

REQUEST FOR PROPOSAL - CONSTRUCTION SERVICES FOR GREENING RICHMOND PUBLIC LIBRARIES INITIATIVE IN RICHMOND, VIRGINIA

I. Introduction: The James River Association (JRA), a 501(c)(3) nonprofit organization, is requesting proposals from qualified contractors for construction services to be provided at Ginter Park Branch Library in the City of Richmond, Virginia. Proposals should include the contractor's summary of qualifications and past experience working on similar projects, implementation plan with schedule and costs, and contact information of three references. Proposals should be emailed to Justin Doyle of the James River Association at jdoyle@thejamesriver.org by close of business on Monday, August 26, 2024.

II. Background: Stormwater runoff generated by impervious surfaces such as asphalt and concrete is a threat to the health of the James River. JRA is working alongside Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, and Four Winds Design to plan, design, and implement stormwater management solutions at Richmond Public Library branches through the Greening Richmond Public Libraries initiative. After receiving input on stormwater management and green infrastructure solutions that could be installed at and around Ginter Park Branch Library from the community and stakeholders, the Greening Richmond Public Libraries partnership worked together to finalize plans for the library branch. Plans for Ginter Park Branch Library were approved by Richmond's City Planning Commission on June 18, 2024.

III. Project Description: JRA, in partnership with Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, and Four Winds Design is seeking a qualified contractor to implement approved plans for Ginter Park Branch Library prepared by Four Winds Design. Ginter Park Branch Library is located at 1200 Westbrook Avenue, Richmond, Virginia.

IV. Project Goals and Objectives: The primary goal of this project is to reduce stormwater runoff by improving stormwater management through the installation of green infrastructure at Ginter Park Branch Library. Planned green infrastructure is designed to intercept stormwater in an effort to improve local water quality, create welcoming outdoor spaces on library grounds, and educate and inspire residents to implement river-friendly conservation practices at home through JRA's River Hero Homes program. To achieve these goals, JRA and its partners are implementing a portion of the James River and Tributaries Implementation Plan established by the Virginia Department of Environmental Quality which recommends a suite of Best Management Practices to improve water quality and remove these waters from the state's 303(d) list of impaired waterways.

V. Scope of Work: The selected contractor shall provide all goods and services described in the drawings except for plants, mulch, and labor to install them. JRA and Four Winds Design will be responsible for ordering plants and mulch and coordinating their installation using volunteer assistance. After plants and mulch are installed, the selected contractor will need to return to the site for a final cleanup and confirmation of critical grades.

Services to be provided by the selected contractor include the following tasks.

Task 1: Secure Permits

Four Winds Design will work with the contractor to secure all permits necessary to start construction and bring the project to a successful completion. Copies of all permits associated with the project shall be provided to JRA.

Task 2: Schedule and Attend Preconstruction Meeting

An on-site preconstruction coordination meeting shall be scheduled within 30 days of the construction start date. Meeting attendees should include contractor project manager and masonry subcontractor, staff members from JRA, Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, Four Winds Design, New Market Grounds Corporation (current maintenance contractor), and SOAR365.

Task 3: Implement Site Plan

After securing all necessary permits for the project, the selected contractor is solely responsible for the installation of components according to the approved plan for Ginter Park Branch Library (excluding plant material and mulch). Please direct questions regarding site design, construction detailing, and drawing interpretation/material substitutions to Drew Harrigan of Four Winds Design, LC at drew@fourwindsdesign.net.

All work associated with the Greening Richmond Public Libraries initiative must conform to the requirements of all authorities in that jurisdiction, and shall conform to all environmental regulations and requirements by the required permits and the following general requirements:

- **Air:** Employ construction practices that minimize dust production and emissions from engine combustion. Limit unnecessary idling of vehicles and machinery.
- **Soil & Water:** Avoid using materials that can leach toxic chemicals into the environment. Prevent toxic chemicals from entering storm drains and sewers. Prevent soil erosion and contamination by following the approved erosion and sediment control plan.

- **Waste Management:** Employ processes that ensure waste generation is minimal. All waste must be managed and disposed of in a responsible and legal manner.

Task 4: Schedule and Attend Post-Construction Meeting

After successfully implementing the plan for Ginter Park Branch Library, an on-site post-construction meeting shall be scheduled and held. Meeting attendees should include staff members from JRA, Richmond Public Library, Richmond Department of Public Utilities/RVAH2O, Four Winds Design, New Market Grounds Corporation (current maintenance contractor), and SOAR365.

VI. Project Schedule: The plans are currently being reviewed by City of Richmond departments for permitting purposes. The project should be substantially completed by November 29, 2024. This will allow time for volunteers to be coordinated to install plants and mulch by December 31, 2024. Contractor to submit a project schedule upon bid award, see separation of bids below.

VII. Contractor Requirements: The selected contractor must be in compliance with the laws regarding conducting business in the Commonwealth of Virginia. The selected contractor shall provide evidence that it is registered to do business in Virginia with the Virginia State Corporation Commission (SCC), holds an appropriate General Contractor's license issued by the Department of Professional and Occupational Regulation (DPOR) – Board for Contractors, is not debarred and is in good standing with the SCC and DPOR.

The selected contractor shall meet the General Liability Insurance, Automobile Liability Insurance, Worker's Compensation Insurance, and Contractors License requirements listed below.

- General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate
- Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident
- Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance, with a limit of \$500,000 for each occurrence
- Class "A" Contractors License in the State of Virginia with Highway Heavy specialty classification

VIII. Proposals: Proposals should include a summary of the contractor's qualifications and experience working on similar projects, implementation plan with schedule and costs (see

Separation of Bids), and contact information of a minimum of three references. Please note value engineering may be necessary.

- **Separation of Bids:** The implementation plan with schedule and costs should be separated as follows:

Element	Description/ notes
Gutter Leaf Screens	
Preconstruction excavation	expose existing below ground piping for modification
Mobilization/ port-a-potty/ dumpsters	
Erosion & Sediment control, tree protection	
Tree removal and specialty handling	
Repour damaged curbing	parking lot northwest corner
Reset library sign	
Benches & Standing Stones	
Arbor	
Bioretention Basins 1-3	
Bioretention Basins 4 & 5	
Infiltration Trenches	
Pervious pavers	
Site grading and mound	
Concrete walks and patio	
Concrete cheek walls, bee markers, curbing	curbing repair not included, proposed curbs only
Conveyance channels, stormwater infrastructure	
Interpretive Sign	
Ornamental gravel & edging	north side of building and at relocated sign
Planting bed preparation	
Transplants	
Miscellaneous	

JRA will employ good faith efforts to engage disadvantaged/minority/women business enterprises by reaching out to DBE/MBE/WBE firms to submit proposals. Proposals will be evaluated based on staff qualifications, past experience, project cost, and approach to bringing the project to a successful completion. JRA reserves the right to cancel this RFP, to reject any or all proposals in whole or part, to waive any technicalities or formalities, and to determine in its sole discretion which proposal will serve in the best interests of the project. JRA further reserves the right to cancel an award or Notice of Intent to award, at any time prior to the execution of a contract, without any liability on its part. This RFP is not a contract or commitment and JRA is not responsible for any expenses that may be incurred during the preparation of a proposal responding to it.

VIII. Contractor Selection Schedule: The contractor selection schedule is as follows.

- July 25, 2024: RFP is sent to prospective contractors and posted to project webpage
- August 26, 2024: Proposals received by JRA
- August 27-30, 2024: Proposals reviewed and contractor interviews scheduled
- August 30, 2024: Determination of contract award and Notice of Intent to Award sent

X. Conclusion: Please direct questions about the Greening Richmond Public Libraries initiative and the project at Ginter Park Branch Library to Justin Doyle, the James River Association's Director of Community Conservation, at jdoyle@thejamesriver.org. Proposals should be emailed to Justin by close of business on Monday, August 26, 2024.

Contact Information:

Mr. Justin Doyle
Director of Community Conservation
James River Association
16 S. 17th Street, Suite 100
Richmond, VA 23219
jdoyle@thejamesriver.org
(804) 543-5479

Greening Richmond Public Libraries

IMPROVING THE HEALTH OF THE JAMES RIVER BY REDUCING STORMWATER POLLUTION

Ginter Park Branch Library

1200 Westbrook Avenue, Richmond, 23227

LEGEND

- AC UNIT
- BOLLARD
- ELEC. BOX
- ELEC. METER
- GAS METER
- GAS VALVE
- LIGHT POLE
- SIGN
- TELE. PED.
- WATER METER
- ELEC. TRANSFORMER
- ADA PARKING
- UTILITY POLE
- IRRIGATION VALVE BOX
- 1X1 DROP INLET
- STORM MH
- CLEAN OUT
- FIBER HANDHOLE
- TRAFFIC HANDHOLE
- TRAFFIC LIGHT POLE
- WATER VALVE

- U.G. WATER
- U.G. GAS
- O.H. TELEPHONE
- CONCRETE

- Downspout locations
- Downspout location, goes below ground
- Unknown 4" PVC pipe with clean out or inspection port
- Erosion & Sediment Control

- Existing Trees & Shrubs To Be Preserved:
- Silt Fence, see detail
- 8" Silt Soxx, (2) see detail

Proposed Elements, see details

- (6) Reclaimed granite benches (currently on site)
- (17) Bee Zone Markers
- (4) Standing Stones (currently on site)
- Pervious Pavers:
 - ~385 square feet, Front Walk
 - ~18 square feet, southern walk
 - ~20 square feet, eastern walk
- Concrete

NOTES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITIES ARE ONLY PARTIALLY SHOWN ON THIS PLAN, CONTACT MISS UTILITY.

