



REQUEST FOR PROPOSALS

Pre-Cleaning and Closed Circuit Television Sewer Inspection Services

The City of Sausalito seeks proposals from qualified firms for pre-cleaning and closed-circuit television (CCTV) inspection of approximately 17,120 lineal feet of sewer pipelines, associated manholes and private laterals ranging from 4 to 10 inches in diameter,. The City may elect to contract with the selected firm to continue the CCTV Inspection Project in one or more subsequent years.

ANTICIPATED SCHEDULE

RFP Issued: February 12, 2016

Proposal Due Date: February 26, 2016

Work Authorized (Tentative): March 9, 2016

Work Completed: March 29, 2016

PLEASE submit all questions regarding this request for proposals in writing to:

Jonathon Goldman, Public Works Director

jgoldman@ci.sausalito.ca.us

415-289-4176

BACKGROUND AND SCOPE

I. BACKGROUND

The City of Sausalito owns and operates gravity wastewater collection facilities serving a resident population of approximately 7,100, and 207 non-residential customers. Sewage is conveyed through approximately 28 miles of gravity sewers to the Sausalito-Marin City Sanitary District for treatment and effluent discharge to San Francisco Bay.

The City desires to obtain outside services to help the City by cleaning and inspecting certain of its pipelines and specific private laterals using closed-circuit television (CCTV) technology and the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP), Manhole Assessment and Certification (MACP) and Lateral Assessment and Certification (LACP) scoring systems. This Request for Proposals (RFP) is intended to identify one service company to provide cleaning and CCTV inspection services for pipes associated with the Year 2 Sewer Capital Improvement Program project. The City may request that the selected firm continue the CCTV inspection program for one or more years, but may also initiate a new RFP process in future years.

II. SCOPE OF SERVICES

The Scope of Services includes the following components, which are defined further in Appendix IV, Technical Specifications.

- Site management including traffic control, public notification prior to service interruptions, sewer bypassing, and confined space entry. If the service provider causes a sanitary sewer overflow (SSO), the service provider must be prepared to provide SSO response in accordance with the City's Sewer System Management Plan, and pay all associated fines and penalties, at no additional cost to the City.
- Cleaning of sewer main lines by high pressure jetting to remove all sludge, dirt, sand, rocks, roots, grease, organics, debris, and other solid or semisolid material found in the pipeline.
- Removal of all material, including material from cleaning activities, from the system and conveyance to the City's waste transfer site at its Corporation Yard for disposition by the City.
- Inspection of sewer main lines and associated pipelines, location of associated lateral connections, and inspection of select private laterals using closed circuit television CCTV and NASSCO PACP/LACP.
- Inspection of manholes following NASSCO MACP.
- Quality Assurance/Quality Control of all data and provision of CCTV inspection videos on a portable hard drive, as well as paper video logs, and the CCTV inspection database in MS Access format.

FORM OF PROPOSAL

Proposals shall be no more than 20 pages excluding résumés, and shall include the information below in the order listed:

- Cover Letter summarizing the proposed team and approach (2 pages maximum). The cover letter must be signed by the person authorized to negotiate a contract for proposed services with the City.
- Firm and Team Qualifications. Provide a description and qualifications of the firm related to the desired work, and an organization chart for the Project.
- For the Project Manager and each of the other key team members, provide a summary of qualifications, licenses, and experience, and describe the type of work to be performed. For the proposed Project Manager and team, present at least three projects that have been completed in the past five years that are similar in scope, size, and complexity to the described Project.
- For each project described, provide the name, telephone number, and email address of a reference that can attest to the quality and effectiveness of the Project Manager and key team members' work.

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- **Project Approach.** Describe the methodology and work plan that the selected firm will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high quality work product that will meet budget and schedule expectations.
- **Project Schedule.** Provide a proposed schedule for all services necessary to complete the Project, including all tasks shown in the proposed work plan, and milestones. Show the interdependency of the tasks.
- **Proposed Cost.** Provide separate unit costs for cleaning and CCTV inspection of main line sewer pipes, and for CCTV inspection of select private laterals as defined in the attached Budget Estimating Spreadsheet. Manhole inspection costs shall be included with the cost to CCTV inspect adjoining pipelines.
- **Appendices.** Résumés shall be limited to 3 pages max per team member.

PROPOSAL SUBMITTAL

Provide three (3) copies of the proposal no later than 4 p.m. on the closing date listed above. Proposals shall be addressed to:

Jonathon Goldman
Director of Public Works, City Engineer and ADA Coordinator
City of Sausalito
420 Litho Street
Sausalito, CA 94965-1933

In addition to hard copy submissions, proposals may be transmitted digitally if under five (5) MB in size by sending them to jgoldman@ci.sausalito.ca.us. Emailed proposals must be received no later than 4:00 p.m. on the response dated listed above.

The City reserves the sole right to reject any and all proposals and to waive any informality in the selection of professional services.

All proposals, whether selected or rejected, shall become the property of the City of Sausalito. The cost of proposal preparation shall be that of the preparer and shall not be paid by the City of Sausalito.

Proposals shall be signed by an authorized employee in order to receive consideration. The City of Sausalito will not be responsible for proposals delivered to a person or location other than that specified herein.

SELECTION PROCESS AND AWARD CRITERIA

The City of Sausalito will evaluate all proposals submitted. Depending upon the quality of and consistency between proposals, interviews may be held. In the event interviews are desired, the City will notify the selected prospective candidates to arrange meeting times and dates.

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The City of Sausalito will exercise its discretion in selecting a firm and, depending on the contract value, may be asked by the City Council to negotiate a contract in accordance with the City's selection process. The following criteria will be considered:

- Responsiveness to this RFP
- Firm, Project Manager, and key team members' experience and qualifications with similar projects
- Evidence of the Consultant's understanding of the Project, and ability to prepare a well-written document
- Soundness of approach to meeting the Project needs
- Understanding of schedule and staffing needs
- Rates and fees

The City of Sausalito reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best serves the community's interest.

The City of Sausalito reserves the right to reject any and all proposals, to waiver minor irregularities in proposals, or to negotiate minor deviations with the successful firm.

A sample agreement is attached that includes terms regarding conflict of interest, insurance, indemnification and assignment. The team selected to perform the work will be required to comply with these terms.

Thank you for your consideration.

Sincerely,
City of Sausalito



Jonathon Goldman
Director of Public Works, City Engineer and ADA Coordinator
jgoldman@ci.sausalito.ca.us

Attachments:

- I. Sample Agreement
- II. Maps and List Showing Pipes to be Cleaned and Inspected
- III. Budget Estimating Sheet To Be Included In Proposal
- IV. Technical Requirements

AGREEMENT

THIS AGREEMENT, dated this ___ day of ___, 2016, by and between _____ whose place of business is located at _____ (“Contractor”), and the **CITY OF SAUSALITO** (“City of Sausalito”) acting under and by virtue of the authority vested in the City of Sausalito by the laws of the State of California.

WHEREAS, City of Sausalito has awarded to Contractor the following contract:

PRE-CLEANING AND CLOSED CIRCUIT TELEVISION SEWER INSPECTION SERVICES

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Contractor and City of Sausalito agree as follows:

Article 1. Work

Contractor shall complete all Work specified in the Contract Documents consisting of the Technical Requirements, Maps and List Showing Pipes to be Cleaned and Inspected, the Budget Estimating Sheet, the Request for Proposals, Contractor's Proposal and all other terms and conditions of this Agreement.

Article 2. City of Sausalito’s Representative and Project Manager

All notices or demands to City of Sausalito under the Contract Documents shall be submitted to the City of Sausalito’s Representative in writing at:

Jonathon Goldman
Director of Public Works, City Engineer and ADA Coordinator
City of Sausalito
420 Litho St
Sausalito CA 94965-1933

or to such other person(s) and address(es) as City of Sausalito shall provide to Contractor.

Article 3. Contract Time and Liquidated Damages

3.1 Contract Time.

Contractor shall commence Work at the Site on the date established in the Notice to Proceed. City of Sausalito reserves the right to modify or alter the Commencement Date of the Work.

Contractor shall achieve Substantial Completion of the entire Work within ___ **WORKING** days from the date when the Contract Time commences to run. Contractor shall achieve

Final Completion of the entire Work and be ready for Final Payment within **14** calendar days from the date of acceptance of Substantial Completion to run.

3.2 Liquidated Damages.

City of Sausalito and Contractor recognize that time is of the essence of this Agreement and that City of Sausalito will suffer financial loss if all or any part of the Work is not completed including consequential loss of use and disruption of normal operations within the times specified above, plus any extensions thereof. Contractor and City of Sausalito agree that because of the nature of the Project, it would be impractical or extremely difficult to fix the amount of actual damages incurred by City of Sausalito because of a delay in completion of all or any all or any part of the Work. Accordingly, City of Sausalito and Contractor agree that as liquidated damages for delay Contractor shall pay City of Sausalito:

\$500.00 for each day that expires after the time specified herein for Contractor to achieve Substantial Completion of the entire Work, until achieved.

These measures of liquidated damages shall apply cumulatively and except as provided below, shall be presumed to be the damages suffered by City of Sausalito resulting from delay in completion of the Work.

Liquidated damages for delay shall only cover administrative, overhead, interest on bonds, and general loss of public use damages suffered by City of Sausalito as a result of delay or costs of substitute facilities. Liquidated damages shall not cover the cost of completion of the Work, damages resulting from defective Work, lost revenues or damages suffered by others who then seek to recover their damages from City of Sausalito (for example, delay claims of other contractors, subcontractors, tenants, or other third-parties), and defense costs thereof.

