REQUEST FOR QUALIFICATIONS (RFQ)
Specification No. 13-10716-C
FOR
CCTV INSPECTION, MANHOLE INSPECTION, AND CONDITION ASSESSMENT FOR SANITARY SEWERS
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to provide on-call services for CCTV Inspection, manhole inspection, and condition assessment for sanitary sewers. As a Request for Qualifications (RFQ) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of Statement of Qualifications (SOQ), and vendor selection process are summarized in the RFQ (attached). **Proposals must be received no later than 2:00 pm, on Thursday, May 16, 2013.** All responses must be in a sealed envelope and have “CCTV INSPECTION, MANHOLE INSPECTION, AND CONDITION ASSESSMENT FOR SANITARY SEWERS” and Specification No. 13-10716-C clearly marked on the outer most mailing envelope. Please submit one original and five (5) copies of the proposal as follows:

**Mail or Hand Deliver To:**
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Qualifications will not be accepted after the date and time stated above. Incomplete submissions that do not conform to the requirements specified herein will not be considered. Issuance of the RFQ does not obligate the City to negotiate or award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of a SOQ for the subject work. The City retains the right to award all or parts of this contract to several firms or individuals, to not select any of the firms or individuals submitting an SOQ, and/or to re-solicit Statements of Qualifications. The act of submitting an SOQ is a declaration that the proposer has read the RFQ and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Paul Kaushal, Assistant Civil Engineer, via email at pkaushal@CityofBerkeley.info or Kenneth Emegji, Supervising Civil Engineer, via email at kemeziem@CityofBerkeley.info no later than **Wednesday, May 8, 2013**. Answers to questions will **not** be provided by telephone. Rather, answers to all questions or any addenda to the RFQ will be **posted** on the City of Berkeley’s website at **http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128**. It is the proposer’s responsibility to check this site. For general questions concerning the submittal process, contact Purchasing at 510-981-7320. We look forward to receiving and reviewing your proposal.

Sincerely,

Henry Oyekanmi
General Services Manager

E-mail: finance@ci.berkeley.ca.us  Website: http://www.ci.berkeley.ca.us/finance
I. **BACKGROUND**

Closed circuit television (CCTV) inspections of the City's sanitary sewer lines, on public right-of-ways and on private property, and physical inspection of sewer manholes are required to assess the condition of pipelines and structures. These inspections will assist the City in planning its sewer rehabilitation program and serve as design aids for the City's Engineering Division. In addition, these inspections will formally document the condition of the City’s sanitary sewers as required under regulatory compliance orders. A responsible contractor proficient in CCTV inspection, manhole inspection, and pipeline condition assessment work is sought to perform and assist the City with digital recorded inspections and other investigative services of the City's sanitary sewer system.

The City is served by a separate sanitary sewer system. Some components of this system are up to 100 years old, and are in various states of deterioration. CCTV inspection of the sanitary sewer system is needed on an annual basis to continually assess the condition of the system; and to identify the scope of work needed to rehabilitate or replace specific pipe segments in the most cost effective manner.

II. **SCOPE OF SERVICES**

The required services include methods for assessing pipeline, manhole, and other sewer structure condition, including pipeline cleaning as needed to perform the inspections, and transport and disposal of removed materials.

Recorded data must be delivered in an electronic format and as printed or typewritten reports in a format acceptable to the City. Standards for recording and reporting CCTV and manhole inspection data are included in this RFQ in Appendices B and C. Manhole inspection forms, included in this RFQ as Appendix D, shall include a printed or typewritten field report and digital photographs. CCTV inspection work must be done in accordance with the guidelines presented in Appendices A and B.

The selected Contractor shall be capable of mobilizing to perform emergency/urgent work, with a maximum lead-time of two working days. Emergency/Urgent CCTV inspection tasks may involve inspection of pipe segments under 500 feet in length.

All materials submitted to the City will become the exclusive property of the City of Berkeley.

III. **SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. **Contractor Identification:**

   Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

2. **Client References:** Provide client references for all current City of Berkeley projects and projects performed within the City over the past three years.
Provide a minimum of five (5) client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client’s direction.

3. **Cost Proposal (submitted in a separate, sealed envelope):**

Please provide a schedule of the hourly rates for staff and services as described below. For all professional staff, provide names and job class.

Provide your billing rates for cleaning and CCTV inspection for pipe sizes from 4” diameter to 48” diameter, manhole inspections, and for submittal of final deliverables as specified in Appendices B and C. Assume a typical task order consisting of approximately 40,000 lineal feet of sewers and/or 150 manholes. Provide costs or unit costs for:

- Mobilization
- Cleaning and CCTV inspection (per foot, by diameter or diameter range)
- Manhole inspection (per manhole)
- Heavy cleaning (per hour)
- Debris testing and disposal (per 10 CY)
- Final report

*Heavy cleaning* is defined as removal of heavy material or obstructions that cannot be removed with a high-pressure hydroflusher or the use of a hydraulic root cutter. Pipeline lengths shall be measured from centerline to centerline of structures. Also identify any cost differentials or extra charges, if any, that would be applied in addition to the costs above (e.g., extra traffic control, work in easements) and any costs that would be billed on a time and materials basis. For these items, provide hourly rates for staff and estimated cost for a typical task order. Also indicate cost differential for accelerating work effort (e.g., for emergency/urgent work requests) and specify for what cost items they would apply.

4. **Contract Terminations:**

*If your organization has had a contract terminated in the last five years, describe such incident.*

Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party’s name, address, and phone number. Present the vendor’s position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

5. **Project Specific Requirement**

A. **Related Project Experience:** Provide a listing of similar projects, which have been completed by the firm within the last five years. The listing should include a brief description of the project including type and quantities of services provided, range of pipe sizes, software used (if applicable), and format of deliverables; project location; cost; completion date; and clients' name, address and telephone number.

B. **Individual Staff Experience:** Provide a listing of each key staff person; any outside sub consultant(s) who will be assigned to the project, and background information demonstrating their capabilities and
conditions to perform their assigned tasks. For each individual, provide current professional registrations (if applicable); relevant industry certifications; experience in pipeline condition assessment and evaluation work; related experience; educational background; and years of service with the firm and total years of experience in pipeline inspection and condition assessment work. All CCTV operators and staff responsible for CCTV data review must have received training and be certified under the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP).

C. Project Organization: Provide a chart showing the names and assignments of all key personnel along with an estimate of each individual's time commitment to the project. The number of available field crews for CCTV and other subsurface investigations shall also be included. The chart should also show proposed lines of communication with City staff and any proposed sub-consultant(s).

D. Staffing: Provide a statement of current staffing, workload status, and ability of the firm(s) to respond to any request for services in a timely manner.

E. Sub-Consultants: List anticipated sub-consultants and their qualifications as well as a description of the role they will perform and approximate percentage of the work they will receive.

F. Field Equipment and Software: List the type of equipment and software available to perform specific types of CCTV and other subsurface investigative work. For example, can the CCTV camera televise 4-inch diameter laterals or large diameter pipelines? What CCTV inspection software will be used? (Note: The City uses POSM software for its own CCTV inspections. Use of POSM for contractor work is not required but considered desirable.) The number of field personnel and crews knowledgeable to perform a specific investigative method shall also be listed. This latter information may be included into the project organization chart.

G. Examples of Work: As an example of a typical deliverable product for a CCTV inspection request, provide CCTV videos, still images, and inspection reports, along with a standard PACP exchange database, containing at least six inspections, preferably including both small and large diameter pipes with typical defects found in sewer systems similar to the City's. Provide a similar deliverable example for manhole inspections, including photographs.

H. Project Approach: Provide a concise description of the firm’s approach to planning, coordinating, mobilizing, and carrying out the inspection and other potential field investigation activities that may be called for under this contract. In particular, describe the firm’s procedures for data quality assurance/quality control (QA/QC) to ensure that all deliverables will be complete and accurate and submitted in accordance with the standards set forth in Appendices B and C. Also discuss approach to data management and summarizing and presenting condition assessment results.

IV. SELECTION CRITERIA AND PROCESS

The following criteria will be considered, although not exclusively, in determining which firm is hired:

1. Cover Letter signed by an officer authorized to negotiate and execute a contract (two page maximum).

2. Company Profile and Experience of Firm(s): This includes specialized experience directly relating to a project of this type and demonstrated ability to complete the work within the proposed time frame. Pertinent information would include previous work similar in scope and
magnitude to the proposed project, ability to communicate and work effectively with the public, staff, and policy and review bodies; and responsiveness to this Request for Proposals. A statement as to the various functions performed by the applicant must also be included for each project, providing names and phone numbers of the client's representatives who may be contacted.

3. Project Personnel: This includes the role and commitment of key personnel and subconsultant/participating firms and their experience in the areas assigned.

4. Approach to Completing Scope of Services: This includes a demonstration of the understanding of the project scope and schedule of work with the interfacing tasks.

5. Other Considerations: This includes comments received from references, records of firms in accomplishing work on other projects in terms of time and budget, and disadvantaged business participation.

Selection Process

The selection process will consist of a panel of City staff and possibly other experts reviewing the proposals according to the criteria discussed above, and the possibility of inviting one or more proposers for interviews, which may be scheduled to take place within two weeks after proposal is submitted. The selection committee will determine if it is necessary to develop a "short list" and continue the selection process with formal presentations.

The preferred consultant is expected to be selected and authorized by the Berkeley City Council in July 2013.

The City of Berkeley reserves the right to reject any and all proposals and to resubmit its request for proposals. The City reserves the right to cancel any project or any phase or at any point in any phase and pay the contractor only for costs incurred to that date.

The City's agreement with any firm shall not be considered exclusive, and the City may elect to procure alternate services for any designated project.

The City Manager will make recommendation to the Berkeley City Council based on the outcome of the selection process. The Council award is expected within approximately sixty (60) days from the date the proposals are due.

V. PAYMENT

1. Invoices are to be submitted once a month.

2. All invoices must be fully itemized indicating number of hours expended, hourly costs for employees, subcontractors, and related charges; and quantities and itemized listing of field work if invoiced on a unit price basis; provide sufficient information for approving payment and for audit purposes; including a summary of task orders, amount expended per each task order, task order’s authorized not to exceed amount, and remaining value of the total contract amount, including any authorized allowance for reimbursable expenses.
3. Invoices must be accompanied by receipt for services in order for payment to be processed. Payment in advance of work performed shall not be made.

4. Invoices shall reference contract number and project title, and shall be mailed to:

   City of Berkeley
   Engineering Division
   1947 Center Street, Suite 400
   Berkeley, CA 94704
   Attention: Paul Kaushal, Assistant Civil Engineer

   Payments: The City will make payment to the vendor within 30- days of receipt of a correct and complete invoice.

VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

   Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than $3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

   Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants. Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal

B. Nuclear Free Berkeley Disclosure Form:

   Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.

C. Oppressive States:

   The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution No. 59,853-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work. Bidders must submit the attached Oppressive States Disclosure Form with their proposal.

D. Conflict of Interest:

   In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee,
board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

**E. Berkeley Living Wage Ordinance:**

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The Living Wage rate is currently $12.76 (if medical benefits are provided) or $14.88 (if medical benefits are not provided). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

**F. Berkeley Equal Benefits Ordinance:**

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

**G. Statement of Economic Interest:**

The City’s Conflict of Interest Code designates “consultants” as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

**VII. OTHER REQUIREMENTS**

**A. Insurance**

The selected contractor will be required to maintain general liability insurance in the minimum amount of $1,000,000, automobile liability insurance in the minimum amount of $500,000 and a professional liability insurance policy in the amount of $1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

**B. Worker’s Compensation Insurance:**

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker’s Compensation Insurance.

**C. Business License**

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a “casual” or “isolated” business transaction (B.M.C. section 9.04.010) does not
subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

All reports to the City shall be on recycled paper that contains at least 50% recycled product when such paper is available at a cost not greater than ten percent more than the cost of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be printed on both sides of the page whenever practical.

VIII. SCHEDULE (dates are subject to change)

- Issue RFQ to potential bidders: April 25, 2013
- Proposals due from potential bidders May 16, 2013
- Complete Selection Process May 31, 2013
- Council Approval of Contract (over $25k) July 16, 2013
- Award of Contract August 16, 2013
- Notice to proceed August 19, 2013

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:
- Check List of Required items for Submittal Attachment A
- Non-Discrimination/Workforce Composition Form Attachment B
- Nuclear Free Disclosure Form Attachment C
- Oppressive States Form Attachment D
- Living Wage Form Attachment E
- Equal Benefits Certification of Compliance Attachment F
- Right to Audit Form Attachment G
- Insurance Endorsement Attachment H

Appendices:
- Appendix A – Special Conditions for CCTV work
- Appendix B – CCTV Survey Standards
- Appendix C – Manhole Inspection Standards
- Appendix D – Manhole Inspection Form
- Appendix E – Sample of Professional Services Agreement
ATTACHMENT A

CHECKLIST

☐ Proposal describing service (one original and 5 copies)

☐ Contractor Identification and Company Information

☐ Client References

☐ Costs Proposal (submitted in a separate, sealed envelope)

☐ Contract Terminations

☐ Firm/Team Experience

☐ The following forms, completed and signed in blue ink (attached):
  o Non-Discrimination/Workforce Composition Form Attachment B
  o Nuclear Free Disclosure Form Attachment C
  o Oppressive States Form Attachment D
  o Living Wage Form (may be optional) Attachment E
  o Equal Benefits Ordinance Certification of Compliance (EBO-1) Attachment F

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.

☐ Provide original-signed in blue ink Evidence of Insurance
  o Auto
  o Liability
  o Worker’s Compensation

☐ Right to Audit Form Attachment G

☐ Commercial General & Automobile Liability Endorsement Form Attachment H

☐ Berkeley Business License
NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: _____________________________________________________________________________________
Address:    _______________________________________________________________
Business Lic. #: ___________

<table>
<thead>
<tr>
<th>Occupational Category:</th>
<th>Total Employees</th>
<th>White Employees</th>
<th>Black Employees</th>
<th>Asian Employees</th>
<th>Hispanic Employees</th>
<th>Other Employees</th>
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<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
</tr>
</tbody>
</table>

- Official/Administrators
- Professionals
- Technicians
- Protective Service Workers
- Para-Professionals
- Office/Clerical
- Skilled Craft Workers
- Service/Maintenance
- Other (specify)

Totals:

Is your business MBE/WBE/DBE certified?  Yes _____  No _____   If yes, by what agency?  _______________________
If yes, please specify:  Male:  _____     Female:  _____     Indicate ethnic identifications:  _______________________
Do you have a Non-Discrimination policy?   Yes:  _____     No:  _____

Signed:  ________________________________________________________________  Date:  __________________
Verified by:  ____________________________________________________________  Date:  __________________
City of Berkeley Contract Compliance Officer

Attachment B
Occupational Categories

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

Professionals - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

Technicians - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

Para-Professionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

Service/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garbage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.
CITY OF BERKELEY
Nuclear Free Zone Disclosure Form

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)

2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.

3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: ___________________________________Title:______________________________________

Signature: _______________________________________Date:_____________________________________

Business Entity:  ____________________________________________

Contract Description/Specification No:  CCTV Inspection, Manhole Inspection, and Condition Assessment for Sanitary Sewers/ 13-10716-C

Attachment C
CITY OF BERKELEY
Oppressive States Compliance Statement

The undersigned, an authorized agent of ____________________________ (hereafter "Vendor"), has had an opportunity to review the requirements of Berkeley City Council Resolution No. 59,853-N.S. (hereafter "Resolution"). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries" (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: Tibet Autonomous Region and the Provinces of Ado, Kham and U-Tsang

“Personal Services” means “the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship.”

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

a. The governing regime in any Oppressive State.
b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor's failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: ____________________________ Title: ____________________________
Signature: ____________________________ Date: ____________________________

Business Entity: ____________________________
Contract Description/Specification No.: CCTV Inspection, Manhole Inspection, and Condition Assessment for Sanitary Sewers/ 13-10716-C

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: ____________________________ Date: ____________________________
CITY OF BERKELEY
Living Wage Certification for Providers of Services

TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees change (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

Section I.

1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS
   a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid, or proposal, with the City of Berkeley for a cumulative amount of $25,000.00 or more?
      YES ____ NO ____

   If no, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 1(b).

   b. Do you have six (6) or more employees, including part-time and stipend workers?
      YES ____ NO ____

   If you have answered, “YES” to questions 1(a) and 1(b) this contract IS subject to the LWO. If you responded "NO" to 1(b) this contract IS NOT subject to the LWO. Please continue to Section II.

2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.
   a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of $100,000.00 or more?
      YES ____ NO ____

   If no, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 2(b).

   b. Do you have six (6) or more employees, including part-time and stipend workers?
      YES ____ NO ____

   If you have answered, “YES” to questions 2(a) and 2(b) this contract IS subject to the LWO. If you responded "NO" to 2(b) this contract IS NOT subject to the LWO. Please continue to Section II.

Section II

Please read, complete, and sign the following:

THIS CONTRACT IS SUBJECT TO THE LIVING WAGE ORDINANCE. □

THIS CONTRACT IS NOT SUBJECT TO THE LIVING WAGE ORDINANCE. □

Attachment E
The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more or their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more or their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: ____________________________ Title: ____________________________

Signature: ________________________________ Date: ____________________________

Business Entity: ________________________________________________________________________________________________

Contract Description/Specification No: CCTV Inspection, Manhole Inspection, and Condition Assessment for Sanitary Sewers/13-10716-C

Section III

• ** FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY ** **

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

__________________________________________________________________

Department Name Department Representative

Attachment E Page 2
Form EBO-1

CITY OF BERKELEY

CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

If you are a **contractor**, return this form to the originating department/project manager. If you are a **vendor** (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

SECTION 1. CONTRACTOR/VENDOR INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Vendor No.:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Fax No.:</td>
</tr>
</tbody>
</table>

SECTION 2. COMPLIANCE QUESTIONS

A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.
   - [ ] Yes  [ ] No  *(If “Yes,” proceed to Section 5; if “No,” continue to the next question.)*

B. Does your company provide (or make available at the employees’ expense) any employee benefits?
   - [ ] Yes  [ ] No
   *(If “Yes,” continue to Question C.  If “No,” proceed to Section 5.  (The EBO is not applicable to you.)*

C. Does your company provide (or make available at the employees’ expense) any benefits to the spouse of an employee?
   - [ ] Yes  [ ] No

D. Does your company provide (or make available at the employees’ expense) any benefits to the domestic partner of an employee?
   - [ ] Yes  [ ] No
   *(If you answered “No” to both Questions C and D, proceed to Section 5.  (The EBO is not applicable to this contract.)*
   *(If you answered “Yes” to both Questions C and D, please continue to Question E.)*
   *(If you answered “Yes” to Question C and “No” to Question D, please continue to Section 3.)*

E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee?
   - [ ] Yes  [ ] No
   *(If you answered “Yes,” proceed to Section 4.  (You are in compliance with the EBO.)*
   *(If you answered “No,” continue to Section 3.)*

SECTION 3. PROVISIONAL COMPLIANCE

A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
   - [ ] By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
   - [ ] At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor’s infrastructure, not to exceed three months; or
   - [ ] Upon expiration of the contractor’s current collective bargaining agreement(s).
B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent?* ........................................ Yes  No

* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

SECTION 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

SECTION 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this _______ day of __________________, in the year __________, at __________________, ________ (City) 
(State)

Name (please print) _______________________________ Signature _______________________________

Title _______________________________ Federal ID or Social Security Number _______________________________

FOR CITY OF BERKELEY USE ONLY

☐ Non-Compliant (The City may not do business with this contractor/vendor)

☐ One-Person Contractor/Vendor  ☐ Full Compliance  ☐ Reasonable Measures

☐ Provisional Compliance Category, Full Compliance by Date: _______________________________

Staff Name (Sign and Print): _______________________________ Date: _______________________________
CITY OF BERKELEY
Right to Audit Form

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor’s office may conduct an audit of Contractor’s financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor’s employees and make all such financial, performance and compliance records available to the Auditor’s office. City agrees to provide Contractor an opportunity to discuss and respond to any findings before a final audit report is filed.

Signed: _______________________________  Date: __________________

Print Name & Title: ________________________________

Company: ____________________________________________

Contract Description/Specification No: CCTV Inspection, Manhole Inspection, and Condition Assessment for Sanitary Sewers/ 13-10716-C

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.
CITY OF BERKELEY
Commercial General and Automobile Liability Endorsement

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Company Providing Policy</th>
<th>Expir. Date</th>
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</tbody>
</table>

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is ________________________________________.

2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement: ________________________________________.

   The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.

4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to Jeffrey L. Egeberg, Manager of Engineering, Department of Public Works, 1947 Center Street, 4th Floor, Berkeley, CA.

5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

   The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

   ____________________________
   Insurance Company

   Date: ____________  By: ____________________________
   Signature of Underwriter's
   Authorized Representative

Contract Description/Specification No: On-Call Geotechnical and Engineering Testing Services/ 12-10560-C

Attachment H
APPENDIX A

SPECIAL CONDITIONS FOR CCTV WORK

1. The Contractor shall obtain access approval from property owners before commencing CCTV or other investigative work on private property. Approval must be obtained at least 72 hours prior to commencement of work.

2. Contractor shall perform the CCTV inspection of all designated pipelines. Unit cost for CCTV inspection shall include two passes of a high pressure hydroflusher to remove sludge, dirt, sand, rocks, grease, and other solid or semi-solid material from the pipe such that defects are not obscured and structural defects can be adequately viewed and properly graded. Contractor shall use appropriate nozzles and water pressure needed to achieve removal of such materials. Inspection or heavy cleaning of pipeline reaches that have heavy or dense material or obstructions that cannot be removed with a high pressure hydroflusher and/or the use of a hydraulic root cutter shall not proceed without approval from the City. Heavy cleaning shall be paid separately. All debris collected during cleaning shall be removed from the pipeline and disposed of in a manner approved by the City.

3. Pipeline lengths shall be measured from centerline to centerline of access structures (e.g. Manhole, Lamphole etc.).

4. A firm written schedule encompassing each calendar week’s program will be submitted to the City by the Contractor for CCTV inspection a minimum of five (5) days prior to commencement of inspection. If minor modifications in schedule are necessary, the City will be notified a minimum of 24 hours prior to the change.

5. All open access structures or manholes will be attended at all times, and all access structures or manholes that were sealed to control odors or entry of extraneous water will be resealed after entry.

6. All equipment will be removed from the area at the end of the day.

7. Contractor's Traffic Safety Procedures shall conform to all applicable federal, state, city, and other local regulations and ordinances.

8. Televising shall generally be conducted in pipes flowing a maximum of 1/3 full, unless authorized by the City to do otherwise. Contractor shall adjust time of the work to correspond to low flow conditions to meet this depth requirement.

9. All footage measurements (real-time and recorded) shall be accurate within 2 percent throughout the operating range of the equipment.

10. Contractor's field crews shall be alerted to and shall promptly notify the City whenever they encounter any one of the following conditions:

   a. Potentially illicit connections draining into the sanitary sewer system or cross connections between the sanitary and storm drain systems.

   b. Potentially hazardous materials (liquid or solid).
c. Pipe collapse or blockage requiring immediate attention

d. Potential network faults where drainage capability and/or safety is significantly affected and timely corrective measures are warranted.

e. Locations where the network is at variance to the maps as issued for the work.

f. Locations of system surcharging.

11. Contractor shall supply all water necessary for completing the work.

12. Contractor shall legibly note any observed field conditions including access structures, pipelines, manhole IDs, location of system as encountered in the field that differ from information shown on maps provided by the City as part of the task order. The Contractor shall return these marked up maps with the video data and report submittals.

- Payment shall be for televised footage. If a regular set-up and reverse set-up were both used, payment shall only be for the televised footage for **one** full length of the manhole-to-manhole inspection and cannot exceed actual length of the pipe.

- Scope of services may involve inspection of 4-inch diameter sewer laterals on public and private property.

- Contractor must be equipped to provide recorded CCTV inspections on portable hard drives, and must be able to provide CDs or DVDs for specific inspections upon request.

- CCTV inspections may be required during evenings and early morning hours in areas with high traffic or sewers with high volumes of flow.

- Video data and reports of regular work requests shall be submitted in accordance with the schedule identified in each task order.

- Video data and reports of urgent work requests shall be submitted within 1 week after the City directs an assignment.

- Video data and reports of emergency work requests shall be submitted within 3 days after the City directs an assignment or within 1 day of completion of the work.

- Contractor shall be solely responsible for proper and legal disposal of debris and roots from all cleaning operations.

- No travel time compensation will be provided.

- Scope of work may include investigation and assessment of locating illegal connections to the sanitary sewer system.

- All CCTV inspection submittals shall be identified beginning with the upstream structure ID followed by the downstream structure ID in the format to match the City’s GIS database.
APPENDIX B - CCTV SURVEY STANDARDS

INTRODUCTION

This closed-circuit television (CCTV) survey and recording standard is intended to standardize CCTV operations for the collection of existing conditions data. It has been prepared to encompass all CCTV data collecting programs and to improve the quality and accuracy of the televising activities and the resulting CCTV reports. Additionally, it provides for consistent standards for the reviewing and acceptability of the recorded inspection submitted. It has been prepared for the specific use of CCTV operators and technicians, subcontractors, design engineers, CCTV interpreters, and others that may be involved in CCTV data collecting programs.

All CCTV data collecting and recording activities shall henceforth follow and conform to the minimum requirements of this document and those subparts described herein unless the Contract documents specify more stringent or different data requirements, in which event this standard shall be modified accordingly.

This CCTV survey standard encompasses the following subparts:

- Part I - Field Data Collecting Practices
- Part II - CCTV Inspection Data Standards and Deliverables Format
- Part III - CCTV Video and Data Review

PART I - FIELD DATA COLLECTING PRACTICES

All CCTV recording practice will be evaluated against these standards.

1. All recordings shall be in color with the ability to achieve proper balance of tint and brightness. The loss of color or severe redness due to equipment malfunction, and black and white pictures irrespective of quality may be cause for rejection.

2. All pictures (recordings) shall be in focus, properly illuminated with good contrast, adequate color and tint, and without distortion or outside interference. Illumination shall be adjustable and evenly spread around 360 degrees of 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 linear 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.

3. Televising will be performed during dry weather periods such that the water depth is no greater than 30 percent of the diameter of the pipe or greater than 6 inches. It will be the intent to be able to view approximately 70 percent of the pipe periphery. Televising during wet weather may be conducted if authorized by City.

4. The camera operation may be cable-pulled or self-propelling, and may record moving forward or on a reverse pull depending on the pipeline conditions. The preferred direction is forward from upstream to downstream. Reverse camera direction shall be allowed only if access for forward inspection is
impeded or if a reverse inspection is needed to complete inspection of an entire pipe segment where an obstruction was encountered in the forward direction. Camera travel speed shall not exceed 30 feet/minute.

5. The camera lens must be kept clean and clear; and any fogging due to oil, grease, or other water content or debris that obscures the lens shall be cleaned off before proceeding with the recording operation.

6. The camera lens must remain above the visible water level and may submerge only while passing through clearly identifiable line sags.

7. The camera shall be stopped for a minimum of 5 seconds at every lateral, broken pipe, root intrusion, or other defect or feature. The camera shall be stopped for a full minute at flowing, undocumented connections, and if needed, pulled back and re-televised to ensure a clear recording of the connection. If needed, the lens and lighting shall be readjusted to ensure a clear, distinct, and properly lighted feature.

8. Camera units shall have adjustable supports and shall be set so the camera axis is generally at the centerline of the pipe. The camera must be able to pan, tilt, and rotate and have a minimum 360 x 270 degree rotation.

9. All recordings shall have an audio descriptive narration by the CCTV operator. The operator shall clearly identify in the audio all important features: date, time, project, street names, structure numbers, camera direction, pipe size and material, all wye-tee junctions, all laterals, taps, breaks, roots, or other defects in accordance with the standards specified in in Part II hereof. All laterals shall be called out and include the operator's estimate of the diameter, material type, and whether it is an active or inactive lateral.

10. Screen text shall be clearly displayed on a contrasting background. Startup screen must include at a minimum: the project number or name, upstream and downstream manhole IDs, location (street), date and time, and camera direction. During CCTV, the screen must show running footage (distance traveled) and observation code at each defect or construction feature recorded.

10. A still image photograph shall be taken of each defect and construction feature recorded.

11. Each structure-to-structure segment shall be recorded as a separate inspection. If the inspection continues through a structure, a new video recording and inspection record shall be started at each structure location. If a structure not shown on the City’s maps is encountered during inspection, a temporary structure ID shall be assigned in accordance with guidelines provided by the City and a new video recording and inspection record started at that location.

**PART II - CCTV INSPECTION DATA STANDARDS AND DELIVERABLES FORMAT**

CCTV inspection data shall be recorded in accordance with the most current version of NASSCO PACP standards, including inspection (header) information and inspection observation data. CCTV inspection software used shall be capable of recording data using PACP standards and exporting inspection data to a standard PACP compliant database format. For each inspection, the contractor shall provide an inspection report (hard copy and electronic file format) that includes the following information:
● Project name
● Street location
● Upstream and downstream manhole IDs of inspected segment
● Operator’s name
● Date and time of CCTV inspection
● Pre-cleaning date
● Type of pre-cleaning
● Camera direction
● Pipe diameter
● Pipe material
● Pipe joint length
● Pipe map length
● Surveyed (inspected) length
● Footage location and description of all conditions and construction features observed in accordance with PACP standards
● PACP structural, O&M, and overall quick ratings and pipe ratings

In addition, the contractor shall provide a summary listing of all inspected segments by upstream/downstream manhole ID listing date of inspection, surveyed length, whether or not the inspection of the entire pipe segment was complete and if a reverse set-up was required to complete the inspection (or an explanation if a reverse inspection could not be attempted), and the footage location and explanation for any abandoned survey (MSA) codes.

For each task order, the contractor shall provide complete inspection data in a single consolidated MS Access database with associated video and still image files. All video and still image file names shall include at a minimum the pipe segment identifier (upstream and downstream manhole IDs) and the inspection date, plus other relevant information necessary to identify the file content. Data shall be provided in both the format of the CCTV software used as well as a PACP exchange database. If software other than POSM is used, the contractor shall also provide an associated viewer program if not otherwise available for public download from the internet.

In addition to electronic deliverables, contractor shall provide 2 copies of a report compiled in 3-ring binders containing the maps of the inspected segments (annotated as needed with discrepancies identified during the field work); summary listing of inspected segments as described above; report for each inspection that includes the information listed above; and a condition assessment summary that includes a listing of the segments with Grade 3, 4, or 5 maintenance defects and Grade 4 or 5 structural defects, a description of the defect, and recommended follow-up corrective measures for the City’s consideration.

The contractor shall be responsible for conducting quality assurance/quality control (QA/QC) review of all inspection data prior to submittal of deliverables.
PART III - CCTV VIDEO AND DATA REVIEW

All CCTV survey video and data shall be subject to the review process as described herein. The Contractor shall provide an acceptable picture that is distinct, clear, properly illuminated, of good contrast and without distortion. The Contractor shall provide accurate coding of information on pipe segment location and manhole identifiers, diameter, material, construction features, and defects observed.

SUBMITTAL OF INTERIM VIDEO AND DATA

For other than urgent or emergency inspections, the Contractor shall submit an interim deliverable containing complete video, database, and reports for the first 10 percent of the work requested under each task order within one week after completion of this portion of the work, and thereafter at the 30 and 60 percent stages. The purpose of the interim deliverable is to allow the City to provide comments and feedback on the work. These comments, or lack thereof, will in no way absolve the Contractor from meeting all quality standards required for final deliverables.

GENERAL POLICY

1. All CCTV video will be reviewed for acceptability of quality based on the minimum standards established herein, and the CCTV reports and data will be checked against the visible features.

2. A CCTV review form shall be completed conforming to the attached standards, and marked with appropriate acceptability or unacceptability condition.

3. Videos will be viewed to check for acceptability or unacceptability. All inspection reports and data will be subject to audits against the video for acceptability.

4. While all videos shall conform to the minimum acceptable standards described herein, the City may in isolated cases accept a line segment recording on the provision that all or a part of the line is sufficiently visible to permit a fairly accurate assessment and design evaluation without doubt or questionable concern.

5. Reviewing the acceptability of a line segment embodies the line from manhole to manhole (or cleanout). If only a portion of a line is unacceptable, the entire segment will be deemed unacceptable and must be re-recorded from manhole to manhole. A line that is partially recorded and is incomplete due to an excusable condition (i.e., physical obstruction that prevents the passage of the camera) will be accepted for the recorded portion only.

6. CCTV inspection reports will be evaluated against the video and the instructions of Part II hereof for accuracy and completeness.

SPECIFIC GUIDELINES

1. ILLUMINATION: The picture while moving forward or on the reverse run should be of adequate light to clearly ascertain with certainty cracks or fractures and their severity in addition to the obvious features (i.e., laterals and joints).
2. **FOCUSING:** The picture must be clear and distinct without being obscured by dirty lenses, foggy pipeline condition, or out of focus due to lack of operator alertness.

3. **COLOR:** Color pictures when specified shall be of true and adequate color and tint, free from interference, and at least 70 percent of the pipe periphery shall be visible above the waterline. Loss of color for all or a part of a line may be cause for rejection.

4. **INSIDE PIPE CONDITIONS:** Heavy water flow exceeding the foregoing established criteria will be cause to reject the line segment recorded. Surcharging and flooding of the camera lens will not be an excusable condition if it has been artificially created by an upstream surge; roots or debris that create a barrier of the flow or as a result of daytime cycled flow increase. Any flow where the camera towing bridle is underwater and is not clearly a line sag condition will, in general, be unacceptable recording conditions and the line segment subject to rejection.

   Root conditions will be an acceptable excusable condition only when a single pass of the hydraulic root cutter has been performed.

   The operator shall stop at each defect or identifying feature (i.e., a lateral, cracked pipe, hole in pipe) for 5 seconds.

5. **MISCELLANEOUS UNACCEPTABLE DEFECTS:** Loss of vertical hold which has an impact on the ability to read and interpret the video shall constitute a cause for rejection.

   Incorrect upstream or downstream manhole identifications shall be cause for rejection if the identity of pipeline cannot be determined and corrected in the database prior to final data submittal.

   All line segments must be recorded complete from manhole to manhole on the same medium in a continuous run (unless a reverse inspection is needed due to an obstruction that prevents completion of the inspection in a single run). If more than a single video file is required for the inspection, then the files must be linked to the same inspection data record, and the file names clearly identified as part of the same inspection.

   Continuous footage readings for identifying the location of defects must be accurate to within a ±2 percent tolerance. Defect identifications are to be called out and recorded to the nearest 0.1 foot. Any inaccuracy in the continuous footage meter or identified defects or features which leave a doubt as to the accuracy of the locations or total length shall render the line segment recording as unacceptable. If the operator has acknowledged that the forward run is unacceptable and has decided to re-record on the reverse pass, the operator must ensure: 1) the footage markings are correct; and 2) a stop at each feature for 5 seconds for an overall effect of performing a complete re-recording operation on the reverse pass.

   Any other unidentifiable defect such as equipment interference or malfunction, blurred or obscured images from an unknown source that detracts from the ability to completely and with reliable accuracy to interpret the video shall constitute a basis for rejection.
APPENDIX C - MANHOLE INSPECTION STANDARDS

1. The Contractor shall obtain access approval from property owners before commencing manhole inspections other investigative work on private property. Approval must be obtained at least 72 hours prior to commencement of work.

2. Contractor shall perform visual inspections of all designated manholes and other sewer structures. Inspections shall be conducted from the surface, and contractor shall record all information and conditions as required on the City’s standard manhole inspection form, as specified under “Data Standards and Deliverables Format” below. Contractor shall also document manhole conditions in digital photographs. Digital photographs shall be take of the surface (showing the manhole cover and ground surface), manhole interior, and of all observed defects (using a zoom lens as needed).

3. Contractor shall report to the City any manholes that cannot be located, accessed, or opened for inspection, or appear to be paved over. If, after investigation or corrective action, the City is able to provide access to the manhole for inspection, then contractor shall complete the inspection.

4. A firm written schedule encompassing each calendar week’s program will be submitted to the City by the Contractor for manhole inspection a minimum of five (5) days prior to commencement of inspection. If minor modifications in schedule are necessary, the City will be notified a minimum of 24 hours prior to the change.

5. All open access structures or manholes will be attended at all times, and all access structures or manholes that were sealed to control odors or entry of extraneous water will be resealed after entry.

6. Contractor's Traffic Safety Procedures shall conform to all applicable federal, state, city, and other local regulations and ordinances.

7. Contractor's field crews shall be alerted to and shall promptly notify the City whenever they encounter any one of the following conditions:
   a. Potentially illicit connections draining into the sanitary sewer system or cross connections between the sanitary and storm drain systems.
   g. Potentially hazardous materials (liquid or solid).
   h. Pipe collapse or blockage requiring immediate attention
   i. Potential network faults where drainage capability and/or safety is significantly affected and timely corrective measures are warranted.
   j. Locations where the network is at variance to the maps as issued for the work.
   k. Locations of system surcharging.

8. Contractor shall legibly note any observed field conditions including access structures, pipelines, manhole IDs, location of system as encountered in the field that differ from information shown on maps provided by the City as part of the task order. The Contractor shall return these marked up maps with the inspection data and report submittals.
9. Manhole inspections may be required during evenings and early morning hours in areas with high traffic.

10. No travel time compensation will be provided.

11. All structure inspection submittals shall be identified by their unique structure no. ID in the format to match the City’s GIS database.

MANHOLE INSPECTION DATA STANDARDS AND DELIVERABLES FORMAT

Manhole inspection data shall be recorded in accordance with the City’s manhole inspection form, attached hereto. The City, at its discretion, may modify this form to meet its condition assessment needs. Alternate inspection forms shall be used only if approved by City. For each inspection, the contractor shall provide an inspection report (hard copy and electronic file format) that includes all of the information contained on the form as well as photographs.

In addition, the contractor shall provide a summary listing of all manholes or structures included in the original task order listing the date of inspection or attempted inspection, and indicating if the manhole was inspected, or if not, the reason, e.g., could not locate (CNL), could not access (CNA), could not open (CNO), structure is a lamphole (LH) or cleanout (CO), or other reason.

For each task order, the contractor shall provide complete inspection data in a single consolidated MS Access database with associated digital photograph files. The format of the database shall be as specified by the City. All digital photograph file names shall include at a minimum the manhole ID plus other relevant information necessary to identify the file content.

In addition to electronic deliverables, contractor shall provide 2 copies of a report compiled in 3-ring binders containing the maps of the inspected manholes (annotated as needed with discrepancies identified during the field work); summary listing of inspected or not inspected manholes as described above; report for each inspection that includes the City’s required information; and a condition assessment summary that includes a listing of the manholes with overall condition rating, a description of significant defects, and recommended follow-up corrective measures for the City’s consideration.

The contractor shall be responsible for conducting quality assurance/quality control (QA/QC) review of all inspection data prior to submittal of deliverables.