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## **Landscape Services Agreement Pre-Proposal Meeting Agenda**

### **Date and Time:**

Thursday, May 20, 2021 at 10:00 AM

### **Location:**

Start at OMWD Headquarters (1966 Olivenhain Rd, Encinitas, CA 92024) and reconvene at 10192 Cimarron Canyon Dr, San Diego, CA 92127 (Cross street: Dove Canyon Rd)

### **Attendees:**

Steve Weddle, Engineering Services Supervisor, OMWD  
Marvin Cohen, Facilities Manager, OMWD  
Colette Barrow, Operations Coordinator, OMWD  
Tess Garnica, Engineering Assistant, OMWD

#### **1. INTRODUCTIONS & SIGN-IN**

- Sign-in sheet is attached and will be distributed via email with the meeting minutes

#### **2. THE WORK**

- OMWD is seeking proposals from qualified landscape maintenance services contractors to provide landscape maintenance services for OMWD
- Work shall generally consist of maintenance of existing irrigation systems, pruning, weeding, plant upkeep, and maintenance of common ground areas

#### **3. PROPOSALS DUE**

- Proposals must be stamped as received by OMWD Staff before **2:00 PM on June 3, 2021** at OMWD Headquarters, 1966 Olivenhain Road, Encinitas, CA 92024
- The proposal package shall include the following completed documents:
  - Provide one (1) executed original, clearly marked on the cover, and one (1) additional copy of the Proposal with all required attachments
  - A digital copy of the proposal should be sent to [prebid@olivenhain.com](mailto:prebid@olivenhain.com)

#### **4. KEY DATES**

- Pre-Proposal Questions due to [prebid@olivenhain.com](mailto:prebid@olivenhain.com) before **5:00 PM on May 27, 2021**
- Notification of Selection on **June 9, 2021**
- Consideration of award of contract at the regularly scheduled Board of Directors meeting on June 16, 2021
- If awarded, the selected contractor will be required to sign an Agreement for Professional Services and provide the Insurance Certificates and all other required documentation within ten (10) calendar days of OMWD Board of Directors approval

#### **5. PROPOSAL INFORMATION**

- Landscaper must maintain and provide Certificates of commercial liability insurance, workers compensation insurance, and professional liability insurance to do business in the State of California

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- California Prevailing wage rates apply, and certified payroll records shall be provided to the District with each monthly billing
- The proposal documents are posted on the District's website at [www.olivenhain.com](http://www.olivenhain.com)
  - Select the "About Us" Tab and scroll down to "Proposals and Planning" to access the document links

**6. PROPOSAL SCHEDULE**

- There are two (2) Proposal Schedules
  - **Contractors need not submit proposals for both schedules if they do not wish**
- Completely fill in the lump sum and/or unit price amount for all items in the Proposal Schedule
- Acknowledgement of Addendum is mandatory, if used

**7. ADDITIONAL ITEMS TO CONSIDER**

- Hours of Work Monday through Friday - 8:00 AM to 5:00 PM
  - Saturday, Sunday, and nighttime work requires prior written approval by OMWD
  - No work on OMWD recognized holidays

**8. OMWD CONTACT INFORMATION**

**Engineering Services Supervisor**

Steve Weddle

760-632-4221

[sweddle@olivenhain.com](mailto:sweddle@olivenhain.com)

**Facilities Manager**

Marvin Cohen

760-415-8744

[mcohen@olivenhain.com](mailto:mcohen@olivenhain.com)

**Engineering Dept. Assistant**

Tess Garnica

760-632-4235

[tgarnica@olivenhain.com](mailto:tgarnica@olivenhain.com)

**9. OPEN AGENDA**



**Pre-Proposal Meeting Sign-In Sheet**

**LANDSCAPE SERVICES AGREEMENT**

**MAY 20, 2021**

Name	Title	Company	Phone	Email
Brooke Wheeler	Business Developer	Brightview	614 504 2085	brooke.wheeler@brightview.com
Chad Dean	Branch Manager	" "	614 384 5412	chad.dean@brightview.com
Manuel PINTO	Supervisor	AZTEC LANDSCAPING	(619) 726-3517	MPinto@azteclandscaping.com
Jose Diaz	owner	JMD Landscape	760 942-6496	JMD Landscape @ Sbc global.net