

Invitation to Bid

ITB No. 16-100802

**Sanitary Sewer Television and Manhole Condition
Assessment for General Areas
for the
Ongoing Sewer Assessment and Rehabilitation
Program (OSARP) Project**



DeKalb County
G E O R G I A

**for
DeKalb County, Georgia**

Bid Due Date & Time:
Location:

February 15, 2017 at 3:00 p.m. EDT
Department of Purchasing and Contracting
The Maloof Center
1300 Commerce Drive, 2nd Floor
Decatur, GA 30030

Senior Procurement Agent:

Teresa Slayton, CPPB, CPP, CPPM, CPPC,
CICCM, CISM, GCPA, GCPM
Email: trslayton@dekalbcountyga.gov
Phone: (404) 371-2614

DEKALB COUNTY

STANDARD FORM

NUMBER 7

BID DOCUMENT PACKAGE

FOR

INVITATION NO. 16-100802

DEKALB COUNTY, GEORGIA
1300 Commerce Drive
Decatur, Georgia 30030

TABLE OF CONTENTS

<u>Title</u>	<u>Page Number</u>
Advertisement for Bids	5
Instructions to Bidders	8
Acknowledgment of Bidder	19
Scope of Work	20
Bidder's Unit Price Form	22
Bidder's Qualification Form	28
First Source Jobs Ordinance Acknowledgement	34
Local Small Business Enterprise ("LSBE") Program Information Sheet and LSBE Exhibits A, B, C and D	36
Certificate of Corporate Bidder	49
Certificate of Authority – Joint Venture Bidder	51
Bidder's Affidavit of Compliance with O.C.G.A. §13-10-91	53
Reference and Release Forms	55
Bid Bond Form	57
Public Works Construction Affidavit and Oath of Successful Bidder	59
Standard Form Contract for Construction <i>(Contract includes the following Attachments)</i> Attachment A, General Requirements, GR-1 through GR-46. Attachment B, Contractor's Affidavit. Attachment C, Subcontractor's Affidavit(s). Attachment D, Subcontractor's Affidavit(s). Attachment E, Certificate of Corporate Authority or Joint Venture Certificates Attachment F, Performance Bond and Accompanying Power of Attorney Attachment G, Payment Bond and Accompanying Power of Attorney Attachment H, Copies of Required Insurance policies with Declarations Page(s) Attachment I, Addenda Acknowledgement Attachment J, Executive Order No. 2014-4 New Ethics Policy Attachment K, General Liability Wrap-Up Manual Attachment L, Other Required Attachments	Exhibit 1
Contractor's Cost Proposal	Exhibit 1.1
Technical Specifications	Exhibit 2

Engineering Estimate
OCIP Manual

Exhibit 3
Exhibit 4



DEKALB COUNTY, GEORGIA

INVITATION TO BID (ITB) No. 16-100802

Sealed Bids will be received by DeKalb County, Georgia, in the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, no later than **Wednesday, February 15, 2017 at 3:00 P.M. EDT.**, at which time and place they will be publicly opened and read aloud, for furnishing all labor, materials, equipment, and all things necessary pursuant to Drawings, Specifications, conditions, etc., for **ITB No. 16-100802, Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the Ongoing Sewer Assessment and Rehabilitation Program (OSARP)** (“the Project”).

ONE ORIGINAL BID AND TWO IDENTICAL COPIES MUST BE SUBMITTED ON THE DATE AND AT THE TIME AND PLACE PRESCRIBED ABOVE.

Contract Documents, Drawings, and Specifications for this Work are on file and open for inspection at the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030. Bids will be considered only from experienced and well-equipped contractors.

DeKalb County Department of Watershed (DWM) Design and Construction Standards can be purchased for \$25 from DeKalb County’s DWM: 1580 Roadhaven Drive, Stone Mountain, Georgia 30083, phone number (770) 414-2383. All bids/proposals shall be evaluated in accordance with applicable DeKalb County rules, regulations and laws.

PRE-BID CONFERENCE

A **mandatory Pre-Bid Conference** will be held on **Tuesday, January 17, 2017 at 10:00 A.M. EDT**, at DWM, Training Room A, 4572 Memorial Drive, Decatur, Georgia 30032. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the procurement process and to address questions and concerns. There will be representatives from the Department of Watershed Management, Office of Contract Compliance, Risk Management, OCIP Program and the Department of Workforce Development, available at the conference to discuss this project and to answer any questions. Bidders are **strongly** encouraged to attend and participate in the pre-bid conference.

QUESTIONS

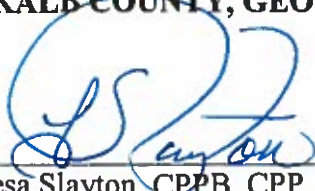
All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the Pre-Bid Conference; however, oral answers are not authoritative. Authoritative responses to all written questions will be published and made available to all bidders in the form of an addendum. Questions must be submitted to the Department of Purchasing and Contracting in writing by the following method: via email to Teresa Slayton, CPPB, CPP, CPPM, CPPC, CICC, CISM, GCPA, GCPM at trslayton@dekalbcountyga.gov no later than **Monday, January 23, 2017, at 1:00 P.M. EDT**. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

No Bid may be revoked or withdrawn until sixty (60) days after the time set for opening the Bids.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES IN BIDDING, AND TO READVERTISE.

This ___ day of _____, 20___.

DEKALB COUNTY, GEORGIA

By: 
Teresa Slayton, CPPB, CPP, CPPM, CPPC,
CICCM, CISM, GCPA, GCPM *HS*
Procurement Agent, Senior
Department of Purchasing and Contracting

Instructions to Bidders

INSTRUCTIONS TO BIDDERS

GENERAL

Sealed Bids will be received by DeKalb County, Georgia, in the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, no later than **Wednesday, February 15, 2017 at 3:00 P.M. EDT.**, for the Invitation to Bid entitled **ITB No. 16-100802, Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP**, which is on file in the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030. Sealed Bids shall be submitted on the form furnished by the County and shall be submitted in **triplicate**, designated as original or copy. **ONE ORIGINAL BID AND TWO IDENTICAL COPIES MUST BE SUBMITTED ON THE DATE AND AT THE TIME AND PLACE PRESCRIBED ABOVE.** Complete Drawings, Specifications and Bid forms may be obtained from the DeKalb County Department of Watershed (DWM) Design and Construction Standards can be purchased for \$25 from DeKalb County's DWM: 4572 Memorial Drive, Decatur, Georgia 30032, phone number (770) 414-2383. Bids will be considered only from experienced and well-equipped contractors. Prior to beginning construction, the successful Bidder will file with the County a Performance Bond and a Payment Bond, each equal to 100% of the Contract Price, with the terms and surety to be approved by the County; and furnish satisfactory proof of carriage of the insurance required.

PRE-BID CONFERENCE

A **mandatory Pre-Bid Conference** will on **Tuesday, January 17, 2017 at 10:00 A.M. EDT**, at the Clark – Harrison Building, Conference Room A, 330 W. Ponce de Leon Avenue, Decatur, GA 30030. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Watershed Management, the Department of Local Small Business Enterprise (“LSBE”), Office of Workforce Source and the Department of Risk Management, Owner Controlled Insurance Program (“OCIP”) available at the conference to discuss this project and to answer any questions. Bidders are strongly encouraged to attend and participate in the pre-bid conference.

SUBMITTING BIDS

Bids are to be submitted on the proper unaltered forms, and shall be addressed to the DeKalb County Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, sealed, dated and enclosed in an envelope or package appropriately marked on the outside with the name of the Bidder, the date and hour of opening, and the Invitation to Bid Number and Project Name. *For a lump sum bid, the form entitled “Bidder’s Lump Sum Bid” shall be used. For unit price bids, the Bidder shall use the “Bidder’s Unit Price” form.* 9

COUNTY CHANGES TO FORMAL SOLICITATIONS: (Invitation to Bids (ITB) and Request for Proposals (RFP))

The County reserves the right to change any part of the Bid/Proposal Package any time prior to the bid/proposal opening. Any changes shall be in the form of addenda which shall become a part of the solicitation documents and the Contract. Addenda shall be made available via the County’s website where the original solicitation documents were posted. A respondent’s failure to address the requirements of any addendum may result in that bid/proposal being rejected as non-responsive.

The County reserves the right to modify any sample County contract within the Bid/Proposal Package.

COUNTY CHANGES TO CONTRACTS/AGREEMENTS

The County may, from time to time, request changes in the Scope of Work to be performed by Contractor hereunder. No such change, including any increase or decrease in the amount of the compensation, which may be mutually agreed upon by and between the County and Contractor, shall be effective and enforceable until and unless a written amendment or change order to the Contract/Agreement has been executed by both parties and attached hereto.

REJECTION OF BIDS/PROPOSALS

Bids/Proposal may be rejected if they show omissions, alterations of form, addition not called for, conditions, limitations, unauthorized alternate Bids/Proposals or other irregularities of any kind. The County reserves the right to waive any informalities or irregularities of Bids/Proposals.

A bid/proposal may be declared nonresponsive if any of the required bid /proposal documents are missing, incomplete, inaccurate or altered as determined by the County. Determinations of final responsiveness shall be solely determined by the County’s Chief Procurement Officer.

A bid/proposal may be deemed non-responsive if any of the bid/proposal documentation, or any other information required by the bid/proposal documents, is missing, incomplete, inaccurate, misrepresented or altered as determined by the County.

BUSINESS LICENSE

Bidders shall submit a copy of its current, valid business license with its Bid. If the Bidder is a Georgia corporation, Bidder shall submit a valid county or city business license. If Bidder is a joint venture, Bidder shall submit valid business licenses for each member of the joint venture. If the Bidder is not a Georgia corporation, Bidder shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Bidder holds a professional license, then Bidder shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the proposed Bid being deemed non-responsive.

(If Applicable) UTILITY SYSTEMS CONTRACTOR'S LICENSE

As required by O.C.G.A. § 43-14-8, *et seq.*, a Bidder responding to this Invitation to Bid must provide a copy of its or its subcontractor's Georgia Utility Systems Contractor's License, Utility Manager's Certificate, and Utility Foreman's Certificate in a separate sealed envelope. All licenses and certificates must be issued in the name of the person or entity that will perform the utility work. If a subcontractor's Georgia Utility Systems Contractor's License is submitted with the Bid, the subcontractor must be listed as such on appropriate Bidder's Lump Sum Price Form and Bidder's Unit Price Form. All licenses and certificates must be current, valid, and issued in compliance with applicable law. Failure to provide this license and necessary certificates in this format may result in the proposed Bid being deemed non-responsive.

(If Applicable) GENERAL CONTRACTOR'S LICENSE NUMBER

As required by O.C.G.A. § 43-41-6, *et seq.*, a Bidder responding to this Invitation to Bid must provide a copy of its Georgia General Contractor's License. The Georgia General Contractor's License must be issued in the name of the Bidder or in the name of its qualifying agent. If a proposed Bidder is relying upon a qualifying agent's Georgia General Contractor's License, then the name of the proposed Bidder must be set forth on the license as an affiliated business organization/dependent licensee. All licenses must be current, valid, and issued in compliance

with applicable law. Failure to provide this license with the Bid may result in the proposed Bid being deemed non-responsive.

QUESTIONS, ADDENDA AND INTERPRETATION

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted via email to Teresa Slayton, CPPB, CPP, CPPM, CPPC, CICC, CISM, GCPA, GCPM, Senior Purchasing Agent the Department of Purchasing and Contracting, the Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, in writing no later **1:00 P.M. on Monday, January 23, 2017**. No response to questions and/or requests for interpretation shall be made to inquiries received after the questions' due date. Other than questions asked and answered at the pre-bid conference, no answer to a question or interpretation of the meaning of the Contract will be made orally to any Bidder. For questions and requests for interpretation after the pre-bid conference, each response shall be given in written addendum, separately numbered and dated, and published on the County website in sufficient time for interested parties to review. The County shall be the sole determiner of sufficiency of time.

ACKNOWLEDGMENT OF ADDENDA

Addenda may be issued in response to changes in the Invitation to Bid. Addenda must be acknowledged by signing and returning the Addendum Acknowledgement with the Bid. Acknowledgments must be received by the County before the Bid opening time and date. Failure to properly acknowledge any addendum may result in the proposed Bid being deemed non-responsive. All addenda issued for this Project may be found on DeKalb County's website, <http://www.dekalbcountyga.gov/purchasing/index.htm>.

AUTHORITY TO SIGN

If a Bid is submitted by an individual, his/her name and mailing address must be shown. If submitted by a corporation, partnership, or joint venture, the name and physical mailing address of each member of the corporation, partnership, or joint venture must be shown. If submitted by a corporation, the Certificate of Corporate Bidder in the form attached to the Bid Document Package must be executed and submitted with the Bid. If submitted by a joint venture, the Certificate of Authority – Joint Venture in the form attached to the Bid Document Package must be executed and submitted with the Bid. A post office box is not acceptable as a physical

mailing address. The legal and proper name of the proprietorship, corporation, or partnership submitting the Bid shall be printed or typed in the space provided on the Certificate of Corporate Bidder.

BID GUARANTEE TO ACCOMPANY BID

Each Bid must be accompanied by a Bid Guarantee in an amount of not less than ten percent (10%) of the amount of the Bid. The Bid Guarantee may be in the form of an official bank check payable to DeKalb County, or a Bid Bond in the form provided in the Bid Document Package. The Bid Bond shall be issued by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570, and have a current A.M. Best rating of “A” (Excellent) with a Financial Size Category of XII or better.

VALID INSURANCE, BONDS, LICENSES, PERMITS, AND CERTIFICATES

Bidder shall ensure that any bond, bid bond, payment bond, performance bond, insurance, license, permit or certificate submitted in response to this Invitation to Bid or as part of the Contract for this Project shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.

OCIP INSURANCE COVERAGE

In connection with the Work, and for the Contractor and those subcontractors deemed eligible by the County for participation, the County will implement an County Controlled Insurance Program (“OCIP”), providing certain insurance coverages as detailed herein. The insurance coverages provided by the OCIP apply only to the Work performed on the Project site. The Contractor and its Subcontractors shall provide their own insurance for all off-site activities. The Builder’s Risk/All Risk Property Insurance component of the OCIP will expressly exclude coverage on Contractor’s and Subcontractors’ machinery, tools, and equipment not destined to become a part of the Project Work.

OCIP MANUAL OF INSURANCE PROCEDURES

The OCIP coverage provided by the County shall be further detailed in, and the Contractor requirements with respect to the OCIP shall be described in, the General Liability Wrap-Up Manual (“the Manual”) is incorporated into the Contract Document, Section IX., OCIP Insurance Coverage, and as (Attachment K). This Manual includes information on the following OCIP coverages: Commercial General Liability, Excess Liability, and Builder’s Risk/All Risk Property Insurance.

EXCLUSION OF CONTRACTOR INSURANCE COSTS

Because the County is providing specific limits of General Liability, Excess Liability and Property Coverage (for eligible workers), following enrollment in the OCIP the Contractor shall exclude all General Liability, Excess Liability, and Property Coverage (Builder’s Risk) costs from the Contract Price and its bid for itself and for all included Subcontractors. The Contractor warrants, for itself and all included Subcontractors, that all such on-site insurance costs for the coverages listed above shall be excluded in their entirety from the Contract Price, and no such coverage is duplicated by the Contractor or any Subcontractor of any tier. The Contractor and its Subcontractors shall make available to the County all documentation deemed necessary by the County in order to verify this cost exclusion. If requested by the County, the Contractor shall provide complete copies of its and its Subcontractors’ current insurance policies in order to assist in the verification of the accuracy of the exclusion of insurance costs and to verify the accuracy of the information provided by the Contractor and its Subcontractors in the County Controlled Insurance Program (OCIP) General Liability Wrap Up Manual.

BUILDERS’ RISK INSURANCE COVERAGE

DeKalb County shall procure and maintain Builders Risk Insurance on the entire work which provides “All-risk” form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism, malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage (other than caused by flood), and such other perils or causes of loss as may be specifically required by Supplementary Conditions) until Final Completion and Acceptance of the Project. Such policy of insurance shall contain at least the following sub-limits of insurance and deductibles:

Sub-limits:	
Property in Transit	\$1,000,000
Property in Offsite Storage	\$1,000,000
Plans & Blueprints	\$25,000
Debris Removal	25% of Insured Physical Loss
Delay in Completion / Soft Cost	TBD
Ordinance of Law (Increased Cost of Construction)	\$1,000,000
Flood and Earthquake	TBD – Full Contract Value
Deductibles:	
Flood and Earthquake	\$25,000
Water Damage other than Flood	\$100,000
All other Perils	\$10,000

RIGHTS RESERVED

The County reserves the right to reject any or all Bids, to waive formalities, and to readvertise. The County reserves the right to decide which Bid will be deemed lowest and best. For consideration as a responsible Bidder, the proposed Bidder shall, among other qualifications, demonstrate in its Bid that it has been the general contractor engaged in construction and successful completion of facilities of similar character and magnitude for at least five (5) years, and shall demonstrate the financial ability to perform the required Work. Bidder may be required to submit evidence setting forth qualifications which entitle him to consideration as a responsible Bidder. A list of work of similar character successfully completed within the last three (3) years may be required as set forth in the Invitation to Bid giving the location and size of each project. Bidder shall complete the Reference and Release Form attached to the Bidder Document Package. In addition, the Bidder shall submit upon request by the County, a list of equipment available for use on this Work with its Bid. Any additions, conditions, limitations, or provisions attached to the Bid shall render it informal, and may be cause for rejection as non-responsive. No Bid may be revoked or withdrawn until sixty (60) days after the time set for opening the Bids.

AWARD OF CONTRACT

The Contract, if awarded, will be awarded to that responsible Bidder whose responsive Bid will be most advantageous to the County, price and other factors considered. The County is entitled to make the determination in its sole discretion. The Contract between the County and the Contractor shall be executed in the form attached to the Bid Document Package on pages 1 thru 14 of the Contract Agreement, and shall form a binding contract between the contracting parties. A Performance Bond and a Payment Bond, each equal to 100% of the Contract Price, must be provided by the successful Bidder, issued in proper form by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570, and which has a current A.M. Best rating of "A" (Excellent) with a Financial Size Category of XII or better. Bonds given shall meet the requirements of the law of the State of Georgia including, but not limited to, O.C.G.A. §13-10-1 and §36-91-21 *et seq.*

FAILURE TO EXECUTE CONTRACT

The County shall have sixty (60) days after the time set for openings of Bids to notify a Bidder of the County's acceptance of the Bid and its intent to award the Contract to such Bidder. If the County so notifies a Bidder and the Bidder fails to enter into the Contract in the form attached to the Bid Document Package on pages 1 thru 14 of the Contract within ten (10) days of receiving such notice, or fails within that time to provide the required Payment and Performance Bonds and proof of required insurance, the amount of the Bid Bond or other Bid Guarantee shall be paid over to the County as liquidated damages. The acceptance of the payment of the Bid Bond shall not operate to bar any claim the County might otherwise have against the Bidder, and the County shall be authorized to pursue any claim against the Bidder for failure to consummate the Contract as may be authorized by law.

TIME AND LIQUIDATED DAMAGES

Construction must begin within ten (10) days from the date the Contractor acknowledges receipt of the Notice to Proceed ("NTP"), by signing and inserting the acknowledgement date on the NTP. Contractor shall fully complete the Work within **Eighteen (18) months** from and including the acknowledgement date. For failure to complete the Work within this period, the Contractor shall pay the County liquidated damages in the amount of **One Thousand Dollars (\$1,000.00)** for each day in excess of the Contract Time unless an extension of the Contract Time has been obtained by Change Order, as defined in the Contract, prior to the expiration of the Contract Term as defined in the Contract.

LOCATIONS AND SITE

The site of the proposed Work is at the stated location(s) within DeKalb County, Georgia. By submitting a Bid, the Bidder accepts the site in its present condition and agrees, if awarded the Contract, to carry out all Work in accordance with the requirements of the Contract, the Specifications and as shown on the Drawings. The Bidder shall, before submitting a Bid, visit the site and acquaint itself with the actual conditions and the location of any or all obstructions that may exist on the site. The documents comprising the Contract contain the provisions required for the completion of the Work to be performed pursuant to this Contract. Information obtained from an officer, agent, or employee of the County, or any other person shall not affect the risks or obligations assumed by the Contractor or relieve it from fulfilling any of the conditions of the Contract. Each Bidder, prior to submitting his Bid, is responsible for inspecting the site and for

reading and being thoroughly familiar with all of the documents comprising the Contract and Bid Document Package. The failure or omission of any Bidder to so familiarize himself shall in no way relieve any Bidder from any obligation in respect to his Bid. The Contractor shall inspect all easements and rights-of-way to insure that the County has obtained all land and rights-of-way necessary for completion of the Work to be performed pursuant to the Contract. The Contractor shall comply with all stipulations contained in easements acquired by the County. If applicable to the Work, all easements and rights-of-way documents are available for inspection in the office of the Department of Watershed Management. The Contractor shall not be entitled to damages and agrees not to make any claim against the County, its officials or employees for the failure to obtain necessary interests in land for this Project. The Contractor shall accurately locate above-ground and below-ground utilities and structures which may be affected by the Work using whatever means may be appropriate.

TRAINING & BADGING PROCEDURES

In an effort to promote safety and security, all individuals working on a DeKalb County Department of Watershed Management (“DWM”) –construction projects site must wear a County issued ID badge. The ID badging program will play a key role in Watershed Management’s safety and security efforts on construction sites. The ID badge will provide proof of authorization to be on the construction site, and affirm the employee has received safety orientation before commencing work. This standard applies to all contractors and subcontractors working on DWM projects, and individuals must wear the assigned badge at all times. Personnel without a current badge will not be allowed to continue to work. All workers must obtain and display an identification badge issued by the County’s Safety Representative before reporting to work on any DWM construction project.

LOCAL SMALL BUSINESS ENTERPRISE ORDINANCE

The Chief Executive Officer and the Board of Commissioners of DeKalb County recognize that it is important to encourage small and local businesses to participate in the business of County government; participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County’s economy and tax base, and provide employment to local residents; therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by enacting the Local Small Business Enterprise Ordinance, Code of DeKalb County, as revised 1988, §2-200 *et seq.* (“LSBE Ordinance”) and implementing the LSBE program. For further details and an explanation of the LSBE Exhibits, please review the attached LSBE

Program Information sheet which includes the required LSBE Exhibits. Bidders may also contact the County's LSBE Program of the Department of Purchasing and Contracting at contract@dekalbcountyga.gov or 404-371-6395. The LSBE Program Information Sheet is a summary of the LSBE program and is provided as a service to potential County vendors. For the full and complete requirements of this program, potential vendors are directed to consult the LSBE ordinance itself. Completion of LSBE Exhibits A and B are MANDATORY. Failure to fully complete and submit LSBE Exhibits A and B with a Bid shall result in the Bid being rejected as non-responsive.

FEDERAL WORK AUTHORIZATION PROGRAM PARTICIPATION

All qualifying Contractors and Subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Bid to be considered, it is mandatory that the Bidder's Affidavit of Compliance with O.C.G.A. §13-10-91 included as page 53 be completed and submitted with the Bid.

GEORGIA OPEN RECORDS ACT

Contractors will be expected to comply with the applicable provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq.*

FIRST SOURCE JOBS ORDINANCE

The DeKalb County First Source Jobs Ordinance, Code of DeKalb County, as revised, 1988, §2-231 *et seq.* ("the First Source Jobs Ordinance") requires Contractors and Beneficiaries of Eligible Projects as those terms are defined in First Source Jobs Ordinance now and as they may be amended hereafter, to make a good faith effort to hire DeKalb County residents for at least fifty percent (50%) of all jobs created by the Eligible Project using the First Source Register (candidate database). The Contractor and the Work to be performed under this Contract are subject to the provisions of the First Source Jobs Ordinance. A First Source Jobs Ordinance Acknowledgement Form is included in the Bid Document Package as page 35. The signer of ¹this form acknowledges and agrees to comply with the provisions of the First Source Jobs

1

Ordinance. For more information on the requirements of the First Source Jobs Ordinance, Bidders may contact DeKalb Workforce Development at 404-687-4099.

PREFERRED EMPLOYEES

Contractors, subcontractors, and independent contractors bidding on this contract will be **encouraged** by DeKalb County to have 25% or more of their labor forces for this project consist of Preferred Employees selected from the First Source Registry. The First Source Registry has Preferred Employees trained by U.S. Department of Labor registered apprenticeship programs and other partners.

For information on Preferred Employees, please contact the DeKalb County Workforce Department by telephone at 404-687-3428 or in person at 774 Jordan Lane, Building 4, Decatur, Georgia 30033.

ACKNOWLEDGEMENT OF BIDDER

I _____ have had the opportunity to review and have reviewed this Bid Document Package dated _____, 20__ in its entirety and I agree that it is accurate and complete. I _____ am duly and properly in office and I am fully authorized and empowered to execute this Acknowledgement for and on behalf of the Contractor.

By: _____(SEAL)
Signature

Name (Typed or Printed)

Title

Name of Business

Federal Tax I.D. Number

ATTEST:

Signature

Name (Typed or Printed)

Title

SCOPE OF WORK

The Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP consist of sanitary sewer television inspection of approximately 1,473,800 linear feet of gravity sewer mains of various sizes and at various locations within the WCTS. The work includes the manhole condition assessment of approximately 6,410 sanitary sewer manholes at various locations within the WCTS. These locations are further described in this Technical Specification Section.

Location work orders/assignments for sanitary sewer television/sonar (CCTV/Sonar) and manhole condition assessment (MCA) will be made by the program manager as follows:

DWM's WCTS is divided into 171 areas for evaluation, ranking and prioritization. These areas are designated as "Ranking Areas" for the purposes of this project. The County has selected initial Ranking Areas for this project. However, DWM may modify the order, delete or add Ranking Areas, or portions thereof, if doing so is in the best interest of the County. The initial Ranking Areas selected and their respective distribution of gravity sewer pipe diameters, total estimated linear footage, and their respective total estimated number of manholes is represented in **Section 1010-2, Summary of Work**.

REMAINDER OF PAGE INTENTIONAL LEFT BLANK

Bidder's Unit Price Form

BIDDER'S UNIT PRICE

TO: The Governing Authority of DeKalb County, Georgia

The undersigned, as Bidder, declares that he has carefully examined ITB No. **16-100802, Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP**, an annexed proposed form of Contract, the Specifications therein contained, and the Drawings therein referred to, and that he proposes and agrees that if his Bid is accepted, to provide the necessary machinery, tools, apparatus, and other means of construction, and will furnish all materials and labor specified in the Contract, or called for by the Drawings, or necessary to complete the Work in the manner therein specified within the time specified, as therein set forth for the unit prices on the form following this page. If the Bidder's Unit Price exceeds one page in length it should be completed in an excel format, typewritten, printed out and attached hereto. Handwritten Unit Prices exceeding one page in length may not be accepted and may result in the proposed Bid being deemed non-responsive.

Bidder's Unit Price Form
OSARP Sanitary Sewer Television Manhole Condition Assessment for General Areas

Item No. by Spec. Sect.	Description	Total Quantity	Unit	Unit Price	Total Price Figures
Division 1 - General Requirements					
GPS Data Collection					
01056-1	GPS Locate and Data Collection - Manhole	580	EA	\$	\$
Sanitary Sewer Television-Sonar Inspection					
01510-1	CCTV Inspection 8" and Smaller Diameter Pipe	1,071,200	LF	\$	\$
01510-2	CCTV Inspection > 8" to < 18" Diameter Pipe	157,400	LF	\$	\$
01510-8.1	CCTV Inspection 8" and Smaller Diameter Pipe (Pre-CCTV)	214,200	LF	\$	\$
01510-8.2	CCTV Inspection > 8" to < 18" Diameter Pipe (Pre-CCTV)	31,000	LF	\$	\$
02956-1	Remove Protruding Connection	600	EA	\$	\$
Sewer Flow Control					
01520-1	Bypass Pumping on < 18" and Smaller Diameter Pipe with Flow Between 25 and 50 Percent	3,100	LF	\$	\$
01520-2	Bypass Pumping on < 18" and Smaller Diameter Pipe with Flow Above 50 Percent	3,100	LF	\$	\$
Manhole Condition Assessment					
01530-1	Manhole Condition Assessment	6,410	EA	\$	\$
Division 2 - Site Work					
Manhole Height Adjustment					
02607-1	Adjust Manhole Height Up To 12"	150	EA	\$	\$
02607-2	Adjust Manhole Height Greater Than 12"	50	VF	\$	\$
02607-4	Locate and Expose Buried Manhole, Street	100	EA	\$	\$
02607-5	Locate and Expose Buried Manhole, Non-Street	100	EA	\$	\$
Sanitary Sewer Cleaning					
02956-4.1	Heavy Cleaning 8" and Smaller Diameter Pipe	53,600	LF	\$	\$
02956-4.2	Heavy Cleaning > 8" to < 18" Diameter Pipe	7,900	LF	\$	\$
Work Allowances					
01020-1	Unforeseen Conditions Contingency	1	LS	\$ 127,000	\$ 127,000
01020-2	Cash Allowance for Additional Work	1	LS	\$ 130,000	\$ 130,000
01020-4	Owner Directed Site Restoration/Landscaping/Access (County/Private Property)	1	LS	\$ 250,000	\$ 250,000

Division 1 and 2 TOTAL	\$
GRAND TOTAL of Division 1 & 2	\$

TOTAL BID:

(State in WORDS on the line above)

(State in FIGURES on line above)

TOTAL BID:

_____ \$ _____
(State in words on the line above) (In figures)

These quantities are approximate and may be increased or decreased as to any and all units as necessary to complete the construction of said Project without entitling the Contractor to any claim for extra compensation because of any injury, damage or delay he may sustain on account of such increase or decrease. The Contractor shall be entitled to compensation on the foregoing unit prices only on the quantities of materials actually furnished and work actually done as determined and approved in writing by the County through an inspection of the work completed. In no event shall the County be liable for payment in excess of the total Bid amount of \$ _____ (*Insert same "TOTAL BID" figure as listed on the foregoing page*) without proper prior written authorization via Change Order from the County. The Total Bid includes and encompasses the cost of all labor, materials, equipment, tools, supervision, scheduling, safety program, coordination, engineering, testing, surveys, layout, cleanup, and other things and services required to complete the entire Project in strict conformity with the Drawings, Specifications, the Contract, and all addenda and authorized written clarifications issued prior to the Bid date. Without limitation, the Total Bid also includes all applicable sales and use taxes, fees, temporary lighting, security for the site, heating and cooling, temporary utilities, freight costs, handling costs, permit costs, field and main office costs, bond premiums, insurance premiums, direct and indirect administrative costs, overhead, and profit.

Bidder has examined the site of the proposed Work and all documents comprising the Contract, and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Contract.

No Bid may be revoked or withdrawn until sixty (60) days after the time set for opening the Bids.

Attached hereto is Bid Bond made by _____, a surety company listed in the most recent US Treasury Circular No. 570 and licensed to write surety bonds in the State of Georgia, payable to DeKalb County, Georgia (or an official bank check), in the amount of ten percent (10%) of the above Bid, to-wit: \$_____.

If this Bid shall be accepted by DeKalb County and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, give satisfactory Performance and Payment Bonds, or furnish satisfactory proof of the insurance required, as stated in the Instructions to Bidders within ten (10) days from the Notice of Award of the Contract, then the County may at its option, determine that the undersigned abandoned the Contract and thereupon this Bid shall be null and void, and the sum stipulated in the attached Bid Bond (or an official bank check) shall be forfeited to the County as liquidated damages.

Bidder declares his intent to subcontract the portion of the Work as below stated. Bidder understands and agrees that the use of any Subcontractor not listed below shall be strictly prohibited without prior written approval from the County. (List names of all subcontractors and the work to be provided by the subcontractor on the lines provided below.)

Bidder further declares that the full names and residence addresses of all persons and parties interested in the foregoing Bid as principals are as follows:

Bidder declares further that it is / is not a DeKalb County Firm.

Signed, sealed, and dated this _____ day of _____, 20____.

By: _____ (SEAL)
Signature

Print Name of Signer

Title of Signer

Name of Business Entity Submitting Bid

Bidder's Street Address

Bidder's City, State and Zip Code

Bidder's Phone Number

Bidder's Fax Number

Bidder's E-Mail Address

Bidder's Qualification Form(s)

**Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the
OSARP**

ITB No. 16-100802

BIDDER'S QUALIFICATION FORM

Bidders must meet the following qualifications:

I. INSTRUCTIONS:

- A. Bidder shall attach required information and complete the form provided below. All information requested by the County shall be provided. Failure to do so may result in the bid being deemed nonresponsive.
- B. All questions must be answered in full. Failure to do so may result in the bid being deemed non-responsive.

II. COMPANY EXPERIENCE – SIMILAR PROJECTS:

A. Experience:

- 1. The Bidder shall provide evidence of having at least seven (7) years operating as the same company.
- 2. Within the last seven (7) years, the Bidder shall have successfully managed and completed at least two (2) closed circuit television (CCTV) wastewater collection system projects/contracts of \$2.5 million value each and/or size (1 million PACP scored linear feet each) and at least two (2) manhole condition assessment (MCA) projects/contracts of \$600,000 each and/or size (5,000 MACP scored manholes minimum).
 - i. Evidence provided to meet the \$2.5 million value for CCTV projects/contracts must show two (2) projects/contracts each with minimum value of \$2.5 million **and** each with a minimum of 1,000,000 linear feet of NASSCO CCTV PACP assessment.
 - ii. Evidence provided to meet the \$600,000 value for MCA projects/contracts must show two (2) projects/contracts each with a minimum value of \$600,000 **and** each with a minimum of 5,000 NASSCO MACP scored manholes.
- 3. Additional qualifications must be submitted as required of Sections 01510 and 01530 of the Technical Specifications.
- 4. A brief description of each project and a reference shall be included for each project listed in evidence. As a minimum, the reference shall include an individual's name and position in the company with appropriate.

III. QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL:

A. Experience:

1. The Project Manager and/or Supervisor of field crews shall be qualified to lead this project and must have a minimum of five (5) years of experience as a project manager on similar projects. The project manager shall have been in leadership roles on inventory and condition assessment projects of similar scale.
2. The Data Manager shall have been in leadership roles on inventory and condition assessment projects of similar scale including three (3) years of experience in preparation of reports, management of field-data collection, data analysis, data management and Quality Assurance.

B. Experience of Field Crew and Technician:

1. All field crew leaders conducting and/or evaluating inspections shall be PACP/MACP certified. If the Contractor's field crews have not been trained in and are not currently certified in the use of NASSCO's Pipeline Assessment and Certification Program (PACP)/Manhole Condition Assessment and Certification Program (MSCP), then the Contractor personnel must obtain the training and certification at the cost of the Contractor before working on this project and must provide written documentation of certification to DWM Project Manager.
2. The Field crew leaders performing these functions shall have the proper training and up to date NASSCO PACP/MACP certifications in these types of equipment and monitoring functions and have a minimum of two (2) years' experience in performing such assignments including safe working practices, etc.
3. No crewmembers shall enter confined spaces without the necessary certified training and permit.
4. A PACP certified technician or supervisor shall control operation of television equipment and encoding of inspection. An MACP certified technician or supervisor shall be in responsible charge of all manhole condition assessment activities. Should Contractor utilize any personnel to actually document the inspection results that is not PACP/MACP certified, those inspections shall be refused and re-survey shall be completely at the Contractor's sole expense.

#1 Project Name: _____

Location: _____

Project Owner: _____

Owner's Address: _____

Owner's Contact Person: _____
Name and Position

Owner's Contact Person Phone Number: _____

Owner's Email Address: _____

Company's Primary Performance
(Performed as a Prime Contractor or
Subcontractor): _____

If performed as a
Subcontractor, dollar value of
subcontract agreement: _____

Duration of Project
(start and end date): _____

Project scope/description and
Total project dollar value: _____

#2 Project Name: _____

Location: _____

Project Owner: _____

Owner's Address: _____

Owner's Contact Person: _____
Name and Position

Owner's Contact Person Phone Number: _____

Owner's Email Address: _____

Company's Primary Performance
(Performed as a Prime Contractor or
Subcontractor): _____

If performed as a
Subcontractor, dollar value of
subcontract agreement: _____

Duration of Project
(start and end date): _____

Project scope/description and
Total project dollar value: _____

#3 Project Name: _____

Location: _____

Project Owner: _____

Owner's Address: _____

Owner's Contact Person: _____
Name and Position

Owner's Contact Person Phone Number: _____

Owner's Email Address: _____

Company's Primary Performance
(Performed as a Prime Contractor or
Subcontractor): _____

If performed as a
Subcontractor, dollar value of
subcontract agreement: _____

Duration of Project
(start and end date): _____

Project scope/description and
Total project dollar value: _____

First Source Jobs Ordinance Acknowledgement Form

FIRST SOURCE JOBS ORDINANCE ACKNOWLEDGEMENT

Contract No. _____

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an ***Employment Roster*** and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

CONTRACTOR OR BENEFICIARY INFORMATION:

Contractor or Beneficiary Name (Signature)

Contractor or Beneficiary Name (Printed)

Title

Telephone

Email

Name of Business

Please answer the following questions:

1. How many job openings do you anticipate filling related to this contract? _____
2. How many incumbents/existing employees will retain jobs due to this contract?

DeKalb Residents: _____ Non-DeKalb Residents: _____

Please return this form to DeKalb Workforce Development, fax (404) 687-4099 or email to FirstSourceJobs@dekalbcountyga.gov.

DeKalb Workforce Development □ 774 Jordan Lane, Building #4, Decatur, GA 30033 □ (404) 687-3400 □ www.dekalbworkforce.org
An Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities.

**Local Small Business Enterprise (“LSBE”) Program
Information Sheet and LSBE Exhibits A, B, and C**

**LSBE INFORMATION
WITH EXHIBITS A – C**

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE
OPPORTUNITY TRACKING FORM**

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County’s economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the Local Small Business Enterprise Ordinance.

PROVISIONS OF LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE

Amount of LSBE Participation Required
20% of Total Award

	Request For Proposals (RFP)	Invitations To Bid (ITB)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Percentage Points	Ten (10) Percent Preference
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Percentage Points	Five (5) Percent Preference

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) percentage points in the initial evaluation of their response to any Request for Proposal and a ten (10) percent preference on all responses to any Invitation to Bid. Certified LSBEs located outside of DeKalb County but within the ten (10) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) percentage points in the initial evaluation of their response to any Request for Proposal and a five (5) percent preference on all responses to any Invitation to Bid.

For all qualified sealed solicitations, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as “Exhibit A”.) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon dollar value shall be due with the bid or proposal documents and included with “Exhibit A”. The certified vendor list compiled by the Contract

Compliance Division, Purchasing and Purchasing and Contracting Department, DeKalb County Government establishes the group of Certified LSBE's from which the bidder/proposer must solicit subcontractors for LSBE participation.

Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached "Checklist for Good Faith Efforts" portion of "Exhibit A." The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid being rejected.

Upon award, Prime Contractors are required to submit a report detailing LSBE/Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors are also required to certify that all sub-contractors have been paid within seven (7) days of the Prime's receipt of payment from the County. Failure to provide requested reports/documentation may constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must submit a detailed report of their sub-contracting activity for each County contract they participate in. Sample Report Forms are attached as "Exhibit C".

For eligible bids over \$5,000,000.00, The Director of Purchasing and Contracting or designee will determine if the Mentor-Protégé provision of the Ordinance will apply.

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. To achieve this purpose, the County would like to track and record information about participating vendors. The attached "Exhibit A," also records who performs work and renders services to the County. Contractors are requested to indicate whether they are a LSBE-DeKalb or MSA and list the level of participation by subcontractors designated as such on each solicitation.

EXHIBIT A

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
OPPORTUNITY TRACKING FORM**

As specified, Bidders and Proposers are to present the details of LSBE, MBE AND WBE participation below:

PRIME BIDDER/PROPOSER _____

SOLICITATION NUMBER-ITB 16-100802

TITLE OF UNIT OF WORK – **Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP**

1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply):
____LSBE-DeKalb ____LSBE-MSA
2. If you are a Certified LSBE-DeKalb or MSA please indicate below the portion of work (including the percentage of the amount bid/proposal) that your firm will carry out directly: _____.
3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LSBE joint venture firm.
4. List the LSBE-DeKalb or MSA subcontractors and/or firms (including suppliers) to be utilized in of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. Please attach a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon dollar value. A Letter of Intent form is attached hereto as “Exhibit B”.

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

EXHIBIT A, CONT'D

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

Please attach additional pages, if necessary.

REMAINDER OF PAGE INTENTIONAL LEFT BLANK
EXHIBIT A, CONT'D

DEKALB COUNTY
CHECKLIST FOR GOOD FAITH EFFORTS

A bidder/proposer that does not meet the County's LSBE participation benchmark is required to submit documentation to support all "Yes" responses as proof of "good faith efforts." Please indicate whether or not any of these actions were taken:

	Yes	No	Description of Actions
1.			Advertisement for solicitation of LSBEs in general circulation media and trade association publications at least seven (7) calendar days prior to bid or proposal opening any and all sub-contractor opportunities. Proof of advertisement must be submitted with the bid or proposal.
2.			Provided written notice to LSBEs that their interest in sub-contracting opportunities or furnishing supplies is solicited. Provide a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort and the amount of the quoted price if one was obtained.
3.			Provided interested LSBEs with timely, adequate information about the plans, specification, and other such requirements of the contract to facilitate their quotation and conducted follow up to initial solicitations.
4.			Efforts made to divide the work for LSBE subcontracting areas likely to be successful and to identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a bidder/proposer to perform the contract work with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.
5.			Efforts were made to assist potential LSBE subcontractors meet bonding, insurance, or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE could not readily and economically obtain them in the marketplace.
6.			Communication with Contract Compliance seeking assistance in identifying available LSBEs. Provide Contract Compliance representative name and title.
7.			For all contracts, a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed or provided by the LSBE(s) and the agreed upon dollar value shall be due with the bid or proposal documents. Provide subcontractor information as requested by forms provided by Contract Compliance.
8.			Other Actions (specify):

EXHIBIT A, CONT'D

Please explain all “no” answers above (by number):

This list is a guideline and by no means exhaustive. The County will review these efforts, along with other documents, to assess the bidder/proposer’s efforts to meet the County’s LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department LSBE Program Felton Williams, Special Projects Manager at 404-371-6312. A copy of the list of LSBEs certified by the DeKalb County Government, Purchasing and Contracting Department is available on our website at <http://www.dekalbcountyga.gov/>.

REMAINDER OF PAGE INTENTIONAL LEFT BLANK

EXHIBIT A, CONT'D

DEKALB COUNTY LOCAL SMALL BUSINESS ENTERPRISE SCHEDULE OF PARTICIPATION

Bidder/Proposer Statement of Compliance

Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

1. Non-Discrimination Policy

- a. During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
- b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
 - (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
 - (2) Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
- c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
 - (1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.

- (2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

2. **Commitment**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the statements and representations in

Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the County. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name (Please Print):

Firm's Officer: _____
(Authorized Signature and Title Required) Date

Sworn to and Subscribed to before me this ____ day of _____, 201__.

Notary Public

My Commission Expires: _____

EXHIBIT B

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
PROVIDING MATERIALS OR SERVICES**

Instructions:

1. Complete the form in its entirety and submit with bid documents.
2. Attach a copy of the LSBE's current valid Certification Letter.

To: _____

(Name of Prime Contractor Firm)

From: _____ **LSBE –DeKalb** **LSBE –MSA**
(Name of Subcontractor Firm) (Check all that apply)

ITB Number: ITB No. 16-100802 _____

Project Name: Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP

The undersigned subcontractor is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided).

Description of Materials or Services	Project Commence Date	% of Contract Award	Estimated Dollar Amount

Prime Contractor _____ **Sub-contractor** _____

Signature: _____ **Signature:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____



EXHIBIT C: PRIME CONTRACTOR LSBE UTILIZATION REPORT

Please complete a separate form for each contract.

This report **must** be submitted with each request for payment, not less than monthly, along with a copy of your monthly invoice (schedule of values/payment application) and front and back copies of checks for proof of payment. Documents should be sent to the Contract Compliance Division using one of the three (3) delivery methods below. Failure to comply **may** result in delayed payments, decertification, suspension from the bid process or the denial to participate as a LSBE or subcontractor in future contracts awarded by DeKalb County.

PRIME CONTRACTOR			Contract Award Amount	% Complete to Date
Name:				
Address:				
Telephone #:	Fax#:	Email:		

REPORTING PERIOD: (From - To)	
ITB/RFP NUMBER:	
CONTRACT NUMBER:	
PROJECT NAME & LOCATION:	

AMOUNT OF REQUISITION THIS PERIOD: \$ _____

ANY CHANGE ORDER AMOUNT AFFECTING SUB-CONTRACTOR UTILIZATION: \$ _____

TOTAL AMOUNT REQUISITIONED TO DATE: \$ _____

SUB-CONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Amount of Sub-Contract	Amount Paid This Period	Amount Paid To Date

Executed By: _____ (Signature) _____ (Printed Name) Date: _____

Return Completed Form to:
Contract Compliance Division, ATTN: Felton B. Williams, DeKalb County Purchasing and Contracting
 1300 Commerce Drive 2nd Floor, Decatur, Georgia 30030
 404-371-6312 (phone) 404-371-7006 (fax)



EXHIBIT C: LSBE SUBCONTRACTOR UTILIZATION REPORT

Please complete a separate form for each contract.

This report **must** be submitted with each request for payment, not less than monthly, along with a copy of your monthly invoice (schedule of values/payment application) and front and back copies of checks for proof of payment. Documents should be sent to the Contract Compliance Division using one of the three (3) delivery methods below. Failure to comply **may** result in delayed payments, decertification, suspension from the bid process or the denial to participate as a LSBE or subcontractor in future contracts awarded by DeKalb County.

SUB – CONTRACTOR		Sub-Contract Award Amount	% Complete to Date
Name:			
Address:			
Telephone #:		Fax#	Email

PRIME CONTRACTOR:	
CONTRACT NUMBER:	
ITB/RFP NUMBER:	
PROJECT LOCATION:	

ANY CHANGE ORDER AMOUNT AFFECTING SUB-CONTRACTOR UTILIZATION: \$ _____

Reporting Period (From-To)	Description of Work	Current Amount Invoiced	Amount Paid This Period	Outstanding Payments/Past Due Amount
TOTALS				

Executed By: _____ Date: _____
(Signature) (Printed Name)

Notary: _____ My Commission Expires: _____

Return Completed Form to:
Contract Compliance Division, ATTN: Felton B. Williams, DeKalb County Purchasing and Contracting
 1300 Commerce Drive 2nd Floor, Decatur, Georgia 30030
 404-371-6312 (phone) 404-371-7006 (fax)

Certificate of Corporate Bidder

CERTIFICATE OF CORPORATE BIDDER

I, _____ (*insert name of the Corporate Secretary*), certify that I am Secretary of the corporation named as Bidder herein, same being organized and incorporated to do business under the laws of the State of _____; that _____ (*insert name of individual signing the Bid*) who executed this Bid on behalf of the Bidder was, then and there, _____ (*insert title of individuals signing the Bid*) and that said Bid was duly signed by said officer for and on behalf of said corporation, pursuant to the authority of its governing body and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all outstanding stock of said corporation as of this date are as follows:

This _____ day of _____, 20____.

By: _____ (Corporate Seal)

Certificate of Authority-Joint Venture Bidder

CERTIFICATE OF AUTHORITY – JOINT VENTURE
(Separate Certificate to be submitted by each joint venture partner)

I, _____, ⁽¹⁾ certify that:

1. I am the _____ ⁽²⁾ of _____, ⁽³⁾ (hereinafter “Venturer”);

2. Venturer is a partner and participant in the joint venture having submitted the Invitation to Bid or Request for Proposal No. **ITB No. 16-100802** for **Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP** (*insert Project Name*);

3. Venturer is organized and incorporated to do business under the laws of the State of _____; and

4. Said Invitation to Bid or Request for Proposal No. _____ was duly signed by said officer for and on behalf of said Venturer and the Contractor pursuant to the authority of the governing body of each and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all the outstanding stock or ownership interest in Venturer as of this date are as follows:

This _____ day of _____, 20____.

By: _____
Signature of Person Executing Certification

INSTRUCTIONS FOR COMPLETION OF THIS CERTIFICATE:

1. Name of secretary (if Venturer is a corporation), or Manager or CEO (if Venturer is a LLP) of Venturer.
2. Title of person executing Certification.
3. Name of joint venture partner.

COPY THIS FORM AND SUBMIT SEPARATE CERTIFICATES FOR EACH JOINT VENTURE PARTNER WITH THE BID OR PROPOSAL.

Bidder's Affidavit of Compliance with O.C.G.A. § 13-10-91

BIDDER'S AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. §13-10-91

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the Bidder submitting a Bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program, commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91, as amended. The undersigned further verifies that it will continue to use the federal work authorization program for the Contract Term, and it will only contract with Subcontractors who have registered for the federal work authorization program. The undersigned hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

16-100802, Sanitary Sewer Television & Manhole Condition Assessment for General Areas for the OSARP
Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

Reference and Release Forms

**ITB No. 16-100802
CONTRACTOR'S REFERENCE AND RELEASE FORM**

List at least three (3) references for the Prime bidder and each proposed subcontractor, (LSBE or non-LSBE), using a separate Reference and Release Form for each. (Please make copies as necessary and submit with the Bid Document Package.) Provide the information requested in the form below for the contact person who will verify the contractor's experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this ITB.

Signed _____ Title _____
(Authorized Signature)

Company Name _____ Bidder Subcontractor Date _____
(Please check the appropriate box.)

Please make copies as needed.

ITB No. 16-100802

SUBCONTRACTOR'S REFERENCE AND RELEASE FORM

List at least three (3) references for the Prime bidder and each proposed subcontractor, (LSBE or non-LSBE), using a separate Reference and Release Form for each. (Please make copies as necessary and submit with the Bid Document Package.) Provide the information requested in the form below for the contact person who will verify the contractor's experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this ITB.

Signed _____ Title _____
 (Authorized Signature)

Company Name _____ Bidder Subcontractor Date _____
 (Please check the appropriate box.)

Please make copies as needed.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____

(hereinafter called the Principal) and _____

(hereinafter called the Surety), a corporation chartered and existing under the laws of the State of _____ with its principal offices in the City of _____ and listed in the Federal Register and licensed to write surety bonds in the State of Georgia, are held and firmly bound unto DeKalb County, Georgia, in the full and just sum of _____ Dollars (\$ _____) good and lawful money of the United States of America, to be paid upon demand of DeKalb County, Georgia, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to DeKalb County, Georgia, a Bid for (*insert name of the Project*) _____.

WHEREAS, the Principal desires to file this Bond in accordance with law to accompany this Bid.

NOW, THEREFORE, the conditions of this obligation are such that if the Bid be accepted within sixty (60) days of the Bid opening, the Principal shall execute a Contract in accordance with the Bid and upon the terms, conditions, and prices set forth therein, and in the form and manner required by DeKalb County, Georgia, and within ten (10) days from the date of Notice of Award of the Contract, execute a sufficient and satisfactory Performance Bond and Payment Bond payable to DeKalb County, Georgia, each in an amount of one hundred percent (100%) of the total Contract Price, in form and with security satisfactory to DeKalb County and furnish satisfactory proof of the insurance required, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the aforesaid DeKalb County, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this _____ day of _____, 20____.

PRINCIPAL

By: _____ (SEAL)
Signature of Principal

Print Name and Title of Authorized Signer

Print Name of Principal Business

ATTEST:

Corporate Secretary

SURETY

By: _____(SEAL)
Signature of Surety (by Power of Attorney)

Print Name and Title of Authorized Signer

Print Name of Surety Business

WITNESS:

STATE OF GEORGIA
COUNTY OF DEKALB

**CONTRACTOR AFFIDAVIT AND
OATH OF SUCCESSFUL BIDDER**

Personally appeared before me, the undersigned officer, duly authorized to administer oaths, _____, (insert name), who, after being duly sworn, deposes as follows:

I, _____, (insert name), am a competent adult, and I have personal knowledge of the facts set forth in this Affidavit and Oath which I make for any lawful use or purpose.

I, _____ (insert name) swear or affirm that I have not prevented or attempted to prevent competition in bidding or submitting a proposal for this Project by any means whatsoever. I swear or affirm that I have not prevented or endeavored to prevent anyone from making a Bid for this Project by any means whatsoever, I swear I have not caused or induced any other person to withdraw a Bid for this Project. I swear or affirm that I have not violated O.C.G.A. §36-91-21(d) in any way, directly or indirectly.

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature

Print Name of Affiant

Print Title of Affiant

Subscribed and Sworn before me on this the _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires:

EXHIBIT 1

STANDARD CONTRACT FOR CONSTRUCTION

DEKALB COUNTY

STANDARD FORM

NUMBER 7

**CONTRACT
FOR
CONSTRUCTION**

**BETWEEN
DEKALB COUNTY, GEORGIA
AND**

INVITATION NO. 16-100802
Sanitary Sewer Television and Manhole Condition
Assessment for General Areas
for the

Ongoing Sewer Assessment and Rehabilitation Program (OSARP) Project

DEKALB COUNTY, GEORGIA
1300 Commerce Drive
Decatur, Georgia 30030

(Contact Information to be Inserted Here)

STATE OF GEORGIA

COUNTY OF DEKALB

CONTRACT FOR CONSTRUCTION

THIS CONTRACT, made as of this ____ day of _____, 20__¹, (hereinafter called the “execution date”) by and between, **DEKALB COUNTY**, a political subdivision of the State of Georgia (hereinafter called the “County”) and _____, a _____ organized pursuant to the laws of the State of _____ (hereinafter called the “Contractor”).

I. SCOPE OF WORK

A. The term “Work” means the construction, labor, materials, equipment, tools, machinery, testing, temporary services and utilities, supervision, administration, coordination, planning, insurance, bonds, transportation, security, and all other services and things necessary to provide the County with the facilities, improvements, features, and functions in strict conformity with the General Requirements attached hereto as Attachment A, and as described in the Specifications and the Drawings included in the Bid Document Package, which is incorporated herein by reference. The Contractor agrees to complete the Work in a good, firm, substantial and workmanlike manner in strict conformity with this Contract.

(1) The Work relates to the following Project: **Sanitary Sewer Television and Manhole Condition Assessment for General Areas for the OSARP**. The work shall include Furnishing all labor, materials, equipment, and all things necessary pursuant to the Drawings, Specifications, conditions, etc., for implementing a program for continuous sewer assessment, maintenance and rehabilitation aimed at minimizing sanitary sewer overflows (SSOs). The Work identified in these Specifications includes sanitary sewer system assessment including manhole condition assessment. The Work will serve to identify structural and maintenance deficiencies within the sewer system.

(2) The Work consists of the sanitary sewer system assessment, sanitary sewer television inspection of approximately 1,473,800 linear feet of gravity sewer mains of various sizes and at various locations within the WCTS. The work also includes the manhole condition assessment of approximately 6,410 sanitary sewer manholes at various locations within the WCTS. These locations are further described in this Section 1.02.

¹ The Execution Date is the date the Contract is sent from Purchasing and Contracting to the CEO for execution. Ensure that all other parties have signed the Contract.

(2) Work not included in this Contract (*if applicable*): **N/A**

- B. Unless otherwise stipulated, the Contractor shall furnish all of the Work in accordance with the Contract and all incidental work necessary to complete the Project in an acceptable manner, ready for use, occupancy, or operation by the County. The Contractor shall be responsible for the entire Work and every part thereof.

II. TIME, TERM AND LIQUIDATED DAMAGES

- A. **Contract Time.** The Contractor shall commence the Work under this Contract within ten (10) days from the date on the Notice to Proceed. Contractor shall fully complete the Work within **18** months from and including the date on the Notice to Proceed. If the Change Order only seeks to extend the Contract Time, it may be approved and executed by the DeKalb County Chief Executive Officer or his/her designee and the Contractor in accordance with the terms of this Contract.
- B. **Contract Term.** As required by O.C.G.A §36-60-13, this Contract shall commence immediately upon the execution date. This Contract shall (i) terminate without further obligation on the part of the County each and every December 31st, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1st, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further renewals, on **December 31, 20___**, unless extended by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.
- C. **Liquidated Damages.** The Contractor acknowledges that time is of the essence with respect to the Work governed by this Contract. Contractor acknowledges and recognizes that if it fails to achieve Substantial Completion of any portion of the Work within the Contract Time as may be extended in accordance with the terms of this Contract, the County will sustain substantial losses as a result of such failure. The Contractor further acknowledges that the County will suffer damages that are difficult if not impossible to accurately estimate. Contractor shall pay liquidated damages of One Thousand Five Hundred Dollars (\$1,500.00) for each day that Substantial Completion of the Work is delayed past the Contract Time. The Contractor agrees that the foregoing rate is a reasonable pre-estimate of the probable damages that the County will suffer if Substantial Completion is delayed, and said daily rate is intended to compensate the County for its damages and is not intended to penalize the Contractor for its delay. The County may deduct such liquidated damages from any unpaid amounts then or thereafter due the Contractor under this Contract. Any liquidated damages not deducted from any unpaid amounts due the Contractor are payable to the County at the County's demand, together with interest from the date of the demand at a rate equal to seven percent (7%) per annum.

III. PAYMENT

- A. **Contract Price.** As full payment for the faithful performance of this Contract, the County shall pay the Contractor, the Contract Price, which is an amount **not to exceed** _____ (\$ _____), unless changed by written Change Order in accordance with the terms of this Contract. The term “Change Order” includes the term “amendment” and shall mean a written order authorizing a change in the Work, and an adjustment in Contract Price to Contractor or the Contract Term, as adopted and approved by the Contractor and the DeKalb County Governing Authority, or the Chief Executive Officer, if exempted from Governing Authority adoption and approval in accordance with the express terms of this Contract. The Chief Executive Officer or his/her designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price, provided that the total amount of the increase authorized by such Change Order is less than \$100,000.00. If the original Contract or Purchase Order Price does not exceed \$100,000.00, but the Change Order will make the total Contract Price exceed \$100,000.00, then the Change Order will require approval by official action of the Governing Authority. Any other increase of the Contract Price shall be by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract. Amounts paid to the Contractor shall comply with and not exceed Attachment A, the Contractor’s Cost Proposal, consisting of _____ page(s) attached hereto and incorporated herein by reference. Payment is to be made no later than thirty (30) days after submittal of undisputed invoice.
- B. **Retainage (N/A) and Partial Payments.** Partial payments to the Contractor shall be made monthly, based on the value of Work completed as determined by the County, plus the value of materials and equipment suitably stored, insured and protected at the construction site. The Contractor shall submit a payment request for Work completed during the preceding calendar month to the Department of Watershed Manager for review and approval on or before last day of each month. If approved by the Project Manager or Designated Representative, the approved amount, less retainage, shall be paid to the Contractor thirty (30) days after the date the approved payment request is received by the County Finance Department. If a payment request is not approved by the County, then no payment shall be made to the Contractor until after the Project Manager or Designated Representative approves the payment request.
- C. **Payment Requests and Invoices.** Payment Requests and invoice(s) must be submitted as follows:
- (1) Original(s) must be submitted to:

Finance
Maloof Bldg. Insert address
Reference Contract Number
Insert User Department Address here.

- (2) Upon award, Prime Contractor(s) with Local Small Business Enterprise (LSBE) Subcontractor(s) shall enter utilization reports electronically at www.dekalblsbe.info. Proof of payment to the LSBE Subcontractor must be uploaded and submitted. LSBE Subcontractors shall confirm receipt of payment from the Prime, electronically also, at www.dekalblsbe.info.
- D. **Title.** All equipment, materials, and Work covered by partial payments shall, upon payment thereof, become the sole property of the County, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of equipment, materials, and Work upon which payments have been made, or the restoration of any damaged Work.
- E. **Final Payment.** Within sixty (60) days after the Work is fully completed and accepted by the County, the balance due hereunder shall be paid; provided, however, that final payment shall not be made until said Contractor shall have completed all Work necessary and reasonably incidental to the Contract, including final cleanup and restoration. Acceptance of the Work and the making of final payment shall not constitute a waiver of any claims by the County. All claims by the Contractor for breach of contract, violation of state or federal law, or compensation and extensions of time shall be submitted in writing to the Chief Executive Officer within sixty (60) days after completion and acceptance of the Work as herein provided, or all such claims shall be forever barred.

IV. NOTICE

Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the County's Chief Executive Officer and the Executive Assistant or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the County's Executive Assistant or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to the County:

Chief Executive Officer
The Maloof Center
1300 Commerce Drive, 6th Floor
Decatur, Georgia 30030

and

Executive Assistant
The Maloof Center
1300 Commerce Drive, 6th Floor
Decatur, Georgia 30030

With a copy to:

Director of the Department of Purchasing and Contracting
The Maloof Center
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030

With a copy to:

If to the Contractor:

With a copy to:

(Insert Contractor name and address)

V. FEDERAL WORK AUTHORIZATION

- A. Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees.
- B. Contractor certifies that it has complied and will continue to comply throughout the Contract Term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Labor Rule.
- C. Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91. The signed affidavit is attached to this Contract as Attachment B.

- D. Contractor agrees that in the event it employs or contracts with any Subcontractor(s) in connection with this Contract, Contractor will secure from each Subcontractor an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed Subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment C.
- E. Each Subcontractor agrees that in the event it employs or contracts with any sub-subcontractor(s), each Subcontractor will secure from each sub-subcontractor an affidavit that certifies the sub-subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed sub-subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment D.

VI. CORPORATE AUTHORITY

Contractor agrees to execute the Certificate of Corporate Authority, attached hereto as Attachment E. The officials of the Contractor executing this Contract are duly and properly in office and are fully authorized and empowered to execute the same for and on behalf of the Contractor. Contractor warrants that it has all requisite power and authority to enter into and perform its obligations under this Contract, and that the execution and delivery by the Contractor of this Contract and the compliance by the Contractor with all of the provisions of this Contract (i) is within the purposes, powers, and authority of the Contractor; (ii) has been done in full compliance with applicable law and has been approved by the governing body of the Contractor and is legal and will not conflict with or constitute on the part of the Contractor a violation of or a breach of or a default under any indenture, mortgage, security deed, pledge, note, lease, loan, or installment sale agreement, contract, or other agreement or instrument to which the Contractor is a party or by which the Contractor is otherwise subject or bound, or any license, judgment, decree, law, statute, order, writ, injunction, demand, rule, or regulation of any court or governmental agency or body having jurisdiction over the Contractor; and (iii) has been duly authorized by all necessary action on the part of the Contractor. This Contract is the valid, legal, binding and enforceable obligation of the Contractor.

VII. PERFORMANCE AND PAYMENT BONDS AND INSURANCE REQUIREMENTS

- A. Within ten (10) days from the date of Notice of Award of this Contract, the Contractor, as principal, shall give a Contract performance bond, attached hereto as Attachment F and a payment bond, attached hereto as Attachment G, **each equal to 100% of the Contract price**, for the use of all persons doing work or furnishing skills, tools, machinery, or materials under or for the purpose of this Contract, in accordance with the applicable provisions of Georgia state law, including but not limited to, O.C.G.A. §13-10-1 and §36-91-21 *et seq.* The bonds shall be underwritten by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570, and which have a current A.M. Best rating of "A" (Excellent) with a Financial Size

Category of XII or better. The life of these bonds shall extend throughout the Contract Term including a sixty (60) day maintenance period (where applicable) and a twelve-month guarantee period after the completion of Work performed under this Contract. The bonds shall issue on the forms provided by the County as part of this Contract.

- B. It is further agreed between the parties hereto that if at any time after the execution of this Contract and the surety bonds, the County shall deem the surety or sureties upon such bonds to be unsatisfactory, or if, for any reason, such bonds cease to be adequate to cover the performance of the Work, the Contractor shall, at its sole expense and within five (5) days after the receipt of notice from the County to do so, furnish additional bond or bonds in such form and amount and with such surety or sureties as shall be satisfactory to the County.
- C. The Contractor shall, without expense to the County, provide certificates of insurance, and copies of signed insurance policies including declarations pages from companies that are authorized to engage in the insurance business in the state of Georgia and are otherwise acceptable to the County Finance Director or his/her designee, attached hereto as Attachment H. Such insurance shall be placed with admitted insurers that maintain an A.M. Best's rating of not less than A (Excellent) with a Financial Size Category of VII or better with coverage forms acceptable to Contractor. The insurance described below shall be maintained uninterrupted for the duration of the project, including any warranty periods, and shall protect Contractor, and others as required by contract, for liabilities in connection with work performed by or on behalf of Contractor, its agents, representatives, employees or Contractors.
- (1) *Workers Compensation Insurance.* Statutory workers compensation insurance is to be provided in compliance with the requirements of Georgia law with limits not less than the following:
- | | |
|---|-------------|
| Employer's liability insurance by accident, each accident | \$1,000,000 |
| Employer's liability insurance by disease, policy limit | \$1,000,000 |
| Employer's liability insurance by disease, each employee | \$1,000,000 |
- (2) *Commercial General Liability Insurance.* Commercial general liability insurance is to be provided with limits not less than the following:
- \$1,000,000 per occurrence for bodily injury and property damage liability
 - \$1,000,000 personal and advertising injury liability
 - \$2,000,000 general aggregate
 - \$2,000,000 products-completed operations aggregate
 - \$ 100,000 damage to rented premises (each occurrence)
 - \$ 5,000 medical expense (any one person)
- (3) *Umbrella or Excess Insurance.* Umbrella or excess insurance is to be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies with limits not less than the following:

\$5,000,000 per occurrence
\$5,000,000 aggregate

- (4) *Comprehensive Automobile Liability Insurance.* Comprehensive automobile liability insurance with form coverage is to be provided for all owned, non-owned and hired vehicles with combined single limit of \$1,000,000. Automobile liability insurance shall be written on ISO Business Auto Coverage Form CA 0001 (1990 edition or later), or a substitute form providing equivalent coverage, and shall cover liability for bodily injury and property damage arising from the use or operation of any automobile, including those owned, hired or otherwise operated or used by or on behalf of Contractor. The policy must include Broadened Pollution Liability Endorsement CA9948 12 93.
- (5) *Builder's Risk Insurance Coverage (If Applicable).* DeKalb County shall procure and maintain Builders Risk Insurance on the entire work which provides "All-risk" form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism, malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage (other than caused by flood), and such other perils or causes of loss as may be specifically required by Supplementary Conditions) until Final Completion and Acceptance of the Project. Such policy of insurance shall contain at least the following sub-limits of insurance and deductibles:

Sub-limits:	
Property in Transit	\$1,000,000
Property in Offsite Storage	\$1,000,000
Plans & Blueprints	\$25,000
Debris Removal	25% of Insured Physical Loss
Delay in Completion / Soft Cost	TBD
Ordinance of Law (Increased Cost of Construction)	\$1,000,000
Flood and Earthquake	TBD – Full Contract Value
Deductibles:	
Flood and Earthquake	\$25,000
Water Damage other than Flood	\$100,000
All other Perils	\$10,000

- D. The County, its elected officials, officers, employees and agents, hereinafter referred to in this article and in the article entitled "Certificates of Insurance" as "the County and its officers" are to be named as additional insured on all policies of insurance except worker's compensation insurance with no cross suits exclusion. The County and its

officers shall be included as additional insureds under commercial general liability and commercial umbrella insurance, for liabilities arising out of both the ongoing and completed operations of Contractor. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.

