



Travis County Commissioners Court Agenda Request

Meeting Date: November 7, 2014

Prepared By/Phone Number: David Walch 46663; Marvin Brice 49765

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Ratify Modification No. 2 to Contract No. 4400001743 American Youthworks, for Workforce Development.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

Travis County Transportation and Natural Resources (TNR) is requesting the approval of Modification No. 2 to the Workforce Development contract with American Youthworks (AYW). With this modification the Parties agree to amend the contract with the addition of The Fuel Reduction – Wildfire Mitigation Program. This workforce development program will include fuel reduction activities (wildfire mitigation) within the wildland-urban interface of the Travis County Balcones Canyonland Preserve. This program will have a not-to-exceed amount of \$50,000.00. Upon execution of this agreement the Modification will be effective October 27, 2014. The implementation of the program on October 27th is required to limit the impact on the nesting season of federally protected birds living on the preserve. Delays in executing this modification were experienced during contract negotiations, contract assembly, securing the availability of FY2015 funding and coordination between multiple County departments.

TNR and Travis County Health, Human Services and Veterans Services cooperatively administer this contract with AYW to provide a social service of workforce training to at-risk youth.

Modification No. 1 renewed the agreement for an additional twelve month period from October 1, 2014 to September 30, 2015.

➤ **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$62,475.00
Contract Type: Professional Services Agreement
Contract Period: January 1, 2014 – September 30, 2014

➤ **Contract Modification Information:**

Modification Amount: \$50,000.00
Modification Type: Bilateral
Modification Period: October 27, 2014 – September 30, 2015

➤ **Funding Information:**

SAP Shopping Cart #:

Funding Account(s): Cost Center: 1490120115

Commitment Item: 511610

Funds Reservation: 300000718

Comments:



**TRANSPORTATION AND NATURAL RESOURCES
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE**

700 Lavaca, 5th Floor
Travis County Administration Building
P. O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

October 17, 2014

MEMORANDUM

TO: Cyd Grimes, County Purchasing Agent
Carol O. Johnson
FROM: Steven M. Manilla, P.E., County Executive
SUBJECT: Contract Modification-American Youthworks, Resource Parks
Contract #4400001743

TNR requests that Travis County modify the above contract. This modification is for fuel reduction activities (wildfire mitigation) within the wildland-urban interface of the Travis County Balcones Canyonland Preserve. This modification will add an amount not-to-exceed \$50,000 to provide services under this contract.

Cost Center: 1490120115

Commitment Item: 511610

The funds have been reserved on Funds Reservation 300000718.

If you have any questions regarding this matter, please contact Mickey Roberts at (512)854-6613 or Bill Simper at (512)219-6190 ext. 4.

AR:SMM:ar

Manilla

ISSUED BY: Travis County Purchasing Office P.O. Box 1748 Austin, Texas 78767	PURCHASING AGENT ASST: David Walch TEL. NO: (512) 854-6663 FAX NO: (512) 854-9185	DATE PREPARED: October 23, 2014
ISSUED TO: American Youth Works: Parks Project 1901 E. Ben White Blvd. Austin, TX 78741	MODIFICATION NO.: 2	EXECUTED DATE OF ORIGINAL CONTRACT: January 1, 2014
ORIGINAL CONTRACT TERM DATES: January 1, 2014 – September 30, 2014 CURRENT CONTRACT TERM DATES: October 1, 2014 – September 30, 2015		

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$62,475.00 Current Modified Amount \$133,300.00

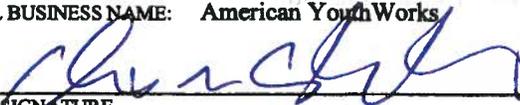
DESCRIPTION OF CHANGES: The Contract is amended according to the terms of the attachment to this Modification ("Attachment"), all of which is made a part of the Contract and constitutes promised performances by the Contractor in accordance with all terms and conditions of the Contract, as amended.

