

ATTACHMENT A SCOPE OF WORK

ON-CALL PROPERTY CLEAN-UP SERVICES (Monterey Branch Line and former Fort Ord Properties)

INTRODUCTION:

The Transportation Agency for Monterey County (TAMC) is requesting proposals from qualified companies or contractors (Contractor) to perform on-call property clean-up services, including disposal, along TAMC's Monterey Branch line from Contra Costa Street in Sand City to Blackie Road in Castroville, and on TAMC properties at the former Fort Ord military base in Marina, California (APN 031-221-001, -003, -004 and -014). Items to be cleaned up and disposed of include trash and miscellaneous items left behind by individual trespassing on TAMC property. These items may be both hazardous and non-hazardous in nature.

The amount of work to be requested during the life of the on-call contract cannot be well-defined at the outset. Work shall be issued on a task order basis with a separate scope of work and budget for each task order.

A site meeting will be held for each task order to be issued. The extent of the clean-up required may change after the time of each site meeting and will vary over time. Items for removal and disposal include, but are not limited to, food, miscellaneous papers, clothing, bedding, sleeping bags, tarps, shopping carts, batteries, broken or dismantled items, and miscellaneous wood and metal items. Items for removal and disposal may also include, but not be limited to, soiled personal hygiene items, urine, feces, syringes and other materials which could pose a health threat.

Exhibit A shows the approximate clean-up project limits.

CONTRACTOR TASKS:

Task 1: Project Management

- 1.1. Project Kick-off Meeting: Attend project kick off meeting organized by TAMC.
- 1.2. Invoicing: Submit complete invoice packages, including backup, to TAMC. All invoice packages shall contain the TAMC invoice cover sheet. Invoicing shall be processed at the completion of each task order.

Task 2: Property Clean-up

- 2.1. Clean-up: Contractor shall cleanup sites and other areas as assigned by TAMC. Preparation for clean-ups shall include: surveying sites, scheduling clean-ups with TAMC staff, planning for clean-ups (labor, tools, equipment, specialists, sub-contractors, etc.) and preparing required documentation. Clean-ups shall include collecting of debris (e.g., shopping carts, e-waste, mattresses), dismantling temporary structures, removing trash, and disposing of all debris at the Monterey Regional Waste Management District Landfill or other appropriate disposal site. Contractor shall profile, manifest, and dispose of materials excluded from disposal at said landfill (i.e., hazardous waste, universal waste, medical waste and other items banned from landfills and transfer station) at a site permitted to accept such material.
- 2.2. Materials and Equipment: Contractor shall supply all labor, materials, tools, heavy machinery and equipment, vehicles, protective clothing, protective gear, portable bathroom facilities, dumpsters and other supplies that may be required to remove large quantities of debris, litter and waste. Such equipment, tools and protective gear shall be sufficient for all job site conditions.
- 2.3. Ancillary Items: Payment for any items that are not specifically called out in the Scope of Work are to be considered ancillary to the work and no additional compensation will be allowed. These items include, but are not limited to, hauling and disposal related fees.
- 2.4. Photographic Documentation: Contractor shall photograph clean-up sites before and after order clean-up under each task order to document the condition of the sites and date of the clean-ups. Photographs of clean-ups shall be provided to TAMC electronically after completion of clean-up operations for each task order under this contract. Photographs shall include information specifying date, time and location where the photograph was taken.
- 2.5. Management: Contractor shall be responsible for the supervision/management of its crew and ensure all necessary safety procedures are followed.
- 2.6. Best Practices: Contractor shall follow best practices work procedures to safely manage any hazardous materials that may be found on the job site including, but not limited to, soiled personal hygiene items, urine, feces, syringes and other materials which could pose a health threat. If weapons or drugs are found on the job site, the contractor shall immediately notify appropriate law enforcement and shall not move the weapons or drugs.
- 2.7. Proper Handling: Contractor shall properly handle and dispose of solid waste and hazardous waste in accordance with all applicable laws.

- 2.8. Sites not Noticed: In the event additional clean-up sites that were not Noticed are discovered, Contractor shall notify TAMC's project manager to obtain authorization prior to proceeding with clean-up at sites not Noticed.
- 2.9. Clean-up Completion: Contractor shall notify TAMC when the work under each task order is complete and provide a clean-up report for each task order which includes the total weight of debris removed.

TAMC TASKS

Task 3: Project Management

- 3.1. Task Order Site Meetings: Organize and facilitate site meetings with TAMC, Contractor and security and/or law enforcement for each task order.
- 3.2. Notification: TAMC shall post "Notice to Vacate" signs and notify the Contractor of posting date(s). Clean-up operations shall not begin until a minimum of fourteen (14) days after posting and shall be completed within two (2) weeks from commencement of clean-up. TAMC shall photograph posted Notices to document day and location of posting.
- 3.3. Security: TAMC shall provide security and/or law enforcement during the clean-up operations. Contractor to coordinate with TAMC for scheduling security presence.

On-call Property Clean-up Services

Attachment A, Exhibit A

Monterey Branch Line Limits:
Sand City (Contra Costa) to
Castroville (Blackie Road)

Fort Ord Property Limits

Google Earth

Data CSUMB SFML, CA OPC
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Data MBARI