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*ALL EXCAVATED SOILS INCLUDING ORGANICS SUCH AS MINIMAL MULCH AND REMOVED TURF SHALL BE USED TO BUILD THE MOUND, SEE LAYOUT PLAN. EXCAVATED GRAVEL AT 1" OR SMALLER FROM THE EXISTING OLD ROADBED MAY ALSO BE USED BUT SHALL BE PLACED AT THE BOTTOM OF THE MOUND. SEE NOTES ON LAYOUT PLAN FOR FULL CONSTRUCTION METHOD.

IRRIGATION SYSTEM BY RICHMOND IRRIGATION AND MANAGED BY LANDSCAPE ARCHITECT. FOLLOW CONDUIT LOCATIONS AND SALVAGE EXISTING COMPONENTS WHERE POSSIBLE DURING DEMOLITION.

CONTRACTOR TO ALLOW ONE WEEK IN PROJECT SCHEDULE FOR ROUGH IN OF IRRIGATION SYSTEM. CONTRACTOR MAY BE ON SITE BUT MUST STAY OUT OF THE WAY (ALIGN WITH CONCRETE POUR/ MASONRY/ PAVERS, ORNAMENTAL GRAVEL, ARBOR SCHEDULE, ETC).

CONTRACTOR TO DOCUMENT DEPTHS OF BASIN EXCAVATION AND EXPLORATORY EXCAVATION (STORMWATER INFRASTRUCTURE EXPOSURE) WITH PHOTOS IN REAL TIME. UPLOAD TO DROPBOX WITH LINK PROVIDED BY LANDSCAPE ARCHITECT.

THE RELOCATED LIBRARY SIGN SHALL BE CAREFULLY EXCAVATED AND SET IN PLACE WITH NEW CONCRETE. A NEW SIGN (PROVIDED BY RPL) WILL HANG ON THE EXISTING POLE. TOUCH UP POLE WITH RUSTOLEUM BLACK SPRAY PAINT AFTER COMPLETION.

THE TURF NOTED FOR KILL BY HERBICIDE (AND ANY OTHER TURF THE CONTRACTOR CHOOSES TO REMOVE WITH HERBICIDE) SHALL BE FULLY KILLED WITH TWO ROUNDS OF APPLICATION ALLOWING AT LEAST TWO WEEKS BETWEEN APPLICATIONS. BE SURE TO ELIMINATE WIRE GRASS.

COMPOST OR A BEDDING MIX SHALL BE TILLED INTO THE SOIL A DEPTH OF 6" IN ALL PLANTING AREAS EXCEPT WHERE SOIL IS TO BE REMOVED (THIS CAN BE REPLACED WITH A HIGH GRADE TOPSOIL. FINISHED GRADE OF ALL TOPSOIL SHALL BE 3" BELOW HARDSCAPE ELEVATIONS.

ALL DEBRIS SHALL BE REMOVED FROM THE SOIL IN ALL PLANTING AREAS.

FOLLOWING BED PREPARATION BY THE CONTRACTOR VOLUNTEERS WILL INSTALL THE PLANTS (EXCEPT TRANSPLANTS, SEE PAGE 6) AND MULCH. THIS WILL BE SCHEDULED PER CONTRACTORS PROJECT TIMELINE BUT WILL BE A HARD DATE AT LEAST ONE MONTH AHEAD OF TIME. CONTRACTOR TO COMPLETE SITE CLEANUP INCLUDING POWERWASHING OF SURFACES AFTER VOLUNTEER WORK DAYS (TWO WEEKENDS ANTICIPATED).

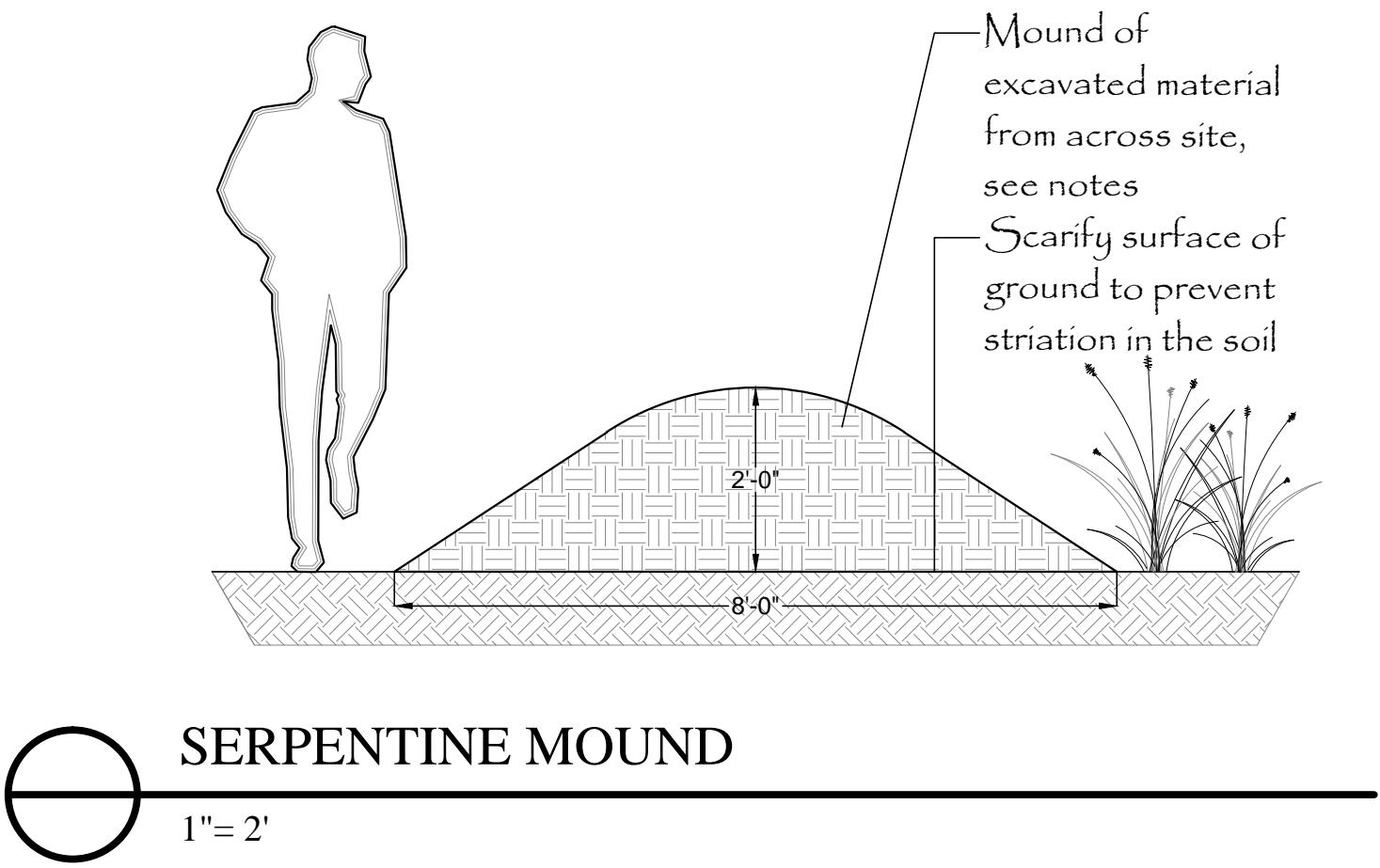
ALL DISTURBED AREAS PROPOSED AS TURF SHALL BE SEEDDED WITH A BLEND OF 75% TALL FESCUE AND 25% ANNUAL RYE AT A RATE OF 70 LBS PER ACRE OR 1.5 LBS PER 1000 SQ FT. PROVIDE STARTER FERTILIZER AT RATE PER MANUFACTURER. USE FULLY DECOMPOSABLE STRAW NETTING ON ALL SLOPES IN EXCESS OF 10%, INCLUDING MOUND. ALL SOIL IN TURF AREAS SHALL BE LOOSE, FRIABLE, FREE OF DEBRIS, AND WELL DRAINED.

CONTRACTOR TO PERFORM SITE WALK THROUGH WITH LANDSCAPE ARCHITECT, REPRESENTATIVES FROM THE JAMES RIVER ASSOCIATION, AND RICHMOND PUBLIC LIBRARIES LEADERSHIP JUST BEFORE VOLUNTEER WORK DAYS FOR PUNCH LIST. CONTRACTOR TO PERFORM SECONDARY WALK THROUGH WITH LANDSCAPE ARCHITECT AT 12 MONTHS FROM COMPLETION TO IDENTIFY AREAS FOR RE-SEEDING AND ADDITION OF TOPSOIL IN AREAS OF SETTLEMENT ON THE MOUND. THIS SHALL BE BILLED AS TIME AND MATERIALS AT THE TIME OF WALK THROUGH AS A SEPARATE PROJECT.

ADDITIONAL DIMENSIONS AND LAYOUT NOTATION PROVIDED WITH CONSTRUCTION DOCUMENTS.