1. Pursuant to Section 4.0 Amendments, Changes or Modifications, this contract is hereby modified to incorporate Attachments 1 through 5, The Fuel Reduction – Wildfire Mitigation Program, attached hereto, and made a part hereof.
2. The Budget for this program has a not-to-exceed amount of \$50,000.00.
3. This Modification, once fully executed by both parties will become effective October 27, 2014.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Note to Vendor/City:

- [X] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
- [] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: American Youth Works BY: <u></u> SIGNATURE	<input type="checkbox"/> DBA <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: <u>Chris Sheffield</u> PRINT NAME TITLE: <u>Deputy Director</u> ITS DULY AUTHORIZED AGENT	DATE: 10/24/14

TRAVIS COUNTY, TEXAS BY: <u></u> CYD V GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT	DATE:
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TRAVIS COUNTY, TEXAS BY: <u>SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE</u>	DATE:
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AMENDMENT 2 OF CONTRACT BETWEEN
TRAVIS COUNTY AND
AMERICAN YOUTHWORKS FOR
WORKFORCE TRAINING THROUGH THE PARKS PROGRAM
(Fuel Reduction – Wildfire Mitigation)

This Amendment 2 of Contract ("Amendment 2") is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County"), and American YouthWorks ("Contractor").

RECITALS

County and Contractor entered into an agreement to provide services for the care of indigents, for public health education and information, for workforce development and/or for other authorized services ("Contract") the Initial Term of which began January 1, 2014, and terminated September 30, 2014 ("Initial Contract Term").

Under the Contract, Contractor agreed to provide personal and professional services for the care of indigents and other qualified recipients and/or for public health education and information, and workforce development in accordance with the terms of the Contract, thus providing services which further a public purpose.

Under Amendment No. 1, the Parties previously agreed to amend and renew the Contract for additional one-year terms continuing through the current term which began October 1, 2014, and will end September 30, 2015 ("2015 Renewal Term").

The Contract provides for amendment by the written agreement of the Parties and the Parties desire to make certain additional changes to the Contract in this Amendment 2.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to amend the Contract as follows:

1.0 CONTRACT SERVICES

1.1 **Amendment 2 Services.** The Parties agree to amend the Contract to allow Contractor to provide workforce training in areas of fuel reduction activities for wildfire mitigation through work within the wildland-urban interface of the Travis County Balcones Canyonland Preserve ("Project"). This Amendment 2 is effective upon execution by all Parties and continues through the end of the current 2015 Renewal Term.

1.2 **Attachments.** In reference to the performance by Contractor under this Amendment 2, the Parties agree to add those attachments set forth below, included as Exhibit 1 and hereby made a part of this Amendment 2:

- Attachment 1 – Texas Conservation Corps Cost Statement
- Attachment 2 – Scope of Work – Canyon Vista Back-of-Lot
- Attachment 3 – Scope of Work – Webb Tract
- Attachment 4 – Scope of Work – Wilson Parke Well
- Attachment 5 – Scope of Work – Wilson Parke Roadside

Those attachments not specifically changed in this Amendment 2 remain in full force and effect.

2.0 CONTRACT FUNDS

2.1 **Maximum Funds.** The Parties agree that the maximum funds provided by County for the Contract during the 2015 Renewal Term will be increased by this Amendment 2 by an amount not to exceed Fifty Thousand Dollars (\$50,000.00).

3.0 REMAINDER

3.1 **Remainder.** All provisions of the Contract, as previously amended, not specifically changed in this Amendment 2 will remain in full force and effect.

4.0 INCORPORATION

4.1 County and Contractor hereby incorporate the Contract, as amended, into this Amendment 2. Except for the changes made in this Amendment 2, County and Contractor hereby ratify all the terms and conditions of the Contract as amended. The Contract, as amended, with the changes made in this Amendment 2 constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

5.0 EFFECTIVE DATE

5.1 This Amendment 2 is effective when it is approved and signed by both Parties. This Contract, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

EXHIBIT 1

- Attachment 1 – Texas Conservation Corps Cost Statement**
- Attachment 2 – Scope of Work – Canyon Vista Back-of-Lot**
- Attachment 3 – Scope of Work – Webb Tract**
- Attachment 4 – Scope of Work – Wilson Parke Well**
- Attachment 5 – Scope of Work – Wilson Parke Roadside**



