

Statement of Work  
Battlefield Green Homeowners Association  
Landscaping

Part I: General Information

A. Background

*Provide a brief, general description of the services requested in the acquisition package, how the requirement evolved, and its relationship to the project it supports.*

The Battlefield Green Homeowners Association (BFG HOA) or “HOA” is responsible for identifying the needs of the neighborhood. Needs may include upgrades, updates, maintenance, landscaping, amenities, and other required services. The HOA must be responsible stewards of the neighborhoods money and as such should strive to outline specifically a Statement of Work for goods and services rendered.

The BFG HOA is in need of reliable landscaping services. BFG has several common areas that are the responsibility of the neighborhood to maintain. The BFG HOA has identified the following requirements and tasks:

- **General landscaping and turf maintenance**
- **Weeding**
- **Leaf removal**
- **Trimming**
- **Edging**
- **Mulching**
- **Debris and trash removal to include loose garbage and animal waste stations**

B. Scope or Objectives

*Detailed description of the overall project purpose and specific objectives of the requirement*

Battlefield Green residents shall enjoy an aesthetically pleasing neighborhood achieved through reliable and competent landscaping. Quality landscaping will help maintain home and property values while instilling pride within the community.

Part II: Work Requirements

*Describe in detail the technical work requirements, including the required end products and any special considerations or constraints that apply. Also include the criteria that will be used in determining whether the requirements are met. Additional information to assist with your write up...describe the work requirements; divide the work into tasks; define your requirements; describe all work elements, known risks, the tasks in sequence; project phasing; etc*

A. Technical Requirement

The technical requirement is as follows:

1. All debris or garbage will be removed from the turf area prior to mowing.

2. All turf areas and retention basins to be mowed every 7-10 days to a height of 2 ½ - 3 inches. The mowing season shall run from April 1<sup>st</sup> through November 30<sup>th</sup>. All grass clippings will be collected or blown away from streets, sidewalks, steps, porches, retaining walls, curbs, and amenity areas to include tennis courts, blacktop areas, parking lots, and playgrounds. During rainy or extended dry periods, the mowing frequency may change based on the needs of the neighborhood. Mowing shall be confined to 0730 – 1900 hrs, Monday – Friday unless otherwise agreed upon by the HOA and vendor.
3. In conjunction with each mowing, trimming shall be performed around all buildings and other vertical obstacles within said turf area.
4. In conjunction with each mowing, all dog waste stations and garbage cans attached to said waste stations shall be emptied and fresh bags replaced. Any garbage on or around the waste station shall be disposed of.
5. All sidewalks and curbs will be edged 11 times per season to maintain a neat appearance. Special care and attention will be taken to avoid sidewalk damage.
6. All seams and cracks in sidewalks and curbs will be managed for weeds through chemical or manual control weekly.
7. For chemical weed control, the vendor shall apply a glyphosate herbicide.
8. All ornamental tree and shrub beds will be weeded weekly to maintain a neat appearance. All debris shall be removed.
9. When necessary, remove low hanging branches from all sidewalks and curbs.
10. All ornamental shrubs will be selectively hand pruned or sheared to optimally maintain the natural habitat indicative of the species twice per year. All trimmings and debris shall be removed.
11. Mulching will consist of double shredded hardwood once per year to a thickness of 2-3 inches. Excessive old mulch shall be removed prior to applying the new mulch so as to prevent unsightly buildup.
12. Replace the front and back playground mulch as needed using engineered wood fiber mulch or virgin rubber playground mulch. The mulch should be at least 4 inches thick.
13. Annuals (flowers) to be added to flowering beds in the spring and fall.
14. Seeding shall be performed in October using approved seed, applied at the rate of 3 pounds per 1000 square feet.
15. Fall fertilization shall occur in September, October and December. This will be in conjunction with aeration.
16. During the fall, remove leaves and debris from the grounds in one operation. This includes

all turf, bed, common, and parking lot areas. This shall occur once in November prior to Thanksgiving and once in December prior to Christmas.

17. The common area / pine tree border along Old Calvary Drive between Winding Hills Drive and Stronghold Drive shall be cleaned up twice per year. This shall include removal of all trash, debris, fallen branches or logs, and leaf removal.
18. The common area (retention area) along Jeff Drive between Ironclad Drive and Gettysburg Lane shall be included in the regular turf maintenance.
19. The common area between Shiloh Place and Ironworks Court shall be included in the regular turf maintenance. Access for this area can be found between the addresses 6059 and 6061 Shiloh Place. The entrance measures at least 60 inches wide.
20. The common area between Thicket Run Way and Winding Hills shall be included in the regular turf maintenance.
21. Maintenance of other common turf areas as identified by the BFG HOA.

#### B. Deliverables

*Describe in detail all deliverable items. For services, this may include progress reports, or other reports or spreadsheets. Include desired format/software, how often the reports will be submitted and to whom they will be sent. If there are goods/equipment, etc., describe how the items are to be delivered to include; packing, packaging and marking requirements*

- The vendor shall provide monthly progress reports to the HOA board via email the third Wednesday of each month. Minimum information should include:
  - Job progression
  - Provide weekly service reports
  - Job delays
  - Crew issues
  - Areas of concern or identified problems
  - Forecasted activities

### Part III: Supporting Information

#### A. Security

*Description of security issues (if applicable) and level of security required to perform services.*

No security issues identified.

#### B. Place of Performance

*Address of the place of performance, if other than facilities or unknown at the time of SOW preparation; note that place of performance will be provided at time of award. Include work schedule information –hours, days of the week.*

Place of performance:

BFG Clubhouse and neighborhood

BFGHOA SoW Landscape 05JUN17

6211 Rolling Forest Circle  
Mechanicsville, VA 23111

Work schedule:

Monday – Friday from 0730 - 1900. NOTE: If the vendor requires work outside of the stated times, the HOA will facilitate to the best of its ability. Deviations to the stated schedule must be made via email to the HOA board as soon as possible.

C. Period of Performance

*The term of the contract, express the period of performance as a time period after the award rather than a specific date*

The vendor shall begin work within 30 days of contract award. The performance period shall not exceed 52 weeks. Payment will be delivered based on performance. The vendor shall receive payment monthly so long as the specified work has been completed satisfactorily. The HOA reserves the right to withhold payment if the agreed upon benchmarks have not been met.

Payments will be penalized 20% if the work isn't completed during the performance period AND the vendor hasn't communicated reasonable grounds for exception or delays (e.g. bad weather, benchmark failure).

D. Qualifications of Key Personnel *(if applicable)*

*Description of the qualifications required for each key position; specify the level of expertise and the educational or experience background required*

Not applicable