

JACKSONVILLE TREE COMMISSION LEVEL 3 TREE PLANTING PROGRAM

APPLICATION INSTRUCTIONS and PROCESS GUIDE

WHAT IS THE LEVEL 3 TREE PLANTING PROGRAM?

The Tree Commission, established by Section 94.106 *Ordinance Code*, is a City advisory body to the City Council, Mayor's Office, City staff, and community stakeholders, whose task is to develop policies and programs that encourage the preservation and restoration of the City's tree canopy.

The Level 3 Tree Planting Program (the "Program") was created by the Tree Commission as a way for the City to partner with and provide funding to a local community or not-for-profit organization to implement a tree planting project on publicly owned land within Duval County.

An organization interested in obtaining funding for such a project must complete a Level 3 Tree Planting Program application which describes the project and the amount of funds requested. The Tree Commission will review each tree planting application and then make recommendation to the Mayor's Budget Review Committee regarding approval of the project based upon the information submitted.

If a project is approved, an Agreement is entered into between the Applicant and the City of Jacksonville, which establishes the scope of the project and funding provided by the City.

FUNDING

Funding for an approved Project comes from the Tree Protection and Related Expenses Trust Fund (the "Tree Fund"), as authorized by Sec.111.760, *Ordinance Code*, and Sec. 25.04, *City Charter*. Funds deposited in the Tree Fund must be spent on the installation and maintenance of trees on public lands in Duval County.

WHO MAY APPLY FOR PROGRAM FUNDING?

1. Eligible 501(c)(3) Not-for-profit Organizations.
2. Local Community Organizations.
3. Other units of local governments operating in Duval County.

IF AN APPLICATION IS APPROVED, HOW IS FUNDING PROVIDED?

If the Project is approved by the Tree Commission and the Mayor, the work beginning with Pre-Application/Design Phase, Step 2 (Conceptual Design), will be reimbursed. All work prior to Staff approval of the Project at that point is not reimbursable. Once the Project and the associated fees and construction costs have received approval a contract is drafted that will outline the funding.

HOW DO I APPLY FOR AND OBTAIN FUNDING?

An organization interested in obtaining funding for the design and construction of a tree planting project will follow a three-phase process: (1) the Pre-Application/Design phase, (2) the Application phase, and (3) the Project Execution phase. The Project becomes more defined with each phase.

I. PRE-APPLICATION/DESIGN PHASE

The Pre-Application Phase procedure is a 4-step process.

During each step of the process, Staff may request additional information or adjustments to the scope or design of the project. Failure to provide such changes may result in the Staff's recommendation of denial of the project.

Communications between the Applicant and the Staff is intended to be an iterative process with the goal to determine the best solution that will enhance the City's tree canopy.

A. STEP 1 – PROJECT SCOPE

(1) Identification of the Project Team

- a. Must include the Applicant, Landscape Architect, Project Manager for the Applicant, and any other known consultant or contractor.

(2) Identification of Project Site

- a. Applicant identifies a site for a specific tree planting project and contacts the public agency that owns or manages the property to determine its interest in a tree planting project on the subject property or on another property selected by the Public Agency.
- b. If the contacted Public Agency is not interested in a tree planting project, then the Applicant must identify another project site and repeat the procedure above.

- (3) **Project Scope Base Sheet:** The landscape architect copies an aerial from the City GIS or other websites to use as a base sheet of the subject property. The aerial is reproduced at a scale that clearly shows existing property lines and site improvements such as buildings, parking lots, play areas, overhead powerlines, trees, and surface drainage features on the site. Property boundary lines can be obtained from the JaxGIS website (<https://maps.coj.net/DuvalProperty/>).

