

Historic Virginia Key Beach Park Grounds Keeping Plan and Schedule - Scope of Work

Quality Of Work

All work shall be performed using superior maintenance standards and techniques. The frequencies established for repetitive maintenance tasks are minimum frequencies, which must be increased if deemed necessary and requested by supervisory staff. This grounds keeping plan and schedule is design to provide basic but quality grounds maintenance.

MAINTENANCE STANDARDS AND FREQUENCIES

1) Litter Control Maintenance

- a) **Frequency:** (Once per day) 7 days per week (with heavy concentration on Saturday, Sunday and Monday morning)
- b) Litter shall be removed from all lawn areas before mowing and from all areas, beds, hedge lines, water features, access entry road, parking lot areas and along boundary fences.
- c) "Litter" includes glass, paper, trash, undesirable materials or debris. This does not include abandoned vehicles or other items for which removal is prescribed by law.
- d) Litter is to be removed from lawns, parking lot and all public areas and properly disposed. Trust and City of Miami staff are responsible for disposing of all garbage and trash found on Trust Premises and if any charges will be incurred in the process they need to be brought to the attention of supervisory staff.
- e) Wash And Clean
 - (1) Where necessary, wash (hose off) dust (blow off) or sweep dirt from walkway, walls and fixtures in sites or remove other stains that may be caused by grounds keeping or maintenance operations.
 - (2) Clean up any spills of fuels or materials from grounds keeping or maintenance operations.
- f) Public Areas Cleaning and Maintenance
 - (1) Picnic tables, benches, slabs, grills, trash containers and receptacles shall be cleaned to insure safe use by the public. Charcoal/ashes shall be removed from grills.
 - (2) Picnic tables and benches shall be checked for graffiti, carvings, looseness or plans or braces, cleanliness and general need of repair. Repair needs shall be reported to supervisory staff.

2) Raking And Leaf Removal

a) **Frequency:** ONCE PER WEEK (UNLESS OTHERWISE INDICATED)

b) Accumulation of leaves shall be removed from turf and walk areas, shrubbery, hedges and ground cover. Palm fronds will be picked up and removed as needed and prior to mowing.

3) Sweeping

a) **Frequency:** ONCE PER WEEK (UNLESS OTHERWISE INDICATED)

b) Manual brooms, mechanical broom sweepers, vacuums, or blowers may be used to removed debris from walks, drives and other surfaces, so long as the debris is ultimately removed, not simply pulverized or scattered or hidden.

c) Any broken glass will be removed immediately when discovered on any site (not to be swept off surfaces).

d) Sweeping will be accomplished so as not to create blowing dirt, or debris, or excessive noise if mechanized power equipment is used.

e) At no time will blown material be directed into the streets or other properties, but rather blown into a pile and disposed of properly.

4) Shrub and Hedge Care

a) **Frequency:** EVERY SIX (6) WEEKS (OR MORE OFTEN IF REQUIRED)

b) Pruning

“Maintenance pruning” shall consist of the removal of dead and/or broken branches, suckers or sprouts, branches that may hang over walkways, grow through fences, obscure windows, etc. Pruning is performed as often as necessary to have shrubs appear orderly and neat at all times as specified by the Trust. All pruning will be accomplished in accordance with standard practices (to maintain a minimum of 8’ clearance), including: (1) use sharp cutter, (2) cut limbs flush to trunk, (3) do not use hedge shears for pruning, (4) machetes will not be permitted for pruning operations.

c) Hedge Trimming: Hedges or topiary that is to be maintained in a geometric form may be sheared by manual or mechanical hedge shearers to the shape and size specified. Remove all cuttings and clippings from pruning and trimming operations on the same day.

5) Trimming

- a) **Frequency: ONCE PER WEEK - MAY - SEPTEMBER
ONCE EVERY TWO (2) WEEKS - OCTOBER - APRIL
(OR FOLLOWING EVERY MOWING)**
- b) Grass shall be trimmed during, or as an immediate operation following mowing. Trimming may be accomplished by hand or power shears or rotary nylon "fish line" cutting machines (weed eaters). Grass will be trimmed along and around all obstacles and vertical surfaces in the turf (such as posts, trees, walls, etc.) at the same height as adjacent turf is mowed. Particular attention will be given to trimming around small plants, tree trunks and vegetation root systems to assure their protection from damage.
- c) Remove dead or dying fronds from palms, as needed, for clean appearance. Trim coconut palms (fruit and frond) 3 times a year.
- d) No machete trimming
- e) Haul away all trimming debris from site for proper disposal.

6) Edging

- a) **Frequency: ONCE PER WEEK - MAY - SEPTEMBER
ONCE EVERY TWO WEEKS - OCTOBER - APRIL**
- b) Mechanical edging (vertical trimming) of all turf edges abutting sidewalks, flush paved surfaces, curbs, drives, patios, etc., will be done during or as an immediate operation following each mowing. Turf edging at shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every other mowing.
- c) Dirt and debris produced by edging or trimming will be removed and swept or properly blown from adjacent surfaces.
- d) Turf will be edged approximately 18 inches around all trees that are in lawn areas. Turfs will be edged approximately 10 inches out from the drop line of shrubs and hedges.

