CITY OF
FORT LAUDERDALE

All-America City

Memorandum

Memorandum No: 21-090

Date: September 17, 2021

To: Honorable Mayor and Commissioners

From: Chris Lagerbloom, ICMA-CM, City Manager

Re: Melrose Park Drainage System Maintenance Plan

The Melrose Park stormwater management system was designed and built by Broward County at the turn of the century. When Fort Lauderdale annexed this area in 2002 from Broward County, the City took over maintenance and operation of the system within the boundaries of the neighborhood. Drainage is accomplished using a combination of street drainage swales, catch basins, underground exfiltration trenches, storm pipe, culverts under the roadways, a 2.5-mile drainage ditch, and two discharge points (one on the east towards SW 31 Avenue and one to the north towards Broward Boulevard) to manage stormwater. This system was purposely designed to hold water to a set elevation prior to discharge.

As a result of flooding caused by extreme rain events in October of 2020 and Tropical Storm Eta, the entire Melrose Park stormwater management system required rehabilitation. Following the storm, every catch basin was pumped out and cleaned. Each pipe connected to the ditch was thoroughly flushed. Drainage swales were reviewed and rehabilitated as appropriate. The drainage ditch was scraped down, regraded, and seeded to the original permitted specifications as of March 2021. Rip rap (rock base) was applied to the entry points of the culverts connecting the drainage ditch under the roadways. Structures and conveyance pipes were inspected and cleaned. Efforts were coordinated with the City of Lauderhill on stormwater conveyance infrastructure running north through their jurisdiction. The original drainage conveyance has been restored and the ability to discharge excess stormwater runoff towards the C-12 canal was reestablished as of May 2021.

Since the system was rehabilitated earlier this year, every catch basin has been inspected twice (most recently in August 2021) and additional cleaning and repairs were scheduled and executed as necessary. As the soils in the ditch settled and the grass became established, the ditch was mowed by the City's contractor in June and again in August-September 2021. Each time, staff performed follow-up inspections to confirm vendor compliance with their contract. As of September 15, the entire ditch has been mowed.

Monthly staff and vendor inspections have been conducted to address litter concerns and Community Enhancement and Compliance has been engaged as necessary in illegal debris dumping. Even with this level of activity, community concerns remain about the comprehensive nature of landscape maintenance as the ditch matures and the frequency of scheduled maintenance of the drainage system and the drainage ditch.

Moving forward, the City will be performing maintenance consistent with the attached maintenance plan (Exhibit 1). While mowing is currently contracted to be performed quarterly, five mowing services are planned for the coming 12 months. Outreach will be conducted to provide this information to the Melrose Park neighbors to help set realistic expectations for drainage system maintenance.

The timelines for inspection and maintenance of core stormwater assets are provided below. The schedule may be impacted by weather and site conditions. Additional detail may be found in the attached Maintenance Plan (Exhibit 1).

Stormwater Asset Type (quantity)	Inspection Frequency	Last Inspection	Last Maintenance	Next Scheduled Service(s)
Catch basins (563)	Twice annually	August	All catch basins cleaned Dec 2020 – Mar 2021	Additional maintenance based on inspection
Exfiltration (3.8 miles)	Based on service request	Site specific	Pump out completed Dec 30, 2020	Based on service request
Stormwater pipes (7.24 miles)	Based on service request	Site specific	Pump out completed Dec 2020-Mar 2021	Based on service request
Culverts (19)	Twice annually	August	All culverts cleaned Jan-Mar 2021	Nov-Dec
Ditch – Litter Removal (2.5 miles)	Monthly	August	August (activity takes 1-2 days to complete)	End of September
Ditch - Mowing (2.5 miles)	Monthly/Quarterly[1]	Mid-September	Aug 31-Sept 15 (activity takes 60-70 hours and can require several weeks to complete)	Nov 2021, Feb 2022, May 2022, July 2022, Sep 2022
Ditch – Trimming (2.5 miles)	At least twice annually	Scheduled for September 23-30	2020 - Prior to ditch rehabilitation (activity takes 60-70 hours and can require several weeks to complete)	Nov-Dec, May 2022
Ditch- Debris Removal (2.5 miles)	Monthly and based on service request	Scheduled for September 23-30	Conducted as needed in coordination with Community Enhancement and Compliance	Based on service request

[1] During the monthly litter review, staff also gauge the need to schedule the quarterly mowing service.

Attachments:
Exhibit 1: Melrose Park Drainage System Maintenance Plan

c: Tarlesha W. Smith, Esq., Assistant City Manager
Greg Chavarria, Assistant City Manager
Alain E. Boileau, City Attorney
Jeffrey A. Modarelli, City Clerk
John C. Herbst, City Auditor
Department Directors
CMO Managers

Melrose Park Drainage System Maintenance Plan

City of Fort Lauderdale

Department of Public Works

Stormwater Operations

Sept 2021

Contents

Introduction

The Melrose Park stormwater management system was designed and built by Broward County at the turn of the century. When Fort Lauderdale annexed this area in 2002 from Broward County, the City took over maintenance and operation of the system within the boundaries of the neighborhood. Drainage is accomplished using a combination uses a combination of street drainage swales, catch basins, underground exfiltration trenches, storm pipe, culverts under the roadways, a 2.5-mile drainage ditch, and two discharge points (one on the east towards SW 31 Avenue and one to the north towards Broward Boulevard) to manage stormwater. This system was purposely designed to hold water to a set elevation prior to discharge.

As a result of flooding caused by extreme rain events in October of 2020 and Tropical Storm Eta, the entire Melrose Park stormwater management system required rehabilitation. Early in 2021, every catch basin was pumped out and cleaned. Each pipe connected to the ditch was thoroughly flushed. Drainage swales were reviewed and rehabilitated as appropriate. The drainage ditch was scraped down, regraded, and seeded to the original permitted specifications as of March 2021. Rip-rap (rock base) was applied to the entry points of the culverts connecting the drainage ditch under the roadways. Structures and conveyance pipes were inspected and cleaned. Efforts were coordinated with the City of Lauderhill on stormwater conveyance infrastructure running north through their jurisdiction. The original drainage conveyance has been restored and the ability to discharge excess stormwater runoff towards the C-12 canal was reestablished as of May 2021.