Attachment 1
**A M E R I C A N
 YOUTHWORKS**

Texas Conservation Corps

4400001743 M
 Page



**Texas Conservation Corps Cost Statement
 Travis County – Wildfire Fuel Mitigation Projects 2014-15**

Project Overview:

The Texas Conservation Corps at American YouthWorks (TxCC) will conduct pruning and thinning to achieve the wildfire fuel hazard mitigation goals desired by Travis County Natural Resource staff. TxCC will complete each project to specifications for each treatment zone as noted on a Travis County scope of work for each site. Desired native plants and other sensitive environmental features will be protected from impact by personnel and equipment. TxCC will provide a chipper and associated logistics for each work day. Work will be completed from October 2014 to February 2015. Each Travis County target site is identified below:

- Webb, 12 days
- Wilson Parke Well, 8 days
- Wilson Parke Roadside, 5 days
- Canyon Vista Back-of-Lot, 9 days

Fee for Service:

Work will be invoiced for each Crew Day (48 labor hours) performed for a total of 34 Crew Days. Work will be completed in 34 Crew Days for a fee of \$1,455 per Crew Day for a total of \$49,470.

Crew Day rate with chipper is \$1,455 per 48 labor hour Crew Day.

Itemized Crew Day Rate:

- Labor: \$1050/Crew Day [Crew Day equals each 48 labor hours (8 laborers X 6 hours)]
- Chipper Rental Costs: \$330/day
- Chipper Operation Costs: \$75/day

The Crew

A Texas Conservation Corps Crew is made up of 5 to 10 young adults supervised by two crew leaders. The crew has been trained for conservation work – chainsaw operation, removal of invasive plants, trail construction, erosion control, fence building, etc. These young people are experienced with the National Park Service, Texas Parks and Wildlife Department and many local Parks & Recreation and Conservation Departments. Through its AmeriCorps programs, American YouthWorks provides crew members with health insurance, a living stipend, and a college scholarship upon completion of their term of service. The crews come with transportation, liability insurance, and tools as well as crew leaders and additional staff support. The average crew size will be 6 people working eight hours per day.

For more information, please contact Chris Sheffield, Texas Conservation Corps Program Director (512-970-7684) csheffield@americanyouthworks.org

1901 East Ben White Blvd. • Austin, Texas 78741



Phone 512 744 1900 • Fax 512 448.9120

www.AmericanYouthWorks.org

ATTACHMENT 2

SCOPE OF WORK: WILDFIRE FUEL REDUCTION TREATMENT FOR CANYON VISTA, BACK-OF-LOT

DELIVERABLES:

The Contractor(s) work (or 'treatment') will be 1.) to provide sufficient equipment and labor within contractual period to prune and thin trees, primarily Ashe Juniper (i.e. 'cedar', juniper) and Live Oak, to specification by zone and 2.) to process (chip or shred) woody debris and spread the chipped material on-site.

For each site, County staff will provide:

- Guided site walk-throughs - one prior to estimate, one upon award, and up to three inspections depending on site area, need, and project close-out;
- Maps and field color-coded flagging outlining total acreage to be treated
- Access codes and information; and
- Disposal type (off-site or on-site in specific location) by site.

SITE-SPECIFIC DETAILS OF CANYON VISTA BACK-OF-LOT PROJECT:

For this project, all woody debris may be disposed of on-site, spread no more than two inches thick.

The approximate acreages of each treatment type (measured by GIS) are as follows (see included map for details):

Treatment Zone	Acres
Canopy Edge	1.04
Canopy Interior	1.54
Total Treatment	2.58

DESCRIPTION OF WORK:

Contractor will conduct pruning and thinning to specifications for each treatment zone (described below) as delineated on maps, identified by color-coded flagging in the field, and clarified in the walk-through prior to work. Any plants or sensitive environmental features to be avoided by personnel and equipment will also be marked with color-coded ribbons. All trash and human waste will be placed in animal-proof containers or hauled out of the site each day; at the end of the project, all trash and human waste will be hauled out and disposed of properly off-site. Trimmings, prunings, and trees removed will be disposed of per site specifications: if off-site disposal is required, Contractor will provide legal means and methods to final destination; if on-site disposal, areas for deposition and spreading of shredded material will be delineated on a pre-project map and communicated during pre-work site visit.

