

# Request for Proposal #19PSX0245

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## ADA CONCRETE SIDEWALK RAMPS

Contract Specialist: **Janet DelGreco Olson**

Date Issued: **19 February 2020**

Due Date: **23 March 2020 at 2:00 pm Eastern Time**

**Department of Administrative Services  
Procurement Division**



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# Request for Proposals (“RFP”)

## ADA CONCRETE SIDEWALK RAMPS

### Guide to Electronic Proposal Submissions

#### 1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (“DAS”)/Procurement Division that all companies create a Business Network (“BizNet”) account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled “Create New Account”. Login and select “Doing Business with the State” and “Company Information”. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select “Doing Business with the State” and “Company Information”.

**Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.**

#### 2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division’s goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each RFP are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven’t already done so. These forms must be updated on an annual basis, no later than thirty (30) days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

**Instructions for Uploading Affidavits and Non-Discrimination Forms:**

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<https://portal.ct.gov/-/media/DAS/DAS-Procurement-Services/Contracting/Admin-Instructions.pdf?la=en>

(a) AFFIDAVITS

**THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

**CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) **Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)**
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

**3. Online Proposal Responses**

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. **Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered.** If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form

- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50) – Attachment 1
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations
- Exhibit D – Standard Wage Rates
- Exhibit E – Prevailing Wage Rates
- Attachment 2 – ADA Guide Sheets
- Attachment 3 – Maintenance Form 10 ADA (work layout drawing)
- Attachment 4 – Pavement Repair Detail Sheet
- Attachment 5 – Metal Post and Sleeve for Maintenance Drawing
- Attachment 6 – Work Zone and Traffic Control
- Attachment 7 – DPS-691-C-3 form
- Attachment 8 – ConnDOT Maintenance District Map

#### 4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company’s BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
  - Owner’s and Contractor’s Protective Liability
  - Commercial General Liability
  - Automobile Liability
  - Umbrella Liability
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under “DAS Business Friendly Initiatives” at the following website: <https://portal.ct.gov/-/media/DAS/DAS-Procurement-Services/Contracting/Upload-Instructions.pdf?la=en>

***Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.***

## Overview

The State of Connecticut DAS is issuing this Request for Proposal to solicit proposals for ADA Concrete Sidewalk Ramps for the Connecticut Department of Transportation (“Client Agency”).

## Scope of Services

The intention of this RFP is to supply the Client Agency a contract for the ability to have a Contractor provide the complete-in-place installation of ADA sidewalk and ramps according to the Client Agency approved work layout drawings at various locations within the State of Connecticut. All ADA ramp work is to include removal and disposal of all construction debris for the Client Agency, as described with the RFP, during the Contract period. Contractor must furnish all labor, equipment, tools, materials, maintenance and protection of traffic, all signs, barricades and devices erected, re-erected, maintained, removed and disposed by Contractor to perform the requested work. All products ancillary to its installation will be new and comply with the ADA Guide Sheets, herein attached and referred to “Attachment 2”, specifications as described in RFP including any improvements and changes in technology that were developed since the Contract was awarded.

The awarded Contract replaces the following contract award(s) in part or in total: 16PSX0189

## Instructions to Proposers

### 1. Proposal Schedule

RELEASE OF RFP:	Date:	February 19, 2020
OPTIONAL PRE-PROPOSAL MEETING:	Date:	February 28, 2020 at 8:00 am Eastern Time
	Location:	ConnDOT, Berlin Turnpike, Room A Newington CT
RECEIPT OF QUESTIONS:	Date:	March 3, 2020, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	March 6, 2020
RFP DUE DATE:	Date:	March 23, 2020 at 2:00 pm Eastern Time

### 2. Pre-Proposal Meeting Requirements

This RFP contains a **non-mandatory** pre-proposal meeting requirement. Proposers who are interested in responding to this RFP have an option to attend the meeting at the specified date/location listed above.

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance. Vendors will not be admitted to state buildings without a valid photo ID.

### 3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Janet DelGreco Olson via email: [janet.delgreco@ct.gov](mailto:janet.delgreco@ct.gov).

### 4. Communications

During the period from your organization's receipt of this RFP, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Janet DelGreco Olson via email: [janet.delgreco@ct.gov](mailto:janet.delgreco@ct.gov).

### 5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet account.

## Description of Goods & Services Specifications and Additional Terms & Conditions

### 1. DEFINITIONS:

(a) **FORM 817** – ConnDOT's *Standards Specifications for Roads, Bridges and Incidental Construction* ("Standards").

Work performed under this Contract is to be carried out in accordance with the current Standards including all supplements, revisions and other applicable standards. Click on link to go to FORM 817:

<http://www.ct.gov/dot/cwp/view.asp?a=3609&q=430362>.

All references to the "Engineer" in FORM 817 refer to the Client Agency or their designated representative.

(b) **ADA** – American Disabilities Act

(c) **CBYD** – Call Before You Dig

(d) **DAS** – Department of Administrative Services

(e) **ConnDOT** – Connecticut Department of Transportation

(f) **ASTM** – American Society for Testing Materials

(g) **CGS** – Connecticut General Statutes

(h) **Client Agency** – defined in this RFP as the ConnDOT's assigned representative given the authority as defined in Section 1.05.05 of the Standards.