Since the system was rehabilitated earlier this year, every catch basin has been inspected twice (most recently in August 2021) and additional cleaning and repairs were scheduled and executed as necessary. As the soils in the ditch settled and the grass became established, the ditch was mowed by the City's contractor in June and again in August-September 2021. Each time, staff performed follow-up inspections to confirm vendor compliance with their contract. As of September 15, the entire ditch has been mowed. Monthly staff and vendor inspections have been conducted to address litter concerns and Community Enhancement and Compliance has been engaged as necessary in illegal debris dumping. Even with this level of activity, community concerns remain about the comprehensive nature of landscape maintenance as the ditch matures and the frequency of scheduled maintenance of the drainage system and the drainage ditch.

Intent

This document is intended to provide an overview of how maintenance activities of the core drainage system in Melrose Park and its Drainage Ditch will be conducted. For each stormwater asset type, the frequency of inspection or maintenance activity to ensure design performance will be provided along with the designated maintenance staff conducting the work. This will provide clear documentation of how the system is intended to be maintained.

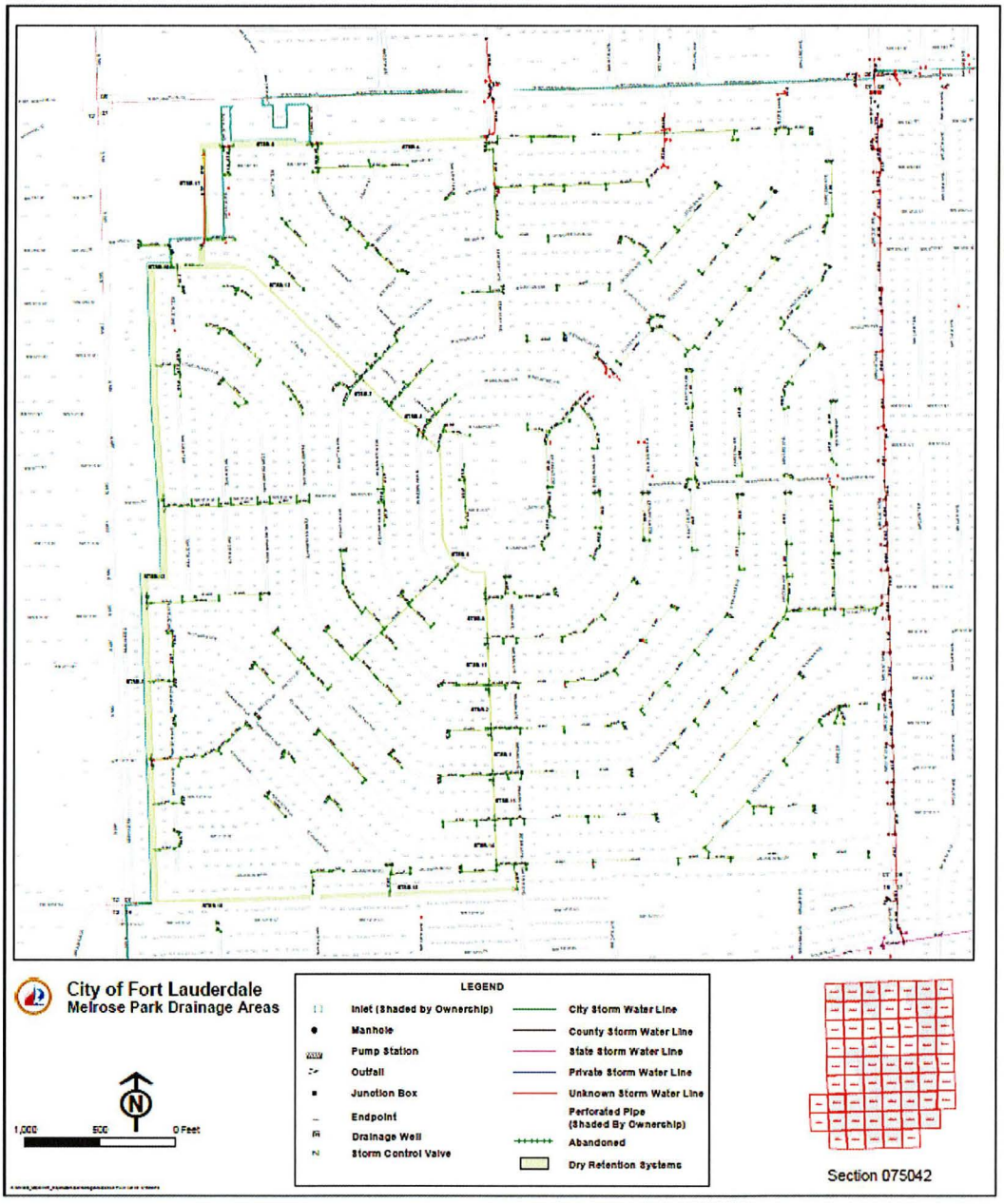


Figure 1: Melrose Park Drainage System

Stormwater Assets

One of the many goals of the City's Watershed Asset Management Plan is to identify and characterize all City-owned stormwater assets and to verify their jurisdiction within our borders. As part of this effort, the City is in the process of maintaining and regularly updating the stormwater asset inventory (Figure 2, Table 1).

