

Service Area Commissioner Training

Maintenance Contract & Specifications

Tuesday June 22, 2010

Please sign in.

Help yourself to coffee and
snacks.

Introductions

- April Barnes
Secretary
- Kevin Hawman
Service Area Technician
- Ann Worhatch
Civil Engineer
Acting Engineer/Manager
- Bill Gryder
Chief Civil Engineer

New Contracts and Specifications

State Prevailing Wage Law

- Include required contract provisions
- Clarify the applicable work

Written Work Orders

- Required for work that is not Routine Maintenance
- Work Orders greater than \$10,000 require Rural Services Review

Contractor Responsibilities

- Performance
- Quality of work
- Invoicing

Bid Results

106 Invitations to Bid

- Two Bidders 17
- One Bidder 79
- No Bids 10

Bids

	Snow Removal with Grader		
	803(2A)	LY 215G	% change
Average	\$262.37	\$206.11	27%
High	\$875.00	\$750.00	17%
Low	\$114.00	\$100.00	14%
Averages			
w/o M&M	\$219.37	\$207.98	5%
M&M	\$389.82	\$200.32	95%

	Hardpack Removal		
	803(4)	LY 217	% change
Average	\$436.25	\$377.75	15%
High	\$800.00	\$1,100.00	-27%
Low	\$279.00	\$264.00	6%
Averages			
w/o M&M	\$419.39	\$381.51	10%
M&M	\$489.42	\$363.59	35%

Bids

	Blade Road		
	811(3)	LY 208	% change
Average	\$346.11	\$237.04	46%
High	\$3,000.00	\$722.00	316%
Low	\$180.00	\$120.44	49%
Averages			
w/o M&M	\$322.25	\$239.18	35%
M&M	\$425.63	\$230.00	85%

	Other Requested Items (Hourly)					
	Grader	Grader(P)	% change	Laborer	Laborer (P)	% change
Average	\$160.54	\$178.03	10%	\$65.19	\$81.69	20%
High	\$195.00	\$240.00	19%	\$75.00	\$125.00	40%
Low	\$140.00	\$150.00	7%	\$55.00	\$65.00	15%

New Handbook

Table of Contents

1. Service Area System
2. Rural Services Support
3. Your Commission
4. Planning
5. Implementation
 - 5.1. Inspecting Roads
 - 5.2. Your Maintenance Contractor
 - 5.3. Capital Project Process
 - 5.4. Procurement

Appendices

- A. Standard Specifications (Annotated)

Contract

- The Agreement Form, signed by the Contractor and the Mayor.
- The Service Area Special Conditions
- The Invitation to Bid
- The FNSB Standard Specifications for Local Road Maintenance 2010, Revision A
- The Contractor's Bid Schedule

The parts you will regularly use are any Special Conditions, the Standard Specifications and the Bid Schedule.

Special Conditions

2. SPECIAL CONDITIONS AND INFORMATION/CRIPPLE CREEK SERVICE AREA

2.1 SERVICE AREA SPECIAL CONDITIONS

Add or modify the following specification requirements:

SECTION 803 SNOW REMOVAL

Modify as follows:

803-3.01 Snow Removal Requirements:

ADD the following at the end of 803-3.01(4) Snow Removal with Grader and 803-3.01(5) Snow Removal with Plow Truck:

The following roadways shall be completed within 24 hours of call out:

Cripple Creek Road

Dulcimer Drive

Festival Drive

Isberg Road

....