DESCRIPTION OF TREATMENT ZONES:

Treatment zone boundaries will be marked in the field with color-coded ribbon and clearly delineated on maps provided. **Zones will be delineated to avoid areas with slopes exceeding a thirty percent grade (approx. 15 degrees).** Pruning and thinning in each zone should adhere to the following prescription:

Canopy Edge Zone (0-30 feet inside tree canopy boundary; outer edge marked with neon green ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Prune live and dead branches from **juniper** and **live oak** trees below **6 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter and**
 - 2) **less than 10 feet tall and**
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) **and**
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet** in height, prune limbs up to approximately $\frac{1}{2}$ of its current height.
- e.) Remove **dead juniper** trees (greater than 75% branch mortality or crown of tree dead)
- f.) Paint exposed stumps and pruning scars on oak trees
- g.) Unless otherwise specified, slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

Canopy Interior Zone (greater than 30 feet inside tree canopy boundary; outer edge marked with neon pink ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Prune live and dead branches from **juniper** and **live oak** trees below **4 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter and**
 - 2) **less than 10 feet tall and**
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) **and**
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet** in height, prune limbs up to approximately $\frac{1}{2}$ of its current height.
- e.) Remove **dead juniper** trees (greater than 75% branch mortality or crown of tree dead).
- f.) Paint exposed stumps and pruning scars on oak trees.
- g.) Unless otherwise specified, slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

Open Woodland Zone (outside of continuous tree canopy; outer edge marked with blue polka-dot ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Remove live and dead branches from **juniper** and **live oak** trees below **8 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter** **and**
 - 2) **less than 10 feet tall** **and**
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) **and**
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet** in height, prune limbs up to approximately $\frac{1}{2}$ of its current height.
- e.) Remove **dead juniper** trees (greater than 75% branch mortality or crown of tree dead).
- f.) Paint exposed stumps and pruning scars on oak trees.
- g.) Unless otherwise specified, woody slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

ACCESS:

Contractor(s) will visit the site with County staff to familiarize themselves with the particular details of the project prior to starting work. At least 48 hours before beginning work, contractors must contact the BCP project manager and provide approximate work dates, work areas, and contact information for a responsible party to be present on-site during work hours. A responsible party designated to act as the contractor's representative must be present at all times during project implementation. This representative must be able to communicate effectively with their work crew, County staff, emergency responders, adjacent homeowners, and the general public.

Access to the work site will vary according to the site conditions of each particular project area. If a project is designated 'On-Site Disposal,' vehicular access to the interior of preserve areas will be granted via a 'contractor lock.' Any necessary clearing for vehicular access will be conducted by the contractor along a route designated by Travis County staff.

If a project is designated 'Off-Site Disposal,' access to the preserve will typically be limited to foot traffic through designated access points. Such access points may include private yards and driveways, which will be arranged by County staff with property owners (i.e. preserve neighbors) in advance. These access points will allow the movement of woody slash from County property to the curb or shoulder of a public roadway. In such cases, slash must be transported (dragged) to the curbside and processed in a preapproved manner before being removed from the area for disposal. Trucks, shredders and trailers must not obstruct neighborhood roadways during operation.

Work may take place from 7:30 a.m. – 6:30 p.m. in residential areas unless otherwise agreed upon during the pre-construction conference. At no time during job is trash, debris, brush, or equipment to

be left on neighbor's property. All woody slash must be removed from curbside by the end of the work day. If issues arise with neighbors or the general public during work hours, BCP project manager is to be notified immediately.

SAFETY:

The contractor shall be responsible for ensuring that his or her employees take appropriate safety measures as necessary. The contractor will not permit placing or use of any equipment in traffic lanes or other locations in such a manner as to create safety hazards. If necessary, contractor will provide, place and remove appropriate warning signs.

OAK WILT PREVENTION:

All exposed cuts on oak trees shall be painted within 30 minutes. All cutting implements, lopping shears, chainsaws, handsaws, axes, machetes, hatchets or similar implements shall be disinfected between cuts on different oak trees with a spray disinfectant. The Contractor must ensure that crews are fully equipped with the necessary disinfectant and tree paint before any clearing may proceed.