(i) **OSHA** – Occupational Safety and Health Administration

(j) **MUTCD** – Manual of Traffic Control Devices

(k) **TMA** – Truck Mounted Attenuator

(l) **ATSSA** – American Traffic Safety Services Association

(m) **NSC** – National Safety Council

(n) **PPE** – Personal Protective Equipment

(o) **DESPP** – Department of Emergency Services and Public Protection

(p) **FHWA** – Federal Highway Administration

(q) **AWS** – American Welding Society

**2. MATERIAL SPECIFICATIONS:**

All materials will be subject to the latest version of the assurance testing policies and procedures under Section 9.21 for *Concrete Sidewalks* set forth by the Client Agency's materials testing staff in following link:

[https://portal.ct.gov/-/media/DOT/documents/dpublications/DMT-Manual\\_2019\\_May-1\\_2reduced.pdf?la=en](https://portal.ct.gov/-/media/DOT/documents/dpublications/DMT-Manual_2019_May-1_2reduced.pdf?la=en)

**3. ADA GUIDE SHEETS ("ATTACHMENT 2"):**

All ADA ramps and sidewalks installed and work performed under this Contract is to be carried out in accordance with the latest referenced guide sheets for Attachment 2, including all future supplements and other applicable standards which can be located on the link below during the term of the Contract necessary to meet FHWA standards: <https://www.ct.gov/dot/cwp/view.asp?a=3610&q=411104>

**4. PRELIMINARY SURVEY:**

Before issuing a purchase order for removal, disposal and/or installation of any of the ADA ramps or sidewalks, the Client Agency will conduct a preliminary survey to establish the limits of construction, identify the type of ramp to be installed according to Attachment 2 and determine whether any additional work will be needed.

All ADA ramps shall be of the type approved by the Client Agency. When requested by the Client Agency, the Contractor shall submit an Attachment 3 for Client Agency approval. Attachment 3 shall include: all measurements, slopes and grade details, material list and material designations and the name and telephone number who can answer questions about the layout. Note: there may be instances where the Client Agency possess an Attachment 3 which have been completed by someone other than the awarded Contractor. At the Client Agency's discretion, the awarded Contractor must utilize any Attachment 3 submitted, owned and approved by the Client Agency,

**5. PRE-CONSTRUCTION MEETING:**

A pre-construction meeting will be scheduled and is required by the Client Agency prior to actual work being performed for each assigned purchase order. Such meetings will be held at no additional cost to Client Agency.

**6. TECHNICAL SPECIFICATIONS:**

**A. Client Agency Requirements:** The Contract will consist of submitting an Attachment 3, surveying and removal, disposal of existing and installation of the total square feet of cement ADA of concrete sidewalk ramps with detectable warning strips and abutting sidewalks at various locations throughout the State. Ramps and sidewalks will be constructed to the dimensions and details shown on the Client Agency approved Concrete Sidewalk Ramp replacement Attachment 3, submitted by the Contractor for each assigned curb ramp. Each time the Contractor completes Attachment 3, Attachment 2 is to be referenced. Prior to pouring concrete for ramp or sidewalk, all work required to construct the ramp or sidewalk will be completed and will include, but not be limited to: construction surveying, saw cutting pavement, the resetting of all public and private water gates, gas gates, catch basins tops, manhole tops, and hand holes that may conflict with ramp grades. The quantity range utilized for pricing on the "Concrete Sidewalk/Ramp" item in Exhibit B, Price Schedule, will reflect the total quantity of square feet measured in each designated combined groupings assigned by the maintenance districts. Noncontiguous road segments of ADA concrete ramp and sidewalk groupings are permitted under Contract and



may be compiled on a single purchase order, provided each group is not outside the limits of a one (1) mile radius. Contiguous road segments of ADA concrete ramp and sidewalk groupings located within the limits of more than one (1) mile may be awarded as a single purchase order.

