



**LUZERNE COUNTY FLOOD
PROTECTION AUTHORITY**

PROJECT MANUAL

FOR

LEVEE LANDSCAPE MAINTENANCE

2023

**PREPARED BY:
LUZERNE COUNTY FLOOD PROTECTION AUTHORITY
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**LUZERNE COUNTY FLOOD PROTECTION AUTHORITY
WYOMING VALLEY FLOOD RISK MANAGEMENT PROJECT
LEVEE LANDSCAPE MAINTENANCE
INVITATION TO BID**

Sealed bids will be received by the Luzerne County Flood Protection Authority (LCFPA) until 11:00AM (prevailing time) on Tuesday April 11, 2023 at the administrative offices of the LCFPA, 1989 Wyoming Avenue, Forty Fort, PA 18704 for the following:

1. Wyoming Valley Flood Risk Management Project – Levee Landscape Maintenance.
Work generally includes selected grass cutting in lawn and embankment slope areas, pruning, edging, debris removal, and cleanup activities at various locations.

Electronic copies of the bidding documents may be obtained at no cost by visiting the LCFPA's website, www.lcfpa.org, or upon request by contacting Christopher J. Belleman, PE, Executive Director at (570) 714-4310 ext. 1 or by e-mail at cbelleman@lcfpa.org. Bids may be physically dropped off at the LCFPA's administration offices 1989 Wyoming Avenue, Forty Fort, PA 18704; or submitted via mail to PO Box 1909, Kingston, PA 18702.

The levee landscape maintenance contract will be awarded at the April 18, 2023 regular meeting of the LCFPA Board.

The LCFPA does not discriminate on the basis of race, color, national origin, sex, religion, age, family, and handicapped status in employment or the provision of services.

The LCFPA reserves the right to reject any or all bids and to waive technicalities and informalities in any bid to serve the best interests of the Authority. Bids may be held by the Authority for a period not to exceed twenty (20) days from the date of the opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of Bidders prior to awarding of the contract.

The LCFPA is an equal opportunity employer.

For the Luzerne County Flood Protection Authority
Dominic J. Yannuzzi, PE, Chairman

GENERAL INSTRUCTIONS TO BIDDERS

ARTICLE 1 - DEFINED TERMS

1.01 Terms used in these Instructions to Bidders will have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below which are applicable to both the singular and plural thereof:

- A. Bidder--The individual or entity who submits a Bid directly to OWNER.
- B. Issuing Office--The office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered.
- C. Successful Bidder--The lowest responsible Bidder submitting a responsive Bid to whom OWNER (on the basis of OWNER's evaluation as hereinafter provided) makes an award.
- D. OWNER shall mean the Luzerne County Flood Protection Authority. Communications to the Authority shall be addressed to:

Luzerne County Flood Protection Authority
P.O. Box 1909
Kingston, PA 18704

ATTN: Christopher J. Belleman, P.E., CFM
Executive Director
Office: (570) 714-4310; ext.1
Fax: (570) 714-4313
E-mail: cbelleman@lcfpa.org

ARTICLE 2 - COPIES OF BIDDING DOCUMENTS

- 2.01 Complete sets of the Bidding Documents in the number and for the sum, if any, stated in the Advertisement or Invitation to Bid may be obtained from the Issuing Office.
- 2.02 Complete sets of Bidding Documents must be used in preparing Bids; OWNER assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.03 OWNER in making copies of Bidding Documents available on the above terms does so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.

ARTICLE 3 - QUALIFICATIONS OF BIDDERS

- 3.01 To demonstrate Bidder's qualifications to perform the Work, Bidder shall submit written evidence such as financial data, previous experience, present commitments, and such other data as may be called for below.

All questions must be answered and submitted when requested. The data given must be clear and comprehensive. This statement must be notarized. Questions shall be answered on separate sheets. The Bidder may submit any additional information he/she desires.

1. Name of Bidder.
2. Permanent main office address.
3. How many years has your organization been in business?
4. How many years has your organization been in business under its present business name? Under what other or former names has your organization operated?
5. If a corporation, answer the following:
 - 5.1 Date of incorporation:
 - 5.2 State of incorporation:
 - 5.3 President's name:
 - 5.4 Vice president's name(s):
 - 5.5 Secretary's name:
 - 5.6 Treasurer's name:
6. If an individual or a partnership, answer the following:
 - 6.1 Date of organization:
 - 6.2 Name and address of all partners (State whether general or limited partnership):
7. If other than a corporation or partnership, describe organization and name principals:
8. List states and categories in which your organization is legally qualified to do business. Indicate registration or license numbers, if applicable. List states in which partnership or trade name is filed.
9. List type of work normally performed by your own forces.
 - 9.1 List at least five projects similar in scope and importance to this project.
10. Have you ever failed to complete any work awarded to you? If so, note when, where, and why:
11. Within the last five years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a construction contract? If so, attach a separate sheet of explanation.

12. List major construction projects your organization has in process: give the name of project, OWNER, architect, contract amount, percent complete, and scheduled completion date.
13. List the major projects your organization has completed in the past five years: give the name of project, OWNER, contract amount, date of completion, and percentage of the cost of the work performed with your own forces.
14. List the construction experience of the key individuals and superintendents of your organization with respect to the scope of this project.
15. List Trade References.
16. List Bank References.
17. The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the OWNER in verification of the recitals comprising this Statement of Bidder's Qualifications, Dated at _____ this day of _____, 2023.

