



**CITY OF HARRISONBURG
DEPARTMENT OF FINANCE
AND PURCHASING
409 SOUTH MAIN STREET,
THIRD FLOOR
HARRISONBURG, VA 22801**

REQUEST FOR PROPOSAL (RFP) COVER PAGE

ISSUE DATE: December 9, 2015	REQUEST FOR PROPOSAL NUMBER: 2016019-PW-P	FOR: Decommissioning, Decontamination & Partial Demolition of the Resource Recovery Facility (RRF)
DEPARTMENT: Public Works	DATE/TIME OF CLOSING: January 21, 2016 at 4:00pm local time	CONTRACT ADMINISTRATOR: Charlie Honaker, Assistant Director of Public Works
DATE/TIME LAST DAY FOR QUESTIONS: January 12, 2016 at 12:00pm (noon) local time	DATE/TIME PRE-PROPOSAL MEETING: December 22, 2015 at 10:00 am local time, Resource Recovery Facility 1630 Driver Drive, Harrisonburg, VA 22801	PRE-PROPOSAL MEETING MANDATORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, , delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the City of Harrisonburg the items or services offered and accompanying attachments shall constitute a contract.

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by the City of Harrisonburg Purchasing Office, 409 South Main Street, Third Floor, Harrisonburg, Virginia 22801 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

The City does not discriminate against small and minority businesses or faith-based organizations.

VENDOR INFORMATION

Name of Vendor: _____ Telephone #: _____

Address: _____ Federal Employer Identification #: _____

_____ State Corporation Commission #: _____

Contact Name: _____ Contact Email Address: _____

By signing this bid, Vendor(s) certifies, acknowledges, understands and agrees to be bound by the conditions set forth in this RFP.

_____	_____
VENDOR'S LEGALLY AUTHORIZED SIGNATURE	DATE
_____	_____
PRINT NAME	TITLE

Please take a moment to let us know how you found out about this Request for Proposal (RFP) – Check one:

City of Harrisonburg Website eVA Website Bid Room (Please List) _____

The Daily News Record Newspaper Notified by City Directly Posted on Municipal Building bulletin board

Other (Please List) _____

****This document must be completed & returned with proposal submission.***

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1.0 INSTRUCTIONS TO OFFEROR

1.1 INTRODUCTION

The City of Harrisonburg has retained ERM to assist with the Decommissioning, Decontamination and partial Demolition associated with the City of Harrisonburg Resource Recovery Facility in Harrisonburg, Virginia. All work is described in the RFP and associated documents. The physical limits of the Decommissioning, Decontamination and partial Demolition work is further described and delineated within the Scope of Work, specifications, appendices and related documents (see "PROJECT" and specifically Appendix B - Site, Equipment & Piping Drawings). Note that the drawings included in Appendix B are not as-built drawings, but rather the planned plant drawings, so they may not represent what is currently present at the facility. This work will be performed by one selected Contractor who may engage the services of sub-tier subcontractors approved by ERM.

The City of Harrisonburg, through this RFP, desires to select a single contractor that can safely and effectively perform:

1. Development of project plans and comply with required notices, permits, authorizations and/or approvals for the work;
2. Mobilization of personnel, equipment, materials and all other required services to perform the scope of work;
3. Cleaning, decontamination and dismantlement of the Picking Crane Grapple No. 1 & 2;
4. Cleaning and decontamination of the Combustor Feed Ram & Chute in both Municipal Waste Combustion Units (MWCUs);
5. Cleaning and partial demolition of the Primary and Secondary Combustion Chambers in both MWCUs;
6. Cleaning, decontamination and partial demolition of the Crossover Duct Work in both MWCUs;
7. Cleaning and decontamination of the Waste Heat Boiler Inlet & Hopper B-5 in both MWCUs;
8. Cleaning, decontamination and demolition of the Ash Conveyors (Boiler Inlet #7 A-D) in both MWCUs;
9. Cleaning and decontamination of the Waste Heat Boiler Hoppers B-1, B-2, B-3, & B-4 in both MWCUs;
10. Cleaning, decontamination and demolition of the Ash Conveyors (Boiler Hopper No. 3) in both MWCUs;
11. Cleaning and decontamination of the Economizer & Hoppers E-3 and E-4 in both MWCUs;

12. Cleaning and decontamination of the Flue Gas Duct (Economizer to Reactor) in both MWCUs;
13. Cleaning, decontamination and demolition of the Ash Conveyors (Economizer No. 8)
14. Cleaning, decontamination and demolition of the Reactor in both MWCUs;
15. Cleaning and decontamination of the Baghouse & Hoppers B-5 and B-6 in both MWCUs;
16. Demolition of the Ash Conveyors (Baghouse No. 2,4,7, Rotary 18, and vertical Ash conveyor) in both MWCUs;
17. Demolition of the Flue Gas Duct (Reactor to Baghouse) in both MWCUs;
18. Demolition of the Flue Gas Return Duct (Baghouse to Combustor) in both MWCUs;
19. Demolition of the Flue Gas Duct (Baghouse to Stack) in both MWCUs;
20. Demolition of the ID Fan in both MWCUs;
21. Demolition of the Quench Tank, Recirculation Pumps in both MWCUs;
22. Demolition of the Ash Conveyors (To Ash Container No. 5) in both MWCUs;
23. Cleaning, decontamination and partial demolition of the Ash Load-out Stall (WTE Building) in both MWCUs;
24. Cleaning and decontamination of the Fly Ash Silo;
25. Cleaning of the Hydrated Lime Silo;
26. Cleaning and decontamination of the stack;
27. Cleaning of the Activated Carbon Building;
28. Collect, package, characterize, mark, label, transport and dispose of all wastes; and
29. Complete final cleanup and demobilization tasks.

Optional work

The City of Harrisonburg may or may not elect to award the following work in part or in whole. The optional work includes:

1. Demolition of the stack; and
2. Decontamination and removal of the turbine generator.

Together with instructions for submittal of the PROPOSAL, specific information required from the Offeror is detailed herein the RFP.

Offeror shall confirm that its PROPOSAL is in complete compliance with all documents and descriptions including, but not limited to, the latest editions of all applicable codes, standards, and governmental regulations.

1.1.1

GLOSSARY

AGREEMENT	<i>Work Authorization Agreement between the City of Harrisonburg and the Contractor. Also may be referred to as "CONTRACT".</i>
CONTRACTOR	<i>The successful OFFEROR.</i>
ERM	<i>Environmental Resources Management, Inc. or their designee assigned to oversee the performance of the PROJECT.</i>
Facility	<i>The City of Harrisonburg Resource Recovery Facility Harrisonburg, Virginia site currently controlled by the City of Harrisonburg Department of Public Works and as defined in the RFP.</i>
Original Files	<i>Any hard copy or electronic files, drawings, specifications, etc., that are provided by City, or its designee, to the OFFEROR as part of this RFP.</i>
PROJECT	<i>In accordance with all documentation provided in the RFP and/or Original Files, everything necessary to perform the Decommissioning, Decontamination and partial Demolition</i>
PROJECT OWNER	<i>City of Harrisonburg</i>
PROPOSAL	<i>Offeror's proposal for performance of the PROJECT as defined in the RFP Number 2016019-PW-P.</i>
Subcontractor	<i>A person or entity that will contract with the Offeror to perform a specific portion of the PROJECT.</i>

1.2

MANDATORY PRE-PROPOSAL MEETING & SITE VISITS

A mandatory pre-proposal meeting will be held on 22 December, 2015 at 10:00am local time at the Resource Recovery Facility, at 1630 Driver Drive, Harrisonburg, Virginia 22801. A representative from every interested contractor intending to submit a proposal to this RFP must be in attendance for the entire meeting. Late arrivals will not be admitted to the meeting. A site-specific safety orientation will be provided to attendees by ERM prior to review of the RFP and site tour. Offeror is to limit representation at the meeting to two (2) people. Offeror's personnel must have industrial steel-toed quality shoes, hardhat, and safety glasses with side shields, to wear on the facility tour and site visits. Photography is subject to approval by the City of Harrisonburg. A list of questions and answers will be generated from the meeting and posted as an addendum on the City's website (www.harrisonburgva.gov/bids-proposals) and also on eVA (www.eva.virginia.gov).

Offeror is invited for additional site visits after the mandatory pre-proposal meeting. Additional site visits shall be scheduled with the Contract Administrator. Site visits will not be allowed after the last day for questions on January 12, 2016 at 12:00 noon.

Offeror is responsible for making all travel and accommodation arrangements for its personnel at the Offeror's expense.

Offeror unfamiliarity with the facility conditions will not be accepted as a basis for changes to the AGREEMENT, including Offeror PROPOSAL.

1.3 ESTIMATED PROJECT SCHEDULE

The project schedule shall be estimated as follows:

Mandatory Pre-Proposal Meeting - 22 December 2015 (10:00 EST)

Deadline for submitting questions - 12 January 2016 (12:00 EST)

Last day for site visits - 12 January 2016 (12:00 EST)

PROPOSALS due date - 21 January, 2016 (16:00 EST)

PROPOSAL evaluation & AGREEMENT negotiations - 22 January, 2016 through 8 February, 2016

Award of AGREEMENT - 9 February, 2016

Contractor submits required Plans and documents - 10 February, 2016 through 22 February, 2016

Notice to Proceed & Contractor mobilization - 1 March, 2016

Completion of work and demobilize from site - by 6 September, 2016 or sooner if possible. This date is mandatory; therefore contractor will be required to apply the appropriate resources to complete the project by this date. Liquidated Damages will be assessed after this date (Section 3.1.2.07.D).

1.4 SUBMISSION INSTRUCTIONS

All proposals must be in an opaque, sealed envelope or box and clearly marked: "**Sealed Proposal: Decommissioning, Decontamination and Partial Demolition RFP 2016019-PW-P**". Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). All expenses for making proposal to the City shall be borne by the Offeror.

Offerors shall provide three (3) identical paper copies and one (1) identical electronic copy (on CD or thumb drive) of the proposal documents.

Proposal documents shall be mailed or hand-delivered to the **Purchasing Office located at 409 South Main Street, Third Floor, Harrisonburg, VA**

22801. Office hours are Monday through Friday, 8:00am to 5:00pm, except City holidays (www.harrisonburgva.gov/city-holidays). Faxed or emailed proposals will not be accepted. Proposals shall be received by the Purchasing Office no later than **the above-stated date and time in Section 1.3 Estimated Project Schedule**. Any proposals received after this date and time will not be accepted. The City of Harrisonburg is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The Offeror has the sole responsibility to have the proposal received by the Harrisonburg Purchasing Office at the above address and by the above stated time and date.

All documents contained within the proposal submission shall be completed in their entirety and signed and dated where required.

If City Hall is closed for business at the time scheduled for proposal opening, for whatever reasons, sealed proposals will be accepted and opened on the next business day of the City, at the originally scheduled hour.

1.4.1. QUESTIONS

Questions related to the RFP or requests for clarification may be directed to Ms. Pat Hilliard, Procurement Manager for the City of Harrisonburg, by email (Purchasing@harrisonburgva.gov) or by fax (540-432-7779). Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City's website at www.harrisonburgva.gov/bids-proposals and also on eVA at www.eva.virginia.gov. All questions must be received no later than **the above-stated date and time in Section 1.3 Estimated Project Schedule**. It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission.

1.5 LUMP SUM PROPOSAL

Offeror is required to provide a lump sum PROPOSAL for the PROJECT as defined herein. PROPOSAL shall be based on this RFP (including all safety requirements, drawings, specifications, and other requirements and attachments), any addenda, and on the provisions in the AGREEMENT.

The lump sum PROPOSAL shall be submitted on the Proposal form provided in this RFP. If awarded, this Proposal breakdown shall become a Schedule of Values for progress invoice and payment purposes.

All associated contractor costs such as mobilization, permitting fees, notification(s) to the relevant government entities (local, state and federal,

temporary facilities, supervision, labor, consumable items, equipment rental, demobilization, overhead, profit, and any other costs shall be included with the lump sum PROPOSAL.

In addition to the other Evaluation Criteria in section 1.11, the Contractors will be evaluated on the Total, Net Proposal Cost provided as Line Item 33 of the Lump Sum Proposal Form. The Optional Costs are required to be included on that form, but the City of Harrisonburg may or may not decide to award the optional work and therefore, those costs will not be utilized for the evaluation of Contractors for selection.

1.5.1 UNIT PRICES FOR CHANGES IN THE PROJECT

In addition to the lump sum price, Offeror shall submit unit prices on the form titled "Unit Rates - Appendix O" for the following categories, with such rates to be potentially used only for the City of Harrisonburg and ERM-approved changes in the project scope.

HOURLY LABOR RATES:

All applicable labor billing rates (straight time and overtime), for time and material work by Offeror's personnel for the various job classifications (foreman, operator, rigger, laborer, electrician, etc.) which may be used to compensate successful Offeror for performance of additional work requested by ERM. Additionally, provide straight time and overtime rates for all subcontractor work forces. Include the Offeror's mark-up on these rates.

Contractor and subcontractor unit rate quotations shall be on the respective Contractor's and subcontractors' own letterhead, and signed by an authorized officer of the respective Contractor or subcontractor company.

CONSTRUCTION EQUIPMENT RATES:

List all major equipment to be used. Separately denote mobilization and demobilization fees for major pieces of equipment.

List all applicable standby rates for equipment.

MATERIAL AND EQUIPMENT QUANTITIES:

ERM provided material lists and equipment descriptions in the RFP. Offeror is advised that these lists and descriptions are issued for informational purposes only. The Offeror is responsible for determining actual conditions, weights and quantities for the PROJECT.

With regard to any quantities provided herein by the City of Harrisonburg or ERM, change order(s) for increased or decreased quantities shall not be authorized unless the actual quantity exceeds the

reported/estimated quantity by greater than 10 percent. Contractor shall notify the City of Harrisonburg and ERM of increased or decreased quantities upon discovery.

DRAWINGS:

The following drawings are included in Appendix B – Site, Equipment and Piping Drawings of the RFP and are intended to provide the Offeror with collaborative information to supplement site visits, analysis, research and observations. Note that the drawings included in Appendix B are not as-built drawings, but rather the planned plant drawings, so they may not represent what is currently present at the facility.

Plan layout drawings, including limited equipment and piping locations, in the affected buildings and structures areas are included in Appendix B. Drawings include the following sheets:

- S030-2-3
- S030-3-3
- S030-4-2
- M002-1-2
- M810-1-2
- M805-1-2
- F002-1-1
- S002-1-A
- M101-1-1
- M102-1-3
- M205-1-2
- M202-1-3
- M602-1-1
- GA204-1-0
- S020-1-1
- S020-13-0
- 722-3450
- Assy,
Arrangement –
VLA-4-98
- Economizer
Arrangement
Unit #1
- D02-49-S1-1
- S020-2-5
- S020-3-4
- S020-4-3
- S020-5-4
- S020-6-3
- S020-7-3
- S020-8-4
- S020-9-2
- S020-10-1
- S020-11-0
- S020-12-1
- S020-13-0
- S020-14-1
- S020-15-1
- S020-16-0
- S020-17-2
- 648-332
- 648-333
- 20027169-1
- 20027169-1-1
- 20027169-1-2
- S040-2-2
- S040-4-1
- S040-7-1
- F001-2-2
- F003-1-2
- F003-2-2
- F006-1-1
- F007-1-3
- F007-2-1
- F008-1-4
- F008-2-2
- P161-1-0
- P162-1-0
- P164-1-0
- P166-1-0
- S003-1-A
- S003-2-A
- S006-1-A
- S006-2-A
- S006-3-A
- S007-1-A
- S007-2-A
- S008-1-A
- S008-2-A
- S025-1-2
- D02-49-AB1-0
- D02-49-AB2-0
- D02-49-S1-1
- D02-49-S1-3
- D02-49-S2-1
- D02-49-S2-3
- D02-49-S3-1
- D02-49-S4-1
- D02-49-S5-1

- D02-49-S6-1

1.6 *ALTERNATIVES AND EXCEPTIONS TO REQUEST FOR PROPOSAL*

Offeror's PROPOSAL shall be made on the basis of this RFP, these Proposal Instructions, and related documents. If Offeror believes that alternative methods exist that would benefit the City of Harrisonburg and/or ERM from a project cost or schedule perspective, the Offeror is required to submit an alternative PROPOSAL. Alternative PROPOSALS must be accompanied by complete details of the proposed deviations. Offerors who submit a reasonable Alternative PROPOSAL affecting cost or schedule to the benefit of the City may be given higher consideration during evaluations.