**B. Construction Surveying and Work Layout Drawings (“Attachment 3”):**

- i. **Description:** The work under this item will consist of completed Attachment 3 and reference survey necessary for the proper control and satisfactory completion of all work at the proposed ramp location. Attachment 3 that dictates the construction limits will be performed to the specifications on Attachment 2 that identify the type of ramp, slope and grades that will need to be met.
- ii. **Materials:** All stakes used for control survey will be of the same quality as used by the Client Agency for this purpose. For slope limits, pavement edges, gutter lines, etc., where so called “green” or “working” stakes are commonly used, lesser quality stakes will be acceptable, provided the stakes are suitable for the intended purposes.
- iii. **Construction Methods:** The Contractor shall be responsible for all stakes, references and batter boards that may be required for construction operations, set and properly reference by the Contractor. The Contractor shall be solely and completely responsible for the accuracy of the line and grade of all features of the work. Any errors or apparent discrepancies found in previous surveys, any Attachment 3, specifications or special provisions will be called to the Client Agency’s attention immediately for correction or interpretation prior to proceeding with the work. The Contractor will provide a completed Attachment 3 for each proposed curb ramp location indicating the limits required to achieve grades for each ramp prior to removal of existing concrete. The document must indicate any control points that may conflict with the design grades or configuration of the proposed ramp type provided to the Contractor for installation. Infeasibility control points can be but are not limited to: right of way, utility poles, drainage structures, buildings, fences, walls or other features found near the proposed ramp. When Infeasibility control points are encountered within the limits of the ramp that conflict with design grades and prohibit construction of proposed ramp type, the Contractor shall document such conflicts and submit this information to the Client Agency for review and direction. If it is determined the proposed ramp type is not constructible, the Client Agency will provide an alternative ramp type to be constructed at the particular location shown on Attachment 3 or decide not to construct a new curb ramp under this Contract. The Contractor shall furnish all necessary personnel, engineering equipment and supplies, materials, transportation, and work incidental to the accurate and satisfactory completion of this work.
- iv. **Method of Measurement:** Construction surveying is required to establish ramp grades, limits of construction, or control points, will be measured for payment per each location where a concrete sidewalk or ramp is to be installed regardless if the ramp is constructed
- v. **Basis of Payment:** Construction surveying will be paid for at the Contract unit price per location where a concrete sidewalk/ramp is to be installed, complete in place, which price will include: completed Attachment 3 of each location, an Attachment 3 indicating control points, dimensions with grades, limits of construction, estimated pay item quantities, item cost and total cost to construct the proposed ramp type for each location, all materials, tools, equipment, labor and work incidental thereto regardless if the ramp is constructed. Once payment has been made for the Attachment 3, they become the property of the Client Agency.

**C. CONCRETE SIDEWALK/RAMP:**

- i. **Description:** This item will consist of concrete sidewalk/ramp(s) constructed on compacted granular fill or reclaimed miscellaneous aggregate base course in the locations and to the dimensions and

details shown on Attachment 3 or as ordered by the Client Agency. Ramps are to be constructed according to the criteria indicated on Attachment 2.

- ii. **Material:** Materials for this work will conform to the requirements stated in the Standards and under latest version of the assurance material testing policies and procedures under 09.21 for "Concrete Sidewalks". Granular fill or reclaimed miscellaneous aggregate for base shall conform to The Standards, Article M.02C. The turf seed mix shall conform to Article M 13.04.

- iii. **Construction Methods:**

**Excavation**

Excavation, including removal of any existing sidewalk, ramp (bituminous or concrete) and curbing, will be made to the required depths below the finished grade, as shown on the sidewalk ramp guide sheets or as directed. All soft and yielding material will be removed and replaced with suitable material.

When removing granite stone or concrete curbing adjacent to the roadway for the installation of the sidewalk ramp, saw cut (2) two feet / (24") twenty-four inches into the roadway. After the sidewalk ramp has been completed, place a bituminous patch utilizing the pavement structure indicated on Attachment 4, the Bituminous Permanent Pavement Detail for Concrete Ramp Construction.

When connecting a new concrete sidewalk/ramp to a section of existing concrete sidewalk, the connection point shall be at the nearest joint in the existing sidewalk not to exceed 15' unless directed otherwise.

**Granular fill or Reclaimed Miscellaneous Aggregate Base**

The granular fill or reclaimed miscellaneous aggregate base will be placed in layers not to exceed 6" ("inch") in depth and to such a depth that after compaction it will be at the specified depth below the finished grade of the walk. The base will be wetted and rolled or tamped after the spreading of each layer.

**Forms**

Forms will be of metal or wood, straight, free from warp and of sufficient strength to resist springing from the pressure of the concrete. If made of wood, they will be of 2" (inches) surfaced plank except that at sharp curves thinner material may be used. If made of metal, they shall be of an approved section and have a flat surface on the top. Forms will be of a depth equal to the depth of the sidewalk. Forms will be securely staked, braced and held firmly to the required line and grade and will be sufficiently tight to prevent leakage of mortar. All forms will be cleaned and oiled or wetted before concrete is placed against them. Sheet metal templates 1/8" ("inch") thickness, of the full depth and width of the walk, will be spaced at intervals of 12' ("foot") or as directed. If the concrete is placed in alternate sections, these templates will remain in place until concrete has been placed on both sides of the template. As soon as the concrete has obtained its initial set, the templates will be removed.

**Concrete**

The concrete will be proportioned, mixed, placed, etc., in accordance to the Standards with the provisions of Section 6.01 for Class "PCC04460 (F)" Concrete and the latest version of the assurance material testing policies and procedures under 09.21 for "Concrete Sidewalks".

**Concrete Testing Requirements**

The Contractor shall perform in-site testing of concrete to be incorporated into the "Concrete Sidewalk/Ramp" item. The Contractor's personnel performing the testing shall be certified by the ACI

as a Field Testing Technician – Grade I or equivalent. Testing must include determination of the sample’s temperature, slump taken in accordance with ASTM C143, determination of air content in accordance with ASTM C231, and concrete test cylinders made in accordance with ASTM C31. The dimensions, type of cylinder mold, number of cylinders, and method of curing must be as directed by the Client Agency Engineer. After initial curing, the test specimens will be transported by Client Agency to the Client Agency Division of Material Testing for strength evaluation.