FIRE PREVENTION:

Contractor shall abide by all applicable State and County regulatory requirements. This will include temporary, intermittent measures such as Burn Bans. Contractor will be responsible for contacting the local Emergency Services District to coordinate work when burn ban is in force. The contractor's assigned representative shall ensure compliance with provisions of the ban. Activities with the potential to start fires shall be halted until deficiencies are corrected. See document entitled "Wildfire Prevention Policy for Contractors on Travis County BCP" for details. **Smoking, outdoor cooking fires, and burning of debris are not allowed on County Preserve property.**

PROCESSING AND DISPOSAL OF WASTE MATERIAL (SLASH, SHREDDED WOOD OR ASH):

For projects designated 'Off-Site Disposal' the contractor will be solely responsible for disposal of waste materials in a safe and lawful manner. The method of processing/disposal must be pre-approved before a contract is awarded. Typical methodologies might include shredding, slash hauling, or burning inside an air-curtain incinerator.

ATTACHMENT 3

SCOPE OF WORK: WILDFIRE FUEL REDUCTION TREATMENT FOR WEBB TRACT

DELIVERABLES:

The Contractor(s) work (or 'treatment') will be 1.) to provide sufficient equipment and labor within contractual period to prune and thin trees, primarily Ashe Juniper (i.e. 'cedar', juniper) and Live Oak, to specification by zone and 2.) to process (chip or shred) woody debris and spread the chipped material on-site.

For each site, County staff will provide:

- Guided site walk-throughs - one prior to estimate, one upon award, and up to three inspections depending on site area, need, and project close-out;
- Maps and field color-coded flagging outlining total acreage to be treated
- Access codes and information; and
- Disposal type (off-site or on-site in specific location) by site.

SITE-SPECIFIC DETAILS OF WEBB TRACT PROJECT:

For this project, all woody debris may be disposed of on-site, spread no more than two inches thick. Access to the worksite from China Garden Drive will be arranged by Travis County staff in advance of starting work.

The approximate acreages of each treatment type (measured by GIS) are as follows (see included map for details):

Treatment Zone	Acres
Canopy Edge	1.2
Canopy Interior	2.5
Total Treatment	3.7

DESCRIPTION OF WORK:

Contractor will conduct pruning and thinning to specifications for each treatment zone (described below) as delineated on maps, identified by color-coded flagging in the field, and clarified in the walk-through prior to work. Any plants or sensitive environmental features to be avoided by personnel and equipment will also be marked with color-coded ribbons. All trash and human waste will be placed in animal-proof containers or hauled out of the site each day; at the end of the project, all trash and human waste will be hauled out and disposed of properly off-site. Trimmings, prunings, and trees removed will be disposed of per site specifications: if off-site disposal is required, Contractor will provide legal

means and methods to final destination; if on-site disposal, areas for deposition and spreading of shredded material will be delineated on a pre-project map and communicated during pre-work site visit.

DESCRIPTION OF TREATMENT ZONES:

Treatment zone boundaries will be marked in the field with color-coded ribbon and clearly delineated on maps provided. **Zones will be delineated to avoid areas with slopes exceeding a thirty percent grade (approx. 15 degrees).** Pruning and thinning in each zone should adhere to the following prescription:

Canopy Edge Zone (0-30 feet inside tree canopy boundary; outer edge marked with neon green ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Prune live and dead branches from **juniper** and **live oak** trees below **6 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter and**
 - 2) **less than 10 feet tall and**
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) **and**
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet in height**, prune limbs up to approximately $\frac{1}{2}$ of its current height.
- e.) Remove **dead juniper** trees (greater than 75% branch mortality or crown of tree dead)
- f.) Paint exposed stumps and pruning scars on oak trees
- g.) Unless otherwise specified, slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

Canopy Interior Zone (greater than 30 feet inside tree canopy boundary; outer edge marked with neon pink ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
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Open Woodland Zone (outside of continuous tree canopy; outer edge marked with blue polka-dot ribbon)

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ACCESS:

Contractor(s) will visit the site with County staff to familiarize themselves with the particular details of the project prior to starting work. At least 48 hours before beginning work, contractors must contact the BCP project manager and provide approximate work dates, work areas, and contact information for a responsible party to be present on-site during work hours. A responsible party designated to act as the contractor's representative must be present at all times during project implementation. This representative must be able to communicate effectively with their work crew, County staff, emergency responders, adjacent homeowners, and the general public.

