

CITY OF COLFAX REQUEST FOR PROPOSALS

SANITARY SEWER CLOSED-CIRCUIT TELEVISION INSPECTION SERVICES

The City of Colfax is soliciting Proposals from California licensed contractors that are qualified and licensed to perform cleaning, television inspection, and recording, by means of a closed circuit color television camera, of sewer gravity mains. The successful contractor shall comply with the requirements and general conditions stated in this request for proposal.

After reviewing the information submitted in response to this Request for Proposals, the City of Colfax expects to enter into a contract with the firm whose proposal best meet the City's requirements.

I. PROJECT DESCRIPTION

The City of Colfax proposes to perform cleaning, television inspection, and recording, by means of a closed-circuit color television camera, of approximately 6,500 linear feet of sewer gravity mains throughout the City. The majority of the main sizes are 6 and 8-inches but include 10, 12, and 15-inch mains.

The City further proposes to inspect by means a video and still photography approximately 21 sewer manholes throughout the City. A map of the anticipated gravity mains and manhole to be inspected is attached. The City reserves the right to revise the map and the anticipated facilities to be inspected at any time.

II. SCOPE OF WORK GENERAL CONDITIONS

CONTRACTOR SHALL:

- Obtain a City of Colfax Business License prior to beginning any work.
- Obtain a Caltrans encroachment permit for work on State Highways.
- Coordinate work with designated City Staff and provide 48 hour notice prior to beginning work.
- Upon completion of the project, all equipment and materials shall be removed from the site.
- The selected Contractor will be required to assume responsibility for all services offered in their proposals. The selected Contractor will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- The general prevailing wage rates for each craft, classification, or type of workman shall be as determined by the Director of Industrial Relations. Copies of the prevailing rate of per diem wages are from the website of the Division of Labor Statistics and Research, California Department of Industrial Relations located at <http://www.dir.ca.gov/dlsr/PWD/index.htm>.

III. CRITERIA FOR EVALUATING PROPOSALS

(Not in any specific order of rank)

- a. Adequately satisfy the City of contractor's qualifications and expertise in executing the proposed project.
- b. Pricing of overall project.
- c. Ability to meet desired timelines.
- d. Evidence of company having performed at least 100,000 feet of cleaning and television inspection within the past three years.

- e. Evidence that all supervisors assigned to this project have three years or greater experience.
- f. Meet all liability insurance and bonding requirements.

IV. PROCESS

**Sealed proposals from interested contractors must be submitted
by 2:00 PM on February 5, 2020 to and with the following information:**

**City of Colfax
ATTN: CITY CLERK
33 S Main Street
Colfax, CA 95713**

2020 CCTV BID – DO NOT OPEN

Incomplete or late proposals will not be considered.

Proposals must identify, at a minimum:

- a. Company name, address, name of the contact person, and phone number.
- b. Completed Fee Schedule.
- c. Indicate State of California Contractor's License classification and number.
- d. Proposal must be signed by an authorized company representative.
- e. Any previous experience on pertinent projects and qualifications of the firm including a reference list with agencies, contact names, and phone numbers.
- f. Provide a sample CCTV (DVD format) showing a sewer main in substandard condition along with the associated printed report **and database file**.

City shall direct the areas of town and the order in which work commences. The City reserves the right to delay scheduled dates if it is to the advantage of the City.

Submission of a proposal shall be deemed evidence that the bidder has familiarized itself with the site and all aspects of the project and has verified its receipt of all addenda to this RFP (bidders are responsible for ensuring they have received any and all addenda prior to bid opening).

The City of Colfax reserves the right to reject proposals determined in the City's sole discretion to be non-responsive to this RFP and to cancel in whole, or in part, this RFP.

Proposals shall not be accepted from contractors and/ or subcontractors ineligible to bid on public works projects pursuant to California Labor Code section 1777.1 or 1777.7.

Within ten (10) days of the notice of award, the successful Firm/Contractor shall execute a contract for the project in the form of the contract attached to this RFP.

Firm/Contractor, after notice of award and prior to execution of the contract must provide copies of all required insurance forms which are attached to this RFP.

Firm/Contractor, after notice of award and prior to execution of the contract, must provide a payment bond in the amount of no less than 100% of the contract price in the form attached to this RFP. No modification of the attached form shall be accepted.