### **Finishing**

The surface of the sidewalk ramps will have a coarse broom finish transverse to the slope of the ramp and shall be stable, firm and slip resistant. Surface discontinuities will not exceed ½” (“inch”) maximum. Vertical discontinuities between ¼” (“inch”) and ½” (“inch”) maximum will be beveled 1:2 minimum applied across the entire level change. The outside edges of the slab and all joints will be edged with a ¼” (“inch”) radius-edging tool.

### **Concrete Curing Requirements**

The concrete curing method utilized shall be approved and accepted by the Client Agency in compliance with the Standards, Sections 6.01.03.9(a) for concrete structures and 4.01.03 for Concrete Pavement depending on the type of installation.

### **Backfilling and Removal of Surplus Material**

The sides of the sidewalk and or ramp will be backfilled with suitable material thoroughly compacted and finished flush with the top of the sidewalk including turf establishment. All surplus material will be removed and the site left in a neat and presentable condition to the satisfaction of the Client Agency.

### **Detectable Warning Strip**

The composite plastic or cast iron detectable warning strips for new construction (cast in place) will be set directly in poured concrete and each tile will be weighted down to prevent the tile from floating after placement in wet concrete in accordance with curing procedures. Install detectable warning strip, according to the plans and the Manufacturer’s specifications, or as directed by the Client Agency.

### **Turf Establishment**

Turf Establishment will conform to Section 9.50 in the Standards.

#### **iv. Methods of Measurement:**

##### **Concrete Sidewalk/Ramp**

Concrete sidewalk/ramp will be measured by the actual number of square feet of concrete sidewalk/ramp installed, completed and accepted.

##### **Concrete Testing Requirements**

Concrete testing requirements will not be measured for pricing, but the cost shall be included in the price proposed for the concrete sidewalk/ramp.

##### **Concrete Curing Requirements**

This work will not be measured for payment, but the cost will be considered as included in the price proposed for the concrete sidewalk/ramp.

##### **Excavation**

Excavation, backfilling, and disposal of surplus material will not be measured for payment, but the cost shall be included in the price proposed for the concrete sidewalk/ramp.

**Granular fill or Reclaim**

This work will not be measured for payment, but the cost will be considered as included in the price proposed for the concrete sidewalk/ramp.

**Granular fill or Reclaimed Miscellaneous Aggregate Base**

This work will not be measured for payment, but the cost will be considered as included in the price proposed for the concrete sidewalk/ramp.

**Detectable Warning Strips**

Installation of a composite plastic detectable warning strip for new construction (cast in place) will not be measured for payment, but the cost will be considered as included in the price proposed for the concrete sidewalk/ramp regardless of the number of tiles installed.

Installation of the cast iron detectable warning strip for new construction (cast in place) will be measured for payment by the unit cost of per square foot of the "Cast Iron Detectable Warning Strip" as listed in Exhibit B, Price Schedule.

Detectable warning strips will be a prefabricated detectable warning tile chosen from the Department's Qualified Products List for +cast in place applications.

[Department's Qualified Products List](#)

**Turf Establishment**

This work will not be measured for payment, but the cost will be considered as included in the price proposed for the sidewalk/ramp.

**Saw Cut Bituminous Pavement**

This work will not be measured for payment, but the cost will be considered as included in the price proposed for the concrete sidewalk/ramp. See Attachment 4 for saw cutting road specifications.

- v. **Bases of Payment:** Construction of a concrete sidewalk/ramp will be paid for at the contract unit price each for "Concrete Sidewalk/Ramp", complete in place, which price shall include: all detectable warning tiles, maintenance and protection of traffic ( both pedestrian and travel way) , all excavation as specified above, backfill, disposal of surplus material, granular fill or reclaimed miscellaneous aggregate base, curb removal, saw cutting and removal of existing concrete sidewalk, ramp and all equipment, tools, labor and materials incidental thereto.

**D. Reset Gate Boxes:**

- i. **Description:** This work consists of resetting utility gate boxes to the required elevation and grades.
- ii. **Materials:** All materials conform to local utilities standards. The utility company agrees to supply all materials required to reset a gate box.
- iii. **Construction Methods:** The Contractor submits all required applications to the local utility companies for all work required to reset a gate box. Contact local utility company prior to all work. All work must comply with local utility companies' standards and regulations. Work includes: performing test pits, dewatering, excavation, making corrections, and all other tasks required to reset a gate box.

- iv. **Method of Measurement:** The item “Reset Gate Boxes” will be measured by the number of gate boxes that have been reset, in place and approved by the local utility companies and/or the Client Agency.
- v. **Basis of Payment:** The item “Reset Gate Boxes” will be paid for at the Contract Unit Price Each, including all required work.