(name of bidder)

By: _____

Title : _____

State of _____ :

ss:

County of _____ :

being duly sworn deposes and says that he is _____(Title)

of _____ (Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____, 2023

Notary Public

My commission expires on _____, 202____.

ARTICLE 4 - EXAMINATION OF BIDDING DOCUMENTS AND SITE

- 4.01 It is the responsibility of each Bidder before submitting a Bid to:
- A. Examine and carefully study the Bidding Documents, including any Addenda and the other related data identified in the Bidding Documents;
 - B. Visit the Site and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
 - C. Become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, or performance of the Work;
 - D. Promptly give OWNER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by OWNER is acceptable to Bidder; and
 - I. Determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.
- 4.02 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures that may be shown or indicated or expressly required by the Bidding Documents, that Bidder has given OWNER written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Bidding Documents, and the written resolutions thereof by OWNER are acceptable to Bidder, and that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

ARTICLE 5 – NOT USED

ARTICLE 6 - SITE AND OTHER AREAS

- 6.01 The Site is identified in the Bidding Documents. All work area locations noted in these bidding documents are on properties owned by the Authority.

ARTICLE 7 - INTERPRETATIONS AND ADDENDA

- 7.01 All questions about the meaning or intent of the Bidding Documents are to be submitted to OWNER in writing. Interpretations or clarifications considered necessary by OWNER in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by OWNER as having received the Bidding Documents. All Contractor questions must be received no later than **Friday, March 31, at 4:00 PM**. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

- 7.02 Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by OWNER.

ARTICLE 8 - BID SECURITY

- 8.01 No form of bid security (i.e. bank check or bid bond) will be required to be submitted along with contractor's bid.

ARTICLE 9 - CONTRACT TIMES

- 9.01 The contract is generally for scheduled levee landscape maintenance services as described in the Contract Documents. This is an annual contract and the work season generally runs from April through November.

ARTICLE 10 - LIQUIDATED DAMAGES

- 10.01 Provisions for liquidated damages, if any, are set forth in the Agreement.

ARTICLE 12 - SUBCONTRACTORS, SUPPLIERS, AND OTHERS

- 12.01 The identity of any Subcontractors, Suppliers, individuals, or entities, proposed for those portions of the Work for which such identification is required, must be listed in the Bidder's bid submittal. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, individual, or entity. If OWNER, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, OWNER may, before the Notice of Award is given, request apparent Successful Bidder to submit a substitute, in which case apparent Successful Bidder shall submit an acceptable substitute, Bidder's Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution, and OWNER may consider such price adjustment in evaluating Bids and making the contract award.
- 12.02 If apparent Successful Bidder declines to make any such substitution, OWNER may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, individuals, or entities. Any Subcontractor, Supplier, individual, or entity so listed and against which OWNER makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to OWNER subject to revocation of such acceptance after the Effective Date of the Agreement.
- 12.03 CONTRACTOR shall not be required to employ any Subcontractor, Supplier, individual, or entity against whom CONTRACTOR has reasonable objection.

ARTICLE 13 - PREPARATION OF BID

- 13.01 The Bid form is included with the Bidding Documents. Additional copies may be obtained from the issuing office.

- 13.02 All blanks on the Bid form shall be completed by printing in ink or by typewriter and the Bid signed. A Bid price shall be indicated for each work location and work item as described in the Contract Documents.
- 13.03 A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
- 13.04 A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown below the signature.
- 13.05 A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.
- 13.06 A Bid by an individual shall show the Bidder's name and official address.
- 13.07 A Bid by a joint venture shall be executed by each joint venturer in the manner indicated on the Bid form. The official address of the joint venture must be shown below the signature.
- 13.08 All names shall be typed or printed in ink below the signatures.
- 13.09 The Bid shall contain an acknowledgment of receipt of all Addenda; the numbers of which shall be filled in on the Bid form.
- 13.10 The address, telephone number and fax number for communications regarding the Bid shall be shown.
- 13.11 The Bid shall contain evidence of Bidder's authority and qualification to do business in the Commonwealth or covenant to obtain such qualification prior to award of the Contract. Bidder's state contractor license number for the state of the Project, if any, shall also be shown on the Bid form.

ARTICLE 14 - BASIS OF BID; EVALUATION OF BIDS

14.01 Lump Sum

- A. Bidders shall submit a Bid on a lump sum basis as set forth in the Bid form.
- B. The Bid price shall include such amounts as the Bidder deems proper for overhead and profit.

ARTICLE 15 - SUBMITTAL OF BID

15.01 Each prospective Bidder is furnished one copy of the Bidding Documents with one separate unbound copy each of the Bid form. The unbound copy of the Bid form is to be completed and submitted with the following data:

- A. Acknowledgment of all Addendums.
- B. Bidder Qualifications Statement with supporting data.
- C. List of Subcontractors.
- D. Non-Collusive Affidavit.

