



May 27, 2015

Re: **101-0146-M (RM)**
Maintenance and Repair, Pipeline (Poly Pig Cleaning)

The above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO BID PROCESS IS VITAL IN ORDER FOR MEASURES/GOALS TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a CSBE to perform work in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bid by **FRIDAY May 29, 2015 at 12:00 Noon.** It is asked that all pages are returned completed in its entirety. Failure to do so will result in this Verification of Availability to Bid Letter not being considered.

Please review the enclosed Scope of Work and Requirements **attached.**

The letter of availability may be sent **via facsimile transmission to (305) 375-3160** or **via email to coralee@miamidade.gov.** If you have any questions, please contact me at (305) 375-3115.

Sincerely,

Coralee Taylor
Internal Services Department
Small Business Development Division
111 NW 1st Street, 19 fl
Miami, FL 33128
☐ (305) 375-3115 | ☐ (305) 375-3160
coralee@miamidade.gov

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VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

PROGRAM COORDINATOR: Coralee Taylor

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Maintenance and Repair, Pipeline (Poly Pig Cleaning)

PROJECT NUMBER: 101-0146-M (RM)

Estimated Contract Amount: \$150,000.00

(Scope of work and minimum requirements for this project is attached.)

NAME OF SBE/CONSTRUCTION FIRM

ADDRESS CITY ZIP CODE

Certification Expires: _____
DATE

Telephone: _____ *****Bonding Capacity:** _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Maintenance and Repair, Pipeline (Poly Pig Cleaning)

PROJECT NUMBER: 101-0146-M (RM)

ESTIMATED AMOUNT: \$150,000.00

PROJECT DESCRIPTION & QUALIFICATIONS: See Attached

LICENSE REQUIREMENT: State of Florida Underground Utility Contractor.

Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that “comply” to perform the aforementioned scope of work. Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: coralee@miamidade.gov or via fax (305) 375-3160 attention Mrs. Coralee Taylor.

_____ Proposer (PRIME) meets the licensing, experience, as well as other requirements as outlined in the attachment and is interested in this solicitation.

_____ Proposer (PRIME) DOES NOT meet the requirements as outlined in the attachment

_____ I will not be interested in this project because:

Similar contracts (Name of Project and Owner)	Project Completion Date	Contract Amount	Project Contact Person & Telephone for Verification

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ **SIGNATURE:** _____

TELEPHONE NUMBER: _____ **E-Mail Address:** _____

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. _____
 Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES
 NO
 Requisition No./Project No.: 101-0146-M(RM)
 TERM OF CONTRACT: 1 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Maintenance and Repair Pipeline (poly Pig Cleaning)

Description: This contract will be used by Miami-Dade Water and Sewer Department (WASD) to safely and effectively clean and restore to maximum flow capacity the piping system.

Issuing Department: WASD
 Contact Person: Susan Pascual
 Phone: 786-552-8254
 Estimate Cost: \$150,000.00
 Funding Source:
 GENERAL
 FEDERAL
 OTHER Proprietary F

ANALYSIS

Commodity Codes:	<u>913-78</u>			
Contract/Project History of previous purchases three (3) years				
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	EXISTING	2ND YEAR	3RD YEAR	
Contractor:				
Small Business Enterprise:				
Contract Value:	\$	\$	\$	
Comments:				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed:	<u>Esmeralda Cardenas</u>		Date sent to SBD:	<u>5/26/2015</u>
			Date returned to DPM:	

SECTION C - INSURANCE REQUIREMENTS

MINIMUM INSURANCE REQUIREMENTS FOR GENERAL LOW RISK CONTRACTS

- A. Prior to the time Contractor is entitled to commence any part of the project, work or services under this Contract, Contractor shall procure, pay for and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the County of (1) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies; and (2) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this Contract. In addition, the County reserves the right to request physical evidence of this coverage by requesting the policy declaration page.
- (1) Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
 - (2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
 - (3) Comprehensive Automobile and Truck liability covering owned, hired and non-owned vehicles with minimum limits of \$500,000 each occurrence, for bodily injury including death, and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
 - (4) Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$500,000 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the PROJECT with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", CONSULTANT may submit annually to the COUNTY a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.
 - (5) \$500,000 combined single limits, personal injury and/or bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.
 - (6) ~~Builder's Risk in an All Risk Completed Value form covering insurable interest of both Owner and Contractor as their interests may appear, in an amount to be approved by Owner.~~
 - (7) ~~Comprehensive 3D, or equivalent, in the amount of at least \$ _____ protecting assets of the County in the form of currency, coin, checks, securities and other valuables while in the care, custody or control of Contractor, and as provided in the terms of this Contract.~~
- B. Each insurance policy shall include the following conditions by endorsement to the policy:
- (1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage's or limits, a notice thereof shall be given to County by certified mail to: Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, Florida 33756. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