**E. Reset Concrete Handhole:**

- i. **Description:** Work under this item will consist of resetting a concrete handhole at the location shown on the plans or as directed by the Client Agency in conformity with these specifications.
- ii. **Materials:** The Contractor will be responsible for damage to all equipment and materials incurred during resetting of the concrete handhole. All repairs or replacements due to damage or loss by the Contractor shall be made at the Contractor’s expense
- iii. **Construction Methods:** The concrete handhole will be reset where shown on the plans or directed by the Client Agency. The Contractor shall raise or lower the existing concrete handhole so that the top of the handhole is 40 mm above finished grade. When raising of the handhole is required, the following exception will apply: the handhole will not be raised past the limits of the existing conduit entering the handhole. The final placement of the handhole will be such that the conduit ends are left within the limits of the wiring compartment of the handhole.
- iv. **Method of Measurement:** This work will be measured for payment by the number of concrete handholes reset, complete and accepted.
- v. **Basis of Payment:** This work will be paid for at the Contract Unit Price Each for “Reset Concrete Handhole” which price shall include: all labor, delivery and incidentals thereto.

**F. Reset Catch Basin Top/Reset Manhole:**

- i. **Description:** Resetting catch basin top/reset manhole will include the construction of all catch basins, junction boxes, manholes and drop inlets (and also the alteration, reconstruction or conversion of such existing structures) all in accordance with the lines, grades, dimensions and details shown on the plans, or as ordered, and in accordance with the provisions of these specifications for the various materials and work which constitute the completed structure. Reset units will be paid for at the Contract Unit Price Each for “Reset Manhole,” or “Reset Catch Basin,” of the type specified, respectively, complete in place, which price shall include: excavation, pervious material, backfill, cutting of pavement, removal and replacement of pavement structure, and all materials, equipment, tools and labor incidental thereto, except that when the work requires reconstruction greater than 3’ (“feet”), measured vertically, then it will be paid for as extra work in accordance with the item provided for in this Contract in Exhibit B, Price Schedule for “Additional Catch Basin Top/Manhole Structure Work”.
- ii. **Materials:** The materials to be used in the construction will be those indicated on the plans or ordered by the Client Agency and will meet the requirements in the Standards, Article M.08.02.
  - Protective compound material will be as specified in the Standards, Article M.03.09.
  - Galvanizing will be as specified in the Standards, Article M.06.03.
  - Mortar will be as specified in Form the Standards, Article M.11.04.
  - Pervious material will be as specified in the Standards, Article M.02.05.
  - Geotextile will be of a type appearing on the Client Agency’s qualified products list for geotextiles, referred to in the Standards, Sub article M.08.01-19 Geotextiles.
- iii. **Construction Methods:** These structures will be constructed in accordance with the requirements contained in RFP for the character of work involved. The provisions of the Standards, Article 6.02.03 pertaining to bar reinforcement will apply except that shop drawings need not be submitted for approval, unless called for on the plans or directed by the Client Agency. Welding will be performed in

accordance with the applicable sections of the AWS Structural Welding Code, D1.1. Structure Welding Code, D1.1 can be found at the following link:

<https://www.aws.org/standards/CommitteesAndStandardsProgram/d1-committee-on-structural-welding>

The surfaces of the tops of all catch basins, junction boxes and drop inlets will be given a coat of protective compound material immediately upon completion of the concrete curing period at the rate of 0.04 gallon/square yard.

All masonry units will be laid in full mortar beds.

Metal fittings for catch basins, junction boxes, manholes or drop inlets will be set in full mortar beds or otherwise secured as shown on the plans.

Inlet and outlet pipes will extend through the walls for a sufficient distance beyond the outside surface to allow for satisfactory connections, and the concrete or masonry will be constructed around them neatly to prevent leakage along their outer surfaces. The pipe will be cut flush with the inside face of the wall, or as shown on the plans.

When constructing a new drainage structure within a run of existing pipe, the section of existing pipe disturbed by the construction will be replaced with new pipe of identical type and size extending from the drainage structure to the nearest joint of the existing pipe.

Pervious material will be used for backfilling the upper portion of the excavation made for catch basins and drop inlets down to the elevation of the invert of the outlet pipe but in no case to a depth greater than 3' ("feet") below the top of the structure. Drainage openings will be formed in the four (4) walls of the structure at or immediately above the bottom of the pervious backfill to convey subsurface drainage. The openings will be covered with geotextile. Depending on the masonry used in the walls, such openings will be formed by the insertion of 2" ("inch") pipes, omission of a header brick or by leaving two ("2") open vertical joints in the masonry.

Frames, covers and tops which are to be reset will be removed from their present beds, the walls or sides will be rebuilt to meet the requirements of the new construction and the tops, frames and covers reset, or the grates or covers may be raised by extensions of suitable height approved by the Client Agency.

Extensions will not be used on catch basins or drop inlets at pavement low points or where adjacent curbing is being raised. Extensions for catch basins or drop inlets will be tack welded to the frame in four locations approximately at the mid points of each side of the frame. If the frames, covers or tops are broken or so damaged as to be unfit for further use, they will be replaced with new, sound material meeting the above requirements for the material involved.

- iv. **Method of Measurement:** Construction, reconstruction and conversion of catch basins, manholes and drop inlets will be measured as units. The depth of a unit shall be the total depth, measured from the highest point of the grate or cover to bottom of floor slab.

Conversion of catch basins to catch basins of the type specified or to manholes, as the case may be, will be measured for payment as a unit including excavation, cutting of pavement, removal and replacement of pavement, pervious material, backfill and all necessary alterations to the walls and furnishing and setting the frame and grate or cover, whichever applies.