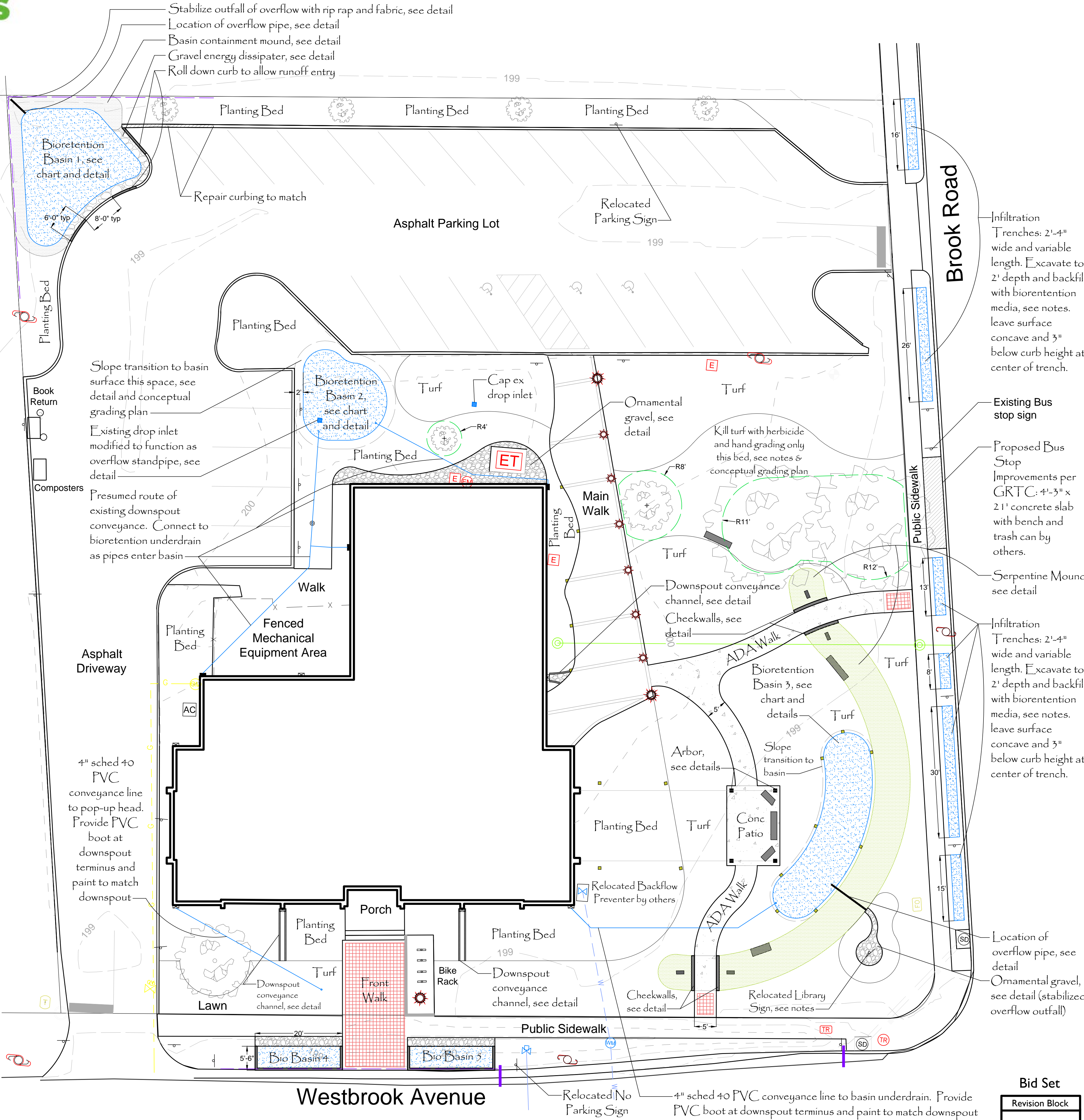
THIS DRAWING PRINTS TO SCALE ON 24 X36" PAPER AND SHOULD BE PRINTED IN COLOR. DO NOT USE NOT-TO-SCALE OR BLACK AND WHITE DRAWINGS FOR FIELD WORK OR CONSTRUCTION.

CONTRACTOR TO SUBMIT SPEC SHEET FOR THE BIORETENTION MEDIA AND PROVIDE A MOCK-UP OF THE CONCRETE FINISHING FOR THE CHECKWALLS/ BEE MARKERS AND MOCK-UP OF DOWNSPOUT CONVEYANCE CHANNELS.



Greening Richmond Public Libraries: DCR Bioretention Design Standards Compliance, Ginter Park Branch

BMP	DCR Design Standard	Sizing	Ponding Depth	Media Depth	Gravel Sump Depth	Calculated Storage Depth	Infiltration Rate	Underdrain
Basin 1*	Table 9.3, Level One	CDA= 10,360 sq ft impervious, 178 pervious 549 sq ft required, 558 sq ft provided	3"	36"	1'-3"	1.5	< .5'/ hr	6" perf PVC
Basin 2	Table 9.3, Level One	CDA= 4311 sq ft impervious, 1774 pervious 300.18 sq ft required, 304 sq ft provided	3"	36"	8"	1.26	> .5'/ hr	none
Basin 3	Table 9.3, Level One	CDA= 5342 sq ft impervious, 9016 pervious 407.15 sq ft required, 407.3 sq ft provided	3"	36"	1'-3"	1.5	> .5'/ hr	6" perf PVC
Basin 4	Table 9.3, Level One	CDA= 1156 sq ft impervious, 460 pervious 88.18 sq ft required, 95 sq ft provided	3"	24"	12"	1.15	> .5'/ hr	none
Basin 5	Table 9.3, Level One	CDA= 683 sq ft impervious, 415 pervious 54.54 sq ft required, 95 sq ft provided	3"	24"	12"	1.15	> .5'/ hr	none
Infiltration Trenches, (7)	none	2'-4" wide, length varies	none	24"	none	n/a	n/a	none



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Downspout location, goes below ground
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Existing Trees & Shrubs To Be Preserved:
Silt Fence, see detail
8" Silt Soxx, (2) see detail

Proposed Elements, see details

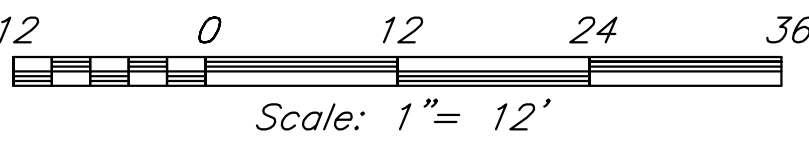
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Greening Richmond Public Libraries: DCR Bioretention Design Standards Compliance, Ginter Park Branch

Table with 9 columns: BMP, DCR Design Standard, Sizing, Ponding Depth, Media Depth, Gravel Sump Depth, Calculated Storage Depth, Infiltration Rate, Underdrain. Rows include Basin 1 through Basin 5 and Infiltration Trenches.



Conceptual Grading Plan
Not for construction



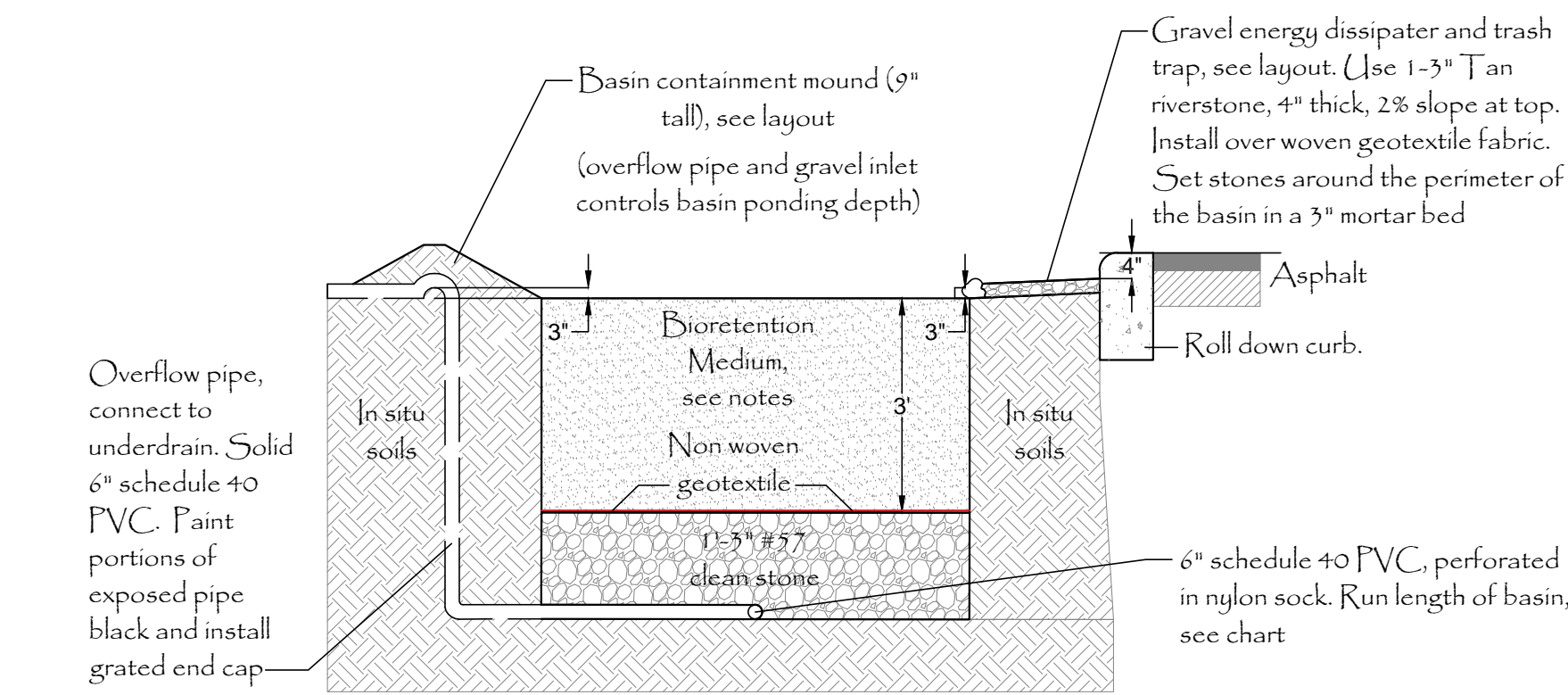
Bid Set
Revision Block
Date: 7-23-24
Sheet 3 of 6