Article 4. Contract Sum

City of Sausalito shall pay Contractor on a firm, fixed-price basis for completion of Work in accordance with Contract Documents against the following price based on Contractor's proposal:

_____ DOLLARS (\$ _____)

Article 5. Contractor's Representations

In order to induce City of Sausalito to enter into this Agreement, Contractor makes the following representations and warranties:

5.1 Contractor has visited the Site and has examined thoroughly and understood the nature and extent of the Contract Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions, and federal, state and local laws and regulations that in any manner may affect cost, progress, performance or furnishing of Work or which relate to any aspect of the means, methods, techniques, sequences or procedures of construction to be employed by Contractor and safety precautions and programs incident thereto.

5.2 Contractor has given City of Sausalito prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the written resolution thereof through Addenda issued by City of Sausalito is acceptable to Contractor.

Contractor is duly organized, existing and in good standing under applicable state law, and is duly qualified to conduct business in the State of California.

Contractor has duly authorized the execution, delivery and performance of this Agreement, the other Contract Documents and the Work to be performed herein.

Contractor has listed the following Subcontractors pursuant to the Subcontractor Listing Law, California Public Contracting Code §4100 *et seq.* in Section 00430

_____.

Article 6. Contract Documents

6.1 Contract Documents consist of the following documents, including all changes, addenda, and modifications thereto:

- (A) The RFP dated February 1, 2016 including
- Maps and List Showing Pipes to be Cleaned and Inspected
 - Budget Estimating Sheet Included In Proposal
 - Technical Requirements
- (B) Contractor's Proposal dated _____, 2016

6.2 Appendix A attached hereto and incorporated by reference.

6.3 The Contract Documents may only be amended, modified or supplemented with the approval of the City Engineer.

Article 7. Miscellaneous

It is understood and agreed that in no instance are the persons signing this Agreement for or on behalf of City of Sausalito or acting as an employee, agent, or representative of City of Sausalito, liable on this Agreement or any of the Contract Documents, or upon any warranty of authority, or otherwise, and it is further understood and agreed that liability of the City of Sausalito is limited and confined to such liability as authorized or imposed by the Contract Documents or applicable law.

Contractor shall not assign any portion of the Contract Documents, and may subcontract portions of the Contract Documents only in compliance with the Subcontractor Listing Law, California Public Contracting Code §4100 *et seq.*

In entering into a public works contract or a subcontract to supply goods, services or materials pursuant to a public works contract, Contractor or Subcontractor offers and agrees to assign to the awarding body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. §15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time City of Sausalito tenders final payment to Contractor, without further acknowledgment by the parties.

The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but necessarily limited to the following:

(a) The Contractor shall comply with all applicable provisions of Sections 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the City, forfeit the sum of twenty-five dollars (\$25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one (1) calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.

(b) Pursuant to the provision of California Labor Code, Section 1770 *et seq.*, the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the City, which

copies shall be made available to any interested party on request. The Contractor shall post a copy of said prevailing rate of per diem wages at each job site.

(c) As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

(d) To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and subsistence payments whenever filed thirty (30) days prior to the RFP.

(e) The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the City, forfeit up to fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the Contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate. Contractor is required to pay all applicable penalties and back wages in the event of violation of prevailing wage law, and Contractor and any subcontractor shall fully comply with California Labor Code Section 1775, which is incorporated by this reference as though fully set forth herein.

(f) As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the City, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through the City, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to Paragraph 4(e) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within ten (10) days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the City, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the Contract or performing the Contract shall not be marked or obliterated. The Contractor shall inform the City of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within five (5) working days, provide a notice of change of location and address. The Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the City, forfeit \$25.00 dollars for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

(g) The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this Contract rests with the Contractor.

Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

(h) In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the City satisfies the City of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability limits of \$1,000,000 per accident before commencing the performance of the Work of this Contract. Contractor and its subcontractors shall comply with the provisions of Section 3700 of the Labor Code, including Longshoremen's and Harbor Workers' Compensation and Jones Act coverages, if applicable, before commencing the performance of the work of this contract.

Contractor shall not commence work until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this agreement certifies to the City as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the City for review and records.

(i) In accordance with the provisions of Section 1727 of the California Labor Code, the City, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the Contract, and the terms of Chapter 1,

Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the City.

CONTRACTOR RESPONSIBILITIES RELATING TO THE DEPARTMENT OF INDUSTRIAL RELATIONS

No contractor or subcontractor may be listed on a proposal for a Public Works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1 (a)].

No contractor or subcontractor may be awarded a contract for Public Works on a Public Works project on or after April 1, 2015 unless registered with the Department of Industrial Relations pursuant to Labor Code 1725.5,

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations, and all contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

A City of Sausalito Encroachment Permit shall be required for work, or staging of equipment in the public right of way and the Encroachment Permit fee shall not be charged to the Contractor. A Sausalito Business License is required prior to mobilization. Information about Business Licenses can be found on the City's website: <http://www.ci.sausalito.ca.us/Index.aspx?page=127>.

Should any part, term or provision of this Agreement or any of the Contract Documents, or any document required herein or therein to be executed or delivered, be declared invalid, void or unenforceable, all remaining parts, terms and provisions shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby. If the provisions of any law causing such invalidity, illegality or unenforceability may be waived, they are hereby waived to the end that this Agreement and the Contract Documents may be deemed valid and binding agreements, enforceable in accordance with their terms to the greatest extent permitted by applicable law. In the event any provision not otherwise included in the Contract Documents is required to be included by any applicable law, that provision is deemed included herein by this reference (or, if such provision is required to be included in any particular portion of the Contract Documents, that provision is deemed included in that portion).

This Agreement and the Contract Documents shall be deemed to have been entered into in the County of Marin, State of California, and governed in all respects by California law (excluding choice of law rules). The exclusive venue for all disputes or litigation hereunder shall be in Marin County. Both parties hereby waive their rights under California Code of Civil Procedure Section 394 to file a motion to transfer any action or proceeding arising out of the Contract Documents to another venue. Contractor accepts the Claims Procedure

established under the California Government Code, Title 1, Division 3.6, Part 3, Chapter 5 and Appendix A attached hereto and incorporated by reference.

Article 8 - Indemnity And Insurance

Within ten (10) days after award of the Contract, the Contractor shall promptly obtain, at its own expense, all the insurance required below, and submit coverage verification for review and approval by the City prior to the City's execution of the Contract. The Contractor shall not commence work until such insurance has been approved by the City. Such insurance shall remain in full force and effect at all times during the prosecution of the Work and until the final completion and Acceptance thereof. In addition, the Commercial General Liability Insurance shall be maintained for a minimum of five (5) years after final completion and acceptance of the Work (the "Guarantee Period"). The Notice to Proceed does not relieve the Contractor of the duty to obtain such insurance as required herein. The Contractor shall require insurance coverage and limits of Subcontractors appropriate to the risks associated with their work and shall not allow any subcontractor to commence work on its subcontract until evidence of required insurance has been obtained and verified by the Contractor and submitted for the City's review and records. Subcontractors shall furnish original certificates and endorsements as verification of insurance coverage. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. None of the policies of insurance required herein shall be suspended, voided, canceled, except after thirty (30) days' prior notice has been given to the City. All costs for all insurance shall be included in the Contractor's proposal. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract. The Contractor's Commercial General Liability, Protection and Indemnity and Pollution Liability insurance policies shall be endorsed to state that each policy is primary and shall not contribute with any insurance or self-insurance of the City, the City's Design Consultant, and all of their officers, officials, employees, agents and volunteers (the "Additional Insureds"). Any failure of the Contractor to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds. The Contractor shall take out, pay for, and maintain throughout the duration of this Contract and for such additional periods as more specifically required herein the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, the Contractor's agents, representatives, employees or subcontractors.

A. Commercial General Liability, Pollution Liability, and Automobile Liability Insurance for owned, hired and non-owned automobiles.

1. Additional Insureds - The Commercial General Liability, and Pollution Liability policies of insurance shall be endorsed to name as additional insureds the City of Sausalito, City's Design Consultant, the Construction Manager and each of their partners, officers, employees, and agents and coverage provided to such additional insureds. The Commercial

General Liability policy shall provide coverage to each of the insureds with respect to products/completed operations. All policies shall be written on an occurrence basis.

2. Amount of Coverage - The Commercial General Liability insurance shall provide coverage in the following limits of liability: \$1,000,000 on account of any one occurrence. The limits of coverage for the Automobile Liability insurance policy shall provide minimum limits of \$1,000,000 per accident. These limits shall apply separately to the Project; if the limits are not project specific, Contractor shall provide insurance with limits double the amounts set forth above.

3. Subcontractors - The bodily injury and property damage liability insurance shall not be deemed to require the Contractor to have its subcontractors named as insureds in the Contractor's policy, but the policy shall protect the Contractor from contingent liability which may arise from operations of its subcontractors.