(4) Project Scope Plan

- a. The Applicant and landscape architect, or a representative from the landscape architecture firm shall meet with the public agency representative at the site to determine where trees can be planted. Photographs are taken to show typical site conditions. Site limitations are also noted. The landscape architect will then transfer the field notes to the base sheet and draw a bubble diagram around each potential planting area and the estimated number and type of trees that could be planted in each area.
- b. The Applicant submits the Project Scope Plan to the Public Agency for its review and requests written support for the proposed tree planting project.
- c. The Applicant then revises the Project Scope Plan to incorporate any recommendations received from the Public Agency.

- (5) **Project Scope Submittal:** The Applicant prepares the Project Scope submittal for Staff review once the Agency's approval is received. The Project Scope Submittal includes the following items.

- a. The Public agency's written support of the project
- b. Project Scope Plan
- c. The Applicant's written description of the following:
 - 1) How will the project benefit the neighborhood, Council District, or the City?
 - 2) Is the project site highly used by or visible to the public and how?
 - 3) Will the project be an enhancement of an underserved or blighted area? If so, how?

(6) **Rough Order of Magnitude of Professional and Administrative Fee.** An estimation of the professional and administrative fees, and the total construction and warranty cost that will be required to take the design through the entire Project Execution Phase will be required prior to Staff approval.

(7) **Project Scope Review Meeting**

- a. Once the Project Scope submittal, including the Rough Order of Magnitude of the fees, is complete, the Applicant shall schedule a meeting with City Staff and the public agency representative to review the location and scope of the proposed project. The landscape architect, or representative from the landscape architecture firm shall also attend.
- b. Staff will prepare a written summary of the meeting to all parties within 10 business days of the meeting. Also included will be a statement either approving the project scope, requesting additional information or revisions, approving with conditions, denial, or recommending selection of another project if issues with the proposed project are not easily resolved.
- c. If the project suggestion is denied, this decision is appealable to the Tree Commission as final agency action.
- d. Once the Project Scope is approved, or approved with conditions, the applicant can begin tracking the time spent on the project. The Applicant shall estimate the overall project budget on a cost sheet provided by the City. This lump sum amount shall not include the effort spent by the Applicant and /or their consultants time up to the time of the Project Scope meeting.

B. STEP 2: CONCEPTUAL DESIGN

(1) **Conceptual Planting Plan**

- a. Landscape Architect prepares a conceptual design using the base map prepared for the Project Scope showing, in more detail, the buildings, parking lots, play areas, future construction sites, easements, overhead powerlines, identified underground utilities, and surface drainage features in and surrounding each proposed planting site. Incorporate recommendations from the owner's representative and City Staff resulting from the Project Scope Review Meeting or written summary into the Conceptual Planting Plan.
- b. Show the following information on the plan:
 - 1) The location of each tree to be removed identified by common name and trunk diameter at breast height (DBH).
 - 2) The location of existing trees to remain with the edge of the tree canopy shown as a dashed line.
 - 3) The location of each new tree identified by common name and tree caliper. Circle each tree with a solid line that represents the expected mature canopy spread of the species. Refer to the Tree Commission Approved Tree Planting List, which can be found on the Tree Commission webpage of the Public Works Department of the City of Jacksonville

(2) **Conceptual Design Submittal**

- a. The Conceptual Design is due no later than ninety (90) business days after the project scope is approved. Upon receipt of the conceptual design submittal, the staff will set a meeting

date that will allow at least 10 business days for Staff to review the design before the meeting.

b. The Conceptual Design Submittal includes the following:

1) Conceptual design plan

2) Brief description of the work:

i. The level of Tree Removal.

ii. Is soil replacement required?

iii. Is Irrigation proposed for the project and what type?

iv. Will project include the use of volunteers, or other community involvement?

v. Is there an education component?

vi. Services provided by property owner/manager or others.

vii. The level of maintenance and the period of time required to establish the installed. 0trees.

viii. Rough cost estimate for improvements, i.e., tree removal, tree installation and maintenance, irrigation, soil replacement).

ix. Additional information requested by Staff in the Project Scope Review Meeting or that the Applicant feels may be needed.

