1. **SCOPE OF WORK**
	1. Contractor shall have the experience, ability, equipment, and tools to perform Swale, Ditch Digging, and Related Services in conjunction with the County’s needs. This work shall take place within the rights of way on an as-needed-basis. Swale and ditch digging encompasses the excavation of excess materials to the specified depth, supplying and installing sod, the removal of all debris created by this operation, and other services related to this operation. Work shall comply with all specifications listed and implied.
	2. Work shall take place in a variety of distances from short project increments to project increments with substantially greater lengths. The majority of work shall be fourteen (14) linear feet wide, however, some projects will require either smaller or wider widths. All work shall be excavated to accommodate mowing activities and equipment.
	3. Contractor shall ensure all control measures are made and supplied for adequate management of erosion, sedimentation, dust, and debris during all phases of the operation. All activities shall be performed in accordance with the requirements of Federal, State, and Local standards and laws and performed in accordance with the requirements of the most current version of the Florida Department of Transportation (FDOT) “Standard Specifications for Road and Bridge Construction” (Exhibit F) and “Manual for Uniform Traffic Control Devices.”
		1. Section 110 Clearing and Grubbing, 2023 or latest edition.
		2. Section 120 Excavation and Embankment, 2023 or latest edition.
		3. Section 570 Performance Turf, 2023 or latest edition.
		4. Section 981 Turf Materials, 2023 or latest edition.
		5. Section 983 Water for Grassing, 2023 or latest edition.
	4. This is an indefinite quantity contract with no guarantee of the volume of work to be performed. County does not guarantee a minimum or maximum dollar amount to be expended.
2. **CONTRACTOR RESPONSIBILITIES**
	1. Contractor shall have a active and current General Contractors License in good standing with the Florida Department of Business & Professional Regulation.
	2. Provide services to the County on an As-Need-Basis.
	3. Designate a project manager that shall speak English and have available communication devices with internet access to ensure proper communication and documentation during operations.
	4. Be responsible to remove material and reshape the swale or ditch in the area outlined by County to the proper grade, and as instructed, to allow for positive drainage. If at any time Contractor feels that the grade requested by County will not allow for positive drainage, Contractor shall contact the County Project Manager prior to commencing any work.
	5. Start the work as outlined on the Project Order Form within fourteen (14) business days from the date of issuance.
	6. Submit a schedule in writing to County via email indicating when the work will be started and completed.
	7. Consult with the County Project Manager prior to any schedule variance, including when work is interrupted due to weather, equipment breakdown, etc. When possible, the notification shall occur at a minimum, the day before any variation is to take place and must be agreed to by the County Project Manager. No extensions of time shall be given for equipment failure; extensions for weather related delays will be considered on a case-by-case basis by the County Project Manager.
	8. Notify the County Project Manager upon completion of the work. The County Project Manager shall make a final inspection within five (5) business days of receipt of notification.
3. **COUNTY RESPONSIBILITIES**
	1. County reserves the right to award to one or more vendors.
	2. County will provide a detailed Project Order Form for each project.
	3. County will mark the limits of the work area with pink paint on the adjacent road surface.
4. **TECHNICAL REQUIREMENTS.**
	1. If Contractor anticipates having to enter private property to complete the work, Contractor shall have a Right of Entry Form (Exhibit E) completed and signed by the property owner. A copy of the completed form shall be supplied to the County Project Manager prior to any Contractor activities taking place on the property.
	2. **Pricing** – Contractor shall base the cost for services according to the unit pricing established in Attachment 2 – Pricing Sheet. The cost shall be all inclusive to include all items, such as but not limited to, Maintenance of Traffic (MOT), utility locates, equipment, materials, and labor to complete the project as outlined. Change orders, modification of quantities, or additional line items will not be provided after acceptance of the Project Order Form unless County is requesting more or less work than that specified on the original form. The services shall be provided based on the following options:
		1. **Hourly Rate** – When the work is ordered by an hourly rate, Contractor shall supply the excavation equipment and the operator. County shall supply the Maintenance of Traffic (MOT) and the trucks with drivers to haul the material. County will be responsible to supply enough trucks to keep Contractor actively working at all times with the exception of County assigned break and lunch times. Contractor shall be responsible for the equipment and operator supplied for the task to be fully functional during all assigned work times.
		2. **Linear Foot** – When work is ordered by the linear foot, Contractor shall be responsible to provide all necessary labor, Maintenance of Traffic (MOT), dump trucks, excavation equipment and all other equipment required to complete the work, as specified on the Project Order Form. The linear foot cost shall include the excavation and proper disposal of materials.
		3. **Sod** – Both of the above options may be ordered with or without sod.