4. Included Coverage - The above Commercial General Liability insurance shall also include the following coverage:

- a. Premises - Operations.
- b. Owner's / Independent Contractor's and Contractor's Protective.
- c. Products - Completed Operations.
- d. Personal Injury - (False Arrest, Libel, Wrongful Eviction, etc.).
- e. Broad Form Property Damage – including to the Maximum Extent Possible, coverage for the Assumption of Liability Pursuant to Completed Operations.
- f. Separation of Insureds / Cross-Liability Provisions.
- g. Duty to Defend all Insureds.
- h. Deletion of any Limitation on Coverage for Bodily Injury or Property Damage Arising out of Subsidence or Soil or Earth Movement.
- i. A provision that the annual general aggregate and the products and completed operations annual aggregate shall apply separately to each Project for which Contractor provides services away from premises owned by or rented to Contractor.
- j. Pollution Legal Liability Endorsement.
- l. Blanket Contractual Liability including the Indemnification Agreement as herein stated.

5. Umbrella Policy - At the option of the Contractor, primary limits may be less than required, with an Umbrella Policy providing the additional limits needed. This form of insurance will be acceptable provided that the Primary and Umbrella Policies both provide the insurance coverages herein required, including all additional insured requirements. The umbrella policy shall provide coverage at least as broad as provided on the underlying commercial General Liability insurance.

B. Workers' Compensation Insurance - In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860) and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the Labor Code of the State of California, the Contractor is required to secure the payment of compensation to its employees and for that

purpose obtain and keep in effect adequate Workers' Compensation Insurance. The Contractor is advised of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code, and shall comply with such provisions and have Employers' Liability limits of \$1,000,000 per accident before commencing the performance of the Work of this Contract. Contractor and its subcontractors shall comply with the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation, including Longshoremens and Harbor Workers' Compensation and Jones Act coverages, if applicable, before commencing the performance of the Work. Before begins performance of the Work, the Contractor shall submit written evidence that the Contractor has obtained Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable State Workers' Compensation Insurance Laws.

C. Proof of Coverage - Contractor shall furnish the City with certificate(s) evidencing issuance of all insurance mentioned herein, copies of the policy declaration or information page(s) and endorsements. The certificate(s) and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on Forms A-1 and B-1 as attached, or equivalent endorsement forms acceptable to the City. The certificate(s), policy declaration or information page(s), and endorsements are to be received and approved by the City before work commences. Endorsements are not required for Workers' Compensation or Builder's Risk Insurances. Such policies of insurance shall be endorsed to provide that the insurance policy shall not be cancelable, be subject to non-renewal, or otherwise be subject to material modification, except with thirty (30) days prior written notice to the City and Contractor shall also provide certificate(s) evidencing renewals of all insurance required herein, at least ten (10) days prior to the expiration date of any such insurance. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, the Design Consultant, the Construction Manager, and all of their officers, officials, employees and agents; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses. In the event of the breach of any provision of this paragraph, or in the event of any notices received which indicate any required insurance coverage will be diminished or canceled, the City, at its option, may, notwithstanding any other provisions of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

E. Hold Harmless - The City of Sausalito and all officers and employees thereof connected with the Work, including but not limited to the City Council, shall not be answerable or accountable in any manner: for any loss or damage that may happen to the Work or any part thereof; for any loss or damage to any of the materials or other things used or employed in performing the Work; for injury to or death of any person; or for damage to

property from any cause except losses due to sole or active negligence of the City of Sausalito's officers or employees.

F. Indemnification - To the fullest extent allowed by law, Contractor shall defend, indemnify and hold harmless the City of Sausalito, its elected and appointed officials, and the Design Consultant, their employees and agents (collectively, the "Indemnified Parties"), from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees and other defense costs, resulting from injury to or death sustained by any person (including Contractor's employees), or damage to property of any kind, or any other injury or damage whatsoever, which injury, death or damage arises out of or is in any way connected with the performance of the Work, regardless of the Contractor's fault or negligence, including any of the same resulting from the alleged or actual negligent act or omission, of an Indemnified Party; except that said indemnity shall not be applicable to injury, death or damage to property arising from the sole or active negligence or willful misconduct of City, its officers, agents, or servants who are directly responsible to City. This indemnification shall extend to claims asserted after termination of this Contract for whatever reason. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist. G. In addition to any remedy authorized by law, so much of the money due the Contractor under and by virtue of the contract as shall be considered necessary by the City, may be retained by the City until disposition has been made of such suits or claims for damage.

Injury Or Illness Reports

The Contractor shall furnish the City with a copy of the Employer's Report of Injury as required by CAL/OSHA immediately following any incident requiring the filing of said report during the prosecution of the Work under this Contract. The Contractor shall also furnish the City with a copy of the Employer's Report of injury involving any subcontractor on this Project.

Notification Of Insurance Companies

The Contractor shall advise all insurance companies to familiarize themselves with all of the conditions and provisions of this Contract, and they shall waive the right of special notification of any change or modification of this Contract or of extension of time, or of decreased or increased work, or of the cancellation of the Contract, or of any other act or acts by the City or its authorized employees and agents, under the terms of this Contract, and failure to so notify the aforesaid insurance companies of changes shall in no way relieve the insurance companies of their obligation under this Contract.

Article 9 -- Termination

A. The City may, without cause, order the Contractor in writing to suspend, interrupt or terminate performance of the Work in whole or in part for such period of time as the City may determine. An adjustment may be made for an increase in the cost of performance of the Contract including profit on the increased cost of performance, if

any, caused by any such suspension or interruption or termination. An equitable adjustment may be made of the price or prices specified in the Contract relating to the portion of the Work not suspended, interrupted, or terminated by notice of suspension, interruption, or termination. No adjustment shall be made to the extent:

1. That performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible; or
2. An equitable adjustment is made or denied under another provision of this Contract.

B. Any such suspension, interruption, or termination shall be effected by delivery to the Contractor of a written notice of suspension, interruption or termination specifying the extent to which performance of work under the Contract is suspended, interrupted, or terminated and the date upon which such suspension, interruption, or termination becomes effective. The effective date shall be not less than three (3) days after delivery of the written notice. After receipt of the notice of suspension, interruption, or termination, and except as otherwise directed by the City, the Contractor shall:

1. Stop work under the Contract on the date and to the extent specified in the notice of suspension, interruption, or termination;
2. Place no further orders or subcontracts for materials, services or facilities except as necessary to complete the portion of the Work under the Contract which is not suspended, interrupted or terminated;
3. Terminate all orders or subcontracts to the extent they relate to the performance of work suspended, interrupted or terminated by notice of suspension, interruption or termination;
4. Assign to the City in the manner, at the times, and to the extent directed by the City, all the right, title and interest of the Contractor under the orders and subcontracts so suspended, interrupted or terminated. The City shall have the right, in its discretion, to settle or pay any or all claims arising out of the suspension, interruption, or termination of such orders and subcontracts;
5. Settle all outstanding liabilities and all claims arising out of such suspension, interruption, or termination of orders and subcontractors, with the approval or ratification of the City to the extent the City may so require. The City's approval or ratification shall be final for all purposes of his clause;
6. Transfer title to the City, and deliver in the manner, at the times, and to the extent, if directed by the City, the fabricated or unfabricated parts, work in process, completed work, supplies, and other materials produced as a part of, or acquired in connection with the performance of the work terminated by the notice of suspension, interruption, or termination, and the completed or partially completed plans, drawings, information, and other property, which, if the contract had been completed, would have been required to be furnished to the City;
7. Use its best efforts to sell, in the manner, at the times, and to the extent, and at the price or prices that the City directs or authorizes, any property of the types previously referred to herein, but the Contractor shall not be required to extend credit to any purchaser and may acquire any such property under the conditions

prescribed and at a price or prices approved by the City. The proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the City to the Contractor under this Contract or shall otherwise be credited to the price or cost of the work covered by this Contract or paid in such other manner as the City may direct;

8. Complete performance of such part of the Work as shall not have been suspended, interrupted, or terminated by the notice of suspension, interruption, or termination; and

9. Take such action as may be necessary, or as the City may direct, for the protection and preservation of the property related to this Contract which is in the possession of the Contractor and in which the City has or may acquire an interest.

C. After receipt of the notice of suspension, interruption, or termination, the Contractor shall submit to the City a certified suspension, interruption, or termination claim. Such claim shall be submitted promptly but in no event later than sixty (60) days from the effective date of the notice of suspension, interruption, or termination. If the Contractor fails to submit a suspension, interruption, or termination claim within such sixty (60) day period, the City may determine, on the basis of information available to it, the amount, if any, due to the Contractor. The City shall then pay to the Contractor the amount so determined, and that payment shall constitute full compensation for all work performed and costs incurred in connection with the Project.

D. After receipt of a certified claim, the City and the Contractor may agree upon the whole or any part of the amount or amounts to be paid to the Contractor because of the total or partial suspension, interruption, or termination of the Contract. The amount may include a reasonable allowance for profit on work performed. However, such agreed amount or amounts, exclusive of costs solely attributable to the suspension, interruption or termination, shall not exceed the total Contract Sum as reduced by the amount of payments otherwise made and as further reduced by the Contract Sum of work not suspended, interrupted, or terminated and any claims the City may have against the Contractor as provided for in Article 7 above and Appendix A hereto.

IN WITNESS WHEREOF the parties have executed this Agreement in duplicate the day and year first above written.

CITY OF SAUSALITO:

CONTRACTOR:

By:

By:

Signature

Signature

Adam W. Politzer

Name (printed)

Name (printed)

City Manager

Title

Title

DRAFT

APPENDIX A

ARTICLE 1.5

Resolution of Construction Claims

[Added Stats 1994 ch 726 § 22 (AB 3069), effective September 21, 1994. Former Article 1.5, also entitled “Resolution of Construction Claims”, consisting of §§ 20104-20104.8, was added Stats 1990 ch 1414 § 2 and repealed, operative January 1, 1994, by the terms of § 20104.8.]