Greening Richmond Public Libraries

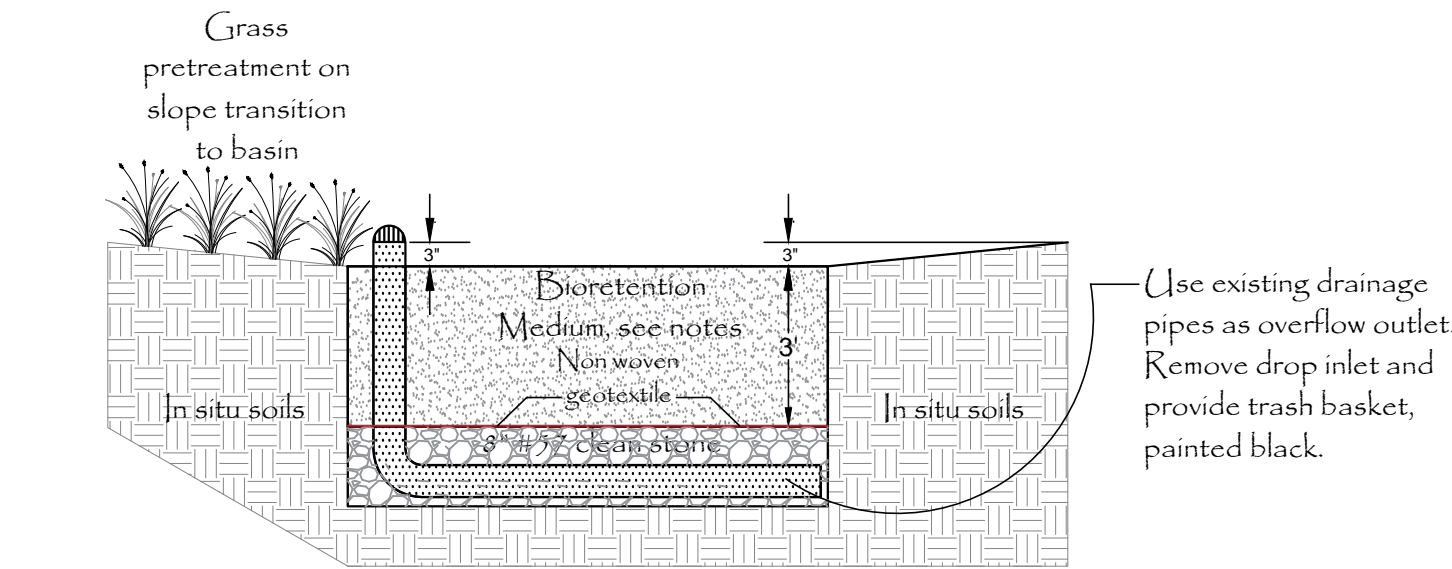
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Ginter Park Branch Library

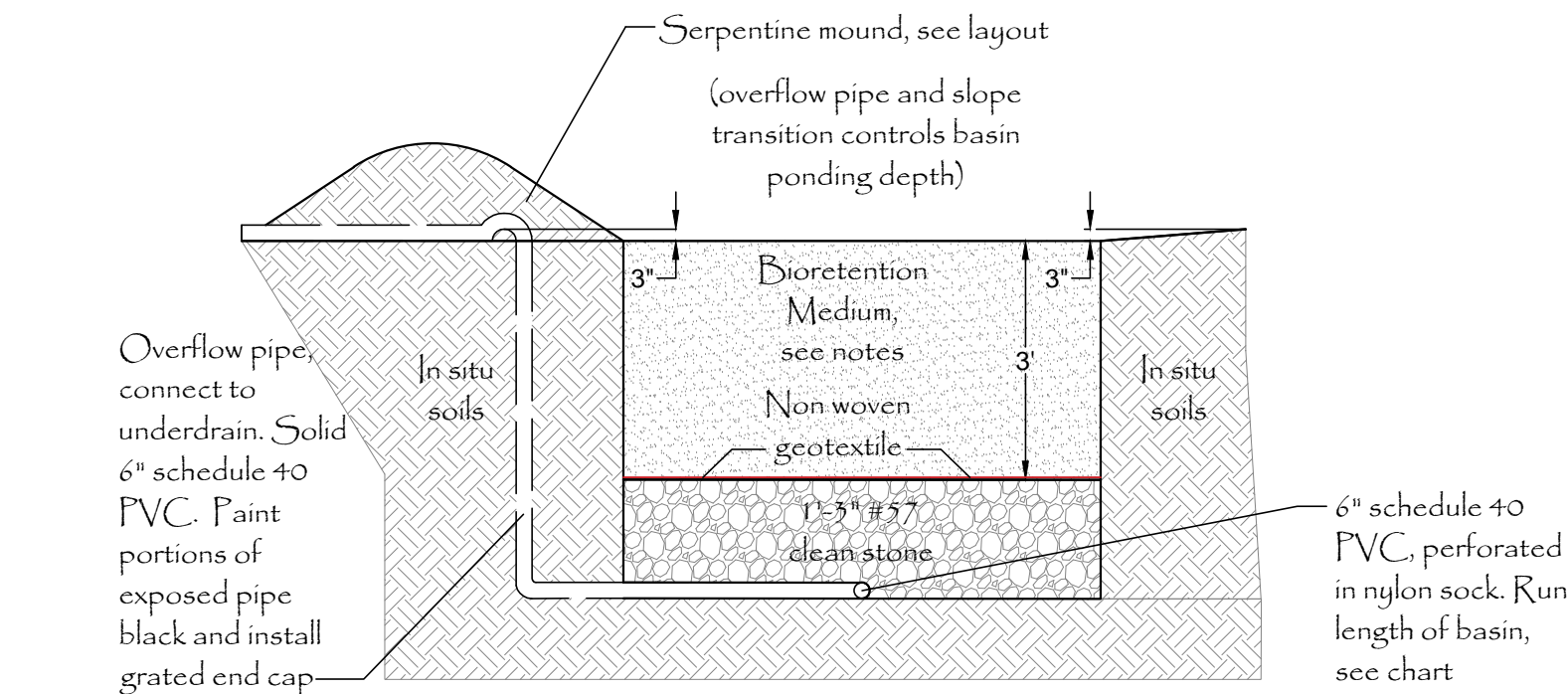
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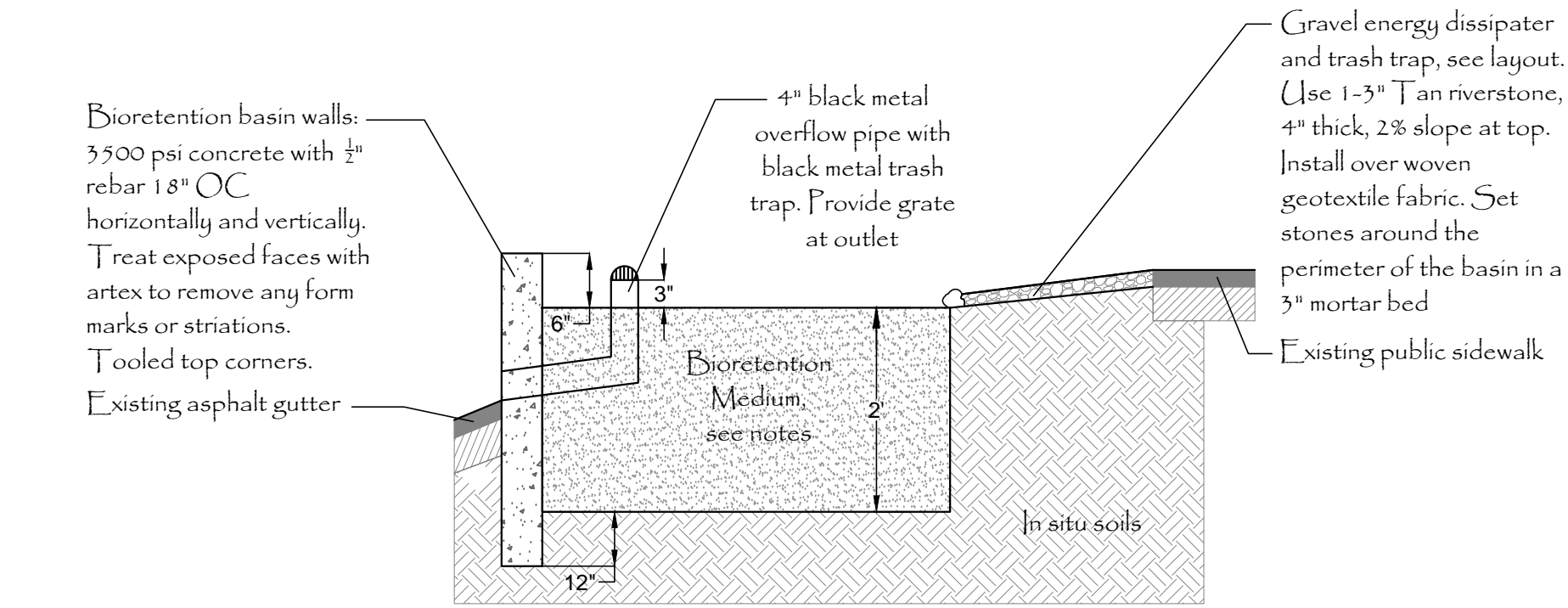
BIORETENTION BASIN 1
NO SCALE