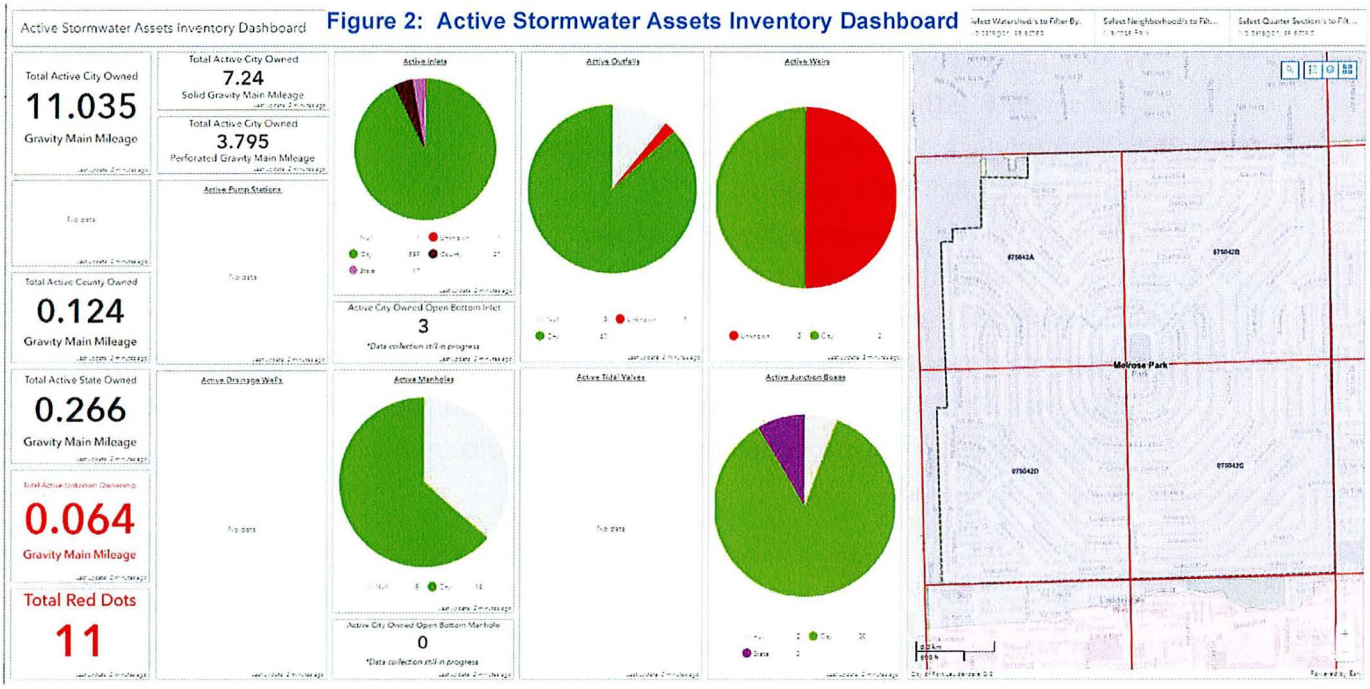


Figure 2: Active Stormwater Assets Inventory Dashboard

Asset type	City owned	Broward County owned	State Owned	Unknown ownership
Catch Basin (inlet)	563	27	17	1
Stormwater Gravity Main (miles)	11.035 (7.24 solid) (3.795 perforated)	0.124	0.266	0.064
Weirs	2			2
Outlets	40			1
Drainage Swales	TBD	TBD	TBD	TBD

Table 1: Quantification and Jurisdiction of Key Stormwater Assets within the Melrose Park Neighborhood. Drainage swales are one of the stormwater assets that are currently not quantified city-wide and are an area for future asset management focus.

Catch Basins (Inlets)

Function: To receive the stormwater in the right of way and hold it creating an opportunity for particles to settle improving the quality of the water before discharge.

Quantity: 563 catch basins (559 were known to be in City jurisdiction at the time of T.S. Eta)

Pro-active Inspection Schedule: All catch basins will be schedule for regular inspection twice annually (see Figure 3).

Reactive Inspections: Staff will response to catch basin-related service requests (e.g., holding water, blocked by surface debris etc.) within a reasonable period based on the nature and severity of the reported concern.

Description of Maintenance: Potential maintenance includes:

1) Manual removal of surface debris;
2) Cleaning of the catch basins using a jet vactor;
3) Repair of cracks in the basin or of the catch basin apron; and
4) Replacement of the catch basin.

Frequency of Maintenance: All catch basins in this neighborhood were cleaned between Dec 2020-Mar 2021. Future maintenance will be scheduled and performed based on the outcome of proactive inspections and reported service requests.

Figure 3: Proactive Inspection Dashboard – As of August 2021, the four (4) catch basins newly added to the City-owned catch basin inventory needed cleaning.

Exfiltration (Perforated Pipe Surrounded by Rock)

Function: To hold stormwater underground for percolation into the groundwater while providing storage capacity to reduce ponding of stormwater on the roadway.

Quantity: 3.8 miles

Pro-active Inspection Schedule: Not currently performed.

Reactive Inspections: Staff will respond to exfiltration-related service requests (e.g., water ponding over a catch basin when there is groundwater capacity for percolation) within a reasonable time period based on the nature and severity of the reported concern.

Description of Maintenance: Potential maintenance includes:

1) Visual inspection through closed circuit television (CCTV);
2) Cleaning of the trench using a jet vactor; and
3) Rehabilitation of the exfiltration trench.

Frequency of Maintenance: All exfiltration pipe pump out was completed Dec 2020. Current maintenance is scheduled and performed based on the frequency of reported concerns of a given exfiltration trench. In the future, as part of continuing development of asset management, staff is exploring establishing an annual proactive inspection schedule for perforated pipe. As the stormwater asset management inventory is compiled and enhanced, the City will be better able to track the age and function of exfiltration areas to schedule proactive replacement.

Solid Gravity Main (Stormwater Pipe)

Function: To convey stormwater underground to a location for discharge.

Quantity: 7.24 miles

Pro-active Inspection Schedule: Not currently performed.

Reactive Inspections: Staff will response to flooding service requests within a reasonable time period based on the nature and severity of the reported concern.

Description of Maintenance: Potential maintenance includes:

1) Visual inspection through closed circuit television (CCTV);
2) Cleaning of the gravity pipe using a jet vactor;
3) Repair of the pipe;
4) Lining of the pipe; and
5) Replacement of the pipe.

Frequency of Maintenance: All stormwater gravity mains in Melrose Park were pumped down or flushed between Dec 2020 – Mar 2021. Future maintenance will be scheduled and performed based on the outcome of twice per year inspections and reported service requests.