Access to the work site will vary according to the site conditions of each particular project area. If a project is designated 'On-Site Disposal,' vehicular access to the interior of preserve areas will be granted via a 'contractor lock.' Any necessary clearing for vehicular access will be conducted by the contractor along a route designated by Travis County staff.

If a project is designated 'Off-Site Disposal,' access to the preserve will typically be limited to foot traffic through designated access points. Such access points may include private yards and driveways, which will be arranged by County staff with property owners (i.e. preserve neighbors) in advance. These access points will allow the movement of woody slash from County property to the curb or shoulder of a public roadway. In such cases, slash must be transported (dragged) to the curbside and processed in a preapproved manner before being removed from the area for disposal. Trucks, shredders and trailers must not obstruct neighborhood roadways during operation.

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OAK WILT PREVENTION:

All exposed cuts on oak trees shall be painted within 30 minutes. All cutting implements, lopping shears, chainsaws, handsaws, axes, machetes, hatchets or similar implements shall be disinfected between cuts on different oak trees with a spray disinfectant. The Contractor must ensure that crews are fully equipped with the necessary disinfectant and tree paint before any clearing may proceed.

FIRE PREVENTION:

Contractor shall abide by all applicable State and County regulatory requirements. This will include temporary, intermittent measures such as Burn Bans. Contractor will be responsible for contacting the local Emergency Services District to coordinate work when burn ban is in force. The contractor's assigned representative shall ensure compliance with provisions of the ban. Activities with the potential to start fires shall be halted until deficiencies are corrected. See document entitled "Wildfire Prevention Policy for Contractors on Travis County BCP" for details. **Smoking, outdoor cooking fires, and burning of debris are not allowed on County Preserve property.**

PROCESSING AND DISPOSAL OF WASTE MATERIAL (SLASH, SHREDDED WOOD OR ASH):

For projects designated 'Off-Site Disposal' the contractor will be solely responsible for disposal of waste materials in a safe and lawful manner. The method of processing/disposal must be pre-approved before a contract is awarded. Typical methodologies might include shredding, slash hauling, or burning inside an air-curtain incinerator.

ATTACHMENT 4

SCOPE OF WORK: WILDFIRE FUEL REDUCTION TREATMENT FOR WILSON PARKE WELL

DELIVERABLES:

The Contractor(s) work (or 'treatment') will be 1.) to provide sufficient equipment and labor within contractual period to prune and thin trees, primarily Ashe Juniper (i.e. 'cedar', juniper) and Live Oak, to specification by zone and 2.) to process (chip or shred) woody debris and spread the chipped material on-site.

For each site, County staff will provide:

- Guided site walk-throughs - one prior to estimate, one upon award, and up to three inspections depending on site area, need, and project close-out;
- Maps and field color-coded flagging outlining total acreage to be treated
- Access codes and information; and
- Disposal type (off-site or on-site in specific location) by site.

SITE-SPECIFIC DETAILS OF WILSON PARKE WELL PROJECT:

For this project, all woody debris may be disposed of on-site, spread no more than two inches thick.

The approximate acreages of each treatment type (measured by GIS) are as follows (see included map for details):

Treatment Zone	Acres
Open Woodland	1.7
Canopy Edge	0.28
Canopy Interior	0.21
Total Treatment	2.19

DESCRIPTION OF WORK:

Contractor will conduct pruning and thinning to specifications for each treatment zone (described below) as delineated on maps, identified by color-coded flagging in the field, and clarified in the walk-through prior to work. Any plants or sensitive environmental features to be avoided by personnel and equipment will also be marked with color-coded ribbons. All trash and human waste will be placed in animal-proof containers or hauled out of the site each day; at the end of the project, all trash and human waste will be hauled out and disposed of properly off-site. Trimmings, prunings, and trees removed will be disposed of per site specifications: if off-site disposal is required, Contractor will provide legal

means and methods to final destination; if on-site disposal, areas for deposition and spreading of shredded material will be delineated on a pre-project map and communicated during pre-work site visit.