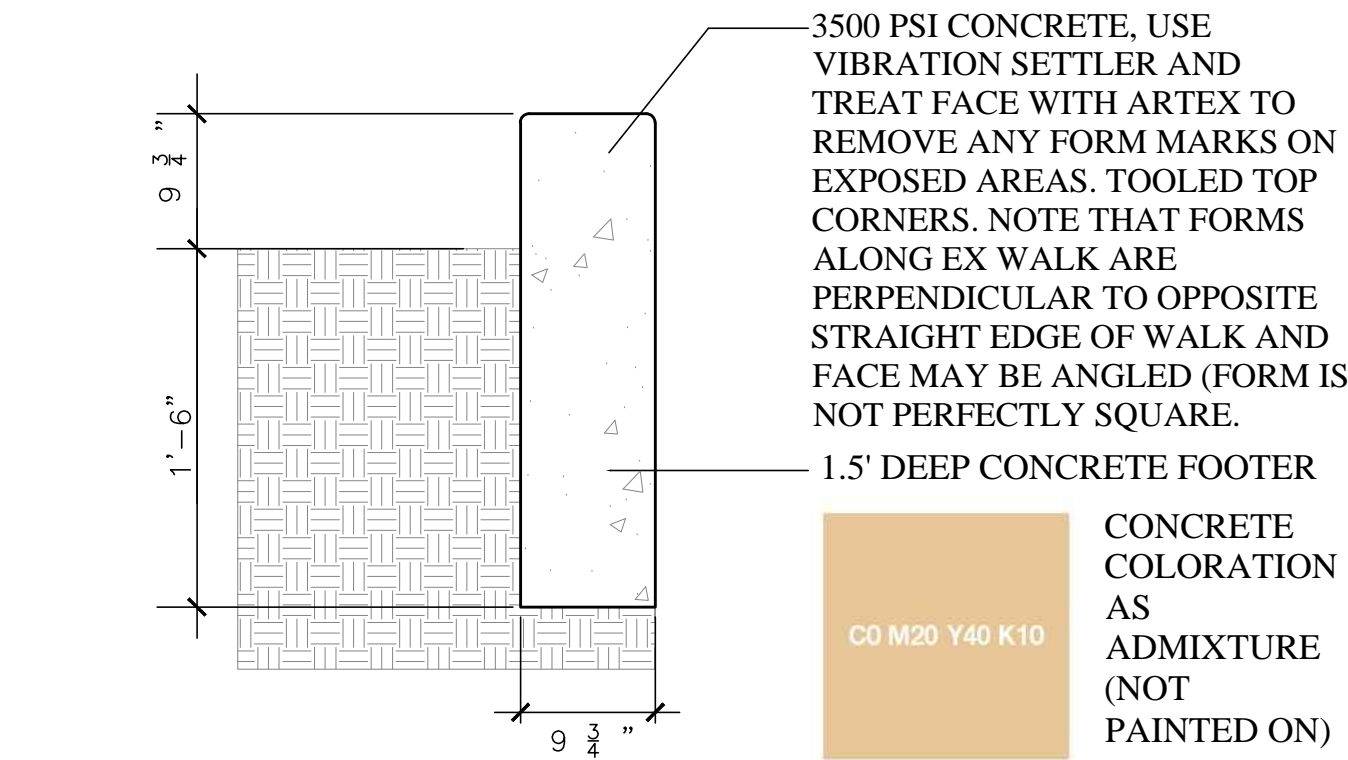
BIORETENTION BASIN 2
NO SCALE



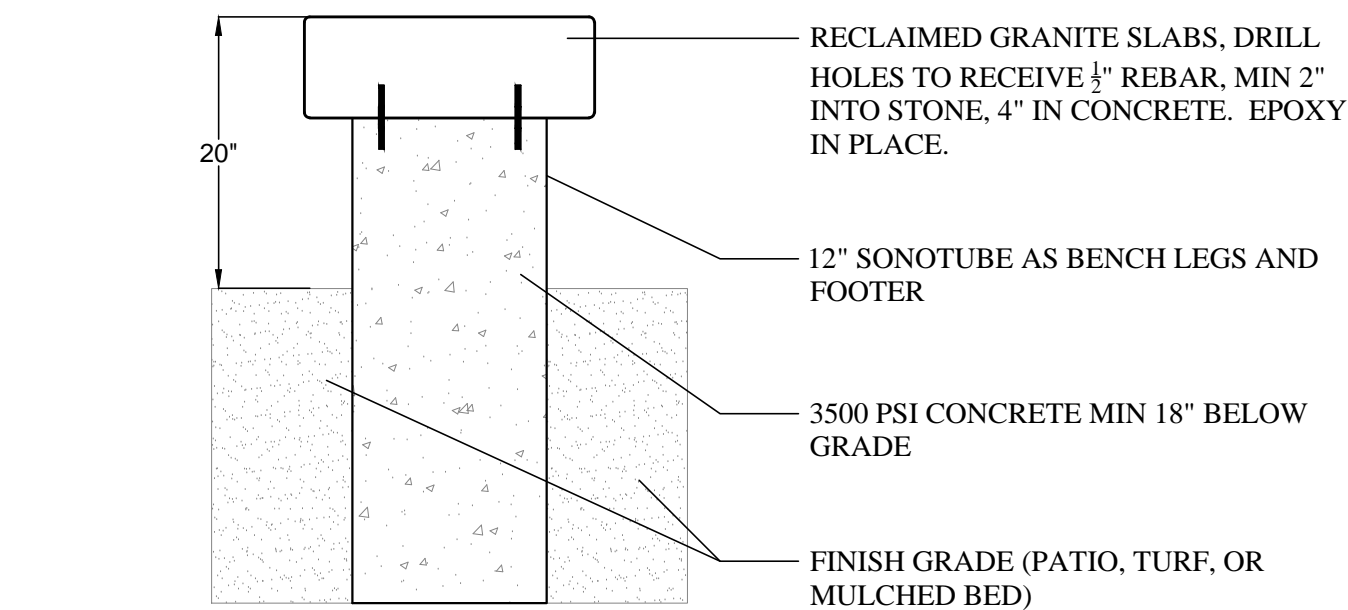
BIORETENTION BASIN 3
NO SCALE



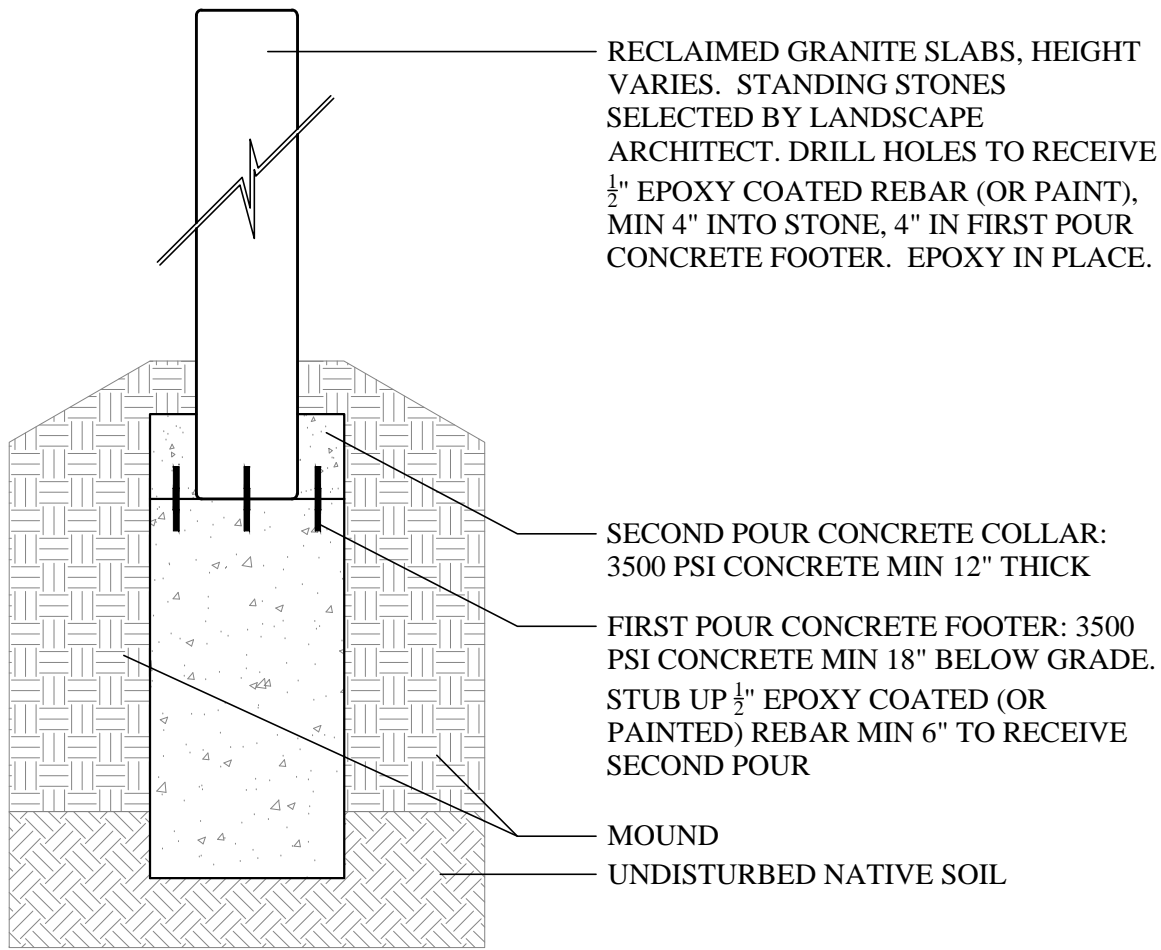
BIORETENTION BASINS 4 & 5
NO SCALE