Swales

Function: To capture stormwater running off the road to provide both capacity and water quality treatment.

Quantity: The amount of drainage swale is not currently quantified.

Pro-active Inspection Schedule: Not currently performed.

Reactive Inspections: Staff will response to swale-related service requests (e.g. lack of timely percolation, water ponding on the roadway and not in the drainage swale for more than 48 hours) within a reasonable time period based on the nature and severity of the reported concern. Staff will review applications under the "Save our Swales" program within one month of receipt. The applicant will be contacted and, as appropriate, rehabilitation will be scheduled at the earliest possible time in the priority received. It should be noted that swale rehabilitation at the request of the homeowner will performed once for their period of ownership. The requesting property owner must sign a waiver and properly care for the swale including prohibiting parking on it.

Description of Maintenance: Potential maintenance includes:

1) Rehabilitation of the impacted or nearby swale(s).

Frequency of Maintenance: 19,000 sq feet of swales were rehabilitated in Melrose Park through June 2021. Swale inspection and maintenance in this neighborhood are primarily service-request based. As the stormwater asset management inventory is compiled and enhanced, the City will be better able to track the age and function of drainage swales to schedule proactive replacement.

Culverts

Function: Allow stormwater to pass under structures such as roadways. The Melrose Park culverts were designed to slow the energy of flowing stormwater, provide storage capacity and convey the permitted rate of stormwater flow to the Melrose Park Drainage Ditch. Stone or concrete rip-rap is placed on either side of the culvert.

Quantity: 19 culverts

Pro-active Inspection Schedule: All culverts will be inspected twice annually.

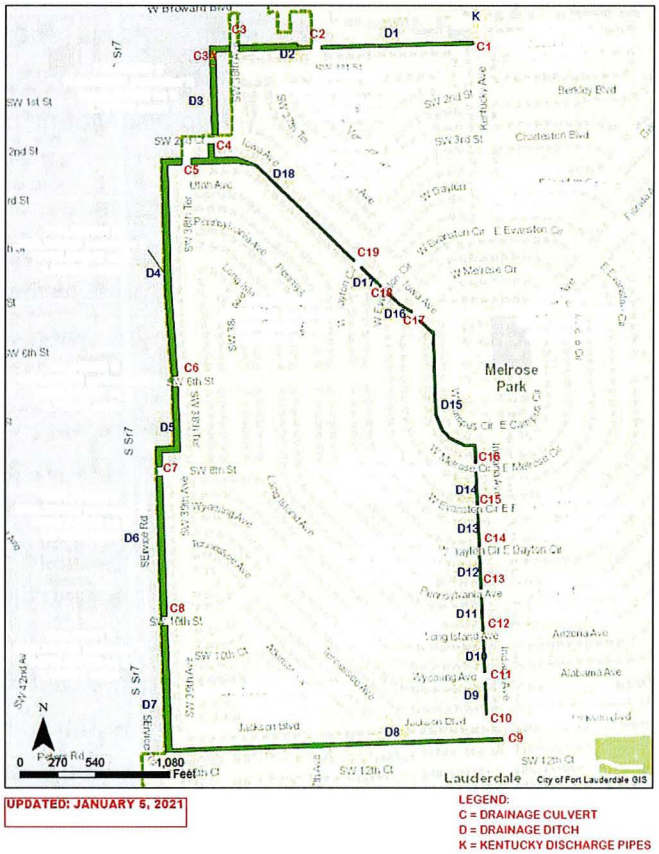
Reactive Inspections: Staff will response to culvert-related service requests (e.g., weeds in the rip-rap, debris, blockage of conveyance) within a reasonable period based on the nature and severity of the reported concern.

Description of Maintenance: Potential maintenance includes:

1) Manual removal of surface debris;
2) Trimming or herbicide application for weeds in the rip-rap;
3) Pump down of the interior of the culvert;
4) Replacement of rip-rap and
5) Repair of cracks.

Frequency of Maintenance: All culverts were cleaned between Jan-Mar 2021 and the rip-rap rehabilitated. Culvert cleaning is currently be scheduled for the fall of 2021 and at least annually thereafter. Future maintenance will be scheduled and performed based on the outcome of twice per year inspections.

Figure 4: Culverts and Drainage Ditch Segments in the Melrose Park Neighborhood



Drainage Ditch

Function: Serves as a collection point for stormwater discharge from approximately 30% of the Melrose Park neighborhood. The Melrose Park Drainage Ditch is designed to collect stormwater run-off; provide storage capacity; allow for particulate settlement and improvement of water quality; and support percolation of stormwater into the ground. In the event of high groundwater tables or extreme rain events, the ditch has an outfall at the northern end to allow discharge to a conveyance pipe running under Broward Blvd and connected through the City of Lauderhill to the C-12 Canal near Sunrise Blvd.

Quantity: 2.5 miles of drainage ditch in 18 segments (see Figure 4)

Pro-active Inspection Schedule: The ditch is inspected for a number of purposes at different frequencies. The function of the ditch and its ability to hold and convey water is included in every inspection.

1) Litter: Inspected monthly by staff and the landscape vendor, follow-up inspections by staff of litter removal after vendor service is reported to be complete.
2) Grass: Inspected at least quarterly by staff prior to scheduling mowing services, follow-up inspections by staff of mowing after vendor service is reported to be complete.
3) Overgrowth: Considered in the quarterly inspection for grass mowing as well as dedicated inspections twice per year, follow-up inspections by staff of trimming after vendor service.
4) Grate at the northern discharge point: Monthly by staff

Reactive Inspections: Staff will respond to service requests on the following schedule:

1) Grass needs mowing, ditch needs trimming – Inspection and contact of the resident within three (3) business days with information on when additional service will be provided; and
2) Illegal dumping of debris in the ditch – Inspection and contact of resident within three (3) business days and coordination with Community Enhancement and Compliance.