- E. All coverages required of the Contractor will be primary over any insurance or self-insurance program carried by the County.
- F. If the Contractor is a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverages specified here or the joint venture will be a named insured under each respective policy specified.
- G. In addition to procuring and maintaining commercial general liability insurance, automobile liability and commercial umbrella insurance, for the Contract Term, Contractor shall continue to procure and maintain the products-completed operations liability insurance coverage and commercial umbrella insurance after the Work is substantially complete for the entire Contract Term or for the applicable five-year statutory limitation, whichever is greater. For such period of time, all terms and conditions of such coverage shall remain unchanged, including the limits specified herein and the requirement to provide the County with coverage as an additional insured.
- H. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its officers and shall cause each Subcontractor to waive all rights of subrogation for all coverage.
- I. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such coverage.
- J. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.

VIII. CERTIFICATES OF INSURANCE

- A. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County. Policies and Certificates of Insurance listing the County and its officers as additional insureds (except for workers' compensation insurance) shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in this Contract.
- B. The Contractor agrees to name the County and its officers as additional insured on the commercial general liability insurance, using the ISO Additional Insured Endorsement

forms CG20101001 (ongoing operations) and CG20371001 (products-completed operations) forms, or form(s) providing equivalent coverage.

- C. Certificates of Insurance must contain the policy number, policy limits, and policy expiration date of all policies issued in accordance with this Contract; the location and operations to which the insurance applies. Certificates must be provided annually for the duration of the project. If applicable, a specific statement must be included that blasting coverage is included to the extent such risk is present; that Contractor's protective coverage applies to any Subcontractor's operations; and Contractor's contractual liability insurance coverage applies to any Subcontractor.
- D. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible, non-contributory, and waiver of subrogation provided to the County as the additional insured.
- E. The Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all Subcontractors who are engaged in the Work.
- F. If the County shall so request, the Contractor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.
- G. Contractor shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.
- H. Such certificates should be sent to the County and must identify the "Certificate Holder" as follows:
 - DeKalb County, Georgia
 - Director of Purchasing & Contracting
 - The Maloof Center
 - 1300 Commerce Drive, 2nd Floor
 - Decatur, Georgia 30030
- I. Copies of Required Insurance policies with Declarations Page(s) shall be attached hereto as Attachment H.

IX. OCIP INSURANCE COVERAGE

In connection with the Work, and for the Contractor and those subcontractors deemed eligible by the County for participation, the County will implement an Owner Controlled Insurance Program ("OCIP"), providing certain insurance coverages as detailed herein. The insurance coverages provided by the OCIP apply only to Work performed on the Project site. The Contractor and its Subcontractors shall provide their own insurance for off-site activities. The Builder's Risk/All Risk Property Insurance component of the OCIP will expressly exclude coverage on Contractor's

and Subcontractors' machinery, tools, and equipment not destined to become a part of the Project Work.

- A. OCIP Manual of Insurance Procedures.** The OCIP coverage provided by the County shall be further detailed in, and the Contractor requirements with respect to the OCIP shall be described in, the *General Liability Wrap-Up Manual ("the Manual")* to be incorporated into the Contract Documents. This Manual includes information on the following OCIP coverages: Commercial General Liability, Excess Liability, and Builder's Risk/All Risk Property Insurance.
- B. Exclusion of Contractor Insurance Costs.** Because the County is providing specific limits of General Liability, Excess Liability and Property Coverage (for eligible workers), following enrollment in the OCIP the Contractor shall exclude all General Liability, Excess Liability, and Property Coverage (Builder's Risk) costs from the Contract Price and its bid for itself and for all included Subcontractors. The Contractor warrants, for itself and all included Subcontractors, that all such on-site insurance costs for the coverages listed above *shall be excluded in their entirety from the Contract Price, and no such coverage* is duplicated by the Contractor or any Subcontractor of any tier. The Contractor and its Subcontractors shall make available to the County all documentation deemed necessary by the County in order to verify this cost exclusion. If requested by the County, the Contractor shall provide complete copies of its and its Subcontractors' current insurance policies in order to assist in the verification of the accuracy of the exclusion of insurance costs and to verify the accuracy of the information provided by the Contractor and its Subcontractors in the *Owner Controlled Insurance Program (OCIP) Contractor Bidding Instructions. See Attachment K.*

X. ATTACHMENTS

- A. This Contract includes the following Attachments and Exhibits all of which are incorporated herein by reference:
- Attachment A, General Requirements, GR-1 through GR-46.
 - Attachment B, Contractor's Affidavit.
 - Attachment C, Subcontractor's Affidavit(s).
 - Attachment D, Sub-subcontractor's Affidavit(s).
 - Attachment E, Certificate of Corporate Authority or Joint Venture Certificates
 - Attachment F, Performance Bond and Accompanying Power of Attorney
 - Attachment G, Payment Bond and Accompanying Power of Attorney
 - Attachment H, Certificate of Insurance with Declarations Page(s)
 - Attachment I, Addenda Acknowledgement
 - Attachment J, Executive Order No. 2014-4 New Ethics Policy
 - Attachment K, General Liability Wrap-Up Manual

Attachment L, Other Required Attachments

Exhibit 1.1, Contractor's Cost Proposal

Exhibit 2, Technical Specifications, Drawings

Exhibit 2, Attachment A. Map of General Area Assignments

- B. In addition to the foregoing, the Bid Document Package dated _____, the original of which is maintained in the County's Department of Purchasing and Contracting, forms an essential part of this Contract as if fully set out herein.

IX. FUNDING CLAUSE

(If Applicable)

The Contractor has been informed and understands that funding for this Contract is provided under the _____ Act and expressly agrees that performance of the Contract, in whole or in part, is contingent upon and subject to the availability of such funding under the _____ Act to DeKalb County, Georgia.

X. FEDERAL AND/OR STATE FUNDING/LAW

(If Applicable)

Insert any requirements pertaining to Federal and/or State funding requirements or other legal requirements.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have set their hands and caused their seals to be affixed hereupon in four (4) counterparts, each to be considered as an original by their authorized representatives.

NAME OF CONTRACTOR

DEKALB COUNTY, GEORGIA

By: _____
Signature (SEAL)

_____ **by Dir. (SEAL)**

LEE MAY
Interim Chief Executive Officer
DeKalb County, Georgia

Name (Typed or Printed)

Date

Title

Federal Tax I.D. Number

Date

ATTEST:

ATTEST:

Signature

BARBARA H. SANDERS, CCC
Clerk of the Chief Executive Officer
and Board of Commissioners of
DeKalb County, Georgia

Name (Typed or Printed)

Title

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

DeKalb County
Department Director

County Attorney Signature

County Attorney Name
(Typed or Printed)

ATTACHMENT A

GENERAL REQUIREMENTS

INDEX TO GENERAL REQUIREMENTS

<u>Section</u>	<u>Title</u>
GR-1	Definitions of Terms
GR-2	Prior Use by County.....
GR-3	Contractor’s Obligations.....
GR-4	Authority of the County
GR-5	Changes in the Work and Change Orders.....
GR-6	Time for Completion.....
GR-7	Schedules, Reports, and Records
GR-8	County’s Right to Suspend or Terminate Work
GR-9	Final Inspection
GR-10	Warranties, Guarantees and Correction of Work.....
GR-11	Contractor’s Personnel and Independent Contractor Status
GR-12	Subcontracting
GR-13	Assignments.....
GR-14	Indemnification and Hold Harmless
GR-15	Royalties and Patents
GR-16	Laws and Regulations.....
GR-17	Permits and Inspection Fees.....
GR-18	Land and Rights-of-Way.....
GR-19	Protection of Work, Property, and Persons.....
GR-20	Prohibited Interests
GR-21	First Source Jobs Ordinance
GR-22	Foreign Corporations
GR-23	Specification and Drawings
GR-24	Contractor’s Submittals
GR-25	As-Built Drawings
GR-26	Examination of Work by Contractor.....
GR-27	Inspection and Testing of Materials.....
GR-28	Inspection of Work
GR-29	Requests for Substitutions.....
GR-30	Rejections of Work and Materials
GR-31	Materials, Services, and Facilities
GR-32	Utilities During Construction.....
GR-33	Temporary Heat and Air Conditioning
GR-34	Maintenance Manual.....
GR-35	Weather Conditions
GR-36	Lines, Grades, and Measurements
GR-37	Cleaning Up

GR-38 Barricades
GR-39 No Third-Party Beneficiary.....
GR-40 Severability
GR-41 Interpretation.....
GR-42 Prior Contracts; Conflict in Documents.....
GR-43 Entire Agreement.....
GR-44 Counterparts.....
GR-45 Interpretation.....
GR-46 Venue
GR-47 Right to Audit.....

DRAFT

GR-1. DEFINITIONS OF TERMS

The section captions contained in this Contract are for convenience only and do not in any way limit or amplify any term or provision hereof. The use of the terms "hereof," "hereunder" and "herein" shall refer to this Contract as a whole, inclusive of the Attachments, except when noted otherwise. The use of the masculine or neuter genders herein shall include the masculine, feminine and neuter genders and the singular form shall include the plural when the context so requires. The following terms shall have the meanings indicated:

“Addendum” or “Addenda” shall mean written or graphic instruments issued prior to the execution of the Contract, which modify or interpret the Work, or the Invitation to Bid by additions, deletions, clarifications, or corrections.

“Bid” shall mean the offer of the Bidder submitted on the prescribed form setting forth the price(s) for the Work to be performed.

“Bid Document Package” shall consist of documents entitled as follows: Acknowledgement of Contractor, Advertisement for Bids, Instructions to Bidders, Addenda, Business License, Utility Systems Contractor’s License, Utility Manager’s Certificate, Utility Foreman’s Certificate, General Contractor’s License, Bidder’s Lump Sum Cost, Bidder’s Unit Price, First Source Jobs Ordinance Acknowledgment, LSBE Program Information Sheet with LSBE Exhibits, Certificate of Corporate Bidder, Certificate of Authority/Joint Venture, Bidder’s Affidavit of Compliance with O.C.G.A.13-10-91, Reference and Release Form, Preferred Employee Tracking Form, Subcontractor Tracking Form, Bid Bond and Power of Attorney, Public Works Construction Affidavit and Oath of Successful Bidder, Technical Specifications, and Drawings.

“Bidder” shall mean any person, firm, or corporation submitting a Bid for the Work.

“Bonds” shall mean bid, performance, and payment bonds and other instruments of security, furnished by the Contractor and his surety in accordance with the Contract.

“Change Order” includes the term “amendment” and shall mean a written order authorizing a change in the Work, if applicable, and an adjustment in the Contract Price, Contract Time or Contract Term, as adopted and approved by the Contractor and the DeKalb County Governing Authority, or the Chief Executive Officer, if exempted from Governing Authority adoption and approval in accordance with the express terms of this Contract.

“Contract” or “Agreement” shall consist of the written Contract executed by the parties, all attachments to the Contract, Change Orders, Field Orders, and the Bid Document Package. The intent of these documents is for the Contractor to furnish all materials, appliances, tools, labor and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore.

“Contract Price” shall mean the total monies payable to the Contractor under the terms and conditions of the Contract.

“Contract Time” shall mean the number of days stated in the Contract for the completion of the Work.

“Contract Term” shall mean the length of time the Contract shall remain in effect.

“Contractor” or “General Contractor” shall mean the individual, firm, joint venture or corporation undertaking the execution of the Work as an independent contractor under the terms of the Contract and acting through his or its agents or employees.

“County” shall mean DeKalb County, Georgia.

“Day(s)” shall mean calendar day(s).

“Drawings” shall mean the part of the Contract which shows, largely through graphical presentation, the characteristics and scope of the Work to be performed and which have been prepared or approved by the County. The Drawings are included in the Bid Document Package.

“Field Order” shall mean a written order issued by an authorized County official/employee to the Contractor during construction effecting a change in the Work by authorizing an addition, deletion, or revision in the Work within the general scope of the Work not involving an adjustment in the Contract Price or a change to the Contract Time or Term. No Field Order shall be valid or effective unless it is signed by the County employee(s) who has been authorized in writing by the Chief Executive Officer or his/her designee to execute Field Orders.

“Notice of Award” shall mean a written notice of the acceptance of the Bid from the County to the successful Bidder.

“Notice to Proceed” shall mean a written communication issued by the County authorizing the Contractor to proceed with the Work and establishing the date of commencement of the Work. The effective date of the Notice to Proceed shall be the date set forth on the Notice to Proceed.

“Project” shall mean the undertaking to be performed as provided in the Contract.

“Shall” is mandatory; “may” is permissive.

“Specifications” or “Technical Specifications” shall mean a part of the Contract consisting of written descriptions of a technical nature regarding materials, equipment, construction systems, standards, and workmanship specified for this Project.

“Subcontractor” shall mean any person, firm, or corporation having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the Work.

“Submittals” shall mean all shop drawings, diagrams, illustrations, brochures, schedules, samples, and other data which are prepared by the Contractor, a Subcontractor, manufacturer,

Supplier, or distributor, which illustrate how specific portions of the Work shall be fabricated or installed.

“Substantial Completion” or “Substantial Completion of the Work” shall mean that date determined by the County when the construction of the Project or an expressly stipulated part thereof is sufficiently completed, in accordance with the Contract, so that the Project or stipulated part can be fully utilized for the purposes for which it is intended.

“Superintendent” shall mean the Contractor’s authorized on-the-job representative designated in writing by the Contractor prior to commencement of any work.

“Supplier” shall mean any person, supplier, or organization who furnishes materials or equipment for the Work, including that fabricated to a special design, but who does not perform labor at the site.

“Work” shall have the meaning assigned to that term in the article in the Contract entitled Scope of Work.”

GR-2. PRIOR USE BY COUNTY

Prior to completion of the Work, the County may take over operation and/or use of the Project or portions thereof. Such prior use of facilities by the County shall not be deemed as acceptance of any Work or relieve the Contractor from any of the requirements of the Contract.

GR-3. CONTRACTOR’S OBLIGATIONS

The Contractor shall, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities, and all things necessary or proper to perform and complete all the Work within the time herein specified and in accordance with the provisions of this Contract, the Specifications, the Drawings, and any and all supplemental drawings pertaining to the Work. Contractor shall furnish, erect, maintain, and remove such construction, plants, and such temporary works as may be required. Contractor alone shall be responsible for the safety, efficiency, and adequacy of its plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements and limitations imposed by the Contract and local ordinances, and state and federal laws; and shall do, carry on, and complete the entire Work.

GR-4. AUTHORITY OF THE COUNTY

- A. The Contractor shall perform all of the Work under the general direction, and to the entire satisfaction, approval, and acceptance of the County. The County shall decide all questions relating to measurements of quantities, the character and

acceptability of the Work performed, and as to whether the rate of progress is such that the Work will be completed within the time limit of the Contract. All questions as to the meaning of the Drawings and the Specifications will be decided by the County.

- B. The approval of the County of any materials, plant, equipment, Drawings, or of any other items executed, or proposed by the Contractor, shall be construed only to constitute an approval of general design. Such approval shall not relieve the Contractor from the performance of the Work in accordance with the Contract, or from any duty, obligations, performance guarantee, or other liability imposed upon him by the provisions of the Contract.
- C. Whenever in this Contract, the words “directed,” “required,” “permitted,” “ordered,” or words of like import are used, it shall be understood that the direction, requirement, permission, or order of the County is intended, and similar words, “approved,” “acceptable,” “satisfactory,” or words of like import shall mean approved by, acceptable to, or satisfactory to the County.

GR-5. CHANGES IN THE WORK, FIELD ORDERS, AND CHANGE ORDERS

- A. All changes, alterations, or instructions in regard to any feature of the Work that differ from the Drawings and Specifications must be approved in writing by Field Order or Change Order in all cases. No verbal instruction or order will be regarded as a basis for a claim for extra compensation or time.
- B. If a minor change in the Work is found to be necessary due to actual field conditions, the Contractor shall submit detailed drawings and written notification of the problems necessitating such departure for approval by the County before making the change. If the Contractor fails to make such request, no excuse will be entertained thereafter for Contractor’s failure to carry out the Work in the required manner and to provide required guarantees, warranties, and Bonds, and Contractor shall not be entitled to any change in the Contract Price, Contract Time or the Contract Term.
- C. The County may at any time, by issuing a Field Order, make changes in the details of the Work. The Contractor shall proceed with the performance of any changes in the Work so ordered by the County unless such Field Order entitles the Contractor to a change in Contract Price, Time, and/or Term, in which event the Contractor shall give the County written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the County. No extra cost or extension of time shall be allowed unless approved by the County and authorized by execution of a Change Order.

- D. The County may at any time order changes within the scope of the Work without invalidating the Contract.
- E. No claims for extra cost or time will be considered based on an escalation of prices throughout the Contract Term. The value of any work covered by a Change Order or of any claim for increase or decrease in the Contract Price shall be determined by one of the following methods in the order of precedence listed below.
 - (1) Unit prices previously approved.
 - (2) An agreed lump sum.
 - (3) The actual cost for labor, direct overhead, materials, supplies, equipment, and other services necessary to complete the changed Work. In addition, there shall be added an amount agreed upon but not to exceed fifteen percent (15%) of the actual cost of such work to cover the cost of general overhead and profit.
- F. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order, including, but not limited to, all direct or indirect costs associated with such change and any and all adjustment to the Contract Price and the construction schedule. In the event a Change Order increases the Contract Price, Contractor must include the Work covered by such Change Orders in requests for payment as if such Work were originally part of the Contract.

GR-6. TIME FOR COMPLETION

- A. The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract.
- B. The Contractor agrees that the Work shall be executed regularly, diligently, and uninterrupted at such rate of progress as will insure its full completion thereof within the Contract Time. It is expressly understood and agreed, by and between the Contractor and the County, that the time for the completion of the Work described herein is a reasonable time for the completion of the same, taking into consideration the average climate range and usual industrial conditions prevailing in this locality.
- C. If extraordinary adverse weather conditions are the basis for a claim for additional time, such claim shall be supported by the attachment of records of the National Oceanic and Atmospheric Administration showing meaningful variances from historic trends thereby substantiating the fact that weather conditions were

abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction activities. The Contractor shall be entitled to an extension of the Contract Time only for extraordinary adverse weather conditions that unavoidably delay activities scheduled at that time, and then only for the number of days of delay which are due solely to such extraordinary adverse weather conditions. The Contractor is not entitled to any costs associated with extraordinary adverse weather conditions.

- D. The County shall not be liable to the Contractor or any Subcontractor for claims or damages of any nature caused by or arising out of delays, regardless of cause. The sole remedy against the County for delays shall be the allowance of additional time for completion of the Work, the amount of which shall be based on actual and unavoidable delay.

GR-7. SCHEDULES, REPORTS, AND RECORDS

- A. The Contractor shall submit to the County such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records, and other data as the County may request concerning the Work performed or to be performed. The Contractor shall also submit a schedule of payments that he anticipates earning during the course of the Work.
- B. That Contractor shall coordinate and hold a meeting with its major Subcontractors and the County to discuss the Project schedule. Such meeting shall be held prior to Commencement of the Work under this Contract, but in no event later than ten (10) days after execution of this Contract by all parties. At that meeting, the Contractor shall present a draft Project schedule, and the Contractor and its Subcontractors shall, in collaboration with the County, assist in the preparation of a detailed and specific construction schedule. The Contractor shall be responsible for preparing and updating such schedule, which shall be complete in all respects and shall, when approved by the County, become the Construction Schedule and be automatically incorporated into the Contract and shall not be changed without the prior written consent of the County. The Construction Schedule shall not exceed the Contract Time, shall be revised and updated at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Contract, shall utilize Critical Path Method (CPM) software that is compatible with County software, and shall provide for expeditious and practicable execution of the Work. The Construction Schedule shall be cost-loaded.
- C. The Construction Schedule shall, in such detail as the County may require, show the order in which Contractor will carry on the Work, including dates on which the various parts of the Work will start, and the estimated date of completion of each part. It shall also depict all requisite shop drawing submittals and approvals,

manufacturing, fabrication, the installation of materials, supplies and equipment, testing, start-up, and training.

- D. The Contractor shall prepare and keep current, for the County's approval, a schedule of submittals which is coordinated with the Construction Schedule and allows the County reasonable time to review submittals. The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the County.
- E. In the event the County determines that the performance of the Work has not progressed or reached the level of completion required by the Contract, the County will have the right to order the Contractor to take corrective measures necessary to expedite the progress of construction, including, without limitation, (1) working additional shifts or overtime; (2) supplying additional manpower, equipment, and facilities; and (3) other similar measures (hereinafter referred to collectively as "Extraordinary Measures"). Such Extraordinary Measures must continue until the progress of the Work complies with the stage of completion required by the Contract and the Construction Schedule. The County's right to require Extraordinary Measures is solely for the purpose of ensuring the Contractor's compliance with the Construction Schedule. The Contractor is not entitled to an adjustment in the Contract Price for undertaking Extraordinary Measures required by the County. The County may exercise the rights furnished the County under or pursuant to this paragraph as frequently as the County deems necessary to ensure that the Contractor's performance of the Work will comply with the completion date set forth in the Contract as the Contract Time.

GR-8. COUNTY'S RIGHT TO SUSPEND OR TERMINATE WORK

- A. *Termination for Convenience.* County may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of County, elect to terminate the Contract by delivering to the Contractor, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to Contractor at least thirty (30) days prior to the effective date of termination.
- B. *Termination for Default.* If the Contractor is adjudged bankrupt or insolvent, or if he makes a general assignment for the benefit of his creditors, or if a trustee or receiver is appointed for the Contractor or for any of his property, or if he files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or applicable laws, or if he fails to supply sufficient skilled workers or suitable materials or equipment, make payments to Subcontractors or for labor, materials or equipment, or if he disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction of the Work, or if he otherwise violates any provision of the Contract, then the County may, without prejudice to

any other right or remedy, and after giving the Contractor and his surety a maximum of seven (7) days from delivery of a written notice, declare the Contract in default and terminate this Contract. In that event, the County may take possession of the Project and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor. The County may cause the Work to be completed and corrected by whatever method it deems expedient. If called upon by the County to finish the Work, the Contractor's surety shall promptly do so. In any case, the Contractor and its surety shall be liable to the County for any and all damages and costs incurred by the County as a result of any default by the Contractor, including without limitation all costs of completion or correction of the Work, liquidated damages, attorneys' fees, expert fees, and other costs of dispute resolution. Termination of this Contract pursuant to this paragraph may result in disqualification of the Contractor from bidding on future County contracts for a period of time not to exceed five (5) years.

- C. If Contractor's services are terminated by the County pursuant to paragraph A or B in this General Requirement, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Contractor or its surety. Any retention or payment of moneys due Contractor by County will not release Contractor from liability. If it is determined that the Contractor was not in default or that the failure to perform is excusable, a termination for default will be considered to have been a termination for the convenience of the County, and the rights and obligations of the parties shall be governed accordingly.
- D. In case of termination of this Contract before completion of the Work, Contractor will be paid only for materials and equipment accepted by the County and the portion of the Work satisfactorily performed through the effective date of termination as determined by the County.
- E. Except as otherwise provided in this General Requirement, neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever.
- F. The parties' obligations pursuant to this General Requirement shall survive any Acceptance of Work, or expiration or termination of this Contract.

GR-9. FINAL INSPECTION

Upon notice from the Contractor that the Work is completed, the County shall make a final inspection of the Work, and shall notify the Contractor of all instances where the Work fails to comply with the Drawings and Specifications, as well as any defects the County may discover. At no cost to the County, the Contractor shall immediately make such alterations as are

necessary to bring the Work into compliance with the Contract, the Drawings, and Specifications.

GR-10. WARRANTIES, GUARANTEES AND CORRECTION OF WORK

- A. The Contractor warrants to the County that materials and equipment furnished under the Contract will be new and of good quality, unless otherwise required or permitted by the Contract; that the Work will be free from defects not inherent in the quality required or permitted; and that the Work will conform to the requirements of the Contract. Work not conforming to these requirements, including substitutions not properly approved and authorized, is considered defective. The County, in its sole discretion, may exclude from the Contractor's warranty; remedies for damage or defect which the County determines were caused by abuse; modifications not executed by the Contractor; improper or insufficient maintenance; improper operation; and normal wear and tear and normal usage.
- B. Upon the completion of the Work, and as a condition of final payment, the Contractor shall guarantee in writing that all Work has been accomplished in conformance with the Contract. If required by the County, the Contractor shall also furnish additional satisfactory evidence as to the kind and quality of materials and equipment.
- C. The Contractor shall promptly, and in no event later than 48 hours after receiving written demand from the County, remedy any error, omission, defect, or non-compliance in the Work discovered by the County during construction or at any time thereafter until one year after the final completion of the Work. Nothing herein shall be deemed to shorten any statutory period of limitation otherwise applicable to any legal action by the County against the Contractor.
- D. Contractor shall pay for any damage caused by any omission or defect in the Work, including without limitation, any damage to other improvements or facilities. In the event that the Contractor should fail to timely make repairs, adjustments, or other remedy that may be made necessary by such defects, the County may do so, and charge the Contractor the cost thereby incurred.
- E. All warranties and guaranties shall extend for the greatest of one (1) full year commencing on the dates of Substantial Completion of the Project or such longer period of time as is required by the Contract. The one (1) year period shall be extended with respect to portions of the Work first performed after Substantial Completion for a period of one (1) year after the actual performance of the Work. If any defect or deviation should exist, develop, be discovered or appear within such one (1) year period, the Contractor, at it sole cost and expense and immediately upon demand, shall fully and completely repair, correct, and eliminate such defect. The foregoing warranties and guarantees are cumulative of

and in addition to, and not restrictive of or in lieu of, any and all other warranties and guarantees provided for or required by law. No one or more of the warranties contained herein shall be deemed to alter or limit any other. The Performance Bond shall remain in full force and effect throughout the applicable guarantee period set forth in this paragraph.

- F. Neither the final payment nor any provision of the Contract, nor partial or entire occupancy or use of the Work by the County, shall constitute an acceptance of any part of the Work that is not in accordance with the Contract or relieve the Contractor of liability for incomplete or faulty materials or workmanship.
- G. All manufacturer warranties and guarantees shall be delivered to the County prior to Substantial Completion and such delivery shall be a condition precedent to the issuance of the Certificate of Substantial Completion. Before final payment, the Contractor shall assign and transfer to the County all guarantees, warranties and agreements from all contractors, Subcontractors, vendors, Suppliers, or manufacturers regarding their performance, quality of workmanship or quality of materials supplied in connection with the Work. The Contractor represents and warrants that all such guarantees, warranties and agreements will be freely assignable to the County, and that upon final completion of the Work, all such guarantees, warranties and agreements shall be in place and enforceable by the County in accordance with their terms. Contractor's obligations pursuant to this General Requirement shall survive any acceptance of Work, or termination or expiration of this Contract.

GR-11. CONTRACTOR'S PERSONNEL AND INDEPENDENT CONTRACTOR STATUS

- A. The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Contractor will be solely responsible for the means, methods, techniques, sequences, and procedures of construction. An experienced Superintendent and necessary assistants competent to supervise the particular types of work involved shall be assigned to the Project by the Contractor, and shall be available at all times when work is in progress. The name of the Superintendent shall be submitted with qualifications of same prior to the start of the Work. If approved by the County, the Superintendent so named by the Contractor shall be employed by the Contractor and shall have served in a supervisory capacity on at least one Project of like description and size performed by the Contractor during the previous twelve months. Under no circumstances shall an employee of any Subcontractor serve as the Superintendent, unless approved by the County prior to being named Superintendent. The Superintendent shall represent the Contractor, and all directions given to the Superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case.

- B. The Contractor shall not change key members of its staff without the prior consent of the County, unless such staff members prove to be unsatisfactory to the Contractor and cease to be in its employ. If the Contractor intends to change a key staff member (defined as certain full-time personnel stationed at the site including Project Manager, Superintendent, Project Engineer, Assistant Project Manager, Assistant Superintendent, or Assistant Project Engineer) it shall give the County written notice at least fifteen (15) days prior to the intended change. The written notice shall include a description of qualifications for the new proposed key staff member. The County shall have the right to approve or disapprove the proposed key staff member.
- C. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him.
- D. The relationship between the County and the Contractor shall be that of owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

GR-12. SUBCONTRACTING

- A. The Contractor understands and agrees that it shall be a breach of this Contract to subcontract any portion of the Work on this Project unless
 - 1. The Work and the Subcontractor proposed to perform it have been declared in the Bid to the Contract; or
 - 2. The Contractor shall have obtained advance written approval from the County.
- B. The Contractor further understands and agrees that any work on this Project, which the Contractor secures in violation of this General Requirement, shall be deemed a donation from the Contractor for which the County shall not be

obligated to pay. Nothing contained in this Contract shall create any contractual relation between any Subcontractor and the County. Upon request, Contractor shall provide the County with copies of each of its contract(s) and amendments with each Subcontractor.

- C. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

GR-13. ASSIGNMENTS

The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract.

GR-14. INDEMNIFICATION AND HOLD HARMLESS

- A. The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Contractor shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this General Requirement as “the County Indemnites,” from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the County Indemnites, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any County Indemnitee against claims, actions, or expenses based upon or arising out of the County Indemnitee’s sole negligence.
- B. As between the County Indemnites and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor’s employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or

Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury.

- C. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense.
- D. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract.
- E. The parties agree that Contractor shall be liable for all fines or civil penalties, which may be imposed by any local, federal or state department or regulatory agency that are a result of Contractor's performance of the Work under this Contract. Contractor shall pay the costs of contesting any such fines. The parties' obligations pursuant to this General Requirement shall survive any acceptance of Work, or termination or expiration of this Contract.

GR-15. ROYALTIES AND PATENTS

The Contractor shall hold and save the County and its elected officials, officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the County, unless otherwise specifically stipulated in the Contract.

GR-16. LAWS AND REGULATIONS

- A. The Contractor's attention is directed to the fact that all applicable federal, state, and County laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full. The Contractor shall keep itself and its employees and Subcontractors fully informed of all laws, ordinances, and regulations in any manner affecting those engaged or employed in the Work or the materials used in the Work or in any way affecting the conduct of the Work and of all orders and decrees of bodies or tribunals having any jurisdiction or

authority over same. If Contractor discovers any discrepancy or inconsistency in this Contract or in the Drawings or Specifications in relation to any such law, regulation, ordinance, order, or decree, Contractor shall promptly report the same, in writing, to the County. Contractor shall at all times observe and comply with all such laws, ordinances, and regulations, and shall protect and indemnify the County and its agents against any all damages and claims arising out of any violation of such law, ordinance, regulation, order, or decree, whether by Contractor or its employees or Subcontractors.

- B. Contractor shall not discriminate against any person in its operations, activities or performance of Work under this Contract. Contractor shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, national origin, physical or mental disability, or political affiliation. Contractor shall maintain a Drug Free Workplace.

GR-17. PERMITS AND INSPECTION FEES

- A. Permits shall be secured by the Contractor, and inspections will be required, but the County will not charge the Contractor for permits and inspections obtained from the County. The Contractor shall secure and pay for any permits and inspection fees required by any other governmental entity or agency.
- B. Prior to execution of this Contract, Contractor shall provide the County with a copy of its current, valid business license. If Contractor is not a Georgia corporation, Contractor shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. Contractor shall provide the County with copies of all other required licenses, certifications and permits for the Contractor and/or all of Contractor's employees, personnel, agents or Subcontractors performing services that require licensure by the federal government, the State of Georgia, or the County. Contractor hereby warrants and represents that at all times during the Contract Term it shall maintain in good standing all required licenses, certifications, and permits required under federal, state and local laws necessary to perform the services required by this Contract.

GR-18. LAND AND RIGHTS-OF-WAY

Prior to entering on any land or right-of-way, the Contractor shall ascertain the requirements of applicable permits or easements obtained by the County, and shall conduct his work in accordance with requirements thereof, including the giving of notice. The Contractor shall be fully responsible for performing work to the requirements of any permit or easement granting entity, even though such requirements may exceed or be more stringent than that

otherwise required by the Contract, and shall compensate the County fully for any loss or expense arising from failure of the Contractor to perform as required by such entity. The Contractor shall provide, at its own expense without liability to the County, any additional land and access thereto that the Contractor may desire for temporary construction facilities, or for storage of materials.

GR-19. PROTECTION OF WORK, PROPERTY, AND PERSONS

- A. The Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Contractor shall take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the Project and other persons who may be affected thereby, all the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, lakes, drainage ways, walks, pavements, roadways, structures, and utilities not designated for removal, relocation or replacement in the course of construction.
- B. The Contractor shall erect and maintain, as required by the conditions and progress of the Work, all necessary warning safeguards for devices and the safety and protection of the Work, the public and adjoining property.
- C. If existing utilities or structures are indicated by the Contract, no warranty is made as to the accuracy or completeness of such indication or the information provided regarding such utilities or structures. The Contractor shall comply with all applicable state law concerning the marking and location of existing utilities. The Contractor shall, prior to commencing other on-site work, accurately locate above and below ground utilities and structures, which may be affected by the Work, using whatever means may be appropriate, and shall verify the nature and condition of such utilities and structures. The Contractor shall mark the location of existing utilities and structures, if they are not otherwise readily visible, with flagging, stakes, barricades, or other suitable means, and shall preserve and protect all utilities and structures not designated for removal, relocation, or replacement in the course of construction. Contractor shall notify the County promptly of discovery of any conflict between the Contract and any existing facility.
- D. All existing utilities, both public and private, including but not limited to, sewer, gas, water, electrical, and telephone services, shall be protected and their operation shall be maintained through the course of the Work. Any temporary shutdown of an existing service shall be arranged between the Contractor and the responsible agency. The Contractor shall assume full responsibility and hold the County harmless from the result of any damage that may occur as a result of the Contractor's activities in this regard.

- E. In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, or unanticipated conditions where delay would substantially impact the time or cost of work, the Contractor, upon notification to the County, shall act to prevent threatened damage, injury, or loss. Any claim for compensation or extension of time by the Contractor due to such extra work shall be submitted to the County within ten (10) days of the date of performing such work or deviations in the manner prescribed for a Change Order.

GR-20. PROHIBITED INTERESTS

No official of the County who is authorized in such capacity and on behalf of the County to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction, or material supply contract, or any subcontract in connection with the construction of the Project, shall become directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer, or inspector of or for the County who is authorized in such capacity and on behalf of the County to exercise any legislative, executive, supervisory, or other similar functions in connection with the construction of the Project, shall become directly or indirectly interested personally in this Contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the Project.

GR-21. FIRST SOURCE JOBS ORDINANCE

The Contractor is required to comply with the DeKalb County First Source Jobs Ordinance, Code of DeKalb County as Revised 1988, section 2-231 *et seq.*, and among other things, is required to make a good faith effort to hire DeKalb County residents for at least fifty percent 50% of all jobs created by an Eligible Project, as that term is defined in the First Source Ordinance, using the First Source Registry.

GR-22. FOREIGN CORPORATIONS

In the event the Contractor is a foreign corporation, partnership, or sole proprietorship, the Contractor hereby irrevocably appoints the Georgia Secretary of State as its agent for service of all legal process for the purposes of this Contract only.

GR-23. SPECIFICATIONS AND DRAWINGS

- A. The Specifications, the Drawings and the Contract shall be supplementary to each other, and any material, workmanship, and/or service which may be in one, but not called for in the others, shall be as binding as if indicated, called for, or implied by all.

- B. Each section or type of work is described separately in the Technical Specifications; however, should any item of material, equipment, work, or combinations of such be required in one section, and not be described in that section and a similar item described in another section, that description shall apply regardless of the section under which it is described.
- C. Any discrepancies found between the Drawings and Specifications and site conditions, or any inconsistencies or ambiguities in the Drawings or Specifications shall be immediately reported to the County, in writing, who shall promptly correct such inconsistencies or ambiguities in writing. Work done by the Contractor after his discovery of such discrepancies, inconsistencies, or ambiguities shall be done at the Contractor's risk.
- D. Upon award of the Contract, the Contractor will be supplied, free of charge, up to three complete sets of the Contract Drawings and Specifications. Any prints and Specifications in excess of these shall be furnished at cost at the Contractor's expense.
- E. The Contractor shall furnish, with reasonable promptness, all samples as directed by the County for approval for conformance with the design concept of the Project and for compliance with the information stated in the Contract. The Work shall be in accordance with approved samples.
- F. The County may, without changing the scope of the Work, furnish the Contractor additional instructions and detail drawings, as necessary to carry out the Work required by the Contract. The additional drawings and instructions thus supplied will become a part of the Contract. The Contractor shall carry out the Work in accordance with the additional detail drawings and instructions.
- G. Attention is directed to the fact that the detailed Specifications and separate sections may be written in short or abridged form. In regard to every section of the Specifications and all parts thereof, mentioned therein, or indications on the Drawings of articles, materials, operations, or methods, requires that the Contractor:
- (1) Provide each item mentioned and indicated of a quality or subject to qualifications noted;
 - (2) Perform according to conditions stated, each operation prescribed; and
 - (3) Provide therefore all necessary labor, equipment, and incidentals.
- H. For convenience of reference and to facilitate the letting of contracts and subcontracts, these Specifications are separated into titled sections. Such separation shall not, however, operate to make the County an arbiter to establish limits for the contracts between the Contractor and Subcontractors.

- I. Notwithstanding the appearance of such language in the various sections of the Specifications as, "The Paving Contractor," "The Grading Contractor," etc., the Contractor is responsible to the County for the entire Contract and the execution of all Work referred to in the Contract.

GR-24. CONTRACTOR'S SUBMITTALS

- A. The Contractor shall submit all Submittals to the official or employee so designated by the chief executive officer all Submittals as required under the Specifications and in such time and manner that will allow at least ten (10) days for the County's review, pursuant to the Construction Schedule. No portion of the Work shall commence until all Submittals relating to such portion have been approved by the County.
- B. The approved Drawings will be supplemented by such shop drawings as are needed to adequately control the Work. Shop Drawings, product data, samples and other Submittals are not parts of the Contract. The purpose of their submittal is to demonstrate for those portions of the Work for which Submittals are required by the Contract, the way by which the Contractor proposes to conform to the information given and the design concept expressed in the Contract. Informational Submittals, upon which a County employee, the Architect or Engineer, if retained by the County in connection with the Project, is not expected to take responsive action, may be so identified in the Contract. Submittals which are not required by the Contract may be returned by the County without action. The approval of a Submittal shall not authorize any deviation from or alteration of the Drawings or Specifications absent a Change Order or Field Order.
- C. Shop drawings to be furnished by the Contractor for any structure shall consist of such detailed drawings as may be required for the execution of the Work.
- D. Drawings for false work, centering, and form work may also be required per the Specifications and in such cases shall be likewise subjected to approval unless approval is waived.
- E. The County's review will be within reasonable promptness as to cause no delay in the Work. Approval of the Contractor's Submittals does not relieve the Contractor of any responsibility for accuracy of dimensions and details or from otherwise ensuring that the Work complies with the requirements of the Contract. It is mutually agreed that the Contractor shall be responsible for agreement and conformity of Submittals with the Drawings and Specifications. The County will review and approve or take other appropriate action upon the Contractor's Submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract. Review of submittals is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities, or for substantiating instructions for installation or

performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract. The County's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures. The County's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- D. It is the responsibility of the Contractor to check all Submittals before same are submitted to the County for approval. Submittals which have not been checked and approved by the Contractor will not be reviewed by the County.
- E. Submittals shall be submitted only by the Contractor who shall indicate by a signed stamp on the drawings that he has checked the Submittals and that the work shown on them is in accordance with Contract requirements and has been checked for dimensions and relationship with work of all other trades involved. Under no conditions shall Submittals be accepted from anyone other than the Contractor.
- F. The Contractor shall furnish the County with at least six copies of all Submittals for approval. Two finally approved copies will be returned to the Contractor for his use. The Contract Price shall include the cost of furnishing all Submittals and the Contractor will be allowed no extra compensation for such drawings.
- G. The approval of such Submittals shall not relieve the Contractor from responsibility for deviations from Drawings or the Specifications unless he has in writing called attention to such deviations, and the County has approved the changes or deviations in writing at the time of submission, nor shall it relieve him from the responsibility for errors of any kind in Submittals. When the Contractor does call such deviations to the attention of the County, he shall state in writing whether or not such deviations involve any extra cost. If this is not mentioned, it will be assumed that no extra cost is involved for making the change.
- H. The Contractor shall prepare and maintain a log of all Submittals which includes, at a minimum, the submittal number, revision number, description, responsible company, proposed submittal date, date actually submitted, date approved, any comments received, approval status, and resubmittal information. The log shall be updated at least on a monthly basis and made available to the County for review upon request.

GR-25. AS-BUILT DRAWINGS

The Contractor shall maintain a red-lined set of drawings on site during the progress of the Work, indicating any Field Orders, Change Orders and the location of the portion of the Work or equipment actually installed. The Contractor shall, upon completion of the Work, furnish a marked set of reproducible drawings indicating any field changes and the location of Work as actually installed, if different from the requirements of the Contract, and deliver them to

the County in hard copy as well as an electronic copy compatible with the County's software and hardware system.

GR-26. EXAMINATION OF WORK BY CONTRACTOR

It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the Work, the configuration of the ground, the character, quality, and quantity of the facilities needed preliminary to and during the prosecution of the Work, the general and local conditions, and all other matters which can in any way affect the Work or the cost thereof under this Contract.

GR-27. INSPECTION AND TESTING OF MATERIALS

Unless otherwise specifically provided for, the inspection and testing of materials and finished articles to be incorporated in the Work as required by the Specifications shall be made by the County, or bureaus, laboratories, or agencies selected by the County. The cost of such inspection and testing shall be paid by the Contractor unless County agrees to pay the cost. Materials and finished articles shall have passed the required tests prior to the incorporation of such materials and finished articles in the Work. The County may require, and the Contractor shall furnish if required to do so, certificates from manufacturers to the effect that the products or materials furnished by them for use in the Work comply with the applicable specified requirements for the materials or products being furnished.

GR-28. INSPECTION OF WORK

- A. The Contractor shall, at all times, permit and facilitate inspection of the Work by authorized representatives of the County and public authorities having jurisdiction in connection with the Work of this Contract. The presence or observations of the County or its representative at the site of the Work shall not be construed to, in any manner, to relieve the Contractor of its responsibility for strict compliance with the provisions of the Contract.
- B. If the Drawings, Specifications, County's instructions, laws, ordinances, or a public authority require any work to be specially tested or approved, the Contractor shall give the County timely notice of its readiness for observation or inspection. If the inspection is by another authority, then the County shall be advised of the date fixed for such inspection. Required certificates of inspection shall be secured by the Contractor. Contractor, having secured all certificates of inspection, will deliver same to the County upon completion. If any Work should be covered up without approval or consent of the County, it shall, if required by the County, be uncovered for examination at the Contractor's expense. The recovering of such Work after inspection shall be at Contractor's expense.
- C. Should any disagreement or difference arise as to the estimate, quantities, or classifications or as to the meaning of the Drawings or Specifications, or any point concerning the character, acceptability, and nature of the several kinds of

work, any materials and construction thereof, the decisions of the County shall be final and conclusive and binding upon all parties to the Contract.

- D. If the County determines that portions of the Work require additional testing, inspection or approval beyond the requirements of the Specifications, the County will instruct the Contractor to make arrangements for such additional testing, inspection or approval by an entity acceptable to the County, and the Contractor shall give timely notice to the County of when and where tests and inspections are to be made so that the County may be present for such procedures. Such costs, except as provided below, shall be at the County's expense.
- E. If such procedures for testing or inspection reveal failure of the portions of the Work to comply with requirements established by the Contract, all costs made necessary by such failure including those of repeated procedures shall be at the Contractor's expense.
- F. Required certificates of testing, inspection or approval shall, unless otherwise required by the Contract, be secured by the Contractor and promptly delivered to the County or the Architect if one is retained by the County in connection with the Project. Tests or inspections conducted, pursuant to the Contract, shall be made promptly to avoid unreasonable delay in the Work.

GR-29. REQUESTS FOR SUBSTITUTIONS

- A. Requests for substitutions of proprietary products or of a particular manufacturer, vendor, or Subcontractor must be accompanied by the following documentation:
 - (1) Full explanation of the proposed substitution and submittal of all supporting data including technical information, catalog cuts, warranties, test results, installation instructions, operating procedures, and other like information necessary for a complete evaluation of the substitution;
 - (2) Reasons the substitution is advantageous or necessary, including benefits to the County and the Work in the event the substitution is acceptable;
 - (3) The adjustment, if any, in the Contract Price, in the event the substitution is acceptable;
 - (4) The adjustment, if any, in the Contract Term or Time and the construction schedule in the event the substitution is acceptable;
 - (5) An affidavit stating that (1) the proposed substitution conforms and meets all the requirements of the pertinent Specifications and the requirements shown on the Drawings and (2) the Contractor accepts the warranty and correction obligations in connection with the proposed substitution as if originally specified;

- (6) Proposals for substitutions must be submitted in triplicate to the County in sufficient time to allow the County no less than ten (10) working days for review; and
 - (7) No substitutions will be considered or allowed without the Contractor's submittal of complete substantiating data and information as stated hereinbefore.
- B. Substitutions and alternates may be rejected at the County's discretion without explanation and will be considered only under one or more of the following conditions:
- (1) Required for compliance with interpretation of code requirements or insurance regulations then existing;
 - (2) Unavailability of specified products, through no fault of the Contractor; or
 - (3) Subsequent information discloses inability of specified products to perform properly or to fit in designated space;
 - (4) Manufacturer/fabricator refuses to certify or guarantee performance of specified product as required; and
 - (5) When in judgment of the County, that a substitution would be substantially to the County's best interests, in terms of costs, time, or other considerations.
- C. Whether or not any proposed substitution is accepted by the County, the Contractor must reimburse the County for any fees charged by the Architect or other consultants for evaluating each proposed substitute. By making requests for substitutions based on the above, the Contractor:
- (1) Represents and warrants that the Contractor has personally investigated the proposed substitute product or Subcontractor and determined that it is equal or superior in all respects to the product or Subcontractor previously specified;
 - (2) Represents and warrants that the Contractor will provide the same warranty for the substituted product or for the workmanship of the substituted Subcontractor, as applicable, that the Contractor would have provided for the product or Subcontractor previously specified;
 - (3) Certifies that the cost data presented, in the form of certified quotations from Suppliers of both specified and proposed equipment is complete and includes all related costs under this Contract, but excludes costs under

separate contracts, and waives all claims for additional costs related to the substitution which subsequently become apparent; and

- (4) Agrees that the Contractor will coordinate the installation of the accepted substitution, making such changes as may be required for the Work to be complete and in accordance with the Contract in all respects.
- D. Contractor shall not propose an item for substitution unless it is equal to or superior to the specified item or items in construction, efficiency, and utility. The opinion of the County as to the equality or superiority of the item shall be final, and no substitute material or article shall be purchased or installed without the County's written approval.
- E. In case of a difference in price, the County shall receive all benefits of the difference in cost involved in any substitution, when lower, and the Contract altered by Change Order to credit the County with any savings to be obtained. However, the County shall not be charged for any additional cost in the case of a price increase.

GR-30. REJECTIONS OF WORK AND MATERIALS

- A. All Work that is defective or deviates from the Drawings or Specifications will be rejected. All rejected Work shall be replaced immediately with other material, equipment, or work which conforms with the Drawings and Specifications at no additional cost to the County. If rejected Work is not removed within forty-eight hours from the date of letter of notification, the County shall have the right and authority to stop the Work immediately and/or to arrange for the removal of said rejected Work at the cost and expense of the Contractor.
- B. Inspection of the Work shall not relieve the Contractor of any of its obligations, and defective Work shall be made good regardless of whether it has been previously inspected by the County and accepted or estimated for payment. The failure of the County to reject or condemn improper materials or workmanship shall not be considered as a waiver of any defect that may be discovered later.

GR-31. MATERIALS, SERVICES, AND FACILITIES

- A. The Contractor shall at all times employ sufficient labor and equipment for executing the Work to full completion in the manner and time specified. Failure of the Contractor to provide adequate labor and equipment shall constitute a default of the Contract. The labor and equipment to be used in the Work by the Contractor shall be sufficient to meet the requirements of the Work and shall be such as to produce a satisfactory quality of work in accordance with accepted industry practices and within the Contract Time.

- B. Materials and equipment shall be so stored and handled as to insure the preservation of their quality and fitness for the Work. Stored materials and equipment to be incorporated in the Work shall be located so as to facilitate prompt inspection. No product which has in any way become unfit for the intended purpose shall be incorporated into the Work.
- C. Manufactured articles, materials, and equipment shall be applied, installed, connected, erected, cleaned, and conditioned as directed by the manufacturer. Contractor shall promptly notify the County of any conflict between the instructions of any manufacturer and the requirements of the Drawings or the Specifications.
- D. Materials, supplies, and equipment to be incorporated into the Work shall be new and unused unless otherwise specifically stated in the Contract. The source of supply for all such products shall be submitted to the County, together with detailed descriptions thereof in the form of samples, shop drawings, tests, or other means necessary to adequately describe the items proposed. Approval by the County of a manufacturer or supplier shall not constitute the approval of materials, supplies, or equipment obtained from such manufacturer or supplier if they do not comply with the requirements of the Contract. If, after trial or installation, it is found that sources of supply, even though previously approved by the County, have not furnished products meeting the intent of the Contract, the Contractor shall thereafter furnish products from other approved sources, and shall remove completed Work incorporating products which do not meet Contract requirements.
- E. The Contractor shall confine operations to areas permitted by law, ordinances, permits and the Contract, and shall not unreasonably encumber the site with materials or equipment. The Contractor shall provide parking for all construction vehicles only within the construction limits as indicated on the drawings or make appropriate arrangements as permitted by law.
- F. Only materials and equipment which are to be used directly in the Work may be brought to and stored on the Project site by the Contractor. After equipment is no longer required for the Work, it must be promptly removed from the Project site. Protection of construction materials and equipment stored at the Project site from weather, theft, damage, and all other adversity is the sole responsibility of the Contractor.
- G. The Contractor and any entity for which the Contractor is responsible must not erect any sign on the Project site without the prior written consent of the County, which may be withheld in the sole discretion of the County.
- H. Contractor must ensure that the Work, at all times, is performed in a manner that affords reasonable access, both vehicular and pedestrian, and for emergency response to the site of the Work and all adjacent areas. The Work must be

performed, to the fullest extent reasonably possible, in such a manner that public areas adjacent to the site of the Work are free from debris, building materials and equipment likely to cause hazardous conditions. Without limitation of any other provision of the Contract, Contractor must use its best efforts to minimize any interference with the occupancy or beneficial use of any areas and buildings adjacent to the site of the Work, or the Project.

- I. Without prior approval of the County, the Contractor shall not permit any worker to use any existing facilities at the Project site, including, without limitation, lavatories, toilets, entrances, and parking areas other than those designated by the County for such use. Without limitation of any other provision of the Contract, the Contractor shall use its best efforts to comply with all rules and regulations promulgated by the County in connection with the use and occupancy of the Project site, as amended from time to time. The Contractor shall immediately notify the County in writing if during the performance of the Work, the Contractor finds compliance with any portion of such rules and regulations to be impracticable, setting forth the problems that may be caused by such compliance and suggesting alternatives through which the results intended by such portions of the rules and regulations can be achieved. The County may, in the County's sole discretion, adopt such suggestions, develop new alternatives or require compliance with the existing requirements of the rules and regulations. The Contractor shall also comply with all insurance requirements applicable to the use and occupancy of the Project site.
- J. Unless otherwise directed by the County, Contractor shall provide and maintain a suitable office on the site for its own use and for the use of representatives of the County. Contractor shall furnish sufficient heat, artificial light, ventilation and janitor's service, and shall also provide a table or desk, plan rack and chairs, all for the use of those visiting the job, in addition to such furnishings as he provides for his own use. If approved, temporary offices and other structures shall be located where approved by the County, and shall be removed from the premises upon completion of the Contract or earlier if so directed by the County.
- K. Contractor may be required by the County, at the beginning of Work, to provide, at the Project site, suitable and adequate temporary toilets and enclosure for use of workers on the job, shall maintain same in sanitary condition, and shall remove same at the completion of construction operations and/or when directed by the County. Contractor shall not allow any sanitary nuisances to be committed in or about the site and shall enforce sanitary regulations of local and state health authorities.
- L. The Contractor shall cooperate with the County in any required use of the property and arrange for storage of materials on the Project site in such areas as are mutually agreed upon. The Contractor shall allot suitable and proper space to its Subcontractors for the storing of their materials and for the erection of their sheds and tool houses. Should it be necessary at any time to move materials,

sheds, or storage platforms, the Contractor shall, at its own expense move same as and when directed by the County.

- M. Unless otherwise instructed by the County, the Contractor shall repair and return to original condition all buildings, streets, curbs, sidewalks, utilities or other facilities affected by the Contractor's performance of the Work. The County's decisions in matters relating to aesthetic effect shall be final if consistent with the intent of the Contract.

GR-32. UTILITIES DURING CONSTRUCTION

Contractor shall furnish all utilities and pay for all bills for utilities used during construction. Utilities shall include electric power, fuel of any sort used for heating, etc., telephone services, cable and internet, if necessary, and water. Contractor shall provide all temporary connections to utilities when not provided by the utility company or others at no additional cost to the County. Contractor shall, if required by the County, install and maintain at his own expense, a job telephone and communications equipment necessary for the execution of the Work for the Contract Time.

GR-33. TEMPORARY HEAT AND AIR CONDITIONING

The Contractor shall provide, at his own expense, temporary heat or air conditioning, as necessary, to protect all Work and materials against injury from heat, dampness or cold. Fuel, equipment and method of heating and cooling shall be satisfactory to the County and shall not present a fire hazard. Contractor shall comply with the requirements in the Specifications for specific temperatures to be maintained.

GR-34. MAINTENANCE MANUAL

Contractor shall, prior to completion of Contract, deliver to the County two (2) copies of a manual, assembled, indexed, and bound, for the County's guidance, full details for care and maintenance of visible surfaces and of equipment included in Contract. Contractor shall, for this manual, obtain from Subcontractors literature of manufacturers relating to equipment, including motors; also furnish cuts, wiring diagrams, instruction sheets and other information pertaining to same that will be useful to the County in over-all operation and maintenance. Where the above-described manuals and data are called for under separate sections of the Specifications, they are to be included in the manual described in this General Requirement.

GR-35. WEATHER CONDITIONS

The Contractor will be required to protect all work and materials against damage or injury from the weather. If, in the opinion of the County, any work or materials shall have been damaged or injured by reason of failure to protect such, all such materials or work shall be removed and replaced at the expense of the Contractor.

GR-36. LINES, GRADES, AND MEASUREMENTS

- A. Such stakes and markings as the County may set for either its or the Contractor's guidance shall be preserved by the Contractor. Failure to protect such stakes or markings may, at the County's discretion, shall result in the Contractor being charged for their replacement.
- B. The Contractor must exercise proper care and caution to verify the grades and figures furnished by or on behalf of the County before proceeding with the Work, and shall be responsible for any damage or defective work caused by its failure to exercise such care and caution. Contractor shall promptly notify the County of any errors or discrepancies it may discover in order that the proper corrections may be made.
- C. Before ordering materials or doing work, the Contractor shall measure and verify the dimensions and locations of all existing structures, substrata, and features that affect the Work and shall be responsible for the correctness of same. No consideration will be given any claim based on the differences between the actual dimensions and those indicated on the Drawings. Contractor shall promptly notify the County of any difference which may be found, and shall obtain direction from the County before proceeding with the affected Work.

GR-37. CLEANING UP

- A. The Contractor shall at all times, keep the premises free from accumulation of waste materials or rubbish caused by Contractor's employees or work. Upon completion of the Work, the Contractor shall remove all his plants, tools, materials, and other articles from the property of the County.
- B. If the Contractor fails to clean up, as provided in the Contract, the County may do so, and the cost thereof shall be charged to the Contractor. Contractor shall ensure that neither it, its Subcontractors, nor their employees or agents bring any hazardous materials or other materials/waste regulated by state, federal or local law, which are not commonly used in the construction process or which are not listed in any Specifications for the Project onto the Project site without first obtaining the County's advance written approval. Contractor agrees to ensure that any hazardous materials/waste or other materials/waste regulated by state, federal or local law that Contractor, its Subcontractors or their employees or agents, bring onto or generate at the Project Site are handled in accordance with all applicable laws.
- C. The Contractor shall pay all required material disposal fees and shall dispose of all materials in accordance with all applicable laws and regulations. The Contractor shall be responsible for all costs associated with improper disposal of materials, including any clean-up costs, fines or penalties, whether levied against the Contractor or the County.

- D. In addition to removing rubbish on a periodic basis and leaving the building broom clean, the Contractor shall clean all tile and glass; replace broken glass; remove stains, paint spots, and dirt from all Work; clean and polish all plumbing fixtures and equipment; and remove all temporary protection items. To the maximum extent reasonably possible, the Contractor shall keep the interior of the building free of combustible materials as the Work progresses.
- E. The Contractor shall maintain and keep clean at all times the immediate approach to the Project site, including the roads abutting the Project site.

GR-38. BARRICADES

- A. Contractor shall provide barricades and protective barriers around excavations, so that the public is adequately warned of such hazards. Lanterns shall remain lighted from sundown to sunrise and at all other times when the labor forces are not on the job site.
- B. Delivery of construction materials and equipment shall be only to locations approved by the County.

GR-39. NO THIRD-PARTY BENEFICIARY

Except as expressly and specifically set forth herein, this Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right.

GR-40. SEVERABILITY

If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

GR-41. INTERPRETATION

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no

inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

GR-42. PRIOR CONTRACTS; CONFLICT IN DOCUMENTS

The Contractor may in no case claim a waiver of any specification requirements on the basis of previous approval of material or workmanship on other jobs of like nature or on the basis of what might be considered “standard” for material or workmanship in any particular location. The Contract for this Project shall govern the Work. If any portion of the Contract shall be in conflict with any other portion, the various documents comprising the Contract shall govern in the following order of precedence: Contract, Change Orders or modifications issued after execution of the Contract; the General Requirements of the Contract; the Specifications; the Drawings, as between schedules and information given on the Drawings, the schedules shall govern; as between figures given on Drawings and the scaled measurements, the figures shall govern; as between large-scale Drawings and small-scale Drawings, the larger scale shall govern; and detailed Drawings shall govern over general Drawings; and the Bid Document Package.

GR-43. ENTIRE AGREEMENT

This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified, except by Change Order or Field Order. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein. No Change Order or Field Order shall be enforceable unless approved by official action of the County as provided by law or in this Contract.

GR-44. COUNTERPARTS

This Contract may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Contract.

GR-45. INTERPRETATION

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

GR-46. VENUE

The courts of DeKalb County, Georgia shall have exclusive jurisdiction to try disputes arising under or by virtue of this Contract.

GR-47. RIGHT TO AUDIT

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

ATTACHMENT B

Contractor Affidavit under O.C.G.A. §13-10-91

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DEKALB COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the Contract Term and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with Subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. §13-10-91. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

ITB No. 16-100802, Sanitary Sewer Television & Manhole Condition Assessment for General Areas for the OSARP

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the _____ day of _____, 20 ____.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT C

Subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____(insert name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the Subcontractor with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned Subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the Contractor within five business days of receipt. If the undersigned Subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned Subcontractor must forward, within five business days of receipt, a copy of the notice to the Contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

ITB No.16-100802, Sanitary Sewer Television & Manhole Condition Assessment for General Areas for the OSARP

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
_____ day of _____, 20 ____.

NOTARY PUBLIC
My Commission Expires:

DRAFT

ATTACHMENT D

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of Subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of Subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

ITB No. 16-100802, Sanitary Sewer Television & Manhole Condition Assessment for General Areas for the OSARP

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

DRAFT

ATTACHMENT E
DEKALB COUNTY, GEORGIA
CERTIFICATE OF CORPORATE AUTHORITY
(Choose Applicable Certificate)

I, _____, certify that I am Secretary of the corporation named as Contractor herein, same being organized and incorporated to do business under the laws of the State of _____; that _____, who executed this Contract on behalf of the Contractor was, then and there, _____; and that said Contract was duly signed by said officer for and in behalf of said corporation, pursuant to the authority of its governing body and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all the outstanding stock of said corporation as of this date are as follows:

This _____ day of _____, 20____.

Secretary (Corporate Seal)

ATTACHMENT E

**DEKALB COUNTY, GEORGIA
CERTIFICATE OF AUTHORITY – JOINT VENTURE
(Separate Certificate to be submitted by each joint venture partner)**

I, _____, ⁽¹⁾ certify that

1. I am the _____ ⁽²⁾ of _____, ⁽³⁾ (hereinafter “Venturer”);
2. Venturer is a partner and participant in the joint venture named as Contractor in that certain Contract for Construction dated _____ with DeKalb County, issued pursuant to Invitation to Bid or Request for Proposal No. _____;
3. Venturer is organized and incorporated to do business under the laws of the State of _____;
4. _____, who executed this Contract on behalf of the Contractor was, then and there, _____; and
5. Said Contract was duly signed by said officer for and in behalf of said Venturer and the Contractor pursuant to the authority of the governing body of each and within the scope of its corporate powers.
6. I further certify that the names and addresses of the owners of all the outstanding stock or ownership interest in Venturer as of this date are as follows:

This _____ day of _____, 20____.

INSTRUCTIONS:

1. Name of secretary (if Venturer is a corporation), or Manager or CEO (if Venturer is a LLP) of Venturer.
2. Title of person executing Certification.
3. Name of joint venture partner.

MAKE COPIES OF THIS FORM AND SUBMIT A SEPARATE FORM FOR EACH JOINT VENTURE PARTNER.

ATTACHMENT F
(Consisting of 3 pages)
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS that _____ [*Insert name of contractor*] (hereinafter called the “Principal”) and _____ [*Insert name of surety*] (hereinafter called the “Surety”), are held and firmly bound unto _____ County (hereinafter called the “County”) and their successors and assigns, in the penal sum of _____ Dollars (\$ _____), lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract with the County, awarded by the DeKalb County Governing Authority on _____, which is incorporated herein by reference in its entirety (hereinafter called the “Contract”), for the _____ [*insert Name of the Project*], more particularly described in the Contract (hereinafter called the “Project”); and

NOW, THEREFORE, the conditions of this obligation are as follows, that if the Principal shall fully and completely perform all the undertakings, covenants, terms, conditions, warranties, and guarantees contained in the Contract, including all change orders, modifications, amendments, changes, deletions, additions, and alterations thereto that may hereafter be made, then this obligation shall be void; otherwise, it shall remain in full force and effect.

Whenever the Principal shall be, and declared by the County to be, in default under the Contract, the Surety shall promptly remedy the default as follows:

1. Complete the Contract in accordance with the terms and conditions; or
2. Obtain a Bid or Bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the County of the lowest responsible bidder, arrange for a contract between such bidder and County and make available as the work progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the County the funds required by this Paragraph prior to the payment of the County of the balance of the contract price, or any portion thereof. The term “balance of the contract price,” as used in this paragraph, shall mean the total amount payable by the County to the Contractor under the Contract, and any amendments thereto, less the amount paid by the County to the Contractor; or, at the option of the County; or

3. Allow County to complete the work and reimburse the County for all reasonable costs incurred in completing the work.

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the County from any and all losses, liability and damages, claims, judgments, liens, costs, and fees of every description, including reasonable attorney's fees, litigation costs and expert witness fees, which the County may incur, sustain, or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or incurred by the County in making good any such failure to performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the County to the Surety.

The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

The Surety's obligations under this bond include all of the Contractor's duties under the Contract, including without limitation its maintenance and guarantee obligations.

No right of action shall accrue on this bond to or for the use of any person, entity, or corporation other than the County and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. §36-91-70, and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the County beyond that contemplated by O.C.G.A. §36-91-70, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the County, whether or not such protection is found in the applicable statutes.

If any one or more of the provisions of this Bond are determined to be illegal or unenforceable by a court of competent jurisdiction, all other provisions shall remain effective.

IN WITNESS WHEREOF the undersigned have caused this instrument to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this ____ day of _____, 20__.

PRINCIPAL

By: _____(SEAL)
Signature of Principal

Print Name and Title of Authorized Signer

Print Name of Principal Business

ATTEST:

Corporate Secretary

SURETY

By: _____(SEAL)
Signature of Surety (by Power of Attorney)

Print Name and Title of Authorized Signer

Print Name of Surety Business

WITNESS:

[Attach Original Power of Attorney]

ATTACHMENT G
(Consisting of 2 pages)
PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS that _____ [Insert name of contractor] (hereinafter called the “Principal”) and _____ [Insert name of surety] (hereinafter called the “Surety”), are held and firmly bound unto _____ County, (hereinafter called the “County”), its successors and assigns as obligee, in the penal sum of [Insert contract amount], lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract with the County, awarded by the DeKalb County Governing Authority on _____ [insert date of award] which is incorporated herein by reference in its entirety (hereinafter called the “Contract”), for the construction of a project known as [insert name of project], as more particularly described in the Contract (hereinafter called the “Project”);

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall promptly make payment to all persons working on or supplying labor or materials under the Contract, and any amendments thereto, with regard to labor or materials furnished and used in the Project, and with regard to labor or materials furnished but not so used, then this obligation shall be void; but otherwise it shall remain in full force and effect.

4. A “Claimant” shall be defined herein as any Subcontractor, person, party, partnership, corporation or other entity furnishing labor, services, or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services, or materials were sold, leased, or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any Subcontractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service, or rental of equipment directly applicable to the Contract.
5. In the event a Claimant files a claim against the County, or the property of the County, and the Principal fails or refuses to satisfy or discharge it promptly, the Surety shall satisfy or discharge the claim promptly upon written notice from the County, either by bond or as otherwise provided in the Contract.
6. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alternations, extensions of time, changes in payment terms, and amendments.
7. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modification to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.

8. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the construction to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.
9. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.
10. This Bond is intended to comply with O.C.G.A. §36-91-90, and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the County beyond that contemplated by O.C.G.A. §36-91-90, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the County, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized representatives this ____ day of _____, 20__.