Section

20104.	Application of article; “Public work”; “Claim”
20104.2.	Requirements to submit claim; Agency’s response; Dispute by claimant over response; Failure of agency to respond; Inapplicability of article to tort claims
20104.4	Procedures to resolve claims
20104.6	Payment of portion of claim which is undisputed; Payment of interest on arbitration award or judgment

§ 20104. Application of Article; “Public work”; “Claim”

(a)(1) This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between a contractor and a local agency.

(2) This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.

(b)(1) “Public work” has the same meaning as in Sections 3100 and 3106 of the Civil Code, except that “public work” does not include any work or improvement contracted for by the state or the regents of the University of California.

(2) “Claim” means a separate demand by the contractor for (A) a time extension, (B), payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or © an amount the payment of which is disputed by the local agency.

(c) The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.

(d) This article applies only to contracts entered into on or after January 1, 1991.

Added Stats 1994 ch 726 § 22 (AB 3069), effective September 21, 1994.

Former Sections:

Former § 20104, similar to the present section, was added Stats 1990 ch 1414 § 2 and repealed, operative January 1, 1994 by the terms of § 20104.8.

Former § 20104 was added Stats 1990 ch 321 § 2, effective July 16, 1990, and renumbered to be § 20103.5 by Stat 1990 ch 1414 § 1.

§ 20104.2. Requirements to submit claim; Agency's response; Dispute by claimant over response; failure of agency to respond; Inapplicability of article to tort claims

For any claim subject to this article, the following requirements apply:

(a) The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

(b)(1) For claims less than fifty thousand dollars (\$50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c)(1) For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that the claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

(f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code

Added Stats 1994 ch 726 § 22 (AB 3069), effective September 21, 1994.

Former Sections:

Former § 20104.2, similar to the present section, was added Stats 1990 ch 1414 § 2, amended Stats 1991 ch 1029 § 1, and repealed, operative January 1, 1994, by the terms of § 20104.8.

§ 20104.4. Procedures to resolve claims

The following procedures are established for all civil actions filed to resolve claims subject to this article:

- (a) Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The
- (b) mediation process shall provide for the selection within 15 days of both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15 day period, any party may petition the court to appoint the mediator.
- (b)(1) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.
- (2) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.
- (3) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of the trial de novo.
- (c) The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.

Added Stats 1994 ch § 22 (AB 3069), effective September 21, 1994.

Former Sections:

Former § 20104.4 similar to present selection, was added Stats 1990 ch 1414 § 2, amended Stats 1991 ch 1029 § 2, and repealed, operative January 1, 1994, by the terms of § 20104.8.

§ 20104.8. [Section repealed 1993.]

Added Stats 1990 ch 1414 § 2 (AB 4165). Repealed, operative January 1, 1994, its own terms.

DRAFT



Legend

- Manholes
- Inspect Sewer Pipe (19)
- Other Sewer Pipes

City of Sausalito
Year 2 CCTV
Coloma to Olima
Sewers: 2,601 LF



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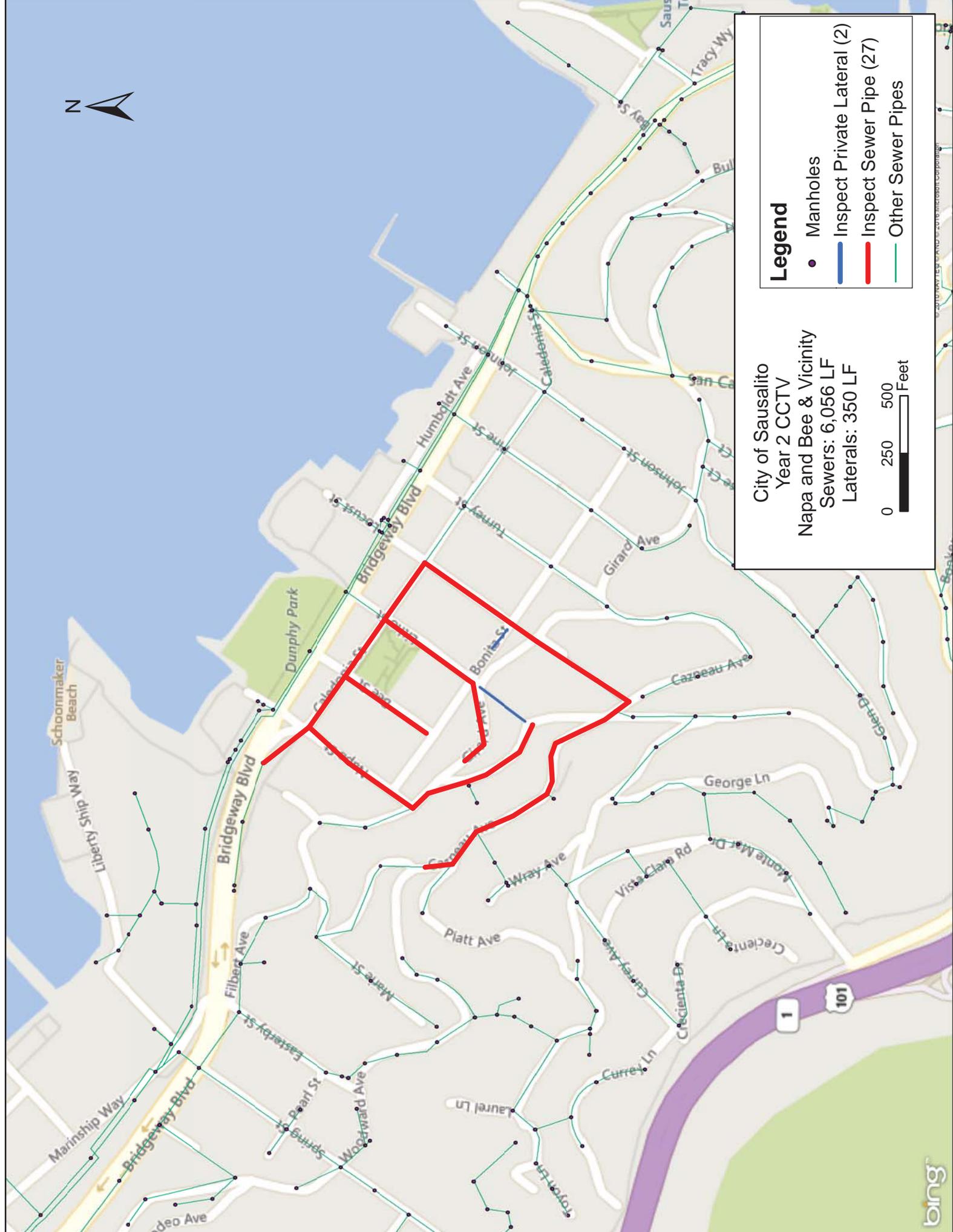




Legend

- Manholes
- Inspect Private Lateral (2)
- Inspect Sewer Pipe (27)
- Other Sewer Pipes

City of Sausalito
Year 2 CCTV
Napa and Bee & Vicinity
Sewers: 6,056 LF
Laterals: 350 LF