Description and Frequency of Maintenance: Current maintenance includes:

1) Litter Removal: Monthly removal of litter by the vendor based on the agreement at the end of this Maintenance Plan. This service takes one to two days for the vendor to walk the entire 2.5 miles to inspect for and remove litter;
2) Debris Removal: This refers to large scale items such as appliances, building materials or furniture that have been illegally placed into the ditch. Removal is conducted as needed based on staff inspection and service requests received. This activity is coordinated with Community Enhancement and Compliance;

3) Grass Mowing: Quarterly mowing by the vendor based on the agreement at the end of this Maintenance Plan. Mowing is conducted one bank of the ditch at a time. A complete mowing service of the 2.5 miles of ditch takes between 60-70 hours. This may occur over the course of several weeks based on weather and the level of water in the ditch. Any areas that cannot be mechanically mowed are manually addressed with string trimmers;
4) Overgrowth Trimming: Twice annually by the vendor based on the agreement at the end of this Maintenance Plan as well as on demand based on inspections and service requests;
5) Re-sodding: Based on inspection as the ditch becomes established; and
6) Grate at the discharge point: A new grate is currently being fabricated and is expected to be installed Oct-Nov 2021. Removal of litter will be conducted monthly. Large scale debris will be removed as needed based on monthly inspections or service requests.

Future Maintenance: Since the ditch was rehabilitated and seeded March 2021, it required time for soils to settle and the grass to grow before staff provided notice to proceed with mowing using industrial equipment. Scheduling of maintenance is dependent upon maintenance agreement, the conditions in the ditch, and weather. The current schedule for future maintenance is as follows:

1) Mowing: This service was provided in June 2021 and August 2021. As of September 15, 2021, all areas of the ditch have been mechanically or manually mowed. The future schedule for mowing is November 2021, February 2022, May 2022, July 2022, and September 2022. This schedule provides an extra quarterly mowing service for the coming 12 months during the wet season when vegetation grows more rapidly.
2) Trimming of overgrowth: This service has not been performed since the ditch was rehabilitated in early 2021. An inspection of the entire ditch will be conducted the week of September 20th to determine locations requiring spot trimming. The next full trimming service will be scheduled in the November-December timeframe after the wet season.
3) Resodding/ Rip-Rap repair: A comprehensive review of the ditch will take place in late September and again in early 2022 to review how the ditch is becoming established and identify areas requiring fill or sodding.

Sedimentation Structure – Kentucky Ave

Function: A large concrete box which connects the discharge pipe from the Melrose Drainage Ditch to three separate conveyance pipe and captures silts and debris.

Quantity: One large structure

Pro-active Inspection Schedule: This structure is newly identified to be under City jurisdiction and as-builts (survey drawings that provide specification) are pending. It is anticipated that it will be inspected annually.

Reactive Inspections: Issues related to drainage ditch discharge will initiate an inspection of this structure.

Description of Maintenance: Potential maintenance includes:

1) Removal of accumulated silts and debris using a jet vactor; and
2) Repair of cracks in the structure.

Frequency of Maintenance: The structure was cleaned in early 2021. Future maintenance may require procurement of contractor support and incorporation into future operating budgets. This work will be scheduled and performed based on the outcome of the annual inspections.

Conveyance Pipes North of Drainage Ditch to the Centerline of Broward Boulevard

Function: Convey excess stormwater from the Melrose Park Drainage Ditch northward to the ultimate discharge point in the C-12 canal.

Quantity: Three; two 36-inch HDPE pipes and 1 elliptical corrugated metal pipe

Pro-active Inspection Schedule: Pro-active inspections will be based on inspection of the sedimentation structure on Kentucky Avenue.

Reactive Inspections: Issues related to drainage ditch discharge will initiate an inspection of these pipes.

Description of Maintenance: Potential maintenance includes:

1. Visual inspection through closed circuit television (CCTV);
2. Cleaning of the pipe using a jet vactor;
3. Repair of the pipe;
4. Lining of the pipe; and

5. Replacement of the pipe.

Frequency of Maintenance: The pipe was cleaned in the March 2021 timeframe. Partial as-builts (survey drawings that provide specification) are pending. It is anticipated that it will be inspected annually but additional investigation will determine a final inspection and maintenance frequency. Future maintenance may require procurement of contractor support and will be scheduled and performed based on the outcome of the annual inspections and issues related to ability to discharge from the Melrose Drainage Ditch.

Conveyance Pipes, Weirs, Sedimentation Structures, and Box Culverts North of Melrose Park in the City of Lauderhill

Function: Convey excess stormwater from the Melrose Park Drainage Ditch northward across Broward Boulevard through the City of Lauderhill to the ultimate discharge point in the C-12 canal.

Quantity: Three conveyance pipes (two 36-inch HDPE pipes and 1 elliptical corrugated metal pipe), one weir, three sedimentation structures, and two 7x7 ft box culverts

Inspection Schedule: Since this infrastructure is outside of the jurisdiction of the City of Fort Lauderdale, the City is initiating discussions with the City of Lauderhill to clarify roles and responsibilities related to this critical conveyance.

Description of Maintenance: Potential maintenance includes:

1. Visual inspection through closed circuit television (CCTV);
2. Cleaning of the structures and piping using a jet vactor;
3. Repair of the pipes or structures;
4. Lining of the pipe; and
5. Replacement of the pipe or structures.

Frequency of Maintenance: The conveyance pipes and structures several blocks north of Broward Boulevard were cleaned in the February – April 2021 timeframe. Future maintenance needs to be assigned and conducted based on discussions with the City of Lauderhill.

Future Considerations

In response to the flooding that occurred in October 2020 and following Tropical Storm Eta in November 2020, the City of Fort Lauderdale undertook a comprehensive investigation of the

stormwater management system. We learned that the configuration and characterization of the assets in the Stormwater Atlas needed to be refined. By following the conveyance, we discovered that the northern discharge point of Melrose Park in Fort Lauderdale crossed Broward Boulevard and continued into the City of Lauderhill. The replacement of concrete rip-rap with stone rip-rap at the culverts is likely to need additional types of maintenance not currently under contract. Finally, continuing litter concerns, including dumping by the upland residents into the ditch, will need to be addressed.