PRINCIPAL

By: _____ (SEAL)
Signature of Principal

Print Name and Title of Authorized Signer

Print Name of Principal Business

ATTEST:

Corporate Secretary

SURETY

By: _____ (SEAL)
Signature of Surety (by Power of Attorney)

Print Name and Title of Authorized Signer

Print Name of Surety Business

WITNESS:

[Attach Original Power of Attorney]

ATTACHMENT H

Certificate of Insurance with Declarations Page(s)

DRAFT

ATTACHMENT I

Addenda Acknowledge

DRAFT

ATTACHMENT I

ADDENDA ACKNOWLEDGEMENT

ITB No. 16-100802
ADDENDUM NO. _____

ADDENDUM ACKNOWLEDGMENT

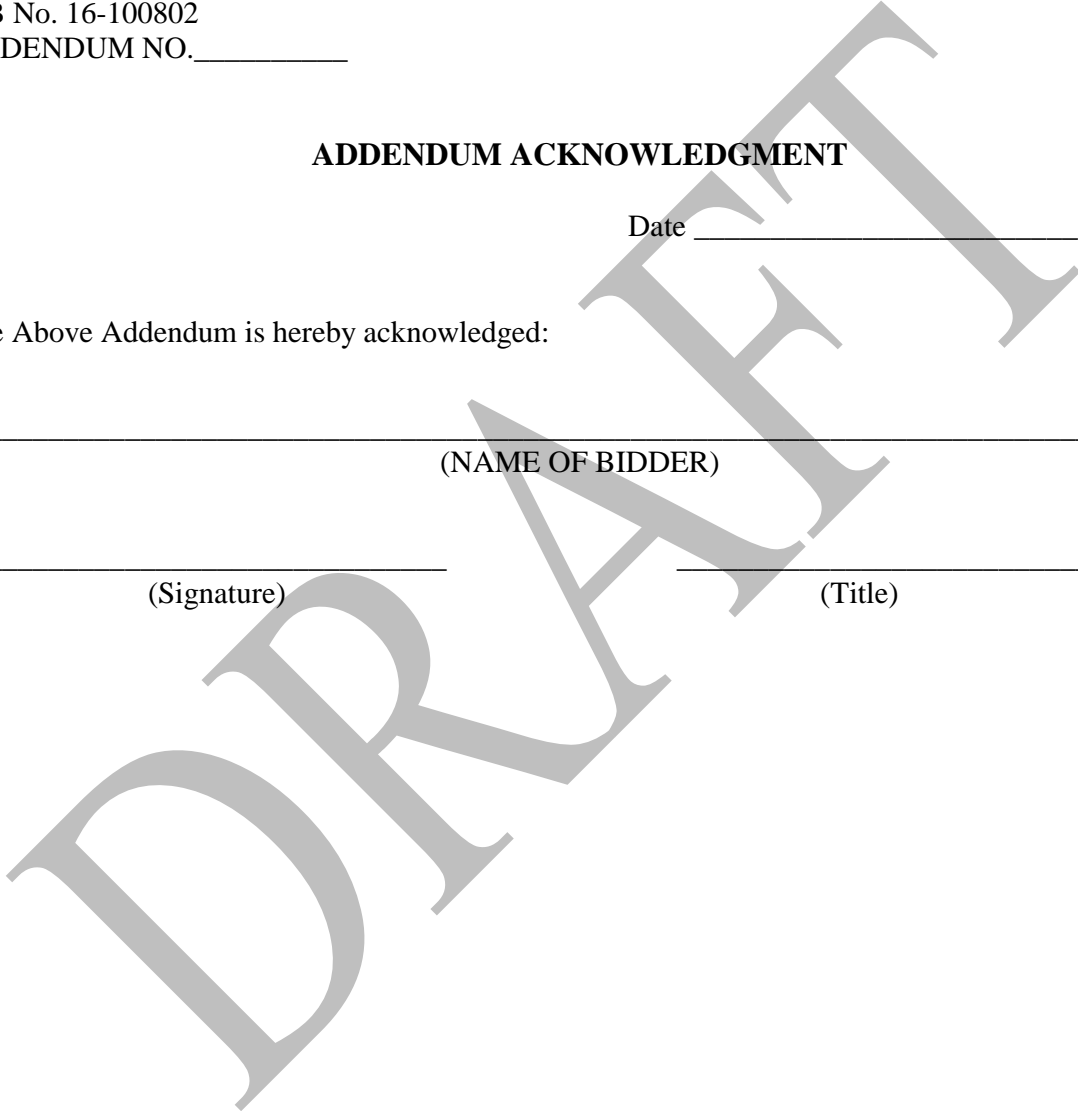
Date _____

The Above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)



ATTACHMENT J

Executive Order No. 2014-4 New Ethics Policy

DRAFT



Office of Interim Chief Executive Officer

DeKalb County, Georgia

Lee N. May
Interim CEO

Executive Order No. 2014-4 **New Ethics Policy**

WHEREAS, the citizens of DeKalb County, Georgia are entitled to have complete confidence and the highest degree of trust in their County government; and

WHEREAS, ethical conduct is a key ingredient to sustaining trust with DeKalb County, Georgia residents; and

WHEREAS, the Organizational Act and Code of DeKalb County include rules to ensure ethical conduct by officials and employees; and

WHEREAS, reminding employees of the existing ethical rules and management's need to monitor employee's compliance with those rules shall help to ensure that government conducts itself in an open, honest, and fair manner; and

WHEREAS, training employees annually of the existing ethical rules shall further help to ensure that government continues to conduct itself in an open, honest, and fair manner; and

WHEREAS, the Interim Chief Executive Officer of DeKalb County is charged with the responsibility of ensuring that the County employees serve the best interests of the public at all times; and

WHEREAS, the Interim Chief Executive Officer of DeKalb County believes it is in the best interests of the citizens of DeKalb County to prevent fraud and abuse of office in government;

NOW THEREFORE, I, Lee N. May, Interim Chief Executive Officer of DeKalb County, by virtue of the authority vested in me, do hereby issue the following Executive Order:

June 24, 2014

Section 1: Scope of this Order and Reminder of Existing Rules

This Executive Order applies to all merit-exempt and merit employees subject to the supervisory and administrative control of the Chief Executive Officer (hereinafter referred to as "CEO employees").¹ CEO employees shall adhere to all applicable ethical rules listed in Section 22A of the Organizational Act and the Code of DeKalb County. A copy of Section 22A and the relevant ethics provisions of the Code of DeKalb County referenced by this Executive Order are attached. Violations of these Rules shall not be tolerated.

CEO employees shall adhere to the ethical rules listed in Organizational Act, Section 22A, and the Code of DeKalb County applicable to them. All merit-exempt CEO employees shall comply with the Organizational Act, Section 22A, which includes, but is not limited to the Conflicts of Interest provisions in sections 22A(c)(1), (c)(5), (c)(6), and (e); the Gifts and Gratuities provisions governed by section 22A(c)(2)(a.); Disclosure of Confidential Information covered by section 22A(c)(3); and the Disclosure of Interests provisions of section 22A(d).

All CEO employees in departments under the merit system, as provided in Chapter 20 of the Code of DeKalb County shall comply with that chapter which includes, but is not limited to the ethics rules of Section 20-20, Conflicts of Interest and Section 20-20.1 regarding Financial Disclosure Reports.

Section 2: New Ethical Rules for CEO Merit-Exempt Employees

In addition to the existing ethical rules identified above, all CEO merit-exempt employees shall adhere to the following rules governing each specific area listed below. While Section 20-20 of the Code of DeKalb County contains specific monetary limits for merit employees, the Organizational Act does not contain such specific limits. These new rules are designed to impose specific monetary limits on merit-exempt employees. To the extent that any rule in this Executive Order conflicts with Section 22A of the Organizational Act or applicable provisions of the Code of DeKalb County, the Organizational Act and the applicable provisions of the Code of DeKalb County shall apply. To the extent any rule below is stricter than Section 22A of the Organizational Act and the applicable provisions of the Code of DeKalb County, the stricter rules below shall govern.

1. *Gifts*. A CEO merit-exempt employee may accept gifts² from an Interested Source³, having an aggregate market value of forty dollars (\$40.00) or less per Interested Source

¹This Executive Order cannot and does not apply to employees of the Board of Commissioners and deputies and employees of other elected officers of DeKalb County. This Executive Order does not apply to campaign contributions, donations and any activities a person conducts during the course of seeking nomination or election to any public office as those activities and campaign contributions and donations are regulated by applicable state and federal law.

² "Gift" includes any gratuity, favor, discount, entertainment, trip, hospitality, loan, forbearance or other item having monetary value. It includes services as well as gifts, of training, transportation, travel, lodging, meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred. A gift does not include: modest items of prepared food and refreshments such as soft drinks, or coffee or donuts other than as part of a meal; loans from banks or other financial institution on terms generally available to the public; social invitations from persons or entities other than Interested Sources.

per occasion, provided that the aggregate market value of individual gifts received from any single Interested Source shall not exceed one hundred twenty dollars (\$120.00) in a calendar year, except in the following circumstances, which are exceptions to this rule:

- a. *Meals.* CEO merit-exempt employees are allowed to accept reasonable meals and refreshments from an Interested Source furnished in connection with participation at a public, civic, charitable, or non-profit ceremony, event, convention, or conference.
- b. *Travel.* CEO merit-exempt employees may accept “reasonable hosting expenses” from Interested Sources for travel, meals, lodging, and conference fees provided in connection with (1) teaching, (2) a speaking engagement, (3) participation on a professional or civic panel, or (4) attendance at a conference in an official capacity. CEO merit-exempt employees may accept travel from other non-County sources for any official purpose, provided that they disclose the travel payments made or reimbursements received on a Travel Disclosure Report filed with either the Chief Integrity Officer, if created, or the Finance Director or his/her designee. CEO merit-exempt employees may accept travel reimbursements from a County contractor for training if it is part of the County’s contract or falls within the exception for gifts of travel to the County.
- c. *Tickets.* CEO merit-exempt employees may accept tickets to concerts, plays, athletic or other entertainment events from an Interested Source only when performing an official duty at the event.
- d. *Honoraria.* CEO merit-exempt employees may not accept personal honoraria from an Interested Source.
- e. *Awards, other exceptions.* CEO merit-exempt employees may accept awards, plaques, certificates, mementos, novelties, or similar items given in recognition of public service; nominal gifts from representatives of other governments; gifts from family members; and gifts accepted on behalf of the County.

Section 3: Chief Executive Officer

As Chief Executive Officer, I am governed by the ethical rules in the Organizational Act of DeKalb County. As such, those rules do not contain specific monetary limits on gifts, and I believe it is important that I set an example for the employees who are under my supervisory and administrative control. As a result, I am choosing to be governed by the ethical rules governing gifts stated in Section 2 of this Executive Order, and I will abide by the rules in Section 2 of this

³ “Interested Source” means any person or entity who: (a) is seeking official action by the employee or the employee's department; (b) does business or seeks to do business with the county or the employee's department; (c) conducts activities regulated by the employee or the employee's department; (d) has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or (e) is an organization having a majority of its members as described in paragraphs (a) through (d).

Order, in addition to all other applicable provisions and exceptions of this Executive Order, and local and state ethical rules and law.

Section 4: Training

All CEO employees shall comply with these ethical rules and shall receive annual ethics training regarding these rules. Additionally, every CEO employee shall receive a copy of these ethical rules, shall be required to read the rules and sign a form acknowledging his/her obligation to comply with the ethical rules and the potential penalties for failing to do so. Those penalties may include civil action, criminal prosecution, and/or disciplinary action, up to and including termination of employment.

Section 5: Contractors and CEO-sponsored events

1. *Contractors.* To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules in this Executive Order allow a gift, meal, travel expense, ticket or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to either the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Additionally, every contractor who conducts business with the County will receive a copy of these ethical rules at the time of execution of the contract.
2. *CEO-sponsored events.* No violation of Section 2 of this Executive Order has occurred for any solicited sponsorship⁴ from an Interested Source for official events, functions, luncheons, breakfasts, or meetings to honor employees, or further or discuss an official policy or other related County issue of concern to the Chief Executive Officer, so long as within 30 days of the event the Interested Source and/or the Chief Executive Officer discloses in writing to either the Chief Integrity Officer, if created, or the Finance Director or his/her designee, the exact nature and value of each solicited sponsorship. No solicited sponsorship(s) received from any single Interested Source shall exceed ten thousand dollars (\$10,000.00) in a calendar year.

Section 6: Support of the Ethics Board of DeKalb County

I am recommending a midyear budget adjustment to fund the creation of a full-time Chief Integrity Officer ("Integrity Officer"), investigator, and administrative assistant to serve the Ethics Board of DeKalb County ("Ethics Board"). If these additional positions are funded their exact duties will be determined by the Ethics Board. I recommend the Integrity Officer perform the following duties and functions:

1. Educating and training all County elected officials, employees and County officials to have an awareness and understanding of the mandate for and

⁴ A "solicited sponsorship" means a sponsorship that would not have been offered or given had the County employee or official not held the status, authority or duties associated with his/her County position.

enforcement of ethical conduct and advising of the provisions of the code of ethics of the County;

2. Meeting with and supporting the Ethics Board as necessary;
3. Advising County elected officials, employees and County officials regarding disclosure statements and reviewing same to ensure full and complete financial reporting;
4. Urging compliance with the code of ethics by calling to the attention of the Ethics Board any failure to comply or any issues, including the furnishing of false or misleading information, that the Integrity Officer believes should be investigated by the Ethics Board of so that the Board may take such action as it deems appropriate;
5. Monitoring, valuating and acting upon information obtained from an "ethics hotline" which shall be a County telephone number for the receipt of information about ethical violations. Each complaint, as of the time it is reported, whether by telephone or otherwise, shall be deemed to be a separate pending investigation of a complaint against a public officer or employee as provided by the Georgia Open Records Act;
6. Notifying the subject of a report of any alleged violation of the ethics code, whether the report is anonymous, made by an identified individual or is written. Such notice shall be given in writing, by facsimile or hand delivery, to the subject of the complaint at the same time and in the same form that any disclosure of information is required by the Georgia Open Records Act;
7. Notifying the Ethics Board of any report of an alleged violation of the ethics code received by the Integrity Officer;
8. Reporting, as appropriate, suspected ethical violations to the Ethics Board;
9. Reporting, as appropriate, suspected criminal violations to state or federal law enforcement agencies; and
10. Filing with the Ethics Board, the Chief Executive Officer and the Board of Commissioners each January a written report describing the activities of the Integrity Officer in carrying out the goals of his or her office and the code of ethics and reporting on the ethical health of the County.

Section 7: Comprehensive and Updated Ethical Rules

While it is understood that amendment to the Code of Ethics in Section 22A of the Organizational Act requires action by the Georgia General Assembly, the newly instituted Government Operations Task Force also is reviewing the ethical standards for County employees and elected officials and will make recommendations for improved rules, if necessary. If and when such recommendations are received, the County Attorney and Executive Assistant are directed to consider such recommendations and to determine if the ethical rules governing DeKalb County need updating or revision. If revisions by the General Assembly are necessary, the County Attorney and Executive Assistant are directed to have such revisions ready to be included in the County's 2015 legislative package. If after such review, the ordinances of DeKalb County also need revision and updating, the Executive Assistant and County Attorney are directed to simultaneously submit such an ordinance to the Chief Executive Officer and each member of the Board of Commissioners for review and possible adoption.


Section 8: Compliance and Effective Date

All CEO employees are hereby directed to comply with the terms of this Executive Order. This Executive Order shall take effect immediately upon signature and publication

SO ORDERED this 25th OF June, 2014.


LEE N. MAY
Interim Chief Executive Officer

ATTEST:



BARBARA H. SANDERS, CCC
Clerk to the Chief Executive Officer
and Board of Commissioners

This Executive Order shall remain in the custody of the County Clerk. Certified copies are available upon request.

ATTACHMENT K

General Liability Wrap-Up Manual

DRAFT

DEKALB COUNTY GOVERNMENT

ROLLING OCIP – ALL OTHER PROJECTS

(OTHER THE THAN WASTE WATER TREATMENT PROJECT)



GENERAL LIABILITY OCIP MANUAL

Version 1.2
July 2015

**Resurgens Risk Management (RRM)/
Willis Insurance Services of Georgia, Inc. (Willis)**



**Kendall Ross OCIP Administrator, RRM Phone:
(404) 591-2895, Fax: (404) 873-1574
kross@rrmat.com**

INTRODUCTION

DEKALB COUNTY GOVERNMENT (Owner) purchased an OCIP Program (Wrap- Up) providing General Liability and Excess Liability insurance for General Contractors and all Subcontractors of every tier working on the Projects, who are enrolled in the OCIP.

Participation is mandatory, except for those identified as Excluded Parties, BUT IT IS NOT AUTOMATIC. The General Contractor and each Subcontractor must follow enrollment procedures as described herein. The Owner has specified that insurance costs be identified in (and subsequently removed from) all initial bids, change orders and final contract value.

The insurance protection provided by the OCIP, as well as your rights and responsibilities under the program, are as much a part of your Contract as the actual work specifications. All terms and conditions of this OCIP Manual are incorporated by reference into your Contract.

Any questions regarding the particulars of this program can be discussed at pre-bid and pre-award meetings, or by contacting the OCIP Administrator (see directory).

This Manual does not, and is not intended to, provide coverage interpretations or complete information about coverages. The terms and conditions of the respective insurance policies will govern how coverage is applied.

Table of Contents

	<u>Page</u>
Introduction	2
Directory	3
Definitions	4-5
General Provisions.....	6
Incident Reporting and Safety.....	7
Insurance Provided by the Owner.....	8-9
Insurance Provided by General Contractor and All Subcontractors	10-13
Enrolling in the OCIP - Completing the Forms	14-17
Forms Section.....	18-28

DIRECTORY

Owner:

DEKALB COUNTY GOVERNMENT

Risk Manager

Larry C. Jacobs
Phone: 404-371-2050
E-mail: lcjacobs@dekalbcountyga.gov

Sr. Program Manager (PMT)

TBD

OCIP Program Administration:

RESURGENS RISK MANAGEMENT (RRM)

OCIP Program Manager

OCIP Administrator

Kendall Ross

Phone: (404) 591-2895
Cell: (404) 290-4410
Fax: (404) 873-1574
E-mail: kross@rrmgt.com

OCIP Claims Consultant:

WILLIS

Dave Simmons
Phone: (404) 224-5062
Cell: (770) 617-1390
E-mail: David.Simmons@Willis.com

DEFINITIONS

Contract: The written agreement between DEKALB COUNTY GOVERNMENT and General Contractor or between General Contractor and its Subcontractors of every tier.

Enrolled Contractor(s): The General Contractor and Subcontractors of any tier who has been awarded work and met the requirements to become enrolled in the OCIP as evidenced by a certificate of insurance issued by the OCIP Administrator. The Owner may, at its discretion, include a Subcontractor who, otherwise by definition, would be an Excluded Party.

Excluded Parties: Contract haulers or truckers, consultants, vendors, suppliers, material dealers, asbestos abatement, EFIS, or other hazardous material contractors, or others merely making deliveries to or pickups from the Jobsite. In addition, Subcontractors whose contract price is less than \$10,000 will be excluded from the OCIP. The Owner may, at its discretion, exclude others from the OCIP.

General Contractor: (Each) General Contractor per project or contract

Insured: Owner and all Enrolled Contractors and any other party named as an Insured on the certificates of insurance.

Insurer(s): Gemini (General Liability)
Lexington (1st Excess Liability)
Ironshore (2nd Excess Liability)
Endurance/Swiss Re (3rd Excess Liability)

Jobsite: the Rolling OCIP covers all projects, other than the Water Treatment project, conducted throughout DeKalb County, representing premises owned by the Owner as described in the Contract between Owner and the General Contractor. This shall not include operations at the Enrolled Contractor's regularly established workplace, plant, factory, office, shop, warehouse, yard or other property, even if such operations are for fabrication of materials to be used at the jobsite.

Offsite: Premises other than the Jobsite.

Onsite: See Jobsite definition.

Owner: DEKALB COUNTY GOVERNMENT

Project: Projects, other than the Water Treatment Plant Project

DEFINITIONS (CONTINUED)

Project Manager: The individual assigned by the General Contractor with overall Project responsibility.

Subcontractor: Any individual, firm, or corporation undertaking construction or other services under a Contract with the General Contractor or another Subcontractor to furnish labor, services, materials and/or equipment, and/or perform operations at the Project site.

OCIP: (Also known as Wrap-Up) A program under which General Liability and Excess Liability insurance are procured by the Owner for all Enrolled Contractors of every tier while performing operations at the Jobsite.

OCIP Administrator: The individual employed by the OCIP Program Manager who is responsible for the day-to-day administration of the OCIP.

OCIP Program Manager: Resurgens Risk Management

GENERAL PROVISIONS

The General Contractor and each Subcontractor of any tier shall comply with each of the provisions stated herein:

1. **Mandatory Compliance**

Participation is mandatory, except for those identified as Excluded Parties.

2. **Meeting Attendance**

At the request of the Owner, the General Contractor and its Subcontractors shall attend any meetings held to explain and discuss the OCIP.

3. **OCIP Manual Incorporated into Bid Specifications and Contract**

This OCIP Manual will be a part of the bid specifications and bidders are expected to be familiar with the requirements prior to submitting their bid. In addition, this OCIP Manual will be incorporated by reference into the successful bidders awarding Contract and accordingly, all provisions require mandatory compliance.

4. **Commencement of Work**

Subcontractors shall not commence work at the Jobsite until:

- a) If enrolled under this OCIP, having received a certificate of insurance issued by the OCIP Administrator, or
- b) If excluded under this OCIP, having provided a certificate of insurance as required in this manual.
- c) Attend safety meeting and receive badge authorizing access to work site.

INCIDENT REPORTING AND SAFETY

All Jobsite incidents/accidents must be reported to the Project Manager.

The Project Manager will:

- Work with the involved Subcontractor(s) to take necessary action to stop any unsafe act or condition in order to prevent further injury or damage.
- Provide the Supervisor's Incident Investigation Report and the Claim Reporting Form to the involved Subcontractor(s) to be completed.
- Coordinate the investigation surrounding the incident/accident and assure completion of required investigative reports.
- Report the incident/accident to Dave Simmons, Willis (see directory) and will include the Investigation Report and Claim Form.

The General Contractor and Subcontractors will assist in the handling, investigation, and mitigation of all incidents regardless of whether the incident results in an injury or insurance claim.

The General Contractor shall be responsible for designing and implementing a comprehensive project specific safety, health and loss prevention program.

All subcontractors will be required to follow the General Contractor's safety, health and loss prevention program. A written Safety Plan is required to be submitted by the General Contractor and accepted by DeKalb County (Risk Manager) and/ or it's designated representative before any on-site work can begin. The Safety Plan must include but not limited to all items in the Contract concerning safety requirements, accident investigation procedures, safety audits/survey schedule, safety rules, return to work protocols and the name of the designated contractor's project safety representative.

INSURANCE PROVIDED BY THE OWNER

The Owner has procured, and will maintain at its own expense, the insurance coverages described below for the General Contractor and Enrolled Contractors. The limits of liability purchased apply collectively to all Insureds. The Owner intends to maintain General Liability and Excess Liability coverages until final completion, but in no event beyond the expiration date of the OCIP policy. As defined in the policy, Products/Completed Operations coverage is extended for 10 years or the Statute of Repose, whichever is less. In addition, this program includes an extended warranty/repair work provision which extends coverage in the event an Enrolled Contractor returns to the project site to perform warranty or repair work as defined by the policy. Summaries of the insurance coverages to be provided by the Insurer(s) are as follows:

1. Commercial General Liability Insurance

Commercial General Liability insurance is provided for activities at the Jobsite. The Policy has the following limits of liability (exclusive of defense costs):

\$2,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate*
\$2,000,000	Personal Injury and Advertising Liability
\$100,000	Fire Legal Liability
\$10,000	Each Occurrence – General Contractor’s financial responsibility for Property Damage to the extent loss is attributable to, involves, or relates to the performance, actions, or negligence of the General Contractor or its Subcontractors.

** The Products/Completed Operations Aggregate is a single limit for the entire policy term, inclusive of the 10 year extension period.*

2. Excess Liability Insurance

Excess Liability will be provided with limits of \$25,000,000 each occurrence and in the aggregate. The limits are excess of the primary limits described in Item 1 above.

3. Builders’ Risk and Contractors’ Pollution Liability

Please refer to the contract between DeKalb County and the General Contractor for additional information on builders’ risk and pollution liability.

4. Certificates of Insurance

The OCIP Administrator will issue certificates of insurance for Commercial General Liability and Excess Liability to the General Contractor and each Enrolled Subcontractor.

INSURANCE PROVIDED BY THE OWNER (CONTINUED)

5. Insurance Policies

The summary of coverages contained in this OCIP Manual is prepared for the convenience of those involved in the Project and should not be construed in any way as an exact and binding analysis of coverage. In case of any claim or question with respect to coverage, the original policies will prevail as the sole binding documents. Specimen General Liability and Excess Liability policies are available upon request.

6. OCIP Insurance Premiums

The Owner is responsible for the payment of the OCIP premium. All return insurance premiums, insurance dividends, or monies due or to become due in connection with the OCIP shall be to the benefit of the Owner and are hereby assigned to the Owner.

7. OCIP Cancellation, Termination or Modification

Notwithstanding any other provision in this manual, it is the Owner's intent to keep the OCIP in force throughout the term of the Project. However, the Owner reserves the right to cancel, terminate or modify the OCIP. To exercise this option, the Owner will provide 30 calendar days advance, written notice to all Insureds covered under the OCIP.

Enrolled Contractors will be required to immediately effect replacement insurance coverage, equivalent to what is currently required for Offsite and Excluded Parties. The reimbursement for the cost of such replacement insurance will be calculated on a pro-rata portion of the Enrolled Contractors' approved Form 2. Written evidence of such insurance must be provided to the Owner prior to the actual cancellation or termination date of the OCIP.

INSURANCE PROVIDED BY THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS

Enrolled Contractors and Excluded Parties will, at their own expense, carry and maintain at least the following insurance policies and minimum limits of liability on forms and with insurance companies acceptable to the Owner:

1. Automobile Liability Insurance

All Enrolled Contractors and Excluded Parties must provide Automobile Liability insurance covering the operation, maintenance and use, loading and unloading of all owned, hired, and non-owned vehicles used in connection with the Project. If hazardous materials or waste are to be transported, the Commercial Automobile Liability policy will be endorsed to include CA9948 and MCS-90 endorsements.

Limits of liability of at least \$1,000,000 for each accident for bodily injury and property damage combined.

2. Workers' Compensation and Employer's Liability

All Contractors must have Workers' Compensation and Employer's Liability insurance covering for all operations relating to this Project. The policy must contain a waiver of subrogation endorsement in favor of the Owner and the General Contractor and provide the following limits:

- a. Workers' Compensation - Statutory Limits
- b. Employer's Liability -
 - \$1,000,000 Each Accident
 - \$1,000,000 Each Disease - Each Employee
 - \$1,000,000 Each Disease - Policy Limit
- c. To include U.S. Longshoremen and Harbor Workers Act

3. Commercial General Liability Insurance (Including Contractual Liability)

All Enrolled Contractors must have General Liability insurance covering third party losses that occur away from the Project and after final completion or OCIP termination or cancellation. Excluded Parties must provide this coverage for all operations relating to Projects covered under the Rolling OCIP.

INSURANCE PROVIDED BY THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS (CONTINUED)

Coverage shall include, but not be limited to, Premises-Operations, Personal Injury, Blanket Contractual Liability, Broad Form Property Damage, Fire Legal Liability, Independent Contractors, and Products/Completed Operations. Provided below are the minimum insurance limits required:

<u>Limits</u>	<u>All Parties</u>
\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate*
\$1,000,000	Personal Injury and Advertising Liability
\$ 100,000	Damages to Rented Premises

*Including term up to 5 years after substantial completion

4. Excess/Umbrella Liability

The General Contractor: \$5,000,000 Each Occurrence/Aggregate

Subcontractors: \$1,000,000 Each Occurrence/Aggregate

5. Aviation Liability

If required by the Owner, Aviation Liability insurance covering all owned, non-owned, and hired aircraft, used, operated, or hired by the General Contractor or the applicable Subcontractor in connection with the Project, including bodily injury, property damage, and Passenger Liability with a minimum limit of \$10,000,000 each occurrence.

6. Watercraft Liability

If required by the Owner, Watercraft Liability and/or Protection and Indemnity insurance covering all owned, non-owned, and hired watercraft, used, operated, or hired by the General Contractor or the applicable Subcontractor in connection with the Project, including bodily injury with a minimum limit of \$10,000,000 each occurrence.

INSURANCE PROVIDED BY THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS (CONTINUED)

7. Qualifications of Insurers

Each Insurer who provides any insurance coverage required by this section must meet each of the following requirements:

- a. The Insurer must be duly licensed and/or authorized by the State of Georgia to transact a property and/or casualty insurance business in the State of Georgia;
- b. The Insurer must have an A.M. Best Policyholder Rating of an "A" and a Financial Rating of Class **V111** or higher.

8. Certificate of Insurance

Prior to commencing any work at the Jobsite, the General Contractor and all Subcontractors must provide the Owner with a Certificate of Insurance. Failure of any party to provide such certificates of insurance will not be relief from the responsibility to carry and maintain such insurance. Certificates should be sent to RRM.

Coverage must include and Certificates of Insurance must evidence (see sample in forms section):

- a) Reference to: DEKALB COUNTY GOVERNMENT, Rolling OCIP / All Other Projects, Other than the Water Treatment Plant
- b) Additional Insured: The General Contractor and Subcontractors shall include DEKALB COUNTY GOVERNMENT and General Contractor as Additional Insureds (as respects Automobile, General and Excess/Umbrella Liability). Coverage must be primary and non-contributory.
- c) Waiver of Subrogation (as respects to Workers Compensation) in favor of DEKALB COUNTY GOVERNMENT and General Contractor.
- d) Notice of Cancellation: All required policies shall be endorsed to provide that notice of cancellation shall be given to Owner by insurance agent/broker or carrier; or if unavailable, General Contractor or Subcontractors must provide Owner with thirty (30) Days advance written notice of cancellation or non-renewal (ten (10) days in the event of cancellation for non-payment of premium).

INSURANCE PROVIDED BY THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS (CONTINUED)

9. Other Insurance Needed As Determined by Enrolled Contractors

The OCIP, as previously outlined, is intended to afford broad coverage and relatively high limits of liability, but may not provide all the insurance needed. Enrolled Contractors should have their insurance agent, broker or consultant review the coverages and limits outlined herein for adequacy against your existing program. In order to eliminate duplicate insurance premiums, Enrolled Contractors should amend their insurance program to recognize coverage provided to them under this OCIP. It is suggested that Enrolled Contractors' General Liability policies exclude coverage for this Jobsite only to the extent coverage is provided for this Project by the OCIP. In this manner, any broadened coverages or limits under the Enrolled Contractors' insurance program will still be available to them. Any insurance for higher limits or other coverages that are required by the Contract, by law, or needed for the Enrolled Contractors' protection must be purchased separately. Any premiums, deductibles or self-insured retentions under any additional coverages shall be borne by Enrolled Contractors.

Any policy of insurance covering owned or leased machinery, watercraft, vehicles, tools, or equipment against physical loss or damage must include waiver of subrogation endorsements in favor of the Owner and the General Contractor, their employees, agents or assigns.

ENROLLING IN THE OCIP – COMPLETING THE FORMS

Step 1 - Online Registration Process

The OCIP utilizes an online enrollment program through Resurgens Risk Management. General Contractors and all Subcontractors shall complete the online enrollment as outlined below.

Key Information You Will Need To Begin

1. Project Number
2. Company's Federal Identification #
3. Certificate of Insurance
4. General Liability Rate Sheets and Excess/Umbrella Liability Declaration Page

New Users

1. Go to OCIP online registration site at <http://www.dekalbwatertreatmentplantocip.com>
2. Complete New User Registration information on OCIP main page.
3. Verify your account by entering the user validation code, which will be sent via email.
4. Wait for General Contractor's online approval; then proceed with registration process.

Existing Users

1. Go to OCIP online registration site at <http://www.dekalbwatertreatmentplantocip.com>
2. Enter username / password.
3. Under the heading New OCIP Registration, select Register, enter project number.
4. Update user profile, select awarding contractor; then proceed with online registration.

Completing Online Forms

1. Complete Form 1; Check the Signature Box, Send.
2. Complete Form 2, Check the Signature Box, Submit.
3. Review your Submittal Form, Send.
4. You will receive a notice which states "Your Registration application is complete."
5. Email or fax the following to dcwtpocipadmin@rrmgt.com or 404-591-2883
 - a. Insurance Certificate (See sample certificate in Forms Section)
 - b. General Liability Additional Insured Endorsement (Comparable to CG 20 10 11/85)
 - c. General Liability & Excess/Umbrella Liability Policy Declaration and Rate Sheets

For detailed registration instructions, go to
<http://www.dekalbwatertreatmentplantocip.com>
Select "Instructions" at the bottom of the page.

ENROLLING IN THE OCIP – COMPLETING THE FORMS (continued)

Step 1 - Online Registration Process

Important Notes

- ☆ 1. Subcontractors may not commence work on this Project until enrollment is complete which requires that all forms are received, approved, and a certificate of insurance is provided by the OCIP Administrator to the Enrolled Contractor.
- ☆ 2. Enrollment is NOT automatic – Contractors are required to submit a separate registration for each project/contract they are performing work under. Excluded contractors (those not eligible to participate in the OCIP due to contract value or scope of services) are also required to complete the online registration.
- ☆ 3. Failure to submit the completed forms and documentation to the OCIP Administrator within 30 days of the initial request may result in a delay of your monthly progress payments and/or an insurance cost deduction to your contract based on a percentage of your contract value (as determined by the OCIP Administrator).
4. Premiums should be based on rates in force at the time of the Contract Award and are **not** subject to change during the project period. The Insurance Deduction will be based on the amount shown on the Form 2 OR the amount included in the original bid, whichever is higher
5. Accurately estimate payroll anticipated for this Contract (initial bid and all change orders) so as to develop an accurate bid deduction for the insurance costs. If it is determined at any time that your payroll was underestimated, there will be an interim adjustment of the bid deduction. At completion of the each Enrolled Contractor's work, a final audit will be conducted of the actual payroll, receipts and insurance costs. The variance will be calculated based on the earned payroll or receipts less those estimated during the bidding and change order process. The earned insurance cost will be based on the rates shown on the approved Form 2. These rates will be applied to the entire project period. The difference will be adjusted from the Contract amount prior to the release of retainage.
6. The Insurer has the right to examine and/or audit all records pertaining to this Project.
7. Accurately utilize valid classification codes as defined in the latest version of the NCCI Scopes Manual. These will also be audited and will be subject to change by the OCIP Administrator should the work being performed not coincide with the classification codes and rates submitted in the Form 2. **(Not applicable for this program)**

ENROLLING IN THE OCIP – COMPLETING THE FORMS (CONTINUED)

Step 2 – Updating Enrollment to Include Change Orders

Enrolled Contractors must submit a Form 3 – Supplemental Insurance Information Form for any scope of work change orders to their contract for \$20,000 or greater.

Completing Online Form

1. Go to <http://www.dekalbwatertreatmentplantocip.com>
2. Sign into user account.
3. Select the applicable project number from the drop down box under Active Enrollments.
4. Select Form 3.
5. Provide additional contract value, scope of work, start/end dates, estimated man-hours and new General Liability and Excess/Umbrella Liability codes, rates, etc.
6. Enter your name in the “Form Completed By” field, insert phone number, Submit.
7. Acceptance is subject to General Contractor’s approval.

ENROLLING IN THE OCIP – COMPLETING THE FORMS (CONTINUED)

Step 3 – Completion of Work

Form 6 – Notice of Completion

Each Enrolled Contractor will submit a Form 6 - Notice of Completion, once the Enrolled Contractor has completed all of its work (including punch-list items).

1. To submit an online Form 6 – Notice of Completion Form, go to <http://www.dekalbwatertreatmentplantocip.com>
2. Sign into user account.
3. Select the applicable project number from the drop down box under Active Enrollments.
4. Select Form 6.
5. Insert date of completion.
6. Provide names of subcontractors completing work on the same date.
7. Update company information if necessary.
8. Enter your name in the “Form Completed By” field, insert your phone number, Submit.
9. Acceptance is subject to General Contractor’s approval.

Upon receipt and approval of the Form 6 – Notice of Completion:

The OCIP Administrator shall:

Compute bid deduct reconciliation and forward Enrolled Contractor’s bid deduct reconciliations to the General Contractor and forward the General Contractor’s bid deduct reconciliation to the Owner. Once the final insurance deductions have been approved by the OCIP Administrator, the General Contractor and Owner, no further adjustments, revisions or corrections to the insurance deductions will be allowed.

The Owner (General Contractor) (for all Subcontractors) shall:

Close out the General Contractor’s Contract. The General Contractor closes out the Subcontractor’s Contract.



Dekalb County CIP Rolling OCIP
Attn: Ocip Administrator / dcwtpocipadmin@rrmgt.com
1201 Peachtree St. Bldg 400 Ste. 1730, Atlanta, Ga. 30361
Fax(404)873-1574
FORM 1 - REGISTRATION FORM (PART 1)

NOTE: The Primary Contractor must Complete the Dekalb County OCIP Form 1 for EACH subcontractor on the project , as well as for the Primary.

Fields marked with asterisk are REQUIRED for submission of this form.

FORM 1.1: COMPANY CONTACT INFORMATION				
Project ID*	Project Name*			
<input type="text"/>	<input type="text"/>			
Name of Firm*	FEIN* <input type="text"/>			
<input type="text"/>	<input type="text"/>			
Address*	City, State, Zip*			
<input type="text"/>	<input type="text"/>			
Phone Number	Contractor is *			
<input type="text"/>	Incorporated Partnership Sole Prop. Joint Venture			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Web Address	Ownership			
<input type="text"/>	African-American Hispanic Female Disadvantaged			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Office Contact Name*	Phone*	Ext*	Fax*	E-Mail*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Contact Name	Phone	Ext	Fax	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Dekalb County CIP Rolling OCIP
Attn: Ocip Administrator / dcwtpocipadmin@rrmgt.com
1201 Peachtree St. Bldg 400 Ste. 1730, Atlanta, Ga. 30361
Fax(404)873-1574
FORM 1 - REGISTRATION FORM (PART 1)

NOTE: The Primary Contractor must Complete the Dekalb County OCIP Form 1 for EACH subcontractor on the project , as well as for the Primary.

Fields marked with asterisk are REQUIRED for submission of this form.

FORM 1.1: COMPANY CONTACT INFORMATION				
Project ID*	Project Name*			
<input type="text"/>	<input type="text"/>			
Name of Firm*	FEIN*			
<input type="text"/>	<input type="text"/>			
Address*	City, State, Zip*			
<input type="text"/>	<input type="text"/>			
Phone Number	Contractor is *			
<input type="text"/>	Incorporated <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Joint Venture <input type="checkbox"/>			
Web Address	Ownership			
<input type="text"/>	African-American <input type="checkbox"/> Hispanic <input type="checkbox"/> Female <input type="checkbox"/> Disadvantaged <input type="checkbox"/>			
Office Contact Name*	Phone*	Ext*	Fax*	E-Mail*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Contact Name	Phone	Ext	Fax	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ENROLLING IN THE WRAP-UP – FORMS SECTION (CONTINUED)

Form 1 – OCIP Enrollment Request Form Part I (Cont.)

FORM 1.2: CONTRACT INFORMATION

Type of Work*
[Redacted]

Start Date (mm/dd/yyyy)* [Redacted] Est. Completion (mm/dd/yyyy)* [Redacted]

Contract Value* [Redacted] Est. # of Subs [Redacted]

Awarding Contractor* [Redacted] Primary Contractor [Redacted]

FORM 1.3: CONFIRMATION

Form 1 completed by (Print or type the name of person completing form)* [Redacted] Date Completed * [Redacted]

Title [Redacted] Phone* [Redacted]

I certify that I am the above described person, and that i am legally authorized and eligible to submit the information contained in this form on behalf of the above described contractor in relation to the work performed within the scope of the Dekalb County OCIP program. I affirm that all information contained in this document is true and complete to the best of my knowledge.

[Redacted]
Signature*

ENROLLING IN THE WRAP-UP – FORMS SECTION (CONTINUED)

Form 2 – OCIP Enrollment Request Form Part II



Dekalb County CIP Rolling OCIP
Attn: Ocip Administrator / dcwtpocipadmin@rrmgt.com
1201 Peachtree St. Bldg 400 Ste. 1730, Atlanta, Ga. 30361
Fax(404)873-1574

FORM 2 - REGISTRATION FORM (PART 2)

NOTE: Required insurance coverages and limits are shown in the contractor instruction materials. Information disclosed on this form is subject to audit and adjustment throughout the term of the project. After completing this form, fax your policy declaration pages and schedule rate sheets to (404) 591-3515.

NO certificates or policies will be provided under the OCIP until this form and all related documents are received.

Fields marked with asterisk are REQUIRED for submission of this form.

FORM 2.1: INSURANCE PROVIDER INFORMATION

Project <input type="text"/>	Project Name <input type="text"/>
Contractor <input type="text"/>	FEIN <input type="text"/>

CURRENT INSURANCE INFORMATION

Required insurance coverages and limits are shown in the Bid Brochure, Paragraph "A". Information disclosed on this form is subject to audit and adjustment throughout the term of the construction project.

Insurance Broker or Agent Company* <input type="text"/>	Insurance Broker Address <input type="text"/>		
Insurance Contact <input type="text"/>	Phone* <input type="text"/>	Fax <input type="text"/>	Email <input type="text"/>

ENROLLING IN THE WRAP-UP – FORMS SECTION (CONTINUED)

Form 2 – OCIP Enrollment Request Form Part II (Cont.)

FORM 2.2: GENERAL LIABILITY INFORMATION (cont.)

GL Code*	Rate*	Est. Payroll/ Receipts*	Premium*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal*			<input type="text"/>
Premium Discount:			<input type="text"/>
Total GL Premium*			<input type="text"/>
Estimated Subcontractor Premiums (Submit cost identification sheet for each subcontractor or calculate 3% of subcontractor value for each subcontractor's estimated insurance cost) *			<input type="text"/>

It is extremely important to accurately estimate payrolls anticipated for this project if GL premiums are based on payroll and to accurately estimate receipts if GL premiums are based on receipts.

After submitting this form, email a copy of your declaration page and schedule rate sheet to dcwtpocipadmin@rrmgt.com: no enrollment will be processed until they are received.

FORM 2.3: UMBRELLA / EXCESS COVERAGE

Umbrella/Excess Insurer	Coverage Limit	Policy Period (mm/dd/yyyy)	Umbrella/Excess Policy Number	
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	
	Rate		Est. Payroll/Receipts	Umbrella/Excess Premium
	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Profit & Overhead Percentage Used in Bid		GL+Umbrella/Excess Premium	Profit & Overhead Premium
Profit & Overhead	<input type="text"/> %		<input type="text"/>	<input type="text"/>
This amount must equal the insurance credit indicated on your bid proposal. "Grand Total Premiums" represents the amount of insurance premiums the contractor has excluded from the bid amount since the Owner is furnishing the construction insurance.				Grand Total Premiums
				<input type="text"/>

ENROLLING IN THE WRAP-UP – FORMS SECTION (CONTINUED)

Form 2 – OCIP Enrollment Request Form Part II (Cont.)

FORM 2.4: AUTO INSURANCE INFORMATION

Current Auto Liability Insurance Company	Policy Period (mm/dd/yyyy to mm/dd/yyyy)	Auto Policy Number*		
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>		
Liability Coverage Limit	# Vehicles Covered	# Vehicles On Site	# Mobile Equipment	Total Auto Annual Premium
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FORM 2.5: CONFIRMATION

NOTE: It is each Contractor's responsibility to notify its insurance carrier to exclude all work to be done under this OCIP contract from its current insurance program.

Dekalb County as sponsor of the OCIP, or their Agent is granted permission by the Contractor to inspect the insurance and receipt records used in determining the above credit. At completion of the work, Dekalb County's Agent shall audit the project receipt records of the Contractor and adjust contract amount for the final audited insurance premiums, in accordance with the insurance premium audit provisions of the insurance policy. Any and all returns of premiums, dividends, discounts or other adjustments to any OCIP policy is assigned, transferred and set over absolutely to Dekalb County. This assignment is valid for insurance policies whose premiums have been paid by Dekalb County on behalf of such Contractor. Email all supporting information to dcwtpocipadmin@rrmgt.com as soon as you have submitted this form. No certificates or policies can be provided until this form and related documents are received.

Signed (Name of person completing form)*	Date Completed
<input type="text"/>	<input type="text"/>
Title	Phone*
<input type="text"/>	<input type="text"/>

I understand that this web-based form constitutes a legal document. I certify that I am the above-described person, and that I am legally authorized and eligible to submit the information contained in the form on behalf of the above described contractor in relation to work to be performed within the scope of the Dekalb County OCIP program. I affirm that all information in this document is true and complete to the best of my knowledge.

Signature

Basis of Insurance Cost Calculation – Coverage and Limits

1. Commercial General Liability –

- \$ 1,000,000 Each Occurrence
- \$ 2,000,000 General Aggregate
- \$ 2,000,000 Products/Completed Operations Aggregate*
- \$ 1,000,000 Personal Injury and Advertising Liability
- \$ 100,000 Damages to Rented Premises

*Including term up to 5 years after substantial completion

2. Excess/Umbrella Liability

The General Contractor: \$5,000,000 Each Occurrence/Aggregate

Subcontractors: \$1,000,000 Occurrence/Aggregate

Form 3 –supplemental Insurance Information

Form 3 – SUPPLEMENTAL INSURANCE



Dekalb County CIP Rolling OCIP
Attn: Ocip Administrator / dcwtpocipadmin@rrmgt.com
1201 Peachtree St. Bldg 400 Ste. 1730, Atlanta, Ga. 30361

FORM 3 - CHANGE ORDER FORM

Contractor:		FEIN:	
<input type="text"/>		<input type="text"/>	
Address:		City, State, Zip	
<input type="text"/>		<input type="text"/>	
Office Contact Name:	Phone & Ext.:	Office Contact E-Mail:	Fax:
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
Project ID:	Contract Value:	Type of Work:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Awarding Contractor:	Construction Manager:	Start Date (mm/dd/yyyy):	Est Completion Date (mm/dd/yyyy):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For work to be performed under this Contract/Change Order: Information disclosed on this form is subject to audit and adjustment throughout the term of the construction project.

GL Rate Based On*

- Payroll
 Receipts
 Receipts per \$100
 Receipts per \$1000
 Flat Rate Premium

GL Code*

Rate*

Est. Payroll/ Receipts*

Premium*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

ENROLLING IN THE OCIP – FORMS SECTION (CONTINUED)

Form 6 – Notice of Completion (Cont.)



Dekalb County CIP Rolling OCIP
Attn: Ocip Administrator / dcwtpocipadmin@rrmgt.com
1201 Peachtree St. Bldg 400 Ste. 1730, Atlanta, Ga. 30361
Fax(404)873-1574
FORM 6 - COMPLETION OF WORK FORM

Contractor:	<input type="text"/>	FEIN:	<input type="text"/>
Please be advised, we are scheduled to complete our work for			
Awarding Contractor:	<input type="text"/>	Prime Contractor:	<input type="text"/>
Project ID:	<input type="text"/>	Completion Date:	<input type="text"/>
Project Name:	<input type="text"/>		

We used the following subcontractors, who will also complete their work on the date shown above

- This is our only job at Dekalb County
- We are still working on the following jobs at Dekalb County

Awarding Contractor	Job Name and Description	Prime Contractor
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Form Completed by (printed or typed name):		Phone:
<input type="text"/>		<input type="text"/>
Title:	Date:	
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
Signature		
© 2012 Resurgens Risk Management, Inc.		

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENT’S NAME ADDRESS CITY, STATE ZIP CODE TELEPHONE NO. (INCLUDING AREA CODE)	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS: <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="width: 30%; text-align: center; border: none;">NAIC#</td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER(S) AFFORDING COVERAGE	NAIC#		
INSURED YOUR COMPANY NAME ADDRESS CITY, STATE, ZIP CODE TELEPHONE NO. (INCLUDING AREA CODE)	INSURER A : ABC Insurance Company INSURER B : DEF Insurance Company INSURER C : GHI Insurance Company INSURER D : JKL Insurance Company INSURER E : INSURER F :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YY)	LIMITS					
A	GENERAL LIABILITY			Policy Number	MO/DAY/YR	MO/DAY/YR	EACH OCCURRENCE	\$1,000,000				
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGES TO RENTED PREMISES (Ea. occurrence)	\$ 100,000				
							MED EXP (Any one person)	\$				
							PERSONAL & ADV INJURY	\$1,000,000				
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							GENERAL AGGREGATE	\$2,000,000				
							PRODUCTS-COMP/OP AGG	\$2,000,000				
							COMBINED SINGLE LIMIT					
B	AUTOMOBILE LIABILITY			Policy Number	MO/DAY/YR	MO/DAY/YR	(Ea. accident)	\$1,000,000				
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$				
	<input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$				
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$				
								\$				
C	UMBRELLA LIAB			Policy Number	MO/DAY/YR	MO/DAY/YR	EACH OCCURRENCE	SEE				
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	Limit				
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							Requirements				
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A	Policy Number	MO/DAY/YR	MO/DAY/YR	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>				
	If yes, describe under DESCRIPTION OF OPERATIONS below											
								E.L. EACH ACCIDENT	\$1,000,000			
								E.L. DISEASE – EA EMPLOYEE	\$1,000,000			
							E.L. DISEASE – POLICY LIMIT	\$1,000,000				
OTHER												

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RE: DEKALB COUNTY GOVERNMENT, Water Treatment Plant Program ADDITIONAL INSURED (AUTO, GENERAL & EXCESS/UMBRELLA LIABILITY): DEKALB COUNTY GOVERNMENT and (Name of General Contractor). Coverage is primary & non-contributory.
 WAIVER OF SUBROGATION (WORKERS' COMPENSATION) for: DEKALB COUNTY GOVERNMENT and (Name of General Contractor)

CERTIFICATE HOLDER DeKalb County Government c/o Resurgens Risk Management Fax: (404)873-1574 dcwtpocipadmin@rrmgt.com	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

PLEASE SUBMIT TO: RRM C/O Kendall Ross Phone No: (404) 591-2895, Fax No: (404) 873-1574, E-Mail Address: dcwtpocipadmin@rrmgt.com

ATTACHMENT L

Other Required Attachments

DRAFT

Intentionally Left Blank

DRAFT

EXHIBIT 1.1

CONTRACTOR'S COST PROPOSAL

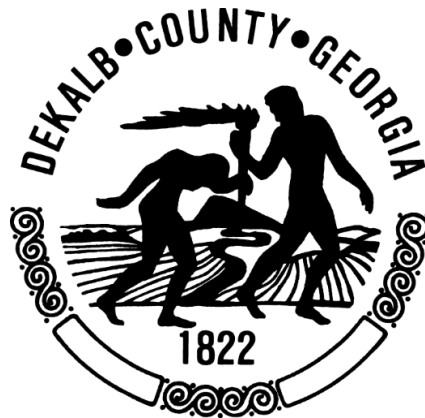
Intentionally Left Blank
(Contractor's Cost Proposal insert)

EXHIBIT 2

TECHNICAL SPECIFICATIONS

EXHIBIT 2

**Technical Specifications
Sanitary Sewer Television & Manhole Condition
Assessment for General Areas
for the
Ongoing Sewer Assessment and Rehabilitation
Program (OSARP)**



**DeKalb County
Department of Watershed Management**

1580 Roadhaven Drive
Stone Mountain, Georgia 30083
(770) 414-6181

ITB# 16-100802

TABLE OF CONTENTS

DIVISION 1 – GENERAL REQUIREMENTS

00000	Table of Contents
01010	Summary of Work
01015	Control of Work
01020	Allowances
01025	Measurement and Payment
01030	Special Project Procedures
01041	Project Coordination
01045	Cutting and Patching
01056	GPS Data Collection
01060	Regulatory Requirements
01070	Abbreviations & Symbols
01200	Project Meetings
01300	Submittals
01320	Progress Reports & Videos
01420	Inspection of Work
01510	Sanitary Sewer Main Television & Sonar Inspection
01520	Sewer Flow Control
01530	Manhole Condition Assessment
01540	Security and Safety
01700	Project Closeout
01710	Clean-Up

DIVISION 2 – SITE WORK

02110	Access Route & Easement Access Clearing
02273	Riprap
02276	Site Restoration and Erosion Control
02485	Sodding
02486	Seeding
02542	Silt Fence
02607	Manhole Height Adjustment
02700	Pavement Repairs
02710	Concrete Curbs, Gutters and Sidewalks
02956	Sanitary Sewer Cleaning

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01010
SUMMARY OF WORK

PART 1 – GENERAL

1.01 PURPOSE AND NEED

- A. DeKalb County Department of Watershed Management’s (DWM) Wastewater Collection and Transmission System (WCTS) includes an estimated 2,700 miles of sanitary sewer lines, 66 lift stations and 70,000 manholes. Per the Consent Decree (CD) entered with the United States Environmental Protection Agency, the County is implementing continuous sanitary sewer assessment and rehabilitation aimed at minimizing sanitary sewer overflows (SSOs). Pursuant to this effort, DWM has developed the Ongoing Sewer Assessment and Rehabilitation Program (OSARP) to provide for the identification, delineation, prioritization, and rehabilitation of non-Priority Areas within DWM’s wastewater collection and transmission system (WCTS).

OSARP will continually assess and rehabilitate the County’s entire sewer system so as to ensure proper operation and maintenance. OSARP will govern the assessment of those areas outside of the identified 48 priority areas delineated as Priority Area Sewer Assessment and Rehabilitation Program (PASARP). The scope of work presented in these Contract Documents only pertains to those Ranking Areas within OSARP enumerated in the table, Section 1.02, B. Sanitary sewer television inspection with associated manhole condition assessments and associated work activities required of this Contract will serve to identify corrective maintenance and rehabilitation measures for immediate or future implementation by DWM in areas that are known to have elevated occurrences of sanitary sewer overflows (SSOs).

1.02 SCOPE OF WORK

- A. The work includes sanitary sewer television inspection of approximately 1,473,800 linear feet of gravity sewer mains of various sizes and at various locations within the WCTS. The work also includes the manhole condition assessment of approximately 6,410 sanitary sewer manholes at various locations within the WCTS. These locations are further described in this Section.
- B. Location work orders/assignments for sanitary sewer television/sonar (CCTV/Sonar) and manhole condition assessment (MCA) will be made by the program manager as follows:
1. DWM’s WCTS is divided into 171 areas for evaluation, ranking and prioritization. These areas are designated as “Ranking Areas” for the purposes of this project. The County has selected initial Ranking Areas for this project. However, DWM may modify the order, delete or add Ranking Areas, or portions thereof, if doing so is in the best interest of the County. The initial Ranking Areas selected and their respective distribution of gravity sewer pipe diameters, total estimated linear footage, and their respective total estimated number of manholes is represented below.

Ranking Area	Pipe Size					Estimated Total Linear Feet	Estimated Total Manholes
	0-8"	10-15"	18-24"	27-36"	36" +		
DK1	1,581		NIC	NIC	NIC	1,581	NIC
DK15	12,445	187	NIC	NIC	NIC	12,632	NIC
PINEM1	5,089	4,195	NIC	NIC	NIC	9,284	NIC
SFPLNT2	14,724		NIC	NIC	NIC	14,724	NIC
THON5	30,148	7,378	NIC	NIC	NIC	37,526	NIC
TJSC2	8,368		NIC	NIC	NIC	8,368	NIC
TYRC1	10,900		NIC	NIC	NIC	10,900	NIC
USF5	77,264		NIC	NIC	NIC	77,264	NIC
USF9	45,995	11,264	NIC	NIC	NIC	57,259	NIC
USF13	74,950	9,459	NIC	NIC	NIC	84,409	NIC
TCBF11	120		NIC	NIC	NIC	120	1
TNFORK1	333		NIC	NIC	NIC	333	26
CBF5	140		NIC	NIC	NIC	140	2
CBF6	237		NIC	NIC	NIC	237	2
MARSH-FUL	809	161	NIC	NIC	NIC	970	4
ITMC-ATL	1,554		NIC	NIC	NIC	1,554	6
SUG5	334		NIC	NIC	NIC	334	14
TNANCY2	265	222	NIC	NIC	NIC	487	11
THON2	1,089		NIC	NIC	NIC	1,089	28
TNFORK3	14,355	5,954	NIC	NIC	NIC	20,309	185
TAZTEC3*	15,725	2,899	NIC	NIC	NIC	18,624	100
BAR6*	65,650	3,037	NIC	NIC	NIC	68,687	399
TPB9	18,660	8,369	NIC	NIC	NIC	27,029	185
LSF4	25,099	6,924	NIC	NIC	NIC	32,023	328
TAZTEC2	29,872	4,044	NIC	NIC	NIC	33,916	179
USF8*	24,837	3,833	NIC	NIC	NIC	28,670	240
TNFORK2*	250,411	41,085	NIC	NIC	NIC	291,496	2409
CKC2	14,601		NIC	NIC	NIC	14,601	88
CAMP-GWIN	40,875	321	NIC	NIC	NIC	41,196	226
USF7	19,848	2,689	NIC	NIC	NIC	22,537	181
BAR4	48,553	3,542	NIC	NIC	NIC	52,095	286
BLUE1	13,645	5,360	NIC	NIC	NIC	19,005	105
TPVIN3*	125,921	16,897	NIC	NIC	NIC	142,818	802
IND3	76,824	19,575	NIC	NIC	NIC	96,399	601
TOTAL	1,071,221	157,395	NIC	NIC	NIC	1,228,616	6,408

* Indicates footage of unknown diameter included

NIC (Not in Contract)

- C. The Program Manager will specify the order and sequencing of the assessments at the project Kick-off Meeting. Other sequencing requirements include:
1. Work will be completed according to the prioritized Ranking Areas sequence on the above table as established by the Program Manager for the sanitary sewers and manholes within the boundaries shown and per map provided as Attachment A.
 2. The Contractor will be initially issued two (2) Ranking Areas by the DWM Program Manager. Actual location, amount, and priority for completing the assigned Ranking Area will be at the direction of the Program Manager and will follow the above priority unless changed by the Program Manager.
 3. When a Ranking Areas is substantially completed by the Contractor (meaning additional work cannot be completed by a second crew in the Ranking Area without

adversely affecting the work of the first crew) and verified substantially complete by the Program Manager, a new Ranking Area(s) will be issued to the Contractor.

4. The Contract is for CCTV/Sonar and MCA for general areas. As such, the Program Manager may assign work outside of the identified Ranking Areas as needed to satisfy the needs of DWM as they relate to sanitary sewer overflow (SSOs) inspection and Consent Decree (CD) compliance.
 5. The Ranking Area asset quantities identified for this project are approximate and represent the best available information at this time.
- D. The Work will include, but is not limited to, the following work activities as related to performing the sanitary sewer television/sonar/TISCIT inspections and the manhole condition assessments and to gain access to perform the inspections as further defined in the Specifications of this Contract:
1. Light and heavy cleaning of sewer mains.
 2. Owner directed work such as:
 - a. Easement access route building and easement access clearing.
 - b. Exposing and raising manholes to facilitate assessment.
 - c. Bypass pumping as required to perform inspection.
 - d. Asset (sewer main and manhole) locating, access construction and GPS data collection, where required.
 - e. Erosion Control as required for access construction.
 - f. Site Restoration as a result of providing access to assets, including but not limited to removal and/or replacement pavement, hardscape & landscaping features.
 3. Coordination with DWM's Community Outreach requirements which are meant to minimize impact to the citizens of DeKalb County.
 4. Coordination with work by others.
 5. Daily inspection status reporting using web-based mobile devices.
- E. All Work shall be performed according to the requirements of the Contract Documents.
- F. The Contractor shall perform work conforming to the Pipeline Assessment & Certification Program (PACP) for pipe inspections and the Manhole Assessment & Certification Program (MACP) as defined by the National Association of Sewer Service Companies (NASSCO)-latest version- for all inspection and assessments as applicable and required of the Contract Documents.

1.03 PROJECT LOCATION

- A. The Work is required at multiple locations within DeKalb County as indicated in **Attachment A**.

1.04 WORK COORDINATION

- A. The Contractor shall coordinate the Work with third parties (such as public utilities, other DeKalb County departments, and emergency service providers) in areas where such parties may have rights to underground property or facilities; and request maps or other descriptive information as to the nature and locations of such underground facilities or property.

- B. The Contractor shall also coordinate the Work with owners of private and public property where access is required for the performance of the work. Legal access will be acquired by the Contractor in accordance with the Contract Documents
- C. The Owner, through the Program Manager, will work with the Contractor to assign and schedule the work in a logical and efficient format. However, all items in this contract shall be priced so each item can be assigned independently or combined with other items at the Owner's sole discretion in regard to both quantity and scope. There shall be no consideration of any claim for extra payment arising from a decision by the Owner to assign potential work items under this contract in any combinations or in combination with another contract utilizing alternates by the Department of Watershed Management at the prices specified herein.

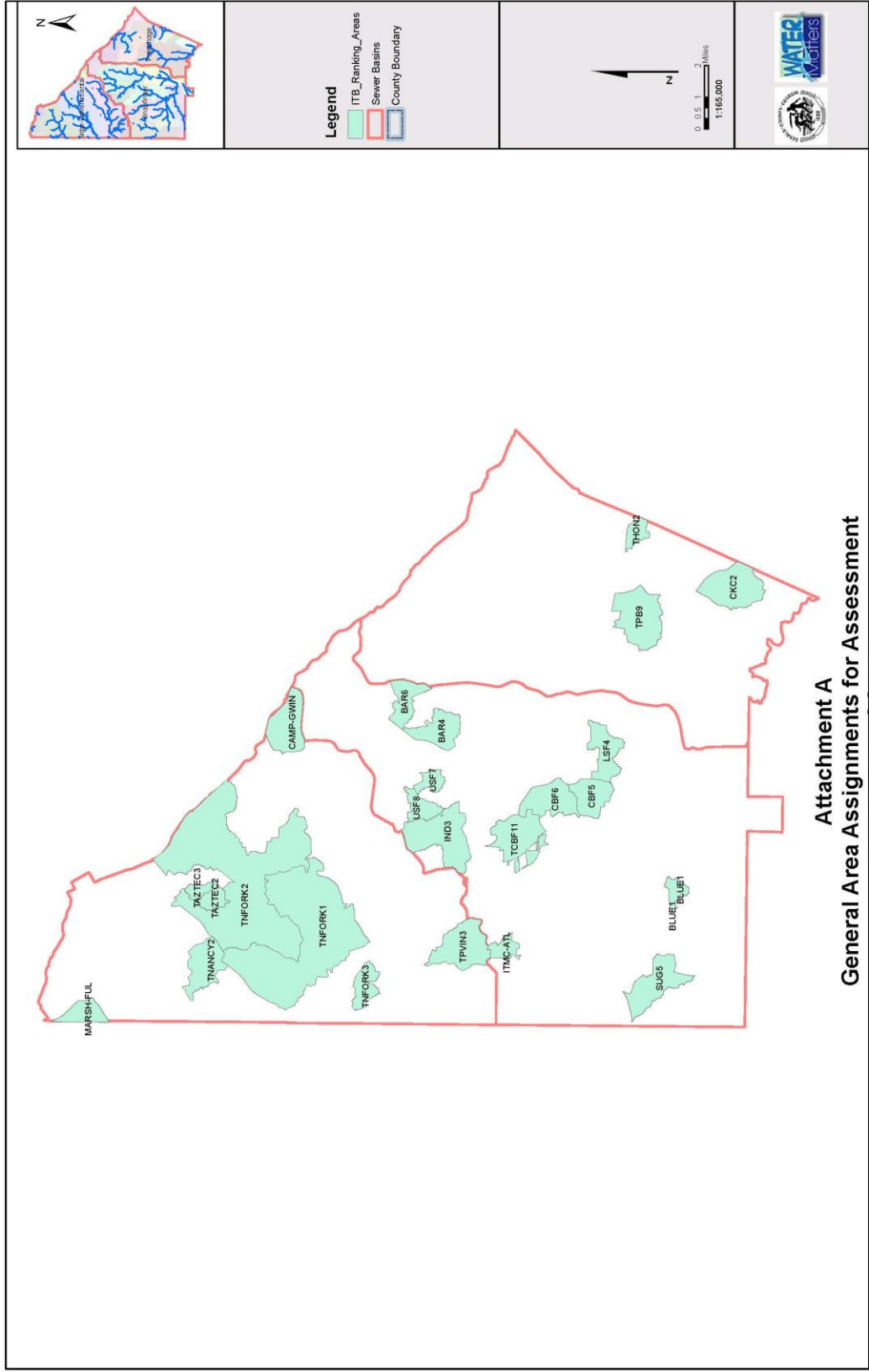
1.05 CONDITIONS AT THE SITES

- A. The Contractor shall make all necessary investigations to determine the existence and location of underground utilities and surface impacts that may be caused due to assessment activities.
- B. The Contractor will be held responsible for any damage to and for maintenance and protection of existing utilities, structures, and personal property.
- C. Nothing in these Contract Documents shall be construed as a guarantee that utilities are not located within the area of operations.

END OF SECTION

EXHIBIT 2

Attachment A



THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01015
CONTROL OF WORK

PART 2 – GENERAL

2.01 SECTION INCLUDES

This section includes the general use of the site including properties inside and outside of the right of way, work affecting existing utilities, roadways, streets, driveways, and traffic patterns. This section also includes requirements for notification to adjacent landowners and occupants.

2.02 PERSONNEL – COOPERATION WITHIN THIS CONTRACT

- A. The Contractor shall furnish the manpower and equipment efficient, appropriate and large enough to secure a satisfactory quality of work and a rate of progress which will insure the completion of the work within the time stipulated in the Contract Documents. If at any time such project progression appears to the Owner to be inefficient, inappropriate, or insufficient for securing the quality of work required or for producing the rate of progress aforesaid, he or the Program Manager may order the Contractor to increase the project equipment and/or manpower, and the Contractor shall conform to such order. Failure of the Owner to give such order shall in no way relieve the Contractor of his obligations to secure the quality of the work and rate of progress required.
- B. All firms or persons authorized to perform any work under this Contract shall cooperate with the General Contractor and his subcontractors or trades, and shall assist in incorporating the work of other trades where necessary or required.
- C. Cutting and patching, drilling and fitting shall be carried out where required by the trade or subcontractor having jurisdiction, unless otherwise indicated herein or as directed by the Owner or Program Manager.

PART 3 – PRODUCTS

(Not Used)

PART 4 – EXECUTION

4.01 INSTALLATION

A. PRIVATE LAND

The Contractor shall not enter or occupy any private land outside of easements, except by permission of the property owner and the County per the Public Notification requirements listed in all applicable Specification Sections.

B. MAINTENANCE OF TRAFFIC

- 1. Unless permission to close the street is received in writing from the proper authority, all excavated material shall be placed so vehicular and pedestrian traffic may be maintained at all times. If the Contractor's operations cause traffic hazards, he

shall repair the road surface, provide temporary ways, erect wheel guards or fences, or take other measures for safety.

2. Detours around construction or assessment will be subject to the approval of the Owner and/or Program Manager. Where detours are permitted, the Contractor shall provide all necessary barricades and signs as required to divert the flow of traffic. While traffic is detoured, the Contractor shall expedite construction operations to minimize impacts to the flow of traffic. Allowable periods when traffic is being detoured will be strictly controlled by the Owner.
3. The Contractor shall take precautions to prevent injury to the public due to open trenches. Night watchmen may be required where special hazards exist, or police protection (jurisdiction specific) provided for traffic while work is in progress. The Contractor shall be fully responsible for damage or injuries whether or not police protection has been provided. Jurisdictional specific police officers will be required for traffic control associated with work in signalized intersections and on major and certain minor thoroughfares.