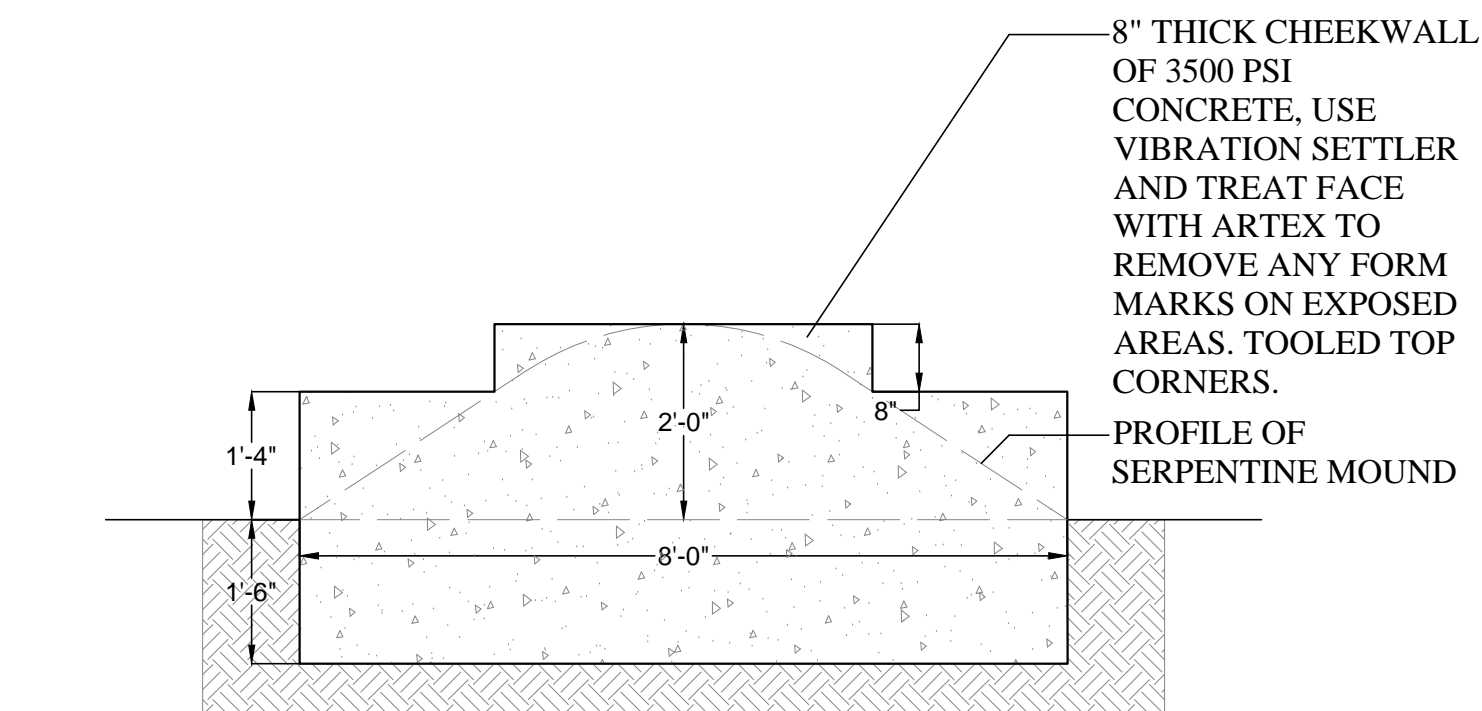
BEE ZONE BOUNDARY MARKERS
NO SCALE



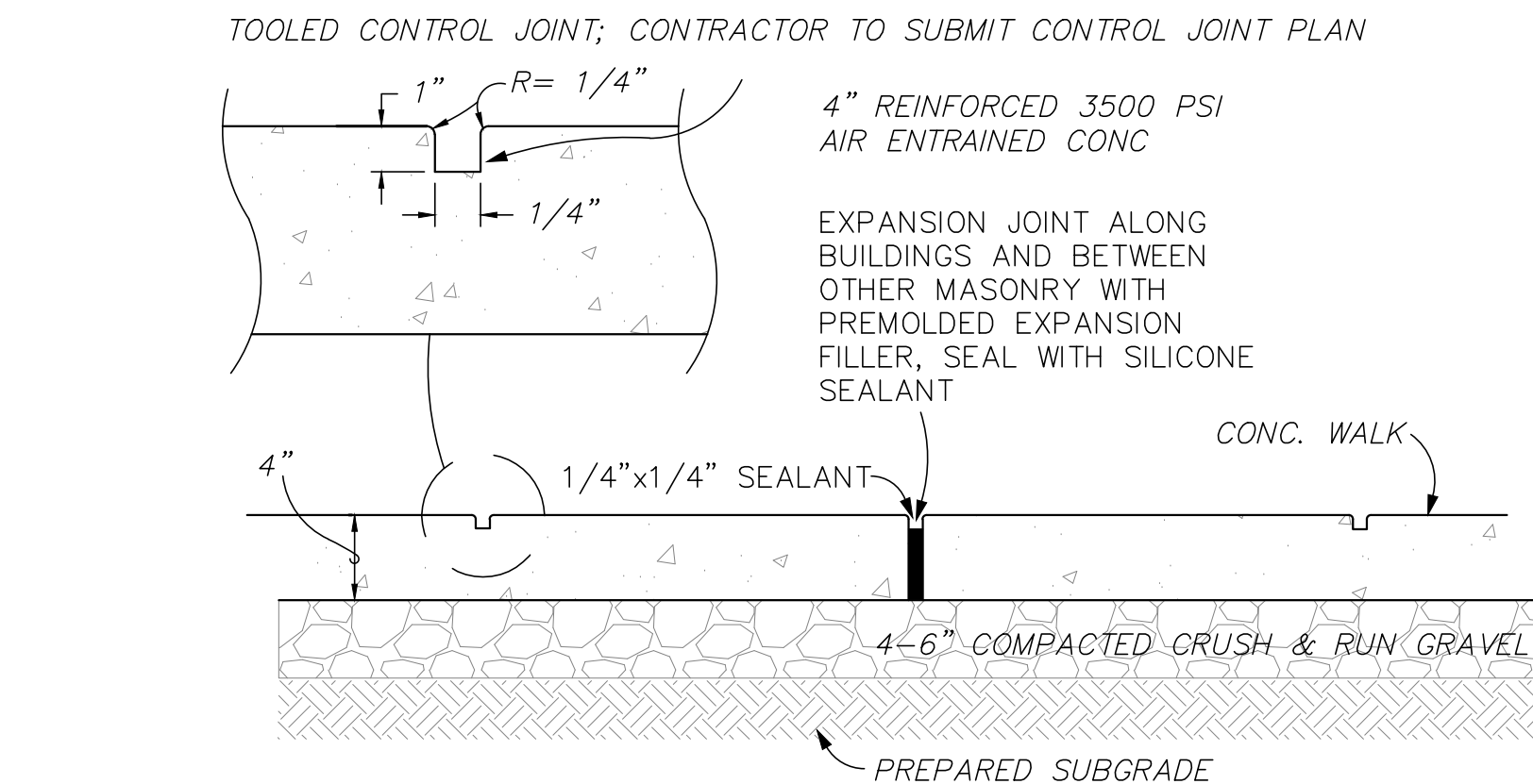
RECLAIMED GRANITE BENCHES
NO SCALE



RECLAIMED GRANITE STANDING STONES
NO SCALE



CONCRETE CHEEK WALLS
1" = 2'