As Stormwater Operations continues to conduct the maintenance activities previously described, staff will move forward with the following additional efforts:

1) Continue to refine the stormwater asset inventory using funding already allocated for the Watershed Asset Management Plan, applying the principles of asset management to understand the ownership, specifications, materials, and conditions of the existing stormwater assets in Melrose Park.

2) Pursue an Interlocal Agreement with the City of Lauderhill to clarify roles and responsibilities to ensure that the stormwater conveyance outside of Fort Lauderdale's jurisdictional boundaries is consistently inspected and maintained. Allocate appropriate funding in the operational budget to perform needed work.

3) Engage the City of Lauderhill and the South Florida Water Management District to better understand the operational protocols for operating the gate on the C-12 Canal, the ultimate discharge point of Melrose Park stormwater.

4) Perform a comprehensive review of the ditch in September 2021 to identify locations:
    a. Requiring trimming;
    b. Requiring new sod or rip-rap repair;
    c. Requiring regrading;
    d. Where trees located on private property are impacting the ditch;
    e. Directing illicit discharges to the ditch; and
    f. Having two private fences which are trapping vegetation and weeds between them (see Figure 5).

5) Following expiration of the existing landscaping contract (Sept 2022)
    a. Include line items in the scope of work for future landscape maintenance contract for:
        i. Clearer expectation and performance metrics for grass trimming when the water levels prohibit mechanical mowing;

ii. Increased frequency of mowing during the wet season (June-November); and
iii. Spraying for terrestrial and aquatic weed control.

b. Allocate appropriate funding in the operational budget to perform needed work.

6) Request a budget amendment to fund installation of a fence within the City's right of way to reduce wind-blown trash and casual entry to the drainage ditch from the southwest corner of the neighborhood.

7) Continue to work with the City vendor to identify hot spots of illegal dumping into the ditch and coordinate with Community Enhancement and Compliance to take enforcement action where possible.

8) Pursue greater outreach with the Melrose Park community to better set expectations on drainage system maintenance and water retention.

9) Work with the Melrose Park community to address activities which impact aesthetics and function of the ditch:
   a. Illegal dumping of litter and debris by residents and others into the ditch;
   b. Removal by the homeowner of double fencing on private property adjacent to the ditch (see Figure 5);
   c. Support to escalate reporting of motorcycle and recreational vehicle accessing the ditch;
   d. Elimination of illicit discharge from private property into the ditch; and
   e. Trimming of trees located on private property but impacting the drainage ditch.

Figure 5: Grass and Weeds Growing between the Chain Link Fence Facing the Ditch and a Second Fence Facing the Private Property.

Melrose Park Drainage Ditch Maintenance Agreement Scope of Services and Annual Cost Estimate

This work was procured through Bid # 2020-007 in August 2020. Juniper Landscaping of Florida LLC was the awarded vendor. Due to the impacts of Tropical Storm Eta and subsequent rehabilitation and seeding of the ditch, the first quarterly mowing service was approved and provided in June 2021.

02. SCOPE OF SERVICES

All work must be pre-scheduled with the City in writing prior to performance and documented with a written report in a format acceptable to the City.

Contractor shall mow grass, weeds and/or vegetative ground cover to a low height of three (3) inches once each calendar year quarter (four times per year).

Should a ditch be full of water, Contractor shall trim grass and weeds as low as possible to the water's height. Contractor shall notify City's Contract Administrator and provide documentation of water levels for approval prior to performing trimming in lieu of mowing. Contract Administrator shall approve in writing.

The Contractor shall clean the area of all debris prior to mowing and shall remove from the site all litter, palm fronds, branches or any other items. All clippings, trimmings, branches, etc., collected from each service shall be removed upon completion of that day's service.

All other litter, debris, grass clippings, trimmings, palm fronds, branches shall be picked up, removed and properly disposed of. Any illegally dumped items that cannot be easily managed, or require special handling such as refrigerators, hazardous waste, etc. shall be immediately reported to the Contract Administrator for proper handling and removal by the City.

At no time may grass, weeds, litter, trash, debris or other materials be blown into the streets or gutters in accordance with City Ordinance Section 24-7 *Littering; Unlawful accumulations*.

Contractor shall line trim around all obstructions including signs, posts, fences, poles, trees, walls and slabs, etc. in order to maintain a neat appearance. Line trimming shall be performed concurrently with mowing activities once each calendar year quarter (four times per year) to a low-height of three (3) inches.

Trees and overgrowth shall be trimmed back twice annually, as directed by the Contract Administrator.

Contractor shall NOT utilize any defoliant, herbicide, or growth retardant for the purpose of restricting, preventing or removing growth in any manner without prior written approval from the Contract Administrator.

Contractor shall perform a physical inspection of the service area a minimum of one (1) time per month and remove debris including trash, litter, trash and fallen tree limbs. Any illegally dumped items that cannot be easily managed, or require special handling such as refrigerators, hazardous waste, etc. shall be immediately reported to the Contract Administrator for proper handling and removal by the City.

Contractor shall provide six (6) call-outs per calendar year quarter at the request of the Contract Administrator to remove debris including trash, litter and fallen tree limbs.

Contractor shall remove all invasive plants, stray trees and volunteer palm trees that are identified in the service area as mowing services are performed. (Refer to website http://www.fleppc.org/list/list.htm)

Mowing activities must be completed within 48 to 72 hours after notified of services needed by City staff.

Contractor shall notify the Contract Administrator in writing in the event of scheduling delays or changes, as well as to communicate any comments/complaints received from the general public.

03. SERVICE LOCATIONS

Some of the storm water ditches are located in the community of Melrose Park, which is bordered by Broward Boulevard on the north, Davie Boulevard on the south, State Road 7 (US 441) on the west and Indiana/Kentucky Avenue on the east. The ditches are approximately 2.5 miles long, approximately 20-30 feet wide, approximately 3 feet deep, with a slope of 1 foot every 3 feet. These ditches are predominantly covered with Bahia grass.