END SERVICE AREA CONDITIONS

Bid Schedule

IFB 10051 S		4
April 19, 2010	Whitman Service Area	1
May 12, 2010	Annual Maintenance Bid Tabulations	2011
		4

Ray Electric Inc

301(3A-E1)	Crushed Aggregate, Grading E-1 - Less than 70 Tons	Ton	10	\$24.50	\$245.00
301(3B-E1)	Crushed Aggregate, Grading E-1 - 70 Tons or More	Ton	70	\$23.50	\$1,645.00
303(1)	Recondition Road	Mile	0.5	\$1,500.00	\$750.00
803(2A)	Snow Removal w/ Grader Less than 80" of Accumulation	Mile	6	\$220.00	\$1,320.00
803(2B)	Snow Removal w/ Grader More than 80" of Accumulation	Mile	1.17	\$240.00	\$280.80
803(4)	Hardpack Removal	Mile	1.17	\$375.00	\$438.75
811(1)	Blade and Compact Road	Mile	1.17	\$1,100.00	\$1,287.00
811(3)	Blade Road	Mile	1.17	\$220.00	\$257.40
845(1)	Machine Clearing	Hour	4	\$275.00	\$1,100.00
845(2)	Hand Clearing	Man-Hour	4	\$70.00	\$280.00
					\$7,603.95

Other	Backhoe/Loader Combination	\$135.00	Vibratory Roller, 6 Ton, 5' Wide Drum Min (Prevailing Wage)	\$175.00
	Backhoe/Loader Combination (Prevailing Wage)	\$135.00	Water Truck 3000 Gal Min	\$165.00
	Belly, Slide, or Semi-end Dump Truck 18 CY Min	\$165.00	Water Truck 3000 Gal Min (Prevailing Wage)	\$165.00
	Belly, Slide, or Semi-end Dump Truck 18 CY Min (Prevailing Wage)	\$165.00		
	Crawler Tractor w/ Angle Dozer - JD 450 or equal	\$145.00		
	Crawler Tractor w/ Angle Dozer - JD 450 or equal (Prevailing Wage)	\$145.00		
	Dump Truck 10 CY Min.	\$110.00		
	Dump Truck 10 CY Min. (Prevailing Wage)	\$110.00		
	Grader, Cat 12G Series or equal	\$175.00		
	Grader, Cat 12G Series or equal (Prevailing Wage)	\$175.00		
	Laborer	\$70.00		
	Laborer (Prevailing Wage)	\$70.00		
	Loader, 2.5 CY Min	\$155.00		
	Loader, 2.5 CY Min (Prevailing Wage)	\$155.00		
	Vibratory Roller, 6 Ton, 5' Wide Drum Min	\$175.00		

Bid Items

Spec#	Description	Unit	Qty	Unit Cost
301(3A-E1)	Crushed Aggregate, Grading E-1 - Less than 70 Tons	Ton	10	\$24.50
301(3B-E1)	Crushed Aggregate, Grading E-1 - 70 Tons or More	Ton	70	\$23.50
303(1)	Recondition Road	Mile	0.5	\$1,500.00
803(2A)	Snow Removal w/ Grader Less than 80" of Accumulation	Mile	6	\$220.00
803(2B)	Snow Removal w/ Grader More than 80" of Accumulation	Mile	1.17	\$240.00
803(4)	Hardpack Removal	Mile	1.17	\$375.00
811(1)	Blade and Compact Road	Mile	1.17	\$1,100.00
811(3)	Blade Road	Mile	1.17	\$220.00
845(1)	Machine Clearing	Hour	4	\$275.00
845(2)	Hand Clearing	Man-Hour	4	\$70.00

Other Items

Dump Truck 10 CY Min.	\$110.00
Dump Truck 10 CY Min. (Prevailing Wage)	\$110.00
Grader, Cat 12G Series or equal	\$175.00
Grader, Cat 12G Series or equal (Prevailing Wage)	\$175.00
Laborer	\$70.00
Laborer (Prevailing Wage)	\$70.00
Loader, 2.5 CY Min	\$155.00
Loader, 2.5 CY Min (Prevailing Wage)	\$155.00

New Specs



Fairbanks North Star Borough
Rural Services Division

Standard Specifications

For
Local Road Maintenance

2010

Revision A



Revised April 2010

STANDARD SPECIFICATIONS FOR LOCAL ROAD MAINTENANCE 2010
REVISION A (with Annotations)
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Routine Maintenance Work

DIVISION 800 – MAINTENANCE

- 803..... Snow Removal
- 804..... Sanding of Roadways
- 805..... Street Sweeping
- 811..... Aggregate Surface Maintenance
- 835..... Drainage System Maintenance
- 845..... Roadway Vegetation Maintenance

Annotations

SECTION 803

SECTION 803

SNOW REMOVAL

803-1.01 DESCRIPTION. Remove snow from roadway surfaces.

