



IFB NO. 500620-FY24-15
EASEMENT, RIGHT-OF-WAY AND NUISANCE ORDINANCE GROUNDS MAINTENANCE

ADDENDUM NO. 2

NOVEMBER 13, 2023

ITEM NO. 1: PRE-BID MEETING ATTENDEES

- The attendees of the non-mandatory pre-bid meeting included representatives from the following firms: Blake Landscape, Loudoun Contracting Group.

ITEM NO. 2: PRE-BID MEETING OVERVIEW

A non-mandatory pre-bid meeting was held on Monday, October 30, 2023 at 8:00AM at the Utility Maintenance Building.

The Town's Buyer provided an overview of the following procurement information:

- All information regarding this project can be found on the Town's Bid Board: <http://www.leesburgva.gov/bidboard>. To receive updates, such as addenda, please register to receive updates on the Town's Bid Board
- Up until contract award, all questions must be submitted in writing to: BidQuestions@leesburgva.gov
- Question deadline is 5:00 p.m. ET on Wednesday, November 1, 2023. *(See Addendum No. 1 dated November 8, 2023 which revised the question due date)*
- Bids are due on Thursday, November 16, 2023 @ 3:00 p.m. ET. *(See Addendum No. 1 dated November 8, 2023, which revised the bid due date)*
- Bid Submission:
 - Bids shall be submitted electronically via the Commonwealth's eProcurement website, eVA: www.eva.virginia.gov
 - No late bids will be accepted (including partially uploaded bids)
- Required Bid Response Forms:
 - IFB Submission Form (Page 28)
 - Reference Form (Page 29-30)
 - Addenda Acknowledgement (Page 32)
- Bid Opening:
 - At the bid due date/time, a public bid opening will be held via Microsoft Teams

ITEM NO. 3: PRE-BID MEETING SCOPE OF WORK DISCUSSION

The Town's Utilities Project Manager described the scope of work as listed in the IFB:

- The purpose of this Invitation for Bid (“IFB”) is for the Town of Leesburg, also referred to herein as Owner, to obtain the services of a qualified contractor to perform and furnish all materials, labor, tools, equipment and appurtenances necessary for utility easement, right-of-way and nuisance ordinance grounds maintenance. The easement maintenance services shall be for mowing, bush hogging, weed eating, timber removal and picking up trash and will be required on an hourly, on call, as needed basis. Right-of-way maintenance will be for mowing, weed-eating and picking up trash on a regular weekly schedule during the mowing season. Nuisance ordinance grounds maintenance will be for on-call mowing and weed eating services pursuant to the Town’s Nuisance Ordinance. The successful bidder, also referred to herein as Contractor, shall perform all the grounds maintenance services as specified in this IFB and provide all project management supervision, tools, equipment, machinery, materials, fuel, insurance, personnel, labor and qualified equipment operators to complete the work.
- Appendix A - Maps

ITEM NO. 4: QUESTIONS AND CLARIFICATIONS

Interested bidders shall be mindful of the following responses to the questions received:

1. Is herbicide included in this solicitation?

RESPONSE: No.

2. The maps in Appendix A show Water Treatment Plant, Utility Maintenance Building and Water Pollution Control Facility, how do we bid that?

RESPONSE: Refer to Item No. 5 of this Addendum for the revised Bid Form and Item No. 7 for the revised remote site maps.

3. Can you explain line-Item No. 1 of the Bid Form?

RESPONSE: The easement maintenance services are for on-call, as needed basis. In the event the Town needs the Contractor to mow any of the easement locations, the Town will provide the Contractor with the task order billed at an hourly rate. Refer to Item No. 6 for a map of the easement locations.