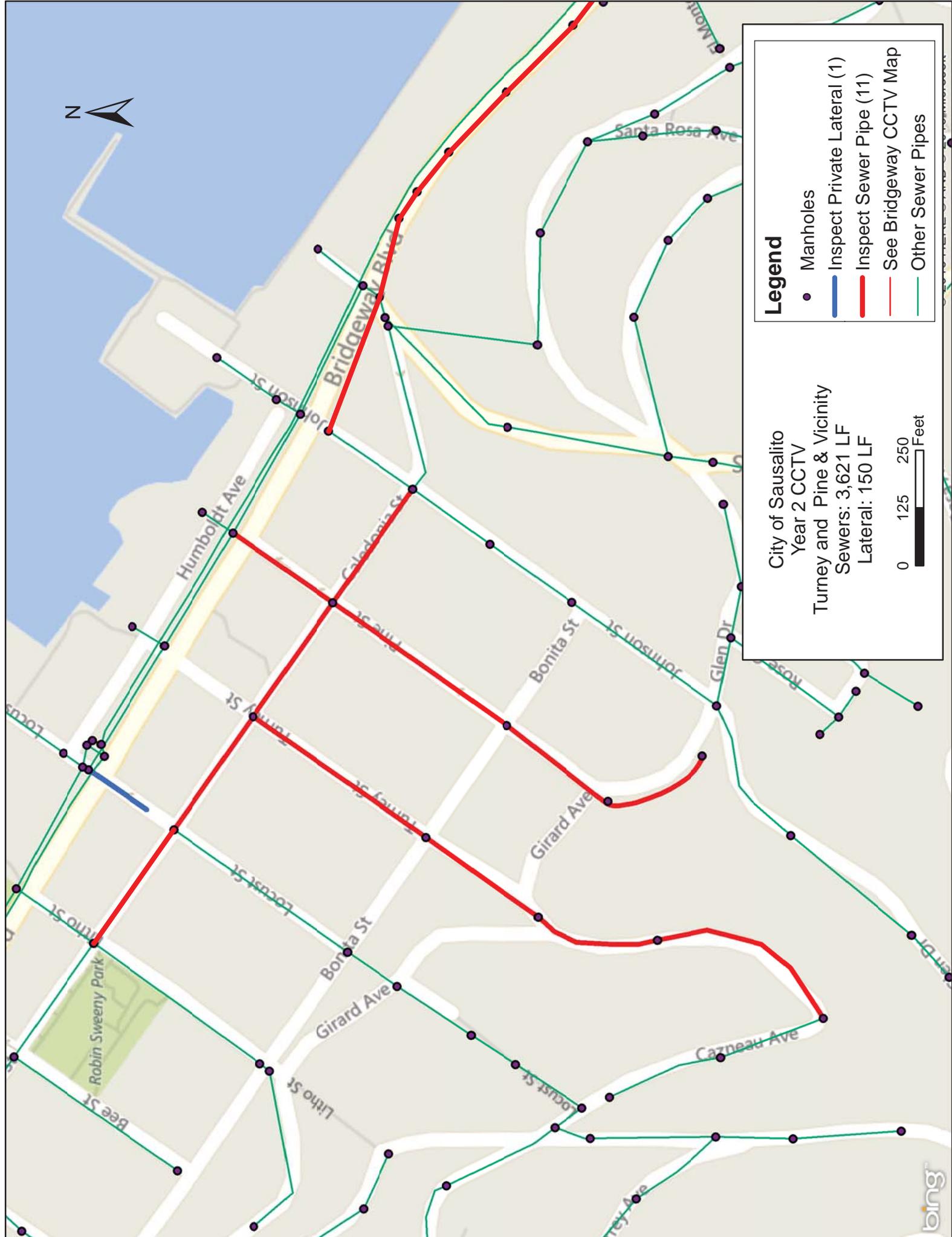




Legend

- Manholes
- Inspect Private Lateral (1)
- Inspect Sewer Pipe (11)
- See Bridgeway CCTV Map
- Other Sewer Pipes

City of Sausalito
Year 2 CCTV
Turney and Pine & Vicinity
Sewers: 3,621 LF
Lateral: 150 LF





City of Sausalito
Year 2 CCTV
Bridgeway
Sewers: 4,772 LF

Legend

- Manholes
- Inspect Sewer Pipe (32)
- Other Sewer Pipes

0 250 500 Feet



Attachment 2b
City of Sausalito
2016 Pipeline Cleaning and CCTV Inspection
List of Sewer Pipe to be Cleaned and Inspected

SEWER_ID	US_ID	DS_ID	Map Location	Length (ft)	Diameter (in)
Coloma Street					
440001-440000	440001	440000	S1	81.6	UNKNOWN
440015-440001	440015	440001	S1	36.0	UNKNOWN
440200-440200A	440200	440200A	S1	40.4	UNKNOWN
440200A-440201	440200A	440201	S1	23.2	UNKNOWN
440300-440200	440300	440200	S1	104.6	8
440400-440300	440400	440300	S1	274.0	UNKNOWN
440401-440400	440401	440400	S1	69.9	6
440402-440401	440402	440401	S1	106.6	6
440403-440402	440403	440402	S1	179.3	8
440500-440400	440500	440400	S1	55.7	6
440600-440500	440600	440500	S1	273.7	8
440700-440600	440700	440600	S1	214.7	6
440701-440700	440701	440700	S1	303.4	6
440701A-440701	440701A	440701	S1	191.4	6
440702-440700	440702	440700	S2	149.9	6
440703-440701A	440703	440701A	S1	178.2	6
440800-440808	440800	440808	S2	71.9	6
440807-440700	440807	440700	S2	147.5	6
440808-440807	440808	440807	S2	98.0	6
Napa, Bee Street, and Vicinity					
220100-220101	220100	220101	S5	300.1	6
220101A-220101	220101A	220101	S4	444.3	6
220102-220101A	220102	220101A	S4	26.5	6
220105-220102	220105	220102	S4	379.6	6
220106-220101	220106	220101	S4	300.3	6
220107-220106	220107	220106	S4	269.0	6
220108-220107	220108	220107	S4	251.4	6
220112-220107	220112	220107	S4	232.0	8
220113-220112	220113	220112	S4	339.2	6
220116-220113	220116	220113	S4	93.3	6
220117-220116	220117	220116	S4	174.4	8
220118-220117	220118	220117	S4	87.6	6
220118A-220118	220118A	220118	S4	175.2	6
220120-220118A	220120	220118A	S4	130.8	UNKNOWN
220124-220106	220124	220106	S4	430.0	6
220200-220100	220200	220100	S5	460.2	6
220210-220200	220210	220200	S4	130.7	6
220210A-220210B	220210A	220210B	S4	115.9	6
220210B-220210	220210B	220210	S4	192.1	6
220220-220210A	220220	220210A	S4	287.0	6
220230-220220	220230	220220	S4	73.3	6
220234-220230	220234	220230	S4	266.5	8

Attachment 2b
City of Sausalito
2016 Pipeline Cleaning and CCTV Inspection
List of Sewer Pipe to be Cleaned and Inspected

SEWER_ID	US_ID	DS_ID	Map Location	Length (ft)	Diameter (in)
220234-310115	220234	310115	S4	257.0	6
310112-310111	310112	310111	S4	119.7	6
310113-310112	310113	310112	S4	171.9	6
310114-310113	310114	310113	S4	173.5	8
310115-310114	310115	310114	S4	174.7	8
Girard to Filbert Private Lateral	N/A	N/A	S5	247.0	6
Bonita Private Lateral	N/A	N/A	S5	104.0	6
Turney Street					
210301-210300	210301	210300	S5	264.0	6
210301-210800	210301	210800	S5	300.7	6
210302-210301	210302	210301	S5	460.5	6
210303-210302	210303	210302	S5	274.1	6
210304-210303	210304	210303	S5	248.2	6
210306-210301	210306	210301	S5	300.4	6
210306-220100	210306	220100	S5	299.9	6
210307-210306	210307	210306	S5	456.2	6
210308-210307	210308	210307	S5	298.0	6
210309-210308	210309	210308	S5	277.1	6
210310-210309	210310	210309	S5	441.8	6
Locust Private Common Lateral	N/A	N/A	S5	152.0	6
Bridgeway					
170402A-170402	170402A	170402	S7	26.9	UNKNOWN
170010-170000	170010	170000	S7	18.2	UNKNOWN
170100-170010	170100	170010	S7	18.1	6
170101-170100	170101	170100	S7	102.5	6
170102-170101	170102	170101	S7	107.5	6
170103-170102	170103	170102	S7	121.1	6
170104-170103	170104	170103	S7	118.3	6
170105-170104	170105	170104	S7	229.3	6
170106-170105	170106	170105	S7	273.8	6
170107-170100	170107	170100	S7	71.6	6
170200-170100	170200	170100	S7	210.1	10
170300-170200	170300	170200	S7	191.8	10
170400-170300	170400	170300	S7	204.8	10
170401-170400	170401	170400	S7	190.9	10
170402-170401	170402	170401	S7	105.5	10
170403-170402	170403	170402	S7	61.2	10
170404-170403	170404	170403	S5	273.9	10
170405-170404	170405	170404	S5	116.3	10
170406-170405	170406	170405	S5	27.5	10
170407-170406	170407	170406	S5	134.1	10
170408-170406	170408	170406	S5	49.3	10
170409-170408	170409	170408	S5	86.3	10

Attachment 2b
City of Sausalito
2016 Pipeline Cleaning and CCTV Inspection
List of Sewer Pipe to be Cleaned and Inspected

SEWER_ID	US_ID	DS_ID	Map Location	Length (ft)	Diameter (in)
170410-170409	170410	170409	S5	133.2	6
170419-170419A	170419	170419A	S7	133.1	UNKNOWN
170419A-170402A	170419A	170402A	S7	66.6	UNKNOWN
210601-210600	210601	210600	S5	309.7	8
210602-210600	210602	210600	S5	176.1	6
210604-210602	210604	210602	S5	179.3	6
210605-210604	210605	210604	S5	179.6	6
210606-210605	210606	210605	S5	205.1	6
210608-210606	210608	210606	S5	134.6	6
210610-210608	210610	210608	S5	81.0	6
Total Length				17,118	

Attachment III
City of Sausalito
Pipeline Cleaning and CCTV Inspection Phase II
Proposed Unit Costs

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
1	Clean mainline sewer pipelines to specifications in advance of CCTV inspection.	17,118	LF		
2	Conduct CCTV inspection of 6-inch diameter private lateral pipelines on Girard, Bonita, and Locust	503	LF		
3	Conduct CCTV inspection of 6-, 8-, and 10-inch diameter and larger sewer pipelines per specifications. Payment for this task includes inspection of associated manholes, and visual inspection of lower laterals from the mainline pipeline at no additional cost.	16,615	LF		
4	Prepare summary documentation and transfer all data to City as required by Technical Requirements	1	LS		