There will be no public opening and reading of Proposal content.

V. ESTIMATED SCHEDULE

Proposals are due by 2:00 PM on February 5, 2020.

Evaluation of Proposals completed by February 10, 2020.

Execution of contract expected by February 20, 2020.

Project completion: The Contractor shall commence work within ten (10) days of the Notice to Proceed (NTP), and diligently prosecute the work to completion by March 31, 2020.

VI. CONTACT PERSON

Questions concerning proposal conditions, timeline and specification shall be in writing and emailed to:

Jim Fletter
Project Manager
Wood Rodgers
530-503-5687 or email jfletter@woodrodgers.com

VII. ATTACHMENTS

Fee Schedule Form
Insurance Requirements and Forms
General Contract
Proposed Scope of Services
Exhibit of Facilities to be Inspected

SANITARY SEWER CLOSED-CIRCUIT TELEVISION SERVICES
AND MANHOLE INSPECTION
FEE SCHEDULE FORM

A. BASE BID

The undersigned declares that he/she has examined the location of the proposed work, that he/she has examined these contract documents, and hereby proposes to furnish all materials, labor, equipment, and perform all work in strict accordance with the said contract documents, for the following unit price:

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	Clean & CCTV 4" Main	LF	300		
2	Clean & CCTV 6" – 8" Main	LF	4,100		
3	Clean & CCTV 10" Main and Larger	LF	2,100		
4	Manhole Inspections	EA	21		

Hourly Rate: \$_____ per hour for pipe cleaning/CCTV/Inspection Crew

CCTV Unit Price (s) is the price the Contractor will charge the City for the above identified line items in accordance with the Scope of Services.

Hourly Rate will apply for emergency or extraordinary, on-call work at the discretion of the City.

The quantities indicated above are estimated. If actual quantity differs by more than 25% +/- then an adjustment to the unit price may be considered upon mutual agreement by both parties. The City is providing an exhibit of the facilities that they anticipate will be inspected; however, the actual facilities (pipes and manhole) may change at the City's discretion with no adjustment to the unit prices.

Project completion: The Contractor shall commence work within ten (10) days of the Notice to Proceed (NTP), and diligently prosecute the work to completion by March 31, 2020.

Contractor's License Number: _____

Contractor's License Classification: _____

IN WITNESS WHEREOF, the undersigned has caused this Bid to be properly executed, as of the date set forth below:

Dated this _____ day of _____ 2020.

CONTRACTOR:

By: _____

TITLE: _____

Contractors Address: _____

Telephone Number: _____

INSURANCE AND LIABILITY

Insurance

Neither the Contractor nor any subcontractors shall commence any work until all required insurance has been obtained at their own expense. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Any insurance bearing on adequacy of performance shall be maintained after completion of the project for the full guarantee period.

Prior to execution of the Contract, the Contractor shall furnish the City with original endorsements effecting coverage for all policies required by the Contract. The Contractor shall not permit any subcontractor to commence work on this project until such subcontractor has furnished the City with original endorsements effecting coverage for all insurance policies required by the Contract. The endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. The endorsements are to be on forms provided or approved by the City. The City may require the Contractor or any subcontractor to furnish complete certified copies of all insurance policies affecting the coverage required by the Contract.

All of the Contractor's policies shall contain an endorsement providing that written notice shall be given to the City at least thirty (30) calendar days prior to termination, cancellation, or reduction of coverage in the policy.

Any policy or policies of insurance that the Contractor elects to carry as insurance against loss or damage to its construction equipment and tools shall include a provision therein providing a waiver of the insurer's right to subrogation against the City and the Engineer.

The requirements as to the types, limits, and the City's approval of insurance coverage to be maintained by the Contractor are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by the Contractor under the Contract.

In addition to any other remedy the City may have, if the Contractor or any of the subcontractors fail to maintain the insurance coverage as required, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due the Contractor under this Contract.

Coverage Requirements

The Contractor and all subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by the Contractor and all subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of the Contractor or any subcontractor to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract.

Worker's Compensation and Employer's Liability Insurance.

Worker's Compensation.

