

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 County 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, data manager, and an authorized office representative capable and responsible for committing to delivery, manpower and completion dates for their work orders
 8. The Contractor agrees all forms and reports (including technical data reports and forms) required by the County 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 County before this work will begin.
10. The Contractor agrees to properly protect all materials and County 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 County being typically 8:00 a.m. to 5 p.m. or other hours as directed by the County 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 County 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 County 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 work order 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 County, Program Manager and County'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.
20. Uniformed police officers from the jurisdiction in which the work will be performed will be utilized for traffic control when the work extends through a signalized intersection and/or when directed by the Program Manager.

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, 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 County's Dispatch Center, the County, 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 County. This document can be found on Department of Watershed Management website under the Consent Decree Program or upon request to the County or Program Manager.
3. The Contractor shall indemnify and hold harmless the County and the County'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 County and County'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 County or private utilities caused by the Contractor's equipment or operation shall be repaired in a manner approved by the County/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 an SSO, then the Contractor is liable for the SSO and all associated damages.

5. The County (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 County.
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

- A. 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 County 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 County's potable water supply, a backflow preventer and calibrated metering device meeting the requirements of the County. The Contractor is expected to pay all fees

associated with the meter usage (monthly charge, consumption fee). County charges for meter(s) rental and water usage paid by the Contractor will be reimbursed via the monthly pay request process when those charges and supporting documents are submitted for payment and verified by the Program Manager. The Contractor will report monthly water consumption to the Program Manager on a monthly basis.

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 County/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. Hauling costs will be borne by the Contractor. Disposal costs (landfill costs only) will be reimbursed the Contractor via the monthly pay request process when those charges and supporting documents indicating payment and tonnage are submitted for payment and verified by the Program Manager. The Contractor will report the monthly tare weights for Seminole Road Landfill usage to the Program Manager on a monthly basis.

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 can choose to update the daily progress at the end of the workday or at the beginning of the following workday, prior to starting the work. It is recommended to update the work order while the work is being done in field. 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 workday. 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 smoke testing 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 app "Collector for ArcGIS" by ESRI Collector (latest version is 18.0.3 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 verification of cleaning 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. SCHEDULE

1. 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.
2. In addition, the Contractor will provide a two week look ahead schedule, every two weeks for the duration of the Contract to be discussed at the Bi-Weekly Progress Meetings. This schedule should indicate planned staffing and crew activity activities associated with the Contract during each two- week period.
3. The Contractor will be issued work assignments based upon various assessment technologies within a Sewershed. The Contractor is expected to perform a field review of the work assigned and provide the County with a schedule for completion of that assignment. This schedule must take into account field conditions found on inspection, the need for jurisdictional permits, jurisdictional police officers, rights-to-enter, access issues (fences, dogs, people, terrain, brush, et al) and the Contractor's plan to remedy the conditions so as to expedite the work.

K. DATA DELIVERABLE REQUIREMENTS

1. The Contractor is expected and required to perform quality control on all deliverables before submitting to the Program Manager/County. This may include, but is not limited to, ensuring all data naming conventions as described in the specifications are met and consistent, all media files

listed in the submitted databases are included, and any work that could not be completed is addressed. The Program Manager will provide a PACP/MACP QC tool System Condition Risk Enhancement Assessment Model (SCREAM), to the Contractor at the start of the contract to support those aspects of the Contractor's QC. The Program Manager will provide two hours of instruction detailing how the tool is populated and used. The Contractor will address any issues identified by the QC tool before submitting deliverable to the Program Manager. The submittal shall also include the SCREAM QC results with each weekly submittal. Contractors QC activities will be discussed at project meetings. Failure to meet data requirements may result in a delay of payment.

2. CCTV and Sonar/TISCIT Data:
 - a. This data will be submitted weekly; The data will include in the file name, the name of the area assignment and the date of assessment for the last entry.
 - b. The data will not be consolidated with previous data submittals
 - c. Prior to submitting the data, the Contractor will QC the databases, perform the Quality Control check from the SCREAM tool provided and copy the program manager with the SCREAM tool Quality Control results.
3. Smoke Testing and Acoustic Testing Data:
 - a. Data for Smoke Testing, Acoustic Testing, and Manhole Condition Assessments will be consolidated by area (Excel)
 - b. Data for Acoustic Testing and Manhole Condition Assessments will be submitted weekly; The County will download Smoke data bi-weekly and return to the Contractor for review and correction.
4. Data submittals will include a transmittal letter noting databases delivered in the submittal.

END OF SECTION