meter readings are to be provided for each pump. Readings will include both water volume and electric meter readings.
3. Final inspection by the Contractor will be completed no later than the end of the second week of April each year, weather permitting. A community-wide test of the system will be completed no later than the end of the second week of May each year.
4. Schedule of run times will be provided to the GM by the end of May each year. Change of schedule will be reported to GM in a timely manner.
5. Contractor will provide a survey map of SV listing areas that are too wet. A plan to resolve these problem sites (between houses, the roundabouts, and other areas) including shutting off and or changing head types will be discussed with the Contractor, the GM, and the SVHOA Landscape and Irrigation Committee after the final inspection in May. Work on this plan to begin immediately after it is adopted, with weekly progress reports by irrigation supervisor.
6. Work orders will be reviewed each workday with GM.
7. Contractor will ensure immediate reporting of property damage to supervisor and GM.
8. Irrigation services should be listed as part of "extra residential services" including installation of backyard irrigation, turn on, and winterization of current backyard irrigation. The "extra residential services" will be negotiated between the contractor and the applicable homeowner; and the agreement/contract will be between the homeowner and the contractor. The subsequent cost of the service will be chaarged to the applicable homeowner. Any cost associated with repair or relocation of irrigation lines or sprinkler heads which is caused by modification to a residential property, shall be the responsibility of the homeowner.

Signed:

David I. Peterson

Symphony Village Authorized Representative

Oct 25, 2017

Date

David I. Peterson President

Print Name

Mark Finley

Complete Landscaping Service

OCT-26, 2017

Date

MARK LAIDY

Print Name