ITEM NO. 5: BID FORM

Interested bidders shall be mindful of the following changes to the Bid Form:

BID FORM – FOR REFERENCE ONLY

**** Submit bid pricing electronically via eVA. This form is for reference only and should not be submitted with a bid. ****

Item	Description	Estimated Quantity	Unit	Unit Price	Extended Price
1	Rate to include all equipment, labor, fuel and other incidentals to mow, bush-hog and weed eat easement areas (Item E. of Scope of Work)	200	Hours	\$ _____	\$ _____
2	Rate to include all equipment, labor, fuel, and all other incidentals to cut and remove trees greater than 2" diameter and less than 12" diameter (measured 4' above ground level).	1	Each	\$ _____	\$ _____
3	Rate to include all equipment, labor, fuel, and all other incidentals to cut and remove trees greater than 12" diameter and less than 24" diameter (measured 4' above ground level).	1	Each	\$ _____	\$ _____
4	Rate to include all equipment, labor, fuel, and all other incidentals to cut and remove fallen trees greater than 24" diameter (measured 4' above ground level).	1	Each	\$ _____	\$ _____
5	Weekly Rate to maintain approximately 9.1 acres of street right-of-way along Battlefield Parkway from the Route 7 to the Route 15 Bypass intersections. (Item F. of the Scope of Work)	39	Weeks	\$ _____	\$ _____
6	Weekly Rate to maintain approximately 8.1 acres at the Town of Leesburg Airport property (Item F. of the Scope of Work)	39	Weeks	\$ _____	\$ _____
7	Nuisance Ordinance Mowing (Item G. of the Scope of Work)	1.25	Acre	\$ _____	\$ _____
8	Landscaping Labor - General (Item H. of Scope of Work)	1	Hour	\$ _____	\$ _____
9	Water Treatment Remote Site Carr Tanks (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
10	Water Treatment Remote Site Hogback Tank (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
11	Water Pollution Cattail Pump Station (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
12	Water Pollution Lower Sycolin Pump Station Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____