(3) **Conceptual Design Review Meeting:** The Applicant meets with City staff, and the property owner/manager to review the Conceptual Planting Plan prepared by Applicant's Landscape Architect.

(4) **Staff Review:** Staff returns to the Applicant written review comments of the Conceptual Planting Plan within ten (10) business days after the review meeting.

(5) **Revised Conceptual Planting Plan (if necessary):** Any review comments are to be incorporated into a revised Conceptual Planting Plan for Staff approval.

(6) **Discussion with District Council Member:** The Applicant shall meet with and discuss the approved Conceptual Planting Plan with the District Council Member.

(7) The approved Conceptual Planting Plan shall be incorporated into the Schematic Planting Plan that is submitted with the Level 3 Application.

C. STEP 3: FEE PROPOSAL FOR SCHEMATIC PLANTING PLAN AND PROJECT IMPLEMENTATION

(1) The Applicant will submit a proposed overall budget to pay for the Schematic Planting Plan, cost estimation, preparation of the Application, and for general administrative, project management, and design services provided by the Applicant, the Landscape Architect and the Project Manager necessary to complete the Tree Planting Project. There are three parts to the Fee Proposal, one prepared by the Applicant, one by the Project Manager one by the Landscape Architect.

a. The Applicant's fee proposal includes the price to prepare the Level 3 Application and to provide general administrative services for the project. Work includes the general coordination with the user agency, City Staff, Project Manager, and Landscape Architect, and the preparation of billings and reports required by the City. If an employee of the

Applicant is qualified to act as Project Manager, then project management services are included in the Applicant's fee proposal.

- b. The Project Manager's fee is for the detailed management and quality control of the Project from Schematic Design through bidding, construction and maintenance. Also included is the coordination with the City, the Applicant, the Landscape Architect, and the selected Landscape Contractor regarding the fulfillment of the Contract requirements between the Landscape Contractor and the Applicant, including established performance schedules.
 - c. The Landscape Architect's fee proposal includes the cost of design services to prepare the Schematic Planting Plan, final design drawings, and bid documents; to review bids; and to provide inspection services during the construction and maintenance period. If the Landscape Architect also serves as Project Manager, then the cost of those services will be included in its proposal.
- (2) The City Staff will review the fee proposal within 10 business days and approve it or request modifications before acceptance. The Applicant can proceed with the Schematic Design once the Applicant receives written acceptance of the fee proposal.
 - (3) Funding Note: Depending on the scope of the Project, in order to receive funding for the Landscape Architect's professional fees the Applicant shall be required to select the Landscape Architect through a competitive bid qualification process if the aggregate of the design fees will be more than \$35,000 or if the construction cost is over \$325,000. Refer to Sec. 255.20, Florida Statutes, Sec. 287.055, Florida Statutes, and Chapter 126, Jacksonville Ordinance Code for these requirements. The Applicant is responsible for all required Notice to the public, keeping and providing Minutes of the selection process, and to document that they have followed the aforementioned statutes and the Ordinance Code.

D. STEP 4: SCHEMATIC PLANTING PLAN¹

- (1) The Landscape Architect shall prepare the Schematic Planting Plan based upon the approved Conceptual Planting Plan with any modifications requested by Staff as part of the Conceptual Design review phase. The Schematic Planting Plan shall also show the following:
 - a. A vicinity map showing the location of the Project.
 - b. Key Map if the Schematic Planting Plan is drawn on more than one sheet.
 - c. The Schematic Planting Plan base map shall be drawn to a scale of 1-inch equals 20, 30, 40, 50, 60 or 100 feet. The Plan must clearly show the existing site improvements. Show a graphic bar scale on each plan for reference.
 - d. A North arrow and a legend of symbols on each plan sheet.
- (2) The drawings shall be reproducible and legible on 11x17 inch sheets.
- (3) Submit to City Staff for review.
- (4) The City Staff will have 20 business days to review the Schematic Planting Plan and the proposed fee schedule to ensure that all the requests or modifications generated from the Conceptual Design Review were incorporated.