The Contractor and all subcontractors shall maintain insurance to protect the Contractor or subcontractor from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Workers' Act. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable State and Federal statutes and regulations. Prior to commencement of any work on the project, the Contractor shall execute a certificate in compliance with Labor Code section 1861, on the form provided in the Contract Documents.

Claims Against City.

If an injury occurs to any employee of the Contractor or any of the subcontractors for which the employee or the employee's dependents, in the event of the employee's death, may be entitled to compensation from the City under the provisions of the said Acts, or for which compensation is claimed from the City, there will be retained out of the sums due the Contractor under this Contract, an amount sufficient to cover such compensation as fixed by said Acts, until such compensation is paid or it is determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due, the Contractor.

Commercial General and Automobile Liability Insurance.

Form and Amounts.

The insurance shall include, but shall not be limited to, protection against claims arising from death, bodily injury, personal injury, or damage to property resulting from actions, failures to act, operations or equipment of the insured, or by its employees, agents or consultants, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 per occurrence for Automobile Liability Insurance. The amount of insurance coverage shall not be less than \$1,000,000.00 per occurrence for Commercial General Liability Insurance with an aggregate no less than two (2) times the required per occurrence limit applying to bodily injury, personal injury, and property damage, or any combination of the three. Any deductibles must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles as respects the entity, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration expenses, and defense expenses.

Additional Requirements.

The commercial general and automobile liability insurance coverage shall also include the following:

- a. A provision or endorsement naming the City and the City's consultants, and each of their officers, employees, agents and volunteers, each as additional insured with respect to any potential liability arising out of the performance of any work under the Contract, and providing that such

insurance is primary insurance as respects the interest of the City, and that any other insurance, risk pool membership, or other liability protection maintained by the City or maintained by the Engineer is excess to the insurance required hereunder, and will not be called upon to contribute to any loss unless and until all limits available under the contractor's and subcontractor's insurance policy/policies have been paid.

- b. A "Cross Liability" or "Severability of Interest" clause. Broad Form Property Damage, Personal Injury, Contractual Liability, Protective Liability, and Completed Operations coverages, and elimination of any exclusion regarding loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to by insurers as the "XCU" hazards.
- c. A provision or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by the Contractor under the Contract, including, without limitation, indemnity and litigation costs.
- d. A provision or endorsement stating that any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its officers, officials, employees, or volunteers.
- e. A provision or endorsement stating that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

SPECIAL NOTICE: Claims Made Coverage.

Liability insurance coverage shall not be written on a "claims made" basis. The Certificate of Insurance must clearly provide that the coverage is on an "occurrence" basis.

Indemnity and Litigation Costs

Promptly upon execution of the Contract, the Contractor specifically obligates itself and hereby agrees to protect, hold free and harmless, defend and indemnify the City, the Engineer and their consultants, and each of their officers, officials, employees agents and volunteers, from and against any and all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including without limitation attorneys' fees and other costs of litigation, which arise out of or are in any way connected with the Contractor's, or its subcontractors' or suppliers', performance of work under this Contract or failure to comply with any of the obligations contained in the Contract. This indemnity shall not extend, however, to attorney fees and costs incurred by the City in prosecuting or defending against the Contractor in any proceeding, and shall imply no reciprocal right of the Contractor in any action on the Contract pursuant to Civil Code section 1717 or section 1717.5. To the fullest extent legally permissible, this indemnity and hold harmless agreement by the Contractor shall apply to any and all acts or omissions, whether active or passive, on the part of the Contractor or its agents, employees, representatives, or subcontractor's agents, employees, and representatives, resulting in claim or liability, whether or not any acts or omissions of any of the parties to be indemnified hereunder may also have been a contributing factor to the liability, except such loss or damage which was caused by the active negligence, the sole negligence, or the willful misconduct of the City.

In any and all claims against the City or the Engineer and their consultants, and each of their officers, employees and agents by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation statutes, disability benefit statutes or other employee benefit statutes.

Accidents

The Contractor shall provide and maintain, in accordance with Labor Code section 6708 and OSHA requirements, adequate emergency first-aid treatment for its employees and subcontractors and anyone else who may be injured in connection with the work.