DESCRIPTION OF TREATMENT ZONES:

Treatment zone boundaries will be marked in the field with color-coded ribbon and clearly delineated on maps provided. **Zones will be delineated to avoid areas with slopes exceeding a thirty percent grade (approx. 15 degrees).** Pruning and thinning in each zone should adhere to the following prescription:

Canopy Edge Zone (0-30 feet inside tree canopy boundary; outer edge marked with neon green ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Prune live and dead branches from **juniper** and **live oak** trees below **6 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter and**
 - 2) **less than 10 feet tall and**
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) **and**
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet** in height, prune limbs up to approximately $\frac{1}{2}$ of its **current height**.
- e.) Remove **dead juniper** trees (greater than 75% branch mortality or crown of tree dead)
- f.) Paint exposed stumps and pruning scars on oak trees
- g.) Unless otherwise specified, slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

Canopy Interior Zone (greater than 30 feet inside tree canopy boundary; outer edge marked with neon pink ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Prune live and dead branches from **juniper** and **live oak** trees below **4 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter and**
 - 2) **less than 10 feet tall and**
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) **and**
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet** in height, prune limbs up to approximately $\frac{1}{2}$ of its **current height**.
- e.) Remove **dead juniper** trees (greater than 75% branch mortality or crown of tree dead).
- f.) Paint exposed stumps and pruning scars on oak trees.
- g.) Unless otherwise specified, slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

Open Woodland Zone (outside of continuous tree canopy; outer edge marked with blue polka-dot ribbon)

- a.) Remove branches and logs less than 4 inch diameter lying on ground.
- b.) Remove live and dead branches from **juniper** and **live oak** trees below **8 feet**.
- c.) Remove **juniper** and **live oak** trees that are:
 - 1) **less than 4 inch diameter** and
 - 2) **less than 10 feet tall** and
 - 3) not currently contributing to canopy cover (i.e. underneath or mixing with another tree's canopy) and
 - 4) not growing into a canopy opening.
- d.) If a **juniper** or **live oak** tree is growing into a canopy opening and is **less than 10 feet** in height, prune limbs up to approximately $\frac{1}{2}$ of **its current height**.
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- f.) Paint exposed stumps and pruning scars on oak trees.
- g.) Unless otherwise specified, woody slash should be chipped and the wood chips spread on-site (in specified locations within or adjacent to cut areas) at a thickness of **no more than two inches**.

ACCESS:

Contractor(s) will visit the site with County staff to familiarize themselves with the particular details of the project prior to starting work. At least 48 hours before beginning work, contractors must contact the BCP project manager and provide approximate work dates, work areas, and contact information for a responsible party to be present on-site during work hours. A responsible party designated to act as the contractor's representative must be present at all times during project implementation. This representative must be able to communicate effectively with their work crew, County staff, emergency responders, adjacent homeowners, and the general public.

Access to the work site will vary according to the site conditions of each particular project area. If a project is designated 'On-Site Disposal,' vehicular access to the interior of preserve areas will be granted via a 'contractor lock.' Any necessary clearing for vehicular access will be conducted by the contractor along a route designated by Travis County staff.

If a project is designated 'Off-Site Disposal,' access to the preserve will typically be limited to foot traffic through designated access points. Such access points may include private yards and driveways, which will be arranged by County staff with property owners (i.e. preserve neighbors) in advance. These access points will allow the movement of woody slash from County property to the curb or shoulder of a public roadway. In such cases, slash must be transported (dragged) to the curbside and processed in a preapproved manner before being removed from the area for disposal. Trucks, shredders and trailers must not obstruct neighborhood roadways during operation.

Work may take place from 7:30 a.m. – 6:30 p.m. in residential areas unless otherwise agreed upon during the pre-construction conference. At no time during job is trash, debris, brush, or equipment to be left on neighbor's property. All woody slash must be removed from curbside by the end of the work day. If issues arise with neighbors or the general public during work hours, BCP project manager is to be notified immediately.