¹ If the Conceptual Planting Plan contains all of the required information as the Schematic Planting Plan, then a separate drawing may be determined by Staff to be unnecessary.

- a. If the submitted Schematic Planting Plan does not incorporate all the requests or modifications agreed upon by the Applicant and Staff, then Staff will return the drawings for resubmittal.
- b. If the submitted Schematic Planting Plan incorporates all the comments agreed upon in the Conceptual Design Review, then the Applicant may include the Schematic Plan in the Application.

II. APPLICATION PHASE

A. SUPPORTING DOCUMENTATION. Include and label the following Exhibits with the Application. An explanation of each is given below.

- Exhibit A-1: Location Map
- Exhibit A-2: Narrative Project Scope
- Exhibit A-3: Schematic Planting Plan
- Exhibit A-4: Plant Schedule
- Exhibit B: Project Performance Schedule
- Exhibit C: Total Project Budget
- Exhibit D: Project Team
- Exhibit E: Proof of Eligibility
- Exhibit F: Corporate Resolution Certification (if applicable)
- Exhibit G: Agency Acknowledgement of Intent to Plant Trees

Composite Exhibit A: Project Design.

Exhibit A-1: Project Location Map. Provide a map to show the project location within the context of the City of Jacksonville.

Exhibit A-2: Narrative Project Scope. Give a brief overall description and purpose of the Project.

Exhibit A-3: Schematic Planting Plan. See description in the Pre-Application Phase.

Exhibit A-4: Plant Schedule. Provide a list of plants to be installed, that includes a description of each plant in accordance with the table below:

Botanical name	Common Name	Description	Quant.	Notes
Betula nigra	River Birch	__ Gal. or __ B&B, __ Caliper, __ Ht., __ Spd., __ Min trunks, C.T	5	

Exhibit B: Project Performance Schedule. State the number of days to achieve each phase of work from beginning to end. Include the following phases in the Performance Schedule:

- i The design phase, which includes final design and preparation of construction documents.
- ii The bid phase, which includes bid solicitation, bid opening, and selection of the qualified low bidder, project award, and contract execution with the landscape contractor.
- iii The construction phase, which includes the removal of obstacles, soil replacement, installation of irrigation, whether permanent or temporary, and the installation of the trees during a specified warranty period.
- iv. Maintenance of the trees and irrigation system, if any.

Task	Schedule
Construction Drawings and Specifications	___ days after execution of Agreement
Bid Documents sent to 3 bidders	___ days after execution of Agreement
Bid Opening, Bid Award	___ days after delivery of bid documents to bidders
Selection of Contractor, Execution of Contract	___ days after construction contract award
Construction Completion, Initial Acceptance	___ days after contract execution
Maintenance Completion, Final Acceptance	___ months of maintenance after Initial Acceptance if not extended to cover warranty of replacement trees

Exhibit C: Total Project Budget. Provide estimated costs of all phases of the Project.

- a. Estimated administrative/contract management fees with a detailed scope of services provided by the Applicant showing the estimated hours and hourly rates for each task, including, but not limited to, community outreach and/or programs, volunteer coordination, meetings, project coordination with the City and the Landscape Architect, and billing.
- b. Estimated Design Consultant Services Fee, with a detailed scope of services provided by the consultant showing the estimated number of hours and hourly rates for each phase of service.
- c. Estimated construction cost based on the Schematic Design, including, but not limited to, site preparation, soil replacement, performance/payment bond, maintenance of traffic, tree installation, construction of irrigation system, and maintenance of improvements during the selected warranty period of 3 months, 1 year or 2 years.