SECTION C: INSURANCE REQUIREMENTS

- (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (4) Pinellas County shall be endorsed to the required policy or policies as an additional insured. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County to any such future coverage, or to County's Self-Insured Retention's of whatever nature.

C. Contractor hereby waives subrogation rights for loss or damage against the County.

D. Contractor shall ensure that any subcontractors or persons hired by subcontractors maintain the same level of insurance coverage as the contractor.

II MINIMUM INSURANCE REQUIREMENTS FOR HIGH RISK CONTRACTS OVER \$100,000.00

- A. For selected high-risk contracts over \$100,000.00 aggregate value, the County may require an insurance certificate, policy declaration page and required endorsements. These required items shall be received by the County after formal Board of County Commissioners award and prior to execution of contract. Failure to provide required insurance documentation may cause your company to forfeit award.
- B. There may be certain projects or services less than \$100,000.00 in aggregate value that would be an exception and must be treated the same way as those services of \$100,000.00 and greater i.e. services involving obvious potentially dangerous conditions. Examples of such services would be any contracts involving construction, alterations, renovations, painting, spraying, roofing, mowing, scaffolding, excavation, demolition, environmentally sensitive work and any other condition that appears to be dangerous in nature.

SECTION E - SPECIFICATIONS

Bid Title: Maintenance & Repair, Pipeline (Poly Pig Cleaning)
Bid Number: 101-0146-M (RM)

GENERAL**1. SCOPE OF WORK**

The successful Contractor shall provide poly pig pipe cleaning services for piping systems located within the Pinellas County Utilities (PCU) water, sewer and reclaimed water service areas to safely and effectively clean and restore to maximum flow capacity, piping systems whose contents or inline operating conditions impair functioning by reducing their volume capacity, laminar flow characteristics or negatively impact the quality or quantity of the flows transported through them. The bidder shall include a poly pig pipe cleaning procedure with their bid submittal.

Systems that may require cleaning are:

- a) Potable water
- b) Raw water
- c) Wastewater
- d) De-watered grease
- e) Leachate water
- f) Sludge systems

The materials to be removed from the systems are known to be, but are not limited to:

- a) "Foreign" materials including solids and construction debris
- b) Scale, chemical and carbon deposits
- c) Iron tuberculation and calcium deposits in many forms and degrees of attachment and hardness
- d) Sand, sludge, silt, slime and bentonite, shell

The types of piping in service in Pinellas County include cast iron, ductile iron, carbon steel, HDPE, asbestos cement and PVC.

2. LOCATIONS OF PROJECT

The Project is located in the water, sewer and reclaimed service areas of geographical Pinellas County, Florida, and is situated on County-owned property and in streets or easements.

(PCU) will provide maps showing route of force main, location of closest water source, if any, retrieval point and any other required information about the force main. The maps or "drawings" that are provided to the Contractor when PCU needs a pipe pigged, will be issued on an "as needed" basis. PCU will insure that the entry point has fittings required for proper access to the line. Should no hydrant or other water source be available, PCU will provide tanker trucks. If required, PCU will supply tanker trucks to assure station wet wells do not create spill situations.

PCU personnel will assist to minimize flow and bypassing as required for each individual job.

3. PROJECT REQUIREMENTS

Provide all supervision, labor, tools, transportation, material and equipment necessary to clean the pressure pipeline or force main, using poly pigs via an approved poly pig procedure. Install all items required, including the poly pig launching and retrieval devices as required in this specification and the furnishing of poly pig swabs and poly pigs.

