SCOPE OF WORK

TREE MAINTENANCE REQUIREMENTS AND SPECIFICATIONS

Metairie Business Development District (the "MBDD") seeks to engage qualified landscape architect or arborist to assist the MBDD in the regular quarterly/monthly maintenance of trees located in the area bounded by Division Street and Severn Ave as well as Veterans Blvd and West Esplanade in Metairie, LA (the “Property”). Tree maintenance will involve overall upkeep of the trees in or around the area already mentioned. The successful respondent shall be referred to herein as the “Contractor.” The Contractors should include a monthly or quarterly maintenance proposal to include the following services:

SUMMARY

Weeding and removing suckers from every tree in the Property should be included in all proposals.

96 Trees (Phase 1 Trees)
Commercial Fertilization to existing trees- deep root inject organic fertilizer under and around trees;
Commercial Pruning/Climbing to existing trees-pruning to raise canopies and shape trees;
Commercial Spraying to existing trees- insect repellent spray;
Mulch Installation to existing trees- installing new mulch.

120 Trees (Phase 2 Trees)
Commercial Fertilization to new trees- deep root inject organic fertilizer under and around trees;
Commercial Pruning/Climbing to new trees-pruning to raise canopies to five feet;
Commercial - Planting to new trees- straighten and reinstall t-posts;
Commercial - Planting to new trees- install new arbor ties where needed;
Commercial - Planting to new trees- removal of gator bags where no longer needed;
Mulch Installation to new trees- installing new mulch.

30 Additional Trees in the Area (Trees not installed by the Fat City Friends/MBDD)
Commercial Fertilization to existing trees- deep root inject organic fertilizer under and around trees;
Commercial Pruning/Climbing to existing trees-pruning to raise canopies and shape trees;
Commercial Spraying to existing trees- insect repellent spray;
Mulch Installation to existing trees- installing new mulch.

A map with locations of all Phase 1 and 2 trees will be included at the end of this scope of services.
INSURANCE REQUIREMENTS
The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide the MBDD with a Declaration’s Page showing the MBDD listed as an Additional Insured prior to beginning of work.

MINIMUM SCOPE AND LIMITS OF INSURANCE
1. Workers Compensation
   Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of Louisiana. Employers Liability is included with a minimum limit of $1,000,000 per accident/per disease/per employee.

2. Commercial General Liability
   Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of $1,000,000 and a minimum general aggregate of $2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability
   Automobile Liability Insurance shall have a minimum combined single limit per occurrence of $1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

SUBCONTRACTORS
The Company agrees not to subcontract any of the proposed services without the MBDD’s prior approval.

PAYMENT
Payment for services will be negotiated with the successful respondent. MBDD will maintain a 10% holdback to be released 30 days after completion. Final payment shall not be released until Contractor has completed all punch list items, all inspections have been completed and contractor has fulfilled all obligations set forth herein and in the contract.

QUESTIONS
Please feel free to contact the MBDD Project Manager at (504) 237-3800 with any questions.
Fat City Tree Planting Project

NE Quadrant
Fat City Tree Planting Project

NW Quadrant
Fat City Tree Planting Project

SW Quadrant