

(Revised July 11, 2019)

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. The Contractor is expected to utilize off-road equipment so as to reduce the necessity for non-assessment work.
 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.
13. The Contractor agrees to provide certificates of insurance prior to their mobilization. Prior to commencing work 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.
19. Contractor agrees to provide all required submittals and receive approvals relative to crew supervisory personnel, manpower safety and training certifications, and equipment specifications prior to performing any field work. The Contractor will not occupy any assigned job site without a properly badged workforce and having other permissions including an approved Traffic Control Plan.

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

1. Lodged Equipment (cameras, nozzles, cutters, etc.):
 - a. In the case where damage to the County infrastructure is caused by the Contractor, for any reason, such as would be caused by incorrect deployment of equipment or retrieval of lodged equipment, the cost of repair or remedy shall be borne solely by the Contractor and repaired immediately (repair work to begin within 24-hrs)
 - b. Equipment lodged within the sewer main may require an external point repair to retrieve. For Contracts with applicable point repair pay items, the equipment will be retrieved under the applicable line item(s). If an applicable line item(s) is not included in the Contract, the Contractor will provide the County a cost proposal from three (3) qualified contractors capable of completing the work for review. The County will review the circumstances leading to the equipment becoming lodged and make a decision as to payment-to the Contractor for the necessary removal: none, partial, or all.
 - c. Should the Contractor have equipment lodged in a sewer line, the Contractor will immediately have on standby, forces necessary to monitor the sanitary sewer collection system upstream of the obstructed line so as to prevent a sanitary sewer overflow and to install by-pass pumping if necessitated. Should the Contract not have a pay item for by-pass pumping, the Contractor will provide a cost proposal to the County representing the total cost of providing an appropriately sized and engineered continuous by-pass operation. The Project Manager as part of the review the circumstances leading to the equipment becoming lodged will make a decision as to payment-to the Contractor for the by-pass pumping: none, partial, or all.
 - d. As a result of b and c, lodged equipment not associated with Contractor negligence will be removed by the Contractor at an agreed upon price at the direction of the County. Payment will be under the appropriate line item(s) if present or under the appropriate allowance.
2. 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.
3. In the event the Contractor's activities cause or contribute to SSOs, the Contractor shall immediately take appropriate action to contain and/or stop the overflow; cleanup 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. 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.
4. 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.

5. 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 County 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 is expected to use due caution when cleaning and assessing the sewer line segments and equipment stuck in the line due to the Contractor's negligence will require that equipment be recovered at the sole expense of the Contractor. If the equipment becomes lodged during the course of normal activities and not as a result of Contractor negligence or misuse, the removal will be paid as time and materials. 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 causes a SSO, then the Contractor is liable for the SSO and all associated damages.
6. The Owner (and the Program Manager) reserves the right to make any repairs or retrieve any equipment and charge the Contractor accordingly.

C. 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. 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 an existing line, the Contractor shall repair the line at no cost to the Owner.
2. 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.

D. 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. Compliance with 29 CFR 1910 and 1926 is required at all work locations.

E. WATER FOR CONSTRUCTION PURPOSES

Water as required for the work identified in the Contract will be furnished by the Owner if readily available connections are present and only as approved by the Program Manager. 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. The Contractor is expected to pay all fees associated with the meter usage (monthly charge, consumption fee) and those fees will be reimbursable under the monthly pay application process when submitted for payment with accompanying backup information.

F. Sanitary Landfill

Sanitary Landfill facilities located at the County's Seminole Road Landfill will be provided to the Contractor for the proper disposal of cleanings and other debris generated through the work. The Contractor is responsible for the proper removal and disposal of any debris and sedimentation in the existing sewers, laterals, and manholes, etc., attributable to his work under this Contract. The debris and liquids are to be disposed of properly in accordance with all applicable laws. The Owner/Program Manager will furnish a letter to the County Sanitation Department stating the contractor is authorized to dispose of the non-hazardous materials at the Seminole Road Landfill. Debris and liquids type and quantities are to be tracked in the daily Contractor diary. The Contractor is expected to pay all disposal fees associated with the landfill and those fees will be reimbursed the Contractor under the monthly pay application process when submitted for payment with accompanying backup information.

G. CITYWORKS®

The Contractor will be required to provide updates to work orders received via the County's Cityworks asset management platform as work progresses. The Contractor shall provide field and office staff names and email addresses to the Program Manager for login access to the Cityworks platform, and Contractor will be responsible for providing a computer or tablet with internet access for use of the system. The Program Manager will provide access to the site, technical support, and training of up to three hours of instruction detailing how the Contractor shall receive and populate the work orders. The Contractor will provide appropriate employees for training at no cost to the County.

H. MOBILE MAPPING TOOL

The Contractor will be required to provide daily updates to a live web mapping tool to document the location and progress of the work. The tool will display the County's

sewer system and asset identification numbers as well as the work area limits. The Contractor shall provide their own tablet or laptop with internet connection and shall download the free ESRI Collector (latest version compatible with AGOL 10.3) application if using a tablet. Each crew shall be equipped with mobile mapping capabilities to update the work progress during the day. The Contractor can choose to update the day's progress at the end of the day or the next day prior to beginning work. The intent is for the Contractor's work progress performed during the day to be entered and viewable to the Program Manager by the start of the Contractor's next work day. The Contractor shall provide an email address so that the Program Manager may set up a login for Contractor access to the web mapping tool. The Contractor will be able to perform simple edits to the web map such as placing points/symbols on assets on which work has been performed. Symbols will primarily represent the type of work accomplished. The Program Manager will provide the mobile mapping tool to the Contractor, including access and technical support. The Contractor shall provide any necessary hardware. The Program Manager will provide up to two hours of instruction on how the contractor shall populate the live web mapping tool.

I. DAILY CCTV/TISCIT/CLEANING VERIFICATION PRODUCTION REPORTS

For tracking purposes, the Contractor will provide Daily Production Logs for crews involved in CCTV, TISCIT, and TISCIT Cleaning Verification as soon as the Contractor's QA/QC process is completed but no later than one work week (5-days) after the work is completed. These reports of raw data will be utilized to check progress toward completion of the various areas assigned.

J. DAILY SCHEDULE

For inspection purposes the Contractor will provide a Daily Schedule for crews providing the starting location and service output for the various crews working. This schedule will be submitted to the County early each work day (as soon as routing is determined by the Contractor and before 8:00 AM as a minimum) so as to assist the County in making Inspector assignments.

K. Two-Week Look Ahead

The Contractor will provide a planning schedule every two weeks of probable crew activity associated with the Contract.

END OF SECTION