C. WORK WITHIN GDOT RIGHT-OF-WAY

1. All roadway restoration shall be done in accordance with the lawful requirements of the authorities within whose jurisdiction such pavement is located.
2. All highway utilities and traffic controls are to be maintained and work shall conform to the rules and regulations of the authorities, including the use of standard signs.
3. The Contractor shall furnish all such bonds or checks required by the highway authorities to ensure proper restoration of paved areas.

D. CARE AND PROTECTION OF PROPERTY

1. The Contractor shall be responsible for the preservation of all public and private property and shall use every precaution necessary to prevent damage thereto. If any direct or indirect damage is done to public or private property by or on account of any act, omission, neglect, misconduct in the execution of the work on the part of the Contractor, such property shall be restored by the Contractor, at his expense, to a condition similar or equal to that existing before the damage was done.
2. All sidewalks disturbed by the Contractor's operations shall be restored to their original condition by the use of similar or comparable materials. All curbing shall be restored in a condition equal to the original construction and in accordance with the best modern practice.
3. Along the location of this work all fences, walks, bushes, trees, shrubbery, and other physical features shall be protected and restored in a thoroughly workmanlike manner. Fences and other features removed by the Contractor shall be replaced in the original location as soon as conditions permit. All grass areas beyond the limits of construction damaged by the Contractor shall be regraded and seeded.
4. The protection, removal, and replacement of existing physical features along the line of work shall be a part of the work under the Contract, and all costs in connection therewith shall be included in the unit and/or lump sum prices established under the items in the Contract Documents.

E. PROTECTION AND RELOCATION OF EXISTING STRUCTURES AND UTILITIES

1. The Contractor shall assume full responsibility for the protection of all buildings, structures, and utilities, public or private, including poles, signs, services to

buildings, utilities in the street, such as pipes, water pipes, hydrants, sewers, drains, and electric and telephone cables. The Contractor shall carefully support and protect all such structures and utilities from injury of any kind. Any damage resulting from the Contractor's operations shall be repaired by him at his expense.

2. Protection and temporary removal and replacement of existing utilities and structures as described in this Section shall be considered as extra work and all costs in connection therewith shall be as outlined in the Contract Documents.
3. If, in the opinion of the Owner, permanent relocation of a utility is required, he may direct the Contractor, in writing, to perform the work. Work so ordered will be paid for at the Contract unit prices, if applicable, or as extra work under the General Conditions. If relocation of a privately owned utility is required, the Owner will notify the Utility to perform the work as expeditiously as possible. The Contractor shall fully cooperate with the Owner and Utility, and shall have no claim for delay due to such relocation. The Contractor shall notify public utility companies in writing at least 48 hours (excluding Saturdays, Sundays, and legal holidays) before excavating in any public way.

F. WATER FOR CONSTRUCTION PURPOSES

The approval of the Owner shall be obtained before County water is used. Hydrants shall only be operated under the supervision of the Owner. Contractor shall be responsible for obtaining a hydrant meter from the Owner for this water use as directed by the Program Manager. Contractor shall be responsible for all costs associated with hydrant meter(s).

G. MAINTENANCE OF FLOW

The Contractor shall at his own cost, provide for the flow of sewers, drains, and water courses interrupted during the progress of the work. The entire procedure of maintaining existing flow shall be fully discussed with the Owner well in advance of the interruption of any flow.

4.02 CLEANUP

During the course of the work, the Contractor shall keep the site of his operations in as clean and neat a condition as possible. The Contractor shall dispose of any and all residues resulting from the construction work and, at the conclusion of the work; the Contractor shall remove and haul away any surplus excavation, broken pavement, lumber, equipment, temporary structures, and any other refuse remaining from the construction operation. The Contractor shall leave the entire work site in a neat and orderly condition.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01020 ALLOWANCES

PART 1 – GENERAL

1.01 SECTION INCLUDES

This section includes administrative and procedural requirements governing allowances.

1.02 QUALIFICATIONS AND REQUIREMENTS

- A. Contractor agrees any contingency or other allowance, if any, is for the sole use of the Owner to cover unanticipated costs for additional related work.
- B. Selected materials and equipment, and in some cases, installation is included in Contract Documents by cash allowances. Allowances are established to defer selection or scope until more information is available. Other requirements will be issued by a Change Order.
- C. Allowances are included in the Bid Tab for miscellaneous modifications, additional inspection and testing, additional associated work, and other unforeseen conditions. Inspection and testing allowances include the cost of engaging any third party inspection or testing agency if required, along with costs for reporting results as well as costs for actual inspections and tests.
- D. Procedures for submitting and handling Change Orders are included in General Conditions of these Contract Documents.
- E. The allowance does not include incidental labor required to assist the Owner, or costs for retesting on failure of previous tests and inspections. The allowance does not include costs of services not required by Contract Documents.
- F. Prior to final payment, an appropriate Change Order will be issued as recommended by the Owner to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted.
- G. Any unused allowances will be returned to the Owner by deductive Change Order.

1.03 SCHEDULE OF ALLOWANCES

- A. Contingency Allowance:
 - 1. This item shall consist of miscellaneous work to be accomplished at the direction of the Owner. It shall include items of work consistent with and related to the project which may be necessary to the successful completion of the contractual agreement. It is expected the work under this item will be accomplished utilizing pay items indicated in the Bid Tab.
 - 2. All work performed under this section shall comply with the various sections of these specifications as appropriate to the specific items involved. This work shall be further described, by the Owner, in written form and/ or supplemental exhibits. In any event, no work will be allowed under this section without the prior written approval of the Owner.
- B. Cash Allowance for Additional Work:

This allowance provides for related sewer assessment work to be performed in conjunction with this project at the direction of the Owner. All work performed under this section shall comply with the various sections of these specifications and industry standards which are appropriate to the specific items involved. This work shall be further described, by the Owner, in written form and/or on modifications to the Contract Documents or supplemental exhibits. In any event, no work will be allowed under this section without the prior written approval by the Owner.

C. Owner Directed Site Restoration/Landscaping/Access/Erosion Control (County/Private Property):

1. This item directed by the Owner shall consist of miscellaneous work ancillary to the contracted work to be accomplished, said work being outside the scope of the bid items. This item will be restricted to work associated with clearing, access road construction, erosion and sediment control, and site restoration.
2. This item will not be considered for use for payment of items included in the scope of work for the various pay items under the Contract, i.e., access route construction for areas accessible by easement machine, etc.
3. Each request for use of the allowance pay item shall be submitted in the form of a Request for Information (RFI) form and will only be assigned and approved upon completion of an approved Request for Quote (RFQ)
4. For any unused allowance and prior to final payment, an appropriate Change Order will be issued as recommended by the Program Manager to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted
5. All work performed under this section shall comply with the various sections of these specifications as appropriate to the specific items involved. This work shall be further described, by the Owner, in written form and/ or supplemental exhibits. In any event, no work will be allowed under this section without the prior written approval of the Owner.

1.04 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form of Change Orders.
- B. Submit invoices or delivery slips to indicate quantities of materials delivered for use in fulfillment of each allowance.
- C. At Project Closeout, the unused amounts remaining in the various allowances will be credited to the Owner by Change Order.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION

SECTION 01025
MEASUREMENT AND PAYMENT

PART 1 – GENERAL

1.01 SECTION INCLUDES

Methods of measurement and payment for items of work under the Bidder's Unit Price Form.

1.02 SUMMARY

- A. The total bid price shall cover all work required by the Contract Documents. All costs in connection with the proper and successful completion of the work, including all materials, equipment, supplies, and appurtenances; providing all equipment and tools; and performing all necessary labor and supervision to fully complete the work, shall be included in the unit and lump sum prices bid.
- B. All work not specifically set forth as a pay item in the Bidder's Unit Price Form shall be considered subsidiary obligations of Contractor and all costs in connection therewith shall be included in the prices bid.
- C. All estimated quantities stipulated in the Bidder's Unit Price Form or other Contract Documents are approximate and are to be used only:
 - 1. As a basis for estimating the probable cost of the Work.
 - 2. For the purpose of comparing the bids submitted for the Work.
- D. The basis of payment for work and materials will be the actual amount of work done and materials furnished. Payment for assessment and assessment-related activities or any other items of work for payment will be made on a linear foot, vertical foot, square foot, square yard, cubic yard, or each based on the Contractor's measurement, contingent on verification by the Owner or Owner's Representative. Contractor agrees he will make no claim for damages, anticipated profits, or otherwise on account of any difference between the amounts of work actually performed and materials actually furnished.
- E. Pay requests for work performed shall be itemized by asset. The pay request should list each asset by ID number, describe the work performed per the payment bid form, provide the unit cost, and provide the extended cost. When seeking partial payment where work was attempted and could not be completed, adequate information should be provided on the pay request to justify the amount requested. Work performed on pipes should be listed in a separate table from work performed on manholes. The Program Manager will provide an example of the table format.
- F. Contractor agrees that the allowance is for the sole use of Owner to cover unanticipated costs associated with access and site restoration needs associated with the Work. .
- G. When submitting pay requests for periodic payment, the following documentation should be submitted at a minimum:
 - 1. Application Checklist
 - 2. Application for Payment Certification/Summary
 - 3. Schedule of Values Indicating Percent Complete per Pay Item.

4. Itemized Asset Spreadsheet (XML File) Indicating Work Performed at the Asset Level as described above. File to be provided in both Hard and Electronic Copy Format.
 5. Monthly Progress Narrative
 6. Copy of LSBE and Utilization Report/s
 7. Updated Schedule for Assigned Work Activities
 8. Photo Documentation of Construction Activities Illustrating Pre and Post Conditions for Division 2 Work and Other Extraordinary Findings.
- H. Additional instructions and/or requirements may be provided by the Program Manager at the project Kick-off meeting.

1.03 MEASUREMENT AND PAYMENT

- A. GPS Locate and Data Collection – Manhole, Bid Pay Item 01056-1: Measurement for payment will be per each (EA). Payment will constitute full compensation to locate, take coordinates, and provide attribution information for each located manhole (and associated sewer line assets as applicable) per the direction provided in Section 01056. This payment includes compensation for all digital deliverables outlined in Section 01056.
- B. Closed Circuit Television (CCTV) Inspection, Sewer, Internal Pipe Inspection less than 18” Diameter, Bid Items 01510-1 to 01510-8.2: Measurement for payment will be per linear foot (LF) from center of manhole to center of manhole. Payment will constitute full compensation to perform a CCTV sewer pipe inspection on sanitary sewer mains as specified. Defect coding, header data, and coding of service lateral locations are required. There will be no separate payment made for light cleaning or data delivery. Payment shall only be made for the footage of sewer assessment between the manholes. Maintenance of traffic and associated traffic control measures required for the work shall be included in the unit price. Costs shall include, but are not limited to, labor, equipment, transportation, setup, tools, public notification, data management and all other related procedures and materials necessary to complete the inspections, in accordance with Section 01510.
- C. Closed Circuit Television (Pre-CCTV) Inspection, Sewer, Internal Pipe Inspection up to and including 36” Diameter, Bid Items 01510-8.1 – 01510-8.2: Measurement for payment will be per linear foot (LF) of line televised. Payment will constitute full compensation to perform a CCTV sewer pipe inspection on sanitary sewer mains as specified by the Program Manager. Defect coding, header data and coding of service lateral locations are not required. No Cleaning will be required. There will be no separate payment for data delivery. Payment shall only be made for the footage of sewer assessment between the manholes. Maintenance of traffic and associated traffic control measures required for the work shall be included in the unit price. Costs shall include, but are not limited to, labor, equipment, transportation, setup, tools, public notification, data management and all other related procedures and materials necessary to complete the inspections, in accordance with Section 01510 with the exclusions delineated above. This item will be utilized by the Program Manager as a pre-CCTV inspection to record pipe maintenance conditions. A follow-up CCTV will be required on the pipe as per Section 1.03, subparagraph B.
- D. Remove Protruding Connection, Bid Item 02956-1: Measurement for payment will be per each (EA) for each protruding connection removed. Payment will constitute full compensation for cutting and/or grinding down protruding service laterals, including, but not limited to, labor, equipment, transportation, tools, and all other related procedures and materials necessary to

produce the results specified in Section 02956. Removal of protruding connections will be done to remove obstructions and/or upsized sewers. Contractor will advise the Program Manager in writing prior to proceeding.

- E. Manhole Condition Assessment, Bid Item 01530-1: Measurement for payment will be per each (EA) manhole assessed. Payment will be full compensation for inspecting the full depth of the manhole, top and bottom conditions, and furnishing all labor, tools, equipment and assessment necessary to perform all work. Payment shall not be made until electronic data files and reports are delivered and show complete and accurate information.

- F. Bypass Pumping on 0" to and < 18" Diameter Pipe, Bid Item 01520-1 – 01520-2: Measurement for payment will be per linear feet (LF) of pipe segment for the size and flow classification category of bypass pumping and temporary flow control. Payment will be full compensation for furnishing all labor, materials, equipment, set-up, removal and incidentals necessary to produce the results specified in Section 01520.

- G. Owner Directed Work: Site Restoration/Landscaping/Access/Erosion Control (County/Private Property) Allowance: Provides for access road construction, major erosion and sediment control BMP installation, major site restoration work on private or County property outside the scope of the bid items or as directed by the Project Manager. Site restoration shall only be performed as directed where property has been damaged during the course of the work, not due to Contractor negligence. Each request for use of the allowance pay item shall be submitted in the form of a Request for Information (RFI) form and will only be assigned and approved upon completion of an approved Request for Quote (RFQ). For any unused allowance and prior to final payment, an appropriate Change Order will be issued as recommended by the Program Manager to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted. The following Items will not be measured for payment, but will be considered under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property) at the price agreed upon between the Owner and Contractor:
 - 1. Erosion Control Items: No measurement for payment will be made. No payment will be made for any portion of the Project when temporary erosion and sedimentation controls are not properly maintained. Quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Erosion and sedimentation control measures shall comply with the requirement of Sections 02110 and 02276 of these Specifications; the Georgia Erosion and Sedimentation Act of 1975, as amended; the Manual for Erosion and Sediment Control of Georgia, latest edition; and local soil erosion and sedimentation control ordinances.
 - 2. Easement Access Road: No Measurement for payment will be made. Where access is not obtainable by other means, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property).
 - 3. Easement Clearing,: No Measurement for payment will be made. Where clearing is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property).
 - 4. Tree Protection Fence: No Measurement for payment will be made. Where Tree Protection Fence is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property), installed

and maintained per Section 02110. Payment will constitute full compensation for all costs associated with tree protection fencing, including installation, maintenance, repair, and removal. Fence installation associated with Access Road construction (Item I) will not be considered for payment under this item.

5. Tree/Shrubbery Restoration: No Measurement for payment will be made. Where Tree/Shrubbery Restoration is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Measurement for payment will be per each (EA) tree or bush removed and replaced for either native or ornamental types. Payment will constitute full compensation for removing and replacing trees or shrubbery on private property. Replacement may include removal and replanting, or replacing with new (as directed by the Owner) in accordance with Section 02110.
6. Chain Link Fence Removal & Replacement: No Measurement for payment will be made. Where removal of fencing is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Payment will constitute full compensation for removing and replacing chain link fence, in kind, on public or private property in accordance with Section 02110. Fence work associated with Access Road construction (Item I) will not be considered for payment under this item.
7. Wood Fence Removal & Replacement: No Measurement for payment will be made. Where removal of fencing is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Payment will constitute full compensation for removing and replacing wood fence, in kind, on public or private property in accordance with Section 02110.
8. Riprap: No measurement for payment will be made. Where rip rap is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). The Contractor will provide a cost breakdown to the Project Manager of all costs and quantities associated with installation of riprap in accordance with applicable specifications suitably installed and maintained per the Manual for Erosion and Sediment Control of Georgia, latest edition. Payment will constitute full compensation for all costs associated with riprap installation, including filter fabric underlayment at a minimum 18 inch depth, or as directed by the Owner. When crossing a stream or ditch, the quantity eligible for payment shall be limited to 10 feet upstream and 10 feet downstream of top of disturbed area and from five feet from the top of bank, across a creek or ditch, banks and bottoms, to five feet beyond top of bank. Any other areas at creeks or ditches disturbed by the Contractor requiring riprap shall be riprapped at no additional cost to the Owner.
9. Check Dam (Hay Bales): No Measurement for payment will be made. Where Check Dams are necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). The Contractor will provide a cost breakdown to the Project Manager of all costs and quantities associated with installation of Check Dam in accordance with applicable specifications suitably installed and maintained per the Manual for Erosion and Sediment Control of Georgia, latest edition. Payment will be via the "Owner Directed Site Restoration/Landscaping/Access (County/Private Property) Allowance.

Payment will constitute full compensation for all costs associated with check dams, including grading, installation, maintenance, repair, and removal.

10. Inlet Sediment Trap, No measurement for payment will be made: The Contractor will provide a cost breakdown to the Project Manager of all costs and quantities associated with installation of Inlet Sediment Trap in accordance with applicable specifications suitably installed and maintained per the Manual for Erosion and Sediment Control of Georgia, latest edition. Payment will be via the "Owner Directed Site Restoration/Landscaping/Access (County/Private Property) Allowance. Payment will constitute full compensation for all costs associated with inlet sediment traps at existing storm water inlet structures, including installation, maintenance, repair, and removal. Contractor shall be responsible for installing the number of sedimentation traps to adequately capture silt, thus minimizing silt leaving construction site.
11. Temporary Creek Crossings: No measurement for payment will be made: The Contractor will provide a cost breakdown to the Project Manager of all costs and quantities associated with installation of Temporary Creek Crossing in accordance with applicable specifications suitably installed and maintained per the Manual for Erosion and Sediment Control of Georgia, latest edition. Payment will be via the "Owner Directed Site Restoration/Landscaping/Access (County/Private Property) Allowance. Payment will constitute full compensation for all costs associated with temporary stream (creek) crossings, each up to 40 foot span as measured from top of bank to top of bank, and shall include all necessary materials and labor to install, maintain, remove, and dispose.
12. Sodding: No Measurement for payment will be made. Where Sodding is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Payment will constitute full compensation for fine grading, fertilizing, and sodding previously landscaped areas on public or private property in accordance with Section 02485. Disturbed areas shall be sodded only when directed to do so by the Owner.
13. Seeding: No Measurement for payment will be made. Where seeding is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Payment will constitute full compensation for fine grading, fertilizing, and sodding previously landscaped areas on public or private property in accordance with Section 02486. Grass seeding shall match in kind the existing adjacent grass of previously landscaped areas. Soil preparation and/or topsoil shall be included. payment under this item.
14. Silt Fence: No Measurement for payment will be made. Where Silt Fence is necessitated, quantities for payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property).for Type C silt fence, either single row or double row, suitably installed and maintained per the Manual for Erosion and Sediment control of Georgia, latest edition. Payment will constitute full compensation for all costs associated with silt fence, including installation, maintenance, repair, and removal.
15. Road Pavement Patch: No Measurement for payment will be made. Where Road Pavement Patch is necessitated, payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). Payment will constitute full compensation for removal and disposal of existing pavement and placement of new pavement including restoration of existing pavement markings. The price shall

include, but not be limited to, labor, equipment, materials, transportation, permit acquisition and tools required to perform the work in accordance with the Georgia Department of Transportation Standard Patching Details (Number 1401). (Note: A copy of the Standard Details is available online at <http://www.dot.state.ga.us/>). Maintenance of traffic and associated traffic control measures required for the work shall be included in the unit price bid.

16. Sewer, External Point Repair: No Measurement for payment will be made. Where External Point Repairs are necessitated, payment shall be based upon actual quantities authorized by the Owner to be paid under the Allowance for Owner Directed Site Restoration/Landscaping/Access (County/Private Property). External Point Repairs, All Diameters, All Pipe Materials, All Depth Categories, Bid Payment will constitute full compensation for each external point repair including, but not limited to, labor, materials, equipment, dewatering, pavement saw cutting, excavation, removing, and disposing excavated materials if replaced with imported material per Section 02324, shoring, disposing all waste materials, transportation, safely maintaining open pit until repairs are completed, installing new piping, installing flexible repair couplings, post-construction CCTV quality control inspection, and backfilling per Section 02730. Payment may be withheld due to failure to submit all post-installation CCTV video and other required quality control documentation for the work. No separate payment shall be made for concrete collars and couplings or rebuilding pipe penetrations and existing manhole inverts considered incidental to the Work. The point repair depth shall be considered the same as the average sewer main depth for measurement and payment purposes regardless of the actual excavation depth required. The average sewer main pipeline depth shall as measured from the pipe invert to the existing ground level at the upstream and downstream manhole. Each point repair shall include replacing a section of sewer main pipe up to twelve (12) linear feet in length, replacing up to one (1) service reconnection including furnishing and installing necessary service connection pipe, fittings and flexible coupling for a complete reinstatement of the sewer collection piping assembly. Payment will not be remitted to repair any damage to the surrounding areas caused by the Contractor in performance of the Work unless specifically authorized in writing by the Owner's Representative. Traffic control measures for work in low-traffic or residential areas shall be included in the unit price. Traffic control measures required for work in high-traffic or commercial areas will be paid when authorized by the Owner's Representative.

- I. Adjusting Manhole Height Up To 12", Bid Item 02607-1: Measurement for payment will be per each (EA) manhole for removing the casting frame and building up the chimney section of the manhole no more than 12 inches (reuse existing casting frame and cover or substitute frame and cover provided by Owner). Payment will constitute full compensation for all costs for uncovering and/or adjusting each manhole to grade or higher. All associated costs will be included in the unit price bid, including, but not limited to, labor, equipment, transportation, tools, and all other related procedures and materials necessary to produce the results specified in Section 02607. Contractor will advise the Program Manager in writing prior to proceeding. There shall be no distinctions made for diameter of the manhole or its material composition. No separate payment shall be made for resetting existing manhole frames and covers. This work shall be considered an integral part of raising manholes. Maintenance of traffic and associated traffic control measures required for the work shall be included in the unit price bid.

- J. Adjusting Manhole Height Greater Than 12", Bid Item 02607-2: Measurement for payment will be per vertical foot (VF) of manhole replaced exclusive of the manhole frame height. No separate payment will be made for 12" or less height adjustment Bid item 02607-1 above. Payment will

constitute full compensation for all costs for uncovering and/or adjusting each manhole to grade or higher will be included in the unit price, including, but not limited to, labor, equipment, transportation, tools, and all other related procedures and materials necessary to produce the results specified in Section 02607. The Contractor will advise the Program Manager in writing prior to proceeding. There shall be no distinctions made for diameter of the manhole or its material composition. No separate payment shall be made for resetting existing or new Owner provided manhole frames and covers. This work shall be considered an integral part of raising manholes. Maintenance of traffic and associated traffic control measures required for the work shall be included in the unit price bid.

- K. Locate & Expose Manhole, Street & Non-Street, Bid Items 02607-4 & 5: Measurement for payment will be per each (EA) buried manhole located and exposed. There shall be no distinctions made for the diameter or invert depth of the manhole exposed. Manholes located beneath brick, cobbles, concrete or asphalt pavement sections will be considered "beneath street section". All other locations shall be considered "non-street section." Payment shall be made at the bid price for each buried manhole acceptably located and exposed and will constitute full compensation for furnishing all labor, materials, tools, and equipment necessary to perform all work. Buried manholes in approximate proximity of location indicated on provided County records or marked in the field will not be paid for as locate & Expose, but will be covered under other items (i.e., Adjust MH Height).
- L. Owner Directed Site Restoration/Landscaping/Access/Erosion Control (County/Private Property) Allowance, Bid Item 01020-4: Provides for access road construction, major erosion and sediment control BMP installation, major site restoration work on private or County property outside the scope of the bid items or as directed by the Project Manager. Site restoration shall only be performed as directed where property has been damaged during the course of the work, not due to Contractor negligence. Each request for use of the allowance pay item shall be submitted in the form of a Request for Information (RFI) form and will only be assigned and approved upon completion of an approved Request for Quote (RFQ). For any unused allowance and prior to final payment, an appropriate Change Order will be issued as recommended by the Program Manager to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted

1.04 ALLOWANCES

- A. The Contractor shall include in their Bidder's Unit Price Form all allowances stated in the Contract Documents.
- B. The Contractor shall cause work covered by these allowances to be performed for such amounts as estimated by the Contractor and agreed upon and directed by the Owner. However, the Contractor will not be required to employ persons against whom a reasonable objection is made. If the cost, when determined, is more than or less than the allowance, the Contract sum shall be adjusted via Change Order as an additional payment to the Contractor or as a credit to the Owner, accordingly.
- C. Schedule of Allowances
 - 1. Contingency Allowance: As Specified in Section 01020
 - 2. Cash Allowance for Additional Work: As Specified in Section 01020
 - 3. Owner Directed Site Restoration/Landscaping/Access/Erosion Control (County/Private Property): As Specified in Section 1020.

END OF SECTION

SECTION 01030
SPECIAL PROJECT PROCEDURES

PART 1 – GENERAL

1.01 SECTION INCLUDES

This section includes responsibilities and requirements of the Contractor specific to this project.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.01 INSTALLATION

- A. The Contractor shall provide labor and material in a timely manner and of sufficient quantities to result in the performance of, but not limited to, the following:
1. Daily removal of all sanitary debris, work debris and trash resulting from any work activities identified within the Contract Documents. Disposal locations for any sanitary debris and/or hazardous materials shall be approved prior to disposal. Disposal of sanitary debris and/or hazardous materials shall be disposed only at approved locations. Manifests of hauling and disposal of such material shall be submitted to the Program Manager by the Contractor.
 2. If any discrepancies exist between drawings and specifications, the more stringent shall apply.
 3. Coordinate with all trades and other Owner or Program Manager work that may occur at or near the project location as generally described below.
 4. It is this Contractor's responsibility to advise the Program Manager as to any discrepancies in the work of others prior to starting the work.
 5. All field engineering and layout required for this work shall be the responsibility of this Contractor.
 6. All protection of finished work, including the work of others shall be the responsibility of this Contractor.
 7. The Contractor agrees to attend meetings promptly and their company will be represented with an authorized field representative and an authorized office representative capable and responsible for committing to delivery, manpower and completion dates for their work assignments
 8. The Contractor agrees all forms and reports (including technical data reports and forms) required by the Owner and Program Manager will be completed as required of these Specifications or as otherwise directed. Failure to submit these completed on time could result in a delay in payment.
 9. The Contractor agrees all Change Order work will be agreed upon in writing and signed by the Program Manager and the Owner before this work will begin.

10. The Contractor agrees to properly protect all materials and Owner assets from damage resulting from Contractor's work activities and assumes responsibility to replacement of such materials at their cost. This cost will be assessed by back charge and incorporated into a change order by the end of the month.
11. The Contractor agrees to properly protect all materials from damage by weather and assumes responsibility to replacement of such materials at their cost.
12. The Contractor agrees to work within the defined work hours of the Owner being typically 8:00 a.m. to 5 p.m. or other hours as directed by the Owner or Program Manager to adhere to the requirements of the Work, including those related to Public Outreach and Notification. The Contractor agrees to perform all necessary overtime to get their work back on schedule if necessary. If due to this Contractor's failure to perform in a timely manner, premium time is required by any other Contractor(s) to bring the project back to the original schedule, the cost of such premium time shall be borne solely by the Contractor.
 - a. The Contractor agrees to honor the following County holidays unless authorized to work by the Owner/Program Manager
 - 1) New Year's Day
 - 2) MLK Day
 - 3) President's Day
 - 4) Memorial Day
 - 5) Independence Day
 - 6) Labor Day
 - 7) Veteran's Day
 - 8) Thanksgiving Day
 - 9) Christmas Day
13. The Contractor agrees to provide certificates of insurance prior to their mobilization. Prior to commencing work the Contractor agrees to provide a current copy of the workman's compensation and liability insurance certificate.
14. The Contractor assumes responsibility for insurance coverage on all their equipment and tools against theft and damage. No claims will be registered against the Owner for loss of same. The Contractor will not lien the project for payment of any claims on equipment loss or damage due to vandalism or any other form.
15. The Contractor will abide by all OSHA requirements and/or instruction from the Program Manager and/or supervising and/or competent field personnel to make a safe work area. OSHA requirements to be the minimum safety level accepted.
16. Contractor agrees to respond to all Contractor change notifications within 24 hours and further to provide the Program Manager and/or Owner with the complete change estimate cost data within 7 calendar days.
17. Contractor shall provide fulltime onsite supervision of their work.
18. Contractor agrees with the performance schedule for each assessment assignment as established by the Program Manager and will provide any necessary measures required to achieve and maintain this schedule at no additional cost to the Owner, Program Manager and Owner's Representative.

B. RESPONSIBILITY FOR OVERFLOWS/SPILLS AND DAMAGE TO PROPERTY AND UTILITIES:

1. It shall be the responsibility of the Contractor to schedule and perform the Work in a manner not causing or contributing to incidences of sanitary sewer overflows (SSOs) as defined in the latest Consent Decree.
2. In the event the Contractor's activities cause or contribute to SSOs (including work related building backups), the Contractor shall immediately take appropriate action to contain and/or stop the overflow, clean up the spillage, and disinfect the area affected by the SSO. Simultaneously, the Contractor will notify the Owner's Dispatch Center, the Owner, and the Program Manager to provide information concerning location, cause, volume of the SSO, and assessment whether the spill entered a stream or storm drain and assist in completing associated spill investigative paperwork. The Contractor shall be familiar with the details of spill response referred to in the Sanitary Sewer Overflow Contingency and Emergency Response Plan (CERP) approved by Owner. This document can be found on Department of Watershed Management website under the Consent Decree Program or upon request to the Owner or Program Manager.
3. The Contractor shall indemnify and hold harmless the Owner and the Owner's Representatives (including the Program Manager) for any fines or third-party claims for personal or property damage arising out of an SSO that is fully or partially the responsibility of the Contractor, including the legal, engineering, and administrative expenses of the Owner and Owner's Representatives (including the Program Manager) in defending such fines and claims.
4. Any damage to public or private property due to the work performed by the Contractor is the sole responsibility of the Contractor. Any damage to municipal or private utilities caused by the Contractor's equipment or operation shall be repaired in a manner approved by the Owner/Program Manager at the Contractor's expense. Any damage caused by the Contractor to utilities or property belonging to other entities shall be repaired by the Contractor to the satisfaction of the utility/property owner at the Contractor's sole expense. Any equipment stuck or left in the sewer line/lateral shall be retrieved by the Contractor within twenty-four (24) hours. The Contractor will notify the Owner and/or Project Manager immediately of such an incident. The equipment will be removed at the sole expense of the Contractor or depending upon circumstances at costs agreed upon by the Owner/Project Manager. Any damage to the Contractor's equipment is the Contractor's sole responsibility. If the equipment is stuck or left in the sewer line/lateral and causes a SSO, then the Contractor is liable for the SSO and all associated damages.
5. The Owner (and the Program Manager) reserves the right to make any repairs or retrieve any equipment and charge the Contractor accordingly.

C. RELOCATIONS

The Contractor shall be responsible for the relocation and all associated work of structures, including but not limited to light poles, signs, sign poles, fences, piping, conduits, and drains that interfere with the positioning and execution of the Work. The cost associated with such relocations shall be included in the bid price as identified in the Bid Tab.

D. EXISTING UNDERGROUND PIPING, STRUCTURES, AND UTILITIES

1. The attention of the Contractor is drawn to the fact that during any earth disturbing activity, the possibility exists of the Contractor encountering various water, gas, telephone, electrical, or other utility lines not indicated on drawings or located in the

field. The Contractor shall exercise extreme care before and during any land disturbing activity to locate and flag these lines so as to avoid damage to the existing lines. Should damage occur to existing County water and/or sewer line, the Contractor shall repair the line at no cost to the Owner if directed to do so by the Owner/Project Manager.

2. The work assignments will be through work orders and associated GIS mapping through the Mobile Mapping Tool and maps which will not indicate the location of other underground facilities. Should such be provided by the Owner/Project Manager, the locations of existing underground piping structures and utilities are shown without express or implied representation, assurance, or guarantee that they are complete or correct or that they represent a true picture of underground piping to be encountered?
3. The existing piping and utilities that interfere with any assessment or construction to facilitate assessments shall be rerouted as shown, specified, or required. Before any piping and utilities not shown on the Drawings are disturbed, the Contractor shall notify the Program Manager of the location of the pipeline or utility and shall reroute or relocate the pipeline or utility as directed.
4. The Contractor shall exercise care in locating existing piping and utilities. All utilities, which do not interfere with complete work, shall be carefully protected against damage. Any existing utilities damaged in any way by the Contractor shall be restored or replaced by the Contractor at its expense as directed by the Program Manager.

E. HAZARDOUS LOCATIONS

The existing wet wells, manholes and related areas may be considered hazardous locations, in that explosive concentrations of sewage gas may be present.

F. WATER FOR CONSTRUCTION PURPOSES

The approval of the Owner shall be obtained before County water is used. Hydrants shall only be operated under the supervision of the Owner. Contractor shall be responsible for obtaining a hydrant meter from the Owner for this water use as directed by the Program Manager. Contractor shall be responsible for all costs (excluding water consumption) associated with hydrant meter(s). There shall be installed in each and every connection to the Owner's potable water supply, a backflow preventer and calibrated metering device meeting the requirements of the Owner.

G. MOBILE MAPPING TOOL

The Contractor will be required to provide updates and edits to a live web mapping tool that will be displaying field work as well as the current status of field efforts. The Contractor shall provide their own tablet or laptop with internet connection (via air card or data plan or tablet), with one per crew minimum. Contractor shall provide an email address so that the Program Manager may set up a login for Contractor access to the web mapping tool. It is expected that the Contractor will be able to perform simple edits to the web map including, but not limited to, placing points on assets on which work is being performed that will include tabulated attribute information such as current work status, type of work being performed and other tracking variables for the web tool as directed by the Program Manager. Program Manager shall provide up to three hours of instruction on how the contractor shall populate the live web mapping tool.

END OF SECTION

SECTION 01041
PROJECT COORDINATION

PART 1 – GENERAL

1.01 SECTION INCLUDES

The work under this Section includes the requirements of the Contractor to use standard methods of construction planning, coordination, inspection, scheduling and cost value documentation necessary for the proper and complete performance of the Work.

1.02 RELATED SECTIONS

This Section applies to the work of every division and every section of these Specifications.

1.03 QUALIFICATIONS AND REQUIREMENTS

- A. Management of the Project shall be through the use of standard methods of construction planning, inspection, scheduling and cost value documentation.

1.04 RESPONSIBILITY FOR COORDINATION

- A. Carefully coordinate work with all other contractors and/or subcontractors to ensure proper and adequate interface of the work of other assessment and rehabilitation activities at or near the assigned sewer collection and transmission system and every section of these Specifications.
- B. The Contractor shall coordinate operations with all utility companies in or adjacent to the area of Contractor's work. The Contractor shall require said utilities to identify in the field their property and provide drawings as necessary to locate them.
- C. The Contractor shall schedule the Contractor's Work so that the Contractor does not interrupt the operation of any existing facility, including water mains and sewers. In the event certain tie-ins or other operations make it absolutely necessary to interrupt the operation of existing facilities, the Owner will be notified and such work will be done at a time and in a manner acceptable to the Owner/Program Manager.
- D. The Contractor shall coordinate with all property owners and governing authorities impacted by the execution of work activities as to not prevent access or cause service interruptions to critical public institutions such as hospitals, schools, police and fire services, etc. and any other businesses deemed necessary for public welfare and safety. The Contractor shall notify the Program Manager of any related coordination efforts required prior to commencing work activities that may cause impacts.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.01 PREPARATION

- A. Inspection

1. Prior to performing any work under a section, the Contractor shall carefully inspect the installed work of other trades and verify all such work is complete to the point where the work under the section may properly commence.
2. The Contractor shall verify all materials, equipment and products to be installed under a section may be installed in strict accordance with the original design and pertinent reviewed shop drawings.

B. Discrepancies

1. In the event of discrepancy, the Contractor will immediately notify the Program Manager.

3.02 REQUIREMENTS

- A. The Contractor shall coordinate the work with the Owner/Program Manager so the construction will not restrain or hinder the operation of existing water or wastewater facilities. If, at any time, any portion of the water or wastewater facilities is scheduled to be out of service, the Contractor must obtain prior approval from the Owner as to the date, time, and length of time that such facilities are out of service.
- B. Connections to the existing facilities, temporary service interruptions and/or alteration of existing facilities will be made at times when the piping, asset, or facility involved is not in use, or at times, as established by the Owner, when the piping, asset, or facility involved can be conveniently interrupted for the period needed to execute the work activity involved.
- C. After having coordinated the work with the Owner, the Contractor shall notify the Program Manager of the time, time limits, and methods of each connection or alteration and have the approval of the Program Manager before any work is undertaken on the connections or alterations.
- D. Before any roadway or facilities are blocked off, the Owner's approval shall be obtained to coordinate operations for water and wastewater facilities and assets, and any signage, plating, bypass pumping, sinking of bypass conduits, ramping, stream crossings, or any other temporary accommodation work shall be implemented by the Contractor as directed by the Program Manager.

END OF SECTION

SECTION 01045
CUTTING AND PATCHING

PART 1 – GENERAL

1.01 SECTION INCLUDES

This section includes the Contractor's responsibility for all cutting, fitting, and patching, including excavation and backfill required to complete the work or to:

- A. Make several parts fit together properly.
- B. Uncover portions of the Work to provide for installation of ill-timed work.
- C. Remove and replace defective work.
- D. Remove and replace work not conforming to requirements of Contract Documents.
- E. Remove samples of installed work as specified for testing.

1.02 RELATED SECTIONS

- A. Section 01010: Summary of Work.
- B. Division 2 Specifications: Site Work.

1.03 SUBMITTALS

- A. Submit a written request to the Program Manager well in advance of executing any cutting or alteration affecting:
 - 1. Work of the Owner or any separated contractor.
 - 2. Structural value or integrity of any element of the Project.
 - 3. Integrity or effectiveness of weather exposed or moisture resistant elements or systems.
 - 4. Efficiency, operational life, maintenance or safety of operational elements.
 - 5. Visual qualities of sight exposed elements.
- B. Requests shall include:
 - 1. Identification of the Project.
 - 2. Description of the affected work.
 - 3. The necessity for cutting, alteration or excavation.
 - 4. Effect on work of Owner or any separate contractor, or on structural or weatherproof integrity of Project.
 - 5. Description of proposed work:
 - a. Scope of cutting, patching, alteration, or excavation.

- b. Trades who will execute the work.
 - c. Products proposed to be used.
 - d. Extent of refinishing to be done.
 - e. Plan to protect existing below and/or above grade structures, pipelines, etc.
 - 6. Alternatives to cutting and patching.
 - 7. Cost proposal, when applicable.
 - 8. Written permission of any separate contractor whose work will be affected.
- C. Submit written notice to Program Manager designating the date and the time the work will be uncovered.

PART 2 – PRODUCTS

2.01 MATERIALS

Comply with specifications and standards for each specific product involved.

PART 3 – EXECUTION

3.01 PREPARATION

- A. Inspect existing conditions of Project, including elements subject to damage or to movement during cutting and patching.
- B. After uncovering work, inspect conditions affecting installation of products, or performance of work.
- C. Report unsatisfactory or questionable conditions to Program Manager in writing. Do not proceed with work until Program Manager has approved further instructions.
- D. Provide adequate temporary support as necessary to assure structural value or integrity of affected portion of work.
- E. Provide devices and methods to protect other portions of Project from damage.
- F. Provide protection from the elements for the portion of the Project potentially exposed by cutting and patch work, and maintain excavations free from water.

3.02 INSTALLATION

- A. Execute cutting and demolition by methods preventing damage to other work, and will provide proper surfaces to receive installation of repair.
- B. Execute excavating and backfilling by methods preventing settlement or damage to other work.
- C. Employ original Installer or Fabricator or perform cutting and patching for:
 - 1. Weather exposed or moisture resistant elements.
 - 2. Sight exposed finished surfaces.

- D. Execute fitting and adjustment of products to provide a finished installation complying with specified products, functions, tolerances, and finishes.
- E. Restore work cut or removed and install new products to provide completed work in accordance with the requirements of the Contract Documents.
- F. Fit work airtight to pipes, sleeves, ducts, conduits, and other penetrations through surfaces.
- G. Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes:
 - 1. For continuous surfaces, refinish to nearest intersection.
 - 2. For an assembly, refinish entire unit.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01056
GPS DATA COLLECTION

PART 1 – GENERAL

1.01 WORK FOR THIS SECTION

- A. The purpose of this work is to establish the position of asset points in the sanitary sewer collection system using the Global Positioning System (GPS); establish the minimum quality of data; and, specify how the data will be delivered. The GPS position will be established for newly identified sanitary sewer system assets and corrected in the event of existing incorrectly mapped assets. GPS position will also be gathered for locations as noted in all other Sections of these Specifications.
- B. GPS capture is required as described below.
 - 1. Horizontal position of all manholes with an accuracy of \pm one (1) meter. This applies to all manholes that are on Right-of-Way and all manholes off Right-of-Way.
 - 2. When GPS capture cannot be achieved on manholes, due to canopy or building interferences, the position will be obtained by conventional survey methods tied to the stated reference system at the mapping grade accuracy listed above.

1.02 SUBMITTALS

- A. The Contractor shall provide to the Program Manager in writing the following information prior to the set deadline, or at the indicated frequency, whichever is applicable.

	<u>Type of Submittal</u>	<u>Time/Frequency of Submittal</u>
1.	Digital Data related to New Assets	Weekly
2.	Digital Data and revisions related to Existing Assets	Weekly

*Other submittals required at frequency as directed by the Program Manager for other assessment activities that include GPS data collection such as Smoke Testing, Dye Testing and additional assessments.

1.03 RELATED SECTIONS

- A. The Work of the following Sections apply to the Work of this Section. Other Sections of the Specifications, not referenced below, shall also apply to the extent required for proper performance of the Work.
 - 1. 01510: Sanitary Sewer Main Television & Sonar Inspection
 - 2. 01530: Manhole Condition Assessment
 - 3. 01555: Acoustic Sewer Inspections
 - 4. 01550: Smoke Testing
 - 5. 01560: Dye Testing
 - 6. 02956: Sanitary Sewer Cleaning

1.04 EXPERIENCED WORKERS

- A. Supervisor of the field crews shall have received proper training in this function and have a minimum of three years' experience in performing such work including safe working practices, etc.
- B. Crew Leaders/Field Supervisors obtaining GPS data shall have received proper training in this function and have a minimum of one year experience in performing such work including safe working practices, etc.
- C. The Contractor shall provide the Program Manager with written documentation indicating all Crew Leaders/Field Supervisors responsible for obtaining GPS data have received the proper training and where required the requisite experience.
- D. The Contractor shall provide a detailed account of satisfactory GPS experience during the last three years. Those references shall include contact, agency, telephone number and address.

1.05 REFERENCE COORDINATE SYSTEM

- A. The horizontal (X&Y) position of points will be referenced to the Georgia State Plane West NAD-83 coordinate system.

1.06 PROVIDED BY Owner/Program Manager

- A. A map of each area of work will be provided by the Program Manager from the Owner's existing GIS map. The map will contain, when available, streets with names, aerial imagery, sewer manholes with asset IDs and sewer lines with existing GIS information available.

1.07 CALIBRATION

- A. Calibration shall be carried out in accordance with the GPS equipment manufacturer's instructions. Additional calibrations may be required during the course of the working day for large fluctuations of temperature and/or humidity, also in accordance with the manufacturer's instructions and tolerances.

1.08 INTERFERENCE

- A. Contractor must obtain a GPS position of sanitary point structures regardless of the overhead conditions or other nearby obstructions interfering with satellite signals, at no additional cost. Coverage conditions will not allow all positions to be obtained by setting directly over the point to be obtained. Contractor may use rangefinders or conventional surveying methods to obtain the position of the point.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.01 General

- A. The Contractor shall furnish all labor, tools, materials, software and equipment necessary for capturing the position of all points specified.

3.02 Preparation

- A. Mission Planning: Contractor shall plan the collection of GPS data, using the appropriate software, to optimize the accuracy and speed of data collection while minimizing the impact and interference on traffic and other activities.

3.03 DATA

- A. The inventory database deliverable(s) for newly discovered assets or existing mapped assets with incorrect existing position shall be submitted as an ESRI shape file or geodatabase with each feature type represented in a different feature class (manholes, mains, etc.). Each attribute for manholes and mains are to be populated as provided in the attribute templates provided below. The data must be in the correct datum capable to be integrated into County’s ESRI ArcGIS system which is the County’s standard GIS software.
- B. Manholes Attributes Template

ID	Northing	Easting	Depth	Size	Material

- C. Asset IDs for manholes are to be provided by DWM via the guidance in this Specification Section. Asset IDs for newly identified assets found by the Contractor not in the existing mapped system inventory will be coordinated with the Owner and Program Manager and assigned and populated within the digital GIS deliverable. Northing and easting coordinates shall be populated in system as notated in these Specifications. Manhole depth shall be measured to the nearest 0.1 ft. Manhole depth is to include extent from rim elevation directly above the outflow invert to bottom of outflow invert elevation. Size of manhole is the manhole diameter measured in inches. Manhole wall material (along with any apparent coating) shall be populated with numerical coding described as follows;

Text Code	Description
1	None
2	Precast
3	Brick
4	Block
5	Poured
6	Brick and Concrete
7	VCP
8	PVC
9	Stone and Mortar

- D. Also, any asset ID information as indicated in the field shall be recorded.

E. Sewer Mains Attributes Template

US_Manhole_ID	DS_Manhole_ID	US_MH_Depth	DS_MH_Depth	Diameter	Material

- F. Asset IDs for assets are to be provided by DWM via the guidance in this Specification Section. Asset IDs for newly identified assets found by the Contractor not in the existing mapped system inventory will be coordinated with the Owner and Program Manager and assigned and populated within the digital GIS deliverable. Upstream and downstream manhole depths (US MH Depth & DS MH Depth) shall be measured to the nearest 0.1 ft. and include the extent from rim elevation directly above the outflow invert to the outflow invert elevation. Main diameters shall be measured in inches and rounded to the nearest inch. Main material shall be populated with text coding described as follows;

Text Code	Description
VCP	Vitrified Clay Pipe
Truss	Truss
PVC	Polyvinyl Chloride Pipe
Concrete	Concrete Pipe
RCP	Reinforced Concrete Pipe
DIP	Ductile Iron Pipe
CIP	Cast Iron Pipe
CMP	Corrugated Metal Pipe
Tile	Tile
Brick	Brick

- G. For assets with only incorrect coordinate location information but already located within the mapped inventory, only the corrected coordinates will be provided. Necessary data will be logged so that uncorrected positions can be post-processed and coordinated with DWM GIS division, at the discretion of the Owner and Program Manager, to obtain more accurate positions.
- H. For other assessment activities, including Smoke Testing, Dye Testing, Acoustic Inspection, and any other activity described in these Specifications, coordinates will be gathered per the instruction procedures of each respective assessment Specification Section. The GPS data collection for these activities as well as others should adhere to the coordinate system, accuracy level, and all additional procedures outlined in this Specification Section.

3.04 DELIVERABLES

- A. Map corrections to the printed map will be illustrated on the printed map with red markings and delivered at the completion of each week. Supplemental sketches will be provided, as necessary, to clearly depict the actual site conditions.

- B. Coordinate and attribute data will be provided in GIS digital format on a weekly basis as described in these Specifications or as directed by the Program Manager.

END OF SECTION

SECTION 01060
REGULATORY REQUIREMENTS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Contractors general responsibilities for adhering to all county, state, and federal regulatory divisions rules, regulations, and laws even when plans do not indicate required permitting actions required for the project.
- B. Permits and Responsibilities: The Contractor shall, without additional expense to the Owner, comply with any applicable federal, state, County and municipal laws, codes and regulations, in connection with the execution of the Work.
- C. The Contractor shall take proper safety and health precautions to protect the Work, the workers, the public and the property of others.
- D. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the Work, except for any completed unit of work thereof which may heretofore have been accepted.
- E. Business Licenses: The Contractor shall provide the Owner, on the proper form, proof of being licensed to do business within DeKalb County; proof of proper business licenses shall also be provided by the Contractor for any and all subcontractors coming under the jurisdiction of this Contract.

1.02 ROADWAY PERMITTING

- A. The Contractor is responsible for obtaining road opening permits from the DeKalb County Department of Public Works Transportation Division at (770)492-5222, including providing any required restoration bonds.
- B. The Contractor is responsible for obtaining all road opening permits required by the GDOT. The Contractor is not permitted to make any type of cuts on roadways requiring a permit from the GDOT until such time as the permit is provided and prominently displayed on-site.
 - 1. All documents necessary for said application must be provided by the Contractor to the Owner and Program Manager.
- C. Traffic control shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.

1.03 EPD stream buffer Permits Activities

- A. Buffers on state waters are valuable in protecting and conserving land and water resources, therefore buffers should be protected. The buffer variance process will apply to all projects legally eligible for variances and to all state waters having vegetation wrested from the channel by normal stream flow, provided adequate erosion control measures are incorporated in the project plans and specifications and are implemented. The following activities do not require application to or approval from the Division:

1. stream crossings for water lines or stream crossing for sewer lines occurring at an angle, as measured from the point of crossing, within 25 degrees of perpendicular to the stream and cause a width of disturbance of not more than 50 feet within the buffer; or
2. where drainage structures must be constructed within the twenty-five (25) foot buffer area of any state water not classified as a trout stream; or
3. where roadway drainage structures must be constructed within the twenty-five (25) foot buffer area of any state waters or the fifty (50) foot buffer of any trout stream; or
4. construction of public water system reservoirs

1.04 ACOE Permits for MISCELLANEOUS Activities

- A. Section 404 of the Clean Water Act requires all dredge and fill activities affecting the Nation's waters, including wetlands and other special aquatic sites to be permitted by a Nationwide Permit (NWP), Regional Permit, or Individual Permit, unless otherwise exempted.
- B. All Department of Army Corps of Engineers (ACOE) Permits shall be obtained by the Owner. The Contractor shall be responsible for complying with all required permits and shall perform restoration activities where temporary dewatering of areas is required.
- C. The ACOE has the authority to review project work within the Nation's water and to issue individual permits or approve the use of Nationwide and Regional Permits. The Environmental Protection Agency (EPA), Georgia Environmental Protection Division (EPD) and other natural resource agencies provide a key role in the review and establishing conditions of the permits.
- D. Work in jurisdictional waters, jurisdictional wetlands and bank stabilization activities shall not commence until all permits have been issued.
- E. Some NWPs require project proponents to notify Corps district engineers prior to commencing NWP activities. These notifications are called pre-construction notifications (PCNs), and they provide district engineers with opportunities to confirm whether or not the proposed activities qualify for NWP authorization. For most NWPs, the district engineer has to respond to a notification within 45 days of receipt of a complete PCN (see General Condition 31). If, after reviewing the PCN, the district engineer determines the proposed activity qualifies for NWP authorization, the district engineer issues an NWP verification letter to the project proponent. The NWP verification may contain special conditions ensuring the NWP activity results in minimal individual and cumulative effects on the aquatic environment and the Corps public interest review factors.

1.05 Quality Assurance

- A. Contractor shall perform all work under this Section in accordance with all pertinent Rules and regulations including, but not necessarily limited to, those stated herein and these Specifications, the more stringent provisions shall govern.
- B. The Contractor shall allow access to ACOE, EPA and other enforcing personnel should they wish to visit the work sites. This includes assisting with transportation as may be required along easements, if necessary.

PART 2 – PRODUCTS

2.01 Materials

- A. Materials required to comply with these regulations shall include bank stabilization materials, materials for construction of temporary roads or crossings, sandbags and rebar for reconstruction of beaver dams, mats for temporary road access.
- B. Mats consist of wooden, rubber or metal structures capable of distributing the weight of heavy equipment to prevent soil displacement in wetland conditions.

PART 3 – EXECUTION

3.01 GENERAL

Provide all materials and promptly take actions necessary to achieve effective compliance with regulations in accordance with Section 404 of the Clean Water Act, the enforcing agency (ACOE) and these Specifications.

3.02 EPD STREAM BUFFER PERMIT CONDITIONS

Variance applications will be reviewed by the Director only where the applicant provides reasonable evidence that impacts to the buffer have been avoided or minimized to the fullest extent practicable and only in the following cases:

- A. The project involves the construction or repair of a structure which, by its nature, must be located within the buffer. Such structures include dams, public water supply intake structures, detention/retention ponds, waste water discharges, docks including access ways, boat launches including access ways, and stabilization of areas of public access to water; or
- B. The project will result in the restoration or enhancement to improve water quality and/or aquatic habitat quality; or
- C. Buffer intrusion is necessary to provide reasonable access to a property or properties; or
- D. The intrusion is for gravity-flow sewer lines that cannot reasonably be placed outside the buffer, and stream crossings and vegetative disturbance are minimized; or
- E. Crossing for utility lines, including but not limited to gas, liquid, power, telephone, and other pipelines, provided the number of crossings and the amount of vegetative disturbance are minimized; or
- F. Recreational foot trails and viewing areas, providing impacts to the buffer are minimal; or
- G. The project involves construction of one (1) single family home for residential use by the owner of the subject property and, at the time of adoption of this rule, there is no opportunity to develop the home under any reasonable design configuration unless a buffer variance is granted. Variances will be considered for such single family homes only if construction is initiated or local government approval is obtained prior to the effective date of this rule; or
- H. For non-trout waters, the proposed land disturbing activity within the buffer will require a permit from the United States Army Corps of Engineers under Section 404 of the federal Water Pollution

Control Act Amendment of 1972, 33 U.S.C. Section 1344, and the Corps of Engineers has approved a mitigation plan to be implemented as a condition of such a permit; or

- I. For non-trout waters, a plan is provided for buffer intrusion showing, even with the proposed land disturbing activity within the buffer, the completed project will result in maintained or improved water quality downstream of the project; or
- J. For non-trout waters, the project with a proposed land disturbing activity within the buffer is located in, or upstream and within ten linear miles of, a stream segment, or,
- K. listed as impaired under Section 303(d) of the federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. Section 1313(d) and a plan is provided showing the completed project will result in maintained or improved water quality in such listed stream segment and the project has no adverse impact relative to the pollutants of concern in such stream segment; or
- L. For non-trout waters, the proposed land disturbing activity within the buffer is not eligible for a permit from the United States Army Corps of Engineers under Section 404 of the federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. Section 1344, includes required mitigation in accordance with current EPD "Stream Buffer Variance Mitigation Guidance" document, and involves:
 - 1. piping, filling, or re-routing of non-jurisdictional Waters of the U.S.; or
 - 2. stream buffer impacts due to new infrastructure projects adjacent to state waters (jurisdictional and non-jurisdictional Waters of the U.S.). This criterion shall not apply to maintenance and/or modification to existing infrastructure, which are covered under 391-3-7.05(2)(a).
 - 3. If the buffer impact will be temporary, the buffer variance request shall include the following information at a minimum:
 - a. A site map including locations of all state waters, wetlands, floodplain boundaries and other natural features, as determined by field survey.
 - b. A description of the shape, size, topography, slope, soils, vegetation and other physical characteristics of the property.
 - c. A dated and numbered detailed site plan showing the locations of all structures, impervious surfaces, and the boundaries of the area of soil disturbance, both inside and outside of the buffer. The exact area of the buffer to be impacted shall be accurately and clearly indicated.
 - d. A description of the project, with details of the buffer disturbance, including estimated length of time for the disturbance and justification for why the disturbance is necessary.
 - e. A calculation of the total area and length of buffer disturbance.
 - f. A letter from the issuing authority (if other than the Division and as applicable) stating it is aware of the project.
 - g. An erosion, sedimentation and pollution control plan, where applicable.
 - h. Proposed mitigation, if any, for the buffer disturbance and a restoration and re-vegetation plan, if applicable.
 - i. Any other reasonable information related to the project the Division may deem necessary to effectively evaluate the variance request. Division shall determine if this information is needed within 20 business days of receipt.

- j. Application shall be on forms provided by the Division.
4. If the buffer impact will be permanent, the buffer variance request shall include all of the information in Sections (3)(a) thru (j) above, with the exception of (3)(h). A buffer variance request with permanent impact shall also include the following additional information:
- a. For non-trout waters, a copy of the permit application, supporting documentation, and proposed mitigation plan, if applicable, as submitted to the United States Army Corps of Engineers under Section 404 of the federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. Section 1344, if applicable.
 - b. A buffer mitigation plan addressing impacts to critical buffer functions, including water quality, floodplain, watershed and ecological functions based on an evaluation of existing buffer conditions and predicted post construction buffer conditions pursuant to Section (7)(c) herein.
 - c. A plan for stormwater control once site stabilization is achieved, where applicable.
 - d. For variance requests made under Sections (2)(i) and (2)(j), the application shall include the following water quality information:
 - i. For variance requests under Section (2)(i), the application must include documentation that post-development conditions of the project will meet the four primary (water quality, downstream channel protection, overbank flood protection, and extreme flood protection) performance requirements in the Georgia Stormwater Management Manual or the equivalent.
 - ii. If the proposed variance is in, or within 10 linear miles of and upstream of, a stream segment listed as impaired under Section 303(d) of the federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. Section 1313(d), the application must include predicted pollutant loading under pre- and post-development conditions as estimated by models accepted by the Division. In addition, the applicant must document how the proposed project is in compliance with the TMDL implementation plan, if available, as required in Subsection 391-3-7-.05(5)(i).
5. Upon receipt of a completed application in accordance with Sections 391-3-7-.05(3) or 391-3-7-.05(4), the Division shall consider the completed application and the following factors in determining whether to issue a variance:
- a. The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property; and
 - b. The locations of all state waters on the property as determined from field inspection; and
 - c. The location and extent of buffer intrusion; and
 - d. Whether reasonable alternative project designs, such as the use of retaining walls, are possible which do not require buffer intrusion or which require less buffer intrusion; and
 - e. Where the buffer impact is temporary, the buffer restoration plan is low or no maintenance, and the plan provides net gain in buffer value/function (i.e.

- water quality, floodplain, watershed, ecological perspectives), the application will be approved unless the Director declines the application based on the exceptional existing buffer value/function; and
- f. Whether issuance of the variance is at least as protective of natural resources and the environment, and including wildlife habitat; and
 - g. The current condition of the existing buffer, to be determined by:
 - i. The extent the existing buffer vegetation is disturbed;
 - ii. The hydrologic function of the buffer;
 - iii. Stream characteristics such as bank vegetative cover, bank stability, prior channel alteration, or sediment deposition; and
 - h. The extent the encroachment into the buffer may reasonably impair buffer functions.
 - i. The value of mitigation activities conducted pursuant to this rule, particularly Subsections 391-3-7-.05(7)(c) and 391-3-7-.05(7)(d) herein, and shall take regional differences into consideration on-site or downstream, to be determined by development techniques or other measures contributing to the maintenance or improvement of water quality, including the use of low impact designs and integrated best management practices, and reduction in effective impervious surface area; and
6. The long-term water quality impacts of the proposed variance, as well as the construction impacts. For applications made under Subsections 391-3-7.05(2)(i) or 391-3-7.05(2)(j), the following criteria, reflecting regional differences in the state, shall be used by the Director to assist in determining whether the project seeking a variance will, when completed and with approved mitigation, result in maintained or improved water quality downstream of the project and minimal net impact to the buffer:
- a. Division will assume the existing water quality conditions are commensurate with an undeveloped forested watershed unless the applicant provides documentation to the contrary. If the applicant chooses to provide baseline documentation, site and/or stream reach specific water quality, habitat, and/or biological data would be needed to document existing conditions. If additional data are needed to document existing conditions, the applicant may need to submit a monitoring plan and have it approved by the Division prior to collecting any monitoring data. Existing local data may be used, if available and of acceptable quality to the Division.
 - b. The results of the predicted pollutant loading under pre- and post-development conditions as estimated by models accepted by the Division indicate existing water quality conditions will be maintained or improved.
 - c. Projects for which a land disturbing activity is proposed within the buffer of a 303(d) listed stream, or upstream and within 10 linear miles of a 303(d) listed stream, the results of the model demonstrate the project has no adverse impact relative to the pollutants of concern in such stream segment.
7. Within 60 days of receipt of a complete buffer variance application, the Division will either provide written comments to the applicant or propose to issue a variance. When the Division proposes to issue a variance, it will send out a public advisory to

all citizens and groups who request to receive the advisories. The applicant will then publish a notice in the legal organ of the local jurisdiction. The public advisory and public notice shall describe the proposed buffer modification, the location of the variance, where the public can go to review site plans, and where comments should be sent. The public shall have 30 days from the date of publication of the notice in the legal organ to comment on a variance proposal.

8. In all cases in which a buffer variance is issued, the following conditions shall apply:
 - a. The variance shall be the minimum reduction in buffer width necessary to provide relief. Streams shall not be piped if a buffer width reduction is sufficient to provide relief.
 - b. Disturbance of existing buffer vegetation shall be minimized.
 - c. Required mitigation shall offset the buffer encroachment and any loss of buffer functions. Where lost functions cannot be replaced, mitigation shall provide other buffer functions that are beneficial. Buffer functions include, but are not limited to:
 - i. temperature control (shading);
 - ii. stream bank stabilization;
 - iii. trapping of sediments, if any;
 - iv. removal of nutrients, heavy metals, pesticides and other pollutants;
 - v. aquatic habitat and food chain;
 - vi. terrestrial habitat, food chain and migration corridor; and
 - vii. buffering of flood flows.
 - d. Mitigation should be on-site when possible. Depending on site conditions, acceptable forms of mitigation may include but are not limited to:
 - i. Restoration of the buffer to a naturally vegetated state;
 - ii. Bioengineering of channels to reduce bank erosion and improve habitat;
 - iii. Creation or restoration of wetlands;
 - iv. Stormwater management to better maintain the pre-development flow regime (with consideration given to downstream effects) that exceeds the requirements of applicable ordinances at the time of application;
 - v. Reduction in pollution sources, such as on-site water quality treatment or improving the level of treatment of septic systems;
 - vi. Other forms of mitigation that protects or improves water quality and/or aquatic wildlife habitat;
 - vii. An increase in buffer width elsewhere on the property;
 - viii. Mitigation required under a Clean Water Act Section 404 or Nationwide permit issued by the U.S. Army Corps of Engineers;
 - ix. Those described in the most recent publication of the Georgia Stormwater Management Manual.
 - e. Forms of mitigation which are *not* acceptable include:

- i. Activities already required by the Georgia Erosion and Sedimentation Act, such as the minimal use of best management practices;
 - ii. Activities, already required by other federal, state and local laws, except as described in 391-3-7.05(7)(d) above. Corps of Engineers mitigation is acceptable.
 - f. The Division will not place a condition on a variance requiring a landowner to deed property or the development rights of property to the state or to any other entity. The landowner may voluntarily preserve property or the development rights of property as a mitigation option with the agreement of the Division.
- 9. If a variance issued by the Director is acceptable to the issuing authority, the variance shall be included as a condition of permitting and therefore, becomes a part of the permit for the proposed land disturbing activity project. If a stream buffer variance is not acceptable to the issuing authority, the issuing authority may issue a land disturbing permit without allowing encroachment into the buffer.
- 10. A general variance is provided for piping of trout streams with an average annual flow of 25 gpm or less.
- 11. To obtain this general variance in Section 391-3-7.05(9) for encroaching on the buffer of a trout stream, the applicant must submit information to the issuing authority or EPD if there is no issuing authority demonstrating that the average annual flow in the stream is 25 gpm or less. There are two acceptable methods for making this determination.
 - a. The USGS unit area runoff map may be used to determine the threshold acreage producing an average annual flow of 25 gpm or less.
 - b. The applicant may submit a hydrologic analysis certified by a Registered Professional Engineer or Geologist presenting information sufficient to estimate the average annual flow of each stream to be piped is 25 gpm or less with a high level of certainty.
- 12. Any stream piping performed in accordance with this general variance in Section 391-3-7.05(9) shall be subject to the following terms:
 - a. The total length of stream piped in any one property shall not exceed 200 feet.
 - b. Any project involving more than 200 ft. of piping will require an individual variance for the entire project. The general variance may not be applied to a portion of a project; e.g., it is not permissible to pipe 200 ft. of a stream under the general variance and seek an individual variance for an additional length of pipe.
 - c. The downstream end of the pipe shall terminate at least 25 ft. before the property boundary.
 - d. The applicant for a Land Disturbing Activity Permit shall notify the appropriate issuing authority of the precise location and extent of all streams piping as part of the land disturbing activity permit application. The issuing authority (if other than the Division) shall compile this information and convey it to the Division annually.
 - e. Where piping of a stream increases the velocity of stream flow at the downstream end of the pipe, appropriate controls shall be employed to

reduce flow velocity to the predevelopment level. Plans for such controls must be submitted as part of the land disturbing activity permit.

3.03 ACOE Permit Conditions

- A. General: NWP including, but not limited to, 3, 13, 14, and 33 apply to activities anticipated on this project. Each permit contains specific criteria that must be satisfied to be in compliance with the permit. In addition, 15 general permit conditions cover all Nationwide Permits. Both specific criteria and general permit conditions are applicable to this project.
- B. NWP 3 (Maintenance)
 - 1. Application: For all serviceable structures of fill requiring rehabilitation and/or replacement, including raising manholes.
 - 2. Permit Conditions: Use best management practices such as construction mats, proper erosion and sedimentation control and high-flotation tires on heavy equipment.
- C. NWP 13 (Bank Stabilization)
 - 1. Application: For all rehabilitation/replacement activities along stream banks and other areas.
 - 2. Permit Conditions:
 - a. No material is placed in excess of the minimum needed for erosion protection.
 - b. The bank stabilization activity is less than 500 feet in length without approval by the ACOE.
 - c. The activity will not exceed an average of 1 cubic yard per running foot placed along the bank below the plane of the ordinary high water mark or the high tide line.
 - d. No material is placed in any special aquatic site, including wetlands.
 - e. No material is of the type, or is placed in any location, or in any manner, so as to impair surface water flow into or out of any wetland area.
 - f. No material is placed in a manner to be eroded by normal or expected high flows.
- D. NWP 14 (Road Crossings)
 - 1. Application: For all rehabilitation/replacement activities requiring road crossings of wetlands and streams.
 - 2. Permit Conditions
 - a. The width of fill is limited to the minimum necessary for the actual crossing.
 - b. The crossing is culverted, bridged, or otherwise designed to prevent the restriction of, and to withstand, expected high flows, and to prevent the restriction of low flows and the movement of aquatic organisms. The width of the fill is limited to the minimum necessary for the actual crossing.
 - c. The fill placed in the waters of the United States is limited to a filled area of no more than 1/3 acre. Furthermore, no more than a total of 200 linear feet of the fill for the roadway can occur in special aquatic sites, including wetlands.

- d. The crossing, including all attendance features, both temporary and permanent, is part of a single and complete project for crossing a water of the United States.
- E. NWP 33 (Temporary Construction, Access and Dewatering)
- 1. Application: For temporary dewatering and access road construction activities.
 - 2. Permit Conditions
 - a. Temporary fill must be entirely removed to upland areas, or dredged material returned to its original location, following completion of the construction activity, and the affected areas must be returned to pre-construction conditions.
 - b. Cofferdams or other structures cannot be used to dewater wetlands or other aquatic sites so as to change their use.
 - c. The permittee has notified the ACOE District Engineer prior to use of this permit. The notification must include a restoration plan.