7) Mowing

- a) **Frequency: ONCE PER WEEK – MAY - SEPTEMBER**
ONCE EVERY TWO WEEKS - OCTOBER - APRIL
- b) **Equipment:** Rotary hand mowers and/or riding mowers may be recommended for particular sites, depending on the size or particular requirements of the parks. Turf grass on the parking lot and parking lot shoulder areas should be mowed with rotating “reel” manual or fuel powered mowers and equipment. The Trust and City of Miami staff may use one or both types of mowers, so long as turf areas are maintained in a healthy, growing and green condition.
- c) **General Mowing**
- 1) Mowing shall be performed in a workman-like manner that insures a smooth surface appearance without scalping or leaving any “missed” uncut grass.
 - 2) All mowers are to be adjustable and adjusted to the proper cutting height and level for the kind of grass and current conditions of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
 - 3) All mower blades are to be sharp enough to cut, rather than to tear grass blades.
 - 4) All litter and debris is to be removed from turf **before** mowing to avoid shedding that will damage turf appearance, or items that may be propelled by mower blades.
 - 5) Mowing will be done carefully so as not to “bark” trees or shrubs, or to intrude into ground cover beds, or to damage sprinkler heads, curbs, or other facilities.
 - 6) Grass clipping or debris caused by mowing or trimming will be removed from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
 - 7) Mowing will not be done when weather or conditions will results in damaged turf.
- d) **Mowing Specifics**
- (1) St. Augustine Grass:
Grass is never to exceed 4 inches in height. Never mow lower than 2 inches. (Maintain 2 inches cutting height)

Catch or vacuum and remove grass clippings from lawns in irrigated areas. Remove clippings from St. Augustine in unirrigated natural turf areas only if excessive clippings result from growth rates exceeding specified mowing frequencies.

 - (2) Other Grasses:
Mowing requirements for other type grasses, such as Bahia or Hybrid Bermuda, shall be as directed by the Parks Operations Director or designee.

8) Herbicide Applications

Trees and palms within lawn area: Spray area 2" away from truck with Round-up by Monsanto Manufacturing Company. Do not spray tree leaves, suckers or open wounds. Do not use weed-eater for trees and palms within lawn area. Do not spray herbicide near Phoenix date palms.

Joints and cracks in all sidewalks, curbs and walkways within contracted facilities shall be weed free at all times. Use Round-up to completely control weed growth. **Frequency of application will be dictated by weed growth.**

9) Shorelines

Removal of all litter, trash, containers, glass bottles, debris, on shoreline, or in water against shoreline which is easily reachable. **Frequency: The entire shoreline shall be inspected for litter and debris each morning, (7 days per week) litter and debris shall be collected for proper disposal.**

10) Fence Lines

In addition to the normal litter removal inside the fence line and trimming, all trash and debris against and up to five (5) feet away from outside fence line shall be included. **Frequency: During all normal grounds keeping and maintenance operations.**

11) City of Miami and County Right-Of-Way Areas

Maintenance of any park or facility shall include the City of Miami and Miami-Dade County right-of-way property which may be in front of the park, neighboring areas, along the shoulder of the Virginia Beach Drive access entry road or a portion thereof. **Frequency: During all normal grounds keeping and maintenance operations.**

12) Playground Area

Removal of all litter, trash, debris and grass within the sand area. Sand shall be leveled as required. All low impact ground cover shall be smoothed and leveled as required. Special attention will be given to cleanliness, sanitation, safety, playground equipment maintenance and non-disruptive grounds keeping and maintenance operations in and surrounding the playground areas especially during hours of operation open to the public.

13) Additional Clarification

- a) If during the performance of these grounds keeping and maintenance services Trust and/or City of Miami staff encounter any problems that obstruct the completion of their duties, they are to notify supervisory staff and the Trust's Operations Director.
- b) Trust and City of Miami staff shall be identified as lead workers and secondary workers responsible for performing specific scheduled tasks. Any changes or additions are to be brought to the attention of supervisory staff and the Trust's Operations Director.

14) Additional Tasks

The Trust will on occasion perform the following tasks:
fertilization; replanting; repairs or maintenance of playground equipment, fences, recreation structures, buildings, park attractions, etc.

These additional tasks will require special operations over and above the regular grounds keeping and maintenance duties listed above in this plan and schedule. The Trust's Operations Director and Supervisory staff will make the grounds keeping and maintenance team aware of these special work efforts and schedules.

15) Scheduling Of Work

A detailed work schedule including dates and days of the week when each of the grounds keeping and maintenance tasks are to be performed is required. The schedule of work should have description of manpower and equipment involved for the specific tasks. No work shall be performed until the work schedule is reviewed and approved by the Trust's Operation Director.