Exhibit D: Project Team

- a. List the people and entities involved in the Project, including but not limited to the Applicant, any volunteers, the Landscape Architect, the Project Manager if different from the Landscape Architect, and any other consultants.
- b. Describe the roles, responsibilities and tasks for each team member, such as who will:
 - i List the people and entities involved in the Project, (the “Participants”) including the Applicant (which will become the “Contractor” described in Agreement), the City, any volunteers, the Project Manager, and the Landscape Architect.
 - ii Describe roles, responsibilities, and tasks of each Participant who will:
 - 1. prepare the final design and bid documents, review bids, and provide oversight of construction and maintenance;
 - 2. obtain final approval of the design from Tree Commission Staff;
 - 3. oversee preparation of the Construction Documents by the Project Landscape Architect;
 - 4. solicit bids from a minimum of three qualified bidders for construction of the Project;
 - 5. coordinate with the City the selection of the landscape contractor; and
 - 6. provide professional project management and quality assurance for the design, construction, maintenance, and warranty of the Project.

Exhibit E: Proof of Applicant Eligibility. This information is required to confirm that the Applicant is eligible to receive funding.

- a. **501(c) not-for-profit organizations**
 - 1. Attach a copy of the organization’s IRS determination letter.
 - 2. Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to applying for the Level 3 Program. The certificate must be dated within 60 days of filing a complete application and list the requesting agency as a Florida non-profit corporation (requested from Florida Division of Corporations (<http://dos.myflorida.com/sunbiz>)).
 - 3. Attach a copy of the Florida Division of Corporations “Detail by Entity Name” webpage (<http://dos.myflorida.com/sunbiz>) to show that the applicant is currently operating in Duval County. If proof of operation in Duval County cannot be determined by the “Detail by Entity Name,” attach evidence of current operations in Duval County by submitting at least one of the following:
 - i A list of notable projects or work completed in Duval County by the Applicant; or
 - ii A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)
- b. **Special District, or other unit of local government within Duval County**
 - 1. Attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.

Exhibit F: Corporate Resolution Certification (if applicable): If the Applicant is a corporation, fill out and sign the Corporate Resolution Certification form included in the Application.

Exhibit G: Acknowledgement of Intent to Plant Trees. Have the manager of the public property on which the Project is located complete and sign the Acknowledgement form. This document confirms that the manager of the public property has authorized the Applicant to install the Project on its property. If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance. Obtain authorization from the following:

- a. If the project is in the City Right-of-Way, obtain authorization from the Engineering Division of the Public Works Department of the City of Jacksonville
- b. If in a City Park, obtain authorization from the Parks & Recreation Department of the City of Jacksonville;
- c. If on School Board property, obtain authorization from the Assistant Superintendent of Facilities.
- d. If on property controlled by any other governmental entity not described above, obtain the appropriate authorization from that agency

B. APPLICATION SUBMITTAL

Applicants must submit one (1) complete printed set of the Application materials, and a high-resolution electronic version. Transmit the application with an original signature cover letter on the Applicant's letterhead that includes a statement binding the Applicant to fulfill commitments made in the Application and identifies the key contact person. If there are partners to the Application, each partner must provide an original signature letter including the binding statement.

You may contact the Tree Commission staff via email at JGearhart@coj.net by phone (904) 255-4327, or by mail to Tree Commission Staff, 609 St. Johns Bluff Road North, Jacksonville, Florida 32225.

Submit the completed application and all supporting documents to:

The Jacksonville Tree Commission
in care of the Mowing and Landscape Maintenance Division
Department of Public Works
609 St. Johns Bluff Road North
Jacksonville, Florida 32225

Application Deadline: Forty-five (45) days prior to the next scheduled Tree Commission meeting so that Staff can review the application.

C. STAFF REVIEW OF APPLICATION

The following shall be considered for the Project in the Staff Report:

(1) Review of Application Completeness

- a. The Staff will review each Application for completeness and notify the Applicant if the Application is considered complete or incomplete within ten (10) business days of submittal.
- b. An Application is considered complete if all necessary information and documentary proof required by this document and the Application is provided and in the format requested. If the Application is deemed complete, the Staff will proceed with the review of the information provided.
- c. If the Application is considered incomplete, the Staff will return the Application to the Applicant with list of deficiencies.