The Contractor shall promptly report in writing to the Engineer all accidents whatsoever arising out of, or in connection with, the performance of the work, whether on or adjacent to the Site, which cause death, personal injury, or property damage, giving full details and statements of witnesses. In addition, if death or serious injury or serious damage are caused, the accident shall be reported immediately by telephone or messenger to the City and the Engineer.

If any claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the Engineer, giving full details of the claim.

No Personal Liability

Neither the City, the Engineer, nor any of their other officers, agents, or employees shall be personally responsible for any liability arising under the Contract, except such obligations as are specifically set forth herein.

SANITARY SEWER CLOSED-CIRCUIT TELEVISION SERVICES
AND MANHOLE INSPECTION
FEE SCHEDULE FORM

A. BASE BID

The undersigned declares that he/she has examined the location of the proposed work, that he/she has examined these contract documents, and hereby proposes to furnish all materials, labor, equipment, and perform all work in strict accordance with the said contract documents, for the following unit price:

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CONTRACTOR:

By: _____

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All of the Contractor's policies shall contain an endorsement providing that written notice shall be given to the City at least thirty (30) calendar days prior to termination, cancellation, or reduction of coverage in the policy.

Any policy or policies of insurance that the Contractor elects to carry as insurance against loss or damage to its construction equipment and tools shall include a provision therein providing a waiver of the insurer's right to subrogation against the City and the Engineer.

The requirements as to the types, limits, and the City's approval of insurance coverage to be maintained by the Contractor are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by the Contractor under the Contract.

In addition to any other remedy the City may have, if the Contractor or any of the subcontractors fail to maintain the insurance coverage as required, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due the Contractor under this Contract.

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- a. A provision or endorsement naming the City and the City's consultants, and each of their officers, employees, agents and volunteers, each as additional insured with respect to any potential liability arising out of the performance of any work under the Contract, and providing that such

insurance is primary insurance as respects the interest of the City, and that any other insurance, risk pool membership, or other liability protection maintained by the City or maintained by the Engineer is excess to the insurance required hereunder, and will not be called upon to contribute to any loss unless and until all limits available under the contractor's and subcontractor's insurance policy/policies have been paid.

- b. A "Cross Liability" or "Severability of Interest" clause. Broad Form Property Damage, Personal Injury, Contractual Liability, Protective Liability, and Completed Operations coverages, and elimination of any exclusion regarding loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to by insurers as the "XCU" hazards.
- c. A provision or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by the Contractor under the Contract, including, without limitation, indemnity and litigation costs.
- d. A provision or endorsement stating that any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its officers, officials, employees, or volunteers.
- e. A provision or endorsement stating that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

SPECIAL NOTICE: Claims Made Coverage.

Liability insurance coverage shall not be written on a "claims made" basis. The Certificate of Insurance must clearly provide that the coverage is on an "occurrence" basis.

Indemnity and Litigation Costs

Promptly upon execution of the Contract, the Contractor specifically obligates itself and hereby agrees to protect, hold free and harmless, defend and indemnify the City, the Engineer and their consultants, and each of their officers, officials, employees agents and volunteers, from and against any and all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including without limitation attorneys' fees and other costs of litigation, which arise out of or are in any way connected with the Contractor's, or its subcontractors' or suppliers', performance of work under this Contract or failure to comply with any of the obligations contained in the Contract. This indemnity shall not extend, however, to attorney fees and costs incurred by the City in prosecuting or defending against the Contractor in any proceeding, and shall imply no reciprocal right of the Contractor in any action on the Contract pursuant to Civil Code section 1717 or section 1717.5. To the fullest extent legally permissible, this indemnity and hold harmless agreement by the Contractor shall apply to any and all acts or omissions, whether active or passive, on the part of the Contractor or its agents, employees, representatives, or subcontractor's agents, employees, and representatives, resulting in claim or liability, whether or not any acts or omissions of any of the parties to be indemnified hereunder may also have been a contributing factor to the liability, except such loss or damage which was caused by the active negligence, the sole negligence, or the willful misconduct of the City.

In any and all claims against the City or the Engineer and their consultants, and each of their officers, employees and agents by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation statutes, disability benefit statutes or other employee benefit statutes.

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The Contractor shall provide and maintain, in accordance with Labor Code section 6708 and OSHA requirements, adequate emergency first-aid treatment for its employees and subcontractors and anyone else who may be injured in connection with the work.