SECTION ONE - SPECIFICATIONS

PROJECT REQUIREMENTS – continued

It will be the Contractor's responsibility to install the equipment, disassemble the equipment and clean up and store materials at the direction of the Engineer. No excavations should be required for normal pigging operations. Should a failure occur on the subject line, which is not the fault of the Contractor, PCU will do the needed excavation, repairs and restoration. Should the Contractor cause said failure, due to negligence, etc., the Contractor will be responsible for excavation, repairs and restoration.

4. CONTRACT ASSIGNMENT

The successful Bidder will be required to perform the work as the prime Contractor. The Contractor shall not subcontract any portion of the work without the prior written approval of PCU. No assignment of the Contract will be allowed.

5. SAFETY CODE REQUIREMENTS

The Contractor shall at all times during pipe pigging operations conform to Occupational Safety and Health Administration (OSHA) and all other applicable safety codes or standards. No additional compensation will be allowed for OSHA or other safety code standards or requirements. The Contractor shall conform to traffic control requirements of the State of Florida Department of Transportation (F.D.O.T.) at all sites within roadway right of ways.

6. ORDER & TIME OF WORK

Pinellas County Utilities reserves the right to establish the specific order in which the work is to be completed. All cleaning and pigging shall be performed during daylight hours of 7:00 a.m. and 6:00 p.m., unless the Site Representative authorizes other hours.

7. REQUIREMENTS

- a) The materials and work specified herein shall be furnished and performed by firms who are fully experienced, reputable, and qualified in the manufacture, installation and use of the specified items. The materials specified shall be constructed and installed in accordance with the best practice and methods. All licenses and certifications must remain current and in force for the full term of the contract.
- b) Prior to award, the successful bidder shall provide the following documentation:
 1. Current license by the State of Florida as an Underground Utility Contractor.
 2. Certification that all Project personnel are in compliance with OSHA 29 CFR 19010.120, Safety Training
 3. Certification that all Project personnel are in compliance with Florida Law, Chapter 287.087 and the Florida Worker's Compensation Standard, Drug-Free Workplace Program.
 4. The resumes of all Project personnel detailing their work history, training, schooling and qualifications to properly and safely perform the work as required for this Project.
- c) The contractor's supervisory personnel shall have applicable experience in the cleaning and rehabilitation of water and wastewater force mains. Supervisory personnel should be able to conclusively demonstrate to the satisfaction of the County that they are thoroughly familiar and trained in the engineering, procedures, means and methods for the safe and responsible cleaning and restoration of maximum flow capacity of water, reclaimed and wastewater force mains. The contractor shall provide a list of projects completed within the last five years, comparable in size and scope to the work herein proposed, that the supervisor has personally supervised. This list shall include the size and length of the force main or pipeline cleaned; the dates the work was performed; and the names/phone numbers/email addresses of the project engineer/supervisor that approved the project's work.
- d) The Contractor must provide documentation showing a plan on how he will respond to unforeseen or emergency situations to provide services under this contract. The plan must include a realistic response time, to be available, and on site, to prevent or improve conditions that threaten the critical operation of a system or plant, or to prevent health, safety or environmental concerns.

SECTION E - SPECIFICATIONS

8. CONTRACTOR RESPONSIBILITIES

- A. **Supervision** – There shall be on-site at all times during the work, one superintendent to survey, lay out and supervise the construction of the work under this Contract.
- B. **Proposed Method of Work** – The method of cleaning shall be by use of Knapp poly pigs or equal. The Contractor shall furnish polyurethane pipe cleaning pigs of the appropriate diameter and covering material for use in the pipe system to be cleaned.
- C. **Cleaning** – The cleaning shall restore the original flow characteristics of new pipe without over abrading or over cleaning the interior walls of the pipe.
- D. **Equipment** – The Contractor shall furnish pig-launching equipment, which will minimize the County's need to provide for additional valving, fittings and auxiliary water supplies. Said equipment shall be of the latest design and construction and shall include the means to maintain constant monitoring of the in-line flows and pressures of the system being cleaned and the constant location of the cleaning pigs in the system.

Launching and retrieval devices shall be fabricated, designed and manufactured according to American National Standards Institute (ANSI) standards and capable of withstanding working pressure of 150 P.S.I.G.

Launch and receiving tubes shall be fabricated of steel; pipe sized one diameter larger than the system to which it will be attached with a minimum length of 2.5 times the diameter. For poly pig launchers and receivers twelve-inch or smaller in size, steel wall thickness shall be a minimum of five-sixteenths inch. For poly pig launchers and receivers fourteen-inch or larger, wall thickness shall be a minimum of three eighths inch.