Offeror is invited to propose an alternative schedule (Demobilization date or earlier is mandatory) to that which is provided herein if the Offeror believes such schedule would result in a lower cost to the City of Harrisonburg and ERM. The alternative schedule should identify any earlier delivery requirements for ERM-furnished information, site availability, etc., or earlier dates than originally stated by ERM. Any contractor-proposed early completion schedule shall not be used as a basis for a delay or acceleration claim for increased costs unless schedule is accepted by the City of Harrisonburg and ERM.

The standard work week as defined in this RFP shall be the basis for Offeror's PROPOSAL and is defined as Monday through Friday between the hours of 07:00 and 17:00, excluding weekends, holidays and planned plant closures. If the Offeror prefers an alternate schedule, an alternate PROPOSAL should be provided. Contractor shall prepare a schedule which accommodates for inclement weather delays. A change order will not be accepted for inability to work due to inclement weather.

The City of Harrisonburg and ERM approval for Contractor work outside of the standard work week schedule, such as extended hours or work on normal off-days will be negotiated on a case-by-case basis. The City of Harrisonburg and ERM reserve the right to reject any such request.

Exceptions, which any Offeror may have to items in this RFP, must be stated in writing and included in the Offeror's PROPOSAL. The Exceptions Form is provided as Appendix J.

Any discrepancies that are discovered by Offeror between ERM documents and site conditions and/or federal, state, local laws or national codes and/or regulations or within the RFP documents must immediately be brought to the attention of the City and ERM and described in the Offeror's PROPOSAL.

1.7 ***AGREEMENT***

Offeror's PROPOSAL must include either a signed acceptance of the AGREEMENT as provided in and integrated with this RFP. The AGREEMENT is attached as Appendix I to this RFP. The City's Standard Contract will be used as the AGREEMENT.

1.8 ***ALLIANCES/JOINT VENTURES***

Offeror shall describe any proposed alliances or joint ventures with other decontamination and demolition firms for performance of this PROJECT. The City of Harrisonburg and ERM reserves the right to accept or reject proposed alliance or joint venture partners.

1.9 ***TECHNICAL PROPOSAL***

GENERAL:

Offeror shall provide updated safety performance data over the past three years, for all companies and subcontractors that will be involved with the PROJECT.

PROJECT EXECUTION PLAN:

Offeror shall describe, in general, how the PROJECT will be carried out and managed. As a minimum, the description shall include the following:

1.9.1 ***PROJECT HEALTH AND SAFETY PLAN (HASP) SUMMARY DOCUMENT***

Describe the proposed on-site HASP to be implemented for completion of all work with zero incidents. Zero incidents refer not only to safety incidents (injuries, illnesses, equipment damage, etc.), but also to environmental releases (spills to areas without containment, odor issues, etc.). This plan should be prepared as a summary document for submission with the PROPOSAL and, if awarded, must then be expanded. Appendix A - Health and Safety Plan Outline contains an outline (table of contents) of a Health & Safety Plan likely to have the required level of detail.

Contractor shall be subject to the provisions of ERM's Health and Safety Plan. Contractor's HASP will be reviewed by ERM for acceptance.

1.9.2 ***DECOMMISSIONING, DECONTAMINATION AND DEMOLITION
ACTIVITY PLAN SUMMARY DOCUMENT***

Describe methods, procedures, and sequencing to be employed in performing the decommissioning, decontamination and demolition work. This plan should be prepared as a summary document for submission

with the PROPOSAL, adequate for City and ERM to clearly understand the planned decommissioning, decontamination and demolition (in accordance with attached Appendix C - Closure Plan) methods and, if awarded, will be expanded as appropriate. A maximum of ten (10) pages (single-spaced, no smaller than 10 point font, five pages front and back) should be provided. Include a description of the types and sizes of major equipment to be used on site.

1.9.3 ***SITE ORGANIZATION***

Describe how the PROJECT will be organized and managed in the field. Provide an organization chart, with résumés, that describes the function of each organizational section or group and responsibility of key personnel, lines of reporting, and limits of authority. Key personnel are first line supervisors and above.

Similar résumés shall be submitted for any proposed subcontractor(s) key personnel.

Offeror and subcontractors are expected to have workers on the PROJECT experienced in the activities they will perform. A list of all Offeror and any subcontractor personnel shall be provided. The list shall define which personnel are currently employed by the Offeror, for how long, years of experience in the trade, and which personnel are project hires or sub-contracted.

Each worker must be entitled to stop the Contractor's work if they witness an unsafe work condition or activity, or do not understand what is expected of them.

The City reserves the right to reject personnel based on the résumés submitted by Offeror. If personnel are rejected, Offeror must supply new personnel résumés acceptable to the City of Harrisonburg and ERM prior to completion of the project CONTRACT.

Prior to Award of the CONTRACT, the City of Harrisonburg and ERM may choose to visit a current work site(s) of the selected Offeror. Offeror shall provide a list of current work sites and state their agreement that this visit can occur.

1.9.4 ***SUBCONTRACTING PLAN***

Provide a list of proposed subcontractors and their proposed work activities. The City reserves the right to accept or reject proposed subcontractors.

1.9.5

CONTRACTOR TEMPORARY FACILITIES

The Contractor shall provide all temporary facilities required for completion of the project. The City of Harrisonburg will provide a limited source of water. However, this may not meet requirements or be adequate. Such limited utilities will be available via facility connections; Contractor will be responsible for the coordination of the connections and disconnections with the City of Harrisonburg and ERM personnel. Specified utilities are not necessarily available in all parts of the facility and Contractor shall be responsible for providing any required utilities that the City of Harrisonburg or ERM determines in their sole or collective judgment cannot be supplied.

Describe any temporary utility connections Offeror plans to make at site, and proposed locations thereof. The City of Harrisonburg and ERM reserves the right to pre-approve locations, and to require relocations as necessary.

1.9.6

SECURITY PLAN

Describe how the City of Harrisonburg's and Offeror's assets will be segregated and protected and the job site will be secured and marked (barricades, signage, etc.) to keep non-authorized people out of the decommissioning, demolition and other associated work areas. All damaged or stolen equipment, of the Contractor's and the City of Harrisonburg's, shall be the responsibility of the Contractor. Any damaged or stolen equipment owned by the City of Harrisonburg shall be replaced by the Contractor. The Contractor shall be responsible for the security of all onsite equipment, personnel, and work areas.

1.9.7

PROJECT SCHEDULING

Offeror shall describe methodology to be followed for scheduling of work and reporting status against the planned schedule. A detailed, milestone-driven schedule shall be provided with the PROPOSAL showing project activities and timing using software that is compatible with Microsoft Project. Contractors shall assume a continuous work schedule as every effort will be made to ensure that "Standby" time is minimized to the extent feasible.

1.9.8

PROJECT WORK PLAN

The winning Offeror will be required to prepare a detailed Project Work Plan that details the proposed facility decommissioning and partial demolition work (only a summary Work Plan required with PROPOSAL). The Project Work Plan needs to include written work methods, tasks to be

completed, a detailed schedule with task durations, sequences of tasks and constraints between tasks.

Detail must, at a minimum, include proposed methods that are in accordance with the ERM-provided cleaning requirements (see Appendix C) for decontamination and/or other services to be provided, proposed personnel, proposed equipment, projected timing, and plan for coordinating activities when more than one work group will be in an area. Work Plans must be submitted to ERM for review prior to Contractor starting work.

1.9.9 WASTE MANAGEMENT PLAN

Offeror shall describe its plan for the management of generated decommissioning and partial demolition waste materials (including wash water, debris, etc.) at the PROJECT site. Contractor shall manage all of the wastes generated for disposal or recycle during the implementation of the project. All wastes are to be properly collected, segregated, containerized, marked, labeled, transferred and placed in appropriate containers for proper storage in site-designated areas prior to transport and disposal. The Contractor shall be responsible for obtaining the appropriate storage containers (i.e. drums, roll-off boxes, etc.). The Contractor shall load, transport offsite and dispose of all generated wastes, after proper handling and storage.

1.9.10 BONDING

Prior to signing the AGREEMENT, the Owner will require the successful Offeror to secure and post a Labor and Materials Payment Bond and a Performance Bond, each in the amount of 100% of the Contract Sum. Such Bonds shall be issued by a Surety acceptable to the Owner.

At or prior to delivery of the signed AGREEMENT, the Offeror whom the AGREEMENT is awarded shall deliver to the Owner those Certificates of Insurance and Endorsement required by the Contract Documents and such Labor and Materials Payment Bonds and Performance Bond and City Business License, as are required by the Owner.

Bonds and Certificates of Insurance shall be approved by the Owner before the successful Offeror may proceed with the Work. Failure or refusal to provide Bonds or Certificates of Insurance and Endorsement in a form satisfactory to the Owner shall subject the successful Offeror to loss of time from the allowable construction period equal to the time of delay in furnishing the required material.

1.9.11 ***CONTRACTOR'S LICENSE***

Offerors are required under Chapter 11, Title 54, Code of Virginia, to show evidence of registration before proposal may be received and considered.

1.10 ***MODIFICATION & WITHDRAWAL OF PROPOSAL***

An offeror may modify or withdraw his proposal, either personally or by written request, at any time prior to the scheduled time for opening of proposals. After proposal opening, Code of Virginia 2.2-4330 B. 1. shall apply: "The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice."

1.11 ***PROPOSAL EVALUATION CRITERIA***

Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria. Proposal evaluations will be based on a percentage weighting system, using the following minimum selection criteria:

- 1. Experience & Past Performance:** Prior experience in providing similar services, including client references. [35%]
- 2. Ability to provide the services:** Specific information on the company's ability to deliver the required services within the timeline. Background on the company, including the number of years in business and past major projects completed, should your company be awarded the contract. Offeror shall clearly address Project Execution Plan (1.9.1 - 1.9.9 of Scope of Work). Offerors who submit a reasonable Alternative PROPOSAL affecting cost or schedule to the benefit of the City may be given higher consideration during evaluations. [20%]
- 3. Exceptions to Request for Proposal:** Offeror's specific exceptions to the project (Appendix J). [10%]
- 4. Cost:** Costs will not be the sole deciding factor in the selection process, but will be considered in the case of this RFP. [10%]
- 5. Health & Safety:** The Offeror's Health and Safety program, as well as the Offeror's Health and Safety record, will be part of the evaluation criteria. [15%]
- 6. Ability to Follow Directions:** The Offerors' ability to follow the proposal preparation instructions set forth in this solicitation will also be considered to be an indicator of the Offerors' ability to follow instructions should they

receive an award as a result of this solicitation. [10%]

As part of the evaluation process, the City may ask questions of a clarifying nature from Offerors as required. The City may also request an oral presentation to explain the proposal and answer questions.

The City reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the City. The City reserves the right to waive any informality in any proposal.

1.12 *AWARD OF CONTRACT*

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposals, including price if so stated in the request for proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Once the selection has been made as to which Offeror will be awarded the contract, the Procurement Manager will post a Notice of Award on the City's website at www.harrisonburgva.gov/bid-proposal-award-notifications and also on eVA at www.eva.virginia.gov.

The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

Successful Offeror shall contact the Commissioner's Office to obtain proper business licensing for the City of Harrisonburg, if it does not already possess (540-432-7707).

The City reserves the right to make on-site visitations to assess the capabilities of individual Offeror(s) and to contact references provided with the proposal.

1.13 *GENERAL TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA (JUNE 2013)*

Offerors shall review and take into consideration all aspects of the City's General Terms and Conditions listed in Appendix D.

1.14 *INSURANCE REQUIREMENTS*

Offerors shall complete and return with their proposal Appendix G. Insurance Requirements Form.

1.15

HEALTH AND SAFETY RECORD

Offerors are required to submit the following information regarding the Offeror's Health and Safety Record, to be utilized during the evaluation process. Offerors shall provide information indicating the following minimum requirements:

- OSHA 300A Log, showing zero (0) fatalities within the last five (5) calendar years.
- Experience Modification Rate (EMR) – an EMR of less than (<) one (1) over the last three (3) calendar years. Offeror shall submit EMR information from the Offeror's current insurance broker.
- Total Recordable Incidence Rate (TRIR) – a TRIR of less than (,) the industry standard, as defined by the associated NAICS classification.
- OSHA 300A Log, showing total number of OSHA Recordable Incidents involving Lost Workdays, or Job Transfers – Sum of OSHA 300A Log Columns H and I of less than (<) the industry standard, as defined by the associated NAICS classification.
- Days Away, Restricted, or Transfer Rate (DART) – a DART of less than (<) the industry standard, as defined by the associated NAICS classification.

1.16

LEGAL HISTORY

Offerors are required to submit the following information regarding the Offeror's legal history, to be utilized during the evaluation process. Offerors shall provide information indicating the following minimum requirements:

- No current/outstanding litigation
- No outstanding claims
- Authority to perform work in applicable jurisdiction (state, city, etc.)

2.0 SCOPE OF WORK

2.1 GENERAL

The City of Harrisonburg RRF incineration and waste management operations at the Harrisonburg facility operations are being closed in accordance with all applicable permits and closure requirements. The facility is to be sold to the James Madison University (JMU). The facility is to be transferred on or before 15 September 2016. The City of Harrisonburg will continue to operate a waste transfer station on the tipping floor at the facility until further notice.

In order to properly transfer the facility, decommissioning and partial demolition activities are required. The facility tipping floor and waste transfer areas are to remain intact and in a condition that permits future use.

The PROJECT planned under this AGREEMENT includes the following activities:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to affected buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor will perform deactivation and LOTO with the help and guidance from the City of Harrisonburg personnel of all affected buildings, structures, equipment and utilities). Contractor shall verify deactivation and LOTO of all buildings, structures, equipment and utilities prior to commencement of work activities.
- E. Mobilization of personnel, equipment, materials and all other required services to perform the scope of work;
- F. Cleaning, decontamination and dismantlement of the Picking Crane Grapple No. 1 & 2;
- G. Cleaning and decontamination of the Combustor Feed Ram & Chute in both Municipal Waste Combustion Units (MWCU);

- H. Cleaning and partial demolition of the Primary and Secondary Combustion Chambers in both MWCUs;
- I. Cleaning, decontamination and partial demolition of the Crossover Duct Work in both MWCUs;
- J. Cleaning and decontamination of the Waste Heat Boiler Inlet & Hopper B-5 in both MWCUs;
- K. Cleaning, decontamination and demolition of the Ash Conveyors (Boiler Inlet #7 A-D) in both MWCUs;
- L. Cleaning and decontamination of the Waste Heat Boiler Hoppers B-1, B-2, B-3, & B-4 in both MWCUs;
- M. Cleaning, decontamination, and demolition of the Ash Conveyors (Boiler Hopper No. 3) in both MWCUs;
- N. Cleaning and decontamination of the Economizer & Hoppers E-3 and E-4 in both MWCUs;
- O. Cleaning and decontamination of the Flue Gas Duct (Economizer to Reactor) in both MWCUs;
- P. Cleaning, decontamination and demolition of the Ash Conveyors (Economizer No. 8)
- Q. Cleaning, decontamination and demolition of the Reactor in both MWCUs;
- R. Cleaning and decontamination of the Baghouse & Hoppers B-5 and B-6 in both MWCUs;
- S. Demolition of the Ash Conveyors (Baghouse No. 2,4,7, Rotary 18, and vertical Ash conveyor) in both MWCUs;
- T. Demolition of the Flue Gas Duct (Reactor to Baghouse) in both MWCUs;
- U. Demolition of the Flue Gas Return Duct (Baghouse to Combustor) in both MWCUs;
- V. Demolition of the Flue Gas Duct (Baghouse to Stack) in both MWCUs;
- W. Demolition of the ID Fan in both MWCUs;
- X. Demolition of the Quench Tank, Recirculation Pumps in both MWCUs;
- Y. Demolition of the Ash Conveyors (To Ash Container No. 5) in both MWCUs;
- Z. Cleaning, decontamination and partial demolition of the Ash Load-out Stall (WTE Building) in both MWCUs;
- AA. Cleaning and decontamination of the Fly Ash Silo;
- BB. Cleaning of the Hydrated Lime Silo;

- CC. Cleaning of the Activated Carbon Building;
- DD. Cleaning and decontamination of the Stack;
- EE. Collect, characterize, mark, label, transport and dispose of all wastes; and
- FF. Complete final cleanup and demobilization tasks.

Drawings identifying select buildings, structures, equipment, piping and support areas are also attached in Appendix B – Site, Equipment and Piping Drawings and Lists. All work is to be performed within the limits of decommissioning, decontamination and demolition at the City of Harrisonburg facility, in the areas shown on drawings found in Appendix B – Site, Equipment and Piping Drawings and Lists.

Decommissioning, decontamination and demolition shall be performed in accordance with Appendix C – Closure Plan.

Decommissioning, decontamination and demolition shall be completed to an appropriate level as described in the Appendix C – Closure Plan.