Please refer to Appendix A for a map of some of the storm water ditch locations. (See Appendix A below).

Contractor shall maintain all ditches including any adjoining City right of way such as:

Ditches: up to a private property line and/or paved roadway
Roads: any adjoining maintenance access roads or swales

04. CONTRACTOR RESPONSIBILITIES

Contractor must have a communication system such as a two-way radio or cellular phone to allow for on-time communications between Contractor and the City (includes Contract Administrator, office and field staff). Contractor shall provide Contract Administrator with the name and phone number of person in charge prior to beginning any work on site. Contractor must have capability to send and receive electronic correspondence (e-mail) in real time via cellular phone, laptop or tablet.

Contractor shall own or have access to the necessary vehicles, equipment and labor to perform the duties assigned.

Contractor shall demonstrate the ability to repair and maintain all vehicles and equipment to be used for this contract, or have established business accounts with licensed firms to perform these services.

If subcontractors are to be used, Contractor assumes all responsibility for performance under this contract.

Contractor shall provide a quote to staff before services are scheduled so that a Purchase Order can be created. Upon execution of this contract via purchase order, a written schedule including all mowing and trimming activities and litter inspections as prescribed in this bid. City reserves the right to accept or request changes to the schedule as submitted. Should the Contractor need to amend the schedule, Contractor shall provide the Contract Administrator this request in writing. City reserves the right to accept or deny any such request and will provide notice to the Contractor within two (2) business days of Contractor's written request.

Contractor shall provide completed log to Contract Administrator upon completion of all work within two (2) business days via electronic correspondence.

City will inspect all work within three (3) business days and notify Contractor in the event deficiencies are found.

Contractor will have two (2) business days to correct deficiency and resubmit updated daily worksheets. City will then re-inspect within one (1) business day to ensure corrected.

Any deficiency not addressed within the timeline established will result in a penalty of $250 per occurrence.

Should a deficiency fail to be corrected within five (5) business days, City shall notify Contractor in writing and secure alternative services to correct deficiency, including the use of City staff. Any expense shall be documented and deducted in full from Contractor's invoicing and payment.

05. HOURS AND DAYS OF SERVICE

Work shall be performed from 7:00 am to 6:00 pm, Monday through Saturday, unless otherwise approved by Contract Administrator in writing.

06. DISPOSAL

Contractor shall segregate materials collected as is practical to keep yard waste separate from bulk trash and shall direct such materials to the City's approved disposal site. Average tons collected for this service vary between 1.3 and 2.3 tons per quarter, with annual disposal tons between 6.5 and 9 tons. The City of Fort Lauderdale has a disposal agreement with Waste Management for yard waste and Wheelabrator for bulk trash. The current disposal fee is $37.00 per ton for yard waste and $36.49 per ton for bulk. Yard waste should be managed separately and disposed of separately from bulk and other materials. All disposal tickets shall be included with the Contractor's invoices and must be submitted before payment shall be processed by the City. Disposal tickets must reflect type of debris disposed (clean yard waste, bulk, trash) and show weights collected in either pounds or tons along with corresponding charges from the disposal facility. City shall reimburse Contractor for actual disposal fees. There shall be no mark up of disposal costs by the Contractor. If disposal fees for City-approved sites are increased during the contract period (generally October 1st each year) at no fault of the Contractor, Contract Coordinator shall request documentation and approve adjustment to cover the exact amount of the increase. Any disposal costs exceeding $5,000 annually shall be borne by the Contractor.

Waste Management's yard waste and Wheelabrator's bulk processing facilities are located at 3250 SW 50th Avenue in Davie.

The City reserves the right to direct disposal to another facility located within 15 miles of the City limits of Fort Lauderdale. The City shall provide written notice to the Contractor in the event of a change in the disposal facility at least 30 days in advance of the change.

If in the best interest of the City and the City agrees, the Contractor may use a private dumpster or roll-off dumpster on the job site and the Contractor shall be reimbursed for cost with no mark up. A copy of the invoice must be provided by the Contractor with their quarterly invoice submittal to the City. Failure to provide this will result in non-payment of these expenses by the City.

Small tree trimmings and vegetation shall be mulched and left on site.

Major tree trimmings shall be cut and transported to a disposal facility. If the tree trimmings are chipped, the chips may be spread and left on site with the authorization of the Contract Administrator.

