

ARLINGTON COUNTY DES ENGINEERING

SPECIAL CONDITIONS

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PROJECT SUMMARY

The Contractor shall provide all resources to successfully perform the terms of this contract in accordance with project plans, and in compliance with Arlington County and VDOT Standards and Specifications. The Contractor shall perform the work complete, in place, tested, and ready for continuous service.

All work within the VDOT Right-Of-Way shall be performed in accordance with the VDOT Standards and Specifications, unless otherwise noted. All work within the County Right-Of-Way shall be in accordance with the Arlington County Standards and Specifications, unless otherwise noted.

The work performed under this contract will consist primarily of Capital Improvement Projects which involve improvements to existing infrastructure in Arlington County and VDOT Right-Of-Way. Projects will vary in size and shall not exceed \$500,000 per task order and the total expenditures for this contract are expected to be up to \$1,500,000 annually.

SUPPLEMENTS TO THE GENERAL CONDITIONS

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These Conditions modify the Arlington County Construction General Conditions. All provisions that are not modified or deleted by these Supplemental Conditions shall remain in full force and effect.

The address system used in these Supplemental Conditions is the same as the address system used in the General Conditions, with the prefix "SC" added thereto.

ARTICLE B – DRAWINGS, SPECIFICATIONS AND RELATED DATA

SC-B.10 TESTS

Add the following new language to Paragraph B.10:

All materials testing shall be in compliance with the Arlington County Materials Testing Specification Reference. This document specifies the method and frequency of testing for Arlington County projects. A copy of this document is included in the bid documents. This shall be incidental to the work and no separate payment will be made.

The Contractor shall engage the services of a geotechnical company, acceptable to both the County and VDOT, to conduct all materials testing per the County and VDOT Specifications.

If it is observed that samples for testing are being improperly taken or that samples are being taken from an area that is not fully representative of all project conditions, then the Contractor shall take and test additional samples at the County Project Officer's request from areas designated by the County Project Officer and at the Contractor's expense.

In addition, the Contractor shall provide the County with unfettered site access as needed for VDOT/County personnel or VDOT/County consultants to enter the site, inspect, and perform any additional testing for any and all materials (including soil, concrete, asphalt, etc.).

Compaction results must meet VDOT Specifications and be certified by a Geotechnical Engineer licensed in Virginia. This work shall be at no cost to the County.

SC-B.13 SURVEYS AND CONTROLS

Delete Paragraph B.13 in its entirety and insert the following in its place:

Unless otherwise stated, the County will provide horizontal and vertical reference points necessary for the Contractor to proceed with the Work. The Contractor shall carefully preserve all reference points, and in the case of destruction thereof by the Contractor or due to the negligence of the Contractor or of any subcontractor, the Contractor shall be responsible for expense and damage resulting therefrom and shall be responsible for any mistakes or construction errors that may be caused by the loss or disturbance of such reference points. The Contractor shall be responsible for laying out the Work and shall

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retain a professional land surveyor licensed in the Commonwealth of Virginia to survey and provide all necessary construction layouts and to establish all control lines, grades, and elevations during construction.

ARTICLE C – COUNTY, COUNTY PROJECT OFFICER, AND CONTRACTOR RELATIONS

SC-C.1 STATUS OF COUNTY PROJECT OFFICER OR DESIGNEE

Add the following new language to Paragraph C.1:

The County Project Officer will coordinate and consult with the VDOT Field Inspector as appropriate when working within the VDOT Right-Of-Way.

SC-C.4 INSPECTION OF WORK

Add the following new language to Paragraph C.4:

The Contractor shall notify the Project Officer at least 3 working days prior to disturbing any existing, or installing any new, traffic signs, signals, or other traffic control devices. The Contractor shall allow 3 working days for the inspection and approval of the premarkings prior to placing the permanent markings.

SC-C.9 CONTRACTOR MANAGEMENT PERSONNEL

Add the following new language to Paragraph C.9:

For each task order:

Site Supervisor:

The Contractor shall have a qualified and experienced site supervisor who can clearly communicate technical matters on-site at all times when construction activity is occurring or when the site is not in a secure state.

Safety Project Officer:

The Contractor shall have at least one (1) employee certified by VDOT in Basic Work Zone Traffic Control on-site at all times that work is occurring and be responsible for the following:

- Placement, maintenance, and removal of work zone traffic control devices,
- Compliance with permit requirements and conditions, approved plans and specifications, the Virginia Work Area Protection Manual, and the Manual of Uniform Traffic Control Devices.

The flagger shall be certified in accordance with the VDOT Flagger Certification Program, the American Traffic Safety Services Association Flagger Certification Program or any other

VDOT approved flagger program. The flagger shall have his/her certification card with them at all times while performing flagging activities.

OSHA Certified Employee(s)

The Contractor shall have at least one (1) employee certified in OSHA 10 on-site at all times that work is occurring. The employee shall have served as a Project Safety Officer on at least three (3) prior projects. If the contractor has multiple employees with these requirements, the Contractor shall clearly identify which employee shall serve as the Project Safety Officer.

Environmental Project Officer:

For each task order, the Contractor shall have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. The contractor employee shall be on-site during all land disturbance activities. The Contractor shall be responsible for ensuring compliance with all applicable local, State, and Federal erosion and sediment control regulations and permits during land disturbance activities.

If the Contractor proposes to deviate from the approved Erosion and Sediment Control Plan, it shall be the Contractor's responsibility to coordinate and obtain approval from the County Project Officer prior to implementing any changes.

SC-C.13 PROTECTION OF WORK AND PROPERTY

Add the following new language to Subparagraph C.13.c:

The Contractor shall be responsible for all damages caused by their construction activities. The Contractor shall perform or provide repairs, replacements, and restoration to all property that has been damaged resulting from construction operations performed by the Contractor, and shall meet the following requirements:

1. Restore all areas to conditions that existed prior to construction. Remove and Replace damaged items with items equal to or better than the damaged items.

ARTICLE E – LEGAL RESPONSIBILITY AND PUBLIC SAFETY

SC-E.1 SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK

Add the following new language at the end of E.1:

When construction activity reaches in proximity to existing utilities, the trench(es) shall be opened a sufficient distance ahead of the work or test pits shall be made to verify the exact location and inverts of the utility to allow for possible changes in the line or grade as

directed by the Project Officer. This shall be incidental to the work and no separate payment shall be made.

SC-E.2 PUBLIC CONVENIENCE

Add the following new language to Paragraph E.2:

The Contractor shall set up controls at the beginning of each work day and take down controls at the end of each work day for the duration of the project. At all times the Contractor shall maintain safe two-way vehicular traffic, and safe accessible pedestrian traffic in conformance with County and VDOT standards.

At all times the Contractor shall use the personnel and traffic control signs and devices necessary to comply with the Virginia Work Area Protection Manual and Part VI of the "National Manual on Uniform Traffic Control Devices." The Contractor has sole responsibility for ensuring that its operations are conducted in a safe manner and notwithstanding any other provision to the contrary, shall fully indemnify Arlington County, its officers, agents and employees for any damage or injury related to traffic operations which is caused by negligent or otherwise improper or deficient performance under the Contract or nonperformance of the terms of the Contract. All personnel, signs, barricades and any other items necessary for the maintenance of traffic and safety shall be provided by the Contractor.

When conditions warrant due to traffic volumes, patterns, or special events, the County may suspend or otherwise direct the Contractor's activities to protect the public and or the County's transportation network.

When the project includes a VDOT and/or County approved MOT Plan (or Plans), the Contractor shall strictly abide by this plan. If the Contractor proposes to deviate from the approved MOT Plan for a County road, it shall be the Contractor's responsibility to coordinate and obtain approval from the County Project Officer prior to implementing any changes. If the Contractor proposes to deviate from the approved MOT Plan for a VDOT road, it shall be the Contractor's responsibility to coordinate and obtain approval directly from VDOT prior to implementing any changes.

Prior to any lane closures within the VDOT Right-of-Way, the County Project Officer and VDOT Field Inspector must be notified in advance of such lane closure in accordance with VDOT requirements.

The Contractor shall not be entitled to any additional payment for changes to MOT which are the result of the Contractor's work schedule or resource allocation, weather delays, or other factors not controlled by the County.

Failure of the Contractor to correct any MOT deficiency immediately upon notification may result in the project being shut down until the deficiency is corrected, and a reduction from

the amount of payment due in the amount of \$1,000.00 per violation. Repeated violations of this provision may result in contract termination.

The Contractor shall install project information signs (size - 36"x48") in at least two (2) different locations for each site. Signs will be supplied by the County. Sign posts and incidentals necessary for a complete installation of the signs shall be furnished by the Contractor. Signs shall be installed at least two (2) weeks prior to the start of the construction. The Contractor shall coordinate the location of the signs with the Project Officer. After the project has been completed the Contractor shall remove and return the signs to the County Project Officer. The cost for this work shall be considered incidental to other items within the Contract and no separate payment will be made.

At the close of each work day, the area of work shall be confined to the smallest area possible, but in no event larger than the area designated in the Construction Documents, so that the maximum use of the street and sidewalk shall be restored and the hazard to traffic reduced to the minimum.

The Contractor shall preserve all bus stops, including maintaining adequate accessibility through and adjacent to the construction for buses and their passengers. The Contractor shall not close, relocate, or otherwise modify a bus stop without prior request of the Project Officer. Any relocation or closure of a bus stop will require at least four weeks advance notice for coordination with the county's bus stop coordinator.

SC-E.10 SITE CLEAN-UP AND WASTE DISPOSAL

Add the following new language to Paragraph E.10:

The County's Earth Products Recycling Yard (located at 4300 29th Street South, Arlington, VA) shall **not** be used on an as-needed basis for unspecified quantities of waste (due in part to the limited size of the Yard). Although atypical, the Yard **may** be considered, on a case-by-case basis, for disposal of specific types/quantities of waste from County construction projects. In such cases disposal arrangements must be approved by the County Project Officer, be made in advance, depend on available space and the type/quantity of waste, and comply with certain requirements (for example, concrete shall be broken into pieces no longer than 24" in any dimension, contain less than 20% soil content, and be free of rebar).

SC-E.11 STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Delete Paragraph 2.

ARTICLE F— PROGRESS AND COMPLETION OF THE WORK

SC-F.2 TIME FOR COMPLETION

Delete Paragraph F.2 and replace with the following language:

It is hereby understood and mutually agreed by and between the Contractor and the County that the Commencement Date, the rate of progress, and the Time for Completion of the Work to be done hereunder are essential conditions of the Contract. The Contractor agrees that the Work shall be started promptly upon receipt of a written Notice to Proceed in accordance with the accepted schedule. Additional time shall not be allowed for holidays or weather delays except as allowed in the contract.

SPECIAL CONDITIONS

These Special Conditions include any project-specific requirements in addition to the General Condition, Supplementary Specifications, and the County Standards Referenced herein.

1. **CONSTRUCTION STANDARDS**

All work shall conform to project plans and specifications along with the current edition of following County and VDOT construction standards and specifications:

- **The Arlington County Department of Environmental Services (DES) Bike Parking Standards**, a copy of which may be downloaded at no charge from the internet at: <https://info.arlingtontransportationpartners.com/arlington-county-bike-parking-standards>
- **The Arlington County Department of Environmental Services (DES) Construction Standards and Specifications**, a copy of which may be downloaded at no charge from the internet at: <http://topics.arlingtonva.us/building/construction-standards-specifications/>
- **The Arlington County Department of Environmental Services (DES) Traffic Signal Specifications**, a copy of which may be downloaded at no charge from the internet at: <https://transportation.arlingtonva.us/traffic-signal-specification-updates/>
- **The Arlington County Department of Environmental Services (DES) Streetlight Specifications**, a copy of which may be downloaded at no charge from the internet at: <https://transportation.arlingtonva.us/streets/street-lights/lighting-standards-specifications-updates/>
- **The Arlington County Department of Environmental Services (DES) Pavement Marking Specifications**, a copy of which may be downloaded at no charge from the internet at: <http://transportation.arlingtonva.us/streets/traffic-signals/>
- **The Arlington County Department of Parks and Recreation (DPR) Specifications**, a copy of which may be downloaded at no charge from the internet at: <https://www.arlingtonva.us/Government/Departments/Parks-Recreation/About/Design-Standards>
- **The Virginia Department of Transportation (VDOT) Road and Bridge Standards and Specifications**, a copy of which may be downloaded at no charge from the internet at: <http://www.virginiadot.org/business/const/spec-default.asp>
- **The Virginia Work Area Protection Manual (WAPM)**, a copy of which may be downloaded at no charge from the internet at: <https://www.virginiadot.org/business/trafficeng-WZS.asp>
- **Manual on Uniform Traffic Control Devices(MUTCD)**, a copy of which may be downloaded at no charge from the internet at: http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm

- **The Arlington County Department of Environmental Services (DES) Dechlorination and Disposal Procedures**, a copy of which may be downloaded at no charge from the internet at: <https://www.arlingtonva.us/Government/Programs/Water-Utilities/Discharging-Chlorinated-Water>
- **The Supplementary Specifications listed within the Contract.**

In case of a discrepancy, the following order of priority will apply, with the highest governing item appearing first and the least governing item appearing last:

The Contract Bid Items

Special Conditions

Contract Drawings

Supplemental Specifications

Arlington County Construction Standards and Specifications

External Agency Specifications

2. PERMITS

Permits required for the project include, but are not limited to:

- **County Land Disturbing Activities (LDA) permit**
- **County Public Right-Of-Way (PROW) permit**
- **County Transportation Right-Of-Way(TROW) permits**
- **County Resource Protection Area (RPA) permit**
- **County Water Meter and Fire Hydrant permits**
- **VDOT Land Use permit**
- **VA DEQ Virginia Storm Water Management Program (VSMP) permit**
- **Northern Virginia Regional Park Authority (NVRPA) permit**

All fees for County permits will be waived by Arlington County, and fees for non-County permits will be paid by Arlington County.

The County will obtain the County LDA permit, the County RPA permit, VDOT Land Use permit, VDOT Open Cut permit, VSMP Permit and then NVRPA permits prior to the start of work. The Contractor shall transfer the County LDA permit, VDOT Land Use Permit, VDOT Open Cut permit and the VSMP Permit in the Contractors name as the permittee and/or responsible party prior to the start of Work. The Contractor shall complete and sign the VDOT forms and submit to the County Project Officer for submission to VDOT two weeks prior to the start of Work within VDOT ROW.

The Contractor shall provide a Responsible Land Disturber (RLD) that meets all the required qualifications of the permits. The Contractor shall complete and sign the RLD certificate and submit to the County Project Officer prior to the start of Work.

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The Contractor shall obtain the County PROW permit, the County TROW permits and the County Water Meter and Fire Hydrant permits. The Contractor is responsible for investigating and satisfying all permit requirements for the above-mentioned permits.

3. SPECIAL CONTRACTOR/SUBCONTRACTOR QUALIFICATIONS

The Contractor shall have three years of on-call construction services experience conducting public works infrastructure and street improvement projects in an urban environment. The experience shall be work of similar size and scope, construction, re-construction, and maintenance.

The Contractor obtained project experience shall consist of the following:

- **State and County streets**
- **Curbs and gutters**
- **Sidewalks and walkways**
- **Driveway aprons**
- **Storm sewer pipes and inlets**
- **Wet Utilities**
- **Pavement markings and signage**
- **Electrical conduits**
- **Traffic signals and Street lighting**
- **Streetscapes and related site work**

The Contractor shall provide a list of similar projects completed within the last five years with reference contact information for each project for Bidder qualification verification. Failure to qualify according to the foregoing requirements will result in bid rejection by the Arlington County Purchasing Office. The County will randomly contact at least five of the references provided.

4. STAKEOUT AND CUT-SHEETS

The County will stakeout the work and provide cut-sheet along with all necessary construction layouts and establish all control lines, grades, and elevation prior to the Construction. The Contractor shall carefully preserve all the stakeouts and reference points, and in the case of destruction thereof by the Contractor or due to the negligence of the Contractor or of any subcontractor, the Contractor shall be responsible for re-staking the work. No additional payment to the Contractor shall be made for re-staking the work.

5. SCHEDULE, DURATION, AND PHASING REQUIREMENTS

The Contractor shall provide a schedule for all work listed on plans including any additional work not specifically mentioned on plans but was agreed upon with the County prior to work commencing.

Work Duration per task order shall be calculated in accordance with Supplements to the General Condition "SC-F.2 TIME FOR COMPLETION". The Time for completion shall be used as the basis for the project schedule.

Contractor shall make sure that the submittals/shop drawings are reviewed and accepted and materials ordered and delivered on site as no additional time will be granted for this.

6. WORK HOURS

The Contractor shall comply with **normal daytime working hours** as defined in the County Noise Control Ordinance unless otherwise defined by the project plans and specifications, or approved by the Project Officer.

The Contractor shall comply with **restricted working hours** of 9:00 am to 3:00 pm when working in Arlington County arterial streets unless otherwise indicated on the Maintenance of Traffic Plans for each project.

The Contractor shall comply with **restricted working hours** as defined by VDOT and as noted on the approved VDOT permit when working within the VDOT Right-Of-Way. For restricted work hours in VDOT ROW, see attached "Lane Closure Guidelines in NOVA District". The Contractor is responsible for satisfying all VDOT Permit requirements found at: <http://www.virginiadot.org/business/fairfax-permits-main.asp>.

In addition, the County reserves the right to restrict working days and hours to accommodate special site conditions as required.

7. GENERAL SITE SECURITY AND CONTROLS

The Contractor is responsible for securing its work area for safety and security. The Contractor shall confine its construction and presence to the Limits of Work, unless otherwise approved by the County Project Officer.

The Contractor shall provide, erect, and maintain barricades, fences, and/or signage as required to protect the general public, workers, and adjoining properties at no additional cost to the County. Before leaving the site at the end of each day, the Contractor shall replace any and all sections of the security fence or barricade moved or removed during work hours.

The Contractor shall maintain clear vehicular access to existing driveways and entrances at all times unless such access is otherwise addressed on County-approved project plans, precluding concrete pouring and curing of such access points, unless otherwise directed by the County Project Officer.

Homeowners shall be notified by the Contractor a minimum of fourteen (14) calendar days in advance of any driveway closure, and driveways can only be closed for a maximum of five (5) calendar days.

The Contractor shall monitor parking of construction personnel's private vehicles and ensure that the public has unobstructed access to and through parking areas.

8. SPECIAL TRAFFIC MAINTENANCE CONSIDERATIONS

For the project where MOT plans are not provided to the Contractor:

- a. The Contractor shall implement the Maintenance of Traffic (MOT) plans in accordance with the current editions of Virginia Work Area Protection Manual (WAPM) and Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD), as requested by the County Project Officer. The Contractor shall be responsible for obtaining VDOT and the County's approval for the MOT plans.
- b. At the request of the County Construction Manager, the Contractor may be required to submit standard Temporary Traffic Control measures for review.
- c. The Contractor shall provide all personnel, signs, barricades and any other items necessary for the maintenance of traffic and safety. No separate payment shall be made by the County for this work. All costs of this work are included by the Contractor as part of the Contract pricing. The exception to this is that an hourly rate will be allowed for a crash attenuation truck when required by the VDOT WAPM to perform the work, such as on Route 50.

9. WORK ASSIGNMENTS

A **Proposal Request (PR)** will be sent by the County Project Officer to the Contractor along with project plans and documents. An acknowledgement from the Contractor shall occur within two (2) business days.

Within two (2) business days of the PR sent date, the Contractor may request and schedule a pre-proposal meeting with the County.

Within five (5) business days of the PR sent date, the pre-proposal meeting shall be held with the County and Contractor.

Within fifteen (15) business days of the PR sent date, the Contractor shall confirm the County's project quantity or provide calculations for needed adjustments and submit a cost proposal to perform the work and notify the County of any adjustments, a detailed construction plan including a schedule with major milestones identified and meeting the time for completion specified in "SC-F.2 TIME FOR COMPLETION", the names of the Site Supervisor, Registered Land Disturber, Project Safety Officer, Project Environmental Officer and the Emergency Contact.

The County will review the submitted documents upon receipt, and either accept and issue a County-approved **Purchase Order (PO)**, or reject and issue a **Notice to Meet (NTM)**. These

notices shall be sent via email correspondence to the Contractor. An acknowledgement from the Contractor shall occur within two (2) business days.

- Issuance of Purchase Order (PO)

With the issuance of the PO, the County Project Officer will schedule a pre-construction meeting with the Contractor, and (at County discretion) will schedule an on-site meeting with the Contractor. After these meetings, the County Project Officer will issue a **Notice to Proceed (NTP)** to the Contractor stating the Commencement Date (the date on which the Task Order time will commence) and on which the Contractor is to begin the prosecution of the work required under the contract. The NTP will specify the time of completion of the Task Order. The Contractor shall be expected to begin project assignments within five (5) business days from issuance of the NTP, unless a longer time is stipulated by the County Project Officer. Failure of the Contractor to meet response time requirements will be considered grounds for termination of the Task Order.

- Issuance of Notice to Meet (NTM)

With the issuance of the NTM, the County Project Officer will schedule a meeting with the Contractor within five (5) business days of issuing the NTM to resolve differences.

10. EQUIPMENT AND LABOR FOR MINOR REPAIRS

The Bidder shall submit pricing for EQUIPMENT AND LABOR FOR MINOR REPAIRS that includes a schedule of equipment and labor hourly rates in the space provided on the Bid Form. EQUIPMENT AND LABOR FOR MINOR REPAIRS shall be determined in one or more of the following ways:

- Written estimate and acceptance by the County in a lump sum using the bid hourly rates,
- Cost-reimbursement using the bid hourly rates, or
- Other authorized method permitted under the Arlington County Purchasing Resolution.

11. JOB SIZE LIMITATION & ESTIMATED ACTIVITY

The size of the assigned jobs may vary throughout the contract term, but shall not exceed \$500,000 (Five hundred thousand dollars) per project assignment. Sample projects depicting type, scope, breath, and nature of work intended are provided as samples.

12. OTHER COUNTY CONTRACTS

Arlington County may solicit separate bids for work specified under this contract which may include items or services from other projects.

13. VDOT QUALIFICATION REQUIREMENTS

All Contractors submitting bids (prime firms) must be prequalified by Virginia Department of Transportation (VDOT), prior to submission of their bid for all categories of work.

The bidder shall attach a copy of the VDOT prequalification certificate with their bid. For information on VDOT prequalification procedures / certification please visit:

<http://www.virginia DOT.org/business/const/prequal.asp>

or contact VDOT at the following address:

Virginia Department of Transportation
Construction Division, Prequalification Section
1401 East Broad Street
Richmond, VA 23219

Failure to maintain the prequalification status during the Contract term could result in termination of the contract.

14. PARKING/STAGING

Arlington County is an urban area with high volumes of vehicle and pedestrian traffic. At most work locations there will be no room for a staging area for parking of equipment and storing materials. If no staging area is available, then equipment and materials shall be removed from the project site at the end of each working day. Most projects require close coordination and communication with County staff.

15. MATERIALS SUPPLIED BY THE COUNTY – PICKUP/OFF-LOAD

- a. The Contractor shall pick up, load, and off-load any items that are to be supplied by Arlington County. These items may be picked up at the following address, or at any other location within the County as designated by a County representative:

Transportation Engineering & Operations Division
Traffic Signal Shop
4300 29th Street South
Arlington, Virginia 22206

- b. All installation unit prices listed in the pricing sheet shall be inclusive of any loading/unloading costs for pickup from County facilities.
- c. The Contractor shall notify the Project Officer or the designee at least twenty-four (24) hours prior to pick up of any materials. If any materials are not available, the Contractor shall notify the Trades Program Supervisor.

- d. The Contractor shall sign for all items received and shall be responsible for replacement of any items lost or damaged.
- e. The Contractor shall return to the place of pickup and off-load any unused items. The replaced units must be returned to the Signal shop, unless otherwise directed by the County representative.
- f. For certain special projects, the project materials will be shipped to the Contractor's storage facility. The Contractor shall not charge any rental fee to store these project materials, and shall allow the County access for inspections.

16. MOBILIZATION AND COMPLETION

- a. Under normal conditions the Contractor shall mobilize forces to begin work within (5) business days from the date of Notice to Proceed on a particular project. Once mobilized, the Contractor shall complete all work initially assigned without interruption unless directed otherwise by the Project Officer or an authorized County representative.
- b. Under emergency conditions, the Contractor shall perform make-safe work such as pole removal and temporary signalization if needed no later than twenty-four (24) hours after notice by the County that emergency work is required.
- c. No separate payment shall be made by the County for mobilization or demobilization except in emergency situations and those described for pavement marking, concrete and asphalt work.

17. TIME OF COMPLETION

- a. Under normal conditions, the maximum allowable completion time for common activities shall be as follows:
 - 1. Signal loop replacement shall be completed within **fifteen (15) calendar** days of NTP
 - 2. Signal rebuilding shall be completed within **sixty (75) calendar days** of NTP
 - 3. Conduit Repairs or Installation shall be completed within **(14) calendar days** of NTP
 - 4. All other work such as installation of beacons, signal head mounting, etc. shall be completed within **(7) calendar days** of NTP
- b. Failure to meet these or other agreed upon completion times and/or construction schedules may result in Task Order or Contract cancellation, completion of the work by others and enforcement of the default provision of this specification. All completion times and construction schedules shall be agreed upon and will be established during the pre-construction meeting prior to the start of any project.

- c. Extension of time must be authorized by the Project Officer in advance. If the Contractor discovers any unforeseen circumstances that will delay the work, the Contractor shall notify the County in writing immediately upon such discovery. Any extensions of time for completion are granted at the sole discretion of the County.

18. INVOICES

- a. Invoices shall be submitted electronically to the Construction Manager or the County contact for the Work. The County may request invoices to be sent to additional recipients such as the Contract Project Officer or County Budget Analyst for tracking.
- b. Invoices shall be in the format specified at the kick-off meeting and shall generally follow AIA format to allow for partial invoicing.
- c. Invoices shall be submitted within Eight (8) business days of completing the Work.
- d. At a minimum, invoices must contain:
 - i. Invoice Date
 - ii. Description of the work
 - iii. Location of the work
 - iv. County contact
 - v. Line items and quantities
 - vi. Total amount due
 - vii. Purchase Order number
 - viii. Date(s) of Service

19. EMERGENCY WORK PAYMENT

- a. Upon mobilization for emergency work (as noted above), the Contractor shall be entitled to a **100%** markup on all line-items for at-least the first 48 hours of emergency work or as determined by the Project Officer. The Contractor shall perform the work per the specifications and standards and document the work with signoff from the County Construction Manager. After the 48 hours has ended, the Contractor shall be entitled to payment for the work per the line items in the contract.
- b. All work shall be performed according to the line items in the contract. There shall be no additional payment for emergency crew or equipment needed unless authorized per the Construction Manager in advance.
- c. Invoicing of Emergency Work:
 - i. Invoicing for emergency work shall be itemized in two categories: work performed under emergency mobilization (first 48 hours) and work performed under normal conditions (work performed after the initial 48 hours).
 - ii. Invoices shall show the contract line items with markup applied to each line item.

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iii. Invoices shall be submitted within four (4) business days of completing the work.

20. TRAFFIC SIGNAL POLE FOUNDATION DESIGN

The Bidders shall use Drawing No. 10594-21776, Traffic Signal Pole Foundation Design to price the bid line items for the types of mast arm pole standard foundation.

For the bid line item, "Install Compact Pole Foundation", the Bidders shall assume standard foundation data for foundation standard design number #2 as outlined in Traffic Signal Pole Foundation Design, Drawing No. 10594-21776.