Appropriate barricades to prevent migration of hazardous waste shall be provided and installed by the Contractor (i.e. silt fences, straw boundary barricades, temporary decontamination stations, etc.). Areas of decontamination will be isolated with plastic curtains to reduce the emissions of particulates to the environment.

The Contractor will be responsible for properly planning and coordinating storage of all residual wastes, flushes, and rinses, taking into account all time required for testing of the stored substances. All waste shall be disposed of in accordance with all applicable federal, state and local regulations after appropriate analysis has been completed.

Explosivity level tests shall be conducted prior to any Hot Work performed in the facility.

2.2

PREPARATORY WORK BY THE CITY OF HARRISONBURG

The City of Harrisonburg has been in the process of removing essential operations from the areas to be decontaminated and partial demolished. Steam, fuel and natural gas lines are to already be disconnected, however, all LOTO procedures shall be completed, checked and verified by the Contractor. **There may be residual wastes in all systems, tanks, and equipment, which the Contractor shall be responsible for collecting, packaging, characterizing, marking, labeling, containerizing, storing, transporting and disposing of, in compliance with all federal, state, local codes, regulations, rules and guidelines.**

Should there be any doubt regarding scope status or condition of any part of the work area, Contractor shall notify the City of Harrisonburg and ERM and seek further direction before proceeding with the planned work. The City of Harrisonburg will mark all equipment, piping and structures to be demolished prior to Contractor mobilization.

The Contractor shall de-energize and LOTO all equipment, including their associated utilities. Utilities shutdown will also include physical separation from the equipment where necessary, verification of safe status, and manufacturing materials and product removal prior to the start of this planned work.

All required post-cleaning, decommissioning, decontamination and demolition visual inspections and wipe sampling will be performed by the Contractor.

2.3 *PREPARATORY, DECONTAMINATION AND REMOVAL WORK BY THE CONTRACTOR*

Prior to initiating Decommissioning and partial Demolition within the City of Harrisonburg facility, the Contractor must perform the following activities.

Contractor shall obtain and comply with all necessary notifications, permits, authorizations and plans to perform the scope of work under federal, state and local regulations. All applications, plans, notifications and permits will be completed, submitted, paid for and obtained by the Contractor and require review by ERM prior to their submittal. No work that requires a notification, approval, authorization and/or permit will commence until such notification, approval, authorization and/or permit has been obtained and a copy submitted to ERM. This includes a City of Harrisonburg demolition permit and associated site survey requirements.

Prepare and submit all required Work Plans, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work to ERM prior to the commencement of site work.

Contractor shall verify proper deactivation and lock-out, tag-out of utilities to buildings, structures, equipment and areas that are to be cleaned, decontaminated and partially demolished. The Contractor shall perform and document deactivation and LOTO of all utilities, with the help and guidance of the City of Harrisonburg personnel and submit documentation to ERM prior to the Contractor initiating their work.

Contractor shall provide proper documentation to ERM at least five (5) working days prior to project mobilization verifying that all employees and proposed subcontractor personnel have been properly trained

(HAZWOPER, etc.), oriented, licensed, certified and/or otherwise qualified and experienced, including medical monitoring and clearances (as required) to perform the work.

Contractor shall mobilize the proper equipment, tools, consumables, materials and personnel to the site and perform required onsite training (orientation, etc.), which is expected to take one (1) hour, and set-up their work, storage, safety, decontamination and support zones prior to initiating any decommissioning or partial demolition activities. All areas shall be properly barricaded and posted with signage to prohibit entry by unauthorized personnel and to warn of potential dangers. The Contractor shall then make all necessary utilities connections in coordination with designated City of Harrisonburg personnel (water) to perform its work at locations directed by ERM.

Contractor shall provide all required health, safety, and personal protection equipment, supplies, materials, medical surveillance and analytical services for the safe and regulatory-compliant completion of the work. ERM will provide Global Harmonized System (GHS) Safety Data Sheets for known materials present within the facility. These GHS Safety Data Sheets are contained in Appendix L – GHS Safety Data Sheets and have been provided by the City of Harrisonburg for the current, known materials present within the facility. Should the Contractor not have a required GHS Safety Data Sheet, it shall be the Contractor’s responsibility to obtain one before proceeding with any work that involves the material.

Contractor shall coordinate all planned work activities with the City of Harrisonburg, ERM and any contractors or other authorized personnel or entities that may be working in the planned work areas, or on any systems (electric, water, etc.) that may be necessary to support the Contractor’s work. Contractor’s lack of work coordination with the City of Harrisonburg, ERM, other onsite contractors, or authorized personnel and entities shall not be considered grounds for a Change Order and/or additional compensation or extension of time to complete the work.

2.4

DECOMMISSIONING, DECONTAMINATION AND PARTIAL DEMOLITION WORK TO BE COMPLETED BY THE CONTRACTOR

Decommissioning and partial demolition shall be performed by the Contractor within the limits of work on and within the designated structures, equipment and areas. All work on the structures and equipment areas will be performed in accordance with this RFP, including, but not limited to, Appendix B – Site, Equipment & Piping Drawings, and Appendix C – Closure Plan. Drawings contained in Appendix B identify the limits of the structures, equipment, piping and areas to be cleaned, decontaminated and partially demolished. The

hazardous waste constituents that were involved in the incineration activities are identified in Appendix L – GHS Safety Data Sheets. All cleaning and decontamination work is to start at the upper levels of each structure, surface or equipment and progress downward in a “top-down” approach.

Perform decommissioning, decontamination and demolition in a sequential manner from one area to the next. Repair any resulting building penetrations created from dismantlement in kind. All restorations or repairs shall be completed with materials and construction of a like kind. All disturbed areas shall be left in an OSHA compliant manner. Limit access to an area undergoing decommissioning, decontamination and demolition to essential personnel. Minimize and contain all dust during activities, and utilize plastic sheeting or other appropriate containment to limit transport between cleaned and not-yet-cleaned areas. The City of Harrisonburg and ERM shall have authority to stop work if visible emissions of dusts are created. Contractor shall be responsible for implementing a plan to control and eliminate dust emissions. All costs incurred from a delay due to dust emissions stoppages shall be the responsibility of the Contractor and will not be considered grounds for a change order.

Contractor’s plans shall adequately address the decommissioning, decontamination and demolition and all potential exposures during all site work.

The Contractor is responsible for the collection, containerization, labeling, secure storage, transport and disposal of decommissioning, decontamination and demolition wastes.

Tracking or other dispersion of materials, dust, chemicals, wastes, residues or other similar materials within the City of Harrisonburg facility and/or onto public streets or elsewhere is prohibited. If visible tracking or dispersion is observed within the facility and/or onto public streets or elsewhere, it will be the Contractor’s responsibility to stop all work and remove such tracked or dispersed materials, wastes or residues to the satisfaction of the City of Harrisonburg and ERM at the Contractor’s sole expense.

Good housekeeping of all work and storage areas is expected and required by the City of Harrisonburg and ERM at all times.

PICKING CRANE GRAPPLE NO. 1 & 2

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal of both Grapples No. 1 and 2. They are to be placed on the Tipping Floor to be cleaned.
- F. Removal of any residual materials from the grapples through physical means.
- G. Degrease and wash down Grapples No. 1 and 2 and move to an area that permits continued, unimpeded use of the Tipping Floor.
- H. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- I. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.
- J. Note: Grapples No. 1 and 2 are to remain onsite and shall not be considered property of the Contractor, or scrap right. This work shall require proper coordination since the Tipping floor will be in continual operation.

COMBUSTOR FEED RAM & CHUTE

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Wash down and leave in place the Combustor Feed Ram & Chute in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The Combustor Feed Ram & Chute is to remain in place and shall not be considered property of the Contractor, scrap right.

PRIMARY AND SECONDARY COMBUSTION CHAMBERS

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other

necessary and required documents for the safe and regulatory compliant performance of the work.

- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of the refractory present in both the Primary and Secondary Combustors in both MWCUs.
- F. Removal and disposal of the combustion grates to allow access to the bottom ash hoppers and Flue Gas Return ductwork in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: Combustion grates shall be considered property of the Contractor and shall be considered scrap.

CROSSOVER DUCT WORK

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.

- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming of interior of crossover duct work in both MWCUs.
- F. Removal of refractory lining in the crossover duct work in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The metal skin of the duct shall be left in place.

WASTE HEAT BOILER INLET & HOPPER B-5

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.

- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming and wash down of interior boiler inlet unit in both MWCUs.
- F. Removal of refractory lining in the crossover duct work in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The boiler inlet unit shall be left in place.

ASH CONVEYORS (BOILER INLET #7 A-D)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the

help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.

- E. Removal and disposal of ash conveyor and associated components in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: If ash is deemed hazardous from analysis, an appropriately licensed disposal facility shall be utilized.

WASTE HEAT BOILER & HOPPERS B-1, B-2, B-3, & B-4

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming and washing down interior of boiler in both MWCUs.

- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The boiler and hoppers shall be left in place.

ASH CONVEYORS (BOILER HOPPER NO. 3)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Physical removal of accumulated ash in both conveyers from the MWCUs.
- F. Removal and disposal of the ash conveyor and associated components (Boiler Hopper No. 3) in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.

- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: If ash is deemed hazardous from analysis, an appropriately licensed disposal facility shall be utilized.

ECONOMIZER & HOPPERS E-3 AND E-4

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming and washing down interior of economizer and downstream flue gas duct in both MWCUs.
- F. Removal and disposal of the Economizer & Hoppers E-3 and E-4 in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This

includes closing and capping of piping, specifically the Waste Heat Boiler Inlet. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: Economizer & Hoppers E-3 and E-4 shall be considered property of the Contractor and shall be considered scrap.

FLUE GAS DUCT (ECONOMIZER TO REACTOR)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming and washing down of economizer and downstream flue gas duct in both MWCUs.
- F. Removal and disposal of the flue gas duct (Economizer to Reactor) in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a

like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The flue gas duct (Economizer to Reactor) shall be considered property of the Contractor and shall be considered scrap.

ASH CONVEYORS (ECONOMIZER NO. 8)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Physical removal of accumulated ash in both conveyers from the MWCUs.
- F. Removal and disposal of the ash conveyor and associated components (Economizer No. 8) in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: If ash is deemed hazardous from analysis, an appropriately licensed disposal facility shall be utilized.

REACTOR

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming and washing down interior of the reactor in both MWCUs.
- F. Removal and disposal of the reactor and associated components in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The Reactor shall be considered property of the Contractor and shall be considered scrap.

BAGHOUSE & HOPPERS B-5 AND B-6

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of bags from the baghouse in both MWCUs.
- F. Vacuuming and washing down the interior of baghouse in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping specifically, all inlets and outlets on the baghouse after removal of the ductwork. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The baghouse and hoppers are to be left in place.

ASH CONVEYORS (BAGHOUSE NO. 2, 4, 7, ROTARY 18, AND VERTICAL ASH CONVEYOR)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of ash conveyors and associated components (Baghouse No. 2, 4, 7, Rotary 18, and vertical ash conveyor) in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The ash conveyors (Baghouse No. 2, 4, 7, Rotary 18, and vertical ash conveyor) shall be considered property of the Contractor and shall be considered scrap.

FLUE GAS DUCT (REACTOR TO BAGHOUSE)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.

- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of flue gas duct (Reactor to Baghouse) in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The flue gas duct (Reactor to Baghouse) shall be considered property of the Contractor and shall be considered scrap.

FLUE GAS RETURN DUCT (BAGHOUSE TO COMBUSTOR)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.

- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of flue gas return duct (Baghouse to Combustor) in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping specifically, the combustor after removal of ductwork. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The flue gas return duct (Baghouse to Combustor) shall be considered property of the Contractor and shall be considered scrap.

FLUE GAS DUCT (BAGHOUSE TO STACK)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.

- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of flue gas duct (Baghouse to Stack) in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The flue gas duct (Baghouse to Stack) shall be considered property of the Contractor and shall be considered scrap.

INTERNAL DRAFT (ID) FAN

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all

equipment and utilities and provide the documentation to ERM prior to commencement of work activities.

- E. Removal and disposal of the ID Fan in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping and specifically, the repair of the roof from ductwork and fan removal. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The ID Fan shall be considered property of the Contractor and shall be considered scrap.

QUENCH TANK AND RECIRCULATION PUMPS

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of the quench tank, recirculation pumps and associated drag chain in both MWCUs.

- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping specifically, the bottom of the combustor dropping off in the quench tank. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The quench tank and recirculation pumps shall be considered property of the Contractor and shall be considered scrap.

ASH CONVEYORS (TO ASH CONTAINER NO. 5)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of the ash conveyor and associated components (to ash container No. 5) in both MWCUs.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.

- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The ash conveyors (to ash container No. 5) shall be considered property of the Contractor and shall be considered scrap.

ASH LOAD-OUT STALL (WTE BUILDING)

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommission and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Washing down interior of the ash load-out stall in both MWCUs.
- F. Removal and disposal of corrugated metal wall containing accumulation of ash (to height of first beam) in both MWCUs.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping and specifically, installation of new corrugated metal after removal of the old. Repairs to

structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The ash load out stall shall be left in place. The corrugated metal wall containing accumulation of ash shall be considered property of the Contractor and shall be considered scrap.

FLY ASH SILO

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of all fly ash.
- F. Washing down the fly ash silo.
- G. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- H. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping specifically the bottom of the Fly Ash Silo after cleaning/ decontamination. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed

for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The fly ash silo shall be left in place.

HYDRATED LIME SILO

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Vacuuming of the hydrated lime silo from the bottom of the distribution system.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The hydrated lime silo shall be removed with the stack.

ACTIVATED CARBON BUILDING

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Removal and disposal of all activated carbon by HEPA vacuum and pressure washing from the bottom of the distribution system.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The activated carbon building shall be left in place.

CLEANING AND DECONTAMINATION OF THE STACK

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.

- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Washing down the stack interior.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: The stack shall be left in place.

OPTIONAL WORK:

The City of Harrisonburg may or may not award this optional work under this Request for Proposal. The optional work is as follows:

DEMOLITION OF THE STACK & HYDRATED LIME SILO

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.

- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all equipment and utilities and provide the documentation to ERM prior to commencement of work activities.
- E. Demolish, remove and dispose of the stack including the Hydrated Lime Silo.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

Note: Not applicable.

DECONTAMINATION AND REMOVAL OF THE TURBINE GENERATOR

Work to be completed by the contractor includes:

- A. Preparation and submittal of required Work Plan, Health and Safety Plan, Job Safety Analyses (JSAs), waste management plans, and other necessary and required documents for the safe and regulatory compliant performance of the work.
- B. Compliance with all federal, state and local notification and permit requirements, including payment of all required fees.
- C. Compliance with federal, state and local codes, regulations, rules and guidelines for decommissioning, decontamination and demolition work.
- D. Verification of deactivation and lock-out, tag-out of utilities to buildings, structures and equipment that are to be cleaned, decontaminated and partially demolished (the Contractor shall perform deactivation and LOTO of all equipment and utilities with the help and guidance of City of Harrisonburg personnel). Contractor shall verify and document deactivation and LOTO of all

equipment and utilities and provide the documentation to ERM prior to commencement of work activities.

- E. Demolish, remove and dispose of the turbine generator and associated components.
- F. Collection, packaging, characterization, marking, labeling, containerization, storage, transport and disposal of all wastes in compliance with all federal, state and local codes, regulations, rules and guidelines.
- G. Restoration shall include repair of holes, voids and penetrations in remaining structures, surfaces and equipment caused as a result of decommissioning, decontamination and demolition activities. This includes closing and capping of piping. Repairs to structures, surfaces and equipment shall be completed with materials and construction of a like kind (ex. A welded, metal hand rail, if removed for ease of access, shall be replaced by welded metal piping.). All disturbed areas shall be left in an OSHA compliant manner.

REPAIR, REPLACEMENT AND RESTORATION ACTIVITIES:

The following general repair, replacement and restoration requirements are to be completed by the Contractor prior to demobilization.

- A. Perform repair, replacement and/or restoration of all exterior roof, exterior ceiling, exterior wall and interior floor surfaces where penetrations or damage was created or caused during decommissioning, decontamination and demolition. Repair, replacement and/or restoration of damage shall be performed using permanent materials and construction of a like kind and equal or better quality.

Note: All repair, replacement and restoration activities shall be completed at the City of Harrisonburg's or ERM's direction.

2.5 FINAL ACTIVITIES AND PROJECT CLOSE-OUT REQUIREMENTS

Once the Contractor has completed all decommissioning, decontamination and demolition and the Contractor's work has been accepted by the City of Harrisonburg and ERM, the contractor shall take down all barricades and signage. In addition, the following work shall be performed:

Remove any remaining materials and wastes that are the Contractors responsibility at the completion of the project site work.

