

LANDSCAPING

SUMMARY

For Miami-Dade County-owned properties managed by the Internal Services Department (ISD), landscaping service is provided through ISD by private contractors **or** through Parks, Recreation, and Open Spaces' (PROS), Landscape Division. The below procedure should be followed for County-owned properties **not** managed by ISD. PROS offers a variety of landscape services, ranging from typical project landscaping to year round landscape maintenance.

PROS provides the following:

- Exterior Landscape Materials
- Exterior Landscape Materials- installed
- Grounds Maintenance
- Evaluations
- Recommendations
- Cost Estimates

PROS Natural Areas Management Section offers services geared toward restoring and maintaining a natural environment through the removal of exotic species and restoration of native species and indigenous associations. ISD-Strategic Procurement Division (SPD) has established a list of prequalified vendors (the "list") eligible for participation in spot market competitions, at the time goods and/or services similar to those provided by PROS are needed. The list may be accessed by any department for non-ISD managed properties for the purchase of plants and materials, added work capacity, and to accomplish very large jobs.

PROCEDURE

1. Prepare a written request signed by the department director or authorized designee, including the following:
 - a. Location where services and/or goods are to be provided.
 - b. Description of the services and/or goods required.
 - c. Effect such landscaping will have on accessibility for persons with disabilities. Considerations include changes in level, edge drop off, slopes and surface of walkways, trees/bushes that drop leaves or fruit that may hamper the navigation of pathways for pedestrians and wheelchair users, encroach on, or overhang on pathways, or other walking areas in a manner hazardous to people who are visually impaired.
 - d. Date(s) services and/or goods are required.
 - e. Name and contact information of individual who can provide additional details.
 - f. Budget code (index and sub-object codes).
2. Send request to PROS for non-ISD managed properties that the department occupies. For ISD managed properties, submit the request to the ISD Building Manager.
3. Upon receipt and review of such request, an appointment may be scheduled to determine the work and material requirements and estimated cost of the project. Departments will be notified if the services and/or goods requested cannot be provided.

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4. If PROS is utilized, a written agreement will be prepared. The department director or supervisor signature will be required on the agreement.
5. Department will be charged for services and/or items rendered via journal or direct invoice.
6. It is the County's policy that all plant materials utilized in landscaping County-owned properties must follow LEED specifications. Plants must be native or adaptive in nature.
7. Whenever possible, Florida friendly landscaping should be used to reduce the need for irrigation.

CONTACT(S):

Department/Division

Internal Services Department/Strategic Procurement Division

Parks, Recreation and Open Spaces Department/Landscape Division/Natural Areas Management
Section