TOTAL ESTIMATED COST BASED ON QUANTITIES SHOWN: \$ _____

IN WORDS _____

Attachment IV
CITY OF SAUSALITO
CLOSED CIRCUIT TELEVISION INSPECTION
TECHNICAL REQUIREMENTS

I. GENERAL

1. The CCTV Inspection Firm (“Firm”) shall perform sewer collection system bypass, cleaning and CCTV inspection of gravity sewer pipelines and specific private laterals as described in the City’s Request for Proposals and these Technical Requirements, which are collectively referenced as the Project Requirements. The Firm shall furnish all labor, tools, and equipment necessary, and shall do all the work necessary to clean and perform video inspection of the sewer mains and laterals, and put in complete order the video logs and report for use by City staff.
2. The Firm shall examine carefully the site(s) of work and shall be informed of the conditions relating to the execution of the work. Failure to do so will not relieve the Firm of its obligation to complete the work in strict accordance with the Project Requirements. The submission of a Proposal shall be conclusive evidence that the Firm has investigated and is satisfied as to the conditions to be encountered, the character, quality and scope of work to be performed, the quantities of materials to be furnished, and the Project Requirements.
3. Work hours are from 8:00 am to 6:00 pm Monday to Friday, excluding City holidays.
4. The Firm shall submit all required plans, procedures and CCTV work to the City in advance of starting work, and shall coordinate with the City on procedures, documentation standards and quality control. No work shall occur without the City’s approval and no payment shall be made prior to the City’s review and approval of the submitted CCTV work.
5. The Firm shall supervise and direct the work using its best skill and attention and shall keep at the project site competent supervisory personnel at all times while work is in progress. The Firm shall designate, in writing, before starting work, a project superintendent who shall be an employee of Firm and shall have complete authority to represent and act for the Firm. The Firm shall notify the Public Works Director or designee (“Engineer”) in writing prior to any change in superintendent assignment.
6. The Firm shall enforce strict discipline and good order among the Firm's employees and other persons carrying out the Work. The Firm shall not permit employment of unfit persons nor persons unskilled in tasks assigned to them. The Engineer shall have the authority to require the Firm to remove undisciplined workers from the work.
7. The Firm shall satisfy itself that the jurisdictions through which its operations and haul routes pass will permit such operations with respect to type of vehicle, laden weights, frequency and dimensions of loads, hours of operation and required traffic control. All

necessary permits, licenses or bonds shall be obtained and paid for by the Firm. The Firm shall be responsible for all site access, and for correcting any damage that is caused to any bridges, culverts, road structures, or other property.

8. The Firm shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.
9. The Firm shall be solely responsible for and have control over means, methods, techniques and procedures for providing adequate safety precautions and coordinating all portions of the Work.
10. The Firm shall so conduct its operations as to offer the least possible obstruction and inconvenience to the public. All public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible. Where the temporary rerouting or closing to traffic of any public street or highway is necessary, the Firm shall make all necessary arrangements with the appropriate city, county or State agency. All costs of complying with public convenience requirements of the Owner or other agencies shall be included in the Proposal.
11. The Firm shall make its own arrangements for planning, permitting, and disposing of materials outside the work site and shall pay all costs involved.
12. All trucks coming to the site or leaving the site with materials or loose debris or liquids shall be loaded in a manner which will prevent dropping of material, debris, or liquids on public streets. Spillage resulting from hauling operations along or across any public traveled way shall be remedied immediately at the Firm's expense.
13. Due care shall be exercised to avoid injury to existing improvements or facilities, utility facilities, adjacent property and trees, shrubs and other plants, whether under or above ground. If such objects are injured or damaged by reason of the Firm's operations, they shall be replaced or restored at the Firm's expense. The facilities shall be replaced or restored to a condition as good as when the Firm entered upon the work. The cost of such repairs shall be borne by the Firm and may be deducted from any monies due or to become due to the Firm.
14. The Firm is fully responsible and accountable for: any loss or damage that may happen to the work or any part thereof; any loss or damage to any of the materials or other things used or employed in performing the work; injury to or death of any person (including but not limited to workers or the public) from any cause whatsoever; or damage to property from any cause whatsoever.
15. The Firm shall comply with all applicable occupation safety and health standards, rules, regulations and orders established by Local, State and Federal agencies. The work area shall be protected at all times by means of adequate number of cones, barricades, flags or whatever means necessary to make the site safe for workers, pedestrians and vehicles. Appropriate personal protection and safety equipment shall be provided by the Firm.
16. All manholes comprise a confined space.

17. The Engineer, and all authorized representatives of the Owner, shall at all times have safe access to the work, and shall be furnished with every reasonable facility for ascertaining that the workmanship is in accordance with the Project Requirements.

The inspection and observation of the work or materials by the Engineer shall not relieve the Firm of any obligations to fulfill its obligations as prescribed. Work and materials not meeting such requirements shall be corrected, and unsuitable work or material may be rejected, notwithstanding that such work or materials have been previously inspected by the Engineer, or that payment therefor has been included in a progress estimate.

The observations and inspections performed by the Engineer shall not relieve the Firm of its responsibility to conduct quality assurance and quality control of the work and to furnish materials and perform work in conformance with the Project Requirements.

18. The Firm shall keep itself fully informed concerning all requirements of law, including but not limited to all State and Federal laws and county and municipal ordinances and regulations which in any manner affect those engaged or employed in the work, the materials used in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same.
19. The Firm shall at all times observe, and shall cause all its agents and employees to observe, all such requirements of laws. If any discrepancy or inconsistency is discovered in the Project Requirements for the work in relation to any such requirements of laws, the Firm shall immediately report the same to the Engineer in writing. The contract between the City and selected Firm shall be governed by the laws of the State of California.
20. The Firm shall be fully informed of the requirements of the Labor Code pertaining to hours of labor, labor non-discrimination, prevailing wages, payroll records, apprentices, and worker's compensation.
21. Attention is directed to the provisions of Chapter 9 of Division 3 of the California Business and Professions Code concerning the licensing of contractors. The Firm shall be licensed in accordance with the laws of the State of California and any Firm not so licensed is subject to the penalties imposed by such laws.
22. The prices paid for the work shall include full compensation for all taxes which the Firm is required to pay, whether imposed by Federal, State or local government. The Firm shall withhold and pay any and all sales and use taxes, withholding taxes, whether State or Federal, Social Security taxes, State Unemployment Insurance charges and all other taxes which are now or hereafter may be required to be paid or withheld under any laws.
23. The Environmental Quality Act (Public Resources Code, Section 21000 to 21176) may be applicable to permits, licenses and other authorizations which the Firm must obtain from State or local agencies in connection with performing the work of the Contract. The Firm shall comply with the provisions of that Act in obtaining such permits, licenses and other authorizations and they shall be obtained in sufficient time to prevent delays to the work.

24. The Firm shall assume all costs arising from the use of patented materials, equipment, devices or processes, used on or incorporated in the work and shall indemnify and save harmless the Owner, the Engineer, and their duly authorized representatives from all suits at law, or actions of every nature for, or on account of, the use of patented materials, equipment, devices or processes. In case such materials, equipment, devices or processes are held to constitute an infringement and their use enjoined, the Firm, at its expense, shall: (a) secure for the Owner the right to continue using said materials, equipment, devices or processes by suspension of the injunction or by procuring a license or licenses, or (b) replace such materials, equipment, devices or processes, or (c) modify them so that they become noninfringing or remove the enjoined materials, equipment, devices or processes and refund the sums paid therefor without prejudice to any other rights of the Owner or the Engineer.
25. The Firm shall conform to the rules and regulations pertaining to sanitary provisions established by the State, and to County, City and municipal laws and ordinances as may be applicable. Owner sanitary facilities will not be available for use by the Firm's employees.
26. Changes and other amendments to the Scope of Work may be made only by a writing executed by authorized representatives of the City and the Firm. The Firm shall be solely responsible for any and all losses, costs, or liabilities of any kind incurred by the Firm in the performance of extra work, any party supplying material or equipment for extra work, or any third party costs that are incurred prior to issuance of written approval of the extra work.
27. No oral agreement or conversation with any officer, agent or employee of the Owner, or with the Engineer either before or after the execution of the contract, shall affect or modify any of the terms or obligations herein contained.
28. Full compensation for conforming to the requirements of the Project Requirements, including furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in protecting or repairing property as specified in the Project Requirements shall be considered as included in the prices paid for the various items of work and no additional compensation will be allowed therefor.

II. PROJECT INITIATION MEETING

Prior to beginning work, a meeting will be held at City Hall. The Project Initiation Meeting will be scheduled to take place at least one week prior to the first day of scheduled work by the Firm.

The purpose of the meeting will be to discuss the pre-inspection submittals that are required by these Technical Requirements, and clarify any questions on procedure, scheduling, product review, approval and/or payment. During this meeting, the Firm's example CCTV inspection video will be reviewed and any changes needed for the project discussed and agreed between the City and Firm.

III. SCOPE OF WORK

The scope of work includes, but is not limited to, the following:

1. General

- A. If property owners will be affected by the Firm's operations, including impacts related to parking and access, the Firm shall notify all property owners who will be impacted at least 48 hours in advance, giving the date, starting and estimated completion time for the work being conducted and any anticipated impact to the property owner. Notification shall consist of a door hanger and/or letter. A sample of the proposed door hanger or letter shall be submitted to the Engineer for review and approval.
- B. The Firm shall bypass pump sewage flows and control traffic around the access manhole or manholes, as needed to complete the work, while work is being performed. A detailed bypass plan and separate traffic control plan shall be submitted to the Engineer for approval before any work takes place.
- C. The Firm shall provide sufficient sewage bypass for the duration of the work. The Firm shall exercise every precaution to protect streams, lakes, reservoirs, bays and coastal waters from pollution with material used for or resulting from the Work and shall conduct and schedule its operations so as to avoid muddying and silting of said streams, lakes, reservoirs, bays and coastal waters.
- D. The Firm shall provide prevention, control, and abatement of water pollution to streams, waterways and other bodies of water. Nothing in the Project Requirements shall relieve the Firm of the responsibility for compliance with applicable statutes relating to prevention or abatement of water pollution. Water containing mud or silt, oil, or greasy substances from the Firm's operations shall be removed from the site at the Firm's expense.
- E. The Firm shall comply with all air pollution control rules, regulations, ordinances and statutes which apply to any work performed pursuant to the Contract, including any air pollution control rules, regulations, ordinances and statutes specified in Section 11017 of the Government Code. Material to be disposed of shall not be burned, either inside or outside the work site.
- F. The Firm shall comply with all local sound control and noise level rules, regulations and ordinances which apply to any work performed pursuant to the Contract.

2. Manhole Inspections

- A. The identified sewer manholes shall be inspected for general construction, condition, and evidence of inflow, infiltration or surcharging. The interior of each manhole shall also be video recorded and documented per MACP standards.
- B. The City will provide the Firm with the following:

- i. Relevant system drawings in hard copy and PDF Format.
 - ii. A list of manholes to be inspected.
 - iii. Assistance in locating manholes that are not clearly visible from the public right of way.
- C. The Firm will be responsible for performing the following tasks:
- i. Assess and record results of manhole inspection on the attached form.
 - ii. Measure depth of each manhole and associated pipelines (rim to the invert of every incoming and outgoing pipe, location and diameter of pipes within the manhole).
 - iii. Perform video inspection of each manhole.
- D. In addition to providing the completed manhole inspection form, the Firm shall provide the following deliverables associated with manhole inspections:
- i. Manhole Inspection Table.
 - ii. List of any manholes within the scope that were not inspected and an explanation of why they were not inspected.
 - iii. Videos in DVD format.
3. Sewer Main Cleaning
- A. Sewer cleaning shall be performed with a hydraulically propelled high-velocity jet and/or a sewer rodder with cutting blades sized appropriately for each segment of pipe. The NASSCO Jetter Code of Practice shall be used as a guide for the selection of the type of jetter nozzle and recommended pressure. The equipment and methods selected shall be satisfactory to the Public Works Superintendent. Jetting of lines shall be performed by pulling the high velocity spray nozzle in the direction opposite to the force created by the water pressure. If a sewer rodder is used to cut roots or debris in a sewer line, the roots or debris shall be removed prior to CCTV inspection.
- B. The intent of sewer line cleaning is to remove all sludge, dirt, sand, rocks, grease, roots and other solids or semisolid material from the pipe to a NASSCO PACP O&M Rating of 2 or lower. Following CCTV inspection, any pipes showing a NASSCO PACP O&M rating of 3 or greater, that can be remedied through cleaning, shall be re-cleaned by the Firm at no additional cost to the City.
- C. If conditions such as broken pipe and major blockages prevent cleaning from being accomplished, or where additional damage would result if cleaning were attempted or continued, such conditions shall be relayed to the City within 24 hours.
- D. If cleaning of entire section cannot be successfully performed from one manhole, the equipment shall be set upon the terminating manhole in a reverse setup, and cleaning attempted.

- E. The Firm shall be responsible for all labor, materials, and permits needed to dispose of resulting fluid that is removed from the pipe. The Firm shall remove all solid material, including material from cleaning activities, from the system and convey the material to the City's waste transfer site at its Corporation Yard for disposition by the City.
- F. The Firm shall take all necessary measures not to damage the sewer mains as a result of the cleaning, and shall be responsible for any repairs to such damage. In addition, cleaning operations must not cause any pipe blockages or sanitary sewer overflows ("SSOs").
- G. When hydraulically propelled cleaning tools or tools that retard the flow in the sewer line are used, precautions shall be taken to ensure that the water pressure created does not damage or cause flooding of public or private property being served by the sewer.
- H. Protruding Taps shall not be removed or damaged, and shall remain in place.
- I. In the event that the Firm's work activities contribute to SSOs, the Firm shall immediately notify the City, take appropriate action to contain and stop the overflow, and clean up the spillage.
- J. The Firm shall carry its own water tank, auxiliary engines, pumps, and hydraulically driven hose reel. Water is available for purchase from the City, and requires a temporary water meter permit. Water may not be taken directly from fire hydrants for cleaning operations. Use of property owners' water for sewer cleaning is not permitted.
- K. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant.
- L. The Firm is responsible for any damage or clean-up on public or private property caused by its sewer cleaning operations.

4. Flow Control

- A. When sewer line depth of flow at the upstream manhole of the section being inspected is greater than twenty (20) percent of the pipe diameter, the flow shall be reduced through bypassing at no additional cost to the City. If bypassing is not feasible, the Firm will be required to simultaneously excavate water from the pipe in front of the CCTV camera as needed to complete CCTV inspection of the sewer main.
- B. Bypassing methods shall be approved by and observed by the City, and completed without causing an SSO. Sewage shall not be allowed to free flow in gutters, streets, or over sidewalks, etc. Nor shall any sewage be allowed to flow into the storm inlets or conduits.
- C. Immediately after the inspection work has been completed, flow shall be restored to normal.

5. Pipeline Video Inspection

- A. Pipeline video inspection shall include physical inspection, QA/QC of inspection records, and producing and logging of the video inspection reports as specified herein. Inspection shall locate associated lower lateral pipelines using a transmitter and receiver.
- B. The television camera used for inspection work shall be color format, specifically designed and constructed for use in sewers. The camera, television monitor, and other components of the video system shall be capable of producing a color picture of quality adequate to identify major defects and locate laterals accurately.
- C. The camera used for sewer pipeline inspections shall operate in 100 percent humidity, be waterproof, and able to withstand long periods of submergence in wastewater.
- D. For inspection of pipes greater than 4 inches in diameter, the camera must be able to pan, tilt and rotate 360 degrees. The tilt arc shall not be less than 225 degrees. A variable intensity control of the camera lights and remote control adjustments for focus and iris shall be located at the monitoring station. The remote control of focus and iris shall range from 1 inch to infinity. The camera and monitor shall be able to produce a minimum of 460 lines of horizontal resolution and 400 lines of vertical resolution and capture images in full color.
- E. Illumination shall be adjustable and even around the sewer perimeter without loss of contrast, flare out of picture, or shadowing. Lighting and camera quality shall be suitable to allow a clear in-focus picture of a minimum of ten lineal feet of the entire periphery of the sewer pipe. The lighting for the camera shall minimize glare. Lighting sensitivity shall be 3 lux or less.
- F. The camera shall be mounted on skids or a tractor suitably sized for the pipe to be televised that will position the camera lens above the liquid flow line, near the center axis of the pipe. Any motorized transporters shall have adjustable speed control.
- G. A minimum 1,500 feet of TV cable on the spool reel shall be provided. The TV cable will be supported by an equal length tag line for removal of the equipment from the pipeline.
- H. The Firm shall use a digital CCTV data acquisition software program for collection of the CCTV data. The program shall include a "viewer" program which allows concurrent viewing of the CCTV data and video. The viewer program shall be provided to the City at no cost. The program shall also be capable of exporting the full CCTV inspection dataset to a single NAASCO PACP compliant database in MS Access format. CCTV observations shall be recorded using NAASCO PACP/MACP/LACP standards. CCTV reports shall be provided in PDF format.
- I. All electrical equipment, including CCTV cameras, must be approved for use in a hazardous location and wet environment by a Nationally Recognized Testing Laboratory. This equipment must be approved for use in Class I, Division I, Group 0 Hazardous Locations as defined by the National Fire Protection Association ("NFPA") Code 820-1999.
- J. The inspection will be completed one manhole-to-manhole pipe section at a time, in the direction of flow, and the flow in the section being inspected will be suitably controlled as

specified.

- K. The camera shall be moved through the line at a moderate rate, stopping when necessary to permit proper documentation of the condition of the sewer. In no event will the television camera be pulled at a speed greater than 30 feet per minute.
- L. If a buried manhole is encountered during the course of the CCTV inspection, the Firm shall attempt to CCTV through the buried manhole or conduct the inspection in the reverse direction if possible. A separate inspection shall be started for the additional pipe segment. The Firm shall notify the CITY of the buried manhole and/or if the manhole needs to be exposed in order to complete the inspection.
- M. The Firm's field crews shall be alerted to and shall promptly notify the City whenever they encounter any one of the following conditions:
 - i. Potentially illicit connections draining into the sanitary sewer system or cross connections between the sanitary and storm drain systems.
 - ii. Potentially hazardous materials (liquid or solid).
 - iii. Pipe collapse or blockage requiring immediate attention.
 - iv. Potential network faults where drainage capability and/or safety is significantly affected and timely corrective measures are warranted.
 - v. Locations where the network is at variance to the maps as issued for the work.
 - vi. Locations of system surcharging.
- N. If, during a run, the camera lens becomes soiled or fogged, the camera shall be shut down and the lens cleaned, even if this requires removing the camera from the line. If the camera is removed from the line for lens cleaning or for cleaning the line of fog, the camera shall be returned to the point where acceptable footage was obtained. Footage of the camera being pulled out of the line for lens cleaning shall not be included in the video. If fog is encountered during a run, the Firm shall stop the camera and ventilate the line to remove the fog. Unclear footage will not be accepted by the City.
- O. Manual winches, power winches, TV cable, and power rewinds, or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer conditions shall be used to move the camera through the sewer line. If, during the inspection operation, the television camera will not pass through the entire sewer, the Firm shall set up equipment so that the inspection can be performed from the opposing manhole in a reverse setup.
- P. When manually operated winches are used to pull the television camera through the line, telephones or other suitable means of communication shall be set up between the two manholes of the section being inspected to ensure good communications between members of the crew.
- Q. The importance of accurate distance measurements is emphasized. Measurement for location of defects shall be made by means of a camera-mounted transmitter and

aboveground receiver. Marking on the cable, which requires interpolation for depth of the manhole, will not be permitted.

- R. The “zero” point of the inspection shall be the centerline of the manhole where the camera is inserted. The footage counter shall be set accordingly by adding the footage from the centerline of the manhole to the edge of the manhole plus the camera length (or the camera length plus the camera focal length).
- S. Marking of sanitary sewer structures via GPS shall be performed during this project.
- T. Measurement of all incoming and exiting sanitary sewer structure inverts shall be performed at each asset structure.

IV. INSPECTION QUALITY

- 1. The Firm shall be responsible for implementing quality assurance/quality control procedures necessary to ensure that all CCTV inspection video, digital photographs and observation data meet the requirements herein. The Firm shall be responsible for correcting or re-televising any rejected segments at its own cost. The City reserves the right to suspend the Firm’s work and retain another CCTV inspection firm to complete the work if the Firm fails to correct identified deficiencies or consistently submits deficient CCTV inspection work products.
- 2. The audio portion of the inspection report, recorded at the time of inspection, shall be intelligible in its entirety. The information contained on the audio recording shall include (1) the location of the pipe, (2) the location of the manholes involved, (3) the direction of travel (4) a description of conditions in the pipe as they are encountered, and (5) the location and entrance condition of service laterals.
- 3. The Firm shall deliver the video inspections and logs on a portable hard drive as described under SUBMITTALS.

V. FIELD CONDITIONS

- 1. Roadways
 - A. The Firm shall schedule the work to provide as minimum interruption to traffic as is feasibly possible.
 - B. All vehicular, bicycle, and pedestrian traffic shall be permitted to pass through the work. The full width of the traveled way shall be open for use by public traffic when CCTV inspection operations are not actively in progress on working days.
 - C. The Firm is responsible for providing all traffic control required to complete the project, and for keeping the work area clear of parked vehicles as required. “No Parking” and related signs shall be posted seventy-two (72) hours prior to commencement of the work, and shall meet all City requirements. No additional compensation will be allowed for providing for the free passage of traffic through the work.

- D. All signs and other warning devices shall be provided by the Firm and shall follow the "Manual of Warning Signs, Lighting and Devices for use in the Performance of Work Upon Highways", "Uniform Sign Chart" issued by the Department of Transportation, Division of Operations, and "Manual of Uniform Control Devices".
- E. Free access must be maintained to all fire hydrants, water valves and meters, and commercial and private driveways.
- F. Storage of material and equipment on City streets will not be permitted.
- G. No open sanitary sewer or storm drainage structure access point manholes, catch basins, drainage inlets or other access point structures shall be left unattended.
- H. When not in use, all sanitary sewer structure access point appurtenances must be closed with the corresponding manhole lid, rodding inlet lid, lamphole lid, or other existing cover.

2. Existing Improvements

Existing fence, lawn, survey monuments, or other improvements within the area of the work shall be protected from damage. If damaged, facilities shall be replaced in their present location and condition upon completion of the work at no additional cost to the City. Any existing improvements that are damaged by the Firm shall be replaced or adjusted to the satisfaction of the City.

VI. SUBMITTALS AND DOCUMENTATION

- 1. At least two weeks prior to the Project Initiation Meeting, the Firm shall furnish DVD of a previous sewer inspection that meets these specifications to confirm or otherwise identify the requirements needed to provide a quality product on the City's inspections.
- 2. Three copies of the following additional submittals are required at or prior to the Project Initiation Meeting:
 - A. The Firm's cleaning and inspection schedule, including confirmation of all manholes and their IDs within the project limits.
 - B. Notification materials that will be used in the event that sewer service must be temporarily discontinued during inspection activities.
 - C. Traffic control and bypass plans if applicable. All traffic control plans shall meet the requirements set forth in the 2010 Edition of the Caltrans Standard Specification, Section 12, Temporary Traffic Control.
 - D. Health and Safety Plan.
- 3. The Firm shall furnish one portable hard drive with a color video recording in .mpg format for each section of sewer inspected, and prints of all photographs taken during the inspection.

4. The audio and video shall be free of electrical interference and excessive background noise. Digital video recording playback shall be at the same speed that it was recorded. The Firm shall have all digital video and necessary playback equipment readily accessible for review by the City during the project, after which time the digital video shall be given typed labels and presented to the City as described herein.
5. Portable Hard Drive labels shall identify the Drive number; City's name; project name and contract (if applicable); and Firm name, address and phone number. All labels shall be typed or computer generated. Handwritten labels are not acceptable.
6. Submitted inspection files shall be named in accordance with the following convention:

A. Upstream Manhole ID-Downstream Manhole ID-yymmdd-D-xxx.jpg

Where:

- Upstream/Downstream Manhole ID is the full manhole number
- yymmdd is the date of the inspection
- D is the camera direction (Dwn or Rev)
- xxx is the footage location of the defect or observation (to the nearest foot)

B. If two or more images are captured at the same footage, an "a", "b", etc. shall be added after the footage, e.g.:

312036- 312035-100813-Dwn.123a.jpg

312036- 312035-100813-Dwn.123b.jpg

Other file name formats may be considered acceptable if approved by the City.

7. The following information must be provided as screen text on the video recording:

- Upstream and downstream manhole numbers
- Direction of camera travel
- Location
- Date and time of day
- Job number and/or project name
- CCTV company
- Operator's name

A. The text shall be clearly displayed on a contrasting background (e.g., white text on dark background or black text on white background). This text shall be displayed for approximately 15 seconds or for the duration of the start-up narration, whichever is longer.

B. If an inspection is being performed on consecutive pipe segments with the same setup, this information must be provided at the start of each pipe segment. Note: If the CCTV software being used can only display the "from" and "to" manhole numbers rather than

upstream and downstream numbers (as in the case of a reverse inspection), then the upstream and downstream manhole numbers shall be clearly stated in the startup video narration.

8. During CCTV, the running screen must include the following information. The display of this information must in no way obscure the central focus of the pipe being inspected.
 - Running footage (distance traveled)
 - Upstream and downstream (or “from” and “to”) manhole numbers of inspected pipe segment
 9. The end point of the inspected pipe segment shall be indicated with screen text for approximately 15 seconds. The ending screen text shall indicate the following:
 - Ending footage
 - Date and time of day
 - Upstream and downstream manhole numbers of inspected pipe segment
 10. The CCTV video recordings shall not contain inappropriate language, idle chatter, background noise, and discussions between the operator and other crew members.
 11. A voice narration must be included in the video recording. All video narration must be live by the CCTV operator. Digital voice narration is only allowed if specifically approved by the CITY. This narration must include the following information at the beginning of each pipe segment:
 - Upstream and downstream manhole numbers
 - Direction of camera travel
 - Type (sewer mainline, service sewer line, storm drain) and purpose of inspection
 - Location
 - Date
 - Job number (if applicable) and/or project name
 - Pipe size
 - Pipe material
 - CCTV company
 - Operator’s name
- A. All observations along the length of the pipe must also be narrated, with a description of the observation and clock position, if applicable.
 - B. At the conclusion of the inspection of a pipe segment, the operator shall state the final CCTV footage and indicate that the CCTV inspection of the pipe segment is complete. If the inspection had to be abandoned before reaching the ending manhole, then a statement to

this effect shall be made as part of the ending narration with a reason given as to why the inspection could not be completed.

12. The Firm shall furnish a report and photos indicating the location of all laterals and connections encountered, the location of any breaks, obstructions, offsets, high points, sags or other major defects, and the condition of manholes. All reports shall be neatly typed and shall use the NASSCO PACP/MACP/LACP defect coding system. Individual scores and quick ratings for structural and O&M defects shall be provided.
13. At a minimum, the Firm shall deliver video inspection and logs on a portable hard drive at the 10% completion point and at completion of the project. The portable hard drive shall include the 'viewer' program for the CCTV software that was used to collect the data.

V. SAFETY

The Firm shall have a documented Health and Safety program in place that meets all applicable occupational safety and health standard, rules, regulations and orders established by the State of California. The Firm shall submit a Health and Safety Plan for during or prior to the Project Initiation Meeting.

VI. PERMITS AND LICENSES

The Firm shall procure all permits and licenses, including a City encroachment permit.

VII. MEASUREMENT AND PAYMENT

1. Payment for the work shall include all compensation to be received by the Firm for furnishing all tools, equipment, supplies, and manufactured articles, and for all labor, operations, mobilization, flow bypassing, traffic control, permits, and incidentals appurtenant to the work being described, as necessary to complete the various items of the work specified.
2. Payment shall be at the unit prices provided in the proposal from the start manhole structure to the end manhole structure, or from the start manhole in a forward or reverse setup to a STOP location.
3. Payment for each portion of completed work shall be made only after acceptance by the City of all documentation related to the completed work. Payment shall not be made for any inspection where full and complete documentation are not provided, or where line cleaning and incomplete inspection work are submitted without a picture and thorough, clear and concise description of any STOP event.