(2) Review of Application

- a. The Staff will review the Project Application and prepare a report with a recommendation (“Staff Report”) for (1) approval, (2) approval with conditions, or (3) denial.
- b. The Staff Report will be sent to the Tree Commission, the District Council Member, the At-Large Council Member within whose residency area the Project is located, and the Applicant, at least ten (10) business days prior to the Tree Commission meeting when the Project will be presented to the Commission for an opinion.
- c. The Staff Report will be based upon the Application and Exhibits and will include an analysis of each of the Project Evaluation Criteria, below.

D. STAFF PROJECT REVIEW CRITERIA

(1) Design Criteria

- a. The species, number and placement of trees are appropriate for the site.
- b. The proposed trees are on the “Tree Commission Approved Tree Planting List,” and as amended from time to time. The list is available on the Tree Commission webpage of the Public Works Department of the City of Jacksonville.
- c. The proposed trees are predominately shade trees. The use of non-shade trees as a significant portion of the trees planted will only be acceptable if the Applicant can justify a significant use of non-shade trees in terms of the overall Project.
- d. Palms do not exceed 25% of total trees being planted unless justified by the Applicant.
- e. The proposed locations of trees do not interfere with existing trees, buildings and other structures, utilities, or sight line requirements in road rights-of-way.

(2) Cost Criteria

- a. Administrative costs are reasonable.
- b. Project Manager’s and Landscape Architect’s fees are reasonable.
- c. Construction costs are reasonable.
- d. Permanent automatic or temporary irrigation system costs are reasonable, if irrigation is proposed.
- e. The cost of the species and size of trees selected do not outweigh the benefits provided by such trees.

(3) **Maintenance and Impacts Criteria**

- a. Low maintenance trees are utilized that will require minimum maintenance after the period of mandatory maintenance by the Applicant.
- b. The location of trees and irrigation systems have a minimum adverse impact over time on infrastructure such as sidewalks and roadbeds.

(4) **Public Benefit Criteria**

- a. The species of trees being planted are beneficial to the City's tree canopy.
- b. The Project provides a unique benefit to the neighborhood, Council District, or City.
- c. The Project serves high visibility areas.
- d. The Project engages the Community through volunteers or education or other public engagement.
- e. The Project is aesthetically pleasing and/or combats blight in blighted areas.
- f. The Project supports Resiliency goals within the City.

(5) **Staff Review of Plan-It Geo Objective Criteria:** Staff will utilize the Plan-It Geo Web Tool to evaluate the existing conditions of the geographic area within the Census Block where the proposed Project is located. The ranking will measure the benefits provided by each census track and not the specific benefits of the proposed project.

- a. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:
 - i. Urban Tree Canopy Percentage
 - ii. Stormwater Benefits
 - iii. Urban Heat Island
 - iv. Socio-Economic Benefits
 - v. Overall-equally weighted criteria
 - 1. 1st-25th percentile (1-122)
 - 2. 26th- 50th percentile (123-244)
 - 3. 51st-100th percentile (245-366)
 - 4. 76th-100th percentile (367-488)
- b. If a Project overlaps two or more census blocks, then the average of the census blocks will be applied to determine a "score."

E. TREE COMMISSION REVIEW AND RECOMMENDATION

- (1) **Application Presentation.** All Applications will be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission. Each Applicant will have 10 minutes to present its Application to the Tree Commission.

(2) Tree Commission Review.