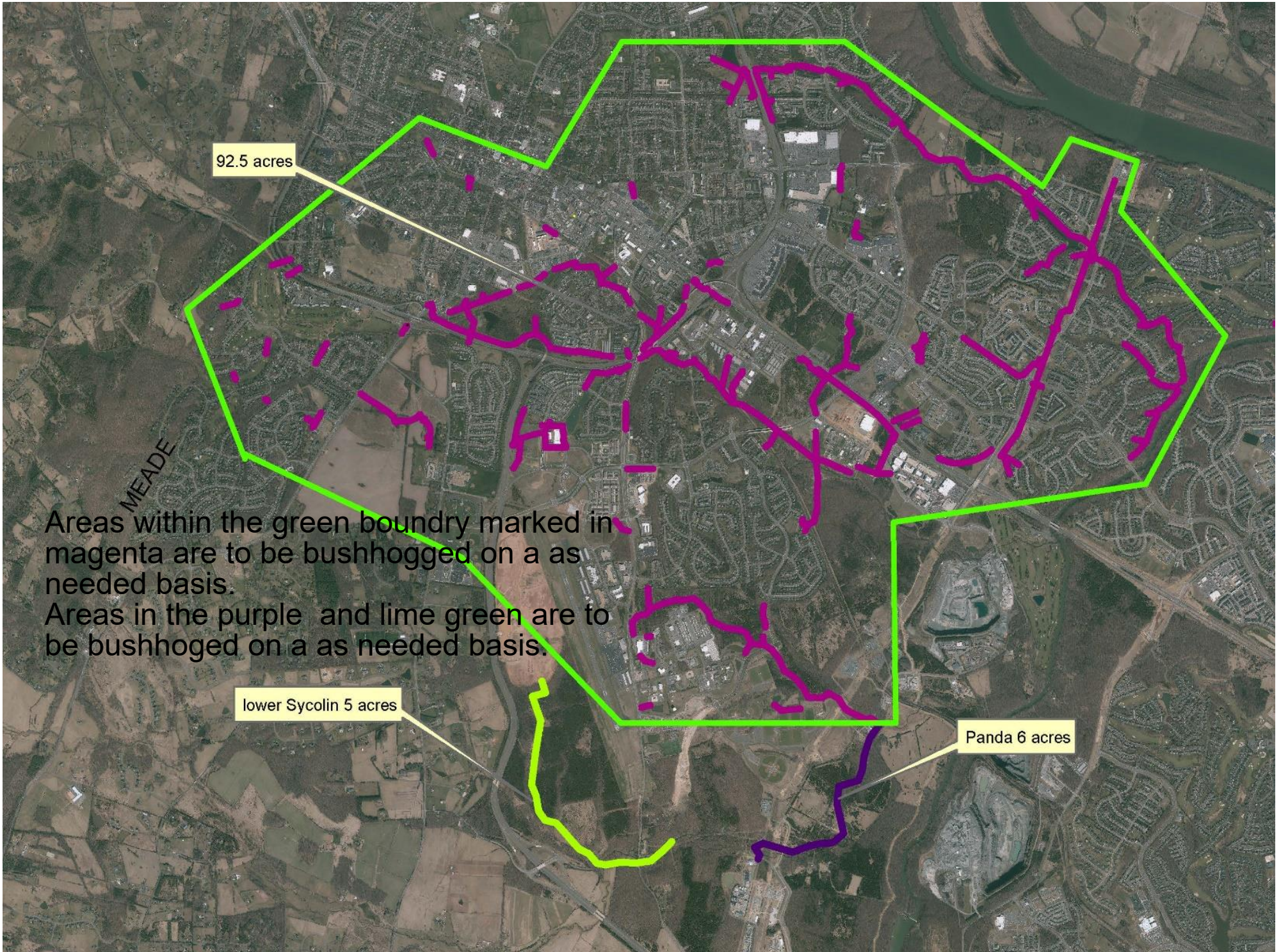
13	Water Pollution Old Waterford Road Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
14	Water Pollution Old Cattail Pump Station Remote Site (every 2 weeks) (Item J. of the Scope of Work)	12	Weeks	\$ _____	\$ _____
15	Water Treatment Paxton Well Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
16	Water Treatment Woodlea/Bradfield Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
17	Water Treatment Remote Site Rt 15 (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
18	Water Treatment Sycolin Road Water Tank Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
19	Water Pollution Tuscorara Pump Station Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
20	Utility Maintenance Building (UMB) (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
21	Water Pollution Villages Pumping Station Remote Site (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
22	Water Pollution Facility (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
23	Water Treatment Plant (Item J. of the Scope of Work)	25	Weeks	\$ _____	\$ _____
TOTAL BID PRICE					\$ _____
(SUM OF EXTENDED PRICES OF ITEMS 1 – 23)					\$ _____

NOT A PART OF THE BID PACKAGE. DO NOT RETURN THIS FORM WITH BID

ITEM NO. 6: UTILITY EASEMENT MAP

Interested bidders shall be mindful of the following changes to the Utility Easement Map. Refer to Item E of the Scope of Work.

Utility Easement



92.5 acres

MEADE

Areas within the green boundry marked in magenta are to be bushhogged on a as needed basis.
Areas in the purple and lime green are to be bushhogged on a as needed basis.

lower Sycolin 5 acres

Panda 6 acres

ITEM NO. 7: UTILITY REMOTE SITE

Interested bidders shall be mindful of the following changes to the Scope of Work:

J. Utility Remote Sites & Main Facilities Ground Maintenance Specifications

1. Bids shall be for equipment, operator, fuel, and all pertinent and necessary items to complete ground maintenance at various remote sites and main facility locations. Bids shall be based on a weekly rate to mow each remote site for an estimated approximately 5.5 acres of remote sites and 22.5 acres of main facilities for an estimate of 25 weeks per year. The number of weeks of ground maintenance are subject to change at the Owner's request. Refer to the maps below.
2. Maintenance work for the remote locations will be performed on a regular weekly schedule during weekdays between the hours of 7:00am and 4:00pm. The Contractor must obtain permission from the Owner in writing in order to work outside of these days and hours.
3. Maintenance of this contract shall begin approximately mid-April and end the last week in October depending on contract award and weather. The length of mowing season is an estimate and mowing shall be done weekly as requested by the Owner. The Owner will make the final determination of when mowing shall and shall not be done. The Owner will only pay for actual services rendered during a month.
4. The Owner will assist the Contractor in locating all mowing areas at the beginning of the mowing season. The Contractor shall be available for periodic inspections of the sites at the request of the Owner and shall promptly correct any deficiencies in the services rendered.
5. At the beginning of each season, prior to the start of mowing, the Contractor shall provide a tentative mowing route indicating the day of the week each site will be mowed, and the order sites will be mowed each day. The Owner will notify the Contractor of any needed changes and the Contractor will be allowed three weeks to adjust the mowing schedule. Following the adjustment period, the Contractor shall provide the Owner with a written schedule and thereafter mow each site on the same day each week.
6. Unless otherwise noted, all lawn areas shall be mowed once per week to a height of 3 to 4 inches. At no time shall any grass be mowed shorter than 2.5 inches or be allowed to grow taller than 8 inches.
7. Turf inaccessible to mowers (e.g., against buildings, around posts, on medians, along fence lines and curbs, etc.) shall be trimmed to 3 to 4 inches at each mowing. String trimmers and other equipment shall never be used to trim against tree trunks or historical structures.

8. Edging of paved areas, curbs and steppingstones shall be done at the beginning of each mowing season. It shall be repeated, as needed, so that root growth of turf or weeds does not extend farther than 0.75 inches and foliage growth does extend farther than 3 inches over the edges of pavement, curbs or pavers.



Water Treatment
Remote site
Carr Tanks
Weekly

Fenced 1.27 acre

BATTLEFIELD

FORT EVANS
FORT EVANS

Water Treatment
Remote site
Hogback Tank
Weekly

Fenced .8 of an acre



Water
Pollution
Cattail Pump
Station
Weekly

Cattail
Fenced .4 acre




111645

111607

111600

111761

An aerial photograph showing a fenced-in area of approximately 32 acres. The site contains several large, rectangular concrete structures, likely part of a water pollution control facility. There are also several smaller, circular structures scattered throughout the site. The surrounding area is a mix of dry, brownish ground and some green vegetation. A road or path runs along the left side of the fenced area.

