STATEMENT OF WORK (SOW) FOR LANDSCAPING SERVICES AT THE CEREAL CROPS RESEARCH UNIT

1.0 PROJECT OVERVIEW This Statement of Work (SOW) outlines the requirements for professional landscaping services at the USDA-Agricultural Research Service Cereal Crops Research Unit, 502 WALNUT STREET Madison, WI 53726. The primary objective is to enhance the aesthetic appeal, functionality, and ecological value of the facility grounds by updating the landscaping throughout the property. This contract has two parts, first is the removal of existing landscaping, renovation of existing patio pavers, addition of updated lighting, and installation of native plants; the second is ongoing maintenance of the grounds. This SOW covers a base year of comprehensive services with four (4) subsequent option years for recurring maintenance.

2.0 BACKGROUND The Cereal Crops Research Unit requires professional landscaping services to maintain its exterior grounds, improve the overall appearance of the facility, and promote biodiversity through the strategic integration of native plant species. This project aims to create a sustainable and visually appealing environment conducive to the unit's mission. Most of the existing landscaping was installed almost 20 years ago.

3.0 SCOPE OF WORK The Contractor shall provide all necessary labor, supervision, materials, supplies, tools, equipment, and transportation required to perform the landscaping services as described herein. All work shall be performed in a professional, safe, and environmentally responsible manner, adhering to all applicable federal, state, and local regulations.

3.1 General Requirements Applicable to All Years:

- All work shall be coordinated with the designated Government Point of Contact (POC).
- The Contractor shall maintain a clean and safe work environment at all times.
- The Contractor shall dispose of all debris, trimmings, and removed materials off-site in an environmentally sound manner.
- Personnel shall be identifiable (e.g., uniforms, company vehicles) and conduct themselves professionally.
- The Contractor shall be responsible for securing the work area and ensuring the safety of personnel, visitors, and property.

3.2 Base Year (Year 1) Services: The Base Year services will focus on initial site transformation and establishment, and also include mowing and lawn fertilization services.

3.2.1 Site Preparation and Demolition:

- Remove existing designated ground cover, non-native vegetation, and other specified landscaping elements (e.g., small shrubs, weeds, mulch, rock) from areas identified by the Government POC.
- Existing vegetation should be removed from the facility and disposed of by the Contractor.
- Prepare planting beds, including tilling, soil amendment (as necessary, e.g., compost, organic matter), and grading to ensure proper drainage and optimal conditions for new plant installation.

3.2.2 Patio Paver Renovation:

- In the areas designated as "front entrance of building" and "courtyard patio" by the Government POC, the Contractor shall:
    - Remove existing patio pavers.
    - Level and prepare the sub-base and bedding layer to ensure proper drainage and a stable foundation.
    - Power wash all pavers to thoroughly clean the surface.
    - Re-install the existing patio pavers according to industry best practices, ensuring a uniform and level surface.
    - Seal the cleaned pavers with a high-quality, durable sealant to protect against stains, weathering, and weed growth in joints.
- Any damaged pavers identified during removal shall be brought to the attention of the Government POC for replacement consideration (replacement cost, if any, to be agreed upon separately or specified in the contract).

3.2.3 Lighting Upgrade and Installation:

- Upgrade existing exterior lighting fixtures and/or install new lighting in areas designated by the Government POC and identified in Appendix B: Site Map

- Lighting fixture selection should be approved by Government POC prior to installation and should consider the architectural style and design of the facility exterior.
- All electrical work shall be performed by licensed professionals and comply with the National Electrical Code (NEC) and all local building codes.
- Ensure all new lighting is energy-efficient and provides adequate illumination for safety and aesthetics.

3.2.4 Native Plant Installation:

- Procure, transport, and install native plants as detailed in Appendix A: Native Plant List and located according to a site plan provided by the Government POC.
- All plants shall be healthy, disease-free, appropriately sized, and suitable for the local climate.
- Installation shall include proper planting techniques, initial watering, and mulching (if specified) to promote establishment.

3.2.5 Wood Mulch Installation:

- Provide and install double-shredded hardwood mulch in all designated plant beds (Appendix B) to a depth of 3 inches.

3.2.6 Edging Installation:

- Provide and install professional-grade landscape edging to define garden beds, walkways, and mulched areas as detailed in the project plan (Appendix B).

3.2.7 Initial Plant Establishment and Watering:

- Water all newly installed native plants as required, or as weather conditions dictate, to ensure proper establishment throughout the Base Year. The Contractor shall maintain records of watering dates.

3.2.8 Mowing Services:

- Mow all designated turf areas weekly, or as required to maintain a neat and uniform appearance (typically from May to October).
- Mowing services include trimming around all obstacles (e.g., buildings, trees, light poles, renovated patio areas), edging along paved surfaces and landscape beds, and blowing clippings clear of all hard surfaces.

3.2.9 Grass Maintenance:

- Weed Control: Apply pre-emergent and/or post-emergent weed killer to all turf areas as needed to control broadleaf weeds and undesirable grasses. Applications shall be timed for maximum effectiveness and comply with all environmental regulations.
- Fertilization: Apply appropriate seasonal fertilizer blends to all turf areas to promote healthy growth and color.
- Aeration: Perform fall core aeration on all turf areas to improve soil structure, water penetration, and root development.
- Overseeding: Following fall aeration, overseeding of lawn to fill soil core holes with seed, crucial for increasing turf density, enhancing stress resistance, and repairing bare spots.
- All applications to comply with environmental regulations and safety guidelines.