3.04 Restoration

- A. All wetland areas, streams, creeks and other areas containing bodies of water shall be restored as specified below:
- 1. Beaver Dam Removal and Replacement: The approved permitted activity may include breaching of a beaver dam at locations provided in the permit application. The location of the prescribed breach must not be changed without prior coordination with the Construction Manager or appointed liaison. Explosives are prohibited for beaver dam removal. If beaver dams are required to be breached, all beaver dams removed shall be restored as specified herein.
 - a. Restoration shall be done with sandbags filled $\frac{3}{4}$ full with materials from the site; preferably sandy soils.
 - b. Sandbags shall be placed in a staggered fashion to prevent a common seam from developing.
 - c. Number 4 steel reinforcement bar shall be used to fortify sandbag dams.
 - d. Reinforcement bar shall be driven a minimum of 2 feet below substrate and spaced per construction detail.
 - e. Bottom row of sandbags shall be embedded a minimum of 6 inches below ground surface, or until resting on compacted substrate, whichever is deeper.
 - f. Top elevation of sandbags should be determined by surveying the water elevation prior to removal of the dam.
 - g. All excavation and fill activities should be conducted by non-mechanical means. Bobcat-type tractors may be used to transfer construction supplies.
 - h. Dam shall be designed to allow flow over its middle section with the downstream channel lined with a row of sandbags.
 - i. Quality Assurance: After construction, the restored dam will be inspected by the Program Manager or an appointed liaison to ensuring the proper restoration techniques were employed. Afterwards, the beaver dam will be monitored for one growing season to ensure success. The Contractor will be responsible for reconstruction of any failed dam.

2. Temporary Access Roads and Crossings
 - a. Must comply with any applicable permits.
 - b. Temporary construction roads may be constructed by earthen fill or crushed rock, or a combination of the two, for wetland or stream crossings.
 - c. Temporary construction roads for stream crossings must be constructed with materials able to withstand expected high flows.
 - d. Prior to placing fill within a wetland or stream, filter fabric should be placed beneath the fill area. The fabric will facilitate removal of the temporary fill materials.
 - e. All materials placed in a wetland or stream must be removed to an upland area following construction.
 - f. If culverts are required for a crossing, they must be designed to withstand and to prevent the restriction of expected high flows, and also to prevent the restriction of low flows and movement of aquatic organisms. Culverts must be removed and stream banks stabilized following the construction.
- B. Existing stream banks and buffers surrounding bodies of water must be restored to at least existing conditions status with the exception of cleared easements and access for sanitary sewer asset inspection, operation and maintenance.

END OF SECTION

SECTION 01070
ABBREVIATIONS AND SYMBOLS

PART 1 – GENERAL

1.01 SECTION INCLUDES

This section includes a list of applicable abbreviations for technical societies, organizations, and bodies relevant to the work. Whenever reference is made to the furnishing of materials or testing thereof to conform to the standards of any technical society, organization, or body, it shall be construed to mean the latest standard, code, specification or tentative specification adopted and published at the time of advertisement for Bids. Such standards are made a part hereof to the extent which is indicated or intended.

1.02 DEFINITIONS AND ABBREVIATIONS

AA	Aluminum Association
AAMA	Architectural Aluminum Manufacturer's Association
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
ACOE	Army Corps of Engineers
ACPA	American Concrete Pipe Association
AEIC	Association of Edison Illuminating Companies
AFBMA	Anti-Friction Bearing Manufacturers Association
AGA	American Gas Association
AGMA	American Gear Manufacturers Association
AI	Asphalt Institute
AIA	American Institute of Architects
AIEE	American Institute of Electrical Engineers
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
AMCA	Air Moving and Conditioning Association
ANSI	American National Standards Institute

APA	American Plywood Association
APHA	American Public Health Association
API	American Petroleum Institute
APWA	American Public Works Association
ARC	Appalachian Regional Commission
AREA	American Railway Engineering Association
ASA	American Standards Association
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigeration, and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWPA	American Wood Preservers Association
AWS	American Welding Society
AWWA	American Water Works Association
CCTV	Closed Circuit Television
CD	Consent Decree
CFR	Code of Federal Regulations
CIPP	Cured-In Place Pipe
CMAA	Crane Manufacturers Association of America
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
CTI	Cooling Tower Institute
DEMA	Diesel Engine Manufacturers Association
DIP	Ductile Iron Pipe
DT	Dye Testing
DVD	Digital Video Disc

DWM	DeKalb County Department of Watershed Management
EDA	Economic Development Administration
EIA	Electronic Industries Association
EIA	Electronic Industries Association
EPA	Environmental Protection Agency
EPD	Georgia Environmental Protection Division
FCC	Federal Communications Commission
FmHA	Farmers Home Administration
FS	Federal Specifications
GDOT	Georgia Department of Transportation
GIS	Geographic Information System
GPM	Gallons per Minute
GPS	Global Positioning System
HEI	Heat Exchange Institute
I/I	Infiltration and Inflow
IEEE	Institute of Electronic and Electrical Engineers
IES	Illuminating Engineering Society
IPC	Institute of Printed Circuits
IPCEA	Insulated Power Cable Engineers Association
ISA	Instrument Society of America
LACP	Lateral Assessment and Certification Program
MACP	Manhole Assessment and Certification Program
MBMA	Metal Building Manufacturers Association
MMA	Monorail Manufacturers Association
MSS	Manufacturers Standardization Society of the Valve and Fitting Industry
MUTCD	Manual for Uniform Traffic Control Devices

NAAMM	National Association of Architectural Metal Manufacturers
NACE	National Association of Corrosion Engineers
NASSCO	National Association of Sewer Service Companies
NBFU	National Board of Fire Underwriters
NBS	National Bureau of Standards
NCPI	National Clay Pipe Institute
NEC	National Electric Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NRMA	National Ready-Mix Association
NTP	Notice to Proceed
NWP	Army Corps of Engineers Nationwide Permit
OSARP	Ongoing Sewer Assessment and Rehabilitation Program
OSHA	Occupational Safety and Health Administration
PACP	Pipeline Assessment & Certification Program
PASARP	Priority Areas Sewer Assessment and Rehabilitation Program
PCA	Portland Cement Association
PCI	Prestressed Concrete Institute
PCN	Army Corps of Engineers Preconstruction Notification
PPE	Personal Protective Equipment
PVC	Polyvinyl Chloride Pipe
QA/QC	Quality Assurance / Quality Control
RFI	Request for Information
SBC	Southern Building Code
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SSO	Sanitary Sewer Overflow

SSPC	Steel Structures Painting Council
ST	Smoke Testing
TAI	The Asphalt Institute
TCA	Tile Council of America
TEMA	Tubular Exchangers Manufacturers Association
TISCIT	Totally Integrated Sonar and CCTV Inspection Technique
UBC	Uniform Building Code
UL	Underwriters Laboratories
USDC	United States Department of Commerce
WCTS	Wastewater Collection and Transmission System
WPCF	Water Pollution Control Federation

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01200
PROJECT MEETINGS

PART 1 – GENERAL

1.01 SECTION INCLUDES

This section includes general requirements for project-related meetings with the Owner and Program Manager required throughout the project life cycle including, but not limited to: pre-assessment meetings, progress meetings, pre-installation meetings, and inspection tours.

1.02 RELATED SECTIONS

- A. Section 01010: Summary of Work
- B. Section 01300: Submittals

1.03 RESPONSIBILITY

- A. The Program Manager will determine the agenda for and chair the meetings described below; and also shall prescribe the format for the documentation of the meetings to be produced by the Contractor.
- B. Periodic progress meetings and specially called progress meetings throughout the progress of the Work shall be held at times to be determined by the Program Manager, but at least on a monthly basis.
- C. The Contractor shall have the following specific responsibilities:
 - 1. Distribute agenda for meetings
 - 2. Distribute written notice of each meeting a minimum of seven days in advance of meeting date to all parties involved
 - 3. Make physical arrangements for meetings
 - 4. Record minutes, in the format to be provided by the Program Manager, to include significant proceedings, decisions and action items
 - 5. Provide and record a sign-in sheet for all attendees
 - 6. Reproduce and submit word-processed minutes, within two working days after each meeting, to the Program Manager for approval before further distribution. After approval, distribute copies as follows:
 - a. to all participants in the meeting
 - b. to all parties affected by decisions made at meeting
 - c. to all other parties as may be designated by the Owner or Program Manager
- D. Representatives of contractors, subcontractors and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.
- E. The Owner shall attend progress meetings to ascertain the work is expedited consistent with the Contract Documents and the project schedules.

1.04 START-UP MEETING

- A. The Program Manager will schedule this meeting within 5 days of the issuance of the Notice to Proceed.
- B. The location of the meeting will be designated by the Program Manager.
- C. The following parties shall attend the meeting:
 - 1. Owner
 - 2. Program Manager
 - 3. Contractor's Superintendent and/or Representative
 - 4. Subcontractors as appropriate to the agenda
 - 5. Other agency representatives (EPD, EPA, DWM, etc.) as appropriate to the agenda
 - 6. Representatives of suppliers and manufacturers as appropriate to the agenda
 - 7. Others as requested by the Owner or Contractor
- D. Suggested Agenda:
 - 1. Distribution and discussion of:
 - 2. List of major subcontractors and suppliers.
 - 3. Projected Project Schedules.
 - 4. Critical work sequencing.
 - 5. Major equipment deliveries and priorities.
 - 6. Project Coordination.
 - 7. Designation of responsible personnel.
 - 8. Procedures and processing of:
 - 9. Field decisions.
 - 10. Proposal requests.
 - 11. Submittals.
 - 12. Change Orders.
 - 13. Applications for Payment.
 - 14. Adequacy of distribution of Contract Documents.
 - 15. Procedures for maintaining Record Documents.
 - 16. Temporary utilities.
 - 17. Safety and first aid procedures.
 - 18. Security procedures.

1.05 ASSESSMENT PROGRESS MEETINGS

- A. **Scheduling:** Meetings shall be conducted at least every other week throughout the assessment phase or at other intervals directed by the Program Manager. Meeting frequency may be reduced at the request of the Program Manager.
- B. **Location of the meetings:** Capital Improvement Program (CIP) office or other location designated by the Program Manager.

C. **Attendance:**

1. Owner/User group representative(s), as appropriate
2. Program Manager's representative (at its option)
3. Resident Project Representative
4. Contractor's Project Manager, Superintendent, and other representative(s) as appropriate
5. Subcontractors and suppliers as appropriate to the agenda
6. Others as appropriate

D. **Suggested minimum agenda:**

1. Review and approval of minutes of previous meeting
2. Actual vs. scheduled progress since previous meeting
3. Planned activities for the next two weeks
4. Problems with and revisions to schedule
5. Corrective measures and procedures to regain projected schedule
6. Contract and/or Record Document clarifications
7. Field observations, problems, and conflicts
8. Quality control
9. Actual and potential changes and their impacts
10. Review proposed changes for:
 - a. Effect on Schedule and on completion date.
 - b. Effect on other components of the Project.
11. Safety issues

1.06 INSPECTION TOURS

- A. Formal inspection tours shall be made of the job progress for the Owner and any other officials as the occasion warrants and as scheduled by the Program Manager.
- B. If requested by the Program Manager, the Contractor shall be prepared to show and explain work completed and in progress throughout the Project to the inspection parties.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01300

SUBMITTALS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Provisions in this Section are mandatory procedures for preparing and submitting equipment data sheets, assessment reports, procedures, schedules, certifications or any other submittals to be prepared and submitted as required of the Contract Documents.
- B. Submissions shall be in orderly sequence and timed to cause no delay in the Work.
- C. Delays occasioned by requirement of submissions of any required submittal data not in accordance with Contract Documents are Contractor's responsibility, and will not be considered valid justification for extension of Contract Time.
- D. Commence no portion of work requiring submittals until submittal has been acted upon by the Program Manager.
- E. Project delays or delays in the purchasing of materials or equipment occasioned by the requirement for resubmission of submittal data initially rejected by the Program Manager and/or the Owner, or are not originally in accordance with the Contract Documents upon review by the Program Manager and/or Owner, are the Contractor's sole responsibility and will not be considered valid justification for time extensions.
- F. No portion of the Work requiring the review of submittal data shall be commenced until each such submittal has been reviewed by the Program Manager and/or Owner, and the action required on the returned submittal does not require a correction and resubmittal (i.e., "Reviewed" or "Revise and Resubmit," or similar notation); and further, each installer shall have possession of such final reviewed submittal prior to commencing its portion of the Work.
- G. At the time of submission the Contractor shall clearly delineate any deviations in the submittals from the requirements of the Contract Documents so, if the deviations are deemed acceptable, suitable action may be taken for proper adjustment. Otherwise, the Contractor will not be relieved of the responsibility for executing the work in accordance with the Control Documents.
- H. Submittals shall clearly indicate the applicable details of information being proposed. Generalized product information not clearly defining specific equipment or materials to be provided will be rejected.
- I. Certificates of compliance shall be provided, as required or requested by the County's Program Manager, for any items utilized in the work.

1.02 RELATED SECTIONS

- A. SECTION 01015 – CONTROL OF WORK

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.01 SUBMITTAL REQUIREMENTS

- A. Within 2 weeks of receiving the Notice-To-Proceed, the Contractor shall submit to the Owner, data relating to materials and equipment he or she proposes to furnish for the work. Such data shall be in sufficient detail to enable the Owner to identify the particular project and to form an opinion as to its conformity to the Specifications.
- B. Provide six (6) copies of submittals to the Program Manager.
- C. Submittals shall be digitally submitted in PDF format in color with all pages legible when reprinted on 8.5" x 11" paper.
- D. Each submission must be accompanied by a consecutively numbered letter of transmittal, listing the contents of the submission and identifying each item by reference to Specification Section or Drawing number. The Submittal shall contain a Submittal Identification Number.
- E. Submittals shall contain:
 - 1. The date of submission and the dates of any previous submissions.
 - 2. The Project title and the Owner's Project Number.
 - 3. Contract identification.
 - 4. Identification of the submittal/product, with the Specification Section number.
 - 5. Field dimensions, clearly identified as such.
 - 6. Relation to adjacent or critical features of the work or materials.
 - 7. Applicable standards, such as ASTM or Federal Specification numbers.
 - 8. Identification of deviations from Contract Documents.
 - 9. Identification of revisions on re-submittals.
 - 10. An 8 inch by 3 inch blank space for Contractor and Program Manager stamp.
 - 11. Contractor's stamp shall be initialed or signed, certifying approval of the submittal and to the coordination of the information within the submittal with the requirements of the work and of Contract Documents.
- F. Other special requirements may be listed in the Technical Specifications and/or given to the Contractor by the Program Manager.

3.02 CONTRACTOR'S REVIEW

- A. Review all submittals before forwarding to the Program Manager and stamp to indicate conformance with requirements of the Contract Documents.
- B. Determine and verify field measurements and construction, materials, catalog numbers and similar data. Coordinate each submittal with requirements of work and Contract Documents.
- C. Where work is indicated "By Others", Contractor shall indicate subcontractor responsibility for providing and coordinating such work.

- D. Contractor agrees the submittals processed by the Program Manager are not Change Orders, the purpose of submittals by Contractor is to demonstrate the Contractor understands design concept, he demonstrates his understanding by indicating materials he intends to furnish and install, and by detailing fabrication and installation methods he intends to use.
- E. Contractor represents, by submitting any submittals he has complied with provisions specified above. Submissions made without Contractor's approval indicated thereon will be returned without being reviewed for compliance with this requirement.
- F. Date each submittal and indicate name of Project, Program Manager, Contractor and Subcontractor, as applicable, description or name of submission
- G. Accompany submittal with transmittal letter containing project name, Contractor's name, number of submittals, titles and other pertinent data. Transmittal shall outline deviations, if any, in submittals from requirements of Contract Documents.

3.03 PROGRAM MANAGER'S REVIEW

- A. Program Manager will review submittals within 10 working days so as to cause no delay in work.
- B. Program Manager's review is only to determine conformance with design concept of project and with information in Contract Documents. Program Manager's determination regarding an individual item shall not extend to the entire assembly in which the item functions.
- C. Program Manager's review of submittals shall not relieve Contractor of responsibility for any deviation from requirements of Contract Documents unless Contractor has informed Program Manager in writing of such deviation at time of submission and Program Manager has given written acknowledgment of the specific deviation. Program Manager's review shall in no way relieve Contractor from responsibility for errors or omissions in submittals.
- D. Program Manager will return submittals to Contractor marked with appropriate comment as defined below:
 - 1. "Reviewed" indicates the drawings have been reviewed for conformance with design and no exceptions are taken. Proceed with the work.
 - 2. "Revise and Resubmit" indicates the annotations are to be confirmed in a resubmittal of the affected drawing. However, subject to prior arrangement with the Engineer, the Contractor may proceed with the work as annotated during the interim required for resubmittal.
 - 3. "Rejected" indicates drawing to be revised and resubmitted for further review prior to proceeding with the work.
 - 4. "Furnish as Corrected" indicates Contractor is to move forward with minor corrections as indicated. A resubmittal to the Program Manager is not required before purchasing and/or proceeding. A final submittal with corrections will be submitted to the Program Manager upon completion.
- E. Program Manager will return one (1) copy in PDF format for printing and distribution by Contractor.

3.04 RESUBMISSION

- A. Make corrections and changes indicated for unacceptable submissions and resubmit in same manner as specified above. Resubmission for review shall be made by Contractor within 10 working days of documented receipt of returned submittals by Contractor.
- B. In resubmission transmittal direct specific attention to revisions other than corrections requested by Program Manager on previous submissions, if any.

3.05 DISTRIBUTION

- A. Contractor is responsible for obtaining and distributing copies of submittals to his Subcontractors and material suppliers after as well as before final approval.

PART 4 – PRODUCTS

(Not Used)

PART 5 – EXECUTION

(Not Used)

END OF SECTION

SECTION 01320 PROGRESS REPORTS & VIDEOS

PART 1 – GENERAL

1.01 SECTION INCLUDES

This Section includes administrative and procedural requirements for documenting the progress of assessment during performance of the Work, including the following:

- A. Daily Reports
- B. Pre & Post Work Site Videos

1.02 RELATED SECTIONS

- A. Section 01300 - Submittals
- B. Section 01420 - Inspection of Work
- C. Section 01700 – Project Closeout

1.03 SUBMITTALS

A. DAILY REPORTS

1. The Contractor's Superintendent shall prepare and submit Daily Reports throughout the project, from Notice to Proceed to Final Acceptance. Daily Reports shall be kept in an orderly manner, available for inspection or review when requested by the Owner and Program Manager. Copies of Daily Reports shall be accumulated and submitted to the Program Manager on a weekly basis, on a regular day and time to be determined by the Program Manager. Failure to submit Daily Reports or to comply with the format requirements below is cause for the Owner to retain additional monies due the Contractor from the monthly Application(s) for Payment until such time as the reports have been brought up to date by the Contractor.
2. Each Report shall include the following information at a minimum:
 - a. Manpower by subcontractor, trade, and skill level
 - b. Weather and temperatures (summary of conditions)
 - c. List of visitors to the jobsite
 - d. Specific work performed with locations
 - e. Situations or circumstances which could delay the Work or give cause for a time extension or additional cost
 - f. Instructions requested (and of whom)
 - g. Materials received
 - h. Major equipment arrival/departure
 - i. Total days accrued under the terms of the Contract Documents
 - j. Accidents and incidents
 - k. Safety issues

SECTION 01420
INSPECTION OF WORK

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes guidelines for the inspection of contract work.

1.02 QUALIFICATIONS AND REQUIREMENTS

- A. The Program Manager shall have the right of access to and inspection of the work at all times. Materials, equipment, and products shall be subject to the Program Manager's review as specified herein.
- B. The Program Manager is responsible for general surveillance of the work on behalf of the Owner. The Program Manager is not responsible for construction means, methods, sequences, or procedures or for safety precautions and programs in connection with the work. The Program Manager is not responsible for supervision of the work and shall not give instruction to the Contractor's personnel as to methods of executing the work. The Program Manager is not responsible for the Contractor's failure to carry out the work in accordance with the Contract Documents.
- C. Any government representative or other individual identified by the Owner shall have access to the work wherever it is in preparation or progress. The Contractor shall provide proper facilities for such access and inspection.

1.03 RESPONSIBILITY OF THE CONTRACTOR

- A. The Contractor is responsible for all materials, equipment, methods, and procedures in execution of the work.
- B. The Contractor shall correct, to the satisfaction of the Program Manager, any work or material found to be defective or of deficient quality. Such corrections shall be made by the Contractor at no additional expense to the Owner.

1.04 RIGHT OF ENTRY

Representatives of DeKalb County, the Environmental Protection Division of the Georgia Department of Natural Resources, and the U.S. Environmental Protection Agency and others, as may be identified by the Owner, shall have access to the work wherever it is in preparation or progress. The Contractor shall provide proper facilities for such access and inspection.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01510
SANITARY SEWER MAIN TELEVISION AND
Totally Integrated Sonar and Camera Inspection Technology

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes guidelines and requirements for closed circuit television (CCTV) and totally integrated sonar and camera inspection technique (TISCIT) inspection. CCTV/TISCIT inspection will lead to a condition assessment rating of the inspected Wastewater Collection and Transmission System (WCTS) sewers and supports subsequent sewer maintenance and rehabilitation activities. CCTV inspection identifies structural defects, maintenance concerns, and actual and potential sources of I/I in mainline sewers, service laterals, and manholes.

1.02 REFERENCES

- A. Codes, Specifications, and Standards
 - 1. NASSCO – National Association of Sewer Service Companies – Pipeline Assessment Certification Program (PACP) Reference Manual, Version 6.0.1, November 2010 or latest version.
- B. Manual for Uniform Traffic Control Devices (MUTCD) standards
- C. **Attachment A** – PACP Standard Exchange Database Anticipated Inspection Header Form Attribute Guidance Table (CCTV) (Reference NASSCO PACP Reference Manual, Version 6.0.1, Section 2 for related information)

1.03 RELATED SECTIONS

- A. Section 01056 – GPS Data Collection
- B. Section 01320 - Progress Reports & Videos
- C. Section 01520 – Sewer Flow Control
- D. Section 02607 - Manhole Height Adjustment
- E. Section 02956 – Sanitary Sewer Cleaning

1.04 DEFINITIONS

- A. **Television Inspection:** Operation necessary to complete a true-color audio-visual inspection for verification of existing internal pipe conditions including pipe materials, pipe grade, connections, cracks, leaking joints, seepage and roots. Contractor shall furnish all labor, materials, equipment (including easement machine), tools, and other incidental services for closed circuit television inspection (CCTV).

- B. **Sonar Inspection:** Operation necessary to complete an inspection for verification of existing internal pipe conditions including amount of debris in the bottom. Sonar inspection will supplement, not replace, CCTV. Contractor shall furnish all labor, materials, equipment, tools, and other incidental services for sonar inspection. Sonar inspection of a particular pipe will only be conducted when approved in writing by the Owner or Program Manager.
- C. **MPEG:** MPEG (pronounced M-peg), which stands for Moving Pictures Experts Group, is the nickname given to a family of International Standards used for coding audio-visual information in a digital compressed format. For the purposes of this specification, MPEG shall be defined as an ISO-MPEG Level 4 standard (MPEG- 4) digital audio-visual coding having a minimum resolution of 500 lines. All video files shall be named using .mpg or .wmv as the file extension.
- D. **External Hard Drive:** For the purposes of this specification, an external hard drive is a peripheral auxiliary device that connects to the computer via a high-speed interface cable. The interface cable allows the external hard drive to communicate with the computer so that data may be passed back and forth. The Contractor will deliver all inspection standard exchange databases, digital reports and media to the Owner/Program Manager on an external hard drive that is compatible with the Owner and Program Manager's equipment and software and will be of adequate storage to contain all deliverables as outlined in the Specifications.
- E. **Sonar/Totally Integrated Sonar and CCTV Inspection Technique (TISCIT):** Operation necessary to complete a simultaneous CCTV and sonar inspection for verification of existing internal conditions. Both the CCTV and sonar will be displayed together on the audio visual documentation. Contractor shall furnish all labor, materials, equipment, tools, and other incidental services for the sonar/TISCIT inspection.
- F. **Buried Manhole:** A manhole where the manhole cover (lid) is not visible at ground surface. Buried manholes usually require removing the material covering the manhole lid and raising the manhole frame and cover (lid). All buried manholes on the sanitary systems shall be reported for raising following their location discovery by the Contractor (Reference Specification Section 02607). Subsequently, the raised manholes shall be inspected.

1.05 SUBMITTALS

- A. Submittals are to be in color PDF format for printed documents as well as other required formats when applicable for digital transfers.
- B. Submit one example video on external hard drive of previous sewer inspection work that shows operational and structural defects in sewers, complete with audio commentary and inspection log(s).
 - 1. Videos and inspection logs will be reviewed by Program Manager to determine if quality of CCTV image is acceptable, if defects were properly identified, picture clarity, advancement speeds and lighting are acceptable and documented according to industry standards and the Program Manager's requirements.
 - 2. Modify equipment and/or inspection procedures to achieve report material of acceptable quality.
 - 3. Do not commence Work prior to approval of report material quality by the Program Manager. Upon acceptance, report material shall serve as standard for remaining Work.

- C. Records reports shall include a separate report for each pipe segment showing inspection setup data, each defect and locations of laterals, and other coded information. Also, each report shall include photographs of moderate and severe defects. Each report shall also note the labeling number of the corresponding video recording of that pipe segment. The video record of the pipe inspections shall be provided digitally on an approved mass storage device. These records shall include all video information and narrations. The video files shall have unique name that are referenced in the PACP inspection database. The file name shall include manhole ID numbers for upstream and then downstream manholes as the start of the file name. It is preferred that the direction of the inspection and inspection date be included as well.
- D. Camera specification sheet
- E. Sonar survey equipment specification sheet
- F. References: Contact names and telephone numbers
- G. List of staff and equipment to be used on this Project
- H. Supervisor and field crew leader's contact information including name and mobile telephone numbers
- I. Confined space entry certification that staff to be used on this project have been properly trained should confined space entry be required
- J. Contractor's Safety Plan
- K. Training and inspection plan a minimum of 7 days prior to the first inspection
- L. 14 day look ahead schedule weekly based on Program Manager's work priority schedule
- M. Public notification door hanger based on Program Manager's provided example
- N. Inspection (See Documentation Section for additional information);
 - 1. Initial first day's inspections within 24 hours after first day's work is completed.
- O. Include the following with each weekly submittal:
 - 1. Inspection media (videos and photographs)
 - 2. Quality controlled Inspection database (PACP Standard Exchange Access Database)
 - 3. Inspection reports (PDF – Digital format)
- P. Traffic control plan
- Q. Quality control plan

1.06 EXPERIENCE

- A. Supervisor of the field crews performing these functions shall have the proper training and up to date NASSCO PACP certification in these types of equipment and monitoring functions and have a minimum of five (5) years' experience in performing such assignments including safe work practices, etc.

- B. Field crew leaders performing these functions shall have the proper training and up to date NASSCO PACP certification in these types of equipment and monitoring functions and have a minimum of two (2) years' experience in performing such assignments including safe working practices, etc.
- C. The Contractor shall provide the Owner with written documentation (certification) that the supervisor, field crew leader and all crewmembers responsible for these assignments have the proper training and the requisite experience.
- D. No crew members shall enter confined spaces without the necessary certified training and permit.
- E. The required experience shall be documented in the Contractor's Invitation to Bid submittal.
- F. A PACP certified technician or supervisor shall control operation of television equipment and encoding of inspection. Should Contractor utilize any personnel to actually document the inspection results that is not PACP certified, those inspections shall be refused and re-survey shall be completely at the Contractor's sole expense.

1.07 RESPONSIBILITY FOR OVERFLOWS/SPILLS AND DAMAGE TO PROPERTY AND UTILITY

- A. Reference Specification Section 01030 – Special Project Procedures.

PART 2 – PRODUCTS

2.01 CCTV/SONAR PERFORMANCE

- A. The Contractor shall furnish the following, but not limited to: the mobile television/sonar inspection studio, television camera, sonar, audio-visual digital encoding equipment / software, and other necessary equipment, materials, power, labor, and technicians as needed to perform the television inspection.
- B. The surveying/inspecting equipment will be capable of surveying/inspecting a length of sewer up to at least one-thousand five-hundred (1,500) feet when entry onto the sewer may be obtained at each end and up to one-hundred (100) feet by rodding or up to seven-hundred and fifty (750) feet where a self-propelled unit is used, where entry is possible at one (1) end only. This equipment will be maintained in full working order.
- C. Each survey/inspection unit will contain a means of transporting the CCTV camera and/or sonar equipment in a stable condition through the sewer under survey and/or inspection. Such equipment will ensure the maintained location of the CCTV camera or sonar equipment when used independently on or near to the central axis of a circular shaped sewer when required in the prime position.
- D. Where the CCTV camera and/or sonar head are towed by winch and bond through the sewer, all winches will be stable with either lockable or ratcheted drums. All bonds will be steel or of an equally non-elastic material to ensure the smooth and steady progress of the CCTV camera and/or sonar equipment. All winches will be inherently stable under loaded conditions. The bonds shall be oriented in such a manner as to enable unhindered extension or retraction through the line. All effort shall be made to prevent damage to the pipe during the television/sonar inspection. In the case where damage is caused by the Contractor, for any reason, such as would be caused by incorrect deployment of bonds or retrieval of lodged equipment, the cost of repair or

remedy shall be borne solely by the Contractor and repaired immediately after notification to the Program Manager within 24 hours.

- E. Each unit will carry sufficient numbers of guides and rollers such that, when surveying or inspecting, all bonds are supported away from pipe and manhole structures and all CCTV/sonar cables and/or lines used to measure the CCTV camera's/sonar head location within the sewer are maintained in a taut manner and set at right angles where possible, to run through or over the measuring equipment.
- F. Each unit will carry a range of flow control plugs or diaphragms for use in controlling the flow during the survey/inspection. A minimum of one (1) item of each size of plug or diaphragm ranging from the required diameters will be carried. See Sewer Flow Control Specification 01520 for additional details and requirements.
- G. Each survey/inspection unit will have on-call equipment available to carry out the flushing, rodding, and jetting of sewers for "Light Cleaning" See the definition of "Light Cleaning" in Sanitary Sewer Cleaning Specification 02956 for details.
- H. Television/Sonar Inspection: The Contractor shall inspect pipelines with pan and tilt conventional television imagery and/or sonar as indicated in the contract documents so as to record all relevant features and defects of the pipeline under inspection. Inspection of pipelines shall be carried out utilizing the Owner approved formats only.
- I. **External Hard Drive (Videos):**
 - 1. Audio portion of videos shall be sufficiently free from electrical interference and background noise to provide complete intelligibility of oral report.
 - 2. Store in upright position with temperature range of 45 to 80 degrees F (7 to 27 degrees C).
 - 3. Identify each hard drive with labels showing Owner's name, Contractor's name, the inspection period, and project area or sewer segments on the hard drive.
- J. **Hard Drive Titling:**

Each segment shown on the external hard drive should have its own video titled with the beginning and end point of the pipe segment.
- K. **CCTV Camera/Sonar Head Prime Position:**

The CCTV camera/sonar head will be positioned to reduce the risk of picture distortion. In circular sewers the CCTV camera lens and/or sonar head will be positioned centrally (i.e. in prime position) within the sewer. In non-circular sewers, picture orientation will be taken at mid-height, unless otherwise agreed, and centered horizontally. In all instances the camera lens/sonar head will be positioned looking along the axis of the sewer when in prime position. A positioning tolerance of $\pm 10\%$ of the vertical sewer dimension will be allowed when the camera is in prime position.
- L. **CCTV Camera/Sonar Head Speed:**

The speed of the CCTV camera in the sewer will be limited to six (6) inches per second or 30 ft./min for surveys. Similar or slightly higher speed may be used on a

case-by-case basis. Stop for a minimum of five (5) seconds at every lateral, defect, or adversity. The speed of scanning sonar will be limited to four (4) inches per second.

M. CCTV Color Camera:

The television camera used for the pipe line inspection shall be one specifically designed for hazardous and corrosive environments and constructed for pipeline inspection. Lighting for the camera shall be suitable to allow a clear picture of the entire periphery of the pipe. The camera shall adhere to the following requirements:

1. Waterproof and shall be operative in 100% humidity conditions with lens fogging and any conditions that may be encountered in the inspection environment.
2. Self-leveling, color pan and tilt camera(s) to facilitate the survey and inspection of all laterals, including defects such as hydrogen sulfide corrosion in the soffit of sewers and benching or walls of manholes over and above the standard defects that require reporting.
3. A three-hundred sixty (360) degrees rotational scan indicating general condition must be implemented at every fifty (50) feet interval (min.) along sewers, and at manholes and any salient, specified, defect features.
4. The tilt arc must not be less than two-hundred seventy (270) degrees with adjustable supports designed for operation in connection with pipe inspection with a viewing angle of not less than 65 degrees.
5. The view seen by the television camera shall be transmitted to a monitor of not less than 11 inches in size.
6. The travel speed of the television inspection camera (through the pipe) shall be uniform and shall not exceed the maximum speed herein specified.
7. The camera, television monitor, and other components of the video system shall be capable of producing picture quality to the satisfaction of the Program Manager; and if unsatisfactory, equipment shall be removed and no payment will be made for an unsatisfactory inspection.
8. The adjustment of focus and iris will allow optimum picture quality to be achieved and will be remotely operated.
9. The adjustment of focus and iris will provide a minimum focal range from six (6) inches in front of the camera's lens to infinity.
10. The distance along the sewer in focus from the initial point of observation will be a minimum of twice the vertical height of the sewer.
11. The illumination must be mounted on and turned in the direction of the camera such as to allow an even distribution of the light around the sewer perimeter without the loss of contrast picture, flare out, or shadowing, light sensitivity to be greater than 1.5 lux minimum, minimize reflective glare, remote variable intensity control, provide a clear in-focus picture of entire inside periphery of pipe and the ability to achieve proper balance of tint and brightness.

N. Color CCTV/Sonar:

All CCTV and/or sonar work will use color CCTV/sonar reproduction.

O. CCTV Side Scanning Camera:

The Program Manager will consider high resolution digital CCTC side scanning cameras if proposed by the Contractor. The Program Manager may not accept the side scanning camera use for this project if the contractor cannot provide supporting documents showing previous successful application.

P. Sonar Survey Requirements:

1. Sonar assessment will provide for a continuous output on external hard drive format of all sewers surveyed, supported by complete defect code sheets. Additionally, silt levels will be assessed as a percentage depth of sewers at twenty-five (25) foot intervals for each pipeline surveyed.
2. Where combined CCTV and sonar imagery is used the output will display combined CCTV and sonar images of the sewer being surveyed. The sonar image will be superimposed on the real CCTV image as a combined operation.

Q. The survey/inspection vehicle for general public streets or assessable locations will comprise two (2) distinct separate areas. One (1) of these, designated as the viewing area, will be insulated against noise and extremes in temperature, include the provision for air conditioning, and will be provided with means of controlling external and internal sources of light in a manner capable of ensuring that the monitor screen display is in accordance with the requirements of this specification. Seating/and or space accommodations will be available to enable additional workers to clearly view the on-site monitor, which will display the survey/inspection as it proceeds.

R. The working area will be reserved for equipment, both operational and stored, and no equipment utilized within the sewer will be allowed to be stored in the viewing area.

S. The vehicle will be suitable for carrying the survey team and laborers and the equipment necessary to safely perform the work.

T. Off road inspection equipment/easement machine proposed by the Contractor shall be reviewed and approved by the Program Manager before the Contractor utilizes said equipment.

PART 3 – EXECUTION

3.01 GENERAL

A. The following guidelines concerning the use of CCTV and sonar will be followed:

1. Generally CCTV alone will be used for internal condition assessment where the depth of flow is less than twenty-five (25%) percent of overall sewer diameter at the start of the survey. A case-by-case determination will be made whether to use CCTV where the depth of flow is more than twenty-five (25%) percent level but no greater than forty (40%) percent of overall sewer diameter at any time throughout the length.
2. Generally CCTV combined with sonar will be used for internal condition assessment where depth of flow of sewage varies from twenty-five (25%) percent to seventy-five (75%) percent of overall sewer diameter for sewers greater than or equal to eighteen (18) inches in diameter. Where the sewer is less than eighteen (18) inches in diameter and depth of flow of sewage exceeds twenty-five (25%) percent but is less than seventy-five (75%) percent of overall sewer diameter one of the following actions may be taken based on the Contractor and Program Manager's agreement:
(a) continue using CCTV (where depth of flow is only marginally greater than twenty-

five (25%) percent of overall diameter) or (b) use sonar (by damming or plugging the sewer so that the depth of flow exceeds seventy-five (75%) percent of overall diameter) or (c) use plugging and/or bypassing to reduce flow to 25% or less.

3. Generally sonar alone will be used where depth of flow in the sewer exceeds seventy-five (75%) percent of overall diameter and the level of the flow will be artificially increased, without the risk of flooding, to ensure that the pipe is completely surcharged.
4. Assignments designated by the Project Manager as “pre-CCTV” will follow the requirements of these CCTV specifications with the exception of cleaning (not required), coding (not required), and quality will be best obtainable due to site conditions. The intent of the survey is to provide a best quality video of the pipe segment (and reverse survey where applicable) with no coding, panning, or other specific video requirements. Safety, traffic control, site security, etc., will be required as defined in this section.

B. Confined Space Entry: Crews shall minimize the physical entry into manholes. Manhole entry shall be performed in accordance with Federal, State, Local and any other regulations for confined space entry. Only trained crews and staff may perform confined space entry after obtaining an entry permit. Staff must use safety required equipment, including harnesses, ventilation equipment, etc.

C. The Contractor shall make map verifications and record and deliver GIS map corrections as necessary (Refer to Section 01056).

D. Traffic Control: All traffic control measures shall comply with the requirements of MUTCD, Part 6 – Temporary Traffic Control, Latest Edition as published by USDOT/FHWA.

E. Site Security: Wear all required safety equipment, such as safety vests, hardhats, safety glasses, and steel toe boots. Follow all applicable state and local traffic safety procedures. Alert the closest fire department/Emergency Medical Services (EMS) as to the location of the day’s work and to stand by for emergencies.

F. Scheduling Time: Crews shall begin inspections after 8:00 am and terminate inspections no later than 5:00 pm each day unless otherwise directed by the Program Manager in order to address localized special requirements. Authorization should be obtained if work is to be performed outside of the designated hours. Work should be performed by the Contractor in time frames that will allow compliance with the County’s noise ordinance.

G. Permits for Rights of Ways & Contract Utility Licensing:

The Contractor shall obtain work permits for all work to be performed in State and/or County Right of Ways. The Contractor shall also plan for all other insurances, traffic control measures, and other terms of the permit in advance. The Contractor shall also obtain all necessary and applicable licensing.

H. Sequence of Work:

1. Perform Work in the following sequence:
 - a. Clean sewer lines and manholes in accordance with “Light Cleaning” requirements of Section 02956, Sanitary Sewer Cleaning.
 - b. Contractor shall remove debris in accordance with guidance in Section 02956, Sanitary Sewer Cleaning.

- c. After cleaning, the manhole sections shall be visually inspected by means of closed-circuit television. The inspection then will be done one linear section at a time and the flow in the section being inspected will be suitably controlled as specified (see Sanitary Sewer Flow Control Specification). All CCTV inspections shall be performed in accordance with PACP standards including the specific date and time of inspection.
- I. Inspection equipment shall utilize software capable of providing complete survey reports, inspection standard exchange database, and linked media files; equipped with modules necessary for NASSCO Pipeline Assessment and Certification Program inspection.
- J. If television/sonar inspection of an entire manhole to manhole sewer segment cannot be successfully performed from one manhole, a reverse setup shall be performed to obtain a complete inspection. A reverse setup shall be considered incidental to and included in the segment's unit price bid for CCTV inspection. If upstream (reverse) setup, is required, establish new inspection run separate from downstream (normal) setup so two inspection records exist in the software, one with the normal setup and one with the reverse setup.
- K. Televised pipe segment inspection is represented by one manhole-to-manhole pipe segment or other structural access-to-access point; not multiple manhole-to-manhole segments.
- L. Show continuous footage reading and other required information on inspections image. Place on screen where it is clearly visible (if black font, do not place on dark background, if white font, do not place on light background).
- M. Viewing shall be in direction of flow, except while camera is being used in a reverse setup. Inspection shall proceed from upstream to downstream, unless prohibited by obstruction.
- N. Keep camera lens clean and clear. If material or debris obscures image or causes reduced visibility, clean or replace lens prior to proceeding with recording operation.
- O. Camera lens shall remain above visible water level and may submerge only while passing through clearly identifiable line sags or vertical misalignments. If flow exceeds 25 percent of diameter, such that the camera lens becomes obscured, pause inspection until flow subsides. If necessary, reschedule CCTV operation. Surcharging and flooding of camera lens is not an excusable condition if it has been artificially created upstream, i.e., placement of flow plugs or freshwater flushing in pipe.
- P. Pan the camera to record the inside of each lateral or connecting pipe and the connection of lateral or connecting pipe to sewer pipeline.
- Q. Recordings shall clearly show all defects and observations, and their severity in addition to obvious features, i.e., laterals and joints.
- R. Immediately report to Program Manager any obstructions that restrict flow and cause inspection to be interrupted. Assure that the obstruction is documented in the inspection with the appropriate defect code. Document condition with still photographs, and begin a reverse inspection setup or inspections of other pipelines to the satisfaction of the Program Manager.
- S. Televisе pipe segments from manhole to manhole on same video in continuous run.

1. Video shall clearly show camera starting and ending at manhole, unless defects do not allow it.
 2. Do not perform partial televising on one video and then complete run on another video.
 3. If line is partially televised, due to excusable condition, i.e., collapsed line, televised length shall be viewed by the Program Manager.
 4. If a portion of the Contractor's inspection is unacceptable to the Owner or Program Manager, the entire pipe segment shall be deemed unacceptable and the Contractor shall re-televising the entire pipe segment at the Contractor's sole expense.
- T. The Program Manager may, on occasion, accept a physical inspection that does not adhere to minimum standards if adverse conditions are encountered and re-inspection is not advised.
- U. At the end of each day, update the status of what sewer segments were inspected using the web-based mobile device. Refer to Section 01030 – Special Project Procedures.

3.02 CCTV/SONAR INSPECTION

- A. **Data Transfer:** Upon completion of CCTV inspection, transfer inspection data to an external hard drive (HD) of sufficient capacity and compatibility with Owner's and Program Manager's equipment and available programs; include code required for proper playback of video file.
- B. Labeling:
1. Provide printed label on outside of HD that indicates the following:
 - a. Name of owner
 - b. Project title
 - c. Date of submittal
 - d. Inspection company
 - e. Deliverable number
 - f. Project assignment area (provided by Program Manager)
- C. Media:
1. Video:
 - a. Inspections completed, with a unique filename per manhole to manhole pipe segment inspection.
 - b. Continuous digital video recordings of the inspection view as it appears on the television monitor shall be taken. The recording shall also be used as a permanent record of defects.
 - c. The recording shall be MPEG-4. Separate MPEG-4 files shall be created for each pipe segment inspection. In case of a reverse setup, such inspection shall be stored in a separate inspection record and MPEG file. MPEG files shall be written to External Hard Drive media for delivery to the Program Manager.
 - d. MPEG files shall be named according to the following file specification:

TV_[Upstream
Manhole]_[DownstreamManhole]_[MMDDYYYY]_[Incremental
Number].mpg

- e. The "IncrementalNumber" shall be used if multiple inspections are performed for the same line, such as a reverse inspection setup. IncrementalNumber is to ensure no two videos are the same. The number can be the video ID if the software doesn't already have a random number generator.
- f. The Owner, at its sole discretion, reserves the right to refuse any MPEG, on the basis of poor image quality, excessive bit rates, inconsistent frame rates or any other characteristics that may affect usability by the Owner.
- g. The digital video encoding shall include video information that can be reproduced with a video image equal or very close to the quality of the original picture on the television monitor. The replay of the recorded video information shall be free of electrical interference and shall produce a clear, stable image.

2. Audio:

- a. Embedded in video file
- b. Operator will include description of inspection setup, including related information from log form and unusual conditions.
- c. Operation changes (for example, remove roots and restart inspection at footage prior to root removal)
- d. Verbal description and location of each defect
- e. Verbal description and location of each service connection

D. Still Photographs:

1. Provide color digital photographs showing inspection image whenever observation or defect has a moderate or major severity; looking into a lateral or connection pipe; or unless otherwise instructed by the Owner or Program Manager;
2. Each with a unique filename matching the asset ID with a random number;
3. Encoded in .JPEG format;
4. Minimum 1024 x 768 resolution; and
5. Provide label on front of photograph with structure identification number, footage (if not visible on photograph), and defect code (if applicable).

E. Database:

1. Include all inspections in a single consolidated PACP Version 6 or newer Access Standard Exchange database. Creating a database per inspection is not acceptable. Each submittal standard exchange database shall be cumulative containing all prior inspections as well as inspections conducted during interim period since previous submittal.
2. Provide PACP standard exchange database of collected data including anticipated inspection header field attribute information as shown in **Attachment A** to this Section.
3. File Type: MS Access, .MDB, .ACCDB
4. Database Format: PACP Version 6 or newer. NASSCO PACP data will be exported into Standard PACP Standard Exchange database.

5. List inspection media names in corresponding asset/inspection/defect information field within database.

F. Linear Measurement:

1. The CCTV/sonar monitor display will incorporate an automatically updated record in feet and tenths of a foot of the footage of the camera or center point of the transducer, whichever unit is being metered, from the cable calibration point, the pipe diameter (physical measurement by Contractor), and verified pipe material. The relative positions of the two (2) center points will also be noted.
2. The Contractor shall use a suitable metering device that enables the cable length to be accurately measured; this shall be accurate to 0.20 feet. The Contractor shall use the footage readings to identify location of defects to the nearest 0.10 feet. Measurement shall be zeroed after each segment inspected. The Contractor shall calibrate the footage meter on a regular basis and demonstrate that the tolerance is being achieved by tape measurement between manholes on the surface. This taped measurement must be included on a quality control form which will be completed and submitted by the Contractor depicting the level of accuracy achieved.

G. Data Display, Recording and Start of Survey/Inspection:

1. At the start of each sewer length being surveyed or inspected and each reverse set-up, the length of pipeline from zero (0) footage, the entrance to the pipe, up to the cable calibration point will be recorded and reported in order to obtain a full record of the sewer length. Only one (1) survey will be indicated in the final report. All reverse set-ups, blind manholes, and buried manholes will be logged on a separate log. Video digits will be recorded so that every recorded feature has a correct tape elapsed time stamp. Each log will make reference to a start and finish manhole unless abandonment took place because of blockage.
2. The footage reading entered on to the data display at the cable calibration point must allow for the distance from the start of the survey/inspection to the cable calibration point such that the footage at the start of the survey is zero (0).
3. In the case of surveying through a manhole where a new header sheet and file must be created, the footage will be set at zero (0) with the camera focused on the outgoing pipe entrance.
4. At the start of each manhole length a data generator will digitally generate and clearly display on the viewing monitor and subsequently on the video recording a record of data in alpha-numeric form containing the following minimum information:
 - a. Automatic update of the camera's footage position in the sewer line from adjusted zero (0)
 - b. Sewer dimensions
 - c. Manhole/pipe asset ID number
 - d. Date of survey
 - e. Road name/location
 - f. Direction of survey
 - g. Time of start of survey
 - h. Sewer use (SS - Sanitary Sewer)
 - i. Material of construction of the pipe

- j. The size and position of the data display will be such as not to interfere with the main subject of the picture.
 - 5. Once the survey of the pipeline is under way, the following minimum information will be continually displayed:
 - a. Automatic update of the camera's footage position in the sewer line from adjusted zero (0).
 - b. Manhole or pipe asset ID number.
 - c. Defect/observation code(s) (temporarily display when encountered)
 - d. Date and Time
 - 6. Before camera enters the pipe, inspection shall provide video of the manhole. Video recording shall begin by facing pipe segment to be televised and then pan/tilt/zoom as necessary to point camera up toward the manhole opening.
- H. **Coding:** Defect Coding, as well as material, shape, and lining coding, and conventions used will comply with PACP formats and will be compatible with the Owner's GIS.

3.03 MAN ENTRY SURVEY

- A. **Photographic Camera Position - General Illustration of Sewer Interior:**
 - 1. The hand-held photographic camera or CCTV camera will be positioned to reduce the risk of picture distortion. In circular sewers the camera lens will be positioned centrally looking along the axis of the sewer. In non-circular sewers picture orientation will be taken at mid-height, unless otherwise agreed, and centered horizontally.
 - 2. The hand held photographic camera or CCTV camera will be positioned so that the long side of the photograph or CD-ROM frame is horizontal.
- B. **Photographic Camera Position - Laterals/Specific Defect:** A means of accurately locating the photographic or camera's footage and any recorded lateral or defect, along the sewer will be provided, to an accuracy of $\pm 1\%$ or six (6) inches whichever is greater.
- C. **Photographic Quality:** The in-sewer photographic camera or hand held CCTV system and suitable illumination will be capable of providing an accurate, uniform and clear record of the sewer's internal condition.

3.04 DELIVERABLES

- A. **Digital PACP Standard Exchange database** shall be submitted on external hard drive in duplicate to the Program Manager. The database must contain all the data required by this specification.
- B. **Final Television/Sonar Inspection Reports** shall be submitted to the Program Manager in PDF on the same external hard drive referenced above. Corresponding MPEG videos and photos shall also be submitted to the Program Manager as outlined by this specification.

3.05 PUBLIC NOTIFICATION – CCTV INSPECTION

- A. Public notification is critical and compliance with the public notification criteria is a prerequisite for CCTV inspection, especially when conducting inspections on sewers in easements which pass

through private property. Notification must be provided to all property occupiers/owners likely to be affected including residential, commercial and institutional (schools, hospitals, nursing homes, etc.). At a minimum, the following steps shall be taken:

1. The Contractor shall print and distribute pre-approved advance notice door hangers 72 hours before conducting CCTV inspection. The Contractor shall distribute the door hangers to the property owners (residential, commercial and institutional) in the affected area(s). The advance notice door hangers shall be customized by Public Outreach to suit this project and will be provided to the Contractor for printing prior to project commencement. If CCTV inspection is delayed, the Contractor must re-distribute door hangers.
 - a. The Contractor is responsible for distributing pre-approved “Right-of-Entry” (ROE) forms and securing signatures from affected property owners on the ROE forms prior to conducting CCTV inspection.
- B. The Contractor shall keep a daily log of the distribution of the door hangers. This shall be maintained and submitted to the Owner and/or Program Manager upon request.
- C. The Contractor shall alert the appropriate Owner and Program Manager personnel of their work locations on a daily basis.
- D. Contractor will provide and place “Right-of-Way” signs in prominent locations where CCTV is planned 24-hours in advance of commencing the inspection. Signs will be a minimum of 24 inches wide by 18 inches high with letters a minimum of 2 inches high. Signs will be supported a minimum of 12 inches above grade by integral metal frames. Wording on the signs shall be similar to the following:

CCTV INSPECTION WILL BE CONDUCTED ON “date” and “time.” Contact “person” with “company” at “phone number” for additional information.

3.06 QUALITY ASSURANCE/QUALITY CONTROL

- A. Data Quality Control Procedure:
- B. Prior to assessment data submission, the Contractor shall run queries for quality control (QC) as required by the Program Manager. The queries are developed by the Program Manager and provided to help the Contractor quickly locate data gaps and errors prior to submitting the respective assessment access database. The QC queries play an integral role in confirming complete data submissions are provided to allow for error-free data upload and synchronization by the Program Manager. The Program Manager will determine the extent of which QC queries will be required for a particular assessment activity. Typical QC queries may include, but are not limited to, the following:
 1. Header Data
 2. Asset Identification Nomenclature
 3. Asset Attributes
 4. Defect Locations
 5. Etc.
- C. The Contractor shall perform a Quality Control (QC) check of the televised inspection documentation using the QC database provided by the Program Manager. The Program Manager

will provide at minimum 2 hours of training on use of the QC database tool for the Contractor. The Contractor shall correct any data conflict, missing data, or other questionable entry identified by the QC reports prior to submitting the CCTV inspection data to the Program Manager.

- D. The Program Manager will periodically request the Contractor to review the QC results with the Program Manager.
- E. The data submissions shall undergo the same random review checks for Quality when submitted to the Owner/Program Manager. Should accuracy or qualitative levels fall below those deemed acceptable to the Program Manager, the data submittal will be refused and no payment will be released. Contractor will be required to correct or re-do inspections until the Program Manager is satisfied with the work.

3.07 DOCUMENTATION

- A. The Contractor shall complete work on each asset as described herein. Refer to the Measurement and Payment Section (Section 01025) on documentation requirements to be provided with each pay request.
- B. **Measurement Units:** All dimensions will be in feet and inches. Measurement of sewers will be to the nearest inch.
- C. CCTV and Man-Entry Photographs:
 - 1. Photographs will be taken of all laterals or connecting pipes and moderate or severe pipeline defects. Where a defect is continuous or repeated the photographs will be taken at the beginning of the defect and at not less than ten (10) foot intervals thereafter.
- D. The Contractor shall complete weekly and end of work television/inspection reports as described herein. These reports shall be per the format and defect codes of NASSCO's Pipeline Assessment and Certification Program (PACP). Prior to beginning work, the Contractor shall submit a digital sample of the television inspection report to the Program Manager for approval.

END OF SECTION

Attachment A - PACP Standard Exchange Database Anticipated Inspection Header Form
Attribute Guidance Table (CCTV)

Number	Field	Type	Field required for CCTV PACP Database?	Field required for Zoom Camera PACP Database?	Description/Instructions
1	Surveyed_by	Varchar (Text)	Y	Y	Name of individual conducting survey - eg KTRAN
1a	Certificate_Number	Varchar (Text)	Y	Y	NASSCO PACP # of Surveyor - eg U-907-4396
2	Owner	Text	N	N	Owner of collection system surveyed - DeKalb DWM
3	Customer	Text	N	N	Entity commissioning the survey - DeKalb DWM
4	Drainage_Area	Text	Y	Y	Ranking Area Name - eg. TAZTEC3
5	Sheet_Number	Numeric	N	N	
6	PO_Number	Text	Y	Y	Contract number Contractor is working under
7	Pipe_Segment_Ref	Text	Y	Y	USMHtDSMH - Pipe Facility ID
8	Date	Numeric	Y	Y	Inspection Date - YYYYMMDD
9	Time	Text	Y	Y	Time Inspection Started - Military Time
10	Street	Text	Y	Y	Enter nearest street number and name of US Access point/If not known, enter nearest place name and general description
10a	City	Text	Y	Y	City name where sewer located - eg DECATUR

11	Location_Details	Text	Y	Y	Descriptive explanation of sewer location
12	US_MH_ID	Text	Y	Y	Client provided designation for upstream manhole
13	US_Rim_to_Invert	Numeric	Y	N	Distance (ft and tenths of ft) from rim to invert of upstream manhole
14	US_Grade_to_Invert	Numeric	Y	N	Distance (ft and tenths of ft) from average grade to invert of upstream manhole
15	US_Rim_to_Grade	Numeric	Y	N	Distance (ft and tenths of ft) from rim to average grade of upstream manhole
16	DS_MH_ID	Text	Y	Y	Client provided designation for downstream manhole
17	DS_Rim_to_Invert	Numeric	Y	N	Distance (ft and tenths of ft) from rim to invert of downstream manhole
18	DS_Grade_to_Invert	Numeric	Y	N	Distance (ft and tenths of ft) from average grade to invert of downstream manhole
19	DS_Rim_to_Grade	Numeric	Y	N	Distance (ft and tenths of ft) from rim to average grade of downstream manhole
20	Sewer_Use	Text	Y	Y	2 character code SS = Sanitary SW = Stormwater PR = Processes CB = Combined FM = Force main ZZ = Other (identify in field 39)

21	Direction_Survey	Text	Y	Y	1 character code U = Upstream D = Downstream
22	Flow_Control	Text	Y	Y	1 character code P = Plugged L = Lift Station B = Bypassed N = Not Controlled D = De-watered using Jetter
23	Height (Diameter)	Numeric	Y	Y	Diameter of sewer (or height if non-circular) to nearest inch
24	Width	Numeric	Y	Y	Width of non-circular sewer to nearest inch
25	Shape	Text	Y	Y	1 character code A = Arched B = Barrel C = Circular E = Egg shaped H = Horseshoe O = Oval R = Rectangular S = Square T = Trapezoidal U = U-shaped with flat top Z = Other (state in comments field 39)

					AC = Asbestos cement BR = Brick CAS = Cast Iron CMP CP = concrete pipe CSB = Concrete segments (bolted) CSU = Concrete segments (unbolted) CT = Clay Tile DIP FRP = Fiberglass reinforced pipe GRC = Glass reinforced cement OB = Pitch fiber PCCP = Pre-stressed Concrete Cylinder Pipe PE = Polyethylene PP = Polypropylene PSC = Plastic / steel composite PVC RCP RPM = Reinforced Plastic Pipe SP = Steel pipe SB = Segmented Block TTE = Transite Pipe VCP = Vitrified clay pipe WD = Wood XXX = Not known ZZZ = Other (state in comments)
26	Material	Text	Y	Y	
27	Lining_Method	Text	Y	Y	2 character code CP = Cured-in-place pipe FF = Fold and Form or Deform/Reform SW = Spiral wound SN = Segmented panel SP = Segmented pipe ZZ = Other
28	Pipe_Joint_Length	Numeric	Y	N	Length of pipe joint sections measured to one decimal place whether in feet or meter
29	Total_Length	Numeric	Y	N	Distance between the exit of the start manhole and the entrance of the finish measured to one decimal place whether it is feet or meter

30	Length_Surveyed	Numeric	Y	N	If the survey is abandoned, enter the actual length surveyed to one decimal place whether it is feet or meter
31	Year_Laid	Numeric	N	N	Year sewer surveyed was constructed, YYYY
32	Year_Renewed	Numeric	N	N	Year sewer surveyed was renewed, YYYY
33	Media_Label	Text	Y	Y	Unique identifier for tape/media
34	Purpose_Survey	Text	N	N	1 character code A = Maintenance related B = Infiltration and Inflow Investigation C = Post rehabilitation survey D = Pre-rehabilitation survey E = Pre-acceptance F = Routine Assessment G = Capital Improvement Program Assessment H = Resurvey for any reason V = Reversal Z = Not known
35	Sewer_Category	Text	N	N	1 character code A B C
36	Pre-cleaning	Text	Y	Y	1 character code J = Jetting H = Heavy cleaning N = No pre-cleaning Z = Not known
36a	Date_Cleaned	Numeric	Y	Y	Date when sewer was cleaned prior to survey, YYYYMMDD
37	Weather	Numeric	Y	Y	1 character code 1 = Dry 2 = Heavy rain 3 = Light rain 4 = Snow 5 = Saturated 6 = Damp 7 = Very Dry

					1 character code A = Main Highway - Urban B = Main Highway - Suburban C = Light highway - Local Roads D = Easement/ROW E = Woods F = Sidewalk G = Parking Lot H = Alley I = Ditch J = Building K = Creek L = Railway M = Airport Y = Yard Z = Other - give details in Field 39
38	Location_Code	Text	Y	Y	
39	Additional_Info	Text	Y	Y	Supplemental info regarding survey or segment
40	Work_Order	Text	Y	Y	Work Order number assigned by Owner
41	Project	Text	N	N	Project name assigned by Owner
42	Pressure_Value	Numeric	N	N	
43	Video_Location	Text	Y	Y	For digital recordings, path of video file relative to corresponding data file
44	Easement_Accessibility_for_Inspection	Numeric	Y	Y	Score 1 to 4 1) Excellent: Paved road, can drive through with a truck 2) Good: Access clear, little vegetation, can walk in easily, low slope 3) Fair: Moderate vegetation 4) Inaccessible: Heavy vegetation, needs clearing, steep slope
45	Surcharge	Numeric	Y	Y	Measured from rim to level of surcharge or evidence of surcharge in feet to nearest 0.1 ft.
46	Easting	Numeric	Y	Y	GPS Coordinate Easting - NAD83 State Plane Georgia West
47	Northing	Numeric	Y	Y	GPS Coordinate Northing - NAD83 State Plane Georgia West

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01520
SEWER FLOW CONTROL

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. The purpose of this section is to define the various methods of wastewater flow control including plugging/blocking and bypass/diversion pumping. Wastewater flow control shall maintain an efficient and uninterrupted level of service to the sewer system while performing investigative or construction operations.

1.02 RELATED SECTIONS

- A. Section 01510 – Sanitary Sewer Main Television and Sonar Inspection
- B. Section 02956 – Sanitary Sewer Cleaning

1.03 REFERENCES

- A. ASTM D1238 - Standard Test Method for Melt Flow Rates of Thermoplastics by Extrusion Plastometer
- B. ASTM D1248 - Standard Specification for Polyethylene Plastics Extrusion Materials for Wire and Cable
- C. ASTM D1505 - Standard Test Method for Density of Plastics by the Density-Gradient Technique
- D. ASTM D1693 - Standard Test Method for Environmental Stress-Cracking of Ethylene Plastics
- E. ASTM D2122 - Standard Test Method for Determining Dimensions of Thermoplastic Pipe and Fittings
- F. ASTM D2657 - Standard Practice for Heat Fusion Joining of Polyolefin Pipe and Fittings
- G. ASTM D2837 - Standard Test Method for Obtaining Hydrostatic Design Basis for Thermoplastic Pipe Materials or Pressure Design Basis for Thermoplastic Pipe Products

1.04 QUALIFICATIONS

- A. Qualification documentation will be submitted as required of the Contract Documents.
- B. The Contractor must meet all of the following criteria to be considered qualified to propose and/or bid on the subject contract:
 - 1. The Contractor, or their subcontractor, must document they, not their parent company, related company, or the experience of an individual/s, have been in this line of business a minimum of five (5) years.
 - 2. The Contractor, or their subcontractor, must document they, not their parent company, related company, or the experience of an individual/s, have performed gravity sewer bypass/diversion pumping for the sizes of sewer mains and flows

expected under this contract in the past two (2) years. This documentation shall include locations, references (including names and phone numbers), pipe sizes, pump sizes and pumping rates. This documentation must include a minimum of ten (10) different projects and must cover the range of sizes of sewer mains and flows expected under this contract.

1.05 SUBMITTALS

- A. Seven (7) calendar days prior to any bypass/diversion pumping activity the Contractor shall submit six (6) copies of the complete and detailed plan to the Program Manager for review. The bypass system shall meet the requirements of all codes and regulatory agencies having jurisdiction. The Contractor may submit a general bypass/diversion pumping plan to be used when bypassing sewer mains **smaller than or equal to 12-inch** diameters. Once the Contractor has received written approval from the Program Manager for the **smaller than or equal to 12-inch** sewer main plan, the Contractor may use the plan without re-submittal.
- B. The **bypass/diversion pumping plan** submittal shall have sufficient detail to show the following:
1. Lowest overflow point upstream of the bypass/diversion.
 2. Pump stations upstream of the bypass/diversion.
 3. Staging area for pumps.
 4. Sewer plugging method and types of plugs.
 5. Number, size, material, location and method of installation of suction piping.
 6. Number, size, material, location and method of installation of discharge piping.
 7. Bypass pump sizes, capacity, number of each size to be onsite and the power requirements.
 8. System curve design calculations detailing the static lift, friction losses, velocity losses and flow velocities.
 9. Pump curves with the system curves plotted showing the pump operation range and confirming the pump size, horsepower and impeller required.
 10. Standby power generator size and location, if utilized.
 11. Noise control and abatement measures.
 12. Downstream discharge plan including pipe routing plan and profile views.
 13. Sections showing suction and discharge pipe depth, embedment, joint restraints, thrust blocking and backfilling.
 14. Method of protecting discharge manholes or structures from erosion and damage.
 15. Location and position, in detail, where pipes cross roadways and driveways.
 16. Traffic Control Plan, if applicable.
- C. For bypass plans associated with sewer mains **larger than 12-inches** in diameter, a Georgia certified Professional Engineer must sign and seal the bypass/diversion plan.
- D. The Contractor will provide an emergency response plan for each bypass/diversion pumping. The plan will be followed in the event of failure of the bypass/diversion pumping system. The Contractor shall provide names and phone numbers for twenty-four (24) hour emergency contact.
- E. The Contractor must identify all pump stations and the lowest overflow point upstream of the plugging/block and/or bypass/diversion pumping. The Contractor may be required to station personnel at upstream pump stations and overflow points.

- F. The Contractor shall notify the Program Manager 48 hours prior to commencing any plugging/block and/or bypass/diversion pumping.
- G. The Contractor shall complete a daily written record (diary) detailing the work carried out and any small items of Work incidental to the Work. The Contractor shall include in his daily record and reference to the following:
 1. **Delays:** Dense traffic, lack of information, sickness, labor or equipment shortage, etc.
 2. **Weather:** Conditions (e.g., rain, sunny, windy, etc.).
 3. **Equipment:** On site (e.g., specialty cleaning, by-pass equipment, etc.).
 4. **Submittals:** To the Owner's Program Manager.
 5. **Personnel:** On site by name (e.g., all labor, specialty services, etc.).
 6. **Accident:** Report (e.g., all injuries, vehicles, etc.).
 7. **Incident:** Report (e.g., damage to property, property owner complaint, etc.).
 8. **Major defects encountered:** including collapsed pipe, if any, cave-ins, sink holes, etc.
 9. **Visitors:** On site.
 10. **Disposals:** Type and quantity of debris (including liquids).

1.06 EXPERIENCE

- A. Experience documentation will be submitted as required of the Contract Documents. The Contractor shall provide the Program Manager with written documentation acknowledging the supervisor and field crew leaders responsible for this work have received the proper training, are certified, and have the requisite experience. This documentation will include dates of hands-on experience, employer, description of duties/experience, contact name and phone number. Documentation on any person shall not be longer than one (1) page.
- B. Supervisor of the field crews must be properly trained in this function and have a minimum of three (3) years' experience in performing gravity sewer bypass/diversion pumping, to include safe working practices for the types of equipment and operation of the equipment used for this contract.
- C. Field crew leaders must be properly trained in the function and have a minimum of two (2) years hands-on experience in performing bypass/diversion pumping, to include safe working practices for the types of equipment and operation of the equipment used for this contract.
- D. No crewmembers shall enter confined spaces without the necessary certified training.

1.07 PERSONNEL

- A. The Supervisor must visit the project site daily, checking on their personnel and subcontractors, meeting with the field crew leaders, as well as checking on the status and progress of the project.
- B. A field crew leader must be with their crew when their crew is working. Each field crew leader can only have one crew. Each crew must have its own field crew leader.

1.08 RESPONSIBILITY FOR SANITARY SEWER OVERFLOWS AND DAMAGE TO PROPERTY AND UTILITY

- A. Reference Specification Section 01030 – Special Project Procedures.