The Contractor shall maintain on site for the duration of the Project, and have available for immediate use, an electronic poly pig detector, with the appropriately sized cavity poly pig, for use in the system being cleaned to provide a means of tracking the passage of the pig in the system to locate areas of potential or suspected blockage and to find "lost" valves and other disparities within the system.

The Contractor shall also have available auxiliary centrifugal pumps and high pressure (minimum 5,000 Per Square Inch (PSI) water jetting equipment. Documentation of this equipment will be required as part of the Contractor's Bid submittal.

- E. **Testing** – The Contractor shall perform pre-cleaning and post-cleaning flow testing to determine sizes, types, densities and numbers of pigs and/or swabs to be used, to establish the means and procedures to properly and safely clean the piping, to evaluate the system and to measure the effects of the cleaning operation.

Tests shall include in-line velocity and volume capacity calculations and any other tests as may be required to properly and safely perform the work under this Contract.
- F. **Communication** – The Contractor shall provide radio communication and job site transportation between launching and retrieval points.
- G. **Report upon Completion** – The Contractor shall provide a written report upon completion of line cleaning to outline and detail information acquired during the cleaning process about the system or to confirm existing information.
- H. **Disinfection/Chlorination** – The Contractor shall provide for systems where disinfection is mandated or required, a plan to provide these services in compliance with all applicable American Water Works Association (AWWA) standards.
- I. **Work Area** – The Contractor shall contain/direct the effluent flow from the affected system. This shall include use of hay bales or silt fences to prevent the dispersal of water and sediment from adjacent private property. The Contractor shall also implement and provide a County approved method of containing the solids/sediment generated from the pigging operation.
- J. **Setting Contractor Equipment** – The Contractor shall provide all equipment to hoist, move or set their equipment on site.

SECTION E - SPECIFICATIONS

CONTRACTOR RESPONSIBILITIES -- continued

- K. Any reuse water flushed must be diverted to the nearest sewer collection system manhole unless other means of disposal onto high ground is provided. No reuse water is to be flushed in such a manner that it may flow into surface water or the Gulf of Mexico.
- L. All potable water flush will be de-chlorinated during flushing event.
- M. Contractor shall notify Pinellas County Utilities Operations Department when flushing into sewer collection system because of increased fluid demand on pump stations.

9. SUBMITTALS - POST AWARD

- A. In accordance with the General Conditions and as specified herein, submit to the Engineer for review, complete detailed information, including shop drawings as required, literature, and other pertinent information relating to the installation and operation of pressure pipeline cleaning devices and appurtenances.

1. SUBMITTALS AFTER AWARDA. Schedule

1. At or before the Preconstruction Conference, the Contractor shall submit a preliminary Construction Progress Schedule to the Design Professional/Engineer/Project Manager. The County will review the schedule and provide the Contractor with comments. Within ten (10) days after receipt of the County's comments, the Contractor shall deliver to the Design Professional/Engineer/Project Manager a Construction Progress Schedule in a form satisfactory to the Design Professional/Engineer/Project Manager and showing the proposed dates of commencement and completion of each of the various subdivisions of Work. At or before the Preconstruction Conference, the Contractor shall provide to the County a breakdown of estimated monthly payments for the entire duration of the Agreement period.
2. For lump sum items within Section E, the Contractor shall also furnish the Design Professional/Engineer/Project Manager with a detailed estimate giving a complete breakdown of the value of items of Work to be paid for the purpose of making partial payments thereon. The values employed in making up this estimate and the schedule will be used only for determining the basis of partial payment and will not be considered as fixing a basis for additions to or deductions from the Agreement Amount.
3. The Construction Progress Schedule shall be updated monthly by the Contractor. All updates to the Construction Progress Schedule shall be subject to the Design Professional/Engineer/Project Manager's review and County's written approval. Contractor shall submit the updates to the Progress Schedule with its monthly applications for payment noted below. Contractor's submittal of these monthly updates and Design Professional/Engineer/Project Manager's written approval of same shall be a condition precedent to County's obligation to pay Contractor.
4. The Work shall be planned and carried out so as to minimize the interruption of existing services, and/or traffic, or as directed by the Design Professional/Engineer/Project Manager.