15.02 A Bid shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to Bid and shall be enclosed in a sealed envelope plainly marked with the Project title, the name and address of Bidder, and shall be accompanied by all other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate envelope plainly marked on the outside with the notation "SEALED BID – DO NOT OPEN." All bid submissions must have the bidder's name and date affixed to every page on the proposal.

Bids may be mailed to the Luzerne County Flood Protection Authority, P.O. Box 1909, Wilkes-Barre, PA 18704. Bids may also be physically dropped off at the administrative offices of the Luzerne County Flood Protection Authority, 1989 Wyoming Avenue, Forty Fort, PA 18704.

ARTICLE 16 - MODIFICATION AND WITHDRAWAL OF BID

16.01 A Bid may be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

16.02 If within twenty-four (24) hours after Bids are opened any Bidder files a duly signed written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

ARTICLE 17 - OPENING OF BIDS

17.01 Bids will be opened at the time and place indicated in the advertisement or invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.

ARTICLE 18 - BIDS TO REMAIN SUBJECT TO ACCEPTANCE

18.01 All Bids will remain subject to acceptance for the period of time stated in the Bid form, but OWNER may, in its sole discretion, release or reject any Bid prior to the end of this period.

ARTICLE 19 - AWARD OF CONTRACT

- 19.01 OWNER reserves the right to reject any or all Bids including, without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. OWNER further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. OWNER may also reject the Bid of any Bidder if OWNER believes that it would not be in the best interest of the Project to make an award to that Bidder. OWNER also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 19.02 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.
- 19.03 In evaluating Bids, OWNER will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data as may be requested in the Bid Form or prior to the Notice of Award.
- 19.04 In evaluating Bidders, OWNER will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors and other individuals or entities must be submitted as provided.
- 19.05 OWNER may conduct such investigations as OWNER deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, individuals, or entities to perform the Work in accordance with the Contract Documents.
- 19.06 If the Contract is to be awarded, OWNER will award the Contract to the Bidder whose Bid is in the best interests of the Project.

ARTICLE 20 - CONTRACT SECURITY AND INSURANCE

- 20.01 All applicants shall be responsible for furnishing and maintaining insurance while on Authority property. The Authority's insurance requirements are identified in the Contract Documents. When the Successful Bidder delivers the executed Agreement to OWNER, it must be accompanied by a Certificate of Insurance which provides the noted insurance coverages.

ARTICLE 21 - SIGNING OF AGREEMENT

21.01 When OWNER gives a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Agreement with the other Contract Documents which are identified in the Agreement as attached thereto. Within fifteen (15) days thereafter, Successful Bidder shall sign and deliver the required number of counterparts of the Agreement and attached documents to OWNER. Within ten (10) days thereafter, OWNER shall deliver one fully signed counterpart to Successful Bidder with a complete set of the Drawings with appropriate identification.

WORK AREA LOCATIONS AND DESCRIPTIONS

All work area locations described below are located on Authority owned property and are a part of the Wyoming Valley Flood Risk Management Project, Luzerne County, Pennsylvania.

- Location 1: River Street, Forty Fort Borough**
- Location 2: Riverside Drive, City of Wilkes-Barre**
- Location 3: West River Street (Atherton Park), City of Wilkes-Barre**
- Location 4: Rutter & Third Avenues, Municipality of Kingston**
- Location 5: First Avenue & Nesbitt Park Access Road, Municipality of Kingston**
- Location 6: Twelve (12) Tubes Drainage Structure, Wyoming Avenue, Wyoming Borough**
- Location 7: Toby Creek Pressure Conduit Corridor, Edwardsville Borough**
- Location 8: Forty Fort Levee Maintenance Road Planting Stations, Wyoming & Forty Fort Boroughs (5 Stations)**
- Location 9: Kingston Levee Maintenance Road Planting Stations, Municipality of Kingston (11 Stations) & Edwardsville Borough (1 Station)**
- Location 10: Plymouth Levee Maintenance Road Planting Stations, Plymouth Borough (4 Stations)**
- Location 11: Wilkes-Barre Levee Maintenance Road Planting Station, City of Wilkes-Barre (1 Station)**
- Location 12: Hanover Township Levee Maintenance Road Planting Station, Hanover Township (1 Station)**

Location 1: River Street, Forty Fort Borough

Location of Work:

The work area is located along River Street in Forty Fort, approximately ¼ mile south of the Wyoming Avenue (Route 11) intersection and the Forty Fort Borough Municipal Building.

The work area is approximately 1,100 feet in length with an average width of 22 feet and is situated between the curb line of River Street and the concrete floodwall along the Susquehanna River.

Description of Work Area:

The work area contains approximately 16,000 square feet (~0.37 acres) of grass or lawn area and 7,000 square feet of landscaped bed areas. The plantings generally consist of cherry trees, dense yews, and ground cover juniper varieties. Refer to the specifications for work details.

Location 2: Riverside Drive, City of Wilkes-Barre**Location of Work:**

The work area is located along the northerly side of Riverside Drive in Wilkes-Barre City, from a point approximately 170 feet east of the Ross Street Pump Station extending approximately 7/10 mile toward the intersection of Academy Street and the connecting railroad.

The work area is approximately 3,700 feet in length with widths varying from 10 to 38 feet as generally situated between the curb line of Riverside Drive and the concrete flood wall along the Susquehanna River.