The Contractor shall promptly report in writing to the Engineer all accidents whatsoever arising out of, or in connection with, the performance of the work, whether on or adjacent to the Site, which cause death, personal injury, or property damage, giving full details and statements of witnesses. In addition, if death or serious injury or serious damage are caused, the accident shall be reported immediately by telephone or messenger to the City and the Engineer.

If any claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the Engineer, giving full details of the claim.

No Personal Liability

Neither the City, the Engineer, nor any of their other officers, agents, or employees shall be personally responsible for any liability arising under the Contract, except such obligations as are specifically set forth herein.

PROPOSED SCOPE OF SERVICES:

SANITARY SEWER CLOSED-CIRCUIT TELEVISION AND MANHOLE INSPECTION SERVICES

A. GENERAL

1. The purpose of this proposal is to engage a qualified firm to provide sewer closed-circuit television (CCTV) services. This project continues the CCTV inspection of the city's sewer gravity mains. The majority of the work will include the CCTV of approximately 6,5000 linear feet of sewer gravity main and 21 manholes.
2. The sizes of the mains to be inspected are generally 6 and 8-inch. The size of manholes to be inspected are generally 48-inch.
3. A map of the City sewer system is provided for estimating and planning purposes only. This map will be used by the contractor to indicate actual pipe sizes and any other discrepancies found in the field.
4. The Contractor may use the City's Maintenance Yard to park contractor's construction equipment and/or to store contractor's materials. The use of City's Maintenance Yard may be requested in writing. If such request is permitted, the City will assume no responsibility for any damage or stolen equipment and materials resulting from the contractor's permitted use of the City Maintenance Yard.
5. The Contractor is to provide a cleaning and inspection schedule one week prior to commencement of work, for review and acceptance by the City.
6. Before final acceptance of the work by the City, the Contractor shall review with the City the findings of the fieldwork to confirm that all necessary work has been performed as needed. This shall include a review of finished written records of the defects found, the USB Hard Drive Video Files, and any sketches or diagrams prepared to illustrate defects found.
7. Traffic control for sewer inspection shall be the responsibility of the Contractor and shall conform to the Work Area Traffic Control Handbook (WATCH). All traffic control costs shall be included in the unit price on the fee schedule form.
8. If the Contractor uses municipal water for a water supply, the Contractor shall obtain a permit from the Place County Water Agency (PCWA). Operation of hydrants shall be in accordance with PCWA requirements.
9. Debris removed during the operation shall be the property of the Contractor and shall be disposed of in compliance with all local, state, and federal laws and regulations.
10. The Contractor and each subcontractor employed upon the work must have or obtain a valid business license in accordance with the provisions of the Colfax Municipal Code. For all inspection work, the Contractor shall obtain, at no cost to the Owner, the required permits, licenses or rights of entry authorizing the Contractor to perform said maintenance work for the Owner. The Contractor shall obtain all necessary operation and maintenance permits prior to commencement of work, and shall provide copies of permits to the City Project Manager within seven (7) days of receipt. The Contractor shall comply with all the requirements and conditions of these permits, licenses or rights of entry as well as all conditions and requirements of the Owner's Encroachment Permit. This Contract may require but is not limited to the following permits or licenses:

- a. ☐ City of Colfax Encroachment Permit (Fee exempt)
 - b. ☐ City of Colfax Business License (Fee Required)
 - c. ☐ Caltrans – for work within Caltrans R/W (Fee Required)
11. Mobilization and demobilization cost shall be included in the unit price on the fee schedule form.
12. Plugging, blocking or bypass pumping may be allowed, at the discretion of the City, if necessary, to meet requirements of flow volume in the pipe. Plugging or blocking shall be included in the unit price on the fee schedule form. Bypass pumping shall be compensated based upon actual time and material associated with the operation. Sewer mains shall remain in service during inspection.
13. In two (2) working days after being notified to inspect a particular section of sewer mains, the Contractor shall begin CCTV inspection, and shall diligently pursue that work to completion.

