**SCOPE OF WORK**

Contractors to provide shoulder rehabilitation and related services as needed at various locations within Lake County. Pricing submissions shall include all items, including but not limited to: Maintenance of Traffic (MOT), equipment, tools, materials, labor, and disposal to complete projects.

This is an indefinite quantity contract with no guarantee of a volume of services or expenditure. County does not guarantee a minimum or maximum dollar amount to be expended.

**CONTRACTOR’S RESPONSIBILITIES**

Contractor Shall:

* 1. Have the experience and ability to complete tasks in accordance with the specifications within this document and as directed by the County.
	2. Designate a project manager that shall speak English and have available communication devices with internet access to ensure proper communication and documentation during operations.
	3. Provide a quote by the specified deadline date and time provided by the Project Manager for each project. This quote shall include the number of days necessary to accomplish the work. If Contractor fails to provide a quote within the specified time frame, the non-responsive firm will not be considered for that project.
	4. Provide a Pre-Construction Video of all current conditions of the project limits in USB format.
	5. Give twenty-four hours (24) in advance notice of crews being on-site at each project location.
	6. Be responsible of all underground utilities located before the commencement of work.
	7. Begin work within ten (10) business days from the issuance of the Notice to Proceed and complete the project within the number of days as specified on the Notice to Proceed unless otherwise approved by the County.
	8. Consult with the County’s Project Manager prior to any schedule variances, including when work is interrupted due to weather, breakdowns, etc.
	9. Notify the County upon completion of the work to schedule an inspection. Contractor shall, upon request, meet with the County’s Project Manager to review the work that has been completed.
	10. If in default for not completing work within the specified time, at the option of the County, Contractor may not be permitted to quote work for future requests for quote until all contracted work has been satisfactorily completed.
	11. Resolve any discrepancies concerning measurements or work limits prior to the submittal of the quote. Contractor shall not be entitled to any additional compensation for any extra work performed if Contractor completes the work without confirmation from the County’s Project Manager.
	12. Submit an invoice via email to the County’s Project Manager upon completion of the project.

**COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award to one or more contractor.
	2. Reserve the right to add or remove services in conjunction with the County’s needs.
	3. Issue a Request for Quote with a detailed scope of services for each project that includes location, clearly defined project limits, and deadline date for submittal.
	4. Award projects to Contractor whose quote was determined to be in the best interest of the County. The best interest of the County may be determined based on price, days to complete, Contractor’s schedule or any combination of these factors.
	5. Inspect each project upon completion and notify Contractor of any deficiencies.

**TECHNICAL REQUIREMENTS**

* 1. Contractor shall grade and shape the roadside shoulder to provide for positive drainage. The areas shall be graded to a two (2) percent minimum cross slope leading away from the edge of the pavement to a distance defined within the scope of services for each project. If for some reason the two (2) percent grade cannot be obtained, Contractor shall contact the County’s Project Manager before continuing with the work.
	2. The grading shall be accomplished in conjunction with matching any adjacent pavement, curb, sidewalk, and structure grades. It shall also include both the removal of material to alleviate high shoulder conditions as well as backfilling areas to eliminate any drop offs.
	3. The Pre-Construction video shall show all current conditions such as, but not limited to: driveways, road intersections, roadway edges, vegetation, etc., before any work starts, and must include specific markers (house numbers, mailboxes, road signs, etc.) to distinctly identify the exact location of the video. The vendor shall focus on any deficient conditions present at the time of the videotaping. The date and time shall be recorded on the video at the time it is being created. A copy of this video shall be supplied and approved by the County’s Project Manager prior to the commencement of any work.
	4. The reshaped shoulder shall not be left with windrows, bermed, or clumped material. All shoulders shall have a smooth surface with a tapered transition into existing adjacent back slope grades. The back slope areas shall be transitioned into the reshaped shoulder at a minimum of a three to one (3:1) slope. Any areas that cannot be transitioned within the minimum three to one (3:1) slope shall be brought to the attention of the County’s Project Manager. No work will take place to such areas until approval and direction of the County’s Project Manager is provided.
	5. When fill material is required, it shall be quality topsoil, free of noxious weeds and capable of supporting the growth of the sod that will be installed. This fill shall be supplied by Contractor, and it will be their responsibility to provide hauling to the site.
	6. All disturbed areas within the project area shall be re-sodded with the type of grass matching the adjacent area. Should no grass exist in the surrounding area, Bahia sod shall be used.
	7. The final elevation of the sod after it is installed shall be so that the top mat of the sod is even with or one-half inch (1/2”) below the top surface of the adjacent asphalt or other impervious surface, and with the existing turf on the back slope. Any sod not installed at this elevation shall be rejected and replaced by Contractor to the proper height at no additional cost to the County. Contractor will also be responsible to install sod in any areas within the project site where there is no turf growing regardless of if Contractor has not performed any grading in that area.
	8. Sod shall be installed as the grading is completed. At no time will the graded area be allowed to be without sod for more than twenty-four (24) hours from the grading operation. Any areas left overnight with a drop off that is more than one (1) inch at the edge of pavement shall be clearly marked by Contractor with an FDOT approved warning device.
	9. Contractor shall roll the sod using a lightweight turf roller to provide for a true and even surface without any displacement or deformation of the sod.
	10. All sod shall be watered by Contractor until established. Established sod will be defined as roots extending from the newly installed sod into the compacted soil to a stage that it is difficult to remove the sod.
	11. The County will inspect the sod fourteen (14) calendar days after Contractor has notified the County that the sod installation has been completed to determine if the sod will be accepted and approved. Any sod determined to be dead or unacceptable by the County’s Project Manager shall be replaced by Contractor at Contractor’s expense.
	12. Contractor shall supply any water needed for watering sod. County does not have a municipal water supply; therefore, it is the responsibility of Contractor to secure and pay for any water needed. The cost for the watering of the sod shall be included in the price of the sod.
	13. All roadways shall be swept using a broom tractor or other means approved by the County’s Project Manager before the areas are opened to motorized vehicles.
	14. Any extra spoils collected from this operation will become the property of Contractor and it will be their responsibility to ensure the proper disposal of this material. If Contractor intends to dispose of the spoils on private property, Contractor shall supply to the County’s Project Manager an original letter from the property owner. This letter shall include an acknowledgement that the spoils can be deposited on their property, the owner’s name, property address, telephone number and the legal signature of the owner.