3.2.10 Fall Cleanup: Perform an extensive cleanup of all landscaped areas at the end of the growing season. This includes thorough removal of fallen leaves, debris, and preparing landscape beds for winter (e.g., cutting back perennials as appropriate).

3.2.11 Plant Warranty:

- Provide a one (1) year warranty on all newly installed plants. Any plant that dies within this one-year period due to reasons other than neglect by the Government, vandalism, or natural disaster (e.g., extreme weather events outside normal conditions) shall be replaced by the Contractor at no additional cost to the Government. Replacement plant installation shall include proper planting techniques, initial watering, and mulching as needed to promote establishment and blend into the other existing landscaping.

3.3 Option Year Services (Option Years 1, 2, 3, and 4): Each option year, if exercised, will include recurring maintenance services.

3.3.1 Regular Seasonal Mowing:

- Mow all designated turf areas weekly, or as required to maintain a neat and uniform appearance (typically from May to October) including trimming around obstacles, edging, and blowing clippings clear of all hard surfaces.

3.3.2 Annual Grass Maintenance:

- Weed Control: Apply pre-emergent and/or post-emergent weed killer to all turf areas annually, as needed.
- Fertilization: Apply appropriate seasonal fertilizer blends to all turf areas annually.
- Aeration: Perform core aeration on all turf areas annually.
- Overseeding: Following fall aeration, overseeding of lawn to fill soil core holes with seed, crucial for increasing turf density, enhancing stress resistance, and repairing bare spots.
- All applications to comply with environmental regulations and safety guidelines.

3.3.3 Spring and Fall Cleanups:

- Spring Cleanup: Perform a comprehensive cleanup of all landscaped areas at the beginning of the growing season. This includes removal of winter debris, fallen leaves, small branches, and general tidying. Edging of all landscape beds and pathways. Pruning of all trees as needed to remove dead branches or diseased areas.
- Fall Cleanup: Perform an extensive cleanup of all landscaped areas at the end of the growing season. This includes thorough removal of fallen leaves, debris, and preparing landscape beds for winter (e.g., cutting back perennials as appropriate).

3.3.4 Plant Replacement Budget:

During Option Years, the Contractor shall ensure pricing is figured in to the quote for: replacement of existing plants that may have died due to natural causes, disease, or other reasons.

4.0 PERIOD OF PERFORMANCE The period of performance shall consist of a one (1) Base Year and four (4) one-year Option Years, if exercised by the Government.

- Base Year: Dates will be determined at time of award for 12 months
- Option Year 1: dates will coincide with ending of base year *
- Option Year 2: dates will coincide with ending of OY1*
- Option Year 3: dates will coincide with ending of OY2 *
- Option Year 4: dates will coincide with ending of OY3 *

* Each Option year is for a period of 12 months, beginning the day after each prior option year ends

5.0 DELIVERABLES The Contractor shall provide the following deliverables:

- Base Year:
    - Completed site preparation and demolition.
    - Renovated, washed, and sealed patio pavers re-installed in designated areas.
    - Installed and fully functional new/upgraded lighting.
    - Installed native plants.
    - Records/logs of initial plant watering.
- All Years (Base and Option Years):
    - Completed mowing services (weekly/as required).
    - Completed annual grass maintenance (weed killer, fertilization, aeration, overseed).
    - Completed Spring and Fall cleanups (Option Years).
    - Report on plant replacements.
    - Invoices for services rendered.

6.0 GOVERNMENT RESPONSIBILITIES The Government shall:

- Provide access to the work site during normal business hours (e.g., Monday-Friday, 7:00 AM - 5:00 PM).
- Designate a Government Point of Contact (POC) for coordination and oversight.
- Provide access to water sources for irrigation and plant establishment.
- Provide Appendix A: Native Plant List and Appendix B: Site Map
- Review and approve Contractor's work plans and schedules.
- Facilitate background check for Contractor employees as required.

7.0 CONTRACTOR RESPONSIBILITIES The Contractor shall:

- Provide all necessary labor, supervision, materials, supplies, tools, and equipment.
- Adhere to all federal, state, and local safety regulations, including OSHA standards.
- Coordinate all work activities and schedules with the Government POC.
- Maintain appropriate liability and workers' compensation insurance.
- Ensure all personnel are qualified and, if required, undergo necessary background checks.
- Comply with all environmental regulations regarding chemical applications and waste disposal.

8.0 QUALITY ASSURANCE The Government POC will conduct periodic inspections to ensure compliance with the SOW requirements. Work shall be performed to industry-accepted standards of quality and aesthetics. Any deficiencies identified by the Government POC shall be corrected by the Contractor within a mutually agreed-upon timeframe at no additional cost.

9.0 ACCEPTANCE CRITERIA Services will be accepted upon satisfactory completion of all tasks as verified by the Government POC. Acceptance will be based on the work being performed to a professional standard, meeting all specifications outlined in this SOW, and achieving the desired aesthetic and functional outcomes.

10.0 SECURITY REQUIREMENTS Contractor personnel shall adhere to all facility security protocols, background checks, sign-in/sign-out procedures, and access restrictions as directed by the Government POC. All personnel working on-site must be legally authorized to work in the United States.

11.0 APPENDICES

- Appendix A: Native Plant List (To be provided by the Government)
- Appendix B: Site Map (Indicating areas for removal, new lighting, new plantings, maintenance, and clearly marking the patio paver renovation areas, to be provided by the Government)