B. SEWER CLEANING:

1. All sewers shall be flushed at least once with hydro cleaning equipment (Hydroflush) 24 hours prior to CCTV except as directed otherwise by the City.
2. Contractor shall use the appropriate nozzle or cutter head, (e.g. high velocity, water jet, root cutter, etc.), to accomplish the cleaning as required for that particular reach of sewer main.
3. Cleaning methods shall be employed to sufficiently clean the pipe so the camera can pass and can fully ascertain and document the structural and operational condition of the pipe. Any costs associated with CCTV work that is necessitated by the Contractor's failure to sufficiently clean the main shall be borne entirely by the Contractor.
4. The Contractor keep records of the cleaning operation including the location of the cleaning operation, the number of feet cleaned and the conditions encountered for each section of sewer main that is cleaned. The condition records shall include the type of material removed (grit, grease, rock, concrete, soil, etc) and the amount of material removed (light, medium, heavy). The maintenance reports shall be delivered along with other materials when a designated area of work has been completed.

C. TELEVISION INSPECTION:

1. The Contractor shall visually inspect, record (MPEG or other approved format), and provide both written and computerized logs of all inspected sewers. The City, prior to commencement of work, shall approve the Contractors log format.
2. The Contractor shall develop/use a data collection inventory/maintenance report form approved by the City to record the conditions encountered for each sewer main segment that is CCTV'ed. The report forms shall be delivered along with logs, a transfer of USB Hard Drive Video Files and other materials when a designated area of work has been completed.
3. The Contractor shall use equipment specially designed and constructed for sewer inspection and televising. The camera must have light sources of suitable illumination output to provide a clear picture of the entire periphery of pipe. The camera must be

able to be rotated to a position that will assure that the total periphery of the sewer is in focus at all times, regardless of the diameter of the pipe being inspected. The camera, transport system, and other components of the video system shall be capable of producing a picture adequate for the purposes of the inspection as stated herein. The adequacy of the proposed equipment, resulting video recordings and the assessment logs shall be demonstrated to the City, if so requested, prior to award of contract. Cost of such demonstration shall be borne by the Contractor.

4. A cable footage counter, accurate to within one (1) foot in 1000 feet, shall be used and shall be indicated on the monitor and recorded on the USB Hard Drive Video Files. The date of inspection, continuous forward and reverse readout of camera distance from referenced access hole, as well as the run number shall be displayed continuously on the monitor and recorded on the USB Hard Drive Video Files. The station or footage indicating the center of the manhole at the start of each run shall be set to accurately reflect a starting position 0.00 feet.
5. Every sewer main assessment shall begin with a view of the open manhole and shall proceed uninterrupted with the insertion of the camera into the manhole with the subsequent sewer main assessment.
6. Contractor shall provide corrective services in thirty days without charge to the City for services, which fail to meet the standards and the specific guarantee requirements set forth in this Scope of Work, and are reported to Contractor in writing. Should the Contractor fail or refuse to perform promptly its obligations under this warranty, the City may render or undertake the performance thereof and the Contractor shall be liable for any expenses thereby incurred.

D. QUALIFICATIONS, VIDEO RECORDING AND RECORD KEEPING:

1. Experienced and pre-qualified personnel utilizing equipment and materials meeting the requirement of these specifications shall perform all work. Pre-qualifications shall require that the contracting company and job supervisor each have a minimum of three (3) years experience in the performance of the type of work specified and shall have specifically performed at least 100,000 linear feet of television inspections within the past three years. The company must demonstrate to the satisfaction of the City they have the capabilities and overall experience, equipment, and expertise to satisfactorily complete the project in accordance with these specifications.
2. All closed-circuit television (CCTV) operators shall be certified by the National Association of Sewer Service Companies (NASSCO) by passing the Pipeline Assessment and Certification Program (PACP). The methodology of evaluation, data collection, and reporting criteria used for the NASSCO certification shall be practiced for all CCTV inspections. No work under this Contract shall be performed by non-NASSCO certified operators. Contractor shall provide the Project Manager with copies of its CCTV operators' NASSCO certifications when requested.
3. Written reports (format submitted/approved by City prior to commencement) shall contain as a minimum the following information:
 - a) Date and time of inspection
 - b) Name of Contractor
 - c) Names of operating technician/inspector

- d) Name of supervisor on duty at time of inspection
 - e) Pipe size, material and total length
 - f) Number and street or intersection location and the City designated number for the starting manhole
 - g) Number and street or intersection location and the City designated number for the ending manhole
 - h) Distance of main between center of starting and ending manholes or cleanout.
 - i) Direction of inspection (upstream or downstream).
 - j) The Video File number.
 - k) Observations, comments, recommendations, laterals referenced to footage counter and Video File clock.
4. At all points within the sewer showing laterals, sewer appurtenances, or defects, the Contractor shall stop the camera, rotate (up to 360 degrees) and/or tilt the camera lens to ensure adequate video coverage.
 5. If a situation as described in item #16 above is found in video and not rotate inspected, the Contractor at its expense and direction of the City will perform another CCTV inspection to the lateral, sewer appurtenance, or deficiency.

If it is determined that a deficiency did not exist the Contractor will be allowed to submit with the monthly or final progress payment a hourly charge based on the bid fee schedule.
 6. The camera shall be moved through the line in either direction at a uniform rate stopping when necessary to ensure proper documentation of the sewer's condition but in no case shall the television camera be pulled at a speed greater than thirty feet per minute (30 fpm)
 7. The camera shall be stopped and/or backed up to view and analyze conditions that appear unusual or uncommon to a sewer main in good condition. There shall be no loss of CCTV quality at any time.
 8. As the video recording is produced, the technician shall provide an audio narration of the inspection (integral to the recording) to include identification of the sewer main location, by street intersection location or street address as well as by City manhole number, inspection direction (upstream/downstream) and complete descriptions of the line conditions as they are encountered. The audio portion of the recording shall be free from electrical interference, feedback, hum, and background noise.
 9. If the camera cannot pass the entire sewer reach from its point of insertion, the reach shall be inspected from both directions. The inspection logs for the reach shall include an identification of the nature and location of the blockage. The Contractor shall notify the City immediately of any such obstruction so that it may be verified and/or repaired.
 10. Video runs showing condensation or submersion of the lens, poor or out-of-focus images, poor audio, or otherwise poor image quality shall be cause for rejection and

may necessitate re-televising at the Contractor's expense if the City determines the video run is not of acceptable quality.

11. Television inspection of sewer mains with high volumes of flow (pipe running 1/3 full or more) will be done at night between the hours of 10 p.m. and 5 a.m. unless otherwise directed by the City. No adjustment in cost shall be allowed for night work. Notwithstanding, the Contractor shall always use whatever mechanical means are available, including modification or changing of the camera wheels or treads, to insure that the image is recorded in an upright, un-rotated position. The City reserves the right to reject any video recording where changes in the orientation of the camera could have been corrected by such modifications.
12. The USB Hard Drive and Video Files shall become the property of the City.

D. MANHOLE INSPECTION:

1. Manholes shall be inspected to assess general physical condition and to locate leaks which are causing or could cause soil erosion and degradation to the sanitary systems, and/or other underground utilities or surface structures, and which are allowing leaks into, or out of, the sewer system..
2. Observations shall be recorded on a manhole physical inspection report form. Information recorded on these forms shall include but not be limited to location of the structure, relationship of a structure's incoming and outgoing lines, size of lines, depth of structure, condition of cover, ring, wall, bench and invert, type of material, and any other pertinent information which would allow sources of Infiltration/Inflow.
3. If requested by the Engineer, horizontal GPS coordinates, to an accuracy of 1 meter, shall be obtained for each manhole, geo-referenced and recorded.
4. Owner to provide manhole and lift station I.D. Residential addresses will I.D. private property.
5. Color photographs shall be taken of the interior and exposed exterior of all manholes and shall portray any defects as best as possible. The main purpose of the photographs is to assist management in decisions for future testing or rehabilitation purposes. The Contractor will propose a record keeping form based on NASSCO standard or other best management practices that are approved in advance by the City.
6. Besides any hard copy in the reports, photographs shall be provided to the Owner in a digital electronic in the JPEG format. Each digital photo file and photograph, shall have a unique I.D. applied to it that will indicate which manhole or Lift station is pictured, and will correspond to that features I.D. in the data. The records will be provided on the same media as the CCTV inspection data.
7. Contractor shall furnish all data and photographs gathered in the field investigation, and it shall be incorporated into a report listing all findings and recommendations for future inspection or rehabilitation.