1.09 SAFETY

- A. All work shall be performed in accordance with OSHA standards and state and federal safety regulations.
- B. No person shall enter a confined space without the documented requisite training, certification, and entry permit.

PART 2 – PRODUCTS

2.01 PIPE FOR FLOW DIVERSION

- A. Ductile Iron Pipe: Ductile iron pipe, as specified in DeKalb County Design Standard for Ductile Iron Sanitary Sewer Pipe and Fittings, is acceptable for use for flow diversion during construction.
- B. Steel pipe is permitted for flow diversion.
- C. High Density Polyethylene Pipe (HDPE) is permitted for flow diversion. Polyethylene material shall comply with the requirements for Type III polyethylene, C-5 and P-34 as tabulated in ASTM D-1248 and has the Plastic Pipe Institute recommended designation PE3406. The material shall also have an average specific base resin density of between 0.94 g/cc and 0.955 g/cc (ASTM D-1505). Pipe made from these resins must have a long-term strength (50 years) rating of 1,250 psi or more per hydrostatic design basis categories of ASTM D-2837. The polyethylene resin shall contain antioxidants and be stabilized against ultraviolet degradation to provide protection during processing and subsequent weather exposure. The polyethylene resin shall have an environmental stress crack resistance condition C, as shown in ASTM D-1693, to be greater than 500 hours, 20% failure. All pipes shall be made from virgin quality material. No rework compound, except when obtained from the manufacturer's own production of the same formulation shall be used. The polyethylene resin shall have an average melt flow index, condition E as shown in ASTM D-1238, not in excess of 0.25 g/10 mm. Pipe shall be homogeneous throughout, and free of visible cracks, holes, foreign material, blisters, or other deleterious faults. Diameters and wall thickness shall be measured in accordance with ASTM D-2122. Pipe joining will be done by thermal butt fusion method in accordance with ASTM D-2657.
- D. Polyvinylchloride (PVC) pipe is permitted for flow diversion. PVC pipe shall be rigid and securely coupled with a minimum number of connections. Glued PVC is not allowed.
- E. Lay flat hose is permitted for use with 2" and 3" gas powered portable pumps.
- F. Irrigation type piping is not allowed.
- G. No more than two (2) pump discharge hoses will be allowed at any given time. The length of these hoses shall be limited at the direction of the Program Manager.
- H. The Contractor, at a minimum, shall design all piping, joints and accessories to withstand twice the maximum operating pressure or 100 psi whichever is greater.

- I. If required the Contractor must provide air relief (air relief valves, etc.) on bypass/diversion pumping discharge piping to insure proper operation.
- J. All pumps used shall be fully automatic self-priming units and do not require the use of foot-valves or vacuum pumps in the priming system. The pumps may be electric, gas, or diesel powered, provided they meet all specified sound level requirements. If electric pumps are used, the combined generator/pump system shall meet the specified sound level requirements. All pumps used shall be constructed to allow dry running for long periods of time to accommodate the cyclical nature of effluent flows.
- K. Maintain sufficient equipment and materials on site to ensure continuous and successful operation of bypass and dewatering systems.
 - 1. Keep standby pumps fueled and operational at all times.
 - 2. Maintain sufficient number of valves, tees, elbows, connections, tools, sewer plugs, piping, and other parts or system hardware on-site to ensure immediate repair or modification of any part of system as necessary.
- L. Unless specified otherwise in these Specifications or approved by the Program Manager, all pumps (and generators if used) shall be fully sound attenuated and shall produce a noise level of sixty-five (65) dB or less at a distance of twenty-three (23) feet.
- M. The Contractor shall provide the necessary stop/start controls for each pump.

PART 3 – EXECUTION

3.01 GENERAL STANDARDS AND REQUIREMENTS

- A. Prior to commencing each bypass/diversion pumping activity the Contractor must receive written approval from the Program Manager.
- B. Ensure all levels of sewage flow are continuously and effectively handled.
- C. The Contractor shall use ingenuity and skill to develop a bypass/diversion pumping plan.
- D. The back-up pump, appropriate piping, fuel, lubrication and spare parts shall be incorporated into the bypass/diversion pumping arrangement at the site, ready for use in case of a breakdown.
- E. At no cost to the Owner and Program Manager, the Contractor will carry out a “trial run” of the bypass/diversion arrangement on all sewers greater than 12-inches. This trial run must be conducted before the Program Manager will accept the arrangement. The “trial run” shall demonstrate the incorporation of all standby equipment to handle flows when the main pump set is switched off.
- F. All materials used for bypass/diversion pumping shall be pre-approved by the Program Manager prior to commencing pumping activities.
- G. When wastewater flows at the upstream manhole of the sewer main being televised are above the maximum allowable requirements for television inspection, or do not allow the proper sewer or manhole repair, the flows shall be reduced to the levels required by one of the following methods: plugging/blocking or bypass/diversion pumping of the flows, as approved by the Program Manager.

- H. In some applications, the wastewater flow may be plugged/blocked and contained within the capacity of the collection system. This shall only be done when it has been determined by the Contractor and approved by the Program Manager the system can accommodate the surcharging without any adverse impact.
- I. The plan must keep the wastewater flowing without discharge or spills into any adjacent creeks or on to the ground. No bypassing to ground surface, receiving waters, storm drains, or bypassing resulting in groundwater contamination or potential health hazards shall be permitted. The Contractor will seek and obtain inspection of each section of newly laid sewer before removing the flow diversion from service and placing the newly installed or rehabilitated section into service.
- J. All pipe materials utilized in wastewater flow control shall be in good condition, and free of defects, and leaks. The Contractor, at no cost to the Owner and Program Manager, shall replace any defective material. Upon completion of the job, wastewater flow control materials shall be removed from the site.
- K. Before any wastewater flow control equipment is installed, the Contractor shall de-silt the segment of sewer to be bypassed while it is still under flow. Subsequent jetting and final cleaning before inspection or repair shall be undertaken while the segment of sewer is bypassed.
- L. The Contractor is responsible for locating any existing utilities in the area the Contractor selects to locate the bypass pipelines. The Contractor shall locate his bypass pipelines to minimize any disturbances to existing utilities and shall obtain approval of the pipeline locations from the Program Manager. All costs associated with relocating utilities and obtaining all approvals shall be paid by the Contractor.
- M. During all wastewater flow control operations, the Contractor shall protect manholes and all local sewer lines from damage inflicted by any equipment. The Contractor shall be responsible for all physical damage to mainlines, manholes, and all local sewer lines caused by human or mechanical failure.
- N. The Contractor shall complete all wastewater flow control activities with the minimum sound level compatible with accepted industry standards for sound attenuated temporary pumping systems.

3.02 DEPTH OF FLOW

- A. In performing television inspection, joint testing, and/or sealing and other sewer rehabilitation work, the Contractor shall control the depth of flow in the sewer within the following guidelines:

Maximum Pipe Flow Depth			
Television Inspection		Joint Testing and Sealing	
Pipe Size	% Pipe Dia.	Pipe Size	% Pipe Dia.
6"-12"	15	6"-12"	20
15"-24"	25	15"-24"	25
27" or larger	25	27" or larger	30

- B. When sewer line flows, as measured in the first manhole upstream of the sewer segment being inspected or rehabilitated, exceed the maximum depth listed above or inspection of the complete

pipe periphery is necessary for effective testing, sealing, or line work, the Contractor shall implement wastewater flow control methods. The implementation of the flow control method shall be reviewed and approved by the Program Manager.

3.03 PLUGGING AND BLOCKING

- A. The Contractor shall insert a sewer line plug into the line at a manhole upstream from the section being inspected or repaired. The plug shall be so designed so all or any portion of the flow can be released. Plugs should be secured to manhole to prevent movement downstream. Flows shall be shut off or reduced to within the maximum flow limits specified. Wastewater flow shall be restored to normal following completion of work.
- B. No Plumbers plugs will be allowed.

3.04 BYPASS/DIVERSION PUMPING

- A. When bypass/diversion pumping is required, a pump size shall be recommended by the Contractor and approved by the Program Manager. The Contractor shall supply the necessary pumps, conduits, and other equipment to divert the flow of wastewater around the sewer section where the work is to be performed. The bypass system shall have sufficient capacity to handle existing flows plus additional flow potentially occurring during periods of rainstorms as indicated from the flow monitoring program. The Contractor shall be responsible for furnishing the necessary labor and supervision to set up and operate the pumping and bypassing system. A “setup” consists of the necessary pumps, conduits, and other equipment required to divert the flow of wastewater from the start to finish of work performed.
- B. Wastewater shall be pumped directly into the nearest available downstream manhole, provided the existing sewer has the capacity to transport the flow. The Contractor shall request the Program Manager to determine the capacity of the downstream existing system. The Contractor shall request this determination fourteen (14) calendar days prior to the planned bypass/diversion pumping.
- C. The Contractor shall be responsible for keeping the pumps running continuously 24 hours a day, if required, until the bypass operation is no longer required. The Contractor shall have standby pumps at all times.
- D. Bypass pumping systems shall have sufficient capacity to pump peak flows in the pipes being bypassed (flows in the existing interceptor sewers can increase dramatically during periods of wet weather). The Contractor shall provide all pipeline plugs, pumps of adequate size to handle wet weather peak flows, and temporary discharge piping to ensure the total flow of the interceptor sewer is safely diverted around the section to be repaired. Wastewater flow control system will be required to be operated twenty-four (24) hours per day.
- E. Maintenance personnel capable of starting, stopping, refueling, and maintaining the pumps and equipment during the bypass/diversion pumping operation shall continuously monitor pumps and equipment. If pumping is required on a 24-hour basis, engines shall be equipped in a manner to keep noise to a minimum.

3.05 FLOW CONTROL PRECAUTIONS

- A. Where the wastewater flow is plugged/blocked, the Contractor shall be responsible for taking sufficient precautions to protect public health. The sewer lines shall also be protected from damage. The following shall apply:
1. No wastewater shall be allowed to back up into any homes or buildings.
 2. No wastewater shall overflow any manholes, cleanouts, or any other outlet.
 3. Customers upstream of the flow control area shall be able to use all their water and sewer utilities without interruption.
 4. If any of the above occur or are expected to occur, the Contractor shall provide bypass/diversion pumping to alleviate one or all of the conditions. Additionally, the Contractor shall observe the conditions upstream of the plug and be prepared to immediately start bypass/diversion pumping, if needed.
- B. Any sump pumps, bypass pumps, trash pumps, or any other type of pump, pulling wastewater or any type of material out of the manhole or sewer, shall discharge the material into another manhole, or appropriate vehicle or container approved by the Program Manager. **Under no circumstances shall this material be discharged, stored, or deposited on the ground, swale, road, or open environment.**
- C. The Contractor shall take appropriate steps to ensure all pumps, piping, and hoses carrying raw wastewater are protected from traffic. Traffic control shall be performed in accordance with the requirements of the governing agency.
- D. Prior to any wastewater flow control operations the Contractor will identify the pump station/s and lowest overflow point upstream of the planned plugging/blocking or bypass/diversion. During operations the Contractor will monitor the pump stations and lowest points to ensure overflow does not occur.
- E. In the event, during any form of "Sewer Flow Control," raw wastewater is spilled, discharged, leaked, or otherwise deposited in the open environment, the Contractor shall immediately stop overflow and shall immediately report overflows to the Program Manager. The Contractor shall be responsible for any cleanup of solids and stabilization of the area affected. This work shall be performed at the Contractor's expense with no additional cost to the Owner or Program Manager. The Contractor shall also be responsible for notifying the Program Manager and complying with any and all regulatory requirements for cleaning up the spill at no additional cost to the Owner. The Contractor shall be responsible for any fines assessed by regulatory agencies including the Georgia Environmental Protection Division (EPD).
- F. During wastewater flow control operations, the Contractor shall take proper precautions to prevent damage to existing sanitary sewer facilities, flooding, or damage to public or private property.
- G. The Contractor shall make repairs, replacements or rebuilds, as directed by the Program Manager, to any portion of the sewer system damaged during any plugging or bypass/diversion pumping operation. All such repairs, replacements, and rebuilding shall be paid for by the Contractor.

- H. The Contractor shall make such provisions, as are necessary, for handling all flows in existing sewers, connections, and manholes by pipes, flumes, or by other approved methods at all times, when his operations would, in anyway, interfere with normal functioning of those facilities.
- I. The Contractor shall be responsible for the removal of any debris and sedimentation in the existing sewers, laterals, and manholes, etc., attributable to his work under this Contract. The Contractor is responsible for the proper disposal of these items. The debris and liquids are to be disposed of properly in accordance with all applicable laws. The local municipality can furnish a letter to the landfill stating the contractor is authorized to dispose of the non-hazardous materials. Debris and liquids type and quantities are to be tracked in the daily Contractor diary. Hauling and disposal costs will be borne by the Contractor.

3.06 CLEAN UP

- A. Keep premises free from accumulations of waste materials, rubbish, and other debris resulting from the Work.
- B. Restore to original condition portions of site not designated for alterations by Contract Documents.
- C. When by-pass pumping operations are complete, drain piping into sanitary sewer prior to disassembly.

END OF SECTION

SECTION 01530
MANHOLE CONDITIONS ASSESSMENT

PART 1 – GENERAL

1.01 WORK THIS SECTION

- A. The purpose of manhole condition assessment (MCA) is to locate a manhole, document all incoming and outgoing pipes, and determine its physical dimensions, materials, structural condition, maintenance concerns, and sources of infiltration/inflow. NASSCO's MACP (latest edition) manhole condition assessment codes will be utilized. Manhole condition assessments will be conducted on every manhole in the assigned project area, unless otherwise directed by the Program Manager.

1.02 REFERENCES

- A. Codes, Specifications, and Standards
- B. NASSCO – National Association of Sewer Service Companies – Pipeline Assessment Certification Program (PACP) Reference Manual, Version 6.0.1, November 2010 or latest version
- C. Manual for Uniform Traffic Control Devices (MUTCD) standards
- D. Related Sections
- E. Section 01056 – GPS Data Collection
- F. Section 01320 – Progress Reports & Videos
- G. Section 02607 – Manhole Height Adjustment
- H. **Attachment A** – MACP Standard Exchange Database Anticipated Inspection Header Form Attribute Guidance Table (Manholes)
- I. **Section 01510 - Attachment A** - PACP Standard Exchange Database Anticipated Inspection Header Form Attribute Guidance Table (Zoom Camera)

1.03 DEFINITIONS

- A. **Buried Manhole:** A manhole where the manhole cover (lid) is not visible at ground surface. Buried manholes usually require removing the material covering the manhole lid and raising the manhole frame and cover (lid). All buried manholes on the sanitary systems shall be reported for raising following their location discovery by the Contractor (Reference Specification Section 02607). Subsequently, the raised manholes shall be inspected.
- B. **Designated Manhole(s):** Manholes identified by Program Manager to be assessed. For the purpose of this contract, Designated Manholes shall be all manholes on the sanitary sewer systems including new manholes, raised manholes, buried manholes, and unmapped manholes discovered during the project.

- C. Manhole: A subsurface structure where one or more pipes meet, with person access from the ground surface.
- D. Manhole Structure: Reference to and all activities relevant to manhole structures throughout the text shall also be taken to include junction boxes, inspection chambers, drop shafts, sumps, and all other auxiliary structures appurtenant to the sanitary sewer system.
- E. Mapped Manhole: A manhole that appears on the Owner's sewer system maps.
- F. Raised Manhole: A manhole in which the frame and cover has been raised above their previous level.
- G. Unburied Manhole: A manhole on a pipe to be assessed that was formerly buried below ground surface.
- H. Unmapped Manhole: A manhole not included on the Owner's sewer system maps. An unmapped manhole is also known as an uncharted manhole.
- I. Elevated Manhole: A manhole in which the frame and cover are more than 12-inches above ground level on any side.
- J. Program Manager: the DeKalb County Department of Watershed Management (Owner) authorized representative.

1.04 SUBMITTALS

- A. Catalog and manufacturer's data sheets for photo camera and zoom camera equipment
- B. References: Contact names and telephone numbers
- C. List of staff and equipment to be used on this Project
- D. Supervisor, field crew leader qualifications including certification of required experience and MACP certification training identification number
- E. Supervisor and field crew leader's contact information including name and mobile telephone numbers
- F. Confined space entry certification that staff to be used on this project have been properly trained should confined space entry be required
- G. Contractor's Safety Plan
- H. Training and inspection plan a minimum of 7 days prior to the first inspection
- I. 14 day look ahead schedule weekly based on Program Manager's work priority schedule
- J. Public notification door hanger based on Program Manager's provided example
- K. Include the following with each weekly submittal:
- L. Inspection media (videos and photographs)

- M. Quality controlled Inspection database (MACP Standard Exchange Access Database)
- N. Inspection reports (PDF – Digital format)
- O. Traffic control plan
- P. Quality control plan

1.05 EXPERIENCE

- A. Supervisor of the field crews performing these functions shall have the proper training and up to date NASSCO MACP certification in these types of equipment and monitoring functions and have a minimum of three (3) years' experience in performing such assignments including safe work practices, etc.
- B. Field crew leaders performing these functions shall have the proper training and up to date NASSCO MACP certification in these types of equipment and monitoring functions and have a minimum of two (2) year experience in performing such assignments including safe working practices, etc.
- C. The Contractor shall provide the Owner and Program Manager with written documentation (certification) that the supervisor, field crew leader and all crew members responsible for these assignments have the proper training and the requisite experience.
- D. No crew members shall enter confined spaces without the necessary certified training.
- E. The required experience shall be documented in the Contractor's Invitation to Bid submittal.

1.06 RESPONSIBILITY FOR OVERFLOWS/SPILLS AND DAMAGE TO PROPERTY AND UTILITY

- A. Reference Specification Section 01030 – Special Project Procedures.

PART 2 – PRODUCTS/EQUIPMENT

2.01 GENERAL

- A. The Contractor shall CCTV the manhole interior from rim to bottom of the outflow invert utilizing a graduated rod to specify depths along the video. Any digital photographs taken shall be with a 3.0 mega pixel color camera, minimum.
- B. The Contractor will provide high-powered hand held spotlights and mirrors (to direct natural sunlight into the manhole) to properly illuminate the interior of the manhole when a Top Side Inspection is performed.
- C. The Contractor shall ensure that the camera used for associated main inspections is centered in the middle of circular pipe lines and manhole risers at all times during inspection and that the resulting product provides an unobstructed view of the pipe segment. Using a steel tape or graduated survey rod, manhole depth is to include extent from rim elevation directly above the outflow invert to bottom of outflow invert. Depths to all incoming and outgoing pipe inverts shall be measured.

- D. The camera utilized for CCTV inspection of the manhole interior shall be GoPro Hero+LCD HD Video (or equivalent quality) or zoom camera.

GoPro Video Mode:

GoPro Video Format: H.264 codec, .mp4 file

Video Resolution	Frames/Sec	Field of View	Screen Resolution
1080p	60,50,30,25	Ultra Wide	1920 x 1080
720p	60,50	Ultra Wide	1280 x 720
720p Suuperwide	60,50	Ultra Wide	1280 x720

GoPro Photo Mode-Resolution: Capture a single photo at 8MP, Wide FOV, 3264 X 2448 screen resolution (or better).

If a zoom camera is utilized, the zoom camera shall be equipped with an optic telephoto lens with sufficient magnification that the effects of pixelization do not degrade the farthest image. Criteria include:

1. Optical zoom range: 25X (minimum)
 2. Digital zoom range: 1X through 12X (minimum)
 3. Total effective zoom ratio: 300X (minimum)
 4. Designed with the ability to pan the camera head 360 degrees continuously, tilt mechanically 35 degrees up from horizontal, tilt mechanically 90 degrees down from horizontal and tilt optically 166 degrees.
 5. Auto focus and auto exposure features. In addition, it shall be capable of remote, real time, operator manual override and adjustment of focus and camera aperture operations.
- E. The camera light source will be adjustable to allow an even distribution of light around the sewer and manhole perimeter without loss of contrast, flare out of picture, or shadowing.
- F. The telescopic pole must be capable of lowering the camera to a depth of at least 30 feet inside the manhole.
- G. It is the responsibility of the Contractor to comply with OSHA regulations. The Contractor must provide all equipment required to comply with the regulations and guidelines.
- H. The Contractor shall provide all labor, material, supplies, equipment, transportation, traffic control, etc., necessary to complete the manhole condition assessments and associated zoom camera inspections. The Contractor shall make provisions to have ready access to spare or back-up zoom cameras and other sensitive equipment to maintain the inspection schedule.

PART 3 – EXECUTION

3.01 GENERAL

- A. Manholes to be assessed (designated manholes):

1. The Contractor shall identify all designated manholes on the sewer systems to be assessed and confirm the manhole referencing system to be used throughout the survey and for all subsequent reporting. The Contractor shall inspect and record both mapped and unmapped manholes as well as buried and unburied manholes in addition to designated manholes (Reference Specification Section 01056).
 2. The visible portion of each of the Owner's sewers entering designated manholes shall also be inspected, when accessible, to assess overall structural and service condition and possible forms of infiltration using camera.
 3. For manholes without a pre-assigned Manhole ID number the contractor shall notify the Program Manager and assign a temporary unique identifier number to be coordinated with the Program Manager.
 4. When buried manholes are discovered, Contractor will alert the Program Manager, and submit report of all buried manholes, their location and surface cover. Contractor will coordinate Manhole Height Adjustment (Specification Section 02607) with Program Manager.
 5. When a broken manhole cover and/or casting are identified, Contractor will advise the Owner and Program Manager in writing of the location of such broken cover and/or casting on the daily reports within 24 hours.
 6. Inspection data shall be submitted to the Program Manager in an approved MACP Standard Exchange Access database (Version 6 or newer). Digital data and high resolution digital video and photographs will be delivered to the County on external hard drives.
 - a. Only approved standard exchange database shall be submitted
 - b. Databases will be named by date, will include all inspections performed to date and will be accompanied with a description of the regions inspected to date.
 - c. Include all inspections. Creating a database per inspection is not acceptable.
 - d. Inspection media will be submitted in conjunction with database.
 7. Digital video and photographs shall be provided for each unique manhole assessment inspection, include the Manhole Facility ID and be named in the following format:
 - a. [ManholeID][Type Designation] [Video/PhotoIncrementalNumber].jpg
 - b. Video/PhotoIncrementalNumber is to ensure no two videos and/or photographs are the same. The number can be the photo ID if the software does not have a random number generator.
 - c. Type Designation (still photos) – A for Area Photo, I for Internal Photo, P for Pipe Photo and F for MH Defect Photo.
- B. If manhole(s) to be inspected requires significant cleaning to facilitate or execute inspection, Contractor shall notify Program Manager. Program Manager will coordinate cleaning to be performed by the Owner and notify Contractor when manhole is available for inspection.
- C. Confined Space Entry: Crews shall minimize the physical entry into manholes. Manhole entry shall be performed in accordance with Federal, State, Local and any other regulations for confined space entry. Only trained crews and staff may perform confined space entry after obtaining an entry permit. Staff must use safety required equipment, including harnesses, ventilation equipment, etc.

- D. The Contractor shall take videos/digital photos as described in this section, complete the assessment report, make map verifications, and record map corrections as necessary (Refer to Specification Section 01056).
- E. Traffic Control: All traffic control measures shall comply with the requirements of MUTCD, Part 6 – Temporary Traffic Control, Latest Edition as published by USDOT/FHWA.
- F. Site Security: Wear all required safety equipment, such as safety vests, hardhats, safety glasses, and steel toe boots. Follow all applicable state and local traffic safety procedures.
- G. Scheduling Time: Crews shall begin inspections after 8:00 am and terminate inspections no later than 5:00 pm each day unless otherwise directed by the Program Manager in order to address localized special requirements. Authorization should be obtained if work is to be performed outside of the designated hours. Work should be performed by the Contractor in time frames that will allow compliance with the County’s noise ordinance.
- H. At the end of each day, update the status of what manholes were inspected using the web-based mobile device. Refer to Section 01030 – Special Project Procedures.
- I. Permits for Rights of Ways & Contract Utility Licensing:
 - 1. The Contractor shall obtain any applicable work permits for all work to be performed in State and/or County Right of Ways. The Contractor shall also plan for all other applicable insurances, traffic control measures, and other terms of the permit in advance. The Contractor shall also obtain all necessary and applicable licensing.

3.02 DOCUMENTATION

- A. Manholes:
 - 1. The data to satisfy all anticipated assessment form inspection header variables shown in **Attachment A** to this Section and associated defect codes will be recorded by the Contractor and submitted in the form of digital data in an MACP Standard Exchange Access database. The contractor will also submit digital reports, updated mapping information, digital videos and digital photos. Submitted data shall be included on an external hard drive. The MACP Standard Exchange database with each submittal shall be consolidated and cumulative, including all prior assessed manholes (data corrected as required) as well as new manholes assessed for that pay period. MACP database anticipated attribute fields shall be populated per guidance of Section 9 (MACP) of NASSCO Pipeline Assessment Certification Program Reference Manual, Version 6.0.1 – November 2010 and as shown in **Attachment A** to this Section.
- B. Pipes:
 - 1. Contractor shall use the appropriate data collection software to capture and record information also related to the pipeline(s) connected to each inspected manhole using video/zoom camera inspection. Anticipated attribute (**Attachment A to Section 01510**) data inspection header fields and formats for recorded defect code data should be in a PACP Standard Exchange Access database. Submitted data shall be included on same external hard drive as other digital deliverables. The PACP Standard Exchange database with each submittal shall be consolidated and cumulative, including all prior assessed pipes (with data corrections) as well as new

pipes assessed for that pay period. Anticipated PACP database inspection header fields shall be populated per NASSCO Pipeline Assessment Certification Program Reference Manual, Version 6.0.1 – November 2010 and per the guidance of the zoom camera inspection column in **Attachment A to Section 01510**.

- a. Photos of major observed defects will be captured in JPEG format.

3.03 PHOTOGRAPHIC DOCUMENTATION PROCEDURES

- A. A set of high-resolution digital color video/photographs shall be taken for each manhole assessed, showing:
 1. Above ground features and conditions in the vicinity of the manhole to be assessed – photo to be taken looking downstream with manhole in immediate foreground
 2. View from surface, of manhole invert – outgoing pipe at 6:00 o'clock.
 3. Any structural defects, evidence of leakage, obstructions, roots, mortar loss, evidence of hydrogen sulfide attack, etc.
 4. Each photograph filename shall be entered into the digital standard exchange database in the appropriate record that it is associated with.
 5. Digital photographs of all in/out pipes in the manhole shall also be submitted digitally at each interim submittal.

3.04 DELIVERABLES

- A. Digital MACP Standard Exchange Access database Version 6.0 or newer with inventory and condition data, along with specified reports, videos and photographs shall be submitted to the Program Manager. The digital database must contain all the data required by this specification.
- B. Digital PACP Standard Exchange Access database Version 6.0 or newer with inventory and condition data, along with specified reports and photographs of each shall be submitted to the Program Manager. The digital database must contain all the data required by this specification.
- C. Mapping corrections per guidance in Specification Section 01056.
- D. Data Collection Methods: Digital data must be delivered in the prescribed method for uploading to the Owner's Mapping System. However, the Contractor may use whatever method the Contractor chooses to collect the data.
- E. The Contractor shall complete work on each asset as described herein. Refer to the Measurement and Payment Section (Section 01025) on documentation requirements to be provided with each pay request.
- F. Mobile Mapping will be updated to indicate progress toward completion of the assigned work. Mobile Mapping instruction will be provided by the Owner.

3.05 PUBLIC NOTIFICATION – MANHOLE CONDITION AND CCTV/SONAR ASSESSMENT

- A. Public notification is critical and compliance with the public notification criteria is a prerequisite for manhole condition and CCTV/Sonar assessments, especially when conducting assessments on lines and manholes in easements on private property. Notification must be provided to all

property occupiers/owners likely to be affected including residential, commercial and institutional (schools, hospitals, nursing homes, etc.). At a minimum, the following steps shall be taken:

1. The Contractor shall print and distribute pre-approved advance notice door hangers 72 hours before conducting manhole condition and CCTV/Sonar assessments. The Contractor shall distribute the door hangers to the property owners (residential, commercial and institutional) in the affected area(s). The advance notice door hangers shall be customized by Public Outreach to suit this project and will be provided to the Contractor for printing prior to project commencement. If assessments are delayed, the Contractor must re-distribute door hangers. The door hangers will state what assessment will be done (CCTV/Sonar and/or MH) and the time frame associated with the assessment.
- B. The Contractor is responsible for distributing pre-approved “Right-of-Entry” (ROE) forms and securing signatures from affected property owners on the ROE forms prior to conducting assessments on private property.
- C. The Contractor shall keep a daily log of the distribution of the door hangers. This shall be maintained and submitted to the Owner and/or Program Manager upon request.
- D. The Contractor shall alert the appropriate Owner and Program Manager personnel of their work locations on a daily basis.
- E. Contractor will provide and place “Right-of-Way” signs in prominent locations where manhole condition and/or CCTV/Sonar assessments are planned 24-hours in advance of commencing the assessment. Signs will be a minimum of 24 inches wide by 18 inches high with letters a minimum of 2 inches high. Signs will be supported a minimum of 12 inches above grade by integral metal frames. Wording on the signs shall be similar to the following:
1. MANHOLE CONDITION ASSESSMENT WILL BE CONDUCTED ON “DATE” AND “TIME.” CONTACT “PERSON” WITH “COMPANY” AT “PHONE NUMBER” FOR ADDITIONAL INFORMATION.
 2. CCTV/Sonar ASSESSMENT WILL BE CONDUCTED ON “DATE” AND “TIME.” CONTACT “PERSON” WITH “COMPANY” AT “PHONE NUMBER” FOR ADDITIONAL INFORMATION.

3.06 QUALITY CONTROL PROCEDURES

Data Quality Control Procedure:

- A. Prior to assessment data submission, the Contractor shall run queries for quality control (QC) as required by the Program Manager. The queries are developed by the Program Manager and provided to help the Contractor quickly locate data gaps and errors prior to submitting the respective assessment access database. The QC queries play an integral role in confirming complete data submissions are provided to allow for error-free data upload and synchronization by the Program Manager. The Program Manager will determine the extent of which QC queries will be required for a particular assessment activity. Typical QC queries may include, but are not limited to, the following:
1. Header Data
 2. Asset Identification Nomenclature

3. Asset Attributes
 4. Defect Locations
 5. Video/photo links, Etc.
- B. The Contractor shall perform a Quality Control (QC) check of the manhole/CCTV inspection documentation using the QC database provided by the Program Manager. The Program Manager will provide at minimum 2 hours of training on use of the QC database tool for the Contractor. The Contractor shall correct any data conflict, missing data, or other questionable entry identified by the QC reports prior to submitting the inspection data to the Program Manager. Errors found in the PACP/ MACP databases reviews will be corrected in the respective consolidated PACP/MACP databases by the Contractor.
- C. The Program Manager will periodically request the Contractor to review the QC results with the Program Manager.
- D. The data submissions shall undergo the same random review checks for Quality when submitted to the Owner/Program Manager. Should accuracy or qualitative levels fall below those deemed acceptable to the Program Manager, the data submittal will be refused and no payment will be released. Contractor will be required to correct or re-do inspections until the Program Manager is satisfied with the work.

3.07 COLLAPSING MANHOLES, COLLAPSING PIPES

- A. Any manhole with severely compromised structural integrity and posing a hazard or threat of personal injury to the public must be reported to the Program Manager immediately for remedial action. Written confirmation of the report, including all details of the defect/hazard shall be made to the Program Manager within 24 hours of the discovery of the problem.
- B. The Contractor must protect any manhole with conditions that pose a threat of personal injury to the public until the Owner and/or Program Manager takes control of the structure or until a repair is authorized and completed by the Contractor.

3.08 BOLTED COVERS

- A. For all bolt-down style manhole covers, upon completion of the assessment, all bolts that were removed must be put back in place using sealing gaskets as necessary.

END OF SECTION

Attachment A:

a. MACP Standard Exchange Database Anticipated Inspection Header Form Attribute Guidance Table

Number	Field	Type	Required	Sample/Instructions/Comments
1	Surveyed_By	Text	Y	Name of individual conducting survey - eg KTRAN
2	Certificate_Number	Text	Y	NASSCO PACP # of Surveyor - eg U-907-4396
3	Owner	Text	N	Owner of collection system surveyed - DeKalb DWM
4	Customer	Text	N	Entity commissioning the survey - DeKalb DWM
5	Drainage_Area	Text	Y	Ranking Area Name - eg. TAZTEC3
6	Sheet_Number	Numeric	N	
7	PO_Number	Text	Y	Contract number Contractor is working under
8	Date	Numeric	Y	Inspection Date - YYYYMMDD
9	Time	Text	Y	Time Inspection Started - Military Time
10	Street	Text	Y	Enter nearest street number and name of US Access point/If not known, enter nearest place name and general description
11	City	Text	Y	City name where sewer located - eg DECATUR
12	Location_Details	Text	Y	Descriptive explanation of sewer location
13	Manhole_Number	Text	Y	Client provided designation for manhole
14	Rim_to_Invert	Numeric	Y	Distance (ft and tenths of ft) from rim to invert of manhole
15	Grade_to_Invert	Numeric	Y	Distance (ft and tenths of ft) from average grade to invert of manhole
16	Rim_to_Grade	Numeric	Y	Distance (ft and tenths of ft) from rim to average grade of manhole
17	MH_Use	Text	Y	2 character code SS = Sanitary SW = Stormwater PR = Processes CB = Combined FM = Force Main ZZ = Other (list in field 27)
18	Year_Built	Text	N	YYYY; should either use date field or text as numeric can be problematic
19	Year_Renewed	Text	N	YYYY

20	Media_Label	Text	Y	
21	Purpose	Text	N	1 character code A = Maintenance related B = Infiltration & Inflow investigation C = Post rehabilitation survey D = Pre rehabilitation survey E = Pre acceptance F = Routine assessment G = Capital improvement program assessment H = Resurvey for any reason I = Sewer system evaluation survey (SSES) Z = Not known
22	Category	Text	N	1 character code; shows as alphanumeric, though
23	Pre_Cleaning	Text	Y	1 character code J = Jetting H = Heavy cleaning N = No pre-cleaning Z = Not known
24	Date_Cleaned	Numeric	N	YYYYMMDD
25	Weather	Numeric	Y	1 character PACP code 1 = Dry 2 = Heavy Rain 3 = Light Rain 4 = Snow 5 = Saturated 6 = Damp 7 = Very Dry
26	Location_Code	Text	Y	1 character PACP code A = Main Highway - Urban B = Main Highway - Suburban C = Light highway - Local Roads D = Easement/ROW E = Woods F = Sidewalk G = Parking Lot H = Alley I = Ditch J = Building K = Creek L = Railway M = Airport Y = Yard Z = Other - give details in Field 27
27	Additional_Info	Text	Y	
28	Surface_Type	Text	Y	1 character code A = Asphalt B = Concrete/Pavement C = Concrete Collar D = Grass/Dirt E = Gravel Z = Other - give details in field 27
29	Potential_for_Run off	Text	N	1 character code; estimate for significant rain events N = None S = Sheetting P = Ponding I = Inundated

30	Access_Type	Text	Y	4 character code AMH = Manhole AWA = Wastewater access AOC = Other special chamber AM = Meter AWW = Wet well AJB = Junction box ACOP = Clean out property ACOM = Clean out mainline ACOH = Clean out house ACB = Catch basin
31	Northing	Text	Y	GPS Coordinate Northing - NAD83 State Plane Georgia West
32	Easting	Text	Y	GPS Coordinate Easting - NAD83 State Plane Georgia West
33	Elevation	Text	N	
34	Coordinate_System	Text	Y	Required for Level 1/Level 2 inspections - NAD83 State Plane Georgia West
35	GPS_Accuracy	Text	Y	1 character code M = Sub-meter N = Nearest meter L = Survey level
36	Inspection_Status	Text	Y	2 character code SI = Surface Inspection DI = Descent Inspection RI = Remote Inspection NF = Not Found NO = Not Opened SD = Surcharged/ Debris NI = Traffic NA = No Access BM = Buried or Marked
37	Evidence_of_Surcharge	Text	Y	3 character code YES NO
38	Inspection_Level	Text	Y	7 character code Level 1 Level 2
39				
40	Cover_Shape	Text	Y	1 letter code C = Circular O = Oval or elliptical R = Rectangular S = Square Z = Other (state in comments - Field 103)
41	Cover_Size	Numeric	Y	Size is measured in inches to nearest tenth of an inch or in millimeters measured at the top side of the cover.
42	Cover_Size_Width	Numeric	Y	

43	Cover_Material	Text	Y	3 letter code CAS = Cast Iron CN = Concrete (non-reinforced) CR = Concrete (reinforced) DI = Ductile Iron FR = Fiberglass Reinforced PSC = Plastic / Steel Composite PE = Polyethylene PVC = PolyVinyl Chloride S = Steel XXX = Not Known ZZZ = Other (State in comments - Field 103)
44	Cover_Type	Text	Y	**More than one cover may be used Solid Vented (Slots) Gasketed Bolted Inner Cover Locking Hatch (Single) Hatch (Double) Lamphole
45	Hole_Diameter	Text	Y	1 letter code A - <= 0.5in B - >0.5<=1in C - >1in<=1.5in D - >1.5in<=2in E - >2in
46	Holes_Number	Numeric	Y	
47	Cover_Bearing_Surface_Dia	Numeric	Y	
48	Cover_Bearing_Surface_Dia_Width	Numeric	Y	
49	Cover_Frame_Fit	Text	Y	1 letter code O = Oversized G = Good U = Undersized R = Rocks/Wobbles
50	Cover_Condition	Text	Y	Sound Cracked Broken Missing Corroded (Pitted) Bolts Missing Restraint Missing Restraining Defective
51	Cover_Insert_Type	Text	Y	1 letter code** P = Plastic M = Metal Z = Other N = None **If None, Skip this field
52	Cover_Insert_Condition	Text	Y	Level 1/Level 2 Sound Poorly Fitting Cracked (Torn/Holes) Leaking Insert Fell Corroded (Pitted/Worn)
53	Adjustment_Ring_Type	Text	Y	1 letter code** S = Solid A = Adjustable N = None **If None, skip fields 54, 55, 56
54	Adjustment_Ring_Material	Text	Y	3 letter code CAS = Cast Iron CN = Concrete (non-reinforced) CR = Concrete (reinforced) DI = Ductile Iron FR = Fiberglass Reinforced PSC = Plastic/Steel Composite PE = Polyethylene PVC = Polyvinyl Chloride S = Steel XXX = Not Known ZZZ = Other (State comments in Field 103)

55	Ring_Condition	Text	Y	More than one code may be used where applicable Sound Cracked Broken Corroded (Pitted /Worn) Leaking Poor Installation
56	Adjustment_Ring_Height	Numeric	N	
57	Frame_Material	Text	Y	3 letter code CAS = Cast Iron CN = Concrete (non-reinforced) CR = Concrete (reinforced) DI = Ductile Iron FR = Fiberglass Reinforced PSC = Plastic/Steel Composite PE = Polyethylene PVC = Polyvinyl Chloride S = Steel XXX = Not Known ZZZ = Other (State comments in Field 103)
58	Frame_Bearing_Surface_Width	Numeric	Y	
59	Frame_Bearing_Surface_Depth	Numeric	Y	
60	Frame_Clear_Opening_Dia	Numeric	Y	
61	Frame_Condition	Text	Y	Valid MACP Code** Sound Cracked Broken Missing Corroded (Pitted/Worn) Coated **More than one may be used. If frame is missing, skip fields 57 to 65
62	Frame_Seal_Condition	Text	Y	Valid MACP Code** Sound Cracked Loose (Not Attached) Offset Missing **More than one may be used. If frame missing, skip fields 63, 64
63	Frame_Offset_Distance	Numeric	Y	Provide in inches to nearest tenth or in millimeters
64	Frame_Seal_Inflow	Text	Y	2 letter code N = None IW = Weeper ID = Dripper IR = Runner IG = Gusher IS = Stains
65	Frame_Depth	Numeric	N	Provide in inches to nearest tenth or in millimeters

66	Chimney_Material	Text	Y	3 letter code AC = Asbestos Cement BR = Brick CM = Corrugated Metal CN = Concrete (non-reinforced) CR = Concrete (reinforced) CT = Clay Tile FR = Fiberglass Reinforced PE = Polyethylene PP = Polypropylene PSC = Plastic/Steel Composite PVC = Polyvinyl Chloride VC = Vitrified Clay XXX = Not Known ZZZ = Other (state comments - Field 103)
67	Chimney_II	Text	Y	2 letter code N = None IW = Weeper ID = Dripper IR = Runner IG = Gusher IS = Stains
68	Chimney_Clear_Opening	Numeric	N	Nearest tenth of inch
69	Chimney_Depth	Numeric	Y	Nearest tenth of a foot
70	Chimney_Lining_Interior	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
71	Chimney_Lining_Exterior	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
72	Cone_Type	Text	Y	2 letter code FT = Flattop CC = Conical Centered , Concentric CO = Conical Off Centered, Eccentric
73	Cone_Material	Text	Y	3 letter code AC = Asbestos Cement BR = Brick CM = Corrugated Metal CN = Concrete (non-reinforced) CR = Concrete (reinforced) CT = Clay Tile FR = Fiberglass Reinforced PE = Polyethylene PP = Polypropylene PSC = Plastic/Steel Composite PVC = Polyvinyl Chloride VC = Vitrified Clay XXX = Not Known ZZZ = Other (state comments - Field 103)

74	Cone_Depth	Numeric	Y	Nearest tenth of a foot
75	Cone_Lining_Interior	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
76	Cone_Lining_Exterior	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
77	Wall_Diameter	Numeric	Y	Nearest inch; usually 48"
77a	Wall_By_Size	Numeric	N	If wall noncircular, enter width
78	Wall_Material	Text	Y	3 letter code AC = Asbestos Cement BR = Brick CM = Corrugated Metal CN = Concrete (non-reinforced) CR = Concrete (reinforced) CT = Clay Tile FR = Fiberglass Reinforced PE = Polyethylene PP = Polypropylene PSC = Plastic/Steel Composite PVC = Polyvinyl Chloride VC = Vitrified Clay XXX = Not Known ZZZ = Other (state comments - Field 103)
79	Wall_Depth	Numeric	Y	Nearest tenth of foot
80	Wall_Lining_Interior	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
81	Wall_Lining_Exterior	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
82	Bench_Present	Text	Y	1 letter code Y = Yes P = Partial N = None **If None, skip 83, 84

83	Bench_Material	Text	Y	3 letter code AC = Asbestos Cement BR = Brick CM = Corrugated Metal CN = Concrete (non-reinforced) CR = Concrete (reinforced) CT = Clay Tile FR = Fiberglass Reinforced PE = Polyethylene PP = Polypropylene PSC = Plastic/Steel Composite PVC = Polyvinyl Chloride VC = Vitrified Clay XXX = Not Known ZZZ = Other (state comments - Field 103)
84	Bench_Lining	Text	Y	2 letter code NC = None no coating C = Cementitious E = Epoxy P = Polymer PL = Plastic R = Rubber CP = Cured in Place F = Fiberglass B = Bitumastic ZZ = Other
85	Channel_Installed	Text	Y	3 letter code YES/NO **If no, fields 86-88 based on bottom of MH
86	Channel_Material	Text	Y	3 letter code AC = Asbestos Cement BR = Brick CM = Corrugated Metal CN = Concrete (non-reinforced) CR = Concrete (reinforced) CT = Clay Tile FR = Fiberglass Reinforced PE = Polyethylene PP = Polypropylene PSC = Plastic/Steel Composite PVC = Polyvinyl Chloride VC = Vitrified Clay XXX = Not Known ZZZ = Other (state comments - Field 103)
87	Channel_Type	Text	Y	1 letter code P = Pipe F = Formed R = Precast I = Insert
88	Channel_Exposure	Text	Y	1 letter code F = Fully Open P = Partially Open C = Closed
89	Step_Number	Numeric	Y	If 0, skip 90
90	Step_Material	Text	Y	1 letter code M = Metal P = Plastic B = Brick Z = Other
91	Pipe_Number	Text	Y	Assign # to each, starting with outgoing (6 o'clock) and move clockwise
92	Clock_Position	Numeric	Y	
93	Rim_to_Invert	Numeric	Y	Nearest tenth of foot

94	Direction	Text	Y	3 letter code IN/OUT
				3 letter code AC = Asbestos Cement BR = Brick CAS = Cast Iron CMP = Corrugated Metal Pipe CP = Concrete (non-reinforced) CSB = Concrete Segments (Bolted) CT = Clay Tile DIP = Ductile Iron Pipe GRC = Glass Reinforced Cement OB = Pitch Fiber PE = Polyethylene PP = Polypropylene PSC = Plastic/Steel Composite PVC = Polyvinyl Chloride RCP = Reinforced Concrete Pipe SP = Steel Pipe SB = Segmented Block TTE = Transite Pipe VCP = Vitrified Clay Pipe WD = Wood XXX = Not Known ZZZ = Other (state comments - Field 103)
95	Material	Text	Y	
				1 letter code A = Arched B = Barrel C = Circular E = Egg Shaped H = Horseshoe O = Oval or Elliptical R = Rectangular S = Square T = Triangular U = U-Shaped with Flat Top Z = Other (state in comments Field 103)
96	Shape	Text	Y	
97	Diam1	Numeric	Y	Nearest inch; Height or diameter of pipe
98	Diam2	Numeric	Y	Nearest inch; pipe width
99	Pipe_Condition	Text	Y	1 letter code S = Sound D = Defective
100	Seal_Condition	Text	Y	1 letter code S = Sound D = Defective
				2 letter code OU = Outside Drop Upper OL = Outside Drop Lower IU = Inside Drop Upper IL = Inside Drop Lower GR = Gravity Relief Connection LB = Lateral to Building (Service Line)
101	Special_Condition	Text	Y	
102	Structure_ID	Text	Y	Segment ID of pipe, not MH
103	Additional_Component_Information	Text	N	

104	Easement_Accessibility_for_Inspection	Numeric	Y	Score 1 to 4 1) Excellent: Paved road, can drive through with a truck 2) Good: Access clear, little vegetation, can walk in easily, low slope 3) Fair: Moderate vegetation 4) Inaccessible: Heavy vegetation, needs clearing, steep slope
105	Surcharge	Numeric	Y	Measured from rim to level of surcharge or evidence of surcharge in feet to nearest 0.1 ft.

Y - NASSCO required
Y- DeKalb County
Required

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01540
SECURITY AND SAFETY

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes procedures and guidelines for ensuring the safety and security of Owner's job sites and Department of Watershed Management (DWM) facilities. The contractor shall obtain the latest Official copies of these requirements from the Owner/Program Manager.

1.02 RELATED SECTIONS

This Section applies to the work of every division and every section of these Specifications.

1.03 REFERENCES

- A. Occupational Safety and Health Standards issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970 and as amended.
- B. American National Standards Institute (ANSI Z117.1-20030) for New Construction – Confined Space.
- C. Manual of Uniform Traffic Control Devices for Streets and Highways 2009 Edition and as amended.

1.04 DEFINITIONS

- A. Project Manager: the Owner's representative authorized to make decisions regarding the contract.
- B. Project Safety Coordinator: a representative on behalf of the Contractor who is responsible for the safety of the Contractor's and Program Manager's employees, the Owner's personnel and all other personnel at the site of the work caused by their operations.
- C. Competent Person: A person who is able to identify existing and predictable hazards in the workplace as unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them.

1.05 SUBMITTALS

- A. The Contractor shall provide the Owner and Program Manager with a list of 24-hour emergency phone numbers, including the chain of command.
- B. The Contractor shall maintain a current Employee Log of employees performing work on-site, as well as a Visitor Log, with both available to the County upon request. This log shall be immediately available to the Owner and Program Manager upon request and submitted to the Owner/Program Manager as necessary throughout the course of the project. An example of the Employee Log and Visitor's Log can be found in **Attachment B** and **Attachment C** to this Section.

- C. Prior to the performance of any work, the Contractor will prepare and submit a Safety/Health and Security Plan which includes, but is not limited to, the following minimum requirements:
1. Basic pre-employment background checks for criminal convictions, veracity of previous employment and education statements, driving record and financial responsibility as applicable to the position.
 2. Security Education and Awareness training applicable to the job.
 3. Standard operating procedures (SOPs) for safeguarding County equipment, supplies and property.
 4. Certification requested under the SAFETY Act, Homeland Security Act of 2002, if applicable. Provide date and result as requested.
 5. Established process for identification of employees and emergency notification procedures.
 6. If applicable, procedures for entry permits and badges. Procedures for returning badges upon termination of employment.
 7. Anti-terrorism training provided to employees including the state of national alert with appropriate procedures.
 8. Emergency evacuation procedures including accounting for employees at a safe haven.
 9. Procedures for reporting post contract criminal convictions and traffic accidents to the Contract Officer or DWM project manager.
 10. SOPs for protecting employees when performing required duties off-site including training for reporting accidents, calling for immediate assistance, job reporting procedures and personal duress codes or alarms.
 11. Contact information for the person(s) responsible for implementation and enforcement of Safety/Health and Security rules and regulations for this contract.
 12. Provide a Job Safety Analysis (JSA) for the scope of work, Provide safe work procedures for the activities within the Contractor's scope of work.
 13. New employee orientation program which addresses job and site specific rules, regulations and hazards.
 14. The Contractor's Drug Free Work Place Policy including substance abuse prevention and testing program.
 15. Provisions to protect all of the Contractor's employees, other persons and organizations that may be affected by the work from injury, damage or loss.
 16. Demonstrated compliance with Safety Audit Evaluations, Safety Inspections, current Federal/OSHA Safety/Health and Security Plan, facility safety program (when applicable), and locally accepted safety codes, regulations and practices.
 17. A site-specific emergency and evacuation plan.
 18. Hazard Communication/Right to Know Program
 19. Security procedures for the Contractors work, tools, and equipment.
 20. Capability of providing the Program Manager with documentation to show compliance with their plan, plus accidents and investigation reports.
 21. Fire Prevention Measures
 22. Safety in Wastewater Works, to include training employees on the biological, chemical, and atmospheric hazards associated with working in sewer systems,

Common hazards include hydrogen sulfide, low oxygen, methane gas, and biologicals

23. Confined Space Sewer System Entry, including “Permit Required”
 24. Measures to comply with all State and County regulations relative to closing or restricting the use of public streets, roads, or highways. Traffic control procedures, devices and the use of flaggers shall meet all requirements of the applicable current rules and regulations (MUTCD) for traffic control.
 25. Any other contract specific requirements.
- D. The Contractor shall provide the Owner and Program Manager with all safety reports, training records, competent person list, and accident reports prepared in compliance with Fed/OSHA and the Project Safety/Health and Security Plan as requested.

1.06 DELIVERY, STORAGE AND HANDLING

The Contractor is solely responsible for the security of any offices or any temporary staging areas utilized by the Contractor. The Contractor is also responsible for the security of his materials, tools, vehicles and equipment on-site at all of the various work locations throughout the county.

1.07 PERSONNEL

- A. All personnel working on a DWM project site must attend County sponsored safety training and wear a County-issued ID badge authorizing the person to be on the project site. All personnel must obtain and display an identification badge, issued by DWM’s Safety Representative before reporting to work on any CIP project site. **Attachment A** to this Section describes the badging procedures required to obtain badge.
- B. The Contractor shall have a Project Safety Coordinator who shall be identified on the employee log to be submitted.
- C. The Project Safety Coordinator shall ensure compliance with all applicable health and safety requirements of all governing legislation.
1. The Project Safety Coordinator should have OSHA 30 Hour training as a minimum.
 2. The Project Safety Coordinator should have the authority to resolve safety-related issues on the jobsite.
 3. The Project Safety Coordinator should make regular site inspections as commensurate with the size and scope of the Project.
- D. Contractor shall have a “Competent Person” on-site when performing trenching and excavation work, scaffolding, and confined space operations.
- E. Contractor shall have at least one currently certified person in First Aid and CPR on-site at all times.
- F. Contractor shall provide suitable first aid provisions and medical supplies necessary to administer emergency first aid treatment. The Contractor shall have standing arrangements for the removal and hospital treatment of an injured person. All first aid facilities and emergency ambulance service shall be made available by the Contractor to the Owner and the Program Manager’s personnel

- G. Should the Contractor dismiss employees who have been given access to the DWM facilities while the contract is in force, the Contractor will advise the Owner and/or DWM Project Manager.
- H. The Owner may request the Contractor to immediately remove from the premises and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:
 - 1. Neglect of duty, absenteeism, security or safety problems and sleeping on the job.
 - 2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions or fighting.
 - 3. Theft, vandalism, immoral conduct or any other criminal action.
 - 4. Selling, consuming, possessing, or being under the influence of intoxicants, alcohol or illegal substances, which produce similar effects while on duty.
 - 5. Involved in a vehicle accident while on the Owner's property or driving the Owner's equipment. No employee, Contractor, or Subcontractor will be extended privileges to drive the Owner's equipment on the Owner's property if driving privileges have been withdrawn by the person's State of residence.
- I. All employees will be required to sign in and out on a designated log sheet.
- J. All employees shall be required to wear at all times in an observable location, above the waist, on outer clothing, a DeKalb County issued Safety Training Contractor photo I.D. badge to be furnished by the Contractor and approved by the Owner.
- K. No one under age sixteen is permitted at work sites after normal working hours. Contractor's employees are allowed on work sites only during the specified hours and only when working on this contract. No Contractor employee will be allowed on sites when not specifically working on this Contract's predetermined times and dates.
- L. All employees and agents of the Contractor must read the Project Site Rules statement and sign a log acknowledging understanding of project site rules provided in **Attachment D** to this Section. A sample log is attached to this Section as **Attachment B (employees)** and **Attachment C (visitors)**.

1.08 RESPONSIBILITY

- A. Contractor must cooperate with Owner on all security matters and must promptly comply with any project security arrangements established by the Owner or Program Manager.
- B. It is the Contractor's obligations to comply with all applicable governmental requirements and regulations and to undertake reasonable actions to establish and maintain secure conditions at any jobsite.
- C. The Contractor and his subcontractors are wholly responsible for the security of their employees, work areas, and for all their material, equipment and tools at all times.
- D. The Contractor shall comply with the site security program at all times on Owner's facilities.
- E. The Contractor shall maintain the security program throughout the Contract duration.
- F. The Contractor shall restrict entry of unauthorized personnel and employees and vehicles onto the Project site.

- G. The Contractor shall only allow entry to authorized persons with proper Owner-approved identification. All Contractor and Subcontractor employees will be required to have personnel working at these facilities attend County provided Safety Training for an Owner-provided identification (ID) badge before they start work.
- H. The Contractor will be held responsible for all damage to the work and any negligence resulting in injuries due to his failure of erecting adequate barricades, signs, lights and safety provisions as required. Whenever evidence is found of such damage, the Contractor shall immediately remove the damaged portion and replace it at the Contractor's expense.
- I. The Contractor's responsibility for the maintenance of barricades, signs and lights, as applicable, shall not cease until the Owner has accepted, in writing, the Project.
- J. The Contractor shall not allow cameras on-site or photographs to be taken, except those required to perform the Work in accordance with the Contract Documents or otherwise approved by Owner.
- K. It is not the Owner's responsibility to verify the Contractor's safety plan for the adequacy and compliance of the plan.
- L. The Contractor shall be fully responsible for the safety and health of the employees, its subcontractors, and lower tier contractors during the performance of its work.
- M. The Contractor shall be responsible for the safety of the Contractor's and Program Manager's employees, the Owner's personnel, and all other personnel at the work site caused by their operations.
- N. It is the responsibility of the Contractor to ensure all articles of possible personal or monetary value found by the Contractor's employees are turned into the Owner or Program Manager.
- O. The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.
- P. The Contractor is solely responsible for the security of any offices or any temporary staging areas utilized by the Contractor. The Contractor is also responsible for the security of his materials, tools, vehicles and equipment on-site at all of the various work locations throughout the county.

1.09 SAFETY

- A. The Owner has the right to refuse access to the site or request a person or vehicle be removed from the site if found violating any of the safety, security, or conduct rules as outlined.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.01 PREPARATION

- A. All Contractors/Subcontractors will be required to have personnel working at these facilities attend County provided safety training, and properly badged for identification (ID) purposes before they start work.
- B. The Contractor shall require all employees performing activities on site to sign the “Employee Acknowledgment of Project Site Rules Log” included at the end of this Section in **Attachment D**. All employees, subcontractor employees and lower tier contractor employees will attend a new employee orientation session. Signature of the Employee Log by the employee certifies the orientation training has been received.
- C. Review of the Contractor’s Safety Plan by the Owner shall not impose any duty or responsibility upon the Owner for the Contractor’s performance of the work in a safe manner.

3.02 INSTALLATION

- A. The Contractor shall furnish and erect such barricades, fences, lights, danger signals and other precautionary measures for the protection of persons or property and of the work as necessary.

END OF SECTION

Attachment A – Badging

DeKalb County Badging Procedures

Every person working on a DeKalb County Watershed Management, CIP construction site must wear a County issued ID badge. This standard applies to all contractors and subcontractors. All workers must obtain and display an identification badge issued by the County's Safety Representative **before** reporting to work on any CIP project. The ID badge will play a key role in Watershed Management's safety and security efforts on project sites. Therefore, individuals should wear the assigned badge at all times.

Prior to Badging:

- All contractor and subcontractor employees are required to attend safety training before receiving a badge
- Safety Training duration is 2 hours max
- The **contractor is responsible** for conducting the training
- The training should cover general construction safety and **specific** hazards employees will encounter on the County project site.
- Employees should have adequate knowledge of all company safety rules and applicable OSHA standards
- **Contractor's training should include the specific safety concerns and hazards employees may encounter at the Watershed Management project site**
- Personal instruction, safety videos, and on-line training are permissible
- Upon completion, employees should have a basic knowledge of safety, know the company's views about safety, know safety concerns specific to Watershed Management's construction projects, and know what PPE to use on the jobsite.
- Suggested safety topics are included on page 3
- Before training commences, contractor must provide the County the safety training outline. If training is to be received on-line, please include training web site.

Badging:

- Once employees have completed the two hour training, provide documentation to the County's Safety representative.
- Sign-in sheets must show a printed name, signed name, and date of training.
- E-mail to alfranco@dekalbcountyga.gov
- After receipt of the sign-in sheet, the Safety representative will register the employee in the badging system, then, the employee is eligible to receive the badge.
- Field verification will be done randomly to ensure employees were trained.
- Only those employees registered in the badging system are eligible to receive a badge.
- Badging will take place at the Watershed Management, CIP Division, 1641 Roadhaven Drive, Stone Mtn., 30083
- Badging will be conducted on prescribed days and/or by appointment

Badges are valid until the expiration date shown on the badge. If a worker changes companies or projects, the badge must be surrendered and a new badge will be issued if needed. If applicable, the new employer will provide the employee certification that the safety training is completed. After verification by the Safety representative, the badging database will be updated and a new badge issued. All workers shall display the badge on the outer layer garment of clothing between the belt and shoulder. All persons working on a CIP project must wear badges in a manner which is easily displayed. If a badge is lost or stolen, workers will be required to pay a \$20 replacement fee. **CASH ONLY- No change will be provided.**

Safety Topics Suggestions:

Company Safety Policy/Rules
Basic Safety
Personal Protective Equipment
Fall Protection
Trenching & Excavation
Traffic Control/Traffic Safety
Aerial Lifts
Ladder Safety
Relevant OSHA Standards
Housekeeping
Confined Space
Hazardous Materials
Globally Harmonized Hazard Communication Standard (GHS)
Hand & Power tools
Scaffolding

Attachment B– Employee Log

By signing this log I acknowledge I have read, understand and agree to abide by the project rules outlined above and all local, state, federal and/or any other applicable contract obligations. I further acknowledge I have been informed by a representative of the company as to the site specific hazards, any hazardous substances I may be exposed to while on the site and the site/company emergency action procedures.

EMPLOYEES (PRINT)	SIGNATURE	Company Name	Date
Signature of Company Representative		Date Signed	

Attachment C –Visitors Log

By the signing of this log I acknowledge I have read, understand and agree to abide by the project rules outlined above. This is not for a vehicle access permit.

VISITOR'S NAME (PRINT)	SIGNATURE	Company Name	Date	IN	OUT

Attachment D – Project Site Rules

By Signing this Employee Log, I acknowledge I understand and agree to abide by the project rules outlined below. I further acknowledge I have been briefed on specific hazards, hazardous substances that are onsite and the site emergency action procedure.

PROHIBITED ACTIVITIES:

1. Unauthorized removal or theft of Owner property.
2. Violation of safety or security rules or procedures.
3. Possession of firearms or lethal weapons on jobsite
4. Acts of sabotage
5. Destruction or defacing OWNER property
6. Improper use of sanitary facilities
7. Failure to report accidents or job related injuries
8. Being under the apparent influence of drugs, alcohol or other intoxicants or in possession of drugs, alcohol or other intoxicants on the property
9. Wearing shorts or tennis shoes on jobsite
10. Failure to wear a hardhat/safety glasses as required by law.
11. Gambling at any time on project
12. Fighting, threatening behavior, or engaging in horseplay on the project
13. Smoking in unauthorized areas on the project
14. Open fire cooking or making unauthorized fires on project property
15. Selling items or raffles without authorization
16. Use of unauthorized cameras on the project
17. Use of radio or television in the construction area
18. Failure to park personal vehicle in authorized parking area
19. Failure to wear designated identification (Site Specific)
20. Failure to use designated gates
21. Use or storage of unauthorized chemicals or substances on site.

I have read, understand and agree to abide by the PROJECT SITE RULES. Furthermore, I understand failure to abide by these rules is grounds for being denied access to the project site. I have received a personal copy for my use and reference.

Signature

Date

LEFT BLANK INTENTIONALLY.

**SECTION 01700
PROJECT CLOSEOUT**

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Comply with requirements for administrative procedures stated in this Section and as required of the Contract Documents in closing out the Work. Closeout procedures are summarized in this Section.

1.02 RELATED SECTIONS

- A. Conditions of the Contract. Fiscal provisions, legal submittals and additional administrative requirements.

1.03 QUALIFICATIONS AND REQUIREMENTS

- A. Contract requirements shall be met when assessment assignments and related activities have successfully produced, in order, completion of these three closeout stages:
1. Substantial Completion
 2. Final Completion
 3. Final Payment
- B. The Contractor shall provide all written notices and supporting documentation as described below when requesting Substantial Completion and Final Completion, respectively. Partial submittals of the required documents shall not represent a valid request, and the Program Manager shall not be liable for any delays in the Substantial and Final Completion dates arising there from.

1.04 SUBMITTALS

The Contractor shall provide to the Program Manager the following documents, in PDF and hard copy, in the quantity of one original and two copies unless otherwise noted. Note, with the exception of Subparagraphs G, H, and I below, the submittal for approval shall have already been made prior to Substantial Completion. Submittal under this Paragraph would be for a final submittal should revisions or additional copies be required of previously submitted documentation.

- A. Evidence of Compliance with all requirements of governing authorities:
1. Certificates of Inspection.
- B. Assessment record documents (reports, final data, etc.), as required of the Contract Documents.
- C. **Subcontractor List:** A complete listing of all subcontractors and their suppliers, indicating business addresses, telephone numbers, contact names, and items supplied by each.
- D. **Manufacturer List:** A listing of manufacturers of major materials, equipment and systems installed in the Work, and local contact addresses and phone numbers.

- E. **Warranties:** All warranties transferred to the County.
- F. **Payment of Debts and Claims and Consent of Surety:** The Contractor shall submit adequate evidence the Contractor has paid all obligations to date arising out of the Contract. Contractor shall also submit written consent of its Surety to final payment.
- G. **Release of Claims and Liens:** The Contractor and each subcontractor shall also submit a certified Release of Claims and Liens, indicating the releases for waivers submitted are complete to the best of its knowledge and information upon receipt of final payment. Example form attached.
- H. Certificate of Insurance for Products and Complete Operations.
- I. No partial submittals of the above items are to be made to the Program Manager. All items of each category are to be collected by the Contractor and delivered at one time to the Owner, together with a letter of transmittal listing all items. Where items are to be delivered to the Program Manager or Owner's Representative, the Contractor shall include a copy of the transmittal letter listing all enclosures, signed by the respective representative acknowledging receipt.

1.05 REINSPECTION FEES

- A. When the Program Manager performs re-inspections due to failure of the work to comply with the claims of status of completion made by the Contractor:
 - 1. Owner will compensate Program Manager for such additional services.
 - 2. Owner will deduct the amount of such compensation from the Final Payment to the Contractor.

1.06 FINAL ADJUSTMENT OF ACCOUNTS

- A. Submit a final statement of accounting to the Program Manager.
- B. Statement shall reflect all adjustments to the Contract Price:
 - 1. The original Contract Price.
 - 2. Additions and deductions resulting from:
 - a. Previous Change Orders.
 - b. Allowances.
 - c. Unit Prices.
 - d. Deductions for uncorrected work.
 - e. Penalties and Bonuses.
 - f. Deductions for liquidated damages.
 - g. Deductions for re-inspection payments.
 - h. Other adjustments.
 - 3. Total Contract Price as adjusted.
 - 4. Previous payments.
 - 5. Sum remaining due.
- C. Program Manager will prepare a final Change Order reflecting approved adjustments to the Contract Price not previously made by Change Orders.

1.07 APPLICATION FOR PAYMENT

- A. Contractor shall submit the final Application for Payment in accordance with procedures and requirements stated in the Conditions of the Contract.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.01 SUBSTANTIAL COMPLETION

- A. Reference the Definitions, regarding Substantial Completion.
- B. When the Work is substantially complete, the Contractor shall submit to the Program Manager:
 - 1. A written notice the Work, or designated portion thereof, is substantially complete.
 - 2. An original Certificate of Occupancy for the Project (as applicable).
 - 3. A list of items to be completed or corrected (hereinafter referred to as a "Punch List").
 - 4. All executed work orders/assignments signed and accepted by the Program Manager.
 - 5. Project closeout documents, warranties, and certificates for review and approval.
- C. Within 5 business days of such notice, the Contractor and Program Manager will make an inspection to determine the status of completion.
- D. The Punch List submitted by the Contractor will be reviewed in detail, with items added or deleted to indicate Work to be corrected or completed.
 - 1. The Program Manager reserves the right to issue a revised Punch List based on Contract Documents.
 - 2. The Program Manager will reproduce and distribute all necessary copies of any revised Punch List to the Contractor and insure the items requiring correction or completion are given prompt attention by the Contractor.
 - 3. The Program Manager may withhold the issuance of the Certificate of Substantial Completion until corrections required by said Punch List are made or all parties are satisfied they will be made.
- E. Should the Program Manager determine the Work is not substantially complete:
 - 1. The Program Manager will promptly notify the Contractor in writing, giving the reasons therefore.
 - 2. The Contractor shall remedy the deficiencies in the Work, and then send a second written notice of Substantial Completion to the Program Manager.
- F. When the Program Manager concurs the Work is substantially complete, the Program Manager will:

1. Prepare a Certificate of Substantial Completion accompanied by the Contractor's Punch List of items to be completed or corrected, as verified and amended by the Program Manager. (Note: Contract responsibilities are not altered by inclusion or omission of required Work for the Punch List.)
2. Sign the Certificate of Substantial Completion and submit it to the Owner and the Contractor for their written acceptance of the responsibilities assigned to them in the Certificate.