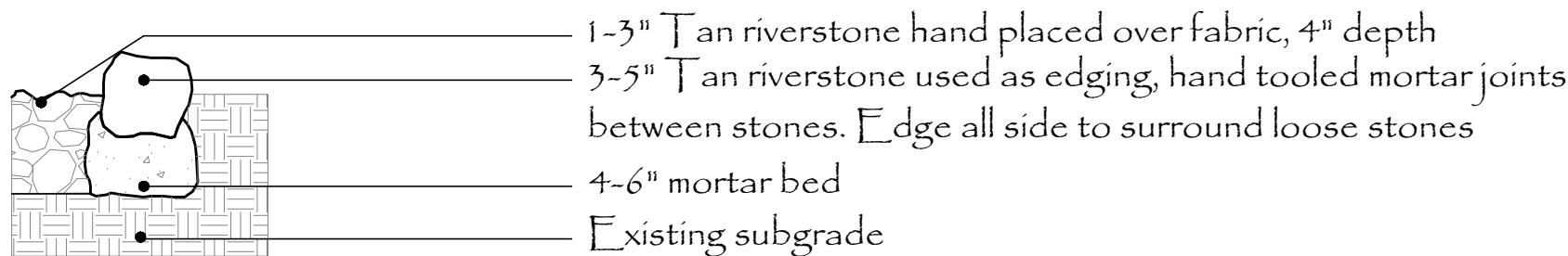
CONCRETE WALKS AND PATIO
NO SCALE

Greening Richmond Public Libraries

IMPROVING THE HEALTH OF THE JAMES RIVER BY REDUCING STORMWATER POLLUTION

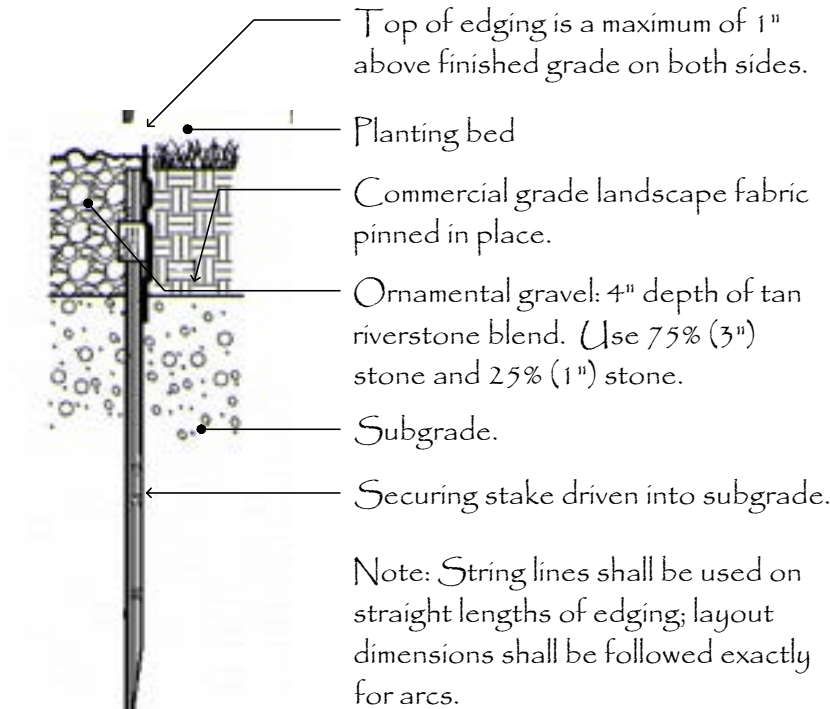
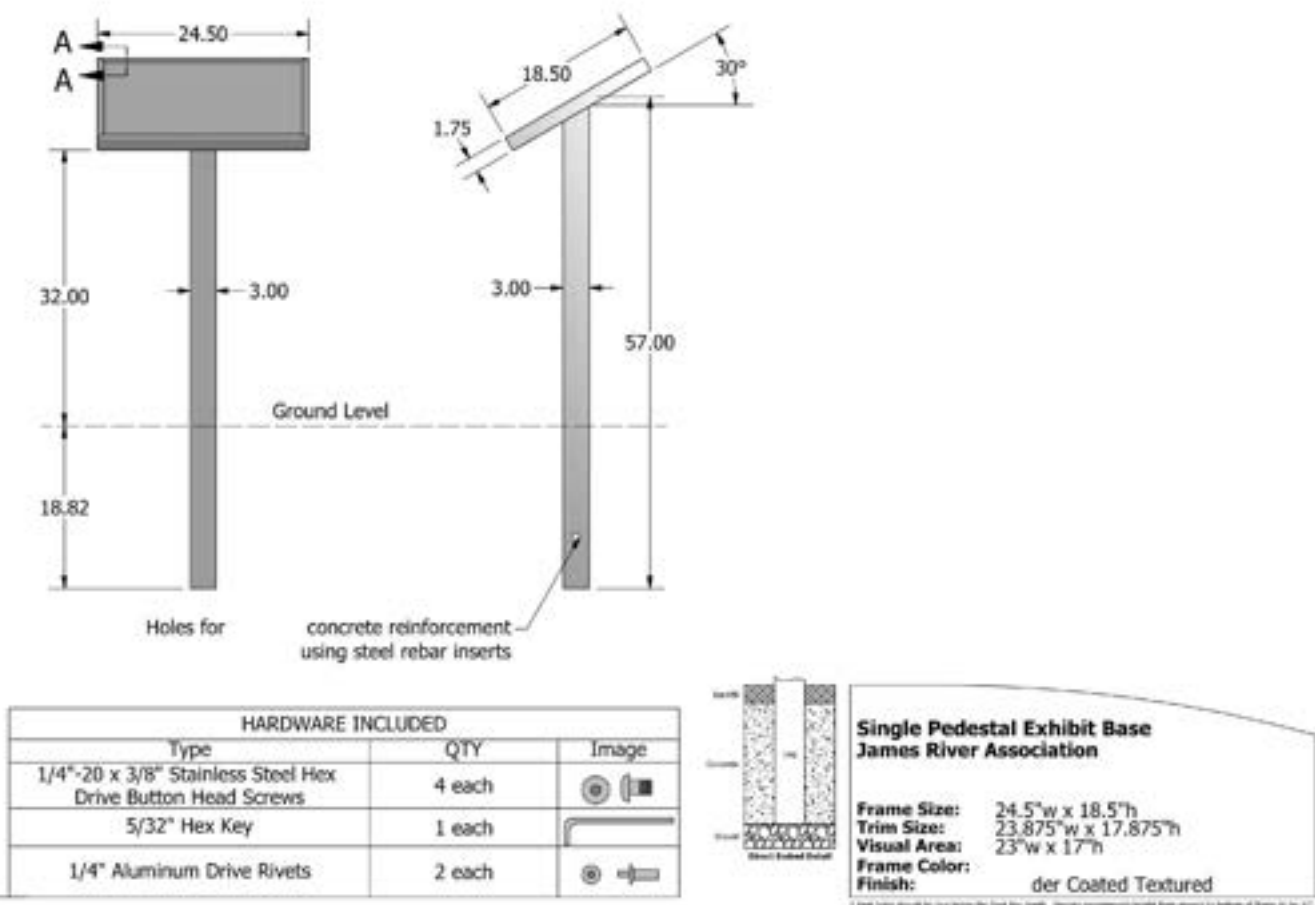
Ginter Park Branch Library

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DOWNSPOUT CONVEYANCE CHANNELS

NO SCALE

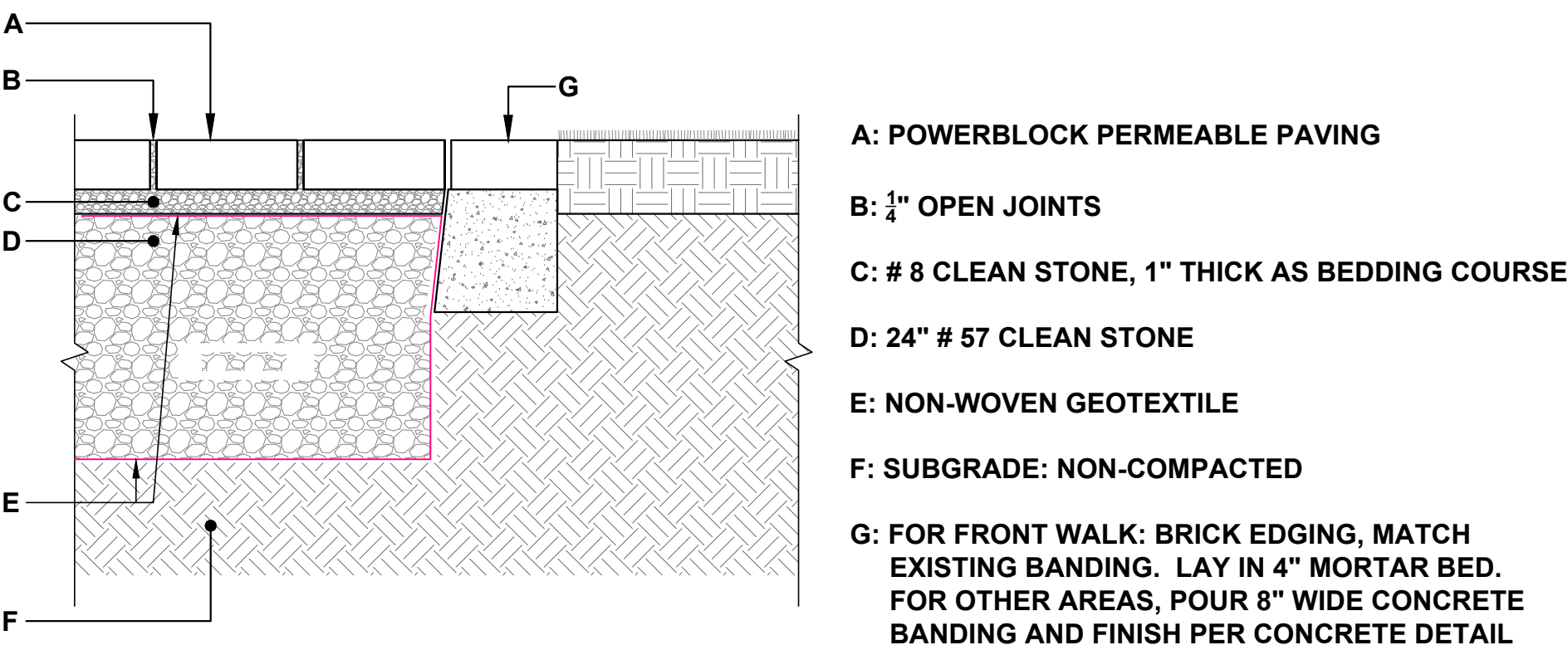


ORNAMENTAL GRAVEL & EDGING

NO SCALE

INTERPRETIVE SIGN

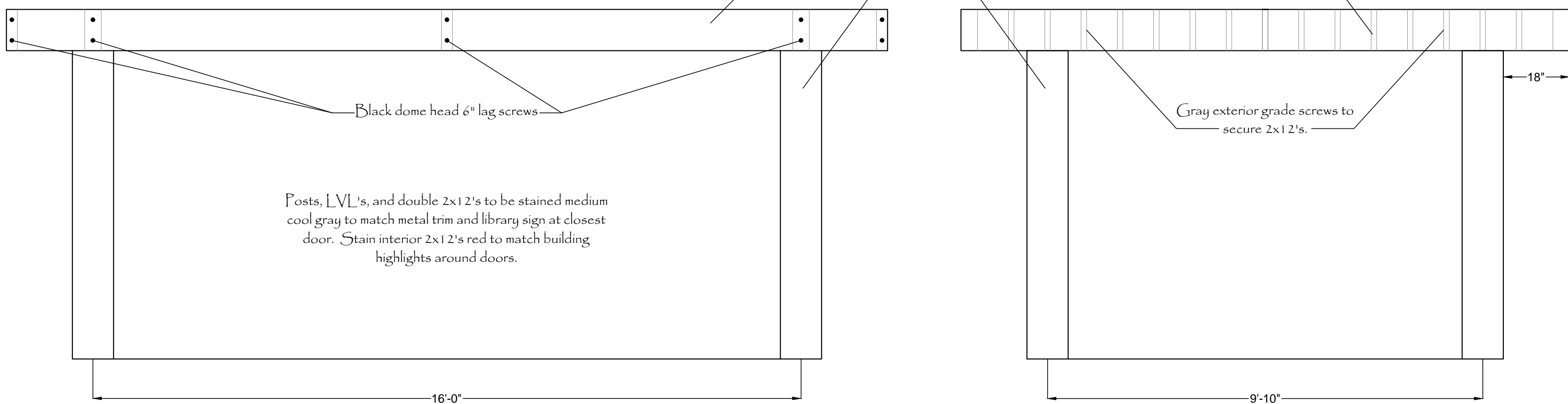
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PERVIOUS PAVERS