- B. Contractor shall carefully examine the Contract Documents for all requirements for approval of materials to be submitted such as shop Plans, data, test results, schedules and samples. Contractor shall submit all such materials at its own expense and in such form and manner as required by the Contract Documents in sufficient time to prevent any delay in the delivery of such materials and the installation thereof. Incomplete submittals will be returned to the Contractor. The Design Professional/Engineer/Project Manager will record time for submittals handled more than twice. The Contractor shall reimburse the County for charges of the Design Professional/Engineer/Project Manager and his/her consultants for providing more than two reviews of submittals.

SECTION B - SPECIFICATIONS**SUBMITTALS AFTER AWARD (CONTINUED)**

- C. Whenever materials or equipment are specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular supplier, the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, materials or equipment of other suppliers may be accepted by the Design Professional/Engineer/Project Manager if sufficient information is submitted by Contractor to allow the Design Professional/Engineer/Project Manager to determine that the material or equipment proposed is equivalent or equal to that named. Requests for review of substitute items of material and equipment will not be accepted by Design Professional/Engineer/Project Manager from anyone other than Contractor and all such requests must be submitted by Contractor to Design Professional/Engineer/Project Manager within thirty (30) calendar days after notice of award is received by Contractor.
- D. If Contractor wishes to furnish or use a substitute item of material or equipment, Contractor shall make application to Design Professional/Engineer/Project Manager for acceptance thereof, certifying that the proposed substitute shall perform adequately the functions and achieve the results called for by the general design, be similar and of equal substance to that specified and be suited to the same use as that specified. The application shall state that the evaluation and acceptance of the proposed substitute will not prejudice Contractor's achievement of substantial completion on time, whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with County for the Project) to adapt the design to the proposed substitute and whether or not incorporation or use by the substitute in connection with the Work is subject to payment of any license fee or royalty. All variations of the proposed substitute from that specified will be identified in the application and available maintenance, repair and replacement service shall be indicated. The application also shall contain an itemized estimate of all costs that will result directly or indirectly from acceptance of such substitute, including costs for redesign and claims of other contractors affected by the resulting change, all of which shall be considered by the Design Professional/Engineer/Project Manager in evaluating the proposed substitute. Design Professional/Engineer/Project Manager may require Contractor to furnish, at Contractor's expense, additional data about the proposed substitute.
- E. If a specific means, method, technique, sequence or procedure of construction is indicated in or required by Contract Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence or procedure of construction acceptable to Design Professional/Engineer/Project Manager, if Contractor submits sufficient information to allow Design Professional/Engineer/Project Manager to determine that the substitute proposed is equivalent to that indicated or required by the Contract Documents. The procedures for submission to and review by the Design Professional/Engineer/Project Manager shall be the same as those provided herein for substitute materials and equipment.
- F. Design Professional/Engineer/Project Manager shall be allowed a reasonable time within which to evaluate each proposed substitute. Design Professional/Engineer/Project Manager shall be the sole judge of the acceptability of any substitute. No substitute shall be ordered, installed or utilized without the Design Professional/Engineer/Project Manager's prior written acceptance which shall be evidenced by either a Change Order or an approved submittal. County may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute. Design Professional/Engineer/Project Manager will record time required by Design Professional/Engineer/Project Manager and Design Professional/Engineer/Project Manager's consultants in evaluating substitutions proposed by Contractor and making changes in the Contract Documents occasioned thereby. Whether or not County accepts a proposed substitute, Contractor shall reimburse County for the charges of Design Professional/Engineer and Engineers consultant(s) for evaluating each proposed substitute.
- G. Shop Plans/Working Plans
1. Seven (7) complete sets of detailed shop or working Plans shall be furnished by the prime Contractor to the Design Professional/Engineer/Project Manager for review and processing. The submittal shall include all details, computations, materials, loads, stresses, member sizes, deflections and temporary connections for precasting or any other relevant information on details necessary for review.