3.02 FINAL COMPLETION

- A. Reference the Definitions, regarding Final Completion.
- B. To attain Final Completion, the Contractor shall complete the activities pertaining to the Certificate of Substantial Completion and complete work on all Punch List items. Only then shall a written request to the Program Manager for final inspection be submitted.
- C. When the Work is complete, the Contractor shall submit to the Owner written certification, signed jointly by the Program Manager, that:
 1. The Contract Documents have been complied with in their entirety.
 2. The Work has been inspected for compliance with Contract Documents.
 3. The Work has been completed in accordance with Contract Documents.
 4. The Work is completed and ready for final inspection.
- D. The Contractor and Program Manager will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.
- E. Should the Program Manager determine the Work is incomplete or defective:
 1. The Program Manager will promptly notify the Contractor in writing, listing the incomplete or defective Work.
 2. The Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to the Owner stating the Work is complete.
- F. When the Program Manager finds the Work is acceptable under the Contract Documents, the Contractor will be requested to make a final closeout submittal.

END OF SECTION

**UNCONDITIONAL WAIVER AND RELEASE
UPON FINAL PAYMENT**

STATE OF GEORGIA

DEKALB COUNTY

The undersigned mechanic and/or materialman has been employed by _____ (name of contractor) to furnish _____ (describe materials and/or labor) for the construction of improvements known as _____ (title of the project or building) which is located in the City of _____, City of _____, and is owned by _____ (name of owner) and more particularly described as follows:

(DESCRIBE THE PROPERTY UPON WHICH THE IMPROVEMENTS WERE MADE BY USING EITHER A METES AND BOUNDS DESCRIPTION, THE LAND LOT DISTRICT, BLOCK AND LOT NUMBER, OR STREET ADDRESS OF THE PROJECT.)

Upon the receipt of the sum of \$ _____, the mechanic and/or materialman waives and releases any and all liens or claims of liens or any right against any labor and/or material bond it has upon the foregoing described property.

Given under hand and seal this _____ day of _____, 20__.

_____(Seal)

(Witness)

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 01710
CLEAN-UP

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes policies and procedures preventing the accumulation of waste materials on the site and the clean-up of waste materials thereof, throughout the duration and upon the completion of work.
- B. This section includes miscellaneous work related to quality control including, but not limited to, protecting active utilities, procedures for utility crossings, and relocating existing gas lines.
- C. This section includes operations not specified in detail as separate items, but can be sufficiently described as to the kind and extent of work involved. Furnish all labor, materials, equipment and incidentals to complete the work under this Section.

1.02 RELATED SECTIONS

- A. Section 02110: Easement Access and Clearing
- B. Section 02276: Site Restoration and Erosion Control

1.03 QUALIFICATIONS AND REQUIREMENTS

- A. Contractor shall keep the project site free from accumulated waste materials and rubbish at all times during the assessment period. At completion of the work, the Contractor shall remove all waste materials and rubbish from and about the Project, as well as his tools, equipment, machinery, and surplus materials, except those specifically required by the Contract Documents to be left for the Owner's maintenance.
- B. If Contractor fails to keep project clean or to clean up prior to Date of Substantial Completion, the Owner may do so, and the cost thereof will be charged to the Contractor.
- C. Attention is directed to the State Soil Erosion and Sediment Control laws, ordinances and requirements.

1.04 SAFETY

- A. Store volatile waste in covered metal containers or as required by State and Federal requirements, and remove from project site daily to an approved facility.
 - 1. Allow no volatile wastes to accumulate on project site.
 - 2. Provide adequate ventilation during use of volatile substances.
- B. Do not burn or bury waste materials and/or rubbish on project site.
- C. Do not dispose any volatile wastes such as, but not limited to, mineral spirits, oil, or paint thinner in storm or sanitary drains, on pavements, in gutters, or on project site.

- D. Do not dispose any waste or cleaning materials containing materials harmful to plant growth on project site. Clean up materials accidentally spilled as quickly as possible.

PART 2 – PRODUCTS

2.01 MATERIALS

Materials required for this section shall be of the same quality as materials to be restored. Where possible, reuse existing materials previously removed.

PART 3 – EXECUTION

3.01 INSTALLATION

- A. Clean-up during construction
 - 1. Execute cleaning procedures to insure the building, project site and adjacent properties are maintained free from debris, dust, and rubbish.
 - 2. Wet down materials subject to blowing. Do not throw waste materials from heights.
 - 3. Provide covered, on-site containers for waste collection. Place all waste materials and rubbish in containers in an expeditious manner to prevent accumulation. Remove waste from project site when containers become full.
 - 4. Legally dispose all waste materials, rubbish, volatile materials and cleaning materials off project site.
 - 5. When finishing work begins, maintain project in a "broom-clean" state until Date of Substantial Completion. Protect newly finished and clean surfaces from contamination during cleaning operations.
 - 6. Do not allow debris contributing to the survival or spread of rodents, roaches or other pests to accumulate.
 - a. Remove debris containing food scraps on a daily basis.
 - b. Should pests inhabit project, Contractor shall be responsible for securing services of a pest exterminator at no additional cost to the Owner.
- B. Protection and clean-up of roads
 - 1. Spillovers on roads from trucks entering or leaving the site shall be cleaned up on a continuing basis so pavements and adjacent sidewalks will not be littered with earth, stones, or any other debris resulting from assessment operations.
 - 2. Large accumulations of earth and mud shall be removed from vehicle wheels and loose accumulations of earth, sand or gravel shall be removed from vehicle underbodies and ledges as much as feasible before entry upon public roads.
- C. **Stripping**

In areas so designated, topsoil shall be stockpiled. The topsoil shall be protected until it is placed as specified. Any topsoil remaining after all work is in place shall be used on-site in designated areas.
- D. **Bench marks**

Carefully maintain all benchmarks, monuments, and other reference points. If disturbed, replace as directed by the Program Manager.

E. Incidental work

Do all incidental work not otherwise specified, but obviously necessary, for the proper completion of the contract as specified.

3.02 ACTIVE UTILITIES

A. Active utilities traversing the site shall be preserved in operating condition. Repair damage to all such utilities due to work under this Contract, to the satisfaction of the authority having jurisdiction over the utility.

B. Disconnect or arrange the disconnection of utility service in accordance with regulations of the governing utility concerned and interfering with the work.

C. Crossing Utilities:

This item shall include any extra work required in crossing culverts, water courses, or drains, including all sheeting and bracing, extra excavation and backfill, or any other work required for the crossing, whether or not shown on the drawings.

D. Relocating Existing Gas Lines:

Notify the proper utility authority involved when relocating gas lines is required. Coordinate all work and required permits by the utility so assessment progress will not be hampered.

3.03 FINAL CLEAN-UP

A. All general and specific cleaning shall be performed prior to Contractor's request the project or portion thereof be inspected for Substantial Completion.

B. Clean disturbed areas of project site of debris.

1. Broom clean paved surfaces. Remove oil and similar deleterious substances.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 02110
ACCESS ROUTE & EASEMENT ACCESS CLEARING

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes, but is not limited to, removing and disposing of trees, stumps, roots, brush, structures, abandoned utilities, trash, debris, and all other materials found on or near the surface of the ground in the construction area and, understood by generally accepted engineering practice, not to be suitable for construction of the type contemplated from the work site. Precautionary measures to prevent damage to existing features to remain are considered part of the work.
- B. The Program Manager will designate all trees, shrubs, plants, and other things to remain. Paint required for cut or scarred surface of trees or shrubs selected for retention shall be an asphaltum base paint prepared especially for tree surgery and approved by the Program Manager.
- C. Sewer Easement Clearing Operations shall be coordinated with temporary and permanent erosion and sedimentation control procedures.

1.02 RELATED SECTIONS

- A. Section 02276 – Site Restoration and Erosion Control
- B. Section 02486 – Seeding
- C. Section 02542 – Silt Fence

1.03 DEFINITIONS

- A. **Light Clearing:** This area requires "bush hog" equipment for tree and shrub removal.
- B. **Medium Clearing:** This area requires "bush hog" and "chipper" equipment for tree and shrub removal.
- C. **Heavy Clearing:** This area requires "timbering" equipment for tree and shrub material.

1.04 QUALIFICATIONS AND REQUIREMENTS

- A. The Contractor shall comply with all applicable codes, ordinances, rules, regulations, and laws of local, municipal, State or Federal authorities having jurisdiction over the work. All required permits shall be obtained for construction operations by the Contractor and submitted to Program Manager for verification.
- B. All persons involved in land disturbance work shall be trained and certified in accordance with the requirements of the Georgia Erosion and Sedimentation Act.
- C. Open burning will not be permitted.

1.05 SUBMITTALS

- A. Prior to beginning easement clearing, the Contractor shall submit to the Program Manager a map showing the location of all easements to be cleared. The Contractor shall label each easement as requiring light clearing, medium clearing or heavy clearing.
- B. The Contractor shall submit to the Program Manager a schedule for clearing the easements.
- C. The easement clearing map and schedule must be submitted to the Program Manager fourteen (14) calendar days prior to beginning easement clearing.
- D. The easement clearing map and schedule must be approved by the Program Manager before the Contractor can begin work.
- E. Copies of all permits required for clearing operations shall be provided to the Program Manager prior to beginning work.
- F. Equipment list and specification for all pieces planned for use on site.
- G. Maintenance log of equipment to be used to show that all equipment has been properly maintained.
- H. Plan for approved fuel storage areas if applicable.

PART 2 – PRODUCTS

2.01 EQUIPMENT

- A. The Contractor shall furnish equipment with operators of the type normally used in clearing and grubbing operations including, but not limited to tractors, trucks, loaders, stump grinders, and root rakes.

PART 3 – EXECUTION

3.01 INSTALLATION AND EXECUTION

- A. Clearing and grubbing activities will be conducted at the minimum level necessary to provide access to an assessment or construction activity location and to the level necessary to perform the assigned work.
- B. Clear and grub (where required by other specifications and/or the Project Manager) the permanent easement, but not to exceed limits of easements on each side of the pipeline or authorized access area, before initiating other items of work. The removal of trees, growth, debris, stumps and other objectionable matter, will be to the extent necessary to obtain access and perform the assigned work except as directed otherwise by the Project Manager.
- C. Materials to be cleared, grubbed and removed from the construction area include, but are not limited to the following: trees, stumps, roots, brush, trash, organic matter, paving, miscellaneous structures, debris, and abandoned utilities.
- D. Grubbing shall consist of completely removing roots, stumps, trash, and other debris from all graded areas so the topsoil is free of roots and debris. Topsoil is to be left sufficiently clean so

further picking and raking will not be required. Grubbing shall only be performed at the specific direction of the Project Manager.

- E. Where directed, all stumps, roots, foundations and planking embedded in the ground shall be removed and disposed of in a proper manner. Piling and butts of utility poles shall be removed to a minimum depth of two feet below the limits of excavation for structures, trenches and roadways or two feet below finished grade, whichever is lower.
- F. Prior to clearing landscaping features, but not necessarily limited to, specimen trees, fences, cultivated trees, cultivated shrubbery, property corners, man-made improvements, subdivision and other signs, shall be noted on the easement clearing maps and shall be reviewed with the Project Manager. The Project Manager will determine which landscape features are to remain undisturbed. The Contractor shall take extreme care in moving landscape features and shall re-establish these features as directed by the Project Manager.
- G. Where directed, surface rocks and boulders shall be grubbed from the soil and removed from the site, if not suitable as rip rap.
- H. Where tree limbs interfere with utility wires, or where the trees to be felled are in close proximity to utility wires, the tree shall be taken down in sections to eliminate the possibility of damage to the utility.
- I. Any work pertaining to utility poles shall comply with the requirements of the appropriate utility.
- J. Fences adjoining any excavation or embankment in conflict with the assigned work and/or subject to being damaged or buried, shall be carefully removed, stored and reset or replaced. Any fencing, in the Project Manager's opinion, significantly damaged by the work shall be replaced with new fence material of equal or better quality at the Contractor's expense.
- K. Where required, stumps and roots shall be grubbed and removed to a depth not less than 2 feet below grade. All holes or cavities extended below the subgrade elevation of the proposed work shall be filled with crushed rock or other suitable material, compacted to the same density as surrounding material.
- L. The Contractor shall exercise special precautions for the protection and preservation of trees, cultivated shrubs, sod, fences, etc. situated within limits of the construction area, but not directly within excavation and/or fill limits. The Contractor shall be held liable for any damage his operations have inflicted on such property.
- M. The Contractor shall be responsible for all damages to existing improvements outside the permanent easement resulting from Contractor's operations.
- N. Burying of residual materials will not be allowed.

3.02 CONSTRUCTION ACCESS ROUTE ON EASEMENT

- A. When directed by the Project Manager, a construction access route shall be built on the sewer easement for the purpose of accessing the assigned work.
- B. Construction roads, when required, shall be cut twelve (12) feet wide and as long as required, and six (6) inches deep below existing grade. Filter fabric shall be placed at the bottom of the cut, and stone shall be placed on top of the fabric, filling the six inch depth along the road.

- C. Provide and install the filter fabric and stone as indicated in the Manual for Erosion and Sediment Control in Georgia.
- D. The Contractor is required to maintain the exit/entrance and roadway to include periodic top dressing of gravel to maintain a 6 inch depth. Remove all spilled materials and debris from graveled surfaces.

3.03 CLEAN-UP

- A. The debris resulting from the clearing and grubbing operation shall be hauled to a disposal site secured by the Contractor and approved by the Project Manager. The debris shall be disposed of in accordance with all requirements of Federal, State, County and municipal regulations. No debris of any kind shall be deposited in any stream or body of water, or in any street or alley. No debris shall be deposited upon any private property, except with written consent of the property owner. In no case shall any material or debris be left on the worksite, shoved onto abutting private properties, or buried on the worksite.
- B. Open burning will not be permitted.

END OF SECTION

SECTION 02273

RIPRAP

PART 1 — GENERAL

1.01 SECTION INCLUDES

The section includes general requirements for providing stone riprap slope protection, including associated earthwork and geotextile filter material, complete and in place, in accordance with the Contract Documents.

1.02 RELATED SECTIONS

- A. Section 01300: Submittals
- B. Section 02276: Site Restoration and Erosion Control

1.03 REFERENCED SPECIFICATIONS, CODES, AND STANDARDS

- A. This Section references the following Commercial Standards:
 - Georgia Department of Transportation (GA DOT), Standard Specifications
Construction of Roads and Bridges, 1993 Edition
 - ASTM C 88 Standard Test Method for Soundness of Aggregates by Use of
Sodium Sulfate or Magnesium Sulfate
 - ASTM C 535 Standard Test Method for Resistance to Degradation of Large
Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine.
 - AASHTO T 85 Standard Method of Test for Specific Gravity and
Absorption of Coarse Aggregate
 - AASHTO T 210 Method of Test for Aggregate Durability Index. AASHTO T 134
Optimum Moisture Content

1.04 SUBMITTALS

- A. Shop Drawings: Description and location of proposed sources of riprap bedding and riprap.
- B. The Contractor shall submit samples of all materials proposed to be used in the work. Sample size shall be as determined by the testing laboratory.
- C. Testing certificates from a qualified testing agency shall be submitted prior to acceptance of the rock source to verify the gradation, abrasion resistance, and bulk density. Contractor shall, if requested, coordinate inspection of the rock source by the Project Manager.
- D. Trip tickets showing source, type, and weight of each load of material delivered to the Site.

PART 2 – PRODUCTS

2.01 STONES FOR RIPRAP

- A. All Stone for riprap shall be sound, durable pieces of quarried stone weighing 156-pounds per cubic foot or more. The stone shall be angular and random in shape; rounded boulders or cobbles shall not be used. Flat, slabby, or shaley pieces will not be acceptable. Stones shall be resistant to weathering and to water action and free from overburden, spoil, and organic material and shall meet the gradation requirements below.
- B. Riprap shall be of the type indicated on the Drawings and shall conform to the size types as follows:

Type 2 – equivalent to GA DOT specification for "Plain Riprap":

Percent by Weight	Volume (cu.ft.)	Weight (lb.)	Diameter (in)
65 – 100%	0.75-2.0	125- 320	15-24
10-65%	0.04-0.75	7-125	5 – 15
0-10%	0.0-0.04	0-7	0-15

Type 3 – equivalent to GA DOT specification for "Dumped Riprap-Type 3":

Percent by Weight	Volume (cu.ft.)	Weight (lb.)	Diameter (in.)
65-100%	0.10-1.0	7-65	6-18
10-65%	0.01-0.1	2-17	2-6
0-10%	0.0-0.01	0-2	0-2

- C. The durability index and percent absorption shall be determined by AASHTO T 210 and AASHTO T 85, respectively. The minimum apparent specific gravity of the stones shall be 2.5 as determined by AASHTO T 85.
- D. Stones shall have less than 10 percent loss of weight after five cycles, when tested per ASTM C 88.
- E. Stones shall have a wear not greater than 40 percent, when tested per ASTM C 535.
- F. Control of gradation shall be by visual inspection. At the direction of the Project Manager, the Contractor shall furnish a sample of the proposed gradation of at least 5 tons or 10 percent of the total riprap weight, whichever is less. If approved, the sample may be incorporated into the finished riprap at a location where it can be used as a frequent reference for judging the gradation of the remainder of riprap. Any difference of opinion between the Project Manager and the Contractor shall be resolved by checking the gradation of two random truckloads of stones. Arranging for and the costs of mechanical equipment, a sorting site, and labor needed in checking gradation shall be the Contractor's responsibility.

-
- G. The acceptability of the stones will be determined by the Project Manager prior to final placement.

2.02 GEOTEXTILE FABRIC FILTER

- A. Geotextile fabric shall meet the requirements of GA DOT Section 881.06 for woven fabrics, having physical properties as follows:

Tensile Strength- any direction (ASTM D 4634)	200 lbs.
Bursting Strength (ASTM D 3786)	500 psi
Elongation Before Breaking (ASTM D 4634)	10-35%
Percent Open Area (GOT: 88)	4.0-6.0%

- B. Fabric shall be Mirafi Filterweave 403 or approved equal.

PART 3 — EXECUTION

3.01 SURFACE PREPARATION

- A. Surfaces to receive filter materials and riprap, including the toe trench and slope, shall be brought to the line and grade indicated and shall be smooth and firm, free of brush, trees, stumps, and other objectionable material. Where filling of depressions is required or a filled bank is constructed, the new material shall be compacted with hand or mechanical tampers to a minimum of 85-percent of maximum density.
- B. The Contractor shall remove and exclude all stormwater, groundwater and creek or stream water from the excavation. Sump pumps and sand bags or portable dams, diversions, or other approved means, shall be used to remove and exclude water and continuously maintain water level below the bottom of the excavation. Water shall be removed and excluded until both geotextile filter material and riprap have been placed. Any water removed from the excavation shall not be discharged into any surface stream or other water body unless such discharge meets water quality standards. Removed water may be disposed on-site by land application using sprinklers in an area designated by the Engineer or by discharge into an approved treatment system.
- C. Cleared and excavated materials shall be hauled off site to an appropriate disposal location arranged by the Contractor and approved by the Project Manager at the Contractor's sole expense unless otherwise indicated or specified.
- D. Riprap installed at the toe of a stream bank below the elevation of the water in a stream to prevent scour from undermining the riprap shall be backfilled and covered with native soil to the original grade. The backfilled native soil shall be compacted with hand or mechanical tampers to a minimum of 80 percent of maximum density.

3.02 PLACEMENT OF GEOTEXTILE FABRIC

- A. The fabric shall be placed with the long dimension running up the slope, with the upstream strip overlapping the downstream strip. Use a minimum of 2-foot overlap for each overlap. Use a wider overlap if recommended by the geotextile manufacturer.

- B. The fabric shall be placed loosely with sufficient folded or gathered material to prevent stretching and tearing during riprap placement.
- C. The fabric shall be anchored into place using securing pins with type and spacing as recommended by the manufacturer. In addition, the fabric shall be secured at the toe and crest of the slope using anchor trenches at least 2-feet deep. If a stream bank extends sufficiently above a stream such that riprap would not be installed to the top of the bank, then the fabric shall be anchored in a 2-foot deep trench up-slope from the top of the minimum free-board of 0.5 feet above the flow resulting from a 50-year, 24-hour storm runoff event.

3.03 STONE RIPRAP

- A. Placement of riprap shall begin at the toe and proceed up the slope. The stones shall be placed, or dumped from a height of not more than three feet and placed with equipment or by hand. Sufficient hand work shall be performed to produce a neat and uniform surface.
- B. Dumped riprap shall be used only where there is an existing road access to the top and/or bottom of the stream bank. Riprap shall be dumped into place, beginning at the toe and proceeding up the slope, and may be spread using suitable equipment. Care must be taken to prevent damage to the underlying filter material. Sufficient hand work shall be performed to produce a neat and uniform surface.

END OF SECTION

SECTION 02276
SITE RESTORATION AND EROSION CONTROL

PART 1 – GENERAL REQUIREMENTS

1.01 SECTION INCLUDES

- A. The work specified in this Section consists of providing, maintaining and removing temporary erosion and sedimentation controls as necessary.
- B. Temporary erosion controls include, but are not limited to, Best Management Practices (BMP's) such as: grassing, mulching, netting, and watering, and reseeding on-site surfaces and spoil and borrow area surfaces and providing interceptor ditches at ends of berms and at those locations ensuring the erosion during construction will be either eliminated or maintained within acceptable limits as established by the Program Manager, Local Issuing Authority and State.
- C. Temporary sedimentation controls include, but are not limited to, Best Management Practices (BMP's) such as: silt fencing, silt dams, temporary sediment traps, check dams, temporary inlet sediment traps, barriers, rock filter dams, temporary creek crossings, diversion ditches, tree protection fencing, and appurtenances at the foot of sloped surfaces ensuring the sedimentation pollution will be either eliminated or maintained.

1.02 RELATED SECTIONS

- A. Section 02273: Riprap
- B. Section 02485: Sodding
- C. Section 02486: Seeding
- D. Section 02542: Silt Fence

1.03 REFERENCES

- A. Clean Water Act
- B. Georgia Building Code
- C. Any Soil Erosion and Sediment Control Ordinances in force by the local Government.
- D. State of Georgia, Department of Transportation, Standard Specifications.
- E. Manual for Erosion and Sediment Control in Georgia, latest edition.
- F. Georgia Erosion and Sedimentation Control Act
- G. Georgia Water Quality Control Act

1.04 QUALIFICATIONS AND REQUIREMENTS

- A. Provide effective temporary erosion and sediment control measures during construction in accordance with the Georgia Soil and Water Conservation Commission (GSWCC) Manual for Erosion and Sediment Control in Georgia, latest edition until final controls become effective.
- B. Erosion, Sedimentation and Pollution Control shall be performed in accordance with Georgia's NPDES Permit No. GAR 100001, 100002, or 100003, as applicable, and as detailed in the drawings.

PART 2 – PRODUCTS

2.01 EROSION CONTROL

- A. Mulch
- B. Temporary grass seed
- C. Permanent grass seed
- D. Sod
- E. Dust control
- F. Slope stabilization blankets
- G. Flocculants and coagulants
- H. Tackifiers
- I. Stream bank stabilization products
- J. Slope stabilization products:
 - 1. Rolled Erosion Control Products (RECPs): A natural fiber blanket with single or double photodegradable or biodegradable nets.
 - a. Blankets shall be non-toxic to vegetation, seed, or wildlife. At a minimum, the plastic or biodegradable netting shall be stitched to the fibrous matrix to maximize strength and provide for ease of handling.
 - b. Products shall be determined to be non-toxic in accordance with EPA-821-R-02-012.
 - 2. Hydraulic Erosion Control Products (HECPs): shall utilize straw, cotton, wood or other natural based fibers held together by a soil binding agent working to stabilize soil particles. Paper mulch should not be used for erosion control.
 - a. HECPs shall be prepackaged from the manufacturer. Field mixing of performance enhancing additives will not be allowed. Fibrous components should be all natural or biodegradable.
 - b. Products shall be determined to be non-toxic in accordance with EPA-821-R-02-012.

2.02 SEDIMENTATION CONTROL

- A. Bales - clean, seed free cereal hay type.
- B. Netting - fabricated of material acceptable to the Owner.
- C. Filter stone - No. 57 - crushed stone.
- D. Filter media sock, silt fencing (Type NS or Type S).
- E. Tree save fencing.

PART 3 – EXECUTION

3.01 GENERAL

- A. All erosion control measures are to be installed per the requirement listed in the construction documents as well as defined with GSWCC Manual for Erosion and Sediment Control in Georgia, latest edition.

3.02 VEGETATIVE MEASURES

- A. Erosion control should be addressed in the planning stages of all proposed land-disturbing activities. While erosion is difficult to control completely, methods to reduce it are practical, affordable, and cost effective. Erosion control techniques shall be used on all areas exposed for a prolonged period of time, including areas that will be paved or built upon in the future. Various types of vegetative practices are used for erosion control. The time-line for the implementation of various vegetative practices is as follows:
- B. **Mulch, temporary vegetation, or permanent (perennial) vegetation shall be completed on all exposed areas within 14 days after disturbance.**
- C. **Ds1 - Disturbed Area Stabilization (With Mulching Only)** Mulching can be used as a singular erosion control method on areas at rough grade. Mulch can be an option for up to six months provided the mulch is applied at the appropriate depth (depending on type of mulch used), anchored, and has a continuous 90% cover or greater of the soil surface. Maintenance shall be required to maintain appropriate depth, anchorage, and 90% cover. If an area will remain undisturbed for greater than six months, permanent (perennial) vegetation shall be used.
- D. **Ds2 - Disturbed Area Stabilization (With Temporary Seeding)** Temporary vegetation may be employed instead of mulch if the area will remain undisturbed for less than six months.
- E. **Ds3 - Disturbed Area Stabilization (With Permanent Vegetation)** Permanent (perennial) vegetation or sod shall be used immediately on areas at final grade. Permanent (perennial) vegetation shall be used on rough graded areas to be undisturbed for more than six months.
- F. **Ds4 - Disturbed Area Stabilization (With Sodding)** may be used in place of Ds3.
- G. **“Stabilization”** of an area is accomplished when 70% of the surface area is covered in a uniform, vegetative cover (permanent or temporary) or anchored mulch of the appropriate thickness with 90% coverage. **“Final stabilization”** means all soil disturbing activities at the site have been completed, and for unpaved areas and areas not covered by permanent structures and areas

located outside the waste disposal limits of a landfill cell certified by EPD for waste disposal, 100% of the soil surface is uniformly covered in permanent vegetation with a density of 70% or greater, or landscaped according to the Plan (uniformly covered with landscaping materials in planned landscaped areas), or equivalent permanent stabilization measures.

H. **Permanent (perennial) vegetation** shall consist of: planted trees, shrubs, perennial vines; a crop of perennial vegetation appropriate for the time of year and region; or a crop of annual vegetation and a seeding of target crop perennials appropriate for the region, such that within the growing season a 70% coverage by perennial vegetation shall be achieved.

1. For linear construction projects on land used for agricultural or silvicultural purposes, final stabilization may be accomplished by stabilizing the disturbed land for its agricultural or silvicultural use.
2. For the purposes of this specification, permanent vegetation is used synonymously with perennial vegetation. Perennial vegetation is plant material that lives continuously from year to year although it may have a dormant season when the leaves and possibly the stems “die back” to the ground. No vegetative planting can technically be considered permanent. Annual vegetation is plant material lives for only one growing season. This type of vegetation is typically used for temporary establishment due to its quick germination. Some perennial vegetation can be used for temporary stabilization.

I. **Slope Stabilization**

1. It is the intention of this specification to allow interchangeable use of RECPs and HECPs for erosion protection on slopes. The project engineer should select the type of erosion control product best fitting the need of the particular site.
 - a. Installation and stapling of RECPs and application rates for the HECPs shall conform to manufacturer’s guidelines for application.
 - b. Products shall have a maximum C-factor (ASTM D6459) for the following slope grade:

Slope (H:V)	C-Factor (max.)
3:1 or greater	0.080

2. RECPs will be categorized as follows:
 - a. Short term (functional longevity 12 mos.)
 - i. Photodegradable: Straw blankets with a top and bottom side photo degradable net. The maximum size of the mesh shall be openings of ½” X ½”. The blanket should be sewn together on 1.5” centers with degradable thread. Minimum thickness should be 0.35” and minimum density should be 0.5 lbs. per square yard.
 - ii. Biodegradable: Straw blanket with a top and bottom side biodegradable jute net. The top side net shall consist of machine direction strands that are twisted together and then interwoven with cross direction strands (leno weave). The bottom net may be leno weave or otherwise to meet requirements. The approximate size of the mesh shall be openings of 0.5” X 1.0”. The blanket should be sewn together on 1.5” centers with degradable thread. Minimum thickness

should be 0.25" and minimum density should be 0.5 lbs. per square yard.

- b. Extended term (functional longevity 24 mos.)
 - i. Photodegradable: Blankets that consist of 70% straw and 30% coconut with a top and bottom side photodegradable net. The top net should have ultraviolet additives to delay breakdown. The maximum size of the mesh shall be openings of 0.65" X 0.65". The blanket should be sewn together on 1.5" centers with degradable thread. Minimum thickness should be 0.35" and minimum density should be 0.6 lbs. per square yard.
 - ii. Biodegradable: Blankets that consist of 70% straw and 30% coconut with a top and bottom side biodegradable jute net. The top side net shall consist of machine direction strands that are twisted together and then interwoven with cross direction strands (leno weave). The bottom net may be leno weave or otherwise to meet requirements. The approximate size of the mesh shall be openings of 0.5" X 1.0". The blanket should be sewn together on 1.5" centers with degradable thread. Minimum thickness should be 0.25" and minimum density should be 0.65 lbs. per square yard.
- c. Long-term (functional longevity 36 mos.)
 - i. Photodegradable: Blankets that consist of 100% coconut with a top and bottom side photodegradable net. Each net should have ultraviolet additives to delay breakdown. The maximum size of the mesh shall be openings of 0.65" X 0.65". The blanket should be sewn together on 1.5" centers with degradable thread. Minimum thickness should be 0.3" and minimum density should be 0.5 lbs. per square yard.
 - ii. Biodegradable: Blankets that consist of 100% coconut with a top and bottom side biodegradable jute net. The top side net shall consist of machine direction strands that are twisted together and then interwoven with cross direction strands (leno weave). The bottom net may be leno weave or otherwise to meet requirements. The approximate size of the mesh shall be openings of 0.5" X 1.0". The blanket should be sewn together on 1.5" centers with degradable thread. Minimum thickness should be 0.25" and minimum density should be 0.5 lbs. per square yard.
- d. **Site Preparation:** After the site has been shaped and graded to the approved design, prepare a friable seedbed relatively free from clods and rocks more than one inch in diameter, and any foreign material preventing contact of the soil stabilization mat with the soil surface. Surface must be smooth to ensure proper contact of blankets or matting to the soil surface. If necessary, redirect any runoff from the ditch or slope during installation.
 - i. **Maintenance:** All erosion control blankets and matting should be inspected periodically following installation, particularly after rainstorms to check for erosion and undermining. Any dislocation or failure should be repaired immediately. If washouts or breakage occurs, reinstall the material after

repairing damage to the slope or ditch. Continue to monitor these areas until they become permanently stabilized.

3.03 SEDIMENTATION CONTROL

- A. Install and maintain silt fencing, silt dams, traps, barriers and all other appurtenances as shown on the approved descriptions and working drawings. Hay bales, silt fencing, filter socks, and other BMP's which deteriorate and filter stone which is dislodged shall be replaced when needed.
- B. Install and maintain temporary stream crossings as indicated in the GSWCC Manual for Erosion and Sediment Control in Georgia, and as modified in these specifications.
- C. Install and maintain riprap for all erosion and sediment control methodologies as indicated in the GSWCC Manual for Erosion and Sediment Control in Georgia and as specified or modified in the Contract Documents. Refer to Specification Section 02273 – Riprap for general riprap requirements.

3.04 ACCEPTANCE

- A. Should any of the temporary erosion and sediment control measures employed fail to produce results complying with the requirements of the State, immediately take whatever steps are necessary to correct the deficiency within the limits defined in the NPDES permit and the GSWCC Manual for Erosion and Sediment Control in Georgia, latest edition.
- B. For a product or practice to be approved as slope stabilization, that product or practice must have a documented C-factor of 0.080.

3.05 DOCUMENTATION

Contractor shall monitor, report and retain records as required by the GA NPDES Permit No. GAR 100001, 100002, or 100003, as applicable. Attached to the end of this section are the minimal, but not limited to, reports which should be performed and maintained. The following are the attached reports:

- A. Daily Inspection Report
- B. Daily Rainfall Monitoring Report
- C. Weekly Inspection Report
- D. Stormwater Monitoring Data
- E. Monthly Inspection Report
- F. Inspection Summary Report for violations and corrective actions.
- G. Erosion and Sedimentation Control Inspection Report

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

Daily Inspection Report

Inspection performed by certified personnel each day construction activity occurs on-site

Project Information	
Date:	Project Name:
Project Location:	
Inspection Observations	
Rainfall within past 24 hours (inches):	Is rainfall greater than 0.5"? Inspection Required <input type="checkbox"/>
Inspection Observations	
Petroleum Product Storage Areas: Are all of the temporary and permanent controls contained in Plan in place? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the location(s) of deficiencies and corrective actions that must be taken.	
Vehicle Entrances and Exits: Is there tracking of sediment from locations where vehicles enter and leave the project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the location(s) and the corrective actions that must be taken.	
Other Observations	
Is an Erosion, Sedimentation and Pollution Control Plan revision required? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of revision:	
Corrective Actions and Date:	

Signature of Certified Personnel

Printed Name of Certified Personnel

Weekly Inspection Report

Inspection performed by certified personnel at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater

Project Information

Date:	Project Name:
Project Location:	
Name of Inspector:	

Inspection Event

Regular weekly inspection: <input type="checkbox"/>	Inspection within 24 hours of 0.5" storm event <input type="checkbox"/>
---	---

Inspection Observations

Disturbed areas that have not undergone final stabilization:
Are all of the temporary and permanent controls contained in Plan in place and properly maintained? Yes No
If no, describe the location(s) of deficiencies and corrective actions that must be taken.

Corrective Action Taken and Date:

Material storage areas exposed to precipitation:
Are all of the temporary and permanent controls contained in Plan in place and properly maintained? Yes No
If no, describe the location(s) of deficiencies and corrective actions that must be taken.

Corrective Action Taken and Date:

Discharge locations or points.
Are erosion control measures preventing impacts to receiving waters? Yes No
If no, describe observations:

Monthly Inspection Report

Inspection performed by certified personnel at least once per month

Project Information	
Date:	Project Name:
Project Location:	
Inspection Observations	
Rainfall within past 24 hours (inches):	Is rainfall greater than 0.5"? Inspection Required <input type="checkbox"/>
Inspection Observations	
Areas that have undergone final stabilization: Are all permanent stabilization controls contained in Plan in place? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the location(s) of deficiencies and corrective actions that must be taken.	
Other observations: Are pollutants entering the drainage system or receiving waters? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the location(s) and the corrective actions that must be taken. Are all erosion and sediment control measures operating properly? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the location(s) and the corrective actions that must be taken.	
Other Observations	
Is an Erosion, Sedimentation and Pollution Control Plan revision required? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of revision:	
Corrective Actions and Date:	

Signature of Certified Personnel

Printed Name of Certified Personnel

Site Inspection Report

Erosion and Sedimentation Inspection Report

Maintain Reports on-site

Site:	Date:	Time:
Inspector:	Accompanied By:	
Stage of Construction:		
Site:		
Observation:		
Recommendations:		
Contractor's Corrective Action (and Date):		
Site:		
Observation:		
Recommendations:		
Contractor's Corrective Action (and Date):		

SECTION 02485

SODDING

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes the Contractor's responsibility to furnish all labor, materials, equipment, and incidentals necessary to place sod and maintain all sodded areas disturbed by the Contractor's operations.
- B. Work includes all soil preparation, soil additives, and the storage, transportation, placing, and maintenance of sod at all locations as required or as directed by the Program Manager.
- C. Ds3 and Ds4 Requirements for Regulatory Compliance

1.02 RELATED SECTIONS

- A. Section 02276: Site Restoration and Erosion Control

1.03 SUBMITTALS

- A. Product labels/data sheets.
- B. Certification of sod; include source and harvest date of sod, and sod seed mix.

1.04 DELIVERY, STORAGE, AND PROTECTION

- A. Sod:
 - 1. Do not harvest if sod is excessively dry or wet to the extent survival may be adversely affected.
 - 2. Harvest and deliver sod only after laying bed is prepared for sodding.
 - 3. Roll or stack to prevent yellowing.
 - 4. Deliver and lay within 64 hours of harvesting.
 - 5. Keep moist and covered to protect from drying from time of harvesting until laid.

1.05 WEATHER RESTRICTIONS

- A. Perform Work under favorable weather and soil moisture conditions as determined by accepted local practice.

1.06 GUARANTEE

- A. Establish an acceptable growth of the specified sod on all areas as directed by the Program Manager.
- B. An area is considered acceptable if the majority of each piece of sod is alive and healthy and generally free from weeds, insects, and disease.

- C. The Contractor is responsible for watering, weeding, and mowing, the sod during the maintenance period.

1.07 MAINTENANCE SERVICE

- A. Begin maintenance immediately after each area is planted and continue for a period of 60 days after all planting under this section is completed.
- B. Perform maintenance operations during maintenance period to include:
 - 1. Watering: First 2 weeks water daily, thereafter keep surface moist.
 - 2. Washouts: Repair by filling with topsoil, liming, fertilizing, and resodding.
 - 3. Mowing: Mow to 2 inches after grass height reaches 3 inches, and mow to maintain grass height from exceeding 3-1/2 inches.
 - 4. Resod unsatisfactory areas, or portions thereof, immediately at the end of the maintenance period if a satisfactory stand has not been produced.

PART 2 – PRODUCTS

2.01 SOD

- A. New sod consisting of live, dense, well rooted growth; well suited for the intended purpose and soil conditions; completely free of noxious weeds and grasses (crab grass, quack grass, Johnson grass, Canada thistle); and containing less than 5 plants of objectionable weeds per 100 square feet.
- B. Obtain all sod from an approved nursery with a Georgia Live Plant license.
- C. Replacement sod will match existing lawn grass type.

2.02 FERTILIZER

- A. Commercially manufactured, Grade 10-10-10; furnished in standard containers clearly marked with the name, weight, and guaranteed analysis of the contents and ensuring proper protection in transportation and handling; and in compliance with all local, state, and federal fertilizer laws.

2.03 AGRICULTURAL LIMESTONE

- A. Containing a minimum of 85 percent calcium carbonate and magnesium carbonate combined, 85 percent of which passes a No. 10 mesh sieve.

PART 3 – EXECUTION

3.01 PREPARATION

- A. Place sod as soon as practical after its removal from point of origin. Keep it moist while displaced.
- B. Scarify each area to be sodded a minimum of 2 inches and remove stones larger than 3/4 inch in any dimension.

- C. Before beginning sodding operations in any area, complete placing the topsoil and final grading, and have the area approved by the Program Manager.

3.02 APPLICATION

- A. Set sod between April 1 and October 31 and when the soil is in a workable condition. If weather is acceptable to the Program Manager, the dates may be extended beyond those stated.
- B. Do not set sod out of season unless soil conditions are favorable and written permission is obtained from the Program Manager.
- C. During times when sodding cannot be conducted, erosion control and silt fences shall be placed and maintained. If property owner and the Project Manager agree, seeding may be substituted for sodding.
- D. Apply fertilizer and agricultural limestone uniformly over the sod bed at the rates shown below. Immediately prior to placing sod, water the sod bed until it is saturated to a depth of 1 inch, and keep it moist until the sod is placed.
 - 1. Fertilizer: 15 pounds per 1,000 square feet of 10-10-10.
 - 2. Agricultural Limestone: 40 pounds per 1,000 square feet.
- E. Lay sod to form a solid mass with tightly fitted joints. Butt ends and sides of sod strips; to not overlap. Stagger strips to offset joints in adjacent courses. Work from boards to avoid damage to subgrade or sod. Tamp or roll lightly to ensure contact with subgrade. Work sifted soil into minor cracks between pieces of sod; remove excess to avoid smothering of adjacent grass. Lay sod on slopes with short dimension running up and down.
- F. Saturate sod with fine water spray within 2 hours of planting. During first week, water daily or more frequently as necessary to maintain moist soil to a minimum depth of 1-1/2 inches below sod.
- G. E. Two weeks after the sod is installed, top dress and thoroughly water it. Top dressing shall consist of the following:
 - 1. 1/2 to 1 Pound: 38 percent urea formaldehyde per 1,000 square feet.
 - 2. 20 Pounds: 6-12-12 per 1,000 square feet.

3.03 MAINTENANCE

- A. Begin maintenance immediately after sodding and continue until final acceptance of the Contract.
- B. Maintain lawns for not less than three mowings or 60 days, whichever is longer.
- C. Maintain lawns by watering, fertilizing, weeding, mowing, trimming, and other operations, such as rolling, re-grading and replanting, as required to establish an acceptable lawn, smooth and free of stones, weeds, and eroded or bare areas.
- D. The standard of acceptability for bare areas is no larger than 3 inches in any dimension, nor greater than 5 percent of the lawn.

3.04 INSPECTION

- A. The Program Manager shall inspect the sod within 30 days after installation and determine if it is acceptable.
- B. The Program Manager will again review the sod for acceptance 30 and 60 days after installation. This acceptance by the Owner is for the purposes of payment only.

3.05 PROTECTION

- A. No equipment, material storage, construction traffic, etc., will be permitted on newly sodded areas.

3.06 CLEANING

- A. Dispose of all surplus material in compliance with all applicable laws and regulations and in accordance with contract requirements.

END OF SECTION

SECTION 02486

SEEDING

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This section includes the Contractor's responsibility to furnish all labor, materials, equipment and incidentals necessary and place seed and maintain all seeded areas as specified herein including all areas disturbed by the Contractor's operations.
- B. Ds3 and Ds4 Requirements for Regulatory Compliance

1.02 RELATED SECTIONS

- A. Section 02276: Site Restoration and Erosion Control

1.03 SUBMITTALS

- A. Product labels/data sheets
- B. Seed: Certification of seed analysis, germination rate, and inoculation:
 - 1. Certify each lot of seed has been tested by a testing laboratory certified in seed testing, within 6 months of date of delivery, Include with certification:
 - a. Name and address of laboratory
 - b. Date of test
 - c. Lot number for each seed specified
 - d. Test Results: (i) name, (ii) percentages of purity and of germination, and (iii) weed content for each kind of seed furnished
 - 2. Mixtures: Proportions of each kind of seed
- C. Seed Inoculant Certification: Bacteria prepared specifically for legume species to be inoculated

1.04 DELIVERY, STORAGE, AND PROTECTION

- A. Furnish in standard containers with seed name, lot number, net weight, percentages of purity, germination, and hard seed and maximum weed seed content, clearly marked for each container of seed.
- B. Keep dry during storage.

1.05 WEATHER RESTRICTIONS

- A. Perform work under favorable weather and soil moisture conditions as determined by accepted local practice.

1.06 GUARANTEE

- A. Secure an acceptable growth of grass in all areas designated for seeding

- B. An area is considered acceptable if it is represented by a minimum of 100 seedlings per square foot of the permanent species of grass representative of the seed mixture. If an acceptable growth is not obtained on the first planting, reseeding and remulching will be required
- C. If the planting is less than 50 percent successful, rework the ground, refertilize, reseed, and remulch the entire area.

1.07 MAINTENANCE

- A. Begin maintenance immediately after each area is planted and continue until final acceptance of the Contract.
- B. Maintenance is necessary to help establish a good healthy uniform growth over the entire seeded area. Maintenance to be performed includes the following:
 - 1. Watering: First 2 weeks every day, thereafter keep surface moist.
 - 2. Washouts: Re-grade and re-seed at the Contractor's expense until good sod is established.
 - 3. Mulch: Replace wherever and whenever washed or blown away
 - 4. Mowing:
 - a. Mow to 2 inches after grass height reaches 3 inches, and mow to maintain grass height form exceeding 3-1/2 inches.
 - b. Mowing should not be performed during the quail nesting season (May to September)
 - 5. Rake clippings and leaves, and appurtenances until the project is completed.

PART 2 – PRODUCTS

2.01 MATERIALS

- A. Products and applications to match Contract application period and meet manufacturers' recommendations.
- B. Fertilizer shall be a complete commercial fertilizer. It shall be delivered to the site in the original unopened containers each showing the manufacturer's guaranteed analysis of the contents and that ensure proper protection in transportation and handling, and in compliance with all local, state, and federal fertilizer laws. Store fertilizer, so when used, it shall be dry and free flowing.
- C. Lime shall be ground limestone containing not less than 85 percent calcium and magnesium carbonates.
- D. Seed shall be from the same or previous year's crop; each variety of seed shall have a percentage of germination not less than 90, a percentage purity of not less than 85, and shall have not more than one percent weed content.
- E. The mixture for lawn areas shall consist of seed proportioned by weight as indicated on the drawings.
- F. Seed Quality:

1. The term “pure live seed” is used to express the quality of seed and is not shown on the label. Pure live seed, PLS, is expressed as a percentage of the seeds that are pure and will germinate. Information on percent germination and purity can be found on seed tags. PLS is determined by multiplying the percent of pure seed with the percent of germination; i.e.,

$$(PLS = \% \text{ germination} \times \% \text{ purity})$$

EXAMPLE:

Common Bermuda seed
70% germination, 80% purity

$$PLS = 70\% \text{ germination} \times 80\% \text{ purity}$$
$$PLS = 56\%$$

2. The percent of PLS helps you determine the amount of seed you need. If the seeding rate is 10 pounds PLS and the bulk seed is 56 % PLS, the bulk seeding rate is:

$$10 \text{ lbs. PLS/acre} = 17.9 \text{ lbs. /acre}$$
$$56\% \text{ PLS}$$

3. You would need to plant 17.9 lbs. /acre to provide 10 lbs. /acre of pure live seed.

PART 3 – EXECUTION

3.01 PREPARATION

- A. Soil samples to be obtained to determine lime requirements.
- B. Lime shall be applied at the rate as shown on the drawings or as determined through sampling.
- C. Agricultural lime is required at the rate of one to two tons per acre unless soil tests indicate otherwise. Graded areas require lime application. If lime is applied within six months of planting permanent perennial vegetation, additional lime is not required. Agricultural lime shall be within the specifications of the Georgia Department of Agriculture.
 1. Lime spread by conventional equipment shall be “ground limestone.” Ground limestone is calcitic or dolomitic limestone ground so 90 percent of the material will pass through a 10-mesh sieve, not less than 50 percent will pass through a 50-mesh sieve, and not less than 25 percent will pass through a 100-mesh sieve.
 2. Fast-acting lime spread by hydraulic seeding equipment should be “finely ground limestone” spanning from the 180 micron size to the 5 micron size. Finely ground limestone is calcitic or dolomitic limestone ground so 95 percent of the material will pass through a 100-mesh sieve.
 3. It is desirable to use dolomitic limestone in the Sand Hills, Southern Coastal Plain and Atlantic Coast Flatwoods MLRAs.
 4. Agricultural lime is generally not required where only trees are planted.
 5. Initial fertilization, nitrogen, topdressing, and maintenance fertilizer requirements for each species or combination of species shall be followed.
- D. Fertilizer shall be applied at the rate as shown per the drawings or at minimum follow the guidelines within the Georgia Manual for Erosion and Sediment Control latest edition.

3.02 INSTALLATION

- A. With the exception of temporary grassing, grading and shaping shall be at final grade prior to seeding (hydraulic or otherwise). Vertical banks shall be sloped to enable plant establishment.
 - 1. When conventional seeding and fertilizing are to be done, grade and shape where feasible and practical, so equipment can be used safely and efficiently during seedbed preparation, seeding, mulching and maintenance of the vegetation.
 - 2. In residential or commercial mowed and/or landscaped areas, grading will include raking and grubbing to remove unwanted materials.
 - 3. Concentrations of water will cause excessive soil erosion and shall be diverted to a safe outlet. Diversions and other treatment practices shall conform to the appropriate standards and specifications.
- B. The subgrade of all areas to be seeded shall be raked and all rubbish, sticks, roots and stones larger than 2 inches shall be removed.
- C. When a hydraulic seeder is used, seedbed preparation is not required. When using conventional or hand-seeding, seedbed preparation is not required if the soil material is loose and not sealed by rainfall.
 - 1. When soil has been sealed by rainfall or consists of smooth cut slopes, the soil shall be pitted, trenched or otherwise scarified to provide a place for seed to lodge and germinate.
- D. Lime shall be spread evenly over surface and thoroughly incorporated with loam by heavy raking to at least 2 inches deep at a rate determined by soil samples to match Contract.
- E. When hydraulic seeding equipment is used, the initial fertilizer shall be mixed with seed, inoculant (if needed), and wood cellulose or wood pulp fiber mulch and applied in a slurry. The inoculant, if needed, shall be mixed with the seed prior to being placed into the hydraulic seeder. The slurry mixture will be agitated during application to keep the ingredients thoroughly mixed. The mixture will be spread uniformly over the area within one hour after being placed in the GSWCC (Amended - 2013) 6-89 hydro seeder.
 - 1. Finely ground limestone can be applied in the mulch slurry or in combination with the top dressing.
 - 2. When conventional planting is to be done, lime and fertilizer shall be applied uniformly in one of the following ways:
 - a. Apply before land preparation so it will be mixed with the soil during seedbed preparation.
 - b. Mix with the soil used to fill the holes, distribute in furrows.
 - c. Broadcast after steep surfaces are scarified, pitted or trenched.
 - d. A fertilizer pellet shall be placed at root depth in the closing hole beside each pine tree seedling.
- F. Fertilizer shall be uniformly spread and immediately mixed with the upper 2 inches of the soil.
- G. Seeding
 - 1. Hydraulic Seeding

Mix the seed (inoculated if needed), fertilizer, and wood cellulose or wood pulp fiber mulch with water and apply in a slurry uniformly over the area to be treated. Apply within one hour after the mixture is made.

2. Conventional Seeding

Seeding will be done on a freshly prepared and firmed seedbed. For broadcast planting, use a culti-packer-seeder, drill, rotary seeder, other mechanical seeder, or hand seeding to distribute the seed uniformly over the area to be treated. Cover the seed lightly with 1/8 to 1/4 inch of soil for small seed and 1/2 to 1 inch for large seed when using a cultipacker or other suitable equipment.

3. No-Till Seeding

No-till seeding is permissible into annual cover crops when planting is done following maturity of the cover crop or if the temporary cover stand is sparse enough to allow adequate growth of the permanent (perennial) species. No-till seeding shall be done with appropriate no-till seeding equipment. The seed must be uniformly distributed and planted at the proper depth.

H. Mulching

Mulching is required for all permanent vegetation applications. Mulch applied to seeded areas shall achieve 75% to 100% soil cover. When selecting mulch, design professionals should consider the mulch's functional longevity, vegetation establishment enhancement, and erosion control effectiveness. Select the mulching material from the following and apply as indicated:

1. Dry straw or dry hay of good quality and free of weed seeds can be used. Dry straw shall be applied at the rate of 2 tons per acre. Dry hay shall be applied at a rate of 2 1/2 tons per acre.
2. Wood cellulose mulch or wood pulp fiber shall be used with hydraulic seeding. It shall be applied at the rate of 500 pounds per acre. Dry straw or dry hay shall be applied (at the rate indicated above) after hydraulic seeding.
3. One thousand pounds of wood cellulose or wood pulp fiber, which includes a tackifier, shall be used with hydraulic seeding on slopes 3/4:1 or steeper.
 - a. Sericea Lespedeza hay containing mature seed shall be applied at a rate of three tons per acre.
 - b. Pine straw or pine bark shall be applied at a thickness of 3 inches for bedding purposes. Other suitable materials in sufficient quantity may be used where ornamentals or other ground covers are planted. This is not appropriate for seeded areas.
 - c. When using temporary erosion control blankets or block sod, mulch is not required.
 - d. Bituminous treated roving may be applied on planted areas, slopes, in ditches or dry waterways to prevent erosion. Bituminous treated roving shall be applied within 24 hours after an area has been planted. Application rates and materials must meet Georgia Department of Transportation specifications.

Wood cellulose and wood pulp fibers shall not contain germination or growth inhibiting factors. They shall be evenly dispersed when agitated in water. The fibers shall contain a dye to allow visual metering and aid in uniform application during seeding.

- I. Immediately following this presentation the seed shall be uniformly applied and lightly raked into the surface. Lightly roll the surface and water with a fine spray. Seed shall be sown in a favorable season, as approved by the Program Manager.
- J. Wildlife plantings should be included in critical area plantings.

END OF SECTION

SECTION 02542

SILT FENCE

PART 1 – GENERAL

1.01 SECTION INCLUDES

The work covered by this Section consists of furnishing all materials, equipment, and labor and performing all operations in connection with the construction of the Silt Fence System in accordance with the Contract Documents.

1.02 RELATED SECTIONS

- A. Section 01300: Submittals
- B. Section 02276: Site Restoration and Erosion Control

1.03 QUALIFICATIONS

- A. Contractor and Applicator shall have all state erosion control certifications and be active at the time of installation.
- B. Installation shall be by an experienced applicator approved by the manufacturer of the material supplied.
- C. Applicator shall have a minimum of one year experience.
- D. Submit written proof of qualifications to the Program Manager.
- E. The woven fiber filter and appurtenances specified under this Section shall be furnished by a manufacturer who is fully experienced, reputable, and qualified in the manufacture of the fabric furnished. The woven fiber filter and all related appurtenances shall be designed, constructed and installed with the best practices and methods.

1.04 SUBMITTALS

- A. Furnish sample 36 by 36 inches for each fabric, as specified in Section 01300.
- B. Furnish composite filter media sock sample 36 inches in length.
- C. Final acceptance of fabric and socks shall be contingent upon approval of samples.
- D. Furnish an affidavit that all materials comply with these Specification requirements.

1.05 DELIVERY, STORAGE AND HANDLING

- A. Prevent damage during delivery and handling.
- B. Store all fabric in undamaged condition as packaged by the manufacturer, with manufacturer's seals and labels intact.

- C. Store all materials in a clean, dry storage area.
- D. Do not store fabric in an upright position.
- E. Storage area temperature shall be maintained above 40 degrees F. with normal humidity.

PART 2 – PRODUCTS

2.01 POST SIZE

Type	Min Length	Type of Post	Size of Post
NS	4'	Soft wood Oak Steel	3"dia or 2x4 1.5" x1.5" 1.3lb./ft. min
S	4"	Steel Oak	1.3lb./ft. min 2"x2"

2.02 FABRIC – Sd1

- A. The filter fabric shall be designed to control water seepage of the fine particle and or soil without clogging under varying water flow conditions, thereby serving as a soil stabilizer.
- B. The filter fabric shall be chemically resistant to prolonged exposure to fresh water, and either alkaline or acidic soil conditions.
- C. Physical Properties: TEST METHOD

1.	Color	Black
2.	Weight, oz./sq. ft.	0.8 ASTM D-1910
3.	Equivalent opening size	70-100 CE-1310
4.	% open area	4-10 CE-1310
5.	Tensile Strength, #	400 x 280 ASTM D-1682
6.	Elongation, %	34 x 32 ASTM D-1682
7.	Trapezoidal tear strength, #	92x 40 ASTM D-2263
8.	Mullen burst, psi	510 ASTM D-751
9.	Puncture Strength, #	150 ASTM D-751-MS
10.	Abrasion resistance	ASTM D-01175-71
	Abraded strength, #	80 ASTM D-1682

11. Weather-Ometer strength retention, %	90 ASTM E-42-69
12. Water permeability, water flow rates*, milliliters/min.	
6" head	460-520 Canvas Products
8" head	620-760 Assn.Intern'l
36" head	2510-2790 Test Method (for canvas)

*Water flow perpendicular to fabric

- D. The upper level of the fabric form work edges shall be structured so as to accommodate the type of anchorage to be utilized at that point.
- E. Individual mill-width panels shall be cut to suitable lengths, and the two layers of fabric separately jointed, edge-to-edge, by means of heavy, double-stitched nylon thread. The tensile strength of stitched joints shall not be less than 100 lbs. /inch.

2.03 FASTENERS

Table 6-27.3 Fasteners for Wood Posts				
	Gauge	Crown	Legs	Staples / Post
Wire Staples	17 min.	3/4" wide	1/2" long	5 min.
	Gauge	Length	Button Heads	Nail/ Post
Nails	14 min.	1"	3/4"	4 min.
Note: Filter Fabric may also be attached to the post by wire, anchors, and pockets or any other method provided minimum P-factor, as required by GSWCC, is met.				

2.04 COMPOST FILTER MEDIA SOCK

- A. Compost used for compost filter sock filler material (filter media) shall be weed free and derived from a well-decomposed source of organic matter. The compost shall be produced using an aerobic composting process meeting CFR 503 regulations including time and temperature data. The compost shall be free of any refuse, contaminants or other materials toxic to plant growth. Non-composted products will not be accepted. Test methods for the items below should follow US Composting Council Test Methods for the Examinations of Composting and Compost guidelines for laboratory procedures:
1. PH – 5.0-8.0 in accordance with TMECC 04.11-A, "Electrometric pH Determinations of Compost"
 2. Particle size – 99% passing in a 2 in (50mm) sieve and a maximum of 40% passing a 3/8 in (9.5mm) sieve, in accordance with TMECC 02.02-B, "ample Sieving for

Aggregate Size Classification.” (Note- In the field, product commonly is between ½ in [12.5mm] and 2 in [50mm] particle size.)

3. Moisture content of less than 60% in accordance with standardized test methods for moisture determination.
4. Material shall be relatively free (<1% by dry weight) of inert or foreign man made materials.
5. A sample shall be submitted to the Program Manager for approval prior to being used and must comply with all local, state and federal regulations.

Table 2.		
Material Type	Multi-Filament Polypropylene	Multi-Filament Polypropylene
Material Characteristic	Photodegradable	Photodegradable
Mesh Opening	3/8 in (10mm)	1/8 in (3mm)
Tensile Strength (ASTM 5035-95)	44 psi (3.09 kg/cm ²)	202 psi (14.2 kg/cm ²)
% Original Strength from Ultraviolet Exposure (ASTM G-155)	100% at 1000 hr.	100% at 1000 hr.

Table 3.	
	12 in (300mm) Diameter
Effective Circumference	38 in (960 mm)
Density (when filled)	32 lbs./ft. (50kg/m)
Air Space	20%
Hydraulic Flow Through Rate	11.3 gpm/ft. (141 L/min/m)
P Factor (RUSLE)	0.1-0.32

PART 3 – EXECUTION

3.01 INSTALLATION

- A. Installation instructions shall be supplied by the manufacturer. The fabric shall be applied in accordance with the manufacturer's recommendations.
- B. The surfaces to be protected shall be prepared and graded to the extent they are normally stable in the absence of erosion forces. All stones, roots, and other waste material exposed on the slopes which could disturb the finished mat profile shall be removed. The fabric shall be positioned over these surfaces.
- C. Construction Specifications

1. The compost filter sock shall be installed according to this specification, as shown on the plans or as directed by the Program Manager. For installation of the compost filter sock see the construction documents.
 - a. Compost filter socks should be installed parallel to the base of the slope or other disturbed area. In extreme conditions (i.e., 2:1 slopes), a second compost filter sock shall be constructed at the top of the slope.
 - b. Stakes shall be installed through the middle of the compost filter sock on 10 ft. (3m) centers, using 2 in (50mm) by 2 in (50mm) by 3 ft. (1m) wooden stakes. In the event staking is not possible, i.e., when compost filter socks are used on pavement, heavy concrete blocks shall be used behind the compost filter socks to help stabilize during rainfall/runoff events.
 - c. Staking depth for sand and silt loam soils shall be 12 in (300mm), and 8 in (200mm) for clay soils.
 - d. Loose compost may be backfilled along the upslope side of the compost filter sock, filling the seam between the soil surface and the device, improving filtration and sediment retention.
 - e. If the compost filter sock is to be left as a permanent filter or part of the natural landscape, it may be seeded at time of installation for establishment of permanent vegetation. The engineer will specify seed requirements.
 - f. Compost filter socks are not to be used in perennial, ephemeral, or intermittent streams.
2. **Maintenance:** Sediment shall be removed once it has accumulated to one-half the original height of the barrier. Compost filter socks shall be replaced whenever it has deteriorated to such an extent the effectiveness of the compost filter sock is reduced. Compost filter socks shall remain in place until disturbed areas have been permanently stabilized. All sediment accumulation at the compost filter sock shall be removed and properly disposed of before the compost filter sock is removed.

D. Silt Fence

1. **Non-sensitive areas**

Sediment barriers being used as Type NS shall have a support spacing of no greater than 6 feet on center, with each driven into the ground a minimum of 18 inches. Type NS sediment barriers shall have a P-factor no greater than 0.045.

2. **Sensitive areas**

Sediment barriers being used as Type S shall have a support spacing of no greater than 4 feet on center, with each driven into the ground 18 inches. Type S sediment barriers shall have a P-factor no greater than 0.030.

3. **Installation**

- a. Sediment barriers should be installed along the contour.
- b. Temporary sediment barriers shall be installed according to the following specifications as shown on the plans or as directed by the design professional.
- c. Post installation shall start at the center of a low point (if applicable) with the remaining posts spaced no greater than 6 feet apart for Type NS sediment barriers and no greater than 4 feet apart for Type S sediment barriers. For

post size requirements, see Table 6-27.2. Fasteners for wood posts are listed in Table 6-27.3.

4. **Static Slicing Method**

The static slicing machine pulls a narrow blade through the ground to create a slit 12" deep, and simultaneously inserts the silt fence fabric into this slit behind the blade. The blade is designed to slightly disrupt soil upward next to the slit and to minimize horizontal compaction, thereby creating an optimum condition for compacting the soil vertically on both sides of the fabric. Compaction is achieved by rolling a tractor wheel along both sides of the slit in the ground 2 to 4 times to achieve nearly the same or greater compaction as the original undisturbed soil. This vertical compaction reduces the air spaces between soil particles, which minimizes infiltration. Without this compaction infiltration can saturate the soil, and water may find a pathway under the fence. When a silt fence is holding back several tons of accumulated water and sediment, it needs to be supported by posts that are driven 18 inches into the soil. Driving in the posts and attaching the fabric to them completes the installation.

5. **Trenching Method**

- a. Trenching machines have been used for over twenty-five years to dig a trench for burying part of the filter fabric underground. Usually the trench is about 2"-6" wide with a 6" excavation. Post setting and fabric installation often precede compaction, which make effective compaction more difficult to achieve. EPA supported an independent technology evaluation (ASCE 2001), comparing three progressively better variations of the trenching method with static slicing method. The static slicing method performed better than two lower performance levels of the trenching method, and was as good as or better than the trenching method's highest performance level. The best trenching method typically required nearly triple the time and effort to achieve results comparable to the static slicing method.
- b. **Along all state waters and other sensitive areas, two rows of Type S sediment barriers shall be used. The two rows Type S should be placed a minimum of 36 inches apart.**

3.02 MAINTENANCE

- A. **Sediment shall be removed once it has accumulated to one-half the original height of the barrier.** This is extremely important when selecting BMPs with a lower profile.
- B. Sediment barriers shall be replaced whenever they have deteriorated to such an extent that the effectiveness of the product is reduced (approximately six months) or the height of the product is not maintaining 80% of its properly installed height.
- C. Temporary sediment barriers shall remain in place until disturbed areas have been permanently stabilized. All sediment accumulated at the barrier shall be removed and properly disposed of before the barrier is removed.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 02607
MANHOLE HEIGHT ADJUSTMENT

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. This specification section provides the requirements for the adjustment of height of manholes whose tops are below grade. These manhole height adjustments can facilitate sanitary sewer operation, maintenance and assessment activities.

1.02 RELATED SECTIONS

- A. Section 01056: GPS Data Collection
- B. Section 01300: Submittals
- C. Section 01520: Sewer Flow Control
- D. Section 01700: Project Closeout
- E. Section 02276: Site Restoration and Erosion Control

1.03 REFERENCES

- A. ASTM C32 - Standard Specification for Sewer and Manhole Brick (Made From Clay or Shale).
- B. ASTM C443 - Standard Specification for Joints for Concrete Pipe and Manholes, Using Rubber Gaskets
- C. ASTM A48/A48M - Standard Specification for Gray Iron Castings.
- D. ASTM A536 - Standard Specification for Ductile Iron Castings
- E. AASHTO M306
- F. ASTM C270 - 12a Standard Specification for Mortar for Unit Masonry
- G. Manual for Uniform Traffic Control Devices (MUTCD) standards
- H. *“Potable Water Main, Gravity Sanitary Sewer, and Sanitary Sewer and Force Main Design Standards”*, 2009 Edition, Version 1.0, DeKalb County Department of Watershed Management.

1.04 SUBMITTALS

- A. The Contractor shall submit shop drawings and product data in accordance with the requirements of the Submittals section of these Specifications and those requirements outlined in Specifications Section 01300.

- B. The Contractor shall complete a daily written record detailing the work carried out and any items of Work incidental to the Work. The Contractor shall include in his daily record and reference to the following:
1. **Delays:** Dense traffic, lack of information, sickness, labor or equipment shortage, etc.
 2. **Weather:** Conditions [e.g., rain (quantity, time, duration), sunny, windy, etc.].
 3. **Equipment:** On site (e.g., specialty cleaning, by-pass equipment, etc.).
 4. **Submittals:** To the Owner's Program Manager or as directed in the submittals portion of these specifications.
 5. **Personnel:** On site by name (e.g., all labor, specialty services, etc.).
 6. **Accident:** Report (e.g., all injuries, vehicles, etc.).
 7. **Incident:** Report (e.g., damage to property, property owner complaint, etc.).
 8. **Major defects encountered:** including, but not limited to, collapsed pipe, if any, cave-ins, sink holes, etc.
 9. **Visitors:** On site, time in and out.
 10. **Disposals:** Type and quantity of debris (including liquids).
- C. Ring Product submittal and manufacturer's specifications.
- D. Frame and Cover and/or Cone Product submittal and manufacturer's specifications
- E. Traffic safety plan and procedures for Right-of-Way work.
- F. DOT Documents for permit.

1.05 RESPONSIBILITY FOR SANITARY SEWER OVERFLOWS AND DAMAGE TO PROPERTY AND UTILITY

- A. Reference Specification Section 01030 – Special Project Procedures.

1.06 SAFETY

- A. All work shall be performed in accordance with OSHA, Local and State DOT standards local, state and federal safety regulations.
- B. Confined Space Entry: Crews shall minimize the physical entry into manholes. Manhole entry shall be performed in accordance with Federal, State, Local and any other regulations for confined space entry. Only trained crews and staff may perform confined space entry after obtaining an entry permit. Staff must use safety required equipment, including harnesses, ventilation equipment, etc.
- C. Traffic Control: All traffic control measures shall comply with the requirements of MUTCD, Part 6 – Temporary Traffic Control, Latest Edition as published by USDOT/FHWA.