There will be no measurement or direct payment for the application of the protective compound material, but the cost of this work shall be considered as included in the general cost of the work. Resetting tops, frames and covers will be measured as units.

Replacement of tops, frames and covers will be paid for as a unit for resetting plus the unit for catch basin top or manhole frame and cover.

When resetting tops, frames and covers, there will be no measurement for excavation; cutting, removal and replacement of pavement; pervious material and backfill.

Measurement for payment for work and materials involved with installing pipes to connect new drainage structures into a run of existing pipe will be as provided for under the applicable Contract items.

- v. **Basis of Payment:** This work will be paid for at the Contract Unit Price Each for "Reset Catch Basin Top" and "Reset Manhole" which price will include all materials, equipment, labor, delivery and incidentals thereto.

**G. Additional Catch Basin Top/Manhole Structure Work:** When it becomes necessary to rework, modify or increase the horizontal/vertical structural dimensions of manholes or catch basins past the 3' ("feet") identified in "Reset Catch Basin Top/Reset Manhole" in the Standards, to original or sizes greater than those shown on the approved A provided by the Contractor for "Construction Surveying", the Contractor will construct such manholes and catch basins to modified dimensions as directed by the Client Agency.

- i. **Basis of Payment:** This work will be paid for at the Contract Unit Price by Square Foot for "Additional Catch Basin Top/Manhole Structure Work" which price will include all materials, equipment, labor, delivery and incidentals thereto as identified in Exhibit B, Price Schedule.

**H. Concrete Curbing:**

- i. **Description:** Contractor shall provide poured in place or pre-cast curbing in accordance with the dimensions and details supplied in the construction surveying work layout drawings that have been approved by the Client Agency.
- ii. **Materials:** All concrete curbing shall be Class "F"(PCC04460) concrete as defined in M.03.02. Precast curbing shall meet the requirements of M.08.02-4. All straight curbing sections shall be uniform length and a minimum of 8' ("feet"). Curved curb section lengths may vary with radii of curves. When a gap of less than 8' ("feet") is required for closure, the length of curbing may vary, but no section less than 2' ("feet") will be permitted. Joint filler shall meet the requirements of M.03.08-2. For both precast and cast-in-place concrete curbing, a ½" ("inch") joint shall be filled with joint filler at intervals of approximately 50' ("feet"), and contraction joints shall be placed at intervals of approximately 15.
- iii. **Construction Methods:** Construction methods shall meet the requirements of the Standards, Section 8.11 & 6.01.03.
- iv. **Method of Measurement:** This work will be measured for payment by the actual number of square feet of concrete curbing completed and accepted by the Client Agency and included in the "Concrete Sidewalk/Ramp" item total quantities.
- v. **Basis of Payment:** This work will be paid at the Contract Unit Price per Square Foot for "Concrete Sidewalk/Ramp " of the type specified, completed and accepted in place, which price shall include: all excavation, materials, equipment, tools, backfilling, disposal of surplus material, and labor incidental

thereto. There will be no direct payment for furnishing, placing and compacting base material, but the cost of this work shall be considered as included in the general cost of the work.

**I. Installation of Metal Sign Post Sleeves:**

- i. **Description:** Work under this item shall consist of furnishing and installing a 6" ("inch") diameter polyvinyl chloride ("PVC") sign post sleeve for a U-Channel sign post at previous existing traffic sign locations, new locations indicated on the work layout drawings or as directed and approved by a Client Agency Traffic Engineer.
- ii. **Materials:** The PVC traffic sign sleeve shall be 6" ("inch") diameter pipe that meets M.08.01-20 PVC Pipe or M.08.01-21 PVC Gravity Pipe and shall be Schedule 40, Attachment 5, accepted by the Client Agency Traffic Engineer.
- iii. **Construction Methods:** The metal sign post sleeve shall be cut to a minimum length of 6" ("inch") and placed in the concrete sidewalk form work at locations shown on the work layout drawings. The sleeve shall be secured at the proper locations prior to the concrete pour. The top of the sleeve shall be set plumb not level with the pitch of the sidewalk. After pouring the concrete, the sleeve shall be trimmed flush with the top surface of the concrete sidewalk. The metal sign post stub, post, and sign will be driven into the sleeve and sub-base hole. The sleeve hole shall be filled with compacted granular fill.
- iv. **Method of Measurement:** This work will not be measured for payment, but the cost will be considered as included in the price proposed for the sidewalk/ramp. The work shall include: all excavation, materials, equipment, tools, backfilling, disposal of surplus material, and labor incidental thereto.