SECTION E - SPECIFICATIONS

SUBMITTALS AFTER AWARD (CONTINUED)

2. All shop, working and erection Plans prepared by the Contractor or its subcontractor, fabricator or supplier shall be REVIEWED, DATED, STAMPED, APPROVED, SEALED (if required), and SIGNED BY THE CONTRACTOR prior to submission for review to the Design Professional/Engineer/Project Manager. By approving and submitting shop or working Plans, the Contractor represents that it has verified Work requirements, field measurements, construction criteria, sequence of assembly and erection, access and clearances, catalog numbers and other similar data. Each submission shall indicate the Specification section or bid item number and page and/or sheet number to which the submission applies. Under no circumstances will submittals be accepted from subcontractors.

The Contractor shall indicate on the working, shop and erection Plans all deviations from the Contract Documents and shall itemize all deviations in the letter of transmittal.

3. Submittals shall be made to the Design Professional/Engineer/Project Manager and will be distributed to the appropriate parties, as applicable. The Contractor shall identify each submittal by title on the form provided by the Design Professional/Engineer/Project Manager. All submittals are to be transmitted in an expeditious manner to ensure "next day delivery". After they have been reviewed by the Design Professional/Engineer/Project Manager, all submittals shall be stamped either "no exceptions," "exceptions noted" or "rejected" with resubmittal required and returned to the Contractor.
4. Prior to receipt of the reviewed shop or working Plans from the County, Work done or materials ordered for items covered by the Plans shall be done at the Contractor's risk.
5. All submittals by the Contractor shall be made sufficiently in advance of the scheduled start of the applicable construction operation to allow for shop Plans review and for Contractor action required in addressing review comments. The review period shall begin on the day the submittal is received in the office of the Design Professional/Engineer/Project Manager and shall be completed on the day the Design Professional/Engineer/Project Manager transmits reviewed Plans to the Contractor.
6. The Contractor shall schedule the submission of shop drawing sheets (to be discussed at the pre-construction meeting) so that approximately twenty-one (21) days are allowed for review by the Engineer and Consultant for routine Work. For more complex Work, the number of copies and the scheduled time for review shall be increased proportionately to the complexity of the Work. Contractor submittals that are to be considered as complex and requiring proportionately greater review time include, but are not limited to, the following:
 - a. Contractor submittals of alternative design features or modifications to the original design.
 - b. Contractor submittals of complex designs, unusual construction or equipment and methods requiring analysis of design calculations.

H. Materials

1. Delivery Tickets: The Contractor shall submit a copy of all delivery tickets for materials used on the Project, regardless of the basis of payment.
2. Job Mix Formula for Asphaltic Concrete: Attention is directed to the provisions of the "PINELLAS COUNTY, FLORIDA - SPECIFICATIONS FOR HOT BITUMINOUS MIXTURES, PLANT METHODS, EQUIPMENT AND CONSTRUCTION METHODS, latest edition," which require the submission of job mix formulas for asphaltic concrete, of the type specified, at least fourteen (14) days before plant operations begin. The submitted formula shall be approved by the Design Professional/Engineer/Project Manager. The Contractor shall prepare the mix formula to be submitted to the Design Professional/Engineer/Project Manager.

SECTION F - SPECIFICATIONS

SUBMITTALS AFTER AWARD (CONTINUED)

3. Job Mix Formula for Portland Cement Concrete: Attention is directed to the requirement that job mix design formulas for all Portland Cement Concrete, of the type specified, be submitted at least fourteen (14) days prior to use on the Project. The submitted formulas shall be approved by the County and/or its agents prior to its use. All concrete mix designs shall meet Florida D.O.T. Concrete Class mix guidelines or the requirements included in the Technical Specifications included in these Contract Documents.
 4. All Job mix formulas shall be submitted to the Design Professional/Engineer/Project Manager.
 5. Concrete Box Culverts, Pipes, Drainage Structures: The Contractor shall submit written documentation that materials meet the minimum requirements of the technical specifications, including copies of supplier's testing results. No payment for the applicable pay item under the Agreement (i.e., Box Culvert, Pipe, Drainage structure, etc) shall be made to the Contractor until written documentation of the specified minimum requirements is received by the Design Professional/Engineer/Project Manager.
1. The Contractor will provide 8" X 10" color photographs of the Project in its preconstruction condition and for unusual conditions during construction. The photographs will show all pertinent physical features within the construction limits before construction begins. The Contractor will furnish two copies of all pictures to the County. The Contractor shall provide a hard copy and a digital copy for submittal.