PART 2 – PRODUCTS

2.01 BRICK

- A. Brick shall conform to the requirements of ASTM C32 for grade SM. Bricks shall conform to the following dimensions, unless otherwise approved by the Owner's Program Manager:

	Depth (inches)	Width (inches)	Length (inches)
Standard Size	2 ¹ / ₄	3 ³ / ₄	8
Allowable Variation	± ¹ / ₄	± ¹ / ₄	± ¹ / ₂

- B. All brick shall be new and whole, of uniform standard size, and with substantially straight and parallel edges and square corners. Bricks shall be of compact textures, burned hard entirely through, tough and strong, free from injurious cracks and flaws, and shall have a clear ring when struck together. No soft or salmon brick shall be used. Brick shall be culled after delivery, if required, and no culls shall be used except at such places, to such extent, and under such conditions as may be approved by the Owner's Program Manager.

2.02 PRECAST BARREL JOINTS & CONES

- A. Barrel joints shall be tongue and groove and shall meet the latest revision of ASTM C443 for O-ring gaskets; see Standard Detail S-003 in Appendix I of *"Potable Water Main, Gravity Sanitary Sewer, and Sanitary Sewer and Force Main Design Standards"*, 2009 Edition, Version 1.0, DeKalb County Department of Watershed Management. All barrel joints shall be installed to allow no infiltration into the manhole. Care should be exercised during the handling of the precast units to avoid disturbing or damaging the gasket and to attain proper alignment of the joints. Pre-formed flexible joint sealants shall not be used on sanitary sewer manholes. Joints and lift holes shall be grouted smooth with cement grout on inside and outside. In precast manhole construction, combination of joint lengths shall be selected to minimize the number of individual segments required to provide the total depth specified. Long joints shall be used in the bottom with shorter segments utilized for the top adjustments.
- B. Manhole cones shall be precast concrete. The top elevation of manhole frames shall be adjusted to grade in areas such as streets, alleys, and parking lots or where indicated by the Program Manager. A maximum adjustment of eight (8) inches will be allowed for precast concrete adjusting rings. Adjustments greater than twelve (12) inches must be made by changing precast riser sections. The top of the wall of all manholes shall be leveled off with mortar so as to form a flat surface upon which the manhole frame is to rest.

2.03 MORTAR

- A. The Contractor shall use mortar meeting the requirements of ASTM C270 Type S unless directed and approved otherwise by the Program Manager.
- B. The Contractor shall prepare mortar only in quantities needed for immediate use. Mortar mixed for more than thirty (30) minutes or greater than the manufacturers limits, whichever is more restrictive, which has set, or which has been retempered shall not be used.

2.04 METAL RISER RING

- A. Riser Rings will not be permitted for MH Height Adjustment.

2.05 FRAMES & COVERS

- A. Manhole frames and covers shall conform to the requirements outlined in pages 73-74 of “Potable Water Main, Gravity Sanitary Sewer, and Sanitary Sewer and Force Main Design Standards”, 2009 Edition, Version 1.0, DeKalb County Department of Watershed Management. Where replacement is required, MH Frames & Covers will be provided by the owner.

PART 3 – EXECUTION

3.01 GENERAL

- A. The Contractor shall take all necessary measures to prevent debris from entering the manhole under reconstruction. A temporary (waterproof) cover shall be required during the reconstruction period.
- B. The Contractor shall take all necessary measures to prevent damage to the existing manhole frame and cover during the adjustment work.
- C. In the event the existing manhole is being located into a paved area, the Contractor is required to replace existing manhole frame and cover with a traffic manhole frame and cover. The Contractor is also required to provide a traffic safety plan to the Program Manager if the paved area is within the municipal or state Right-of-Way.
- D. **Riser Rings:** Riser Rings will not be permitted for MH Height Adjustment
- E. **Manhole Frame and Cover:** Existing frames and covers removed to facilitate manhole rehabilitation, and/or casting alignment or grade adjustments shall be salvaged, cleaned and given two coats of an approved bituminous coating by the Contractor for replacement unless determined to be defective by the Program Manager. If manhole frame and/or cover are determined to be defective, Contractor shall replace with new frame and/or cover. Replacement frames and covers shall be furnished by the Owner and installed as approved by the Owner and Project Manager in accordance with this specification section. Frames shall be set in full mortar bed atop brick and mortar adjustment. The mortar shall be struck smooth with the interior surface of the manhole and floated with a sponge float to a surface profile of 8-10 mils.

3.02 PROCEDURES FOR MANHOLE HEIGHT ADJUSTMENT

- A. The Contractor shall utilize maps, surveys, sounding instruments, or information from local residents to determine approximate locations of buried manholes. Manholes shall be exposed utilizing hand techniques or by carefully probing with mechanical equipment. Manhole exposure in paved areas shall be accomplished by making a square cut in the surface with sufficient width to allow for the excavation of the material around the manhole to expose it to a depth necessary for adequate adjustment.
- B. Raising Manholes:

1. The Contractor shall adjust the top elevation of the manhole frame to grade as directed by the Project Manager conforming to the requirements of this section. A maximum adjustment of twelve (12) inches will be allowed using brick and mortar. Mortar shall be applied to create a smooth finish on the interior and exterior prior to backfill.
 2. Manhole adjustments greater than twelve (12) inches shall be made by removing the cone section and adding the appropriate precast riser section. The number of riser rings shall be limited to the minimum number that is required to achieve grade.
 - a. Joint sealant shall be applied on existing manhole frame and each joint of the riser ring(s) required to achieve grade. If the outdoor temperature is below 70 degrees Fahrenheit, the Contractor must heat the joint sealant before application.
 - b. The Contractor shall place concrete (Class B) collar in accordance with the applicable Standard Drawing.
 3. When a manhole height adjustment is performed in a paved area and the manhole is not to be rehabilitated by any other method, then the Contractor shall install a manhole frame seal in accordance with the requirements of these Specifications.
- C. Lowering or raising manholes in paved and green areas require the removal of the manhole cone:
1. If the vertical height adjustment of the existing manhole is greater than 12 inches or the existing manhole must be lowered, the Contractor shall remove the manhole cone section to the straight barrel section of the existing manhole.
 2. The manhole frame and cover shall be removed from the existing manhole.
 3. The Contractor shall remove the manhole cone by either the saw cut or other acceptable method.
 4. The Contractor shall prepare the existing manhole barrel for the re-construction of the manhole as shown on the standard details.
 5. The Contractor shall re-construct the manhole as shown on the standard details.
 6. In green (grass) areas, for reinstallation of the Manhole Frame and Cover, the Contractor shall apply a 1½ inch bed of concrete (Class B) for the re-install of the manhole frame on the manhole. The Contractor shall also place concrete (Class B) collar (8 inch at the bottom of the frame to 2 inch at the top of the frame) on exterior of the manhole frame. The concrete collar on exterior of the manhole frame shall receive a broom finish.

3.03 CLEANUP

- A. After the work is completed and all testing acceptable, the Contractor shall clean up the work area in accordance with these specifications.
- B. All excess material and debris not incorporated into the permanent installation shall be disposed of by the Contractor. The debris and liquids are to be disposed of properly in accordance with all applicable laws. The County can furnish a letter to the landfill stating the Contractor is authorized to dispose of the non-hazardous materials. Debris and liquids type and quantities are to be tracked in the daily Contractor diary. Hauling and disposal costs will be borne by the Contractor.
- C. The work area shall be left in a condition equal to or better than prior condition. Disturbed grassed areas shall be seeded or sod placed as directed by the Owner's Program Manager. The work site restoration work shall be completed in accordance with the requirements of these Specifications.

3.04 RECORD DRAWINGS

- A. Unless noted otherwise, Record Drawings shall provide dimensions, distances and material type.
- B. Unless noted otherwise, Record Drawings shall provide elevations to the nearest 0.01 ft. for all pertinent items constructed by Contractor.
- C. At contract closeout, deliver Record Documents to the Program Manager for the Owner.
- D. Accompany Submittal with transmittal letter, in duplicate, containing:
 - 1. Date
 - 2. Project title and number
 - 3. Contractor's name and address
 - 4. Title and number of each record document
 - 5. Signature of Contractor or Contractor's authorized representative
- E. Record Drawings Plan Submittal: Record Drawings will not be required as part of the work.
- F. Reference Section 01056 for Contractor responsibilities related to GIS updates to update manhole locations within the mapping inventory. This applies to newly discovered assets or assets with significant locational discrepancies.

3.05 WARRANTY

- A. The Contractor shall guarantee the work for a warranty period of one (1) year from the date of final written acceptance of the Owner. If, at any time during the warranty period, any defect is identified the Contractor shall make repairs acceptable and at no additional cost to the Owner. In this case, the Contractor shall warrant the work for one (1) year in addition to the warranty required by the Contract from the date of repairs' final written acceptance.
- B. If the frequency of similar defects requiring repair increases, then the entire project will be re-evaluated for warranty extensions.

END OF SECTION

SECTION 02700
PAVEMENT REPAIRS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Pavement Replacement.
- B. Surface Preparation.
- C. Equipment.
- D. Asphaltic Concrete Placement.
- E. Asphaltic Concrete Compaction.
- F. Cleaning and Protection.
- G. Standard Granite Curb, Grade B.
- H. Specialty Brick Paver Replacement.
- I. Special Brick Sidewalk Replacement.

1.02 RELATED SECTIONS

- A. Section 02710 – Concrete Curbs, Gutters, & Sidewalks

1.03 REFERENCES

- A. ASTM C94 - Standard Specification for Ready Mix Concrete.
- B. ASTM C33 - Standard Specification for Concrete Aggregates.
- C. ASTM C150 - Standard Specification for Portland Cement.
- D. ACI 301 - Specifications for Structural Concrete.
- E. ACI 304 - Guide for Measuring, Mixing, Transporting, and Placing Concrete.
- F. ASTM A185 - Welded Steel Wire Fabric for Concrete Reinforcement.
- G. ASTM A497 - Welded Deformed Steel Wire Fabric for Concrete Reinforcement.
- H. ASTM C494 - Chemical Admixtures for Concrete.
- I. ASTM D1751 - Preformed Expansion Joint Fillers for Concrete Paving and Structural Construction.

- J. ASTM D3371 - Standard Specification for Viscosity-Graded Asphalt Cement for use in Pavement Construction.
- K. ASTM D946 - Standard Specification for Penetration Graded Asphalt Cement for use in Pavement Construction.
- L. AI (Asphalt Institute) - MS-2- Mix Design Methods for Asphalt Concrete and Other Hot Mix Types.
- M. AI (Asphalt Institute) - MS-3- Asphalt Plant Manual.
- N. AI (Asphalt Institute) - MS-8- Asphalt Paving Manual.
- O. AI (Asphalt Institute) - MS-19 - Basic Asphalt Emulsion Manual.
- P. AASHTO M147-65 - Materials for Aggregate and Soil Aggregates.
- Q. ASTM C-136 - Sieve Analysis of Fine and Coarse Aggregates.
- R. Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.

1.04 SUBMITTALS

- A. The Contractor shall submit asphalt mix design to the Program Manager for approval.
- B. Certificates:
 - 1. The Contractor shall submit certification of quality control and compliance with the requirements of this section. Certificates must be signed by asphalt and concrete producers and the Contractor.

1.05 PERFORMANCE REQUIREMENTS

- A. The Contractor shall comply with the performance standards and requirements established by the Georgia Department of Transportation.
- B. Paving: Pavement shall be designed for movement of trucks up to 60,000 lbs.
- C. General: In addition to other specified conditions, the Contractor shall comply with the following minimum requirements:
 - 1. Finished asphaltic concrete courses shall be compacted to the following densities:
 - a. Asphaltic Concrete Hot Mix Surface Course; Not less than ninety-two (92) percent of theoretical density.
 - b. Asphaltic Concrete Hot Mix Binder Course: Not less than ninety (90) percent of theoretical density.
 - 2. On the day following placement of asphaltic materials, samples for the determination of in-place density shall be taken from the finished pavement. The Contractor shall core the samples at locations and in the manner directed by the

Program Manager. The cuts made in taking such samples shall be repaired by the Contractor at no expense to the Owner other than for materials.

1.06 QUALITY ASSURANCE

- A. The Contractor shall perform Work in accordance with the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.
- B. The Contractor shall obtain materials from the same source throughout the duration of the paving Work.
- C. The Contractor shall use only materials which are furnished by a bulk asphalt concrete producer regularly engaged in production of hot-mix, hot-laid asphalt concrete.

1.07 REGULATORY REQUIREMENTS

The Contractor shall conform to applicable code for paving work on public and private properties.

1.08 JOB CONDITIONS

- A. Weather Limitations:
 - 1. The Contractor shall apply bituminous prime and tack coats only when the ambient temperature in the shade has been at least forty (40) degrees F.
 - 2. The Contractor shall not conduct paving operations when the surface is wet, frozen, or contains excess moisture which would prevent uniform distribution and required penetration.
 - 3. The Contractor shall construct asphaltic courses only when atmospheric temperature in the shade is above thirty-five (35) degrees F, when the underlying base is dry and when weather is not rainy.
 - 4. The Contractor shall place base course when air temperature is above thirty-five (35) degrees F and rising. The Contractor shall not place base course on a frozen or muddy subgrade.
- B. The Contractor shall establish and maintain the required lines and grades, including crown and cross-slope, for each course during construction operations.
- C. Traffic Control: All traffic control measures shall comply with the requirements of MUTCD, Part 6 – Temporary Traffic Control, Latest Edition as published by USDOT/FHWA.

PART 2 – PRODUCTS

2.01 FLEXIBLE PAVEMENT

- A. Aggregates for asphaltic concrete shall comply with the applicable requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.

- B. Asphaltic cement for asphaltic concrete shall comply with the applicable requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.
- C. Bituminous prime coat shall comply with the applicable requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.
- D. Bituminous tack coat shall comply with the applicable requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.
- E. Hot Mix asphaltic concrete construction shall comply with the applicable requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.

2.02 RIGID PAVEMENT

- A. Concrete and reinforcing bars (where required) for rigid pavement shall conform to GDOT requirements. Concrete for pavement shall be Class A.

2.03 CURB AND GUTTER

- A. Concrete for curb, curb and gutter, or valley gutter shall be Class A. Concrete shall conform to the requirements of Section 02710 – Concrete Curbs, Gutters and Sidewalks or Georgia DOT Specifications where applicable

2.04 SIDEWALKS

- A. Concrete for sidewalks shall be Class A conforming to the requirements of Section 02710 – Concrete Curbs, Gutters and Sidewalks.

2.05 DRIVEWAYS

- A. Concrete for driveways shall be Class A conforming to the requirements of Section 02710 – Concrete Curbs, Gutters and Sidewalks. or Georgia DOT Specifications where applicable

2.06 STANDARD GRANITE CURB, GRADE B

- A. Curbs shall be furnished in standard lengths of eight (8) feet in so far as possible employing shorter lengths where required such that the minimum length employed shall not be less than four (4) feet long. Curb sections shall have a split face and split top. On wheel chair ramps and driveways, the granite curb shall continue through depressed sections of these elements. On curve section of roadway, the granite curb shall be split or cut on the curve. Salvage and reuse of existing granite curb is acceptable where the curb sections meet the approval of the Project Manager.

2.07 SPECIALTY BRICK PAVER REPLACEMENT

- A. The Contractor shall verify the size, type, color, and pattern of the existing specialty brick or stamped concrete pavement surface prior to removal. The Contractor shall submit to the Program Manager for review the proposed replacement paver material and installation information. Materials shall conform to the existing installation for pattern, color, and size.

2.08 SPECIAL BRICK SIDEWALK REPLACEMENT

- A. All brick shall be solid pavers conforming to the requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, Latest Edition. The Contractor shall submit to the Program Manager for review the brick to be used to replace brick sidewalks within the Project area. Materials shall conform to the existing installation for pattern, color, and size.

PART 3 – EXECUTION

3.01 PAVEMENT REPLACEMENT

- A. The Contractor shall obtain prior approval from the Owner for any paving subcontracts.
- B. The Contractor shall replace all pavements following the guidelines established by the Georgia Department of Transportation.
- C. Where paved streets, sidewalks, driveways, and gutters are removed within the construction limits as specified, such replacement shall be paid for at the respective unit prices in the Bid Form. Such pavements removed or damaged by the Contractor beyond the specified construction limits shall be replaced in accordance with these specifications at the Contractor's expense.
- D. Where chert, gravel, slag, or other unpaved street or driveway surfaces are removed or damaged, they shall be replaced with the same type of materials that were removed as an incidental part of the Work and no specific payment therefore shall be allowed. Unpaved drives shall be topped with gravel at no additional cost to the Owner.
- E. In replacing pavements and unpaved surfaces, the materials used and the construction methods shall comply with the applicable requirements of the Georgia Department of Transportation Standard Specifications Construction of Transportation Systems, latest edition.
- F. Service lines and small diameter pipes, eight (8) inches in diameter or less located across paved surfaces shall be installed by boring or other approved methods that will not require cutting or removing the pavement where feasible or as directed by the Project Manager.
- G. All concrete pavement replaced shall not be less than four (4) inches thick or equal to the original if greater than four (4) inches. Residential valley gutters and

driveways shall be a minimum of 6" thick. Commercial valley gutters and driveways shall be a minimum of 8" thick.

- H. Pavements replaced shall be of the same type of construction as was removed, except that no asphalt surface replaced shall be less than three (3) inches thick consisting of a binder and seal coat. Patches will be in accordance with applicable standard drawings.

3.02 SURFACE PREPARATION

3.03 Surface Preparation shall be in accordance with the GA DOT Standard Specifications Construction of Transportation Systems, latest Editions

- A. Subgrade: Base and pavement will be applied over a prepared subgrade in accordance with Section 209 Subgrade Construction of the GA DOT Standard Specifications Construction of Transportation Systems, latest edition.
- B. Graded Aggregate Base Course:
 - 1. The Contractor shall check subgrade for conformity with elevations and section immediately before placing aggregate base material.
 - 2. The Contractor shall place aggregate base material in compacted layers not more than six (6) inches thick, unless continuing tests indicate that the required results are best obtained with lesser or greater thicknesses.
 - 3. In no case shall more than eight (8) inches of compacted base be placed in one lift.
 - 4. The Contractor shall spread, shape, and compact all aggregate base material deposited on the subgrade during the same day.
 - 5. The compacted base shall have sufficient stability to support construction traffic without pumping.
 - 6. If compacted base becomes unstable as a result of too much moisture, the base material and underlying subgrade, if necessary, shall be dried and reworked to a moisture content that can be recompacted.
- C. Loose and Foreign Material:
 - 1. The Contractor shall remove loose and foreign material from the surface immediately before application of paving.
 - 2. The Contractor shall use power brooms or blowers, and hand brooming as required.
 - 3. The Contractor shall not displace surface material.
- D. Prime Coat:
 - 1. The Contractor shall uniformly apply at a rate of 0.20 to 0.50 gallon per square yard over compacted and cleaned subbase surface.
 - 2. The Contractor shall apply enough material to penetrate and seal, but not flood the surface.
 - 3. The Contractor shall allow material to cure and dry as long as required to attain penetration and evaporation of volatile, and in no case less than twenty-four (24) hours unless otherwise acceptable to the Program Manager.

4. The Contractor shall blot excess asphalt with just enough sand to prevent pick-up under traffic.
5. The Contractor shall remove loose sand before paving.
 - E. Tack Coat:
 1. The Contractor shall dilute material with equal parts of water and apply to contact surfaces of previously constructed asphalt concrete or Portland cement concrete and similar surfaces.
 2. The Contractor shall apply at a rate of 0.05 to 0.15 gallons per square yard of surface.
 3. The Contractor shall apply tack coat by brush to contact surfaces of curbs, gutters, manholes, and other structures projecting into or abutting asphalt concrete pavement.
 4. The Contractor shall allow surfaces to dry until material is at a condition of tackiness to receive pavement.

3.04 EQUIPMENT

- A. The Contractor shall provide size and quantity of equipment to complete the work specified in this section within the Project Schedule.
- B. Bituminous pavers shall be self-propelled that spread hot asphalt concrete mixtures without tearing, shoving, or gouging surfaces, and control pavement edges to true lines without use of stationary forms.
- C. Rolling equipment shall be self-propelled, steel-wheeled, and pneumatic-tired rollers that can reverse direction without backlash.
- D. The Contractor shall provide rakes, lutes, shovels, tampers, smoothing irons, pavement cutters, portable heaters, and other miscellaneous small tools to complete the work specified in this section.

3.05 ASPHALTIC CONCRETE PLACEMENT

- A. The Contractor shall place asphalt concrete mix on prepared surfaces, spread, and strike-off using paving machine.
- B. The Contractor shall spread the asphaltic concrete mixture at a minimum temperature of two-hundred and twenty-five (225) degrees F.
- C. Inaccessible and small areas may be placed by hand.
- D. The Contractor shall place each course at a thickness such that when compacted it will conform to the indicated grade, cross-section, finish thickness, and density acceptable to the Program Manager.
- E. Pavement Placing:
 1. Unless otherwise directed by the Program Manager, the Contractor shall begin placing asphaltic concrete along the centerline of areas to be paved on crowned

section, and at high side of sections on one-way slope, and in direction of traffic flow.

2. After first strip has been placed and rolled, the Contractor shall place succeeding strips and extend rolling to overlap previous strips.
 3. The Contractor shall complete base courses for a section before placing surface courses.
 4. The Contractor shall place the asphaltic concrete mixture in as continuous an operation as practical.
- F. Hand Placing:
1. The Contractor shall spread, tamp, and finish the asphaltic concrete mixture using hand tools in areas where machine spreading is not possible, as acceptable to Program Manager.
 2. The Contractor shall place the asphaltic concrete mixture at a rate that will ensure handling and compaction before mixture becomes cooler than acceptable working temperature.
- G. Joints:
1. The Contractor shall carefully make joints between old and new pavements, or between successive days work, to ensure a continuous bond between adjoining work.
 2. The Contractor shall construct joints to have the same texture, density, and smoothness as adjacent sections of asphalt concrete course.
 3. The Contractor shall clean contact surfaces free of sand, dirt, or other objectionable material and apply tack coat.
 4. The Contractor shall offset transverse joints in succeeding courses not less than twenty-four (24) inches.
 5. The Contractor shall cut back edge of previously placed course to expose an even, vertical surface for full course thickness.
 6. The Contractor shall offset longitudinal joints in succeeding courses not less than six (6) inches.
 7. When the edges of longitudinal joints are irregular, honeycombed, or inadequately compacted, the Contractor shall cut back unsatisfactory sections to expose an even, vertical surface for full course thickness.

3.06 ASPHALTIC CONCRETE COMPACTION

- A. The Contractor shall provide sufficient rollers to obtain the required pavement density.
- B. The Contractor shall begin rolling operations as soon after placing as the mixture will bear weight of roller without excessive displacement.
- C. The Contractor shall not permit heavy equipment, including rollers to stand on finished surface before it has thoroughly cooled or set.
- D. The Contractor shall compact the asphaltic concrete mixture with hot hand tampers or vibrating plate compactors in areas inaccessible to rollers.

- E. The Contractor shall start rolling longitudinally at extreme lower side of sections and proceed toward center of pavement. The Contractor shall roll to slightly different lengths on alternate roller runs.
- F. The Contractor shall not roll centers of sections first under any circumstances.
- G. Breakdown Rolling:
 - 1. The Contractor shall accomplish breakdown or initial rolling immediately following rolling of transverse and longitudinal joints and the outside edge.
 - 2. The Contractor shall operate rollers as close as possible to paver without causing pavement displacement.
 - 3. The Contractor shall check crown, grade, and smoothness after breakdown rolling.
 - 4. The Contractor shall repair displaced areas by loosening at once with lutes or rakes and filling, if required, with hot loose material before continuing rolling.
- H. Second Rolling:
 - 1. The Contractor shall follow breakdown rolling as soon as possible, while the asphaltic concrete mixture is hot and in condition for compaction.
 - 2. The Contractor shall continue second rolling until the asphaltic concrete mixture has been thoroughly compacted.
- I. Finish Rolling:
 - 1. The Contractor shall perform finish rolling while the asphaltic concrete mixture is still warm enough for removal of roller marks.
 - 2. The Contractor shall continue rolling until roller marks are eliminated and the course has attained specified density.
- J. Patching:
 - 1. The Contractor shall remove and replace defective areas.
 - 2. The Contractor shall cut-out and fill with fresh, hot asphalt concrete.
 - 3. The Contractor shall compact by rolling to specified surface density and smoothness.
 - 4. The Contractor shall remove deficient areas for full depth of course.
 - 5. The Contractor shall cut sides perpendicular and parallel to direction of traffic with edges vertical.
 - 6. The Contractor shall apply tack coat to exposed surfaces before placing new asphaltic concrete mixture.

3.07 CLEANING AND PROTECTION

- A. Cleaning: After completion of paving operations, the Contractor shall clean surfaces of excess or spilled asphalt materials to the satisfaction of the Program Manager.
- B. Protection:

1. After final rolling, the Contractor shall not permit vehicular traffic on asphaltic concrete pavements until it has cooled and hardened and in no case no sooner than six (6) hours.
2. The Contractor shall provide barricades and warning devices as required to protect pavement and the general public.
- C. Maintenance: The Contractor shall maintain the surfaces of pavements until the acceptance of the Work. Maintenance shall include replacement, overlaying, milling, and reshaping as necessary to prevent raveling of the road material, the preservation of smooth surfaces and the repair of damaged or unsatisfactory surfaces, to the satisfaction of the Program Manager.

3.08 STANDARD GRANITE CURB, GRADE B

- A. This work shall consist of furnishing and installing the standard granite curb as directed by the Program Manager. In general, granite curb required to be installed shall match existing granite curb that has been removed or damaged in the progress of the Work.
- B. Installation of standard granite curb, Grade B, shall include saw cutting existing asphalt concrete pavement a minimum of one (1) inch and removing remaining pavement to subgrade, excavation of base and subgrade as necessary to install the granite curbing and backfilling and compacting of the installation.

3.09 SPECIALTY BRICK PAVER REPLACEMENT

- A. This work shall consist of replacing existing brick pavement required to be removed for installation of sanitary sewers or connection of services.
- B. Existing brick pavers removed to accommodate sanitary sewers or services or damaged by the Work shall be removed in neat, rectangular sections the full width of the pavement. Existing concrete base slabs shall be cut with a concrete saw and removed prior to replacement. Replacement construction shall match existing pavement section including concrete base slab.

3.010 SPECIAL BRICK SIDEWALK REPLACEMENT

- A. This work shall consist of replacing existing brick sidewalks required to be removed for connection of services or for installation of sanitary sewers.
- B. Existing brick sidewalk removed to accommodate the sanitary sewers or services or damaged by the Work shall be removed in neat, rectangular sections the full width of the sidewalk or driveway on a line perpendicular to the street. Existing concrete base slabs shall be cut with a concrete saw and removed prior to replacement. Brick pavers shall be laid on a four (4)-inch thick concrete base slab and meet the same requirements as Standard Concrete Sidewalk four (4) inches thick.

END OF SECTION

SECTION 02710
CONCRETE CURBS, GUTTERS AND SIDEWALKS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Preparation of Subgrade.
- B. Setting Forms.
- C. Curb Construction.
- D. Sidewalk Construction.

1.02 RELATED SECTIONS

- A. Section 02700 - Pavement Repairs

PART 2 – PRODUCTS

2.01 FORMS

- A. Materials for curb forms shall be standard metal, wood, or fiberglass forms free from defects which would impair the appearance or structural quality of the completed curb. Form material for the face of the curb shall not have any horizontal joints closer than seven (7) inches from the top of the curb. The Contractor shall provide stakes and bracing materials as required to hold forms securely in place.
- B. Materials for sidewalk forms shall be standard metal forms. The Contractor shall provide stakes and bracing materials as required to hold forms securely in place.
- C. Use flexible spring steel forms or laminated boards to form radius bends as required.

2.02 CRUSHED STONE BASE

- A. Crushed stone base shall consist of clean three-quarters ($\frac{3}{4}$) inch or smaller graded aggregate, free from foreign material and meeting the Georgia Department of Transportation Standard Specifications, Construction and Transportation Systems, latest edition.

2.03 EXPANSION JOINT FILLER

- A. Expansion joint filler shall be one-half ($\frac{1}{2}$) inch thick, preformed asphalt-impregnated, expansion joint material conforming to the requirements of ASTM D994.

2.04 CONCRETE

- A. Ready-Mix, 3,000 psi compressive strength, conforming to ASTM C94.

2.05 CURING COMPOUND

- A. Liquid membrane-forming curing compound shall be clear or translucent, suitable for spray application and shall conform to the requirements of ASTM C309, Type 1.

PART 3 – EXECUTION

3.01 PREPARATION OF SUBGRADE

- A. The Contractor shall bring the areas on which curbs and sidewalks are to be constructed to required grade on prepared subgrade and compact by sprinkling and rolling or mechanical tamping. As depressions occur, the Contractor shall refill with suitable material and recompact.

3.02 SETTING FORMS

- A. The Contractor shall construct forms to the shape, lines, grades, and dimensions shown on the Plans. The Contractor shall stake wood or steel forms securely in place, true to line and grade.
- B. Forms on the face of the curb shall not have any horizontal joints within seven (7) inches of the top of the curb. The Contractor shall brace forms to prevent change of shape or movement in any direction resulting from the weight of the concrete during placement. The Contractor shall construct short-radius curved forms to exact radius. Tops of forms shall not depart from gradeline more than one-eighth (1/8) inch when checked with a ten (10) foot straightedge. Alignment of straight sections shall not vary more than one-eighth (1/8) inch in ten (10) feet.

3.03 CURB CONSTRUCTION

- A. The Contractor shall construct curbs to line and grade shown on the Plans. Curbs shall conform to the details shown on the Plans.
- B. The Contractor shall place preformed asphalt-impregnated expansion joints at intervals not exceeding fifty (50) feet and at the beginning and end of curved portions of the curb.
- C. The Contractor shall place contraction joints in the curb at intervals not exceeding fifteen (15) feet. Contraction joints shall be of the open joint type and shall be provided by inserting a thin, oiled steel sheet vertically in the fresh concrete to force coarse aggregate away from the joint. The steel sheet shall be inserted in the full depth of the curb. The Contractor shall place, process, finish, and cure concrete in conformance with the applicable requirements of ACI 614, and the requirements of this section. Whenever the requirements differ, the more stringent shall govern. After initial set has occurred in the concrete and prior to removing the front curb form, steel sheet shall be removed with a sawing motion. The Contractor shall finish top of curb with a steel trowel and finish edges with a steel edging tool.
- D. As soon as the concrete has set sufficiently to support its own weight, the Contractor shall form and finish all exposed surfaces. The Contractor shall finish formed face by rubbing with a burlap sack or similar device that will produce a uniformly textured surface, free of form marks, honeycomb, and other defects. All defective concrete shall be removed and replaced at the Contractor's sole expense. Upon completion of the finishing, the Contractor shall apply an approved curing compound to exposed surfaces of the curb. Curing shall continue for a minimum of five (5) days.

- E. Upon completion of the curing period, but not before seven (7) days have elapsed since pouring the concrete, the Contractor shall backfill the curb with earth, free from rocks two (2) inches or larger and other foreign material. The Contractor shall tamp backfill firmly in place.
- F. Finished curb shall present a uniform appearance for both grade and alignment. The Contractor shall remove any section of the curb showing abrupt changes in alignment or grade, or which is more than one-quarter (1/4.) inch away from its location as staked, and construct new curb in its place at the Contractor's sole expense.

3.04 SIDEWALK CONSTRUCTION

- A. Sidewalks shall be four (4) inches thick in walk areas and six (6) inches thick in driveway areas.
- B. At locations where the new sidewalks are to abut existing concrete, the Contractor shall saw concrete for a depth of one-half (1/2) inch and chip the old concrete back to sound material on a straight line, clean the surface, and apply a neat cement paste just prior to pouring the new sidewalk.
- C. The Contractor shall place preformed asphalt expansion joints as in the adjacent curb, where the sidewalk ends at a curb, and around posts, poles, or other objects protruding through the sidewalk.
- D. The Contractor shall provide contraction joints transversely to the walks at locations opposite the contraction joints in the curb. These joints shall be three- sixteenths (3/16) inch weakened plane joints. They shall be straight and at right angles to the surface of the walk.
- E. The Contractor shall place, process, finish, and cure concrete in conformance with the applicable requirements of ACI 614 and the requirements of this section. Where the requirements differ, the more stringent shall govern.
- F. The Contractor shall broom the surface with a fine-hair broom at right angles to the length of the walk and tool all edges, joints, and markings. The Contractor shall mark the walks transversely at five (5) foot intervals with a joining tool. Upon completion of the finishing, the Contractor shall apply an approved curing compound to exposed surfaces. The Contractor shall protect the sidewalk from damage for a period of seven (7) days from the date of pouring.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION 02730
POINT REPAIRS TO SANITARY SEWERS

PART 1 – GENERAL

1.1 SCOPE

- A. This Section describes all Work, materials and equipment required for point repairs to sections of existing sanitary sewers. The scope includes the complete installation of a point repair by open cut (external point repair) or through trenchless operations (internal point repair).

1.2 RELATED SECTIONS

- A. Section 01015: Control of Work
- B. Section 01510: Sanitary Sewer Main Television & sonar Inspection (CCTV)
- C. Section 01520: Sewer Flow Control
- D. Section 02324: Trenching & Trench Backfilling
- E. Section 02520: Internal Point Repairs to Sanitary Sewers
- F. Section 02535: Gravity Flow Sanitary Sewer
- G. Section 02650: Testing for Acceptance of Sanitary Sewers

1.3 DEFINITIONS

- a. Point Repair: is the method used to correct a major offset, blockage, sag, collapse, cracks, fractures, deformed pipe, or other type of restriction the impedes or prohibits the proper operation of the pipeline in the sanitary sewer system.
- B. External Point Repair - This rehabilitation method is for correcting a defect on a mainline requiring excavation. This type of repair shall include excavation, replacing a section of pipe up to eight (8) linear feet in length; replacing up to one (1) service connection, installing flexible repair couplings or boots as applicable, backfilling, disposal and site restoration

All pipe and fittings furnished for this work must comply with the requirements of Section 02535 Gravity Flow Sanitary Sewers. The replacement pipe section shall be the same size and material as the existing pipe unless the existing pipe is vitrified clay. In such case, PVC

shall be used as the pipe section material unless otherwise directed by the Owner's Representative.

It is the Contractor's sole responsibility to establish elevation and/or survey controls necessary to attain true line and grade for the replacement pipe section for all External Point Repairs. No abrupt deflections in line or grade will be allowed.

- C. Internal Point Repair - This rehabilitation method is for internally correcting a defect on a mainline. This type of repair shall include lining a limited section of pipe up to eight (8) linear feet in length. Several internal point repairs may be installed in a single segment only as directed by the Owner's Representative.

All pipe and fittings furnished for this work shall comply with the requirements of Section 02535 Gravity Flow Sanitary Sewers.

1.4 SUBMITTALS

- A. The Contractor shall submit shop drawings for external point repair pipe material, couplings, CIPP point repair material and delineate staging, traffic control, and access arrangement when the complexity of the repair warrants, as determined by the Owner's Representative and in accordance with Section 02500 Pipe Rehabilitation by Cured-in-Place Pipe (CIPP) Method (30 Calendar Days before the Point Repair).
- B. All internal CIPP point repair submittals shall comply with the related requirements of Section 02500 Pipe Rehabilitation by Cured-in-Place Pipe (CIPP) Method.
- C. Pre-installation CCTV inspection reports and videos. Pre-installation reports and videos shall be provided no later than 30 calendar days before the point repair installation
- 1.
- D. Post-installation CCTV inspection reports and videos. Post-installation reports and videos shall be provided within 10 calendar days after the point repair and reinstatement of all laterals

PART 2 – PRODUCTS

2.1 PIPE AND PIPE FITTINGS

- A. All pipe and fittings for external point repairs shall be PVC, or ductile iron pipe (DIP) as specified in Section 02535 Gravity Flow Sanitary Sewers.

- B. All related sections for internal CIPP point repairs, materials, specifications, trial tests, warranty and standards for CIPP point repairs shall comply with the requirements of Section 02520 Internal Point Repairs to Sanitary Sewers where applicable with the exception of only epoxy resins shall be used with internal point repairs.

PART 3 – EXECUTION

3.1 GENERAL

The Contractor shall furnish all labor, tools, materials, and equipment necessary for installation and jointing of the pipe. All piping and lining shall be installed in accordance with the Contract Documents in a neat workmanlike manner and shall be set for accurate line and elevation. All piping shall be thoroughly cleaned before installation, and care shall be taken to keep the piping clean throughout the installation.

3.2 PREPARATION

A. Flow Control: Flow control shall be exercised, as required, per Section 01520 Sewer Flow Control.

B. Internal Point Repairs preconditioning and cleaning – Prior to installing internal point repair, clean sewer pipe before pre-insertion television inspection. Debris removed from sewer during cleaning shall be transported in watertight containers and disposed of in accordance with local, State, and Federal regulations.

C. The Owner's Representative authorization to proceed will be contingent on the acceptance of an internal condition assessment video of the prepared sewer confirming the sewer is free from all debris and inherent conditions adversely affecting the smooth introduction of the CIPP point repair into the sewer to be repaired. The internal condition assessment shall accurately portray the position of defects and laterals affected by the proposed remediation. Any lateral introduced into the sewer being treated at the location of the CIPP point repair shall be introduced within the middle third of the repair. Internal condition assessment prior and post lining shall be included in the cost of the repair.

3.3 REMOVAL AND REPLACEMENT OF SEWER

A. After the limits of a particular portion of the existing sewer have been established on the ground, operations shall progress generally as follows:

1. Carefully remove or protect surface features in work area. Expose a full section of existing pipe, including the joints at each end. Take

adequate precautions not to disturb any other existing underground facilities. Handle all excavated materials as described in Section 02324 Trenching and Trench Backfilling.

2. The pipe section being replaced shall be isolated by plugging and/or bypass pumping as described in Sections 01520 Sewer Flow Control or by any other method proposed by the Contractor and acceptable by the Owner's Representative.
 3. After the defect is located and exposed, the defective pipe, or fitting, shall be removed by cutting each side along lines perpendicular to the longitudinal axis of the pipe to leave "spigot ends" to be connected to replacement pipe. Dispose of the existing pipe and concrete encasement, if any.
 4. Excavate the trench to a minimum of 8-inches below the proposed pipe bottom, place bedding material in the trench and shape to form continuous uniform support for the pipe barrel.
5. Pipe shall be installed and jointed, normally beginning at its low or outlet end and proceeding upstream, with the bell ends facing upstream toward the direction of flow. Make connections to existing manholes or existing pipe remaining in place. Install wyes or tees, with branches temporarily plugged, to make reconnections to existing service laterals, if any. Complete bedding or encasement and place compacted backfill as necessary to avoid flotation if water should enter the trench. Encasement will only be allowed if the Owner's Representative confirms future pipe-bursting will not be required.
6. Complete placing and compacting backfill. For purposes of the external point repair, the material excavated is considered suitable backfill, provided the excavated material meets the requirements of Section 02324 Trenching and Trench Backfilling for suitable backfill.
7. Restore surface features to at least as good condition as existed before construction began, including landscaping, grass, roadways, driveways and walks.
8. For External Point Repairs only, perform leakage test in accordance with Section 02650, Testing for Acceptance of Sanitary Sewers.

3.4 EXCAVATION AND BACKFILL

The Contractor shall excavate and backfill in accordance with Section 02324 Trenching and Trench Backfilling. Under no circumstances shall the Contractor be allowed to remove concrete or asphalt without prior saw cutting. The saw cutting shall be deep enough to produce an even, straight cut.

3.5 LAYING PIPE

- A. Proper and suitable tools and appliances for the safe convenient handling and laying of pipe shall be used and shall, in general, agree with

manufacturer's recommendations. At the time of laying, the pipe shall be examined carefully for defects, and should any pipe be discovered to be defective after being laid, it shall be removed and replaced with sound pipe by the Contractor at the Contractor's expense.

B. Upon satisfactory completion of the pipe bedding, a continuous trough for the pipe barrel and recesses for the pipe bells, or couplings, shall be excavated by hand digging. When the pipe is laid in the prepared trench, true to line and grade, the pipe barrel shall receive continuous, uniform support and no pressure shall be exerted on the pipe joints from the trench bottom.

C. Pipe shall be installed in accordance with the manufacturer's recommendation. . Prior to lowering each section of pipe into the trench, the pipe shall be inspected to insure the interior is clean and to check for joint scratches, chipped ends, and imperfect gasket seats. The examination of the pipe shall be acceptable to the Owner's Representative. Any defective pipe or fitting discovered after the pipe is laid shall be removed and replaced with a satisfactory pipe or fitting without additional cost to the Owner.

D. Lines shall be laid straight and depth of cover shall be maintained uniform with respect to finish grade, whether grading is completed or proposed at time of pipe installation. No abrupt changes in direction or grade will be allowed.

E. After pipe has been laid, reviewed and found satisfactory, sufficient backfill shall be placed along the pipe barrel to hold the pipe securely in place during the test. No backfill shall be placed over the joints until the test is satisfactorily completed, leaving the exposed joints to view for the detection of visible leaks. Upon satisfactory completion of the test, backfilling of the trench shall be completed.

3.6 INSTALLATION OF PIPE

PVC and DIP shall be installed in accordance with Section 02535 Gravity Flow Sanitary Sewers.

3.7 PIPE-TO-PIPE CONNECTIONS

Pipe-to-pipe connections shall be made in accordance with Section 02535 Gravity Flow Sanitary Sewers by using flexible banded couplings or adapters, couplings with compression joints in compliance with ASTM C 425.

3.8 PIPE-TO-MANHOLE CONNECTIONS

When a sound pipe stub-out exists from a manhole to which connection is to be made, a pipe-to-pipe connection shall be made as described above. If one is not present or is faulty, an opening shall be cut in the manhole wall and the connection, consisting of a pipe stub-out with an EPDM rubber boot assembly grouted into the opening with non-shrink grout shall be made to form a corrosion resistant, watertight seal. The invert, benches and floor inside the manhole shall be cut and reshaped as necessary.

3.9 TELEVISION INSPECTION

Post Construction CCTV inspection per Section 01510 Sanitary Sewer Main Television and Sonar Inspection (CCTV) is required for all Internal and External Point Repairs on sanitary sewers. The post-installation CCTV inspection shall take place as quickly after completion of each section as is feasible, but in no case more than ten (10) calendar days thereafter. The Contractor is required to submit the post-installation CCTV videos within ten (10) calendar days of completing the rehabilitation of a sewer segment. The repairs shall demonstrate the full and effective rectification of the extant defect and/or obstruction, including infiltration etc., to the complete satisfaction of the Owner's Representative. The Post Construction CCTV inspection is not required for Pipe Blockage Repairs or Sanitary Sewer Sag Repairs performed prior to pipe-bursting or pipe replacement.

1 3.10 TRAFFIC CONTROL

2

Refer to Specification Section 01015 Control of Work.

END OF SECTION

SECTION 02956
SANITARY SEWER CLEANING

PART 1 – GENERAL

1.01 SECTION includes

- A. This section includes specifications for sewer line cleaning to remove foreign materials and debris from the mains and restore the pipe to a minimum of 95% of the through flow channel and cross section, for clear viewing of the interior surfaces of the lines during television inspection, or as required for other specified rehabilitation or purpose.

1.02 Related Sections

- A. Section 01510: Sanitary Sewer Main Television and Sonar Inspection
- B. Section 01520: Sewer Flow Control

1.03 References

- A. Codes, Specifications, and Standards
- B. Testing and Materials Standards

1.04 Qualifications

- A. Qualification documentation will be submitted as required of the Contract Documents.
- B. The Contractor must meet all of the following criteria to be considered qualified to propose and/or bid on the subject contract:
 - 1. The Contractor, or their subcontractor, must document they, not their parent company or related company or the experience of an individual/s, have been in this line of business a minimum of five (5) years.
 - 2. The Contractor, or their subcontractor, must document they, not their parent company or related company or the experience of an individual/s, have cleaned a minimum of 300,000 linear feet of sewer mains of the sizes involved for this contract in the past two (2) years. This documentation shall include locations, references (including names and phone numbers), pipe sizes and linear footages of those sizes.

1.05 EXPERIENCE

- A. Experience documentation will be submitted as required of the Contract Documents. The Contractor shall provide the Owner and Program Manager with written documentation the supervisor and field crew leaders responsible for this work have received the proper training, are certified, and have the requisite experience. This documentation will include dates of hands-on experience, employer, description of duties/experience, contact name and phone number. Documentation on any person shall not be longer than 1-page.

- B. Supervisor of the field crews must be properly trained in this function and have a minimum of three (3) years' experience in performing sanitary sewer cleaning including safe working practices, proper cleaning procedures, and experience operating the types of cleaning equipment used for this contract.
- C. Field crew leaders must be properly trained in this function and have a minimum of two (2) years hands-on experience in performing sewer cleaning including safe working practices, proper cleaning procedures, and experience operating the types of cleaning equipment used for this contract.
- D. No crew members shall enter confined spaces without the necessary certified training and proper permit.

1.06 PERSONNEL

- A. The Supervisor must visit the project site daily checking on their personnel and subcontractors, meeting with the field crew leaders as well as checking on the status and progress of the project.
- B. A field crew leader must be with their crew when their crew is working. Each field crew leader can only have one crew. Each crew must have its own field crew leader.

1.07 RESPONSIBILITY FOR OVERFLOWS/SPILLS AND DAMAGE TO PROPERTY AND UTILITY

- A. Reference Specification Section 01030 – Special Project Procedures.

PART 2 – PRODUCTS

2.01 GENERAL

- A. The Contractor shall provide all supervision, labor, material, supplies, equipment, transportation, traffic control, etc., necessary to satisfactorily clean the sewer main(s).
- B. **Hydraulically Propelled Equipment:** The equipment used shall be of a movable dam type and be constructed so a portion of the dam may be collapsed at any time during the cleaning operation to protect against flooding of the sewer. The movable dam shall be equal in diameter to the main being cleaned and shall provide a flexible scraper around the outer periphery to insure removal of grease. If sewer cleaning balls or other equipment, which cannot be collapsed, are used, special precautions to prevent flooding of the sewers and public or private property shall be taken.
- C. **High-Velocity Jet (Hydrocleaning) Equipment:** All high-velocity sewer cleaning equipment shall be constructed for ease and safety of operation. The equipment shall have a selection of two or more high-velocity nozzles. The nozzles shall be capable of producing a scouring action from 15 to 45 degrees in all size mains designated to be cleaned. Specialized nozzles capable of concentrating pressurized water either to the crown or lower quadrant of the pipe to be cleaned shall be available on site. Equipment shall also include a high-velocity gun for washing and scouring manhole walls and floor. The gun shall be capable of producing flows from a fine spray to a solid stream. The equipment shall carry its own water tank, auxiliary engines, pumps, and hydraulically driven hose reel.
- D. **Mechanically Powered Equipment:** Bucket machines shall be in pairs with sufficient power to perform the work in an efficient manner. Machines shall be belt operated or have an overload device. Machines with direct drive that could cause damage to the main will not be allowed. A

power rodding machine shall be either a sectional or continuous rod type capable of holding a minimum of 500 feet of rod. The rod shall be specifically heat-treated steel. To insure safe operation, the machine shall be fully enclosed and have an automatic safety clutch or relief valve.

- E. **Large Diameter Cleaning:** For cleaning large diameter sewer, storm or combination pipes, consideration should be given to a combination hydraulic high volume water and solids separation system. The flow from the sewer will provide water for the pump operation so no potable water is necessary and treatment costs are not a factor. Water volume of up to 250 GPM at 2000 psi+ will move solids to the downstream manhole in high flow conditions. The separation system will dewater solids to 95% (passing a paint filter test) and transfer them to a dump truck for transport to a sewage treatment plant or approved landfill. Sewer water will be filtered to a point where it can be used in the pump for continuous cleaning. No by-passing of sewer flows will be necessary. The unit shall be capable of 24 hour operation and the unit shall not leave the manhole until a section is fully cleaned.
- F. The flow of sewage in the sewer mains shall be utilized to provide the necessary pressures for hydraulic cleaning devices whenever possible. When additional quantities of water from fire hydrants are necessary to avoid delay in normal working procedures, the water shall be conserved and not used unnecessarily. The Contractor's truck/trailer must be permitted by the County as having the proper backflow prevention devices. The approval of the Owner shall be obtained before County water is used. Hydrants shall only be operated under the supervision of the Owner. Contractor shall be responsible for obtaining a hydrant meter from the Owner for this water use as directed by the Program Manager. Contractor shall be responsible for all costs associated with hydrant meter(s).
- G. The Contractor shall be responsible for providing all other necessary hoses and tools for obtaining the water.
- H. The Contractor is expected to have an easement machine available for use where required.

PART 3 – EXECUTION

3.01 GENERAL

- A. **Cleaning Precautions:** During cleaning operations, satisfactory precautions shall be taken in the use of cleaning equipment. When hydraulically propelled cleaning tools (requiring water pressure to provide their cleaning force) or tools retarding the flow in the sewer main are used, precautions, including the direction of the cleaning operation, shall be taken to insure the water pressure created does not damage or cause flooding of public or private property being served by the pipe. Under the Consent Decree with EPA/EPD, work related building back-ups are reportable as spills.
- B. **Cleaning:** The designated manhole sections shall be cleaned using hydraulically propelled, high-velocity jet, or mechanically powered equipment. Selection of the equipment used shall be based on the conditions of pipes at the time the work commences. The equipment and methods selected shall be satisfactory to the Owner. The equipment shall be capable of cleaning a minimum of 1200 linear feet and of removing dirt, grease, rocks, sand, and other materials and obstructions from the pipes and manholes. If cleaning an entire section cannot be successfully performed from one manhole, the equipment shall be set up on the other manhole and cleaning again attempted. Extreme care shall be taken when cleaning in a reverse setup so as not to cause flooding of service lines located along the sewer. If, again, successful cleaning cannot be performed or the equipment fails to traverse the entire manhole section, it will be assumed a

major blockage exists and the cleaning effort shall be repeated with other types of equipment. All pipes shall be cleaned to the satisfaction of the Owner.

- C. The term "clean", as used herein, shall mean the complete removal of all garbage, dirt, gravel, rocks, roots, grease, settled sludge and all other solid or semi-solid materials from the pipes and manholes.
1. Light Cleaning is defined as cleaning a pipe with an average depth of foreign material and debris equal to no more than 25% of the diameter of the main over the length of the manhole-to-manhole section. Rocks removed should be smaller than 3" in diameter.
 2. Heavy Cleaning is defined as cleaning a pipe with an average depth of foreign material and debris equal to more than 25% of the diameter of the main over the length of the manhole-to-manhole section. Rocks removed should be larger than 3" in diameter. If a pipe is encountered requiring heavy cleaning, the Contractor shall notify the Program Manager of the problem before commencing work.
 3. As part of both Light and Heavy Cleaning, the Contractor shall scour debris or grease-laden manhole walls with high velocity water gun. No additional cost will be paid for such scour.
- D. Conditions, such as broken mains and major blockages, may prevent cleaning from being accomplished, especially where additional damage would result if cleaning were attempted, or continued. Should such conditions be encountered, the Contractor shall not be required to clean those specific main sections unless the Owner removes the apparent obstruction.
- E. Whenever mains to be cleaned show evidence of being more than one-half filled with solids, bucket machines and/or rodding machines shall be utilized to remove the major portion of the material before hydraulic equipment or high velocity, hydro-cleaning equipment is brought into use for finishing the cleaning work.
1. When bucket machines are used, the bucketing process shall be done in one main section at a time. A bucket of the proper size shall be placed into the downstream manhole and pulled, in intervals, towards the upstream manhole.
 2. The bucket shall be retrieved and emptied at varying intervals depending upon the amount of materials being removed. When a bucket is retrieved and it is completely full or overflowing with materials, then the length of travel into the main shall be reduced to ensure total removal of debris. This process shall be repeated until the bucket has been pulled through the entire main section. Upon completion of the bucketing or rodding operation, hydraulically propelled cleaning equipment or high velocity hydro-cleaning equipment shall be used to complete the cleaning work.
- F. **Root Removal:** Roots shall be removed from sections designated to be cleaned. Special attention shall be used during the cleaning operation to assure complete removal of roots from the joints. Procedures may include the use of mechanical equipment such as rodding machines, bucket machines and winches using root saws, chain-slingers, porcupines, and equipment such as high-velocity jet cleaners.
- G. **Material Removal:** All sludge, dirt, sand, rocks, grease, and other solid or semisolid material resulting from the cleaning operation shall be removed at the downstream manhole of the section being cleaned. Passing material from manhole section to manhole section, potentially causing main stoppages, accumulations of sand in wet wells, or damage pumping equipment, shall not be permitted.

- H. **Disposal of Materials:** All solids, semisolids and/or liquids resulting from the cleaning operations shall be removed from the work site and disposed of at a site designated by the Owner and approved to accept wastewater debris and liquids. All materials shall be removed from the site no less often than at the end of each workday. Under no circumstances will the Contractor be allowed to accumulate debris, etc., on the site of work beyond the stated time, except in totally enclosed containers and as approved by the Owner. **Under no circumstances shall removed debris and/or liquids be dumped onto the ground or streets or into ditches, catch basins or storm drains for any length of time.** Contractor shall be responsible for legally disposing all debris and all disposal costs.
- I. **Protruding Tap Removal:** Service taps extending into the pipe shall be removed by means of hydraulically or mechanically operated equipment. Chain cutters, clamshell cutters, and robotic lateral reinstatement cutters are typical equipment used to remove protruding taps. Taps should be removed so the resulting protrusion is less than 1" at the greatest point, or 10% of sewer main diameter, whichever is smaller. All debris resulting from protruding tap removal shall be removed immediately from the pipe. Where protruding taps are vitrified clay, grinding wheels may be used on lateral reinstatement cutters to insure a smooth finish. Where protruding taps prevent the passage of equipment through the pipe, notify the Owner immediately for point repair execution. Note: All protruding taps must be verified via television inspection prior to inserting any type of cutting tool into the main.
- J. **Grease Removal:** Grease shall be removed in designated sections where grease is a known problem and shall be considered part of the cleaning procedures. The Contractor shall provide a list of lines requiring grease removal to the Owner and the Project Manager so they may be added to the Owner's on-going maintenance list. Special attention should be given during the cleaning operations to ensure the complete removal of grease from the top of the pipe. Procedures may include the use of mechanical equipment such as rodding machines, bucket machines and winches using root cutter and porcupines, and equipment such as high-velocity jet cleaners, and hot water. Chemical means of grease removal will be allowed upon request by the Contractor; however, it is considered subsidiary to Line Cleaning, and no additional payment will be allowed.

3.02 ACCEPTANCE

- A. Acceptance of pipe cleaning shall be made upon the successful completion of the television/sonar inspection indicating a minimum of 95% of the through flow channel and cross section. If the inspection shows the cleaning to be unsatisfactory, the Contractor shall be required to reclean and reinspect the pipe, at no additional cost to the Owner, until the cleaning is shown to be satisfactory.

3.03 CLEANING PRECAUTIONS

- A. Bucket machines or rodding machines shall be used very carefully because of their tendency to "hang-up" on or "wedge against" the sewer main and break it. Only experienced and well-trained operators shall operate the machines(s).
- B. Whenever hydraulically propelled cleaning tools, or high velocity, hydro-cleaning equipment or any tools retarding the flow of water in the sewer mains are used, precautions shall be taken to ensure the water pressure created does not cause any damage or flooding to public or private property being served by the main involved.

- C. Any damage to the sewer mains caused by the Contractor's operations shall be repaired in a manner approved by the Owner at the Contractor's expense. The Owner reserves the right to make said repairs itself and charge the Contractor accordingly.
- D. Damage due to flooding of any public or private property being served by any main over-filled by Contractor's cleaning operations shall also be cleaned, sanitized and repaired or otherwise paid for by the Contractor.

3.04 PUBLIC NOTIFICATION – CLEANING

- A. Public notification is critical and compliance with the public notification criteria is a prerequisite for sanitary sewer cleaning, especially when conducting cleaning on sewers in easements which pass through private property. Notification must be provided to all property occupiers/owners likely to be affected including residential, commercial and institutional (schools, hospitals, nursing homes, etc.). At a minimum, the following steps shall be taken:
 - 1. The Contractor shall print and distribute pre-approved advance notice door hangers 72 hours before conducting sanitary sewer cleaning. The Contractor shall distribute the door hangers to the property owners (residential, commercial and institutional) in the affected area(s). The advance notice door hangers shall be customized by Public Outreach to suit this project and will be provided to the Contractor for printing prior to project commencement. If cleaning efforts are delayed, the Contractor must re-distribute door hangers.
 - a. The Contractor is responsible for distributing pre-approved “Right-of-Entry” (ROE) forms and securing signatures from affected property owners on the ROE forms prior to conducting sanitary sewer cleaning.
- B. The Contractor shall keep a daily log of the distribution of the door hangers. This shall be maintained and submitted to the Owner and/or Program Manager upon request.
- C. The Contractor shall alert the appropriate Owner and Program Manager personnel of their work locations on a daily basis.
- D. Contractor will provide and place “Right-of-Way” signs in prominent locations where cleaning is planned 24-hours in advance of commencing the inspection. Signs will be a minimum of 24 inches wide by 18 inches high with letters a minimum of 2 inches high. Signs will be supported a minimum of 12 inches above grade by integral metal frames. Wording on the signs shall be similar to the following:

SANITARY SEWER CLEANING WILL BE CONDUCTED ON “date” and “time.” Contact “person” with “company” at “phone number” for additional information.

3.05 DOCUMENTATION

- A. The Contractor shall keep records (in a log-type Access Database form) of the work accomplished in the cleaning of the pipes. With each pay request, digital backup documentation is required. The following information shall be required as a minimum:
 - 1. Location (street address) and type of surface cover
 - 2. Upstream Manhole ID Number to Downstream Manhole ID Number
 - 3. Pipe ID Number

4. Date and Time
5. Length of Pipe
6. Condition and depth of manholes
7. Size and type of main
8. Type and condition of manhole
9. Type of cleaning performed and various types of equipment used.
10. Meter readings (fire hydrant use)
11. Remarks as to type of materials removed, amount of materials removed, and number of hours spent on each pipe section

B. The Contractor shall complete work on each asset as assigned via the Program Manager. Upon start of work, the Contractor shall receive work orders/assignments as assigned by the Project Manager. The Contractor shall maintain and synchronize the status of each work order/assignment issued.

END OF SECTION

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

TECHNICAL SPECIFICATIONS

SPECIAL PROVISIONS

Work Allowance

(if applicable)

TECHNICAL SPECIFICATIONS cont.

Assignment Table

Priority Area	Pipe Size					Estimated Total Linear Feet	Estimated Total Manholes
	0-8"	10-15"	18-24"	27-36"	36" +		
DK1	1,581		NIC	NIC	NIC	1,581	NIC
DK15	12,445	187	NIC	NIC	NIC	12,632	NIC
PINEM1	5,089	4,195	NIC	NIC	NIC	9,284	NIC
SFPLNT2	14,724		NIC	NIC	NIC	14,724	NIC
THON5	30,148	7,378	NIC	NIC	NIC	37,526	NIC
TJSC2	8,368		NIC	NIC	NIC	8,368	NIC
TYRC1	10,900		NIC	NIC	NIC	10,900	NIC
USF5	77,264		NIC	NIC	NIC	77,264	NIC
USF9	45,995	11,264	NIC	NIC	NIC	57,259	NIC
USF13	74,950	9,459	NIC	NIC	NIC	84,409	NIC
TCBF11	120		NIC	NIC	NIC	120	1
TNFORK1	333		NIC	NIC	NIC	333	26
CBF5	140		NIC	NIC	NIC	140	2
CBF6	237		NIC	NIC	NIC	237	2
MARSH-FUL	809	161	NIC	NIC	NIC	970	4
ITMC-ATL	1,554		NIC	NIC	NIC	1,554	6
SUG5	334		NIC	NIC	NIC	334	14
TNANCY2	265	222	NIC	NIC	NIC	487	11
THON2	1,089		NIC	NIC	NIC	1,089	28
TNFORK3	14,355	5,954	NIC	NIC	NIC	20,309	185
TAZTEC3*	15,725	2,899	NIC	NIC	NIC	18,624	100
BAR6*	65,650	3,037	NIC	NIC	NIC	68,687	399
TPB9	18,660	8,369	NIC	NIC	NIC	27,029	185
LSF4	25,099	6,924	NIC	NIC	NIC	32,023	328
TAZTEC2	29,872	4,044	NIC	NIC	NIC	33,916	179
USF8*	24,837	3,833	NIC	NIC	NIC	28,670	240
TNFORK2*	250,411	41,085	NIC	NIC	NIC	291,496	2409
CKC2	14,601		NIC	NIC	NIC	14,601	88
CAMP-GWIN	40,875	321	NIC	NIC	NIC	41,196	226
USF7	19,848	2,689	NIC	NIC	NIC	22,537	181
BAR4	48,553	3,542	NIC	NIC	NIC	52,095	286
BLUE1	13,645	5,360	NIC	NIC	NIC	19,005	105
TPVIN3*	125,921	16,897	NIC	NIC	NIC	142,818	802
IND3	76,824	19,575	NIC	NIC	NIC	96,399	601
TOTAL	1,071,221	157,395	NIC	NIC	NIC	1,228,616	7,956

Adjusted MHs

✓	1
✓	10
✓	2
✓	2
✓	4
✓	6
✓	14
✓	2
✓	5
✓	185
✓	100
✓	399
✓	170
✓	280
✓	179
✓	240
✓	1,930
✓	80
✓	226
✓	150
✓	270
✓	105
✓	780
✓	590
	5,730

* Indicates footage of unknown diameter included

TECHNICAL SPECIFICATIONS cont.

Attachment A: MAP
for
General Area Assignments fo Assessment

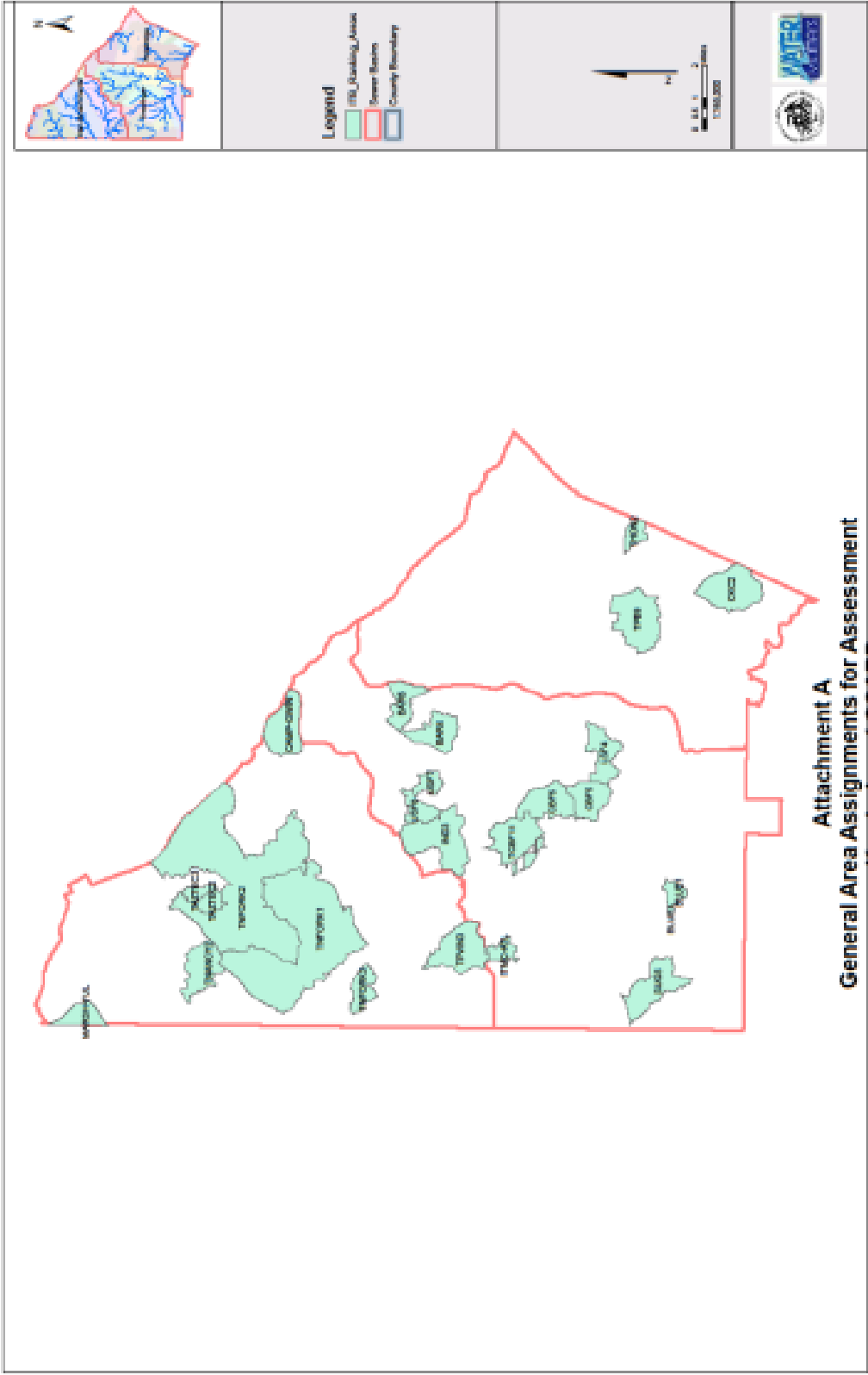


EXHIBIT 3

Engineer's Estimate

ENGINEER'S ESTIMATE

Activity	CCTV Inspection	MH Inspection Study	Activity Total	CCTV	MH
GPS Data Collection	\$ 21,750	\$ 7,250	\$ 29,000	75%	25%
Sanitary Sewer Main & Lateral Sonar Inspection (CCTV) & Tap Cut	\$ 3,669,640		\$ 3,669,640	100%	
Sewer Flow Control	\$ 62,000		\$ 62,000	100%	
Manhole Condition Assessment		\$ 801,250	\$ 801,250		100%
Manhole Height Adjustment	\$ 205,000.00	\$ 205,000.00	\$ 410,000	50%	50%
Sanitary Sewer Heavy Cleaning	\$ 124,975		\$ 124,975	100%	
Sub Total (Non-Allowance)	\$ 4,083,365	\$ 1,013,500	\$ 5,096,865		
Unforeseen Conditions Contingency	\$ 114,300	\$ 12,700	\$ 127,000	90%	10%
Cash Allowance for Additional Work	\$ 117,000	\$ 13,000	\$ 130,000	90%	10%
Owner Directed Site Restoration/Landscaping/Access/Erosion Control (County/Private Property)	\$ 225,000	\$ 25,000	\$ 250,000	90%	10%
Total	\$ 4,539,665	\$ 1,064,200	\$ 5,603,865		

USE: \$5,610,000