Conduct a final cleanup, leaving the work areas in a "visually clean" condition (no dirt, debris, dust, encrustation, significant staining, etc.), and

compliant with decommissioning, decontamination and demolition standards established by the RFP, and Sampling and Analysis Plan.

Decontaminate (as required) and demobilize all equipment, tools and temporary facilities controlled by the Contractor from the site.

Submit final documentation for all activities including, but not limited to, daily operations, safety meetings, inspections, progress meetings, medical monitoring, environmental monitoring, site conditions, accidents/incidents, other significant site activities and final invoicing.

3.0 TECHNICAL SPECIFICATIONS

3.1 DIVISION I - GENERAL REQUIREMENTS

3.1.1 SECTION 01010

SUMMARY OF WORK

PART 1 GENERAL

3.1.1.01 PRIOR/FUTURE USE OF THE SITE

- A. The City of Harrisonburg Resource Recovery Facility has been used to turn municipal wastes to energy in the form of steam generation. Future use expects the facility Tipping Floor and waste transfer operations to be maintained and in working condition. The designated equipment and areas surfaces are to be cleaned, decontaminated and partially demolished in accordance with Appendix C.
- B. The City of Harrisonburg retained the services of ERM to prepare this RFP for the designated Decommissioning, Decontamination and partial Demolition of the City of Harrisonburg facility. The onsite facility decommissioning, decontamination and partial demolition work is scheduled to begin in March of 2016.
- C. The company selected to perform the PROJECT is referred to as the Contractor.

3.1.1.02 DESCRIPTION

- A. The Decommissioning, Decontamination and partial Demolition scope of work at the City of Harrisonburg facility, Harrisonburg, Virginia consists of:
 - 1. Mobilization of personnel, equipment, materials and all other required services to perform the scope of work;
 - 2. Cleaning, decontamination and dismantlement of the Picking Crane Grapple No. 1 & 2;
 - 3. Cleaning and decontamination of the Combustor Feed Ram & Chute in both Municipal Waste Combustion Units (MWCU);
 - 4. Cleaning and partial demolition of the Primary and Secondary Combustion Chambers in both MWCUs;
 - 5. Cleaning, decontamination and partial demolition of the Crossover Duct Work in both MWCUs;

6. Cleaning and decontamination of the Waste Heat Boiler Inlet & Hopper B-5 in both MWCUs;
7. Cleaning, decontamination and demolition of the Ash Conveyors (Boiler Inlet #7 A-D) in both MWCUs;
8. Cleaning and decontamination of the Waste Heat Boiler Hoppers B-1,B-2, B-3, & B-4 in both MWCUs;
9. Cleaning, decontamination, and demolition of the Ash Conveyors (Boiler Hopper No. 3) in both MWCUs;
10. Cleaning and decontamination of the Economizer & Hoppers E-3 and E-4 in both MWCUs;
11. Cleaning and decontamination of the Flue Gas Duct (Economizer to Reactor) in both MWCUs;
12. Cleaning, decontamination and demolition of the Ash Conveyors (Economizer No. 8);
13. Cleaning, decontamination and demolition of the Reactor in both MWCUs;
14. Cleaning and decontamination of the Baghouse & Hoppers B-5 and B-6 in both MWCUs;
15. Demolition the Ash Conveyors (Baghouse No. 2,4,7, Rotary 18, and vertical Ash conveyor) in both MWCUs;
16. Demolition the Flue Gas Duct (Reactor to Baghouse) in both MWCUs;
17. Demolition the Flue Gas Return Duct (Baghouse to Combustor) in both MWCUs;
18. Demolition the Flue Gas Duct (Baghouse to Stack) in both MWCUs;
19. Demolition the ID Fan in both MWCUs;
20. Demolition of the Quench Tank, Recirculation Pumps in both MWCUs;
21. Demolition of the Ash Conveyors (To Ash Container No. 5) in both MWCUs;
22. Cleaning, decontamination and partial demolition of the Ash Load-out Stall (WTE Building) in both MWCUs;
23. Cleaning and decontamination of the Fly Ash Silo;
24. Cleaning of the Hydrated Lime Silo;
25. Cleaning of the Activated Carbon Building;
26. Cleaning and decontamination of the Stack;

27. Collect, package, characterize, mark, label, transport and dispose of all wastes; and
- B. Complete final cleanup and demobilization tasks. The work for this PROJECT, in general, also includes:
1. Preparation of all required Work Plans, Health & Safety Plans, Waste Management Plans, and other required and necessary plans for completion of the work.
 2. Compliance with all notifications and permits, licenses, and inspections that shall be obtained and paid for by Contractor.
 3. Compliance with federal, state and local required health and safety training and medical monitoring requirements.
 4. Confirmation that utilities associated with the Contractor's required decommissioning, decontamination and demolition activities have been disconnected and properly LOTO by the Contractor with help and guidance from City of Harrisonburg personnel.
 5. Documentation of all activities including, but not limited to, daily operations, safety meetings, inspections, progress meetings, medical monitoring, environmental monitoring, site conditions, accidents/incidents, waste shipments and disposal, and all other significant site activities.
 6. Maintain life-safety systems (including fire suppression systems, smoke detectors, emergency lighting, basic utilities etc.) and any other equipment and facilities that are to remain.
 7. Final cleanup and demobilization.

3.1.1.03 SCHEDULE CONSTRAINTS

- A. Determine the sequence of the work, subject to the City and ERM approval. The schedule should assume continuous availability of areas to be cleaned. Include schedule constraints required by the City of Harrisonburg, to be presented and discussed during the Mandatory Pre-Proposal Meeting.

3.1.1.04 SUMMARY OF POTENTIAL SITE HAZARDS

- A. Address hazards in accordance with requirements of the Scope of Work and the Contractor-prepared site specific Health and Safety Plan (HASP). Take all necessary precautions, and comply with all applicable laws and regulations to protect the health and safety of the workers and the environment. It is anticipated that full-face

respirators APR/PAPR or supplied-air respiratory protection will be necessary as well as Tyvek™ (or similar) coveralls and protective gloves for the decontamination work.

- B. Physical Hazards: The principal physical hazard will be slips, trips, falls, and the control of hazardous energy sources. All physical hazards normally encountered during cleaning, decontamination and equipment shut down operations should be expected and accounted for in preparation of plans and during work activities. A strict LOTO procedure will be necessary to ensure all sources of hazardous energy are brought to a zero energy state prior to beginning work - including "trying" to re-activate.
- C. Biological and Chemical Hazards: See the GHS Safety Data Sheets in Appendix L for chemical hazards. Contractor will be encountering biological hazards associated with facilities that handle municipal refuse (Food, wastes, rodents, etc.).

3.1.1.05 ***INCIDENTAL WORK***

- A. Furnish all labor, materials, equipment and incidentals required to do the miscellaneous work not specified in other sections but necessary or incidental for the proper completion of the PROJECT.
- B. When applicable, perform the PROJECT in accordance with other sections of this RFP. When no applicable specification exists, perform the PROJECT in accordance with the best modern practice and/or as directed by the City of Harrisonburg or ERM.

END OF SECTION 01010

3.1.2 SECTION 01015

GENERAL PROVISIONS

PART 1 GENERAL

3.1.2.01 DESCRIPTION

- A. This Section covers general provisions and requirements for the PROJECT.

3.1.2.02 REFERENCED DOCUMENTS

- A. Drawings: As found in Appendix B – Site, Equipment and Piping Drawings
- B. Request for Proposal: RFP for decommissioning, decontamination and partial demolition of the City of Harrisonburg Resource Recovery Facility, Harrisonburg, Virginia, dated December, 2015.
- C. Outline for Site-Specific Health and Safety Plan (HASP) (Appendix A – Health and Safety Plan Outline)

3.1.2.03 CONTRACTOR USE OF PREMISES

- A. The Contractor will limit use of the premises to work in areas indicated. Operations will be confined to areas within the designated limits of decommissioning, decontamination and demolition. The Contractor will not disturb portions of the site beyond the areas in which the work is indicated.
- B. The Contractor must allow the City of Harrisonburg to continue remaining in operations in a manner that will provide minimal impact to surrounding facilities and on-going manufacturing operations.
- C. During the PROJECT period, the Contractor will have limited use of the premises for its operations. The City of Harrisonburg and ERM will continue to occupy the Site and maintain access to all buildings, structures, operations, security fence, and utilities. As decommissioning, decontamination and demolition is under way, the facility will be occupied by a limited number of facility personnel and/or other contractors.
- D. All Contractor parking areas will be designated by the City of Harrisonburg. A limited number of construction vehicles will be

allowed on the work site. The City of Harrisonburg will designate areas of the site for storage of Contractor materials and equipment.

- E. The Contractor will not unreasonably encumber the site with materials or equipment.
- F. Contractor personnel will have use of designated utilities (water) as provided by the City of Harrisonburg. Utilities may not be available in all work areas or in sufficient quantities. It shall be the Contractor's sole responsibility to provide all utilities and temporary facilities required for project completion.
- G. The Contractor will be responsible for all damages incurred from project-related activities and/or personnel assigned to the PROJECT.

3.1.2.04 ERM OCCUPANCY REQUIREMENTS

- A. ERM and Contractor may occupy designated portions of the site and buildings during the project period.
- B. The City of Harrisonburg may continue other operations throughout all aspects of this PROJECT.
- C. The Contractor will be expected to cooperate with ERM during the PROJECT to minimize conflicts and allow the City of Harrisonburg to maintain minimal operations activities.
- D. Cooperate with the City of Harrisonburg to avoid conflicts and facilitate use of premises. Ensure that any potentially hazardous situations are adequately communicated to the City of Harrisonburg and ERM as early as possible to allow client to access, operate, maintain, and vacate premises in these periods.

3.1.2.05 HEALTH AND SAFETY

- A. Conform to the City of Harrisonburg and ERM health and safety requirements. During the time in which areas are considered regulated/ barricaded, all personnel entering the area to perform any type of support services will adhere to the safety procedures governing the entry.
- B. Compliance with Regulations and Rules: Comply with all applicable federal, state and local laws and regulations pertaining to safety and security, waste recycling and disposal, and the Contractor's HASP, ERM's HASP and the Plant Safety Requirements.

- C. Protection of Site Personnel: Take all necessary precautions to protect the health and safety of the site personnel, whether or not these individuals are employees of the Contractor.

- D. Air Monitoring: During dusty or other operations requiring air/environmental monitoring, ambient and personal air monitoring will be conducted by the Contractor in accordance with regulatory, HASP and local facility requirements and approved JSAs. Air monitoring results are to be provided to the City of Harrisonburg and the onsite ERM representative. If conditions exceed permissible conditions, the Contractor's site (field) safety officer shall:
 - 1. Stop work and have workers leave the area;
 - 2. Contact the City of Harrisonburg and ERM;
 - 3. Evaluate respiratory protection levels;
 - 4. Evaluate work practices and assess engineering controls to reduce airborne concentrations.
 - 5. Return to work only after site conditions are safe, the exceedance cause has been determined and corrected, and given permission by ERM.

- E. Restrictions to Site Access: The work area will be restricted to designated contract personnel and authorized visitors. All visitors require site authorization, safety, health, and environmental orientation, and clearance from the City of Harrisonburg and ERM prior to entering the site.

- F. Management of Safety
 - 1. General
 - a. The presence of the City of Harrisonburg or ERM personnel does not relieve the Contractor of its responsibilities to have a required competent person(s) on the site at all times.
 - b. The City of Harrisonburg facility safety orientation briefing provided by ERM (approximately 1 hour) is a prerequisite for Contractor (and any subcontractor's) employees as the general orientation for the Site.
 - c. Contractor shall participate in a Project Safety Analysis (PSA), if requested, with the City of Harrisonburg and ERM prior to initiating the PROJECT. The need for PSA meetings will be based on findings from reviews of the Contractor's Project Work Plans. Field work may not

start until the Project Work Plan is reviewed and accepted by ERM. Daily Contractor safety tailgate meetings, to be held at the beginning of each work shift and prior to the commencement of work activities, are required throughout the duration of the project.

- d. The Contractor will provide proof of negative drug screen for all project personnel, taken within the past ninety (90) days prior to attending the site orientation process.
- e. The Contractor shall provide training records for all workers at least 10 workdays prior to their scheduled Site Safety Orientation. Workers with insufficient training or expired training will not be allowed on site.
- f. ERM reserves the right to require Contractor to suspend all work while undertaking corrective measures to eliminate unsafe practices or conditions and incident investigations if in ERM's sole judgment such suspension is required to prevent injury or preserve property. ERM and/or the City of Harrisonburg may immediately stop or suspend any or all work hereunder and Contractor shall make no claim for damage or expenses caused by such work stoppage or suspension.

2. Specific Project Requirement

- a. The Contractor will provide a 100%-dedicated Field Safety Officer who is experienced in administration and supervision of health and safety compliance on decommissioning, decontamination and demolition projects, including auditing of the health and safety performance of Contractor's workers.
- b. The Contractor shall provide one Field Safety Officer for every twenty (20) workers on the PROJECT.
- c. The Contractor's Field Safety Officer(s) shall be an individual employed at the staff level, may not report to the site supervisor, and shall have the authority and responsibility to stop work as necessary to correct any unsafe work activity.
- d. This Field Safety Officer is the Contractor's onsite safety representative and is accountable for all Contractor safety compliance.

G. Safety, Health and Accident Prevention:

1. Special Reports

- a. Any and all unusual events, which may include but are not limited to, unsafe conditions, near misses, injuries, incidents, first aid treatments, etc., will be verbally brought to the attention of ERM immediately. Such events will warrant the Contractor to prepare and submit a written report to ERM within 24 hours of occurrence. The report will detail all aspects of the unusual event and incorporate any supplemental information as needed.
 - b. Except as otherwise indicated, the Contractor will submit special reports directly to ERM within one (1) day of occurrence. Items listed below will require a special report from the Contractor. The Contractor will report the discovery of chemicals and/or accident/incident immediately to ERM.
 - c. Reporting Accidents: Prepare and submit reports of all incidents/ accidents at the site. Record and document data, root cause, and corrective actions. For this purpose, a significant accident is defined to include events where personal injury is sustained, property loss of substance is sustained, or where the event posed a significant threat of loss or personal injury, (near misses).
 - d. Reporting Unusual Events: When the event of unusual and significant nature occurs at site (examples: discovery of chemicals, failure of abatement pressure differential system, release of regulated materials to the environment, etc.), prepare and submit a special report listing the chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information
2. Personal Protective Equipment
 - a. All Personal Protective Equipment (PPE) will be provided by the Contractor at no additional cost to the City of Harrisonburg. Note that ALL personnel working (or visiting) at the City of Harrisonburg facility must be clean-shaven and capable by testing and appearance to wear respiratory protection.
 - b. Non-compliance with the site requirements regarding use of personal protective equipment will warrant removal of personnel from the premises.
 - c. Details of required PPE will be provided in the HASP.
 3. Eyewash Stations and Safety Showers

- a. The Contractor will be expected to provide, install, maintain, and remove portable eye wash stations and safety showers as needed.

4. Fall Protection

Before starting any elevated work, Contractor will submit a fall protection plan to ERM for review. As a minimum, the plan must include:

- A list of all anticipated tasks to be performed at elevated locations.
- The proposed method (s) of fall protection for each task, using, in order of preference:
 - Elimination of fall hazards (through engineered means)
 - Prevention of falls (by changing work procedures or the work environment)
 - Control of falls (through use of fall arrest systems)

3.1.2.06 WORK PLAN

- A. General: Prepare and update a detailed Decommissioning, Decontamination and Demolition Activity Work Plan providing a complete description of the materials, equipment, personnel, and work areas needed to complete the PROJECT corresponding to the Scope of Work defined in the RFP. This Decommissioning, Decontamination and Demolition Activity Work Plan shall be submitted in accordance with Section 01300. A Work Plan summary document shall be provided with the Proposal, which the Contractor awarded the work will expand into a full Work Plan.

Specific: Contractor shall prepare Project Work Plans that detail the proposed work activities for each area prior to starting work in a designated area. Detail must include proposed methods for decommissioning, decontamination and demolition, proposed labor, proposed equipment, projected timing, and plan for coordinating activities when more than one work group will be in an area. Work Plans must be submitted and reviewed prior to starting work.

- B. Organization: Provide qualifications and experience of the Contractor's organization and list key personnel. Include a complete description of the project organization to be provided (organization chart with phone numbers – the expectation is that the organization chart will be evergreen, e.g. updated if personnel change). Identify the name and title of key personnel (supervisor

and higher), and their respective duties, responsibilities, and authority.