**J. Bituminous Asphalt Material Pavement Repair:**

- i. **Description:** Work under this item shall consist of furnishing and installing bituminous asphalt material according to the specifications provided in Attachment 4 for patching specifications. This work will be measured for payment in Exhibit B, Price Schedule.
- ii. **Materials:** Materials for this work shall consist of processed aggregate base meeting the requirements of Section M.05.01, HMA S0.375 meeting the requirements of the Standards, Section M.04, and material for tack coat meeting the requirements of Section M.04. All HMA shall be Traffic Level 2 unless indicated otherwise and must be accepted prior to placement by the Client Agency.
- iii. **Construction Methods:** The work shall include: sawcutting, removing and properly disposing of existing bituminous concrete pavement and granular base/subbase, grading and compacting remaining granular base/subbase or subgrade, furnishing, installation and compaction of processed aggregate base, cleaning and application of tack coat on the vertical faces of the sawcut, and placement and compaction of Hot Mix Asphalt ("HMA").  
Equipment for this work shall include: pavement cutting, removal, material handling, and compaction equipment to perform all patching operations. Compaction equipment shall include: steel-wheeled roller, vibratory plate compactor or jumping jack compactor, capable of compacting granular and HMA materials to specified requirements. All equipment used to place and compact the HMA shall meet the requirements of Section 4.06. Due to the nature of this work, the equipment shall be small to medium size to fit excavated areas to be patched.  
The construction surveying work layout drawings will mark out areas for patching. The minimum length and width dimension of areas to be patched shall be 24" ("inches") in any direction. Make a straight-line saw cut through the full depth of the bituminous concrete pavement at the marked areas. The cut shall provide a straight, clean, vertical face with no cracking, tearing or breakage along the cut edge. Remove existing pavement and granular material from within the sawcut to the required depth.



Grade and compact the remaining granular base/subbase or subgrade meeting the requirements of Section 2.09. A minimum of four (4) passes or coverages must be made by any one (1) compaction device. Install and compact processed aggregate base in 4" ("inch") courses in accordance with Section 3.04. The total compacted depth of all HMA and processed aggregate base shall be 20" ("inch").

The cut sides/walls of the excavated area shall be wiped or swept clean. Tack coat shall be applied covering the entire area of the vertical bituminous concrete faces and allowed to cure or break. HMA shall be placed to match the existing pavement thickness or to a minimum compacted depth of 6" ("inch"). HMA S0.375 Traffic Level 2 shall be placed in lifts between 2" ("inches") and 3" ("inches") and shall have a final lift thickness placed at 2" ("inches"). Pavement placement shall also be in accordance with Section 4.06.03. The Contractor shall confirm that the surface elevation of the finished patch matches and conforms to the existing road surface. The Contractor shall confirm that all patch material placed is uniform in appearance without segregation and all longitudinal surface joints must be sealed with a rubberized joint seal material according to the attached pavement repair detail sheet, Attachment 4, meeting the requirements of ASTM D6690, Type 2 referred to in Standards, Section 4.06-3(7).

- iv. **Method of Measurement:** This work will not be measured for payment, but the cost will be considered as included in the price proposed for the sidewalk/ramp construction. This work shall include: all excavation, materials, equipment, tools, backfilling, disposal of surplus material, and labor incidental thereto.

#### **7. CONTRACTOR NOTIFICATION:**

The work described on all purchase orders will not start until ordered by the Client Agency. In addition, no work will be performed unless it is under the control of a Client Agency Inspector or Client Agency Inspector's representative, acting on behalf of Client Agency. Following receipt of issued purchase orders, Contractor will begin work within five (5) working days. Working days will be considered as Monday through Friday. Failure to start work by 8:00 a.m. on the morning of the sixth working day following receipt of issued purchase orders, either by agreement or by default, will be considered as breach of the Contract and corrective action will be pursued by the Client Agency in accordance with Contract language. A pre-construction meeting will be held with the Contractor and Client Agency prior to the start of any work performed in order to review intended scope of work, schedule and logistics.

#### **8. CLIENT AGENCY NOTIFICATIONS:**

Contractor must notify Client Agency's District Maintenance personnel of its proposed work schedules. Notifications must be made on or before 3:00 p.m. on the day prior to the start of work and must confirm the actual time and location the work is to be done.

#### **9. WORK HOURS:**

In accordance with the normal work schedule in use by Client Agency, Contractor must cover regular work hours under the unit prices posted in the Exhibit B, Price Schedule.

Definition of these periods follows:

##### **a. Regular Work Hours**

The hours after 6:00 a.m. and before 6:00 p.m. are considered work hours. Client Agency's regular work hours will consist of seven and one-half (7 ½) hours worked between the hours of 8:00 a.m. and 4:00 p.m. The actual work hours will be determined during each project's pre-construction meeting. Due to fluctuating work hours of Client Agency's maintenance crews, regular work day hours may vary slightly by the season depending on weather and traffic conditions. No overtime rates apply. Any changes to the predetermined regular work hours must be in writing and approved by the Client Agency.

**10. CALL BEFORE YOU DIG – EXISTING CONDITIONS:**

Before any work is performed, the Contractor must contact CBYD at 811 or 1-800-922-4455 or by e-mail to obtain and maintain a request number and the names of the utility companies that are being notified. The Contractor, upon request, must supply the Client Agency with the request number(s) and must update them as needed. Upon request, the Contractor will supply to the Client Agency a complete list of utilities that CBYD will contact for each request. Any subsurface explorations will be cleared with CBYD at least two (2) days prior to installation. Any utility conflict, must be approved by the Client Agency in writing.