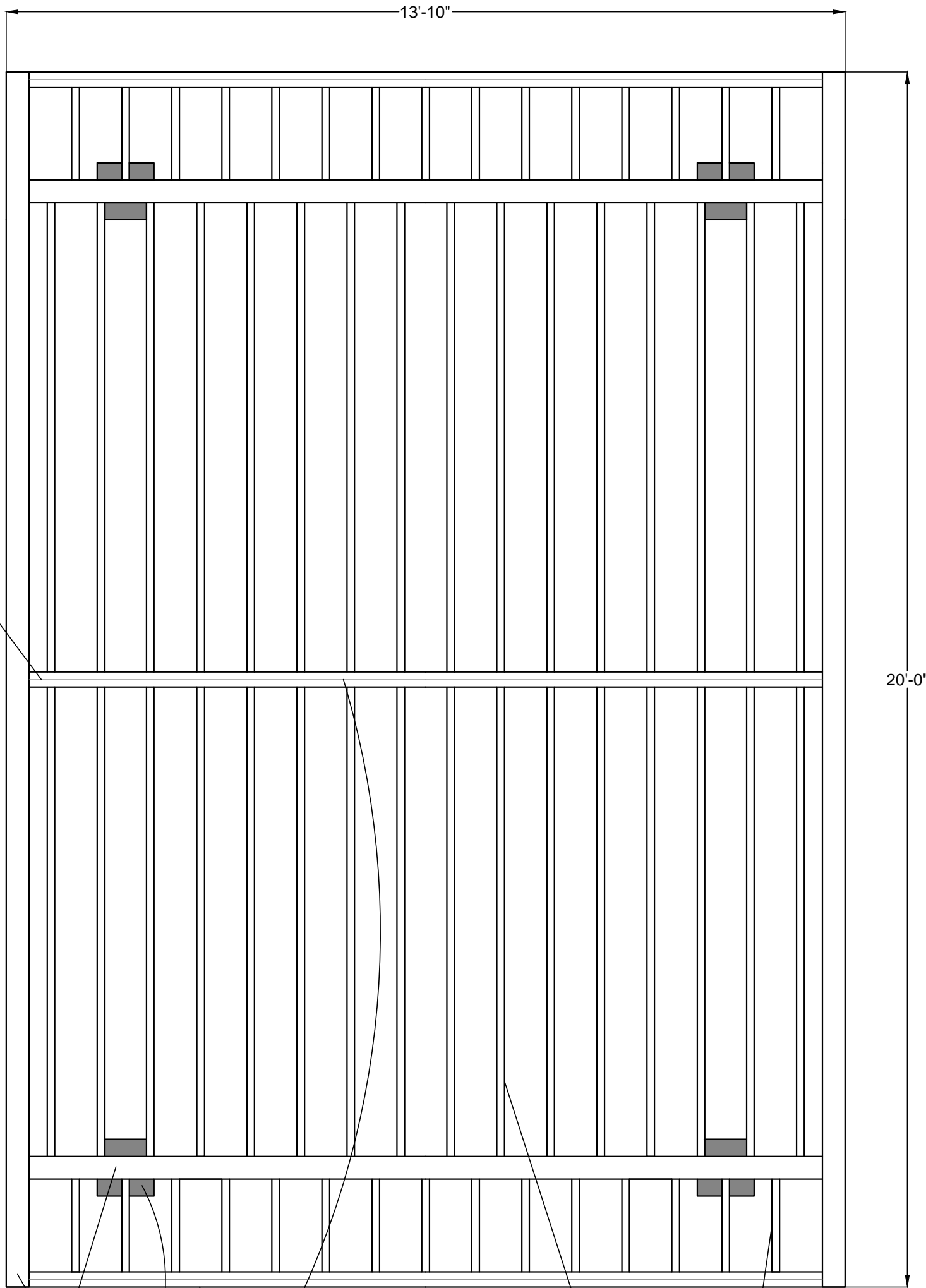
NO SCALE

THIS DETAIL HAS NOT BEEN REVIEWED BY A STRUCTURAL ENGINEER AND IS FOR BID PURPOSES ONLY. UPON BID AWARD AN ENGINEER WILL BE ENGAGED TO SPECIFY EXACT DIMENSIONS OF THE LVL'S. ALL OTHER LUMBER IS ASSUMED FEASIBLE.



ARBOR

NO SCALE



Greening Richmond Public Libraries

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Ginter Park Branch Library

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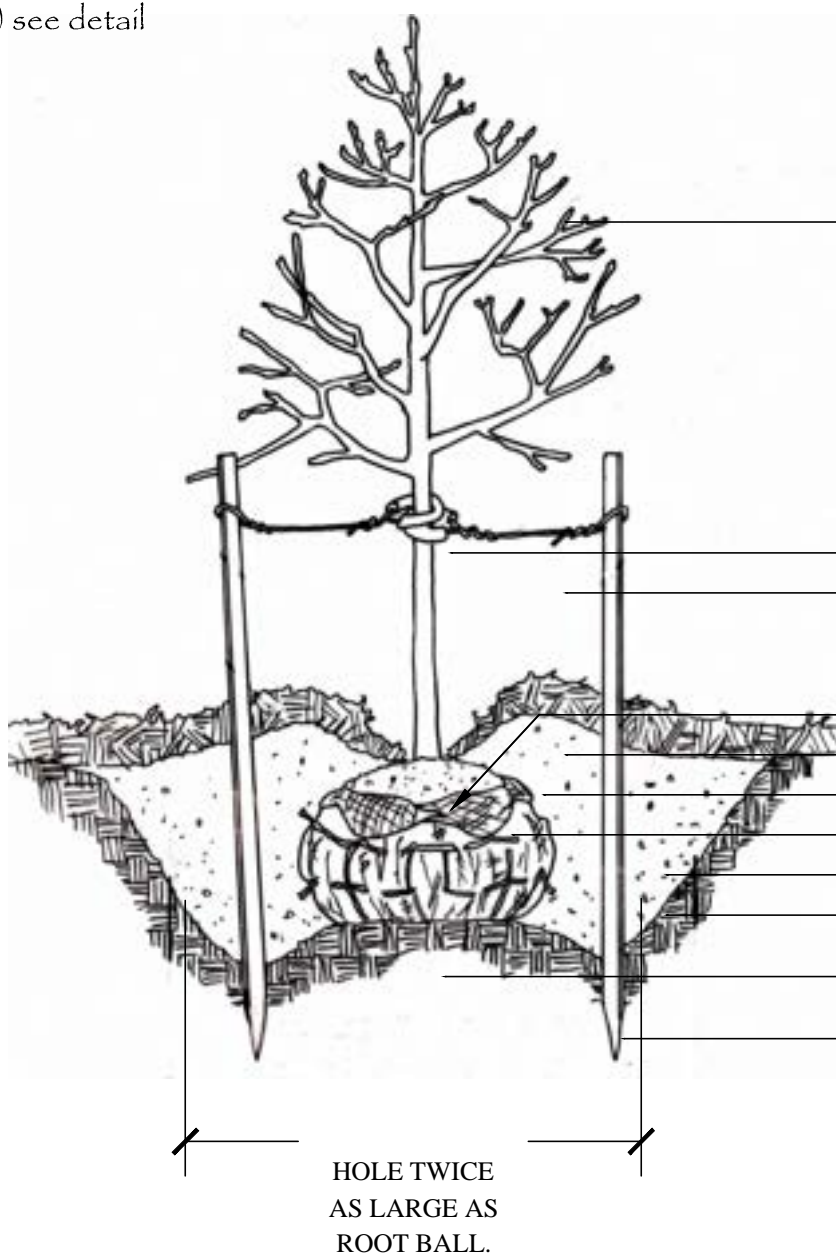
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Tree Planting
Scale: none

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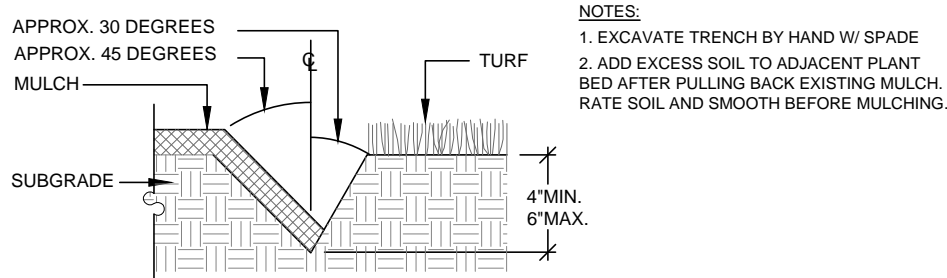
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MULCH AROUND TRANSPLANTS WITH THREE TO FOUR INCHES OF HARDWOOD DOUBLE SHREDDED MULCH DYED BROWN.

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Planting Bed Edge
Scale: none