The Contractor will provide a preconstruction video of all physical features within the construction limits before construction begins. The Contractor will furnish two copies of the video in Digital Versatile/Video Disc (DVD) format

1. Contractor shall provide a detailed plan outlining the following:
 - a. The number, sizes and locations of the access ports required and the procedures necessary for their creation, i.e., excavations, shutdowns, fittings and valving required, temporary bypassing of flows entering the wet well, tapping sleeves and valves, traffic control and other site or system requirements that may apply.
 - b. The means and methods for controlling and disposing of the solids and fluids removed from the pipelines and force mains as a consequence of the cleaning and restoration to maximum flow capacity, including, notification to customers and wastewater treatment plants as to increase in turbulent flow and septic load.
 - c. Written contingency plans for dealing with in line problems, i.e., blockages, "lost" pigs and system integrity problems, i.e., breaks, leaks, piping or fitting failures, are required to be submitted to, and approved by the Project Manager before initiating the work.
 - d. The contingency plan will include means and methods for identifying and measuring changes or improvements to the flow characteristics of the force mains during and upon completion of their cleaning and restoration to the maximum flow capacity.

10. PRODUCTS: POLY PIGS

- A. Poly pigs shall be constructed of blown elastomeric polyurethane with an open cell construction and a density equal to or suitable for use in the piping system being cleaned. Poly pig configuration shall consist of a parabolic nose and a concave base, and it shall be coated with resilient surface material that will maintain a peripheral seal and will effectively clean the piping system without over abrading the interior pipe wall or approved equal. Poly pig characteristics when in use shall include the ability to navigate through ninety degree and one hundred and eighty degree turns, bi-directional fittings, full port valves and comparable in-line appurtenances, reduce its cross sectional area and restore itself to its original design configuration, be propelled by applications of hydraulic and pneumatic pressure while maintaining its primary function as an internal cleaning device of conduits. When effectively and properly applied the poly pig shall clean and restore piping systems of all sizes, types, uses, and lengths to their design or maximum flow capacity.

SECTION E - SPECIFICATIONS

Furnish poly pigs in sufficient numbers and sizes, of appropriate densities, coatings and configurations as manufactured by Knapp Polly Pigs of Houston, Texas or an approved equal.

Provide pig signal devices as required and shown on the drawings. These devices shall be those as manufactured by Maloney Pipeline Products, Houston, Texas or an approved equal.

11. EXECUTION

- A. Contractor will assist, in coordination with the Project Manager, in establishing the design of the cleaning procedure including the provision of:
 - 1) Selection of starting and ending points for the cleaning process. Retrieval of pigs will be the contractor's responsibility.
 - 2) Evaluation of total volume of fluids to be used and the disposal and the source(s) of these fluids.
 - 3) Mechanical or piping adaptation to the existing piping configuration.
 - 4) Coordination and scheduling of the cleaning process to include selection of the distances and sizes of the piping to be cleaned as one procedure.
 - 5) Immediately available alternative procedures to be applied if the cleaning of the system requires such remedial action.
- B. Equipment shall be installed in accordance with manufacturer's recommendations.
- C. Initial selection of the cleaning pigs shall be provided by personnel thoroughly trained, knowledgeable and experienced in the technology and procedures required for the proper and safe "pigging" of this system.

SECTION ONE - SPECIFICATIONS**12. TRAFFIC CONTROL & MAINTENANCE OF TRAFFIC**

- A. As used herein, any reference to Pinellas County, its departments, or its published regulations, permits and data, shall be synonymous and interchangeable with other recognized governing bodies over particular areas or streets, or their departments, published regulations (i.e., Manual or Uniform Traffic Control Devices, M.U.T.C.D., F.D.O.T. Roadway and Bridge Standard Index Drawing Book), permits or data. The Contractor shall apply for the Maintenance of Traffic (M.O.T.) permit and abide by all applicable laws, regulations and codes thereof pertaining to M.O.T. on public streets, detour of traffic, traffic control and other provisions as may be required for this Project.
- B. The Contractor shall be fully responsible for the M.O.T. on public streets, detour of traffic (including furnishing and maintaining regulatory and informative signs along the detour route), traffic control, and other provisions, throughout the Project, as required by the Pinellas County Department of Public Works, Traffic Engineering Division, Pinellas County Utilities or Florida Department of Transportation (F.D.O.T.) and the above noted standards. Traffic shall be maintained according to corresponding typical traffic control details as outlined in the above noted standards. No street shall be completely blocked, nor blocked more than one-half at any time, keeping the other one-half open for traffic, without specific approval. Maintenance of traffic costs shall be included in the cost of Measuring for Piggling Pay Items.
- C. The Contractor shall provide all barricades with warning lights, necessary arrow boards and signs to warn motorists of the work throughout the Project. Adequate approved devices shall be erected and maintained by the Contractor to detour traffic around the work.
- D. Excavated or other material stored adjacent to or partially upon a roadway pavement shall be adequately marked for traffic safety at all times. The Contractor shall provide necessary access to all adjacent property during work.
- E. The Contractor shall be responsible for the provision, installation and maintenance of all M.O.T. and safety devices, in accordance with permit requirements and specifications outlined in the above noted standards. In addition, the Contractor shall be responsible for providing an individual, employed by the Contractor, and certified as "Work Zone Traffic Safety Supervisor" by the International Municipal Signal Association.
- F. The Contractor shall presume that a portion of the Work will be located in State road rights of way and his Bid price for traffic control shall include all additional costs (over and above normal traffic control measures) involved with complying with all F.D.O.T. requirements.
- G. In general, the Contractor will be allowed to work between the hours of 7:00 a.m. through 6:00 p.m., Monday through Saturday but excluding normal holidays. In residential areas, this work "window" may be restricted to 8:00 a.m. through 6:00 p.m. Work on Sundays and holidays will only be allowed when specifically approved in advance. The Contractor should anticipate, and include in his bid, the possibility of being directed to work night and/or weekend hours to accommodate work in areas of heavy traffic and high flows or surcharges, which cannot be reduced during normal hours. No additional payment will be made for requiring the Contractor to work these special shifts, in these cases. The Contractor shall provide the Site Representative with sufficient advance notice of this intention to work more than one shift or other than the normal 7:00 a.m. to 6:00 p.m. workday, so that the Site Representative may schedule suitable inspection.
- H. All work performed within the right-of-way of the Florida Department of Transportation (F.D.O.T.) shall comply with the requirements and conditions of the required F.D.O.T. permit. Work in the F.D.O.T. right-of-way shall only take place between the hours specified on the specific permit and may be restricted to night or weekend hours.
- I. The work shall be coordinated with the F.D.O.T., and the Site Representative, and the Contractor shall not begin work until he has received permission from them to do so.

13. SAFETY

The Contractor shall conduct his operations in strict accordance with all applicable Federal, State and Local safety codes and statutes and shall be fully responsible and obligated to maintain procedures for safety of the public as well as work personnel and equipment involved in the Project.

SECTION E - SPECIFICATIONS**14. MEASUREMENT AND PAYMENT FOR PIGGING**

Payment will be made at the applicable unit price indicated in the Bid Form. Payment shall be full compensation for all materials, labor, and equipment required to mobilize to the site. The mobilization shall also include, but not be limited to, mobilization of equipment at the launching and retrieval sites, traffic control and by-pass piping/pumping.

The quantity for payment will be by pipe diameter of the pressure pipe acceptably cleaned, measured along the centerline of the pipeline. Pig launching shall include mobilization, demobilization and cleaning of any pipe length as listed by diameter.

15. MEASUREMENT AND PAYMENT FOR UNIFORMED OFF DUTY POLICE

The work covered by this item consists of the actual man-hours required and authorized for employment of uniformed off-duty policemen to maintain and regulate traffic through the work area.

16. MEASUREMENT AND PAYMENT FOR UNSPECIFIED WORK

The work covered by this item consists of unforeseen items of work not included in other Bid Items, but necessary for accomplishing the work, and shall apply only to extra work or additional items over and above those specified or shown on the plans.

The cost of this additional work shall be agreed upon in writing and approved by the Director of Utilities Engineering or his authorized representative prior to starting this additional work. The value of the work shall be based on unit prices of similar Bid Items called for in the Proposal.

Measurement: The quantities unspecified work to be paid under this item shall be measured in units of pay for work in place, completed and accepted. The value of a unit shall be One and 00/100 Dollars (\$1.00). Contractor shall supply a written/electronic report of the before/after results of the pigging, i.e., pipe size, velocity and Gallons per Minute (GPM).