Description of Work Area:

The work area contains approximately 53,000 square feet (1.2 acres) of grass embankment slope and 26,000 square feet of landscaped bed areas. The planting beds generally consist of ground cover juniper and ornamental grasses with crabapple and dogwood trees. Refer to the specifications for work details.

Location 3: West River Street (Atherton Park), City of Wilkes-Barre**Location of Work:**

The work area length is from the intersection of West South Street to the start of the residential homes at 57 W. River Street. The work area width is from the roadway curb to the base of the floodwall. This area is referred to as "Atherton Park" and contains approximately 23,300 square feet (0.53 acres).

Description of Work Area:

The work area includes a 1,430 square feet juniper shrub and seven small trees situated near a public seating area. Along the floodwall behind 11 Riverside Drive, from the fenced gate to the Authority's Ross Street Pump Station, there is a 4 feet wide x 145 feet long (580 square feet) corridor that must be kept clear of deleterious vegetation. Refer to the specifications for work details.

Location 4: Rutter & Third Avenues, Municipality of Kingston

Location of Work:

The work area is located at the intersection of Rutter and Third Avenues in the Municipality of Kingston. The work area generally abuts the paved parking lot adjacent to the LCFPA's Rutter Avenue storage building and the levee. The work area is approximately 0.75 acre in size.

Description of Work Area:

The work area contains approximately 34,000 square feet (0.75 acres) of grass or lawn area with approximately 60 shrub and/or tree plantings. The plantings generally consist of a mix of Norway Spruce, Serbian Spruce, Green Ash, Northern Red Oak, Elderberry and others. Tree and shrub plantings have individual mulch rings or saucers ranging from 3 to 5 feet in diameter. Refer to the specifications for work details.

Location 5: First Avenue & Nesbitt Park Access Road, Municipality of Kingston

Location of Work:

The work area is located at the north end of First Avenue and adjacent to the existing Geisinger Kingston Clinic parking lot. On the landside of the levee, the work area length is from Pierce Street to the Nesbitt Park access road. The work area width varies but is essentially from the edge of the parking lot to the edge of the levee crest maintenance road and to the curb of the Nesbitt Park access road.

Description of Work Area:

On the south side of the Nesbitt Park access road the work area contains approximately 53,000 square feet (1.2 acres) of grass or lawn area with approximately 100 shrub and/or tree plantings.

On the north side of the Nesbitt Park access road and before the nursing home property, the work area contains approximately 6,000 square feet (0.14 acres) of sloped embankment grass with approximately 13 shrub and/or tree plantings.

The plantings at both locations generally consist of a mix of Norway Spruce, Serbian Spruce, Green Ash, Northern Red Oak, Elderberry and others. Refer to the specifications for work details.

Location 6: Twelve Tubes Drainage Structure, Wyoming Avenue, Wyoming Borough

Location of Work:

The work area is located on both sides of Wyoming Avenue (State Route 11), above the Diverted Abrahams Creek, adjacent to Swetland Lane. The work location is between the curb

and chain link fence that encloses the drainage structure. The turf is on both sides of the road. The maintenance vehicles can be parked at the parking lot adjacent to the levee.

Description of Work:

The work area is approximately 50,000 square feet of turf maintenance. Mow turf between the curb and security fence along with trimming along trees, sidewalks, and fence lines. Refer to the specifications for work details.

Location 7: Toby Creek Pressure Conduit Corridor, Edwardsville Borough

Location of Work:

The work area is located above the underground Toby Creek Pressure Conduit near the intersection of Plymouth Street and Main Street, Edwardsville. The work area is along the levee maintenance access road and the length generally runs from the security bollards near Main Street to the Woodward Pump Station. The work area width varies but generally runs between the opposite fencing located on each side of the corridor.

Description of Work:

The work area is approximately 34,000 square feet of turf maintenance. Mow turf between the opposite fencing located along the corridor. The turf is on both sides of the levee maintenance access road. Included in this work is the removal of small caliper undesirable vegetation within the corridor. There are no existing levee landscape plantings at this location. Refer to the specifications for work details.

Location 8: Forty Fort Levee Maintenance Road Planting Stations, Wyoming Borough & Forty Fort Borough (5 Stations)

Location of Work:

The planting stations are located along the top of the levee system adjacent to the asphalt access road. Starting at the LCFPA's Swetland Lane parking lot located north of the Midway Shopping Center in Wyoming, continue south and end at the floodwall located behind the Forty Fort Cemetery.

Description of Work Area:

The work area contains 5 planting beds which generally contain three ash trees, Sergeant Juniper and Gold Tip Pfitzer Juniper shrubs. The beds vary in size ranging from 700 square feet to 1,000 square feet. Refer to the specifications for work details.

Location 9: Kingston Levee Maintenance Road Planting Stations, Kingston Borough (10 Stations) & Edwardsville Borough (2 Stations)

Location of Work:

The planting stations are located along the top of the levee system adjacent to the asphalt access road. Starting at the parking lot at the corner of Third and Rutter Avenue and continuing south across Pierce Street, continuing south across Market Street, continuing south across the Norfolk Southern RR tracks at the west side of Kirby Park, continuing south across Route 11 (Wyoming Avenue) and stopping near Main Street, Edwardsville. There are 10 planting stations in Kingston and 2 in Edwardsville.