			1. Rolled sod shall not be used as it is not allowed by County.
	3. **PRECONSTRUCTION VIDEO** – Contractor shall be responsible to make a video of all current conditions of the project limits in the USB format such as, but not limited to, driveways, road intersections, roadway edges, vegetation, etc.., before any work starts. The video shall include specific markers (house numbers, mailboxes, road signs, etc..) to distinctly identify the exact location of the video. Contractor shall focus on any deficient conditions present at the time of the video. 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 at no cost to the County and approved by the County Project Manager prior to commencement of any work.
	4. **EXCAVATION** – Contractor shall dig the swale and or ditch to have a maximum side slope of three to one (3:1), unless otherwise instructed by the County Project Manager. Any areas that cannot be transitioned within the three to one (3:1) slope shall be brought to the attention of the County Project Manager. No work shall take place in such areas until approval and direction of the County Project Manager has been provided. The swales and ditches shall be dug in one (1) foot depth increments and to the specified width to allow for roadway safety and positive roadway drainage. The bottom of the swale or ditch shall be well rounded and at no time shall be “V” shaped. Swales shall accommodate for mowing activities and equipment.
	5. **SOD** – All disturbed areas within the project area shall be re-sodded with solid cut sod matching the existing sod type withing the project limits. All sodding shall be fresh cut and shall not be cut more than a period of forty-eight (48) hours. The sod shall be live (not dormant), fresh, and uninjured at the time of delivery and installation. The sod shall be free of noxious or invasive weeds, diseases, and insects. Rolled sod shall not be used as it is not allowed by County
		1. Sod shall be installed as the grading is completed. At no time shall be 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 a FDOT approved warning device.
		2. Contractor shall also be responsible to install sod in any areas within the project site where there is no turf growing regardless of Contractor performing any grading in that area. Should no grass exist in the surrounding area, Bahia sod shall be used.
		3. Sod shall be installed so the length is parallel to the roadway. Solid cut pieces shall be laid so that the edges are staggered from each other by at least six inches (6”). Care shall be executed to ensure that the sod is not stretched or overlapped and that all joints are butted tightly to prevent voids.
		4. Sod shall be rolled or tamped to provide firm contact between the roots and soil and shall be inclusive of the cost provided in the pricing section. The final evaluation of the sod after it is installed shall be so that the top mat of the sod is even with the top surface of the roadway 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 County.
		5. On slopes of three to one or greater (3:1 or > 3:1), or wherever erosion may be a problem, sod shall be laid with staggered joints and secured with sod staples. The cost of sod staples shall be inclusive in the cost of the installation.
	6. **WATERING –** Contractor shall be responsible for watering all sod until it is established. Established sod shall be defined as roots extending from the newly installed sod into the compacted soil to a stage that is difficult to remove the sod. County will inspect the sod fourteen (14) calendar days after Contractor has notified 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 Project Manager must be replaced by Contractor at Contractor’s expense. Contractor shall supply any water needed for watering the 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 of the watering of the sod shall be included in the price of the sod.
	7. **PROJECT SPOILS & SITE CLEAN UP –** When the work is ordered by the hour, County shall be responsible for the disposal of the project spoils. When the work is ordered by the linear foot, the project spoils generated from the project shall become the property of Contractor and it shall become Contractor’s responsibility to ensure the proper disposal of this material. If Contractor intends to dispose of the spoils on private property, or if Contractor would like to store the equipment on private property, Contractor shall supply the County Project Manager an original letter of consent from the property owner. This letter shall include an acknowledgement that the spoils can be deposited, or the equipment may be stored on their property, the owner’s name, property address, telephone number and the legal signature of the owner. A copy of the completed and signed letter shall be supplied to the County Project Manager prior to any such activities taking place on the property. There shall be no stockpiling of materials within the right of way. Contractor shall ensure that the work areas are clean and free of debris each night. All roadways shall be swept clean using a broom tractor or other means approved by the County Project Manager before the areas are opened to motorized vehicles.
	8. **PROPERTY DAMAGE –** Contractor shall be responsible for locating and preserving any items that may be located within the project limits. Work shall be performed in a manner so as not to cause damage to any items that may exist within the County right of way. Contractor is to take extra care to preserve and prevent damage to any items including, but not limited to, roadway pavement, roadway signs, appurtenances, memorial sites, sprinkler systems, drainage pipes, utility lines, etc. Damages caused the operations of Contractor, or subcontractors shall be remedied at Contractor’s expense as outlined in this solicitation.
	9. **MAINTENANCE OF TRAFFIC –** Contractor shall be responsible for all Maintenance of Traffic to be in compliance with the latest version of FDOT Standard Plans for Road and Bridge Construction, Index 102-600. All costs associated with Maintenance of Traffic shall be included in provided unit costs.

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