There are two very good reasons for RSA's to keep the snow removed from your roads rather than save money by skipping a plowing:

1. Safety-This is the primary responsibility for all RSA, providing safe passage. Allowing ruts to develop on roads is not safe, especially in the hills or where sight distance is limited. Not providing basic maintenance services could turn into an expensive liability for the RSA.

2. The most damage to roads all year occurs when the snow is not properly removed. Work with your RSA Contractor to minimize the amount of snow left on the road at the end of winter. Clearing at least a foot down the shoulder each spring will ensure water can runoff and not be trapped by berms left on the road. Install culvert markers to help the contractor from blocking major drainages with snow berms. Make sure the contractor can get the snow off the road by ensuring the contractor has a clear right of way area for snow storage that is brushed, and encroachment free.

803-2.01 MATERIALS. None.

803-3.01 SNOW REMOVAL REQUIREMENTS.

1. GENERAL REQUIREMENTS

- A. Inform the Commission of structures, vehicles or other items that interfere with proper snow removal operations.

SECTION 803

4. Snow Removal with Grader. Meet all the Snow Removal General Requirements. Remove all washboards and ruts each time the road is plowed.

Use Snow Removal with Grader to remove snow down to the road surface for each plowing, like on steep hills or to smooth the hardpack surface. A Grader has the ability to cut into the snow hardpack.

5. Snow Removal with Plow Truck. Meet all the Snow Removal General Requirements. Driveways and intersections require no extra clean up as long as the plowed snow is cast off the roadway and a snow berm is not created.

Use a plow truck if not removing the snow pack at each plowing. If the speed of the plow truck is too slow, berms will be left in driveways and intersections. The Contractor cannot leave berms across any access point, and is required to come back and remove the berms – see General Requirements, F. above.

6. Hardpack Removal. Meet applicable Snow Removal General Requirements. Clear the road surface and fore slopes of all snow 1' beyond the shoulder. Remove hardpack snow and berms to the downhill side of the road on sidehills. The Contractor shall be responsible for all damages

803(4)	Hardpack Removal	Mile
803(5)	Snow Hauling	Load

Inspection of Work and Approval for Payment

Snow Removal

- Snow removed shoulder to shoulder.*
- No berms at intersections, driveways and trails.*
- Marked culverts clear of snow.*
- Berms less than 30" high at intersections.*
- Verify that the mileage invoiced for the pay item is the actual length of roads cleared and not just the total length of roads listed for your service area.*
- Do not approve payment until the work is completed satisfactorily.*

Hardpack Removal – Same as snow removal with these added requirements

- Snow removed to 1 foot past the shoulder.*
- Snow plowed to downhill side of road.*

Construction Work

Prevailing Wage Work

DIVISION 200 – EARTH WORK

201..... Clearing & Grubbing

203..... Excavation & Embankment

DIVISION 300 – BASES

301..... Aggregate Base and Surface Course

303..... Reconditioning

304..... Subbase

Construction Work

Prevailing Wage Work

DIVISION 400 – ASPHALTIC SURFACING

401.....Asphalt Pavement Repair

DIVISION 600 – MISCELLANEOUS CONST.