Fenced.32 Acre

Water Pollution
Lower Sycolin Pump
Station
Remote site
Weekly

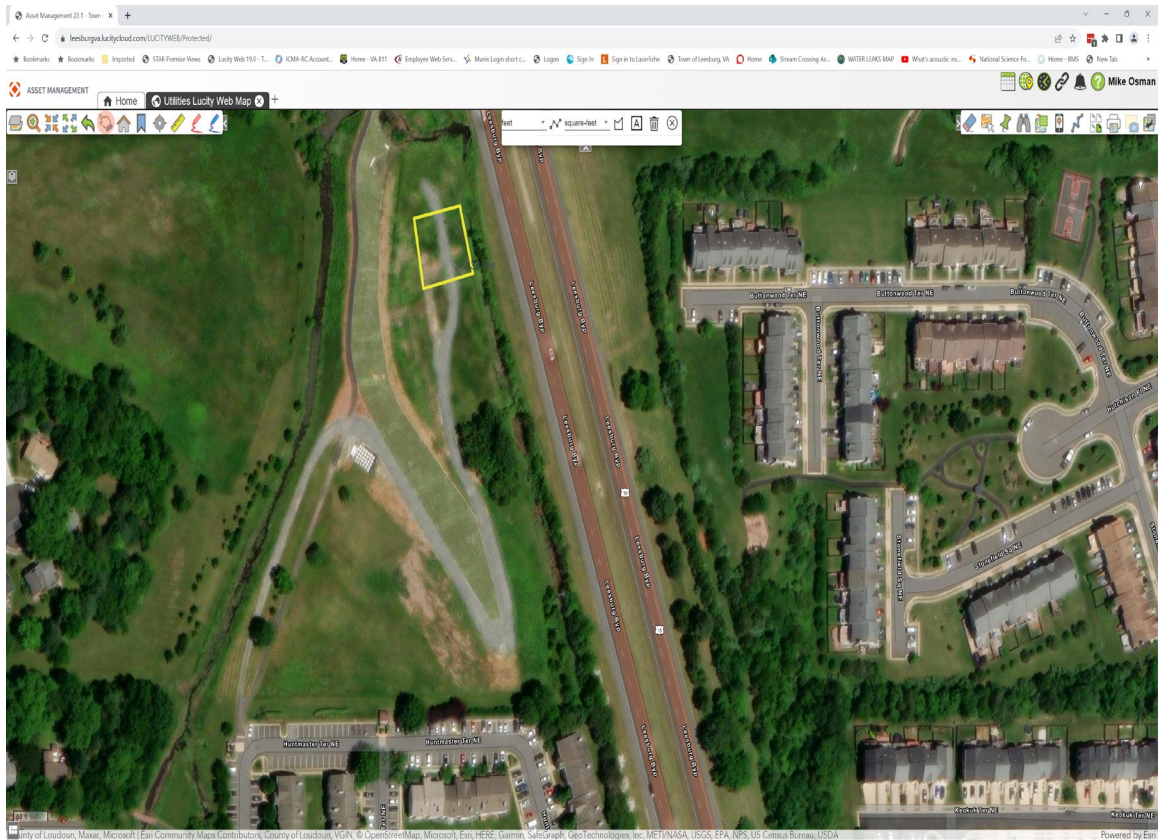


0.03 of an Acre

Water Pollution
Old Waterford Rd
remote site
Weekly

OLD WATERFORD

Old Cattail Pump Station located behind Huntmaster
Ter Mow inside fence and one pass around the
outside



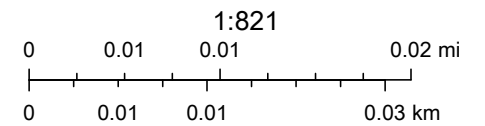
Water Pollution Pump
Station Remote site
Every two weeks
one acre