- C. Personnel: Provide qualifications and experience of the on-site supervisor authorized to make commitments on behalf of the Contractor, the Contractor's on-site health and safety officer, and other key personnel. Keep those named persons on-site throughout the course of the PROJECT unless otherwise approved by ERM. Remove and replace personnel found by ERM to be unqualified for the PROJECT and replace them with qualified personnel acceptable to ERM, if so ordered by ERM.
- D. Materials: Provide detailed specifications for all chemical substances to be incorporated into the PROJECT in accordance with Section 01300.
- E. Equipment: Provide a complete list of each piece of equipment proposed to be used. Indicate whether the equipment is owned or rented, and if rented, indicate the company that will be used for rental.
- F. Methods: Provide a complete description of methods to be used by the Contractor to perform the PROJECT.
- G. Schedule: Include a detailed work progress schedule for each task or division of work, including with each submittal, equipment mobilization and demobilization, inspection, and ERM review in accordance with Section 01310. Show each start date, the beginning and end of each standby period, and the completion date and dependencies of each task with milestones. Use one day as the time scale division.

3.1.2.07 WORKING HOURS & SCHEDULES

- A. Work hours are Monday through Friday, 07:00 – 17:00 EST. Contractor may work more than 10 hours per day provided the ERM field representative is notified at least 24 hours in advance of each workday and work schedule is approved by the City of Harrisonburg and ERM. Contractor is to provide its own extra equipment, with the understanding that no additional compensation shall be allowed beyond the existing Proposal price. The City of Harrisonburg and ERM reserves the right to refuse any such requests. Contractor may work weekends provided it notifies the ERM field representative at least 5 days in advance of the weekend with the understanding that no additional compensation shall be allowed beyond the existing Proposal price and the City of Harrisonburg and ERM reserves the right to refuse any such

requests. The Contractor shall be responsible for any changes to the schedule due to inclement weather. Inclement weather shall not be considered grounds for a change order. Cancellation of work will be dependent upon the City of Harrisonburg's sole determination.

- B. An alternate work schedule may be proposed by the Contractor. The alternate work schedule proposal with its potential benefits must be submitted to ERM, and the City and ERM must approve the alternate work schedule before it can be implemented.
- C. No work will be conducted on holidays or planned closures unless otherwise indicated within the Proposal documents and approved by the City of Harrisonburg and ERM. However, the Contractor will remain responsible for the integrity inspection of the containment systems and all other work and site conditions over the course of an observed holiday.
- D. The RFP includes a stipulation that all Work be completed by a specific date. Any work not completed by the specified date (Section 1.3) will be assessed Liquidated Damages at a rate of \$1,000 per each consecutive calendar day until work is completed. A worksheet has been completed by the City's Department of Public Works calculating the liquidated damages. The contractor is not to begin work until the receipt of the Owner's Notice to Proceed which will be effective upon receipt. This is a fixed completion date project.

3.1.2.08 NOTIFICATIONS AND PERMITS

- A. Prior to commencement of the PROJECT, Contractor will provide federal, state and local regulatory authorities, with any necessary notifications, including required payment, as specifically required by law for performance of the work. Copies of all notifications, on their official forms, will be provided to ERM prior to project commencement. Any revisions required to those notifications are the sole responsibility of Contractor and subject to review by the City of Harrisonburg and ERM prior to submission.
- B. Prior to commencement of the PROJECT, Contractor will obtain all local, state and/or federal permits, authorizations and licenses necessary to conduct the PROJECT, including all required revisions.
- C. All work is subject to the City of Harrisonburg and ERM authorization of applicable daily work permits, which shall be initiated by the Contractor.

3.1.2.09 *PRE-MOBILIZATION INSPECTIONS*

- A. The Contractor will conduct an inspection of the work area and review the existing site conditions with the City of Harrisonburg and ERM. These activities will be documented and agreed upon by the City of Harrisonburg and ERM and the Contractor's site supervisor.
- B. Cameras/video camcorders are not permitted on site without the City of Harrisonburg and ERM approval. Videotape and/or still photographs are subject to approval and processing by the City of Harrisonburg and ERM.

3.1.2.10 *ACCESS TO WORK AREAS*

- A. Staging Area: Equipment staging and "lay down" areas will be designated by the City of Harrisonburg.
- B. Travel to Job Site: The City of Harrisonburg will designate a parking area for the Contractor. If necessary, Contractor must provide vehicles for travel to and from the designated parking lot to the work site and within the job site.
- C. Non-workers making deliveries or pick-ups for the PROJECT must report into and out of the site. Drivers that leave the cab of their vehicle must wear required PPE applicable to that location and work phase. Safety glasses with side shields are required at all times.
- D. Non-crew members of the field work team who may be needed at the site to perform equipment maintenance/repair must receive site orientation and must report into and out of the site. These workers must wear required PPE while at the site.

3.1.2.11 *EQUIPMENT*

- A. General
 - 1. The Contractor will supply all necessary tools and equipment to complete the PROJECT.
 - 2. All equipment utilized to complete the PROJECT as described within the scope of work will be maintained and operated by the Contractor in accordance with the manufacturer's recommendations.
 - 3. Modified or antiquated equipment, which possesses questionable reliability and/or unsafe operation, will not be permitted on site.

4. All construction equipment brought on site is subject to approval and inspection by ERM prior to being placed in service. Equipment will be free of any visible contaminant.
5. The Contractor shall provide a detailed equipment list with proposed delivery dates to ERM at least 48 hours in advance of equipment delivery to the site.
6. All equipment, which does not meet the standards indicated above, will be removed from the site immediately. The City of Harrisonburg will incur no penalty for additional cost for equipment designated as being substandard.

B. Major Equipment

1. Major equipment (e.g. hauling and lifting equipment including aerial lifts) may be inspected by the City of Harrisonburg or ERM personnel prior to placing in service. A 48 hour notice via ERM is required for scheduling the inspection.
2. Contractor and all of its subcontractors will comply with operation, control, and daily documented inspection of major equipment.
3. Cranes, forklifts, trucks, and similar construction equipment will not be left unattended unless shut down and secured to prevent unintentional movement and unauthorized use.
4. Truck mounted, hydraulic, telescoping boom cranes will not be moved until the boom is fully retracted and lowered into the boom cradle, if provided, and the hook is secured in a tie-down point on the truck bed.
5. All hauling and lifting equipment and any vehicle or construction equipment having the view to the rear obstructed will be equipped with audible backup alarms.
6. Contractor will comply with the following requirements for aerial work platforms, man lifts, or bucket trucks:
 - a. Operator will be trained at Contractor's expense.
 - b. Occupancy by more than two (2) people will not be permitted.
 - c. Personnel will use safety harnesses with the lanyard secured to the platform or other permissible attachment points.
 - d. Personnel will perform their work while standing on the platform floor.
 - e. Standing on the top rail, mid-rail, or toe board will not be permitted.

- f. Before equipment travel, the boom must be fully retracted and lowered to the horizontal position.
 - g. Rigging from the platform or boom will not be permitted.
 - h. Climbing out of the platform to an elevated work location will not be permitted.
 - i. No work shall be performed below and/or nearby the lifting platform.
 - j. The equipment must have insurance for accidents and for civil responsibility.
 - k. Equipment shall only be used for its designed purpose. For example, personnel lifts shall not be used as materials lifting devices.
7. No one will be permitted to operate a lifting device (material or personnel) unless they have been properly trained and licensed where required by law. Documentation of training shall be furnished to ERM.
 8. The Contractor will setup and demonstrate to ERM satisfaction that each potential operator of a lifting device proposed for use on the site can properly operate the device. The manufacturer's operating instructions shall accompany the device.
 9. The City of Harrisonburg and/or ERM may identify areas of underground utilities that require protection from heavy equipment traffic, crane loads, etc. At such locations, the Contractor will be required to provide ground plates or temporary bridging to cross those areas. Ground plates or bridging must be removed when no longer needed, or at demobilization.

3.1.2.12 MATERIALS

- A. Specifications and specified materials and chemical substances may not be substituted without the written consent of ERM (refer to Section 01300).
- B. Any chemical substances brought onsite shall be reviewed by the City of Harrisonburg and ERM. Contractor shall provide the City of Harrisonburg and ERM with Safety Data sheets or similar information identifying hazards of the material for all chemical substances brought on site.
- C. Regardless of the source of the chemical substance, Contractor is responsible for anticipating its needs to avoid work interruption

and for providing labor and equipment for material handling at the site.

- D. Contractor will be responsible for ordering and providing all materials and chemical substances required for the job except as specifically noted otherwise by the City of Harrisonburg.

3.1.2.13 MATERIAL CONTROL AND SAFETY

- A. Contractor vehicles (company and personal) - All company and personal vehicles are subject to search (inspection) by the City of Harrisonburg and/or ERM personnel upon entering and exiting the site.
- B. Forbidden goods - Under no circumstances will “ladders”, “fire extinguishers” (and any inventoried or not inventoried equipment or tool not designated for removal) or chemical substances with the City of Harrisonburg labels be considered Contractor’s scrap rights for removal offsite.
- C. Site Access - Contractor will remain in the immediate decommissioning, decontamination and demolition work areas.

3.1.2.14 WORKMANSHIP

- A. All work is subject to inspection and approval by the City of Harrisonburg and ERM. Work failing to pass inspection or gain such approval is to be corrected at Contractor's sole expense.
- B. All applicable conditions and specifications for a particular job must be followed precisely; any deviations will be permitted only when authorized in writing by the City of Harrisonburg or its’ designee.
- C. The Contractor will identify all applicable quality assurance requirements in each subcontract and will be responsible for ensuring compliance therewith.
- D. Contractor's on site Engineer or Field Safety Officer will assure that the tests, qualifications, examinations, and record keeping required by the Proposal documents is implemented (see the Daily Construction Quality Control Report at the end of this Section).
- E. The City of Harrisonburg and ERM will at all times have access, for purposes of operation, audit or other quality assurance functions, to any area where Contractor's work has been or is being performed. The Contractor will cooperate with the City of Harrisonburg and ERM in establishing safe conditions for those

items of work to be witnessed by the City of Harrisonburg or ERM either while in progress or before subsequent work can commence.

3.1.2.15 STOP WORK

- A. The City of Harrisonburg or ERM may stop any job activity not being performed in accordance with applicable regulations, guidelines, specifications, or requirements contained herein.
- B. When satisfactory corrective action is taken by the Contractor, a start order will be issued by ERM.
- C. Contractor may be required to stop work during a scheduled or emergency shutdown. In the event an emergency shutdown is required, the Contractor will not recommence activities without approval from City of Harrisonburg and ERM.
- D. In the event a stop work order is issued for reasons beyond the control of the Contractor's activities, the Contractor will provide detailed documentation on the daily log with associated costs incurred for evaluation of claims by the City of Harrisonburg and ERM. All documentation and claims are required to be submitted to the City of Harrisonburg and ERM within 24 hours of occurrence.

3.1.2.16 HOUSEKEEPING

- A. During the course of the decommissioning, decontamination and demolition, all debris will be kept cleared from work areas, passageways, and stairs in and around buildings or other structures.
- B. Contractor will remove all waste materials that accumulate from its operations in a timely manner.
- C. A final housekeeping inspection, which incorporates verification of scope, will be performed by the City of Harrisonburg and ERM with the Contractor's Site Supervisor prior to demobilization from a specific area of work to other areas within the limits of the PROJECT.
- D. All loose items will be removed from the work area on a daily basis. A daily assessment of the work areas will be performed by the Contractor prior to leaving the site at the completion of the shift.

3.1.2.17 CHANGE ORDERS

- A. Change Orders, whether requested by the Contractor, the City of Harrisonburg or ERM, shall be in writing. Contractor Change Orders shall be submitted to the City of Harrisonburg. Specific Change Orders shall describe the work and the resulting compensation increase or decrease. All Change Orders must be approved in writing by the City of Harrisonburg and ERM field representative prior to the Contractor commencing with the Change Order work.

3.1.2.18 ADMINISTRATIVE AND SUPERVISORY

- A. The Contractor will provide a full time Site Supervisor who is experienced in administration and supervision of decontamination and demolition projects.
- B. The Site Supervisor is the Contractor's primary field representative and is accountable for compliance with all required Contractor and subcontractor activities.

3.1.2.19 DAILY REPORT

- A. The Contractor will be responsible for controlling access at the site work area and will maintain the Daily Report of activities and occurrences.
- B. The daily report will include, but not be limited to, the following items:
 - 1. Meetings - purpose, attendees, brief discussion
 - 2. Visitations - both authorized and unauthorized
 - 3. Personnel, by name, entering and leaving work area with times noted and signatures of personnel
 - 4. Topic of safety meeting, and signed list of attendees
 - 5. Special or unusual events
 - 6. Any abnormality or field conditions encountered
 - 7. Documentation of the Contractor's Work Activities
 - 8. Quantities cleaned, decontaminated, and/or removed
 - 9. Activities completed
 - 10. Activities in progress
 - 11. Problems encountered
 - 12. Samples collected and analytical results received

13. Responses implemented to address problems

14. Change Order applications

15. Other project-related information

16. Accident/incident reporting

- C. On a daily basis, the Contractor will provide City and ERM electronic copies of their Daily Report for retention purposes in the project files. The Daily Construction Quality Control Reports shall be submitted by close of business on the next business day.

7. TESTS PERFORMED (type, location, results including failures and remedial action):

8. CHANGED CONDITIONS/ DELAYS/ CONFLICTS ENCOUNTERED:

9. JOB SAFETY (personal protective equipment used, conditions, deficiencies, corrective action, and results):

10. VERBAL INSTRUCTIONS RECEIVED OR GIVEN:

11. MEETINGS AND SUBMITTALS REVIEWED:

12. VISITORS:

13. REMARKS (list other management actions taken to assure quality construction):

14. LIST OF ATTACHMENTS (include total number of pages):

NA

Total number of attachments _____ page.

CONTRACTOR'S VERIFICATION: The above report is complete and correct and all material and equipment used and work performed during this reporting period are in compliance with the contract plans and specifications except as noted above

QA/QC SITE REPRESENTATIVE

PRINT NAME

SIGNATURE & DATE

NOTES:

DO NOT LEAVE REPORT ITEMS BLANK
Items 1 through 14 must be reported every day. If there is no other report on an item, enter the word "none" in the reporting space. Reports with items left blank will be returned as incomplete

END OF SECTION 01015

3.1.3 SECTION 01025

MEASUREMENT AND PAYMENT

PART 1 GENERAL

3.1.3.01 SUBMITTALS

- A. Information Submittals
 - 1. Schedule of Values: Submit to the City of Harrisonburg and ERM based on the completion of areas as milestones.
 - 2. Schedule of Estimated Milestone Payments
 - a. Submit with initially acceptable Schedule of Values.
 - b. Submit adjustments thereto with Payment Application.
 - 3. Submit supporting data with Payment Application to the City of Harrisonburg.
 - 4. Final Application for PROJECT Completion.

3.1.3.02 SCHEDULE OF VALUES

- A. Schedule of Values will be based on completed milestones.
- B. Upon request of ERM, provide support documentation to support the accuracy of the Schedule of Values.
- C. Unit Price Work: Reflect unit price quantity and price breakdown from confirmed Proposal Form.
- D. Lump Sum Work
 - 1. Reflect Schedule of Values format included in confirmed Proposal Form, specified allowances, alternates, and equipment selected by ERM, as applicable.
 - 2. List bonds, mobilization, demobilization, preliminary and detailed progress schedule preparation, facility decommissioning, decontamination and demolition activities, and contract closeout separately.
- E. An unbalanced or front-end loaded schedule will not be accepted.

- F. Summary of the completed Schedule of Values representing all Work for the PROJECT shall equal the AGREEMENT Price.
- G. Submit a detailed Schedule of Values in a spreadsheet format compatible with Excel.

3.1.3.03 CREDIT FOR RECYCLE/RESALE

- A. Provide the recycle credit value for recycling of metals, materials and sale of equipment as applicable on the Proposal Form.

3.1.3.04 MEASUREMENT - GENERAL

- A. Weighing, measuring, and metering devices used to measure quantity of materials for the PROJECT shall be suitable for purpose intended and conform to tolerances and specifications as specified by applicable local, state and/or federal law.
- B. Whenever pay quantities of material are determined by weight, material shall be weighed on scales certified accurate by the responsible governmental agency. Weight or load slip shall be obtained from weighing entity and delivered to ERM at point of delivery of material.
- C. Vehicles used to haul material being paid for by weight shall be weighed empty daily and at such additional times as required by the City of Harrisonburg and compatible with U.S. laws and regulations. Each vehicle shall bear a plainly legible identification mark.
- D. Materials that are specified for measurement by the cubic meter measured in the vehicle shall be hauled in vehicles of such type and size that actual contents may be readily and accurately determined. Unless all vehicles are of uniform capacity, each vehicle must bear a plainly legible identification mark indicating its capacity. Vehicles shall be loaded to at least their designated capacity. Loads hauled in vehicles not meeting above requirements or loads of a quantity less than the capacity of the vehicle, measured after being leveled off as above provided, will be subject to rejection and no compensation will be allowed for such material.
- E. Units of measure shown on Proposal Form shall be as follows unless specified otherwise.