- a. When evaluating each Application, the Tree Commissioners will utilize the information contained in the Application, including the exhibits, Staff Report and all information obtained during the Applicant’s presentation. The Tree Commission will recommend either:
 - 1. Approval;
 - 2. Approval with Conditions;
 - 3. Denial of the Project; or
 - 4. If more information is requested then the Application may be deferred by a vote of the Commission or unilaterally by the Chair of the Commission.
- b. If the recommendation is Approval with Conditions and the Applicant agrees with the recommendation, the Applicant shall revise the supporting documents in the Application necessary to convey the intent of the recommendations by the Tree Commission for inclusion in the MBRC package.
- c. If the recommendation is Approval with Conditions and the Applicant does not agree with the recommendation, then the result will be a recommendation for Denial.
- d. The Tree Commission’s recommendation will be forwarded to the Mayor’s Office for processing through the Mayor’s Budget Review Committee (“MBRC”) for final review.

F. MAYOR’S BUDGE REVIEW COMMITTEE (“MBRC”) REVIEW

- (1) At the earliest MBRC meeting following the evaluation of the proposed Project by the Tree Commission and the receipt of any requested modifications to the Application, the Staff will submit the Project to MBRC for review and approval. Like the Tree Commission, MBRC shall either approve the Project, approve the Project with conditions, deny the Project, defer the decision until more information is received, or delay funding of the Project to a later date.
- (2) If MBRC approves the Project as presented or as modified, it will direct the Office of General Counsel to prepare the Agreement. No additional action is required by the City Council.
- (3) If the Project is denied by MBRC, no further action will be taken by the Tree Commission on the Project through the Level 3 Program. However, this does not limit the ability of a Council Member to file legislation to implement a Project utilizing the Tree Fund.
- (4) If the MBRC decision is Approval with Conditions, and the Applicant agrees with the decision, the Applicant will revise the documents necessary to convey the intent of the decision for inclusion in the Agreement exhibits.
- (5) If the decision is Approval with Conditions and the Applicant does not agree with the decision, then the result will be a Denial of the Project by the MBRC.

III. PROJECT EXECUTION PHASE

A. ENTERING INTO AGREEMENT

- (1) Once the Project is approved by the MBRC, the Office of General Counsel will prepare a Tree Planting Program Level 3 Agreement (the “Agreement”) between the Applicant and the

City of Jacksonville, which will set the funding provided by the City and describe the responsibilities of each party.

- (2) We understand that the Applicant relies on consultants to assist with its Project. However, the Applicant is responsible for the Project and all that it encompasses. The Agreement for the funding is between the Applicant and the City of Jacksonville, so the Applicant is fully responsible for completion of the Project and will be held accountable for any deficiencies.
- (3) Upon execution of the completed Agreement by all parties, the Applicant will be eligible for payment of funds in accordance with the Agreement.
- (4) **It is imperative that the Applicant read and understand the Agreement and the obligations before entering into this Agreement with the City.**

B. PROJECT BIDDING & AWARD

- (1) Landscape Architect prepares bid documents (tree planting plans and construction specifications) incorporating the requirements of the approved Application and the Agreement.
- (2) Project Manager solicits bids from 3 landscape contractors.
- (3) The Applicant awards the project after consultation with the City.
- (4) Applicant prepares and executes a Contract between Applicant and the Landscape Contractor.

C. CONSTRUCTION

- (1) Project Manager issues Notice to Proceed, establishes the construction schedule, coordinates with the Landscape Architect and City Staff, and provides overall project management during the construction and the maintenance period.
- (2) Landscape Architect monitors construction and maintenance during the tree establishment period, inspects the completed work, submits reports, and reviews the contractor's invoices.
- (3) Applicant prepares and submits invoices to the City for work completed the previous period or phases.
- (4) The Applicant issues to the Contractor a letter of Final Acceptance when all work is completed and obtains the close out documents required by the Contract.

D. MAINTENANCE

- (1) The Applicant shall maintain the Project throughout the warranty period as described in the Contract between the Landscape Contractor and the Applicant.
- (2) Should a tree not meet specifications at any time within the warranty period, the Applicant must replace the tree and the warranty period begins again once that tree (or trees) is approved by City staff.
- (3) Payments may be made in installments of 6 months.