07. CUSTOMER SERVICE

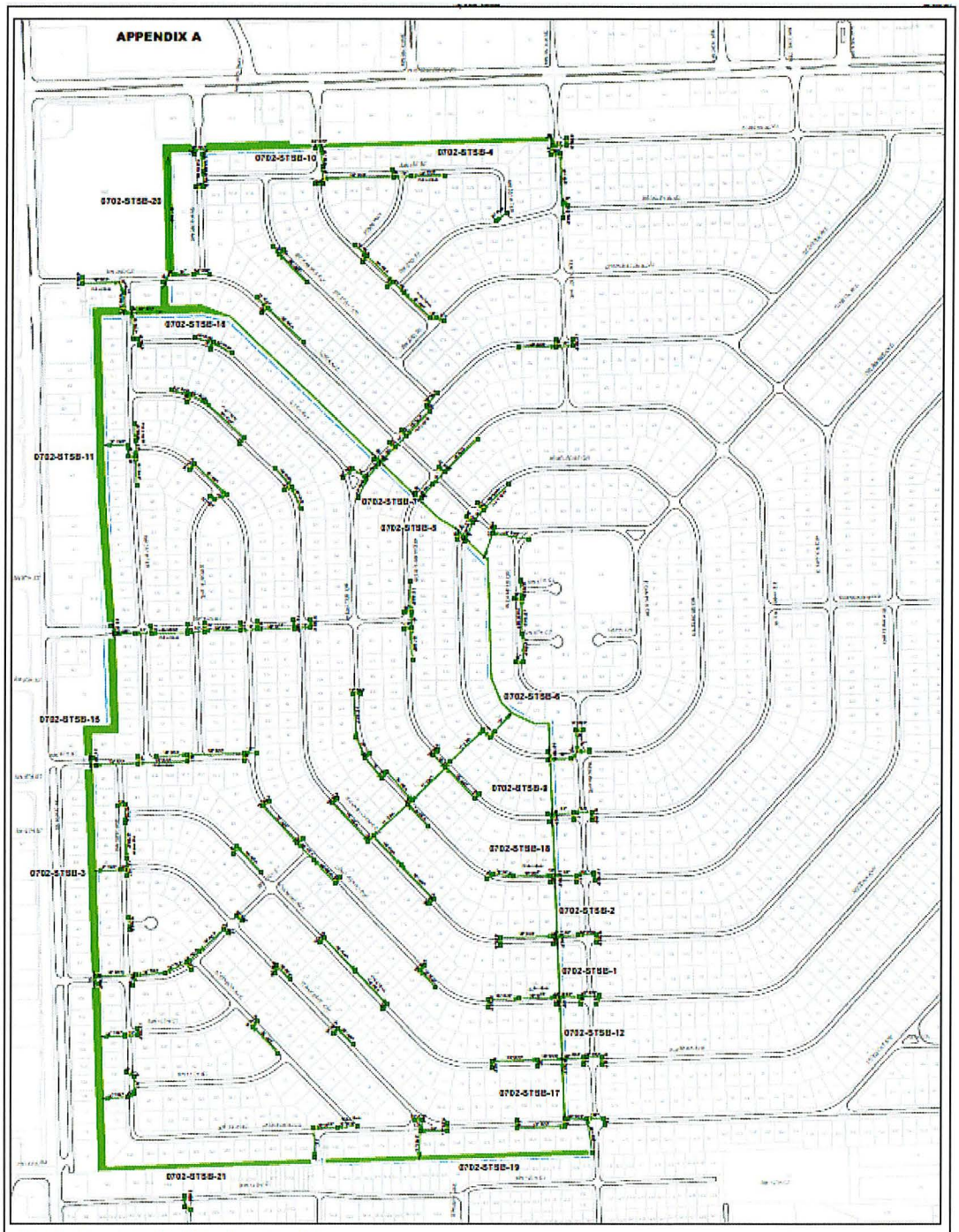
The City takes great pride in, and is committed to, providing a high level of customer service to our City residents. All Contractors are expected and required to meet this high-quality standard. The City's Customer Service Center will provide information to and receive calls from City customers. A Customer Service Representative will contact the Contract Administrator who will forward any complaints or requests to the Contractor for resolution. The Contractor will make every effort to respond within 24 hours or by 10am Monday morning in the event the call is received on a Saturday or Sunday. The Contractor will respond to the Contract Administrator in writing within 48-hours to provide a full response, including photo documentation if required, to close out the work request.

08. EMPLOYEE IDENTIFICATION

Employees shall wear a uniform consisting of a Contractor shirt and cap along with a Contractor-issued safety vest for identification.

09. ADDITIONAL WORK

The City may require additional task work of a similar nature, but not specifically listed in the contract. If the Contractor agrees to provide such services, the pricing on such additional work shall be based on pricing submitted on the bid sheet. If the price(s) offered are not acceptable to the City, the City reserves the right to procure those services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days prior written notice.



Melrose Park Drainage Areas

Exhibit B – Cost Sheet

City of Fort Lauderdale 2020-007

Juniper Landscaping of Florida, LLC

EXHIBIT B

~~Prestige Property Maintenance Inc.~~

Bid Contact **Tom Jacob**
tom@prestigepmm.com
Ph 954-584-3465
Fax 954-584-2185

Address **3300 sw 46 ave**
Davie, FL 33314

Item #	Line Item	Notes	Unit Price	Qty/Unit		Attch. Docs
2020-007--01-01	Melrose Drainage Ditch Quarterly Maintenance	**Supplier Product Code:**	**First Offer - $7,140.00**	4 / quarter	**$28,560.00**	Y
2020-007--01-02	Melrose Drainage Ditch Monthly Debris Inspection/ Removal	**Supplier Product Code:**	**First Offer - $800.00**	12 / month	**$9,600.00**	Y
2020-007--01-03	Extra Service - Mowing	**Supplier Product Code:**	**First Offer - $150.00**	1 / hourly rate	**$150.00**	Y
2020-007--01-04	Extra Service - Trimming	**Supplier Product Code:**	**First Offer - $95.00**	1 / hourly rate	**$95.00**	Y
2020-007--01-05	Extra Service - Debris Removal	**Supplier Product Code:**	**First Offer - $275.00**	1 / hourly rate	**$275.00**	Y
2020-007--01-06	Disposal Fee Reimbursement Allocation - $3000	**Supplier Product Code:**	**First Offer - $3,000.00**	1 / lump sum	**$3,000.00**	Y

Supplier Total **$41,680.00**

Anticipated annual costs with one additional mowing service provided:

A maximum of $60,000 was authorized annually for the contract. Under their existing authority, Procurement Services can extend that amount by $6,000 in Fiscal 2022. Based on this table, an additional mowing service of the entire ditch can be accomplished under this contract in the next 12 months.

Line Item	Unit Price	Qty/Unit	Total	Est Annual Service Cost
Melrose Drainage Ditch Quarterly Maintenance (Mowing)	**$7,140.00**	4 / quarter	**$28,560**	**$28,560**
Melrose Drainage Ditch Monthly Debris Inspection/Removal	**$800.00**	12 / month	**$9,600**	**$9,600**
Extra Service - Mowing	**$150.00**	1 / hourly rate	**$150**	**$9,000** Provides one extra mowing service at 60 hours @ $150
Extra Service - Trimming	**$95.00**	1 / hourly rate	**$95**	**$11,400** Trimming twice annually (60 hours per trim X $95)
Extra Service - Debris Removal	**$275.00**	1 / hourly rate	**$275**	**$2,750** Assumes five (5) service calls @ 2 hrs each
Disposal Fee Reimbursement Allocation - $3000	**$3,000.00**	1 / lump sum	**$3,000**	**$3,000**
		Supplier Total	$41,680	**$64,310**