603.....Culverts and Storm Drains

610.....Ditch Lining

615.....Sign Installation

630.....Geotextile

Work Orders



Fairbanks North Star Borough

3175 Peger Road

Fairbanks, Alaska 99709-5499

Public Works Dept/Rural Services Division

(907) 459-1223

FAX (907)459-1499

SERVICE AREA WORK ORDER FORM

PO # _____
NEEDED TO COMPLETE WORK

SERVICE AREA: _____ CONTRACTOR: _____

DATE: _____ IFB / RFQ #: _____

DESCRIPTION OF WORK COMMISSIONER WRITTEN REQUEST OF WORK, USE STANDARD SPECIFICATION NUMBERS

LOCATION OF WORK WRITE A CLEAR AND ACCURATE DESCRIPTION OF WHICH ROADS WILL REQUIRE WORK

QUOTE TOTAL

QUOTE PROVIDED IS FOR ALL WORK REQUESTED IN THIS WORK ORDER AND SHALL NOT BE EXCEEDED WITHOUT WRITTEN AUTHORIZATION BY THE COMMISSIONER. RS REVIEW REQUIRED FOR ALL WORK ORDERS EXCEEDING \$10,000.00. BY SIGNING THIS FORM BOTH THE CONTRACTOR AND COMMISSION HAVE VERIFIED FUNDS ARE AVAILABLE ON THE P.O.

1. _____
CONTRACTOR SIGNATURE

DATE

2. _____
SERVICE AREA COMMISSIONER SIGNATURE

DATE

3. _____
RS ENGINEER \ MANAGER SIGNATURE

DATE

Work Orders

- No work may be performed without a completed Work Order
- The Contractor must submit a copy of the work order with the invoice to Rural Services
- The Borough will not pay for work performed without a written work order
- Work Order is not required for Routine Maintenance Work
Recommend a written record, fax or email, of what and when

Work Orders

Rural Services review is required for Work Orders greater than \$10,000

- Avoid problems with payment to your Contractor - work greater than \$20,000 may be a Capital Project and require appropriation of the funds by the Assembly
- Avoid expenditures on inappropriate or ineffective work

Your Contractors Responsibilities

- Provide adequate equipment and competent labor
- Perform the work in the specified time
- Communicate in a timely manner

Your Authority as a Commissioner

- Request Routine Maintenance Work
- Request other work with a written Work Order
- You cannot change the contract
- Avoid requesting work that changes the road and would require a registered engineer
 - Changes to alignment – horizontal or vertical
 - Changes to drainage patterns
 - Constructing a new section of road

Inspection

- All work was completed
- Work meets the specifications

Inspection of Work and Approval for Payment

Snow Removal

- Snow removed shoulder to shoulder.*
- No berms at intersections, driveways and trails.*
- Marked culverts clear of snow.*
- Berms less than 30" high at intersections.*
- Verify that the mileage invoiced for the pay item is the actual length of roads cleared and not just the total length of roads listed for your service area.*
- Do not approve payment until the work is completed satisfactorily.*

Hardpack Removal – Same as snow removal with these added requirements

- Snow removed to 1 foot past the shoulder.*
- Snow plowed to downhill side of road.*

Invoice Approval

FNSB Service Area Invoice Approval

Service Area: _____

Contractor/Vendor Name: _____

Invoice #: _____ Invoice Date: _____

Brief Description of work or services provided and/or comments:

Total Payment Amount \$ _____

I certify that I have reviewed the work performed and to the best of my knowledge the work covered by the referenced invoice meets the requirements of the maintenance contract and the applicable FNSB Standard Specifications for Local Road Maintenance.

Commission Approval / Signatures

Date

Please submit approval for payment as soon as possible after receipt of commission copy of invoice. Invoices submitted for payment before 10:00am on Tuesday, will generally be processed and paid on Friday.

Submit invoices to: Rural Services Division
Fairbanks North Star Borough
3175 Peger Rd
Fairbanks, AK 99709

Contact us at: (907) 459-1223
(907) 459-1499 Fax
ruralservices@co.fairbanks.ak.us



June 22, 2010

Invoice Approval

If you find problems with the work

- Call your contractor
- If the work is not corrected, call Rural Services
- Call Rural Services with questions you have about the specifications or the work performed.

Please expedite your approval so your contractor can receive timely payment

**Do not approve payment of
an invoice until the work
has been completed**

Upcoming Training Opportunities

Project Submittals and Tax Cap Elections
Wednesday, July 14

Gravel Road Maintenance
Asphalt Road Maintenance
Late August

Planning for Your Service Area
October

QUESTIONS?