<https://www.cbyd.com/#>

**11. MAINTENANCE AND PROTECTION OF TRAFFIC:**

Contractor must provide work zone signs and cones in accordance with the Standards, Article 9.71.01 and the provided in Attachment 6, in order to protect their work zone and the traveling public when the contracted work comes within the proximity of the roadway. Traffic control patterns will be provided by Contractor for all work proposed. When Contractor furnished traffic control is used, the Contractor must supply and be responsible for all labor including: traffic personnel, equipment; erect, maintain, move and remove all signs, sign supports, barricades, traffic cones, traffic delineators and any but not limited to other material that may be necessary to set up the various traffic control patterns. Contractor traffic control signs and devices are to be furnished for use in acceptable condition per the Client Agency as described in section 6F.04 of the MUTCD. Depending on the operation, the Contractor will be required to provide for municipal police officers and uniformed flaggers. Trafficpersons are to be trained in the proper performance of their duties and will be in addition to working crew members.

No detouring of traffic will be allowed by contracted traffic services. Only planned detours with appropriate notification to the appropriate parties and approved by the Client Agency will be allowed. Contractor must supply, erect, maintain, move and remove any necessary lighting which may be required to illuminate the work area including the illumination of any signing operations.

**Basis for Pricing:**

Traffic control and traffic control patterns will not be measured for payment, but the cost will be considered as included in the price proposed for the concrete sidewalk/ramp.

**12. TRAFFIC PERSONS (CONNECTICUT STATE POLICE OFFICER, UNIFORMED MUNICIPAL OFFICER, UNIFORMED FLAGGER):**

Contractor must furnish the required number of Trafficpersons throughout the term of Contract as decided upon at the preconstruction meeting with the Client Agency and as indicated on the purchase order. The term "Trafficperson" is defined as uniformed flagger(s) or uniformed municipal police officer(s).

- i. **Description:** Under this item, the Contractor must provide the services of Trafficpersons of the type and number, and for such periods, as the Client Agency approves for the control, direction of vehicular, and pedestrian's traffic in areas affected by project operations. Trafficpersons' services which have not been requested or approved by the Client Agency, but which have been obtained by the Contractor solely to meet its operational plans or needs, will not be approved for payment. When Connecticut State police officers are used during Contractor furnished traffic control, the DESPP will receive direct payments from the Client Agency for such service and the cost will be excluded in the cost of the planned work to be performed. The payment for Connecticut State police utilized solely by the Contractor for its convenience and not approved by the Client Agency is the responsibility of the Contractor. No separate payment item for State police officers is included under this Contract.
- ii. **Construction Method:** The Contractor must inform the Client Agency of its scheduled operations for the following week and the number of Trafficpersons it proposes to use for those operations. The Client Agency will review the proposal and, if it is acceptable to them, approve the type and number of Trafficpersons to be used. In the event of an unplanned, emergency, or short-term operation, the Client Agency may approve the temporary use of properly clothed persons for traffic control until an authorized Trafficperson may be obtained for that work. In no case will such temporary use exceed eight (80 hours for any particular operation).  
If the Contractor changes or cancels any scheduled operation without prior notice of same as may be required by the agency providing the Trafficpersons, the Contractor will be responsible for payment, at no cost to the Client Agency, of any show-up cost charged by said agency for affected Trafficpersons who would have been used if not for the pertinent change or cancellation. Exceptions, as approved by the Client Agency, may be granted for adverse weather conditions and unforeseeable causes beyond the control, and not involving the fault or negligence, of the Contractor.  
The Contractor is not to direct Trafficpersons assigned to a work site. Trafficpersons are only to take direction from the Client Agency. When Connecticut State police officers are requested, the Contractor must notify the Client Agency of the upcoming operations along with a completed Attachment 7. The Client Agency will review the Contractors upcoming schedule and the completed Attachment 7 and will fax or email it to DESPP's Overtime Office between normal business hours 8:00 a.m. to 2:00 p.m., Monday-Friday (except Holidays):

DESPP Special Duty Overtime Coordinator  
1111 Country Club Road  
Middletown, CT 06457  
Fax: 860-685-8495  
Telephone: 860-685-8420  
Email: [specduty.clerk@ct.gov](mailto:specduty.clerk@ct.gov)

The Contractor must inform the Client Agency twenty-eight (28) HOURS in advance of any changes or cancellations of any scheduled operations in order to notify the agency providing the Connecticut State police officers that the Connecticut State police officers service will not be required. Exceptions to the twenty-eight hours (28) notification as approved by the Client Agency may be granted for adverse weather conditions and unforeseeable causes beyond the control and without the fault or negligence of the Contractor. The Contractor is not to direct Connecticut State police officers assigned to a work site.

If the Contractor changes or cancels any scheduled operation without prior notice of same as may be required by the agency providing the Trafficpersons, the Contractor will be responsible for payment, at no cost to the Client Agency, of any show-up cost charged by said agency for affected Trafficpersons who

would have been used if not for the pertinent change or cancellation. Exceptions, as approved by the Client Agency, may be granted for adverse weather conditions and unforeseeable causes beyond the control, and not involving the fault or negