

**Stormwater Control Measure (SCM) Maintenance
in Chester County
STATEMENT OF WORK**

SPECIAL PROVISIONS

1. Governing Specifications
2. Service Requirements
3. Purchase Order Validity Period
4. Option to Renew
5. Option to Extend
6. Estimated Quantities
7. Subcontracting
8. Contract Representative
9. Equipment and Operator Requirements
10. Equipment List
11. Work Zone Traffic Control Requirements (WZTC)
12. Work Requirements and Procedures
 - a. Schedule
 - b. Holidays
 - c. Work Performance
 - d. Work Crew Readiness
 - e. Compliance Notifications
 - f. Disposal Site Requirements
 - g. Active Construction Zones and Beautification Areas
 - h. Property Damage
13. Pre-Service Meeting
14. PennDOT Roadside Contract Administration
15. Global Positioning System Equipment Requirements
16. Invoice and Billing Instructions
17. Spill Plan and Spill Kit
18. Strategic Environmental Management Program

PAY ITEMS:

- Item 1: Summer Routine Maintenance Cycle of SCMs
- Item 2: Fall Routine Maintenance Cycle of SCMs
- Item 3: As Directed SCM Trash Pick-Up and Disposal
- Item 4: As Directed SCM Vegetation Maintenance

ATTACHMENTS:

- Attachment 1, Contractor Information Form
- Attachment 2, Proposed Equipment List
- Attachment 3, Confirmation of Services Form (Form OS-501)
- Attachment 4, Tabulation of Quantities
- Attachment 5, List of SCMs
- Attachment 6, SCM Location Map
- Attachment 7, SCM Plan Mark-Ups
- Attachment 8, Accessing PennDOT iPad Applications for Business Partners
- Attachment 9, Acknowledgment of Stormwater Control Measure (SCM) Maintenance Responsibilities
- Attachment 10, SCM GeoSnap Example

SPECIAL PROVISIONS

1. GOVERNING SPECIFICATIONS

The purpose of this Invitation for Bid (IFB) is to procure a Contractor to perform routine maintenance of Stormwater Control Measures (SCM's) in Chester County in District 6-0 for the Pennsylvania Department of Transportation (hereinafter referred to as PennDOT). These services may be requested within PennDOT right-of-way and are to be performed in accordance with the most recent version of the following: (these documents can be found on the PennDOT website <http://www.penndot.gov/> or via an internet search by title)

- PennDOT Publication 213– Temporary Traffic Control Guidelines
- PennDOT Publication 23 – Maintenance Manual
- PennDOT Publication 888 – Stormwater Control Measure Maintenance Manual

This bid solicitation has been reserved for Small Business Contracting. Only those Bidders certified as DGS Small Businesses through the Small Business Contracting Program may submit a bid for these services.

Prior to the bid, all questions shall be directed to the Purchasing Agent.

In the event there is a conflict among the documents comprising this Contract, PennDOT and the Contractor have agreed on the following order of precedence: the Contract; the IFB; and the Contractor's Bid in Response to the IFB.

The PennDOT Project Manager for this contract will be the District Maintenance Manager (DMM) or Designee.

2. SERVICE REQUIREMENTS

SCM Maintenance is an essential maintenance activity which contributes to motorists' safety, drainage effectiveness, vegetation control and roadside appearance. SCM Maintenance is to be performed per Publication 888 or as directed by the Project Manager or designee. For the purposes of this contract, "sediment and anti-skid material" is defined as fine sediment and anti-skid material that accumulates as a result of water flow through drainage features. "Litter/Trash" is defined as typical roadside articles along the highway right of way four inches and greater in size including articles from vehicles, bottles, bags, etc.

This work is the furnishing of all material, equipment, personnel, liability insurance, safety equipment and best operational practices necessary for the efficient maintenance of PennDOT owned SCMs as described in this Statement of Work.

Work continuously until each location is completed. Do not leave work location except when necessary due to the onset of inclement weather or darkness. When feasible, conduct all work operations from or beyond the roadway shoulder.

The services provided shall be consistent with standard operating procedures and applicable Federal, State, Local laws, rules, and regulations for the protection of public health and the environment, including following OSHA safety requirements.

The Contractor is advised to review and field-view the SCM areas and submit any questions prior to the start of work. It will be assumed that the bidders have full knowledge of all existing conditions when submitting their bid. To support Contractors' efforts to review and field view the SCM areas prior to the start of work, the Department is providing, for informational purposes only, Attachment 6, SCM Location Map and Attachment 7, SCM Plan Mark-Ups.

Do not disturb any steel drums or other types of sealed containers which might contain solid, liquid, or gaseous chemical wastes, hospital wastes or infectious wastes. Immediately notify the Project Manager or Designee if any such material is discovered.

All work crews will be equipped as described below under EQUIPMENT REQUIREMENTS and PAY ITEMS.

3. PURCHASE ORDER VALIDITY PERIOD

The initial validity period will start upon execution of the Purchase Order and end November 30, 2023.

4. OPTION TO RENEW

This purchase order may be renewed for a maximum of one (1) additional one (1) year term, so long as the Department provides written notice to the contractor of its intention to extend the purchase order by letter prior to the expiration of the term agreement, or any extension thereof. No further document is required to be executed to renew the term of the contract. Any renewal will be under the same terms, covenants, and conditions, provided, however, that the rates under the contract may be increased up to 2% during each renewal term.

5. OPTION TO EXTEND

The Department reserves the right to extend a purchase order for up to three (3) months upon the same terms and conditions.

6. ESTIMATED QUANTITIES

All quantities are estimated, and the Department reserves the right to increase or decrease these quantities based upon need.

Estimated limits of work are described with marked up plan sheets and displayed in Attachment 7, SCM Plan Mark-Ups. Estimates may not reflect the actual quantities and the Contractor is responsible for reviewing the work areas.

SCM Maintenance cycles may vary per growing season. PennDOT reserves the right to modify without limitation, and without increasing the unit cost payout to the contractor, the number of SCM Maintenance cycles and/or the SCMs included in the SCM List may be adjusted as necessary for any reason, including available program budgets, annual cycle schedules, construction project (starts or close-outs) SCM modifications or weather patterns. If the SCM number is reduced, the cycle will be paid proportionally, based on the total number of SCMs included in a cycle at the time of bid. If SCM Maintenance areas are to be added, they will be covered under the As Directed SCM Trash Pick-Up and Disposal (hourly) and As Directed SCM Vegetation Maintenance (hourly) items. See Attachment 4, Tabulation of Quantities, for the estimated number of SCM Maintenance Cycles.

As Directed SCM Trash Pick-Up and Disposal (hourly) and As Directed SCM Vegetation Maintenance (hourly) areas may vary per growing season. PennDOT reserves the right to modify without limitation, and without increasing the unit cost payout to the contractor, the As Directed SCM Trash Pick-Up and Disposal (hourly) and As Directed SCM Vegetation Maintenance (hourly) areas in the Tabulation of Quantities as necessary for any reason, including available program budgets, annual cycle schedules, construction project (starts or close-outs) SCM modifications or weather patterns. See Attachment 4, Tabulation of Quantities, for the estimated number of As Directed SCM Trash Pick-Up and Disposal (hourly) and As Directed SCM Vegetation Maintenance (hourly) areas. When additional areas are assigned to the Contractor, they will be notified in writing of the additional areas by the Project Manager or designee. The contractor MUST perform SCM Maintenance services requested at As Directed SCM Trash Pick-Up and Disposal (hourly) and As Directed SCM Vegetation Maintenance (hourly) areas; failure to complete assigned As Directed SCM Trash Pick-Up and Disposal (hourly) and As Directed SCM Vegetation Maintenance (hourly) areas will be considered non-compliance, and the Contractor will be issued a Contractor Work Performance Compliance Notification.

7. SUBCONTRACTING

Subcontracting is not permitted under this contract.

8. CONTRACT REPRESENTATIVE

The Contractor shall assign one of its employees to serve as the Contract Representative. The Contractor's Contract Representative will be the Contractor's sole contact person designated to interact and communicate with the Department on all contract-related activities and issues. The Contractor Representative must be available 24-hours a day, seven (7) days a week, and proficient in the English language.

The Contractor shall provide the Department with Contractor's Contract Representative's contact information including name, title, cell phone number, and email address.

The Contractor's Contract Representative shall have the authority to make all contract-related decisions. The Contractor shall notify the Department immediately, in writing, of any change involving the individual serving in this position.

The Contractor must complete and submit Attachment 1, Contractor Information Form to the PennDOT Purchasing Agent within 3 business days of notice of apparent low bidder status.

PennDOT reserves the right to require changes to the Contract Representative or personnel when necessary to carry out the safe, professional and effective performance of the contract.

9. EQUIPMENT AND OPERATOR REQUIREMENTS

The Contractor shall ensure all equipment and equipment operators comply with applicable PA Motor Vehicle laws and federal regulations. The Contractor is responsible for determining adequate staffing and equipment needed to provide the services described in this Statement of Work. PennDOT reserves the right at any time to request additional staffing and/or equipment if deemed necessary. An ANSI Class 2 safety vest, hard hats and work shoes with above the ankle design must be worn by all crew members at all times in work zones.

Maintenance techniques and equipment requirements are described in Pub 888 Chapter 4.7 and shall direct this contract work. SCM Features are different from typical roadside features therefore care must be taken to maintain their integrity and functionality, this will be strictly enforced.

The Contractor will, within three (3) business days of notice of apparent low bidder status, submit a signed copy of Attachment 9, Acknowledgment of Stormwater Control Measure (SCM) Maintenance Responsibilities.

10. EQUIPMENT LIST

As noted in Section 9 there are equipment restrictions for certain SCM sites. The Contractor will, within three (3) business days of notice of apparent low bidder status, submit the completed Attachment 2, Proposed Equipment List to the PennDOT Purchasing Agent. This equipment may be subject to inspection. The apparent low bidder shall demonstrate to the Project Manager or Designee that the equipment proposed for use in meeting the requirements of the contract is of sufficient type, capacity and quantity, and that all such equipment is in good working order. Additionally, the apparent low bidder may be asked to demonstrate that the personnel employed for providing the services required by the contract are sufficiently trained to operate the Contractor's proposed equipment. The Proposed Equipment List shall also include Work Zone Traffic Control vehicles needed for compliance with traffic safety requirements as defined in the current version of PennDOT Publication (Pub) 213.

All equipment listed by the Contractor on Attachment 2, Proposed Equipment List must be present at the demonstration; incidental equipment need not be included. All equipment shall be licensed, insured, and registered in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract.

The Contractor name, logo if applicable and contact information must be visible on all motor vehicles used on the contract.

11. WORK ZONE TRAFFIC CONTROL REQUIREMENTS (WZTC)

Contractor shall conduct Maintenance and Protection of Traffic in accordance with the current version of Publication 213. Contractor shall provide all traffic control setups, shadow vehicles, signage, warning lights,

flags, flashing lights, and any other work zone traffic control equipment required by Publication 213 necessary to ensure the safety of the traveling public and minimize interference with the normal flow of traffic. Contractor shall not close any lanes of travel without prior coordination with the Project Manager.

The costs of Maintenance and Protection of Traffic as required by Publication 213 for performing work under this contract is considered incidental and will not be paid for separately.

12. WORK REQUIREMENTS AND PROCEDURES

- a) **SCHEDULE:** A Notice to Start Cycle will be initiated in writing by the Project Manager or designee. SCM Maintenance operations must be completed in the time frames established: Summer Routine Maintenance Cycle shall be completed in June and/or July. Fall Routine Maintenance Cycle shall be completed in October and/or November or as directed by the Project Manager. Minimum time between visits to a specific SCM should be two (2) months. Failure to complete a cycle (weather permitting) within the time limits agreed to will be considered a Contractor Work Performance Issue.

Work will be performed Monday through Friday. Work on Saturday and Sunday, as necessary, may be performed only with written consent of the Project Manager or Designee.

Unless otherwise directed by the Project Manager or Designee, a work shift may begin no earlier than sunrise and end no later than sunset, provided sufficient daylight and/or weather conditions exist to allow for the safe completion of work activities.

Each crew foreperson must make a call-in including working/not working, location of work, and any WZTC that is being implemented to the Project Manager or Designee by email each day; this report is to be made by 7:00 AM. If the WZTC requirement change during the day from what was reported in the daily call-in, the Project Manager or Designee must be notified immediately. At the end of each working day, a call-out must be made to the Project Manager or Designee by email each day by 3:30 PM.

During times of inclement weather or special events, the Project Manager or Designee may postpone work until a more suitable time.

No payment will be made for hours not worked due to inclement weather, equipment breakdowns, mandatory lunch breaks, or other causes. Payment will be made for time spent on field repairs requiring less than one (1) hour of down time; any crew member not involved in equipment repair shall make all reasonable efforts to continue working in a productive manner. Any breakdown shall be immediately reported to the Project Manager or Designee; no payment shall be made for field repair if the PennDOT has not been notified on the day of occurrence.

- b) **HOLIDAYS:** No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by PennDOT:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving Day
12. Christmas Day

For all holidays occurring on a Sunday, the following Monday will be recognized as the day when no work is to be scheduled. For all holidays occurring on a Saturday, the Friday before will be recognized as the day when no work is to be scheduled.

The Contractor shall not implement travel lane restrictions or any activities that will impede traffic during the following periods unless otherwise approved by the Project Manager or Designee:

1. Tuesday 5.00 AM through Monday 8.00 PM (Thanksgiving Weekend)
2. Friday before Holiday at 5:00 AM through the Monday after at 8:00 PM (Christmas and New Year's Weeks)
3. Friday 5:00 AM through Tuesday 8:00 PM (Easter Weekend)
4. Thursday 5:00 AM through Tuesday 8:00 PM (Memorial Day Weekend)
5. Friday 5.00 AM to Tuesday 8.00 PM (Independence Day Weekend)
6. Friday 5.00 AM through Tuesday 8.00 PM (Labor Day Weekend)
7. Special Events

c) WORK PERFORMANCE: The Project Manager or Designee may submit to the Contractor a list of work areas that may include additional information, such as high-priority or special needs areas, requested work order etc. The Contractor shall provide a general schedule for approval that clarifies the order and time frame needed to complete the work.

d) WORK CREW READINESS

Absenteeism which prevents Contractor crews from performing work will be considered a Contractor performance issue. Absenteeism which prevents Contractor crews from performing work may result in the assessment of liquidated damages, performance issue entry in the Commonwealth's Contractor Responsibility Program System, and Purchase Order Cancellation.

e) COMPLIANCE NOTIFICATIONS: A written response to a Compliance Notification is required within 24 hours of receipt. **REPEATED INADEQUATE REPONSES TO COMPLIANCE NOTIFICATIONS MAY RESULT IN THE CONTRACTOR BEING FOUND NON-RESPONSIVE OR NOT RESPONSIBLE. IN THIS CASE, PENNDOT RESERVES THE RIGHT TO WITHDRAW THE CONTRACT AND REQUEST SERVICES FROM THE NEXT LOWEST BIDDER.**

1. WORK ZONE TRAFFIC CONTROL (WZTC): If the Project Manager or Designee observes any aspect of a safety setup that raises questions or concern, the Contractor will be notified immediately.
2. WORK PERFORMANCE: Crews are expected to be productive and work continuously throughout the day (except for a lunch break, if taken). Excessively long breaks and unproductive crew members or crews will not be tolerated. If the Project Manager or Designee observes sub-standard work performance, the Contractor will be notified immediately.

The work of the Contractor is subject to inspection by PennDOT at any time. Unannounced inspections of operations performed under this contract may be conducted by the Project Manager or a Designee. The Project Manager will have the authority to stop operations being performed under this contract at any time and for any reason. Deficiencies found during an inspection shall be corrected, at no cost to PennDOT, before operations resume.

f) DISPOSAL SITE REQUIREMENTS

At the Pre-Service meeting, the Contractor will provide the Project Manager or Designee with a list of disposal sites that the Contractor will be using to dispose of the materials picked up under this contract.

Contractor must utilize disposal sites approved and licensed by the Commonwealth of Pennsylvania Department of Environmental Protection.

Contractor must notify PennDOT in advance of changes in disposal site(s). All Trash disposal costs and fees will be incidental to this service.

The Department reserves the right to direct the Contractor to dump at any approved location.

g) ACTIVE CONSTRUCTION ZONES AND BEAUTIFICATION AREAS

The Contractor shall not perform any operations within active construction zones or beautification areas unless directed to do so by the Project Manager or Designee.

h) PROPERTY DAMAGE

The Contractor shall repair or replace any PennDOT property, or private property, damaged during operations performed under this contract at no additional cost to PennDOT.

13. PRESERVICE MEETING

A Pre-Service Meeting will be scheduled by the Project Manager or Designee after the purchase order is issued and will be held at the PennDOT District 6-0 Office or virtually utilizing video conferencing tools.

The Pre-Service meeting is an incidental item and will not be paid for.

The Contractor will have five (5) calendar days to be ready to start work after the Pre-Service Meeting is held.

14. PENNDOT ROADSIDE CONTRACT ADMINISTRATION

While PennDOT reserves the right to request submission of the M-609 in other formats in the future as detailed below, PennDOT **requires Form M-609s to be submitted via a mobile application** (hereinafter the "application").

Any reference throughout this document to the M-609 shall mean the PennDOT Form M-609, which shall be completed by the Contractor via PennDOT's mobile application unless directed otherwise by the Project Manager or Designee. To that end, the following requirements apply:

1. The Contractor shall become a PennDOT Business Partner, obtain credentials to utilize the application, and follow "Accessing PennDOT iPad Applications for Business Partners" (Attachment 8). This document provides guidance on registering to become a Business Partner and using the application.
2. The Contractor shall be responsible for the purchase, maintenance and operation of all hardware, including devices such as but not limited to compatible cellular telephones or tablets, necessary to utilize the application.
3. **The Contractor shall submit all Form M-609s to PennDOT via the application. If applicable, supplemental daily information (GPS pins/information, photographs, etc.) shall be attached as pdf files.**
4. **A minimum of one M-609 shall be submitted per cycle. The regular submission of M-609's is critical to the efficient administration of this contract and will be agreed upon at the Pre-Service meeting. If a revision is needed for an M-609, it will be "rejected" to the Contractor through the mobile application.**
5. Once registered as a Business Partner, the Contractor shall use the application statewide for roadside maintenance work and, as directed by the PennDOT and its authorized personnel, including without limitation the Project Manager or Designee, complete Form M-609 electronically, with the same binding legal effect as though certified in writing.

15. GLOBAL POSITIONING SYSTEM EQUIPMENT REQUIREMENT

A Global Positioning System (GPS) unit provided by the contractor must be used for the work under the Purchase Order.

The cost for the contractor to provide the GPS requirement is considered incidental.

This device will be used to verify the hours worked and work locations visited by each crew.

The website log-on and password information shall be provided to the PennDOT at the Pre-Service Meeting.

The above systems shall be capable of producing a daily report that shall include the following at a minimum:

1. Date
2. Truck identification number(s)
3. Description of Crew (Crew Type)
4. Work location(s) including:
 - a. GPS coordinates
 - b. Time spent at each location
 - c. Address or roadway name.

For work under this Purchase Order a daily GPS report shall be attached to each corresponding M-609 Form when submitted for PennDOT review and included with the OS-501 Form (See "Invoice and Billing Instructions" below).

16. INVOICE AND BILLING INSTRUCTIONS

A completed Confirmation of Services Form (Form OS-501) (Attachment 3) shall be submitted by the Contractor to the Project Manager or Designee for review and verification on a monthly basis. Both forms shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order. The Project Manager or Designee will notify the Contractor if corrections are needed. Untimely or incomplete submissions of Form OS 501 and M-609 Summary Spreadsheets may delay processing of a "proper invoice" as required by the Payment section of the Terms and Conditions.

The Contractor shall ensure that all line-item quantities are monitored throughout the term of the Purchase Order and shall track line-item usage to be able to forecast shortages before they occur. When shortages are identified, the Contractor shall cease work immediately and contact the Project Manager.

17. SPILL PLAN AND SPILL KIT

Contractor must submit a Spill Plan to the Project Manager at the Pre-Service Meeting. The plan shall detail the steps that will be taken to contain any and all fluids and material that may accidentally be discharged by any of the equipment. In addition, the plan shall provide direction to the crew on the cleanup and disposal process of any/all leaked contaminants or material. If an environmental remediation company will be utilized, the name of the company and contact must be supplied.

Contractor must equip each crew with a Spill Kit. The Contractor's Spill Kit(s) must be presented to the Project Manager at the Equipment Inspection. The Spill Kit must be capable of containing any and all fluids and material that may accidentally be discharged by any of the equipment to prevent the discharge from entering any inlets or water ways. Contractor will check the spill kit on a monthly basis throughout the term of the contract to ensure it is complete and functional.

18. STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM

The Department has implemented a Strategic Environmental Management Program (SEMP). As part of SEM, the Commonwealth of Pennsylvania has established a Green Plan Policy that can be found at:

<http://www.penndot.gov/>

and is also posted at the Department's District and County Offices. The Green Plan Policy is designed protect the environment, conserve resources and comply with environmental laws and regulations.

The Contractor shall ensure that its personnel including the personnel of any of its subcontractors) are aware of the Commonwealth of Pennsylvania's commitment to protecting the environment, are properly trained about the environmental impacts of their work and are competent (through appropriate work experience, job training or classroom education) to perform the work that they do.

PAY ITEMS

Item 1: Summer Routine Maintenance Cycle of SCMs

DESCRIPTION: Mow vegetated areas including woody vegetation up to four (4) inches in diameter, along SCM side slopes, embankments, SCM bottoms, pipe outfalls (when noted on Attachment 7, SCM Plan Mark-Ups), and perimeter areas to a height of five (5) to eight (8) inches, the general limits are shown in Attachment 7, SCM Plan Mark-Ups. Do not mow the basin bottom of Bioretention (BRE or BRU) sites during the summer routine maintenance cycle. Perform mowing operations when SCM is completely dry, preferably using hand operated equipment. Do not drive heavy equipment on SCM surfaces. Remove litter and trash from entire SCM feature and immediate surrounding area with a particular focus on inflow and outlet features, the general limits are shown in Attachment 7, SCM Plan Mark-Ups. Remove sediment and anti-skid material from inflow rock apron or forebay areas extending 15 feet from the pipe opening and one shovel length into the pipe. All vegetation debris and trash/litter shall be removed from the site and disposed of in accordance with environmental regulations. All grass clippings are to be distributed evenly. During mowing operations where it can be avoided, do not discharge clippings onto roadway. Disperse grass piles of clippings left on mowed areas, shoulder and roadway areas.

Trimming is required in and around structural features including, but not limited to, pipe end/head walls, outlet structures, pipe outfall areas, rock aprons, sediment forebay structures, etc. All trimming work will be incidental to this service.

Take photographs and upload to PennDOT system utilizing "GeoSnap" when maintenance work is complete, photos should include an overview of the SCM, all inflow points, the outlet structure(s), other SCM features as requested by the Project Manager. See Attachment 10 SCM GeoSnap Example for details on utilizing the GeoSnap mobile application.

If the crew identifies any major deficiency with the SCM (ex. Erosion gullies, pipe damage, outlet structure damage) notify the Project Manager or Designee immediately.

Do not damage roots, basal areas or branches of any trees that will remain. Do not damage any ornamental beds or plantings.

PAY ITEM, UNIT OF MEASURE: Each
Mobilization and WZTC is incidental to this item.

Item 2: Fall Routine Maintenance Cycle of SCMs

DESCRIPTION: Mow vegetated areas including woody vegetation up to four (4) inches in diameter, along SCM side slopes, embankments, SCM bottoms, pipe outfalls (when noted on Attachment 7, SCM Plan Mark-Ups), and perimeter areas to a height of five (5) to eight (8) inches, the general limits are shown in Attachment 7, SCM Plan Mark-Ups. Perform mowing operations when SCM is completely dry, preferably using hand operated equipment. Do not drive heavy equipment on SCM surfaces. Remove litter and trash from entire SCM feature and immediate surrounding area with a particular focus on inflow and outlet features, the general limits are shown in Attachment 7, SCM Plan Mark-Ups. All vegetation debris and trash/litter shall be removed from the site and disposed of in accordance with environmental regulations. All grass clippings are to be distributed evenly. During mowing operations where it can be avoided, do not discharge clippings onto roadway. Disperse grass piles of clippings left on mowed areas, shoulder and roadway areas.

Trimming is required in and around structural features including, but not limited to, pipe end/head walls, outlet structures, rock aprons, sediment forebay structures, etc. All trimming work will be incidental to this service.

Take photographs and upload to PennDOT system utilizing "GeoSnap" when maintenance work is complete, photos should include an overview of the SCM, all inflow points, the outlet structure(s), other SCM features as requested by the Project Manager. See Attachment 10 SCM GeoSnap Example for details on utilizing the GeoSnap mobile application.

If the crew identifies any major deficiency with the SCM (ex. Erosion gullies, pipe damage, outlet structure damage) notify the Project Manager or designee immediately.

Do not damage roots, basal areas or branches of any trees that will remain. Do not damage any ornamental beds or plantings.

PAY ITEM, UNIT OF MEASURE: Each
Mobilization and WZTC is incidental to this item.

Item 3: As Directed SCM Trash Pick-Up and Disposal

DESCRIPTION: Additional trash removal is to be performed only as directed by the Project Manager.

Provide a crew to safely and efficiently remove and dispose of all litter and debris at the directed SCM sites. The expected crew size for this work is two to four individuals. Ensure all equipment used for this item is licensed, insured, and registered in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract. Ensure all personnel operating equipment are licensed and insured in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract. Designate one of the laborers as the foreperson. ANSI class 2 safety vest, hard hats and leather boots must be worn by all crew members. Provide trash bags, gloves and a cellular phone to the designated foreperson and provide the PennDOT Project Manager with the cellular phone number.

Trash removal is the removal and disposal of litter and debris four inches and greater in size. This work will be trash removal at additional SCM sites or increased frequency of trash removal at existing SCM sites as directed by the project manager or designee. Contractor will submit invoices for Trash Pickup and Disposal on a monthly basis.

The Contractor is responsible for the proper disposal of all trash collected. At the pre-service meeting, the contractor will provide the Project Manager or designee with a list of disposal sites that the contractor will be using to dispose of the materials picked up under this contract.

Contractor must utilize disposal sites approved and licensed by the Commonwealth of Pennsylvania Department of Environmental Protection.

Contractor must notify PennDOT in advance if the contractor wants to add or change its disposal site(s).

All Trash disposal costs and fees will be incidental to this service.

The contractor must retain receipts showing proof of proper trash disposal and must provide said receipts to PennDOT when submitting its OS-501s.

If the Contractor encounters unidentifiable, hazardous or unmovable objects, the item(s) should not be touched or moved, and the Contractor shall immediately notify the Project Manager. Contractor is not expected to dispose of these items.

If the Contractor observes a dead deer within the limits of work, the Project Manager shall be notified. Contractor is not expected to dispose of dead deer.

PAY ITEM, UNIT OF MEASURE: Man-Hour

The unit for as-directed trash pick-up is man-hour.

Item 4: As Directed SCM Vegetation Maintenance

DESCRIPTION: Additional SCM vegetation maintenance will be as directed by the project manager or designee. The expected crew size for this work is two to four individuals. This work will be vegetation maintenance at additional SCM sites or increased frequency of vegetation maintenance at existing SCM sites as directed by the project manager or designee. This work will include mowing vegetated areas including woody vegetation up to four (4) inches in diameter, along SCM side slopes, embankments, SCM bottoms, and perimeter areas to a height of five (5) to eight (8) inches additional times at SCMs already identified in Attachment 5, List of SCMs or separate SCMs that are owned and operated by PennDOT. Perform mowing operations when SCM is completely dry, preferably using hand operated equipment. Do not drive heavy equipment on SCM surface. All grass clippings are to be distributed evenly. During mowing operations where it can be avoided, do not discharge clippings onto roadway. Disperse grass piles of clippings left on mowed areas, shoulder and roadway areas.

Trimming is required in and around structural features including, but not limited to, pipe end/head walls, outlet structures, rock aprons, sediment forebay structures, etc. All trimming work will be incidental to this service.

Take photographs and upload to PennDOT system utilizing "GeoSnap" when maintenance work is complete, photos should include an overview of the SCM, all inflow points, the outlet structure(s), other SCM features as requested by the Project Manager.

PAY ITEM, UNIT OF MEASURE: Man-Hour

The unit for as-directed SCM Vegetation Maintenance is man-hour.