SAFETY:

The contractor shall be responsible for ensuring that his or her employees take appropriate safety measures as necessary. The contractor will not permit placing or use of any equipment in traffic lanes or other locations in such a manner as to create safety hazards. If necessary, contractor will provide, place and remove appropriate warning signs.

OAK WILT PREVENTION:

All exposed cuts on oak trees shall be painted within 30 minutes. All cutting implements, lopping shears, chainsaws, handsaws, axes, machetes, hatchets or similar implements shall be disinfected between cuts on different oak trees with a spray disinfectant. The Contractor must ensure that crews are fully equipped with the necessary disinfectant and tree paint before any clearing may proceed.

FIRE PREVENTION:

Contractor shall abide by all applicable State and County regulatory requirements. This will include temporary, intermittent measures such as Burn Bans. Contractor will be responsible for contacting the local Emergency Services District to coordinate work when burn ban is in force. The contractor's assigned representative shall ensure compliance with provisions of the ban. Activities with the potential to start fires shall be halted until deficiencies are corrected. See document entitled "Wildfire Prevention Policy for Contractors on Travis County BCP" for details. **Smoking, outdoor cooking fires, and burning of debris are not allowed on County Preserve property.**

PROCESSING AND DISPOSAL OF WASTE MATERIAL (SLASH, SHREDDED WOOD OR ASH):

For projects designated 'Off-Site Disposal' the contractor will be solely responsible for disposal of waste materials in a safe and lawful manner. The method of processing/disposal must be pre-approved before a contract is awarded. Typical methodologies might include shredding, slash hauling, or burning inside an air-curtain incinerator.

ATTACHMENT 5

SCOPE OF WORK: WILDFIRE FUEL REDUCTION TREATMENT FOR WILSON PARKE ROADSIDE

DELIVERABLES:

The Contractor(s) work (or 'treatment') will be 1.) to provide sufficient equipment and labor within contractual period to prune and thin trees, primarily Ashe Juniper (i.e. 'cedar', juniper) and Live Oak, to specification by zone and 2.) to process (chip or shred) woody debris and spread the chipped material on-site.

For each site, County staff will provide:

- Guided site walk-throughs - one prior to estimate, one upon award, and up to three inspections depending on site area, need, and project close-out;
- Maps and field color-coded flagging outlining total acreage to be treated
- Access codes and information; and
- Disposal type (off-site or on-site in specific location) by site.

SITE-SPECIFIC DETAILS OF WILSON PARKE ROADSIDE PROJECT:

For this project, all woody debris may be disposed of on-site, spread no more than two inches thick.

The approximate acreages of each treatment type (measured by GIS) are as follows (see included map for details):

Treatment Zone	Acres
Open Woodland	1.0
Canopy Edge	0.25
Total Treatment	1.25

DESCRIPTION OF WORK:

Contractor will conduct pruning and thinning to specifications for each treatment zone (described below) as delineated on maps, identified by color-coded flagging in the field, and clarified in the walk-through prior to work. Any plants or sensitive environmental features to be avoided by personnel and equipment will also be marked with color-coded ribbons. All trash and human waste will be placed in animal-proof containers or hauled out of the site each day; at the end of the project, all trash and human waste will be hauled out and disposed of properly off-site. Trimmings, prunings, and trees removed will be disposed of per site specifications: if off-site disposal is required, Contractor will provide legal means and methods to final destination; if on-site disposal, areas for deposition and spreading of shredded material will be delineated on a pre-project map and communicated during pre-work site visit.

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Juan Gonzalez

From: Mickey Roberts
Sent: Tuesday, October 28, 2014 4:29 PM
To: David Walch
Subject: RE: Contract #4400001743 Workforce Development Parks

David,

Per our conversation, my request to ratify the contract to October 27, 2014 is based on the following: Performance of wildfire mitigation activities within the Balcones Canyonland Preserve lands are limited in season due to annual nesting of federally protected birds like the Golden-cheeked Warbler. Additionally, the crews provided through AYW are part of a workforce development program and are seasonally available. The ratification will allow for mitigation efforts to begin this calendar year that will protect county residents from risk of loss of life and property due to wildfire.

Please let me know if you have any other questions.

Mickey Roberts
Environmental Specialist Senior
Travis County
Natural Resources and Environmental Quality
512.854.6613