Item	Method of Measurement
CY	Cubic Yard – Field Measure by Contractor within limits specified or shown
EA	Each – Field Count by Contractor
G	Gallon – Field Measure by Contractor
LY	Linear Yard – Field Measure by Contractor
SY	Square Yard
SF	Square Foot
TON	Ton – Weight Measure by Scale (907 kilograms or 2,000 pounds)
Gross Tonne	Tonne- Weight Measure by scale (1,000 kilograms or 2,240 pounds)

3.1.3.05 MILESTONE COMPLETION

A. Submittals

1. Contractor shall submit a request to City and ERM for agreement when a milestone is believed to be complete.
2. Contractor shall submit all necessary documentation to support milestone completion, including, but not limited to the following:

Signed agreement by Contractor and City of Harrisonburg that a thorough inspection was made and that the milestone was completed in accordance with the RFP. Exceptions shall be noted.

B. ERM Review and Approval

1. ERM will review the submittal and may request that additional information be submitted.
2. ERM will approve completion of the milestones after adequate documentation is provided.

3.1.3.06 PAYMENT

A. Partial Payment/Credit at Milestone Completion

1. No partial payments will be made for materials and equipment delivered or stored unless requested in writing by the City of Harrisonburg.

2. With the exception of final payment, Contractor will receive progress payments monthly based on milestones fully completed and approved (milestones as indicated on Lump Sum Proposal Form). A 5% retainage will be held by the City of Harrisonburg until final payment is made.

B. Final Payment

1. Final payment will be made in accordance with the Contract.

END OF SECTION 01025

3.1.4 SECTION 01041

PROJECT COORDINATION

PART 1 GENERAL

3.1.4.01 PROJECT COORDINATION

- A. Coordinate scheduling, submittals, and work associated with the various sections of the Job Specifications to assure an efficient and orderly sequence of interdependent work elements, with provisions for accommodating plan modifications.
- B. Coordinate space requirements of the work when more than one crew may work in the same area as with on-going operational areas.
- C. Coordinate completion and cleanup of activities associated with the various sections of the Job Specifications in preparation for Substantial Completion.
- D. After the City of Harrisonburg's acceptance of completed tasks, coordinate access to the site for correction of defective work and work not conducted in accordance with the AGREEMENT, to minimize disruption of other portions of the PROJECT or work by others.
- E. Minimum administrative and supervisory requirements necessary for coordination of work on the PROJECT include but are not limited to the following:
 - 1. Administrative and Supervisory Personnel
 - 2. Progress Meetings
 - 3. Surveys and Records/Reports
 - 4. Processing of documentation /claims arising during the PROJECT
 - 5. Conducting safety meetings
 - 6. Conducting Safety Audits
 - 7. Special Reports
 - 8. Daily Report
 - 9. Daily permitting and hazard review
 - 10. Development of and updating of written Work Plans
 - 11. Development of written Contingency Plans

END OF SECTION 01041

3.1.5 SECTION 01060

REGULATORY REQUIREMENTS AND COMPLIANCE WITH LAWS

PART 1 GENERAL

3.1.5.01 SECTION INCLUDES

- A. All applicable government regulations and industry standards are included and incorporated herein by reference and made a part of the specification.
- B. Requirements for adherence to decommissioning, decontamination and demolition practices and procedures set forth in applicable codes, regulations, standards and specifications.
- C. Requirements to obtain permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with codes, regulations, and standards.
- D. Requirements for submitting applicable notifications as well as payments of notification fees.

3.1.5.02 CODES AND REGULATIONS

- A. All work will conform to AGREEMENT specifications and will be performed in strict compliance with all applicable federal, state and local regulations. Regulatory compliance is the sole responsibility of the Contractor.
- B. Except to the extent that more stringent requirements are written directly into the AGREEMENT Documents, the following regulations and standards have the same force and effect (and are made a part of the AGREEMENT Documents by reference) as if copied directly into the AGREEMENT Documents, or as if published copies were bound herewith. Where there is a conflict in the regulations and standards, meet the more stringent requirements. These will apply throughout the course of all work.
- C. Federal and state requirements: Abide by federal and state requirements that govern work.
- D. Local Requirements: Abide by local requirements that govern work to be performed.
- E. Contractor will notify the City of Harrisonburg and ERM promptly, in writing, if any scope or specifications are at variance with any

laws or regulations. Contractor will bear any incurred cost in the event of its failure to give such notice.

3.1.5.03 NOTIFICATIONS, PERMITS AND LICENSES

- A. Pre-Mobilization: Prior to commencement of the PROJECT, the Contractor will provide federal, state and local regulatory authorities with all necessary notifications, except those specifically required of the City of Harrisonburg by lawⁱ. Contractor will obtain all local, state or federal permits or licenses specifically required of the Contractor necessary to conduct the PROJECT subject to review and approval of notifications and permit application by the City of Harrisonburg and ERM, and pay all fees. Copies of all permits, licenses and notifications, on their official forms, will be provided to the City of Harrisonburg and ERM prior to project commencement. Any revisions required to the notifications and/or permits are the sole responsibility of the Contractor. Copies will be provided to the City of Harrisonburg and ERM, immediately upon submittal.
- B. Contractor engaged in, or offering to engage in, contracting in the United States is required to be licensed in accordance with all laws of the United States and/or the controlling government entities.
- C. Regulations: Post notices required by applicable federal, state and local regulations at the job site.

END OF SECTION 01060

ⁱ Where permits, notifications and similar documents must be FILED by the owner, the Contractor will prepare such documents, and pay the applicable fees.

3.1.6 SECTION 01200

PROJECT MEETINGS

PART 1 GENERAL

3.1.6.01 RESPONSIBILITIES

- A. ERM is responsible for scheduling and administering a coordination meeting, weekly progress meetings, and specially called meetings throughout progress of the PROJECT.
- B. The Contractor is responsible for arrangements for each meeting scheduled by ERM.
 - 1. Prepare the agenda for the meeting.
 - 2. Make physical arrangements for meeting.
 - 3. Preside at the meeting.
 - 4. Record the minutes of the meeting, including a complete description of each decision and assignments.
 - 5. Promptly reproduce and distribute copies of the minutes after each meeting to each party invited to the meeting, other meeting participants, and to parties affected by decisions and assignments made at the meeting, after review and approval by the City of Harrisonburg and ERM.
- C. Representatives of the Contractor, subcontractors and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.
- D. The Contractor shall attend all meetings.

3.1.6.02 PRE-CONSTRUCTION MEETINGS

- A. Attend a pre-construction meeting at the City of Harrisonburg facility prior to initiating mobilization at the site.
 - 1. Attendance
 - a. The ERM Project Manager, Demolition Manager, and Field Safety Officer and other project staff as determined necessary by ERM.
 - b. The City of Harrisonburg facility manager and other site staff as determined necessary by the City of Harrisonburg.
 - c. The Contractor's Project Manager and on-site supervisory superintendent(s), and on-site safety officer(s).

- d. For each of the Contractor's major subcontractors the Project Manager, the on-site supervisory superintendent(s), and on-site safety officer(s).
 - e. Other ERM and Contractor representatives, consultants, and vendors as appropriate.
2. Suggested Agenda
- a. Projected AGREEMENT schedules.
 - b. Critical work sequencing.
 - c. Review of project coordination.
 - d. Designation of responsible personnel.
 - e. Procedures and processing of:
 - i. Field decisions.
 - ii. Proposal requests.
 - iii. Submittals.
 - iv. Change Orders.
 - f. Applications for Payment.
 - g. Work control procedures.
 - h. Contractor use of the site, including for office, work and storage areas.
 - i. Temporary utilities.
 - j. Housekeeping procedures.
 - k. EHS and other relevant topics

B. Attend a pre-construction meeting at the City of Harrisonburg facility to review the Contractor-prepared HASP before commencement of any site work activities.

1. Attendance
- a. The ERM Demolition Manager, Field Safety Officer, and other project staff as determined by ERM.
 - b. The Contractor's Project Manager and all Contractor site workers.
 - c. The Subcontractors' Project Manager(s) and all subcontractor site workers.
2. Suggested Agenda
- a. Project Safety Expectations
 - b. HASP Review
 - c. Detailed Review of Work Plan, Schedule and Manpower

3.1.6.03 ***PROGRESS MEETINGS***

- A. Progress meetings will be held at least once per week.
- B. Location of the meetings: ERM onsite construction office or as otherwise designated by ERM.
- C. Attendance
 - 1. The ERM Demolition Manager, ERM Project Manager (when applicable and required), Field Safety Officer and other relevant personnel. Other relevant personnel shall also attend.
 - 2. The Contractor's on-site supervisory superintendent or Demolition Manager (and Site Engineer, if one is assigned) shall attend, and review prior meeting minutes and be prepared to address prior action items, results of assignments, current agenda items and other current safety, schedule, scope, and other issues related to the PROJECT.
 - 3. The Contractor's Field Safety Officer and other relevant personnel shall attend.
- D. Agenda is adjusted as appropriate for the corresponding stages of the PROJECT.
 - 1. Review, approval of minutes of the previous progress meeting.
 - 2. Review of safety performance and work progress since previous progress meeting.
 - 3. Field observations, problems, and conflicts.
 - 4. Problems that impede the agreed progress schedule.
 - 5. Measures and procedures to maintain or, if necessary, regain the agreed progress schedule.
 - 6. Revision of the agreed progress schedule.
 - 7. Progress and schedule planned for the subsequent work period to the next progress meeting.
 - 8. Review of proposed changes for:
 - a. Effect on the agreed progress schedule and on the Schedule Constraints.
 - b. Effect on other terms and conditions of the PROJECT.
 - 9. Action item review and assignment of new action items.

3.1.6.04

DAILY PRE-CONSTRUCTION SAFETY MEETINGS

- A. Notify the ERM Demolition Manager of the mutually-agreeable place and time at which each daily pre-construction safety meeting will start (prior to the start of daily work activities) and allow attendance and participation of the Demolition Manager, the Field Safety Officer, and other ERM representatives.
- B. Prior to the beginning of daily on-site work, each Contractor and Contractor's subcontractor employee must attend a pre-construction safety meeting at the site lead by the Contractor. At a minimum, address each of the following site-specific safety issues to be implemented that day:
 - 1. Safety and health hazards;
 - 2. Personal protective measures;
 - 3. Safety/health issues from the previous day;
 - 4. Any incidents or near misses; and
 - 5. Other safety issues suggested by any of the participants.
- C. Prepare and maintain for each meeting a summary of issues to be addressed and an attendance list for each meeting that includes the name, signature, and company employing each worker attending the meeting. Provide a copy of each summary and attendance list to the Field Safety Officer.
- D. No worker will be allowed to work at the site unless that worker has attended and acknowledged, by signature of the attendance list, participation and understanding of each of the topics discussed at the daily pre-construction safety meeting.

END OF SECTION 01200

3.1.7 SECTION 01300

SUBMITTALS

PART 1 GENERAL

3.1.7.01 GENERAL REQUIREMENTS

- A. This section describes and identifies the submittal requirements of the PROJECT. Submittals are required of the successful Contractor in addition to Proposal and contractual requirements of this AGREEMENT.
 - 1. The list provided in this Section is solely to aid the Contractor in preparation of submittals.
 - 2. The inadvertent omission of any submittal requirements from this section and in referenced sections and plans does not relieve the Contractor of the Contractor's obligation to provide each such submittal.
- B. Definitions
 - 1. Action Submittal: Written and graphic information submitted by the Contractor that requires the City of Harrisonburg's approval.
 - 2. Informational Submittal: Information submitted by the Contractor that does not require City of Harrisonburg approval.

3.1.7.02 SUBMITTAL REQUIREMENTS

- A. Provide and submit to the City of Harrisonburg and ERM, for review and comment, three copies of each specified submittal unless otherwise specified.
- B. Submit data specified. ERM reserves the right to request additional data at any time as deemed necessary by the City of Harrisonburg or ERM.
- C. Review and acceptance of the Contractor's submittal by ERM does not relieve the Contractor of the responsibility for construction, workmanship and installation of materials as specified in the RFP.

3.1.7.03 SUBMITTALS REQUIRED PRIOR TO MOBILIZATION

- A. Submit the following data to, and obtain approval of, after execution of an AGREEMENT for the PROJECT has been completed and prior to initiation of mobilization of Contractor personnel and equipment at the site:
 - 1. Staff Records: A complete list of workers assigned to the PROJECT;
 - 2. Licenses and Registrations when required for Contractor's staff, workers and subcontractors;
 - 3. Detailed Decommissioning, Decontamination and Demolition Work Plan;

4. Health and Safety Plan;
5. Contingency/Emergency Plan;
6. PROJECT Schedule; and
7. Waste Management Plan consistent with Section 02090.

3.1.7.04 PROJECT SUBMITTALS

- A. PROJECT Schedule Updates.
- B. Detailed Work Plans for each area prior to starting work in a designated area which, at a minimum, include:
 1. Proposed methods for decommissioning, decontamination and demolition;
 2. Proposed manpower;
 3. Proposed equipment;
 4. Projected timing;
 5. Coordination of activities when more than one work group will be in an area;
 6. Emergency contact list
- C. Change Orders - A Change Order request form is attached after the end of this section
- D. Daily Logs

3.1.7.05 RESUBMISSIONS

- A. Revise submittals as required and resubmit as specified for initial submittal. Indicate any changes that have been made.

END OF SECTION 01300

CHANGE ORDER REQUEST FORM

_____ believes the following work is not included in the AGREEMENT:

Description:

We will perform work described above for the following:

- The lump sum cost of _____.
- Time and Materials cost, not to exceed _____.

This work can be started within _____ days after approval by ERM.

The estimated time required to complete this work is _____ days weeks

Contractor Submittal By:

ERM Approval By:

City Approval By:

Signature

Signature

Signature

Printed Name

Printed Name

Printed Name

Title

Title

Title

Date

Date

Date

3.1.8 SECTION 01310

PROJECT SCHEDULE

PART 1 GENERAL

3.1.8.01 GENERAL REQUIREMENTS

- A. Prepare the project schedule in an electronic format, compatible with Microsoft Project with a detailed breakdown of tasks necessary to accomplish the PROJECT.
 - 1. Show each task start date, end date, duration, and organization responsible, and dependencies.
 - 2. Show progress in units of work days.
 - 3. Show project completion dates as milestones.
 - 4. Incorporate submittals, Project Work Plans, and other items pertinent to completion of the PROJECT that may affect the project schedule.
- B. Comply with the start, duration, and completion date of each task on the project schedule prepared by the Contractor and agreed in writing by ERM.
- C. Plan, schedule, and execute the PROJECT consistent with the Schedule Constraints and agreed overall project schedule.

3.1.8.02 SCHEDULE UPDATE

- A. Monitor and update the schedule throughout the PROJECT. Always show revisions against the original baseline schedule.
- B. Prepare a comprehensive update of the agreed project schedule that shows for each project task and for the total duration of the PROJECT, the agreed start date, end date, duration, dependencies, and the applicable actual or currently projected start date, end date, duration, and dependencies. Show the schedule using a graphic time scale unit of weeks.
- C. On both the comprehensive and the detailed update of the agreed project schedule highlight for each task the actual and proposed changes and variances from the agreed project schedule.
- D. For each task for which there is an actual or proposed change or variance from the agreed project schedule, propose specific procedures to adjust the duration, end date, and dependencies of

the task to achieve the agreed project schedule and the Schedule Constraints.

- E. Submit three printed copies and an updated electronic version of both the comprehensive and detailed project schedule to ERM at each weekly progress meeting, or more frequently if requested.

3.1.8.03 ADJUSTMENT OF SCHEDULE AND COMPLETION TIME

- A. If the Contractor desires to make changes in its operations that affect the approved project schedule, refer to the requirements in the AGREEMENT Documents.

3.1.8.04 RESPONSIBILITY FOR SCHEDULE COMPLIANCE

- A. Complete the PROJECT in accordance with the Schedule Constraints and in accordance with the agreed project schedule.
- B. Any critical delays that may arise, which threaten the completion of the PROJECT as scheduled will be addressed as indicated in the AGREEMENT.

END OF SECTION 01310

3.1.9 SECTION 01510

UTILITY COORDINATION

PART 1 GENERAL

3.1.9.01 GENERAL UTILITY REQUIREMENTS

- A. Contractor shall verify that **all utilities** have been located, marked-out, isolated, at a zero energy state, disconnected and/or protected as required prior to the start of decommissioning or demolition activities in each area.
- B. The Contractor will be responsible for repairing damage to or replacing any utilities, equipment or property designated to remain in service.