Letter ANSI A Landscape



10/24/2023

● Utilities Service Area Address



County of Loudoun, Maxar, Microsoft

Letter ANSI A Landscape

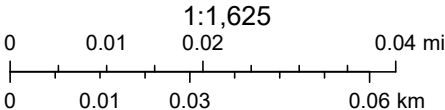


Water Treatment
Woodlea/Bradfield
Remote Site Weekly
.50 acre

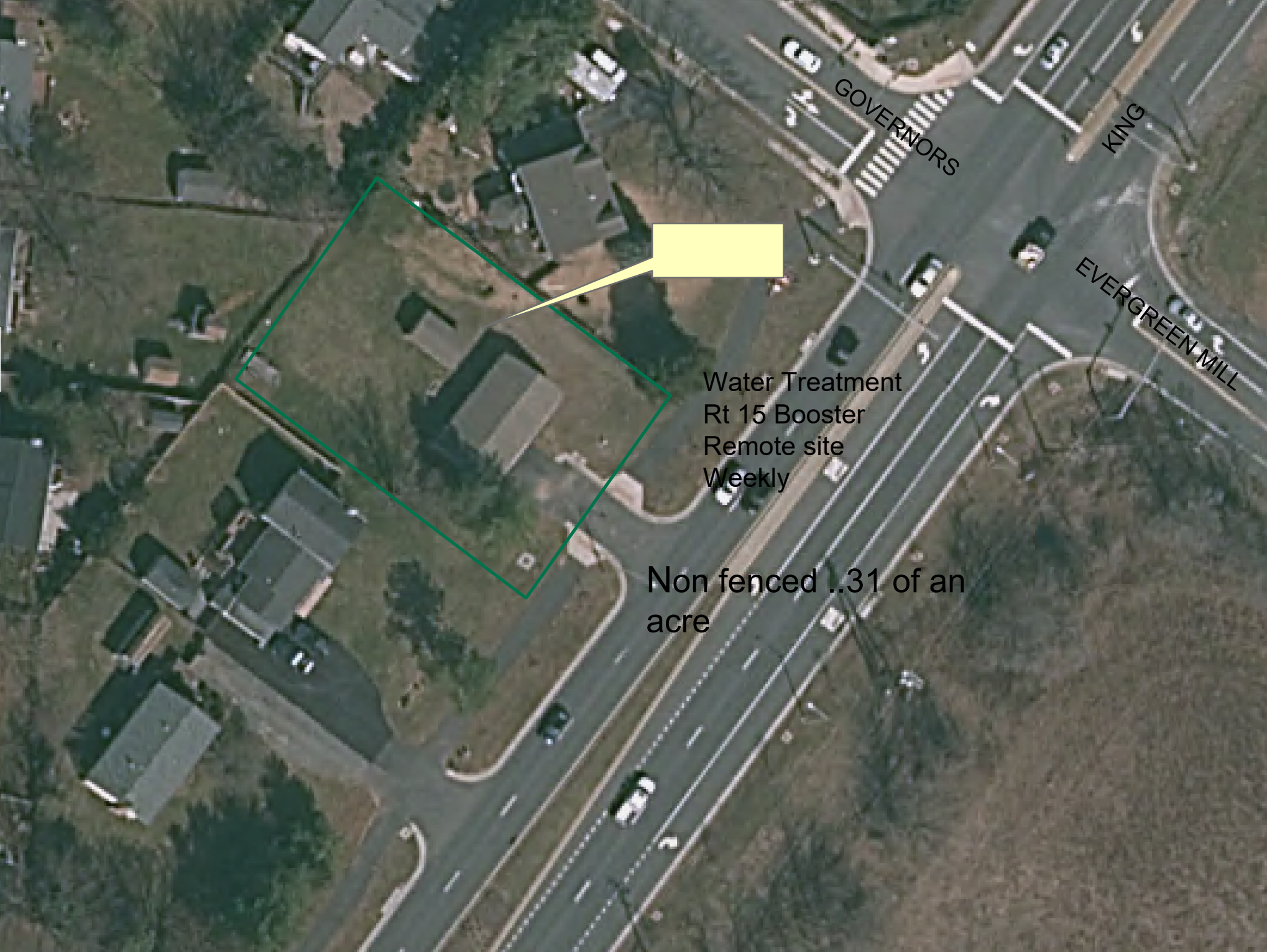
11/8/2023



Water Booster Stations



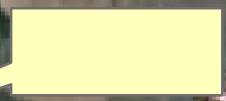
County of Loudoun, Maxar, Microsoft



GOVERNORS

KING

EVERGREEN MILL



Water Treatment
Rt 15 Booster
Remote site
Weekly

Non fenced .31 of an
acre



Water Treatment
Sycolin Road Water Tank
remote site
Weekly
.8 acre

Fenced 0.06 of an Acre

Water Pollution
Tuscarora Pump Station
Remote site
Weekly



UMB mowing area
1385 Russell Branch Parkway

Weekly
2.5
acres





Water Pollution
Villages Pumping Station
Remote Site
Weekly

Fenced 0.126 of an acre

GOLF CLUB

RUSSELL BRANCH

COCHRAN MILL



1385

1390

Fenced 11
acre site

Water Pollution
Facility
Weekly

RUSSELL BRANCH

Water Treatment Plant Weekly

Fenced 8 acre



Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation for Bid or your bid may not be considered.

For the Town of Leesburg,

Kelly Neff, VCA

Buyer

Town of Leesburg, Virginia

Email: kneff@leesburgva.gov

Bid Board: <http://www.leesburgva.gov/bidboard>