Description of Work:

The work area contains 12 planting beds which generally contain 3 ash trees, Sargent Juniper and Gold Tip Pfitzner Juniper shrubs. The beds vary in size ranging from 200 square feet to 1,000 square feet. Refer to the specifications for work details.

Location 10: Plymouth Levee Maintenance Road Planting Stations, Plymouth Borough (4 Stations)

Location of Work:

The planting stations are located along the top of the levee system adjacent to the asphalt access road. Starting at the access road located near the intersection of Bridge and Beade Streets and continuing south and ending near Flat Road.

Description of Work:

The work area contains 4 planting beds which generally contain 3 ash trees, Sargent Juniper and Gold Tip Pfitzner Juniper shrubs. The beds vary in size ranging from 100 square feet to 200 square feet. Refer to the specifications for work details.

Location 11: Wilkes-Barre Levee Maintenance Road Planting Station, City of Wilkes-Barre (1 Station)

Location of Work:

The planting station is located along the top of the levee system adjacent to the asphalt access road. Starting at the access road near the Carey Avenue Bridge and continuing north and ending near the D&H Pump Station on Gordon Avenue.

Description of Work:

The work area contains 1 planting bed which generally contains 3 ash trees, Sargent Juniper and Gold Tip Pfitzner Juniper shrubs. The bed size is approximately 800 square feet. Refer to the specifications for work details.

Location 12: Hanover Township Levee Maintenance Road Planting Station, Hanover Township (1 Station)

Location of Work:

The planting station is located along the top of the levee system adjacent to the asphalt access road. Starting at the access road off Delaney Street and continuing south and ending near the Wyoming Valley Sanitary Authority. The planting bed is near the Hanover Boat Launch Access Ramp.

Description of Work:

The work area contains 1 planting bed which generally contains 3 ash trees, Sergeant Juniper and Gold Tip Pfitzner Juniper shrubs. The bed size is approximately 700 square feet. Refer to the specifications for work details.

Notes:

1. Exhibit 3 contains typical photos of Work Locations #1 through #12.
2. Exhibit 4 contains maps of the Planting Station Work Locations #8 through #12.

CONTRACT SPECIFICATIONS

“Work Item #1 – Lawn & Landscape Maintenance Service”

Location 1:	River Street, Forty Fort Borough
Location 2:	Riverside Drive, City of Wilkes-Barre
Location 3:	West River Street (Atherton Park), City of Wilkes-Barre
Location 4:	Rutter & Third Avenues, Municipality of Kingston
Location 5:	First Avenue & Nesbitt Park Access Road, Municipality of Kingston
Location 6:	Twelve Tubes Drainage Structure, Wyoming Borough
Location 7:	Toby Creek Pressure Conduit Corridor, Edwardsville Borough

Scope of Work:

The landscape contractor shall generally perform bi-weekly maintenance of Locations 1, 2, 3, 4, 5, 6, and 7 as instructed by the Luzerne County Flood Protection Authority. The standard landscape service shall include the following work items:

- Cut grass in lawn and embankment slope areas. All grass cutting must be bagged or mulched.
- Edging (mechanical edging) of all perimeter areas such as curb-line, face of concrete flood wall, planting bed edges, fences, poles and sidewalks where there is a turf edge.
- Once per season, performed in April or May, provide small tree and shrub pruning on landscape plantings. Tree shaping and/or canopy thinning of large trees is not included in this scope of work. For Locations #1, and #2, for all shrubbery located adjacent to the floodwall, the vegetation must be removed to a minimum 3'-0" width that will provide a clear walking path for inspection purposes.
- Invasive plants, weeds, deadwood, and debris removal from planting bed areas.
- Sweep concrete sidewalks and asphalt road surfaces free of clippings, stones, debris and other deleterious material in work locations.
- Cleanup, removal, and disposal of all grass clippings/debris from the work area including the roadway, sidewalk, and planting beds.
- Garbage pickup within the work area location (cans, bottles, clothes, paper litter, etc.). This service does not include emptying of garbage cans.

- At Location #4, use leaf vacuum to remove all leaf/debris accumulations in the corners of the parking lot and in the treads of the levee access stairs at three (3) locations: (1) adjacent to the Church/Rutter parking lot; (2) across from Nandy Drive along Church Street; and (3) across from Church Street Park along Church Street.

General Notes:

1. LCFPA personnel shall apply pre-emergent weed control to bed areas in mid-April. Periodically throughout the growing season the contractor shall evaluate and recommend pest treatments. Additional work orders may be written for additional services supplemented into the contract.
2. It is estimated that a maximum sixteen (16) visits, per location, is required annually or as directed by the Luzerne County Flood Protection Authority. The service visits shall be a firm bid price and remain fixed for the entire season. **All site visits to any specific location shall be separated by at least two (2) weeks.** In 2023 the anticipated schedule of site visits is as follows:

April	1 visit
May	2 visits
June	2 visits
July	2 visits
August	2 visits
September	2 visits
October	2 visits
November	3 visits

Materials:

The landscape contractor shall provide all necessary equipment, labor, and tools required to perform work.

Measurement and Payment: Per Service and Per Location.

Estimated Quantity: Bi-Weekly. Sixteen (16) Maximum Visits Per Location.

“Work Item #2 - Planting Bed Maintenance”

- Location 8: Forty Fort Levee Maintenance Road Planting Stations, Wyoming & Forty Fort Boroughs (5 Stations)**
- Location 9: Kingston Levee Maintenance Road Planting Stations, Municipality of Kingston (11 Stations) & Edwardsville Borough (1 Station)**
- Location 10: Plymouth Levee Maintenance Road Planting Stations, Plymouth Borough (4 Stations)**
- Location 11: Wilkes-Barre Levee Maintenance Road Planting Station, City of Wilkes-Barre (1 Station)**
- Location 12: Hanover Township Levee Maintenance Road Planting Station, Hanover Township (1 Station)**

Scope of Work:

The landscape contractor shall perform weeding of existing bed areas at the locations specified. Weeds shall be removed from the full root. Garbage pickup shall be performed within the bed areas (cans, bottles, clothes, paper litter, woody debris, etc.). This service does not include emptying of garbage cans at the stations. Bed edges that abut grass perimeter shall be spade edge cut to provide a uniform and/or straight alignment. The spade cut edge shall be of sufficient depth to accept and contain a two-inch layer of mulch without creating a significant drop-off, which will impair mower cutting by others in the future. Landscape contractor shall remove and haul away all debris and old degraded mulch as necessary.

Generally, the standard monthly service shall be performed during the months of April, May, June, July, August, September, and October. It is estimated that a maximum seven (7) visits, per location, is required annually or as directed by the Luzerne County Flood Protection Authority. The standard monthly service shall be a firm bid price and remain fixed for the entire season.

Once per season, performed in April or May, provide pruning on the Sargent Juniper and Gold Tip Pfitzner Juniper landscape shrubs. Under a separate project, infected ash trees were removed and replaced with a diverse hardy species mix in Spring 2018. The pruning service includes these young trees that were planted in 2018 unless deemed unnecessary by the successful landscape contractor.

General Notes:

1. The service visits shall be a firm bid price and remain fixed for the entire season. In 2023 the anticipated schedule of site visits is as follows:

April	1 visit
May	1 visit
June	1 visit
July	1 visit
August	1 visit
September	1 visit
October	1 visit

Materials:

The landscape contractor shall provide all necessary equipment, labor, and tools required to perform work.

Measurement and Payment: Per Service and Per Location.

Estimated Quantity: Monthly. Seven (7) Maximum Visits Per Location.

GENERAL CONDITIONS

Contractor Requirements:

The landscape contractor, submitting a quote for consideration shall be an established firm whom has been in business for at least five (5) years.

Contractor shall perform work during reasonable weather conditions, whereas surrounding perimeter of the defined work areas are not damaged by equipment or employees performing the work. The landscape contractor will be responsible for repairing damages occurring because of their work at no cost to the LCFPA. Contractor shall strictly adhere to all parking regulations and/or provide applicable traffic control in accordance with PADOT Publication 213, as necessary.

The landscape contractor will not access Authority property or perform any work without contacting the LCFPA and its designated representative(s).

Project Coordination and Access:

Landscape contractor shall notify the Luzerne County Flood Protection Authority prior to commencing with work. Work performed without direction or notice will not be paid. During work activities, the landscape contractor shall situate all equipment, tools, materials, etc. to maintain safe and passable pedestrian access to the defined paved walkways or sidewalks. Under no circumstances shall pedestrian or bicycle traffic be completely diverted from access paths to levee embankment slopes. If necessary, traffic cones and/or caution tape shall be placed to direct pedestrian or bicycle traffic around contractor's obstructions or equipment. Contractor must contact the LCFPA Levee Maintenance Supervisor after completion of work for payment verification.

Payment Requirements

Prior to the start of any work, the LCFPA Levee Operations Supervisor at 570.760.9952 (mobile) must be contacted. Contact must be made 48 hours in advance to any work. The LCFPA will assign personnel to confirm the contracted work has been performed. Failure to contact the LCFPA will delay processing and payment of the work performed.

Payment Applications may be mailed to the Luzerne County Flood Protection Authority, P.O. Box 1909, Kingston, PA 18704.

Pay request: Contractor must provide a complete breakdown of all services rendered with a cumulative summary of services provided to date at each work location. Payments will be based on prices established on the attached Bid Form.

BID FORM

BID is hereby submitted for "Levee Landscape Maintenance" on the Wyoming Valley Flood Risk Management System. All BID prices for services shall be provided to the LCFPA in accordance with the attached specifications. Contract terms are until the end of the calendar year and/or as negotiated and illustrated in the contract agreement.

DESCRIPTION

ESTIMATED QUANTITY

WORK ITEM #1 - Lawn & Landscape Maintenance
(Standard maintenance service per specifications)

16 Services Per Location

LOCATION #1

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #2

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #3

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #4

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #5

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #6

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #7

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

WORK ITEM #1 - Total of Sixteen (16) Services per Location for Work Locations 1 thru 7

Total Price in Numbers: _____

Total Price in Words: _____

DESCRIPTION**ESTIMATED QUANTITY****WORK ITEM #2 - Planting Bed Maintenance**
(Standard maintenance service per specifications)**7 Services Per Location****LOCATION #8**

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #9

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

LOCATION #10

Unit Price in Numbers: _____ per service

Unit Price in Words: _____

_____ per service

Exhibit 3 -Work Location Photos



1. Work Location #1 – River Street, Forty Fort Borough



2. Work Location #2 – Riverside Drive, City of Wilkes-Barre



3. Work Location #2 – Riverside Drive, City of Wilkes-Barre



4. Work Location #2 – Riverside Drive, City of Wilkes-Barre



5. Work Location #2 – Riverside Drive, City of Wilkes-Barre



6. Work Location #3 – West River Street (Atherton Park), City of Wilkes-Barre



7. Work Location #3 – West River Street (Atherton Park), City of Wilkes-Barre



8. Work Location #4 – Rutter & 3rd Avenue, Municipality of Kingston



9. Work Location #4 – Rutter & 3rd Avenue, Municipality of Kingston



10. Work Location #5 – 1st Avenue & Nesbitt Park Access Road, Municipality of Kingston



11. Work Location #5 – 1st Avenue & Nesbitt Park Access Road, Municipality of Kingston



12. Work Location #5 – 1st Avenue & Nesbitt Park Access Road, Municipality of Kingston



13. Work Location #6 – 12 Tubes Drainage Structure, Wyoming Borough



14. Work Location #6 – 12 Tubes Drainage Structure, Wyoming Borough



15. Work Location #7 – Toby Creek Pressure Conduit, Edwardsville Borough



16. Work Location #7 – Toby Creek Pressure Conduit, Edwardsville Borough



17. Work Locations #8-12 – Typical Levee Planting Station

Exhibit 4 -Planting Station Work Location Maps

Work Location #8 – Forty Fort to Wyoming Levee Reach

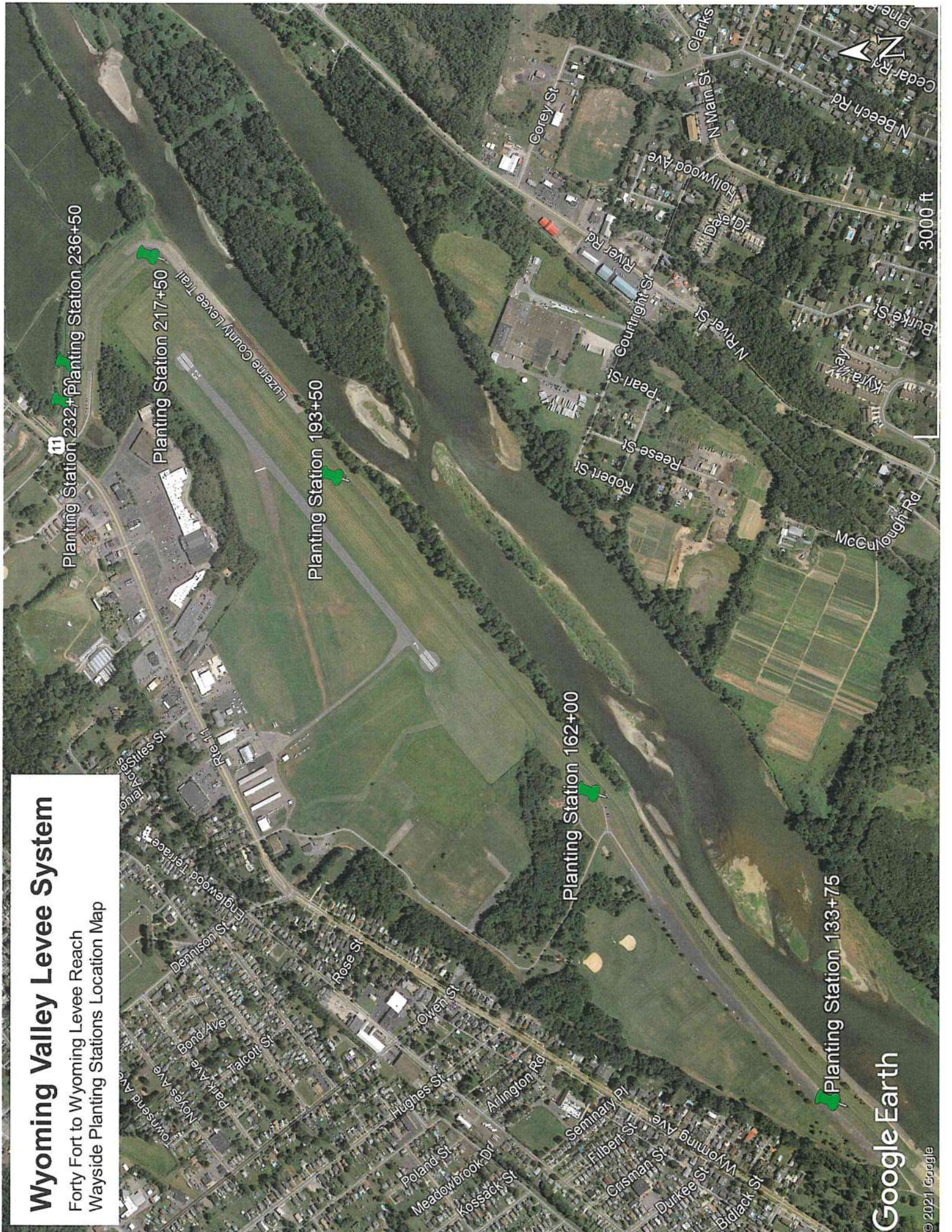
Work Location #9 – Kingston to Edwardsville Levee Reach

Work Location #10 – Plymouth Levee Reach

Work Location #11 & 12 – Wilkes-Barre City to Hanover Township Levee Reach

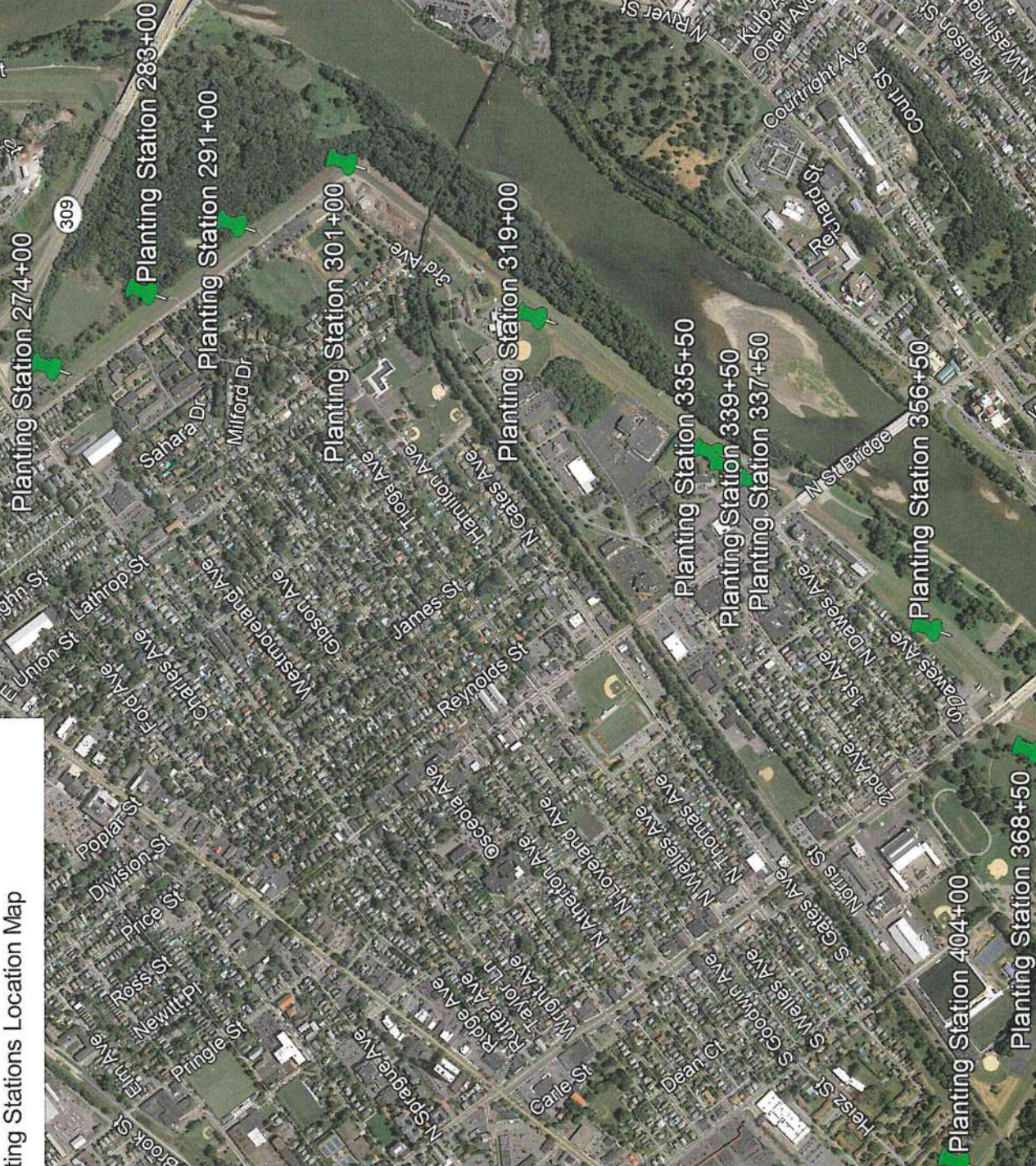
Wyoming Valley Levee System

Forty Fort to Wyoming Levee Reach
Wayside Planting Stations Location Map



Wyoming Valley Levee System

Kingston to Edwardsville Levee Reach
Wayside Planting Stations Location Map



Wyoming Valley Levee System

Plymouth Levee Reach
Wayside Planting Stations Location Map

Planting Station 99+50

Planting Station 118+00

Planting Station 154+00

Planting Station 180+00

Google Earth

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2000 ft



Wilkes Barre to Hanover Levee Reach Wayside Planting Stations Location Map

Wilkes Barre to Hanover Levee Reach Wayside Planting Stations Location Map