3.1.9.02 NATURAL GAS SERVICE

- A. The Contractor is responsible for verifying that all sources of natural gas to affected work area equipment and systems have been located, isolated and disconnected and purged and locked-out/tagged-out prior to the start of decommissioning, decontamination or demolition activities in each work area.

3.1.9.03 ELECTRICAL POWER

- A. Contractor shall de-energize each area, with help and guidance from the City of Harrisonburg personnel, before any scheduled project activities. This responsibility includes confirming that all electrical power sources have been located, isolated, de-energized, disconnected (as appropriate), and locked and tagged out prior to the start of decommissioning, decontamination and demolition in each area.
- B. The Contractor is responsible for providing all electrical power (and any other necessary utilities) required for their operations through temporary service where such power cannot be provided by the City of Harrisonburg in its sole judgment and discretion.
- C. The Contractor is responsible for maintaining adequate lighting for all operations, including site security, in the areas affected by their operations.

3.1.9.04 ***SANITARY FACILITIES***

- A. Sanitary facilities (including toilets and showers) will not be provided by the City of Harrisonburg. The Contractor shall provide their own sanitary facilities to meet project requirements.

END OF SECTION 01510

3.1.10 SECTION 01565

ENVIRONMENTAL PROTECTION

PART 1 GENERAL

3.1.10.01 GENERAL REQUIREMENTS

- A. Furnish all labor, materials and equipment to perform all work required for the prevention of environmental pollution in conformance with applicable federal, state and local laws and regulations associated with the scope of work.
- B. Control sources of dust, noise and solid and hazardous or potentially hazardous wastes, as well as other pollutants.
- C. Provide a Waste Minimization Plan.

3.1.10.02 NOTIFICATIONS

- A. Comply with all applicable federal, state and local government rules and regulations in accomplishing the PROJECT.
- B. ERM may notify the Contractor of any noncompliance with the foregoing provisions or of any environmentally objectionable acts and corrective actions to be taken.
- C. Delivery of such notice to the Contractor or the Contractor's authorized representative at the site of the PROJECT shall be deemed sufficient for the purpose of notification.
- D. Contractor shall immediately take corrective action.
- E. If the Contractor fails or refuses to comply promptly, the City of Harrisonburg may issue an order stopping all or part of the PROJECT until satisfactory corrective action has been taken by Contractor.
- F. No part of the time lost due to any such stop orders shall be made the subject of a claim for extension of time or for excess costs or damages by the Contractor unless it was determined that the Contractor was in compliance.

3.1.10.03 IMPLEMENTATION

- A. Prior to commencement of the PROJECT, meet with the City of Harrisonburg to develop mutual understandings relative to

compliance with these provisions and administration of the environmental pollution control programs.

- B. Compliance with the provisions of this section by subcontractors shall be the responsibility of the Contractor.

3.1.10.04 ENVIRONMENTAL INSPECTIONS

- A. Throughout the performance of the PROJECT, the Contractor may be subject to environmental inspections by the City of Harrisonburg, ERM, and local, state, and federal agencies representatives.
 1. Allow inspection of Contractor's equipment, routine daily operations and environmental protection procedures.
 2. Regardless of the content of comments or reports because of environmental inspections or tests, perform the PROJECT in accordance with the requirements of the RFP and all applicable rules and regulations.

PART 2 PRODUCTS

3.1.10.05 MATERIALS

- A. Provide materials, chemical substances and equipment required to accomplish the PROJECT suitable for the intended purpose.

PART 3 EXECUTION

3.1.10.06 PROHIBITED ACTIVITIES

- A. Do not use procedures, activities or operations that may adversely affect the natural environment, the public health and safety or the socio-economic welfare of the community. Prohibited decontamination procedures, activities or operations include but are not limited to the following:
 1. Dumping, discharging, spilling, leaking, or disposing of any deleterious materials, to any soils, stream corridors, any wetlands, any surface or subsurface waters, or on any public, owner's or private property not specified for said purpose.
 2. Indiscriminate, arbitrary, or capricious operation of equipment on land or in any stream corridors, any wetlands, or any surface waters.
 3. Pumping of sediment-laden water onto land or into any surface or subsurface water, any stream corridors, any wetlands or storm sewers.

4. Disposing of debris on land or in any stream corridors, any wetlands, any surface or subsurface waters, or at unspecified locations.
5. Discharging of injurious or excessive dust concentrations into the atmosphere.
6. Preventing clear access to any street, road, or avenue without the prior consent of local officials, the City of Harrisonburg and ERM, and closing clear access, without the provision of alternative means of vehicle ingress and egress; by fire protection equipment to water supply; by the public to any place of business, quasi-public or public establishment, or place of residence; and by vehicles to driveways.
7. Storing construction equipment and vehicles and/or stockpiling construction materials on property, public or private, not previously approved by the City of Harrisonburg for said purposes.

3.1.10.07 PROTECTION OF WATER BODIES

- A. Prevent any damage to any water body from pollution by debris, sediment or other material, or from the manipulation of equipment and/or materials on or near such streams or waterways.
- B. Do not discharge water that has been used during the PROJECT, or that contains oils or sediments that will reduce the quality of the water in the water body to the water body or on the ground.
- C. Take all preventative measures, including vehicle and equipment inspections, necessary to avoid spillage of petroleum products and other pollutants.
- D. In the event of any spillage, take prompt remedial action.

3.1.10.08 PROTECTION OF LAND RESOURCES

- A. Prevent any damage to any land resources from pollution by debris or other material or from the manipulation of equipment and/or materials on land areas not part of this project.
- B. Do not discharge water that has been used during the PROJECT, or that contains oils or sediments that will reduce the quality of the water to the land.
- C. Take all preventative measures necessary to avoid spillage of petroleum products and other pollutants.

- D. In the event of any spillage, take prompt remedial action.

3.1.10.09 *PROTECTION OF AIR RESOURCES*

- A. Prevent any substance releases to the outdoor atmosphere in quantities that are injurious or harmful to human health or the environment.
- B. Burning at the project site for the disposal of refuse and debris will not be permitted.

3.1.10.10 *MAINTENANCE OF POLLUTION CONTROL FACILITIES*

- A. Maintain all facilities constructed for pollution control as long as the operations creating or potentially creating the particular pollutant are being carried out, or until the material concerned has become stabilized to the extent that pollution is no longer being created.

3.1.10.11 *NOISE CONTROL*

- A. Minimize noises caused by the PROJECT. Adjacent properties contain dormitory buildings which may require additional consideration.
 - 1. Comply with applicable requirements including local ordinances.
 - a. Equip equipment with silencers or mufflers designed to operate with the least possible noise level.

END OF SECTION 01565

3.1.11 SECTION 01570

TRAFFIC MANAGEMENT

PART 1 GENERAL

3.1.11.01 GENERAL TRAFFIC REQUIREMENTS

- A. Do not close or obstruct public streets, walks or facilities. Conduct the PROJECT to minimize interference and maximize safety with regard to the City of Harrisonburg use of the site, other on-site activities, and access on public streets and sidewalks.
- B. Control all traffic pertaining to this project on the site as well as all traffic entering and leaving the site. Traffic includes all movement of pedestrians, vehicles and equipment.
- C. Repair any damage to any existing facilities designated to remain upon completion of the PROJECT resulting from abuse or damage by project vehicles, personnel or equipment.

3.1.11.02 TRAFFIC MOVEMENT ON SITE

- A. Parking will be available at the City of Harrisonburg designated locations. Parking costs, if any, are the responsibility of the Contractor.
- B. Provide a safe means for pedestrian traffic and ensure that all personnel that arrive on the site are made aware of these means.

END OF SECTION 01570

3.1.12 SECTION 01700

PROJECT CLOSEOUT SUBMITTALS

PART 1 GENERAL

3.1.12.01 PROJECT CLOSEOUT SUBMITTALS

- A. Submit to ERM the following submittals within 10 days of project completion.
 - 1. The Contractor's daily log and other requested and required documentation;
 - 2. A Certificate of Completion;
 - 3. Fee payment copies; and
 - 4. Final payment application, including final releases of liens.
- B. Revise submittals as required by ERM and resubmit as specified for initial submittal.

3.1.12.02 RESTORATION OF DAMAGED FACILITIES DESIGNATED TO REMAIN

- A. Repair damage caused by the Contractor during the PROJECT.
- B. Replace existing public and private roadways and other areas disturbed in accomplishing the PROJECT to condition existing prior to initiating the PROJECT. A photo log of existing roadways and associated structures shall be completed by the Contractor for before/after comparison.

3.1.12.03 CLEANING UP

- A. Remove all decontamination material, equipment and other debris and recyclables from or associated with the PROJECT and leave the facility in a neat and orderly condition.
- B. Remove all temporary structures and residual facilities.

3.1.12.04 CLOSE-OUT DOCUMENTATION

- A. Submit all close-out documentation including Guarantees, Certifications, etc.

END OF SECTION 01700

3.1.13 SECTION 02090

WASTE MANAGEMENT

PART 1 GENERAL

3.1.13.01 GENERAL REQUIREMENTS

- A. Manage all decommissioning, decontamination and demolition waste and residuals, including collection, containerization, marking, labeling, storage, transport and disposal.
 - 1. Manage all wastes, including solid waste, liquid waste and oily residuals, for disposal by the Contractor, except as specifically noted. Management of wastes includes the collection, containerization, marking, labeling, storage, transport and disposal.

END OF SECTION 02090

***APPENDIX A.
HEALTH AND SAFETY PLAN OUTLINE***

HEALTH AND SAFETY PLAN OUTLINE

A site-specific Health and Safety Plan (HASP) to perform decommissioning, decontamination and demolition activities at the City of Harrisonburg facility must be developed.

Once a comprehensive work plan has been developed for this PROJECT, the health and safety risks associated with the PROJECT can be evaluated and the HASP can be written. A HASP outline has been prepared as a guide for developing the site-specific HASP. This outline may or may not include all of the elements needed for this PROJECT; a good health and safety risk evaluation by the Contractor is needed to make that determination.

TABLE OF CONTENTS

Site-Specific Health and Safety Plan

- 1.0 Project and Site Information
 - 1.1 General Project Information
 - 1.1 Site Name and Address
 - 1.2 Site Description
 - 1.3 The City of Harrisonburg and ERM Health & Safety Requirements
 - 2.0 Key Project Personnel and Responsibilities
 - 3.0 Employee Training
 - 4.0 Field Activities
 - 4.1 Major Project Tasks
 - 4.2 Site Personnel Job Tasks
 - 4.3 Certification Requirements
 - 5.0 Hazard Identification and Control
 - 5.1 Job Safety Analyses
 - 5.2 Standard Operating Procedures
 - 5.3 Lock out/Tag out
 - 5.4 Subsurface clearance
 - 5.5 Site Inspections
 - 5.6 Behavior-Based Safety
 - 5.7 Stop Work Authority
 - 5.8 Work Permit System
 - 5.9 Chemical Hazards
 - 5.10 Ambient Air Monitoring
 - 6.0 Personal Protective Equipment
 - 6.1 Respiratory Protection
 - 7.0 Medical Surveillance
 - 8.0 Site Infrastructure, Control, and General Rules
 - 8.1 Infrastructure
 - 8.1.1 Smoking and Eating Areas
 - 8.1.2 Sanitation and Potable Water
 - 8.1.3 Temporary Facilities

- 8.1.4 Safety Equipment
 - 8.1.5 Communications
- 8.2 Site Control
- 8.3 General Site Rules
- 9.0 Decontamination and Demolition Procedures
 - 9.1 Personnel Decontamination
 - 9.2 Equipment Decontamination
- 10.0 Spill Containment Program
 - 10.1 Diesel Tanks
 - 10.2 Hydraulic Fluid/Engine Oil/Fuel Spills
 - 10.3 Drilling Mud Leaks/Spills And “Frac Outs”
- 11.0 Confined Space Entry Procedures
- 12.0 Emergency Response Plan
 - 12.1 Personnel Roles and Lines of Authority
 - 12.2 Emergency Alarms
 - 12.3 Evacuation Procedures And Routes
 - 12.4 Responding To Emergencies
 - 12.5 Reporting Emergencies
 - 12.6 Restarting Work Following an Emergency
 - 12.7 Emergency Contacts
 - 12.8 Emergency Drills
- 13.0 Management and Investigation of Incidents
 - 13.1 Unsafe Act And Unsafe Condition Reporting & Investigation
 - 13.2 Near Miss Reporting & Investigation
 - 13.2 Incident Reporting & Investigation
 - 13.2.1 Standard Incident Investigation
 - 13.2.2 Severe Incidents
- 14.0 Site Safety Briefings
 - 14.1 Communication and review of the HASP
 - 14.2 Daily safety meeting
- 15.0 Auditing and HASP Revisions

APPENDICES (For a complete HASP, these appendices should be considered at a minimum)

- A SITE LOCATION MAP AND MAP TO HOSPITAL*
- B JOB SAFETY ANALYSES FOR PROJECT WORK TASKS*
- C APPLICABLE STANDARD OPERATING PROCEDURES*
- D SUBSURFACE CLEARANCE REQUIREMENTS*
- E SITE INSPECTION CHECKLIST*
- F WORK PERMIT FORMS*
- G SAFETY DATA SHEETS:
FOR PROJECT IMPLEMENTATION*
- H AIR MONITORING DOCUMENTATION FORM*
- I EMERGENCY DRILL EVALUATION FORM*
- J UNSAFE ACT AND UNSAFE CONDITION REPORT FORM*
- K NEAR MISS REPORTING & INVESTIGATION FORM*
- L INCIDENT REPORTING & INVESTIGATION FORM*
- M DAILY SAFETY MEETING DOCUMENTATION FORM*

***APPENDIX B.
SITE, EQUIPMENT AND PIPING DRAWINGS***

(NOTE: THESE ARE PLANS, NOT AS-BUILTS)

*****Due to the file size and/or nature of these documents,
this Attachment will be posted as a separate file from this RFP.*****

*APPENDIX C.
CLOSURE PLAN*

*****Due to the file size and/or nature of these documents,
this Attachment will be posted as a separate file from this RFP.*****



APPENDIX D. GENERAL TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA (JUNE 2013)

PURCHASING AND CONTRACTING MANUAL: This solicitation is subject to the provisions of The Purchasing and Contracting Policy Manual for the City of Harrisonburg (City) and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at www.Harrisonburgva.gov/bids-proposals.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and 2.2-4311 of the *Virginia Public Procurement Act*.

In every contract over \$10,000 the provisions below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. The City does not discriminate against small and minority businesses or faith based organizations.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City under said contract.

MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs

1. (For Invitation For Bids(ITB):) Failure to submit a bid on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the City may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
2. (For Request For Proposals(RFP):) Failure to submit a proposal on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to

decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

REVISIONS TO THE OFFICIAL ITB/RFP: No offeror shall modify, revise, edit or make any unauthorized change(s) to the original Official Invitation to Bid (ITB) or Official Request for Proposal (RFP). The Official solicitation document and the Addenda(s) are the documents posted on the City of Harrisonburg's web site and/or authorized by the City of Harrisonburg's Purchasing Agent. Any such violation as stated above may result in rejection of the ITB/RFP response. In addition, violations may result in the debarment of the offeror by the City of Harrisonburg.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Individual contractors shall provide their social security numbers, and proprietors, partnerships, and corporations shall provide the City with a federal employer identification number, prior to receiving any payment from the City.

- f. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the City of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, 2.2.4363*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

PRECEDENCE OF TERMS: General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The

City further reserves the right to reject any (bid/ proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the City that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agent or City delegated agent may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the City a credit for any savings.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the City may have.

CANCELLATION OF THE CONTRACT: The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days advance written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.

TAXES: Sales to the City of Harrisonburg are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.

(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and

quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an "equal" product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have insurance coverages per the solicitation document at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. **(NOT NORMALLY REQUIRED FOR GOODS CONTRACTS. INSURANCE IS REQUIRED WHEN WORK IS TO BE PERFORMED ON CITY OWNED OR LEASED FACILITIES OR PROPERTY.)**

AVAILABILITY OF FUNDS: Agreements are made subject to the appropriation of funds by the Harrisonburg City Council and are null and void in the event of non-appropriation by the City Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the City.

SELECTION PROCESS/AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly

post such notice for a minimum of ten (10) days, or will notify all responsive bidders/offerors.

BID/PROPOSAL ACCEPTANCE PERIOD: Any bid/proposal resulting from this solicitation shall be valid for (30) days. At the end of the (30) days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the bid or proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

EXCUSABLE DELAY: The City shall not be in default of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its reasonable control and without the fault of or negligence of the City. Such causes may include, but are not restricted to acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and usually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SAFETY and OSHA STANDARDS: All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the City of Harrisonburg or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of VA.

COOPERATIVE PROCUREMENT: This procurement is being conducted on behalf of other public bodies, in accordance with 2.2-4304 (A) of the Code of VA. The successful bidder has the option to provide these same items (services), except architectural and engineering services, at the same prices, awarded as a result of this solicitation to any

public body within the Commonwealth of Virginia. If any other Public body decides to use the final contract, the contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Failure to extend a contract to any public body will have no effect on consideration of your bid.

LIABILITY AND LITIGATION: The City shall not indemnify or hold harmless any Contractor or other third party. The City does not waive any right or release any party from liability, whether on its own behalf or on behalf of any boards, employees or agents. The City does not waive the right to trial by jury for any cause of action arising from the Contract and shall not submit any Contract claim to binding arbitration or mediation. The City shall not be liable to Contractor for any special, punitive or exemplary damages arising from the performance of the contract, including, but not limited to, incidental damages, and lost profit and lost wages, even if such special damages are reasonably foreseeable. Any provision(s) in the Contract contrary to these statements is/are hereby deleted and rendered void.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of VA 2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the SCC site is <http://www.scc.virginia.gov>.



APPENDIX E. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM

Name of Firm/Offeror: _____

Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, as well as the page number(s), and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. In addition, a summary of proprietary information provided shall be submitted on this form. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

Check this box if there are none.

Note: If proprietary/confidential information is identified, Offeror is required to submit a redacted copy of their proposal in addition to the required number of proposals requested.

****This document must be completed & returned with proposal submission.***



APPENDIX F. STATE CORPORATION COMMISSION (SCC) FORM

Virginia State Corporation Commission ("SCC") registration information: The

undersigned Offeror:

is a corporation or other business entity with the following SCC identification number: _____ -
OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. **Attach opinion of legal counsel to this form.**

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the City reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

****This document must be completed & returned with proposal submission.***



APPENDIX G. INSURANCE REQUIREMENTS FORM

By signing and submitting a bid or proposal the vendor certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded.

- 1.) The contractor will maintain a general liability policy with \$10,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. **The insurer must list the City of Harrisonburg as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.**
- 2.) The contractor will maintain an Environmental Liability insurance policy with a limit of \$5,000,000 with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A.M. Best rating of A- or better.
- 3.) The contractor will maintain workers' compensation coverage in compliance with the laws of the Commonwealth of Virginia. The coverage must have statutory limits and be with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the contractor to be insured by a group self insurance association that is licensed by the Virginia Bureau of Insurance. The contractor will also carry employers liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.
- 4.) The contractor will maintain automobile liability insurance with limits of at least \$1,000,000. The coverage is to be written with a symbol "1". The insurer must be licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better.

With all policies listed above, the insurer or agent of the insurer must issue a certificate of insurance to show evidence of coverage.

BIDDER/OFFEROR STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

Signature: _____ Date: _____

Name: _____ Title: _____
(Print)

Name of Firm: _____

****This document must be completed & returned with proposal submission.***



APPENDIX H. NON-COLLUSION AFFIDAVIT

Under oath, I hereby affirm under penalty of perjury:

- (1) That I am the offeror or a partner of the offeror, or an officer or employee of the offeror’s corporation with authority to sign on its behalf;
- (2) That the attached proposal or proposals have been arrived at by the offeror and have been arrived at and submitted without collusion or any design to limit bidding or competition;
- (3) That the contents of the proposal or proposals have not been communicated to any person not an employee or agent of the offeror on any bid furnished with the proposal or proposals, and will not be communicated to any such person prior to the official opening of the proposal or proposals; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed _____

Title _____

Firm Name _____

CITY / COUNTY OF _____,

COMMONWEALTH OF VIRGINIA, to wit:

I, _____, a Notary Public, do certify that _____ whose name is signed to the foregoing has this date acknowledged the same before me in my City foresaid.

Given under my hand this _____ day of _____, 20____.

My Commission expires _____.

Notary Public

****This document must be completed & returned with proposal submission.***



APPENDIX I. CITY OF HARRISONBURG SAMPLE STANDARD CONTRACT RFP

This Contract entered into this ___ day of _____ 20___, by _____ hereinafter called the "Contractor" and City of Harrisonburg, VA, called the "Owner".

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Owner as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____.

The contract documents shall consist of:

- (1) This signed form;
- (2) The entire City of Harrisonburg's Official Request for Proposal (no revisions by the Contractor)

dated: _____

If applicable, any Official City Addenda:

#1, dated: _____

- (3) The Contractor's Proposal dated _____ and the attached negotiated modifications (if applicable) to the Proposal, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:
OWNER:

CITY OF HARRISONBURG,

By: _____ By: _____

Title: _____ Title: _____

**Note: This form is just for reference and is NOT required to be submitted with your Proposal.*



APPENDIX J. EXCEPTIONS

List exceptions to any portions of RFP (General Terms & Conditions, Special Terms & Conditions, etc.):

Check this box if there are none.

****This document must be completed & returned with proposal submission.***



APPENDIX K. REFERENCES LIST

Indicate below a listing of at least three (3) current or recent client references, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services.

Reference #1

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Reference #2

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Reference #3

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Indicate below a listing of at least one (1) current or recent client/account that has terminated your company’s services within the last two (2) years. Account(s) are preferred to be government accounts of a similar size and nature.

Reference #4

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

****This document must be completed & returned with proposal submission.***

***APPENDIX L.
GHS SAFETY DATA SHEETS***

*****Due to the file size and/or nature of these documents,
this Attachment will be posted as a separate file from this RFP.*****



APPENDIX M. NOTICE TO PROCEED & CONTRACTOR MOBILIZATION

DATE: _____

TO: _____

Re: City of Harrisonburg

PROJECT TITLE: _____

In accordance with the Contract between the City of Harrisonburg and Contractor you are notified that the Time for Completion under the above Agreement will commence to run on _____, 20 . By that date, you are to start performing your obligations under the Contract Documents. In accordance with the Contract between Owner and Contractor, the Work shall be completed on or before 6 September 2016.

Before you may start any Work at the site, the City of Harrisonburg requires that you deliver to the City the Certificates of Insurance and bonds which the Contractor is required to purchase and maintain in accordance with the Contract Documents.

By

Owner Authorized Signature

Name & Title (Print)

****Note: This form is just for reference and is NOT required to be submitted with your Proposal.***

APPENDIX N. CHECKLISTS

Proposal Submittal Checklist

Offeror shall confirm by placing a check in the column that all of the following information/ documents are completed and included with the proposal:

Commercial Proposal Checklist

<i>Description and Proposal Instruction</i>	<i>Included</i>
Cover Sheet	<input type="checkbox"/>
Statement of confirmation that PROPOSAL complies with all documents and descriptions in this RFP and complies with the latest editions of applicable codes, standards and governmental regulations. Also certify that:	<input type="checkbox"/>
• RFP and Drawings have been reviewed.	<input type="checkbox"/>
• No equipment removed from the facility will be resold and shall only, as appropriate, be disposed or recycled.	<input type="checkbox"/>
Unit rates included on form Appendix O - Unit Rates .	<input type="checkbox"/>
Appendix P - Lump Sum Proposal Form.	<input type="checkbox"/>
Alternative methods.	<input type="checkbox"/>
Process Equipment Resale Comparison - Not required.	<input type="checkbox"/>
PROJECT detailed schedule (Gantt chart).	<input type="checkbox"/>
Alternate work week/work hours.	<input type="checkbox"/>
Statement that the City of Harrisonburg and ERM will be added as additional insured to Offeror’s insurance policy, if awarded a Contract	<input type="checkbox"/>
Discrepancies. If none, please include a statement to this effect.	<input type="checkbox"/>
Alliances/Joint Ventures described.	<input type="checkbox"/>
Projected 2016 Decontamination and Demolition Workload for the Offeror and for Offeror’s subcontractor(s) showing percent of workload capacity.	<input type="checkbox"/>
Appendix E. Proprietary/Confidential Information Identification Form	<input type="checkbox"/>
Appendix F - State Corporation Commission (SCC) Form	<input type="checkbox"/>
Appendix G - Insurance Requirements Form	<input type="checkbox"/>
Appendix H - Non-Collusion Affidavit	<input type="checkbox"/>
Appendix J - Exceptions to Terms & Conditions	<input type="checkbox"/>

****This document must be completed & returned with proposal submission.***

Technical Proposal and Project Execution Plan Checklist

<i>Description and Proposal Instruction</i>	<i>Included</i>
1. Health and Safety Plan summary document. (Appendix A)	<input type="checkbox"/>
2. Decommissioning, Decontamination & Partial Demolition Activity Plan. (Section 1.9.2)	<input type="checkbox"/>
3. Site Organization Description and Organization Chart. (Section 1.9.3)	<input type="checkbox"/>
4. Résumés of key personnel (Section 1.9.3)	<input type="checkbox"/>
5. List of current Decontamination Work Sites and a Statement that the City of Harrisonburg and ERM personnel can visit work sites of proposed Contractor. (Section 1.9.3)	<input type="checkbox"/>
6. Subcontracting Plan, including names of proposed subcontractors and a description of the subcontractors' roles. (Section 1.9.4)	<input type="checkbox"/>
7. Plan for Contractor Temporary Facilities. (Section 1.9.5)	<input type="checkbox"/>
8. Security Plan. (Section 1.9.6)	<input type="checkbox"/>
9. Project Scheduling Methodology. (Section 1.9.7)	<input type="checkbox"/>
10. Contractor's License (1.9.11)	<input type="checkbox"/>
11. Health and Safety Record documents. (Section 1.15)	<input type="checkbox"/>
12. Legal History documents (1.16)	<input type="checkbox"/>

****This document must be completed & returned with proposal submission.***

APPENDIX O. UNIT RATES

Unit Rates (for potential use in the event of additional authorized work)

Example - Labor Rates

Proposal Instructions - Unit Rates Facility Decontamination Project			
Offeror (Firm Name):			
Prepared by:			
Labor Rates:			
Discipline		Unit Rates	
		Straight Time Billing Rate \$/HR	Overtime Billing Rate \$/HR
Project Superintendent			
Project Foreman			
Site Safety Officer			
Environmental Technician			
Equipment Operator			
Rigger			
Laborer			
Electrician			
Fire Alarm Technician			
Truck Driver			
Others			

Rates are total hourly billing rate paid to the Contractor. Rates should be inclusive of all overheads and profit, taxes, employee benefits, and payroll taxes. Any social amenities required by law, meals, lodging and related items such as small tools usage, consumable items should be included in the rates, as well as insurance and all other benefits and burdens measured by wages. Overtime (time and a half) will be allowed for hours worked over the normal forty (40) hour work week.

****This document must be completed & returned with proposal submission.***

NOTE: The above labor list is an example only. Offeror should populate the list with the labor positions Offeror deems applicable for the scope of work.

EXAMPLE - Equipment Rates

Equipment Rates	Hourly Rate	Daily Rate	Weekly Rate	Monthly Rate	Standby
Pressure Washer					
Forklift					
Utility Truck					
Vacuum Truck					
Lifts and high reaches					
Skid steer loader					
Change to show critical pieces of equipment required for your plan, e.g. crane, vacuum truck, fractionation tank, vacuum box, etc.					

Equipment Rates shall be inclusive of maintenance, fuel, insurance, lubricants, supplies, overhead, profit and fees. The operator shall be excluded from rental rate.

NOTE: The above equipment list is an example only. Offeror should populate the list with the equipment Offeror deems applicable for the scope of work.

****This document must be completed & returned with proposal submission.***

APPENDIX P. LUMP SUM PROPOSAL FORM

**DECOMMISSIONING, DECONTAMINATION AND PARTIAL DEMOLITION OF THE
CITY OF HARRISONBURG RESOURCE RECOVERY FACILITY, HARRISONBURG,
VIRGINIA**

LUMP SUM PROPOSAL COST

In submitting this Lump Sum Cost Proposal and signing below, I certify as an authorized Officer of the company that this PROPOSAL is in accordance with the RFP , addenda issued during the Proposal period, and with the latest editions of applicable codes, standards and government regulations. I further certify that my company:

- Has done a thorough review of the RFP and Drawings of the City of Harrisonburg Resource Recovery Facility.
- Will not resell any equipment except that which is specifically designated and noted by the City of Harrisonburg at the Mandatory Pre-Proposal Meeting.

(Note: Sale of equipment for reuse is prohibited.)

Signature

Date

Printed Name

Company Title

Company: _____

****This document must be completed & returned with proposal submission.***

LUMP SUM PROPOSAL FORM - DECOMMISSIONING, DECONTAMINATION AND PARTIAL DEMOLITION of the CITY OF HARRISONBURG RESOURCE RECOVERY FACILITY located in, HARRISONBURG, VIRGINIA

PROJECT DESCRIPTION				
Item	Milestone Pay Items	Estimated Quantity	Units ²	Item Price Proposal
1	General Conditions	1	LS	\$
2	Mobilization and site preparation	1	LS	\$
3	Cleaning, decontamination and dismantlement of the Picking Crane Grapple No. 1 & 2	1	LS	\$
4	Cleaning and decontamination of the Combustor Feed Ram & Chute in both MWCUs	1	LS	\$
5	Cleaning and partial demolition of the Primary and Secondary Combustion Chambers in both MWCUs	1	LS	\$
6	Cleaning, decontamination and partial demolition of the Crossover Duct Work in both MWCUs	1	LS	\$
7	Cleaning and decontamination of the Waste Heat Boiler Inlet & Hopper B-5 in both MWCUs	1	LS	\$
8	Cleaning, decontamination and demolition of the Ash Conveyors (Boiler Inlet #7 A-D) in both MWCUs	1	LS	\$
9	Cleaning and decontamination of the Waste Heat Boiler Hoppers B-1,B-2, B-3, & B-4 in both MWCUs	1	LS	\$
10	Cleaning, decontamination and demolition of the Ash Conveyors (Boiler Hopper No. 3) in both MWCUs	1	LS	\$
11	Cleaning and decontamination of the Economizer & Hoppers E-3 and E-4 in both MWCUs	1	LS	\$
12	Cleaning and decontamination of the Flue Gas Duct (Economizer to Reactor) in both MWCUs	1	LS	\$
13	Cleaning, decontamination and demolition of the Ash Conveyors (Economizer No. 8) in both MWCUs	1	LS	\$
14	Cleaning, decontamination and demolition of the Reactor in both MWCUs	1	LS	\$
15	Cleaning and decontamination of the Baghouse & Hoppers B-5 and B-6 in both MWCUs	1	LS	\$
16	Demolition of the Ash Conveyors (Baghouse No. 2,4,7, Rotary 18, and vertical Ash conveyor) in both MWCUs	1	LS	\$
17	Demolition of the Flue Gas Duct (Reactor to Baghouse) in both MWCUs	1	LS	\$
18	Demolition of the Flue Gas Return Duct	1	LS	\$

PROJECT DESCRIPTION				
Item	Milestone Pay Items	Estimated Quantity	Units ²	Item Price Proposal
	(Baghouse to Combustor) in both MWCUs			
19	Demolition of the Flue Gas Duct (Baghouse to Stack) in both MWCUs	1	LS	\$
20	Demolition of the ID Fan in both MWCUs	1	LS	\$
21	Demolition of the Quench Tank, Recirculation Pumps in both MWCUs	1	LS	\$
22	Demolition of the Ash Conveyors (To Ash Container No. 5) in both MWCUs	1	LS	\$
23	Cleaning, decontamination and partial demolition of the Ash Load-out Stall (WTE Building) in both MWCUs	1	LS	\$
25	Cleaning and decontamination of the Fly Ash Silo	1	LS	\$
26	Cleaning of the Hydrated Lime Silo	1	LS	\$
30	Cleaning and decontamination of the stack	1	LS	\$
27	Cleaning of the Activated Carbon Building	1	LS	\$
28	Management of wastes including collection, characterization, containerization, marking, labeling, storing, transporting and disposing of all wastes.	1	LS	\$
29	Performance & Payment Bond	1	LS	\$
30	Final cleanup and demobilization	1	LS	\$
31	Total, Gross Proposal	1	LS	\$
	Total Ferrous Scrap	1	LS	\$
	Total Non-Ferrous Scrap (Copper, Nickel, etc.) ¹	1	LS	\$
32	Total Scrap Credit¹	1	LS	\$
33	Total, Net Proposal	1	LS	\$
	Optional Costs			
34	Demolition of the stack and hydrated lime silo	1	LS	\$
35	Decontamination and removal of the turbine generator	1	LS	\$

¹ Provide scrap quantities and unit cost (ex. Copper \$3/lb. @ 2000 lbs. onsite) on separate page.

² Lump Sum

****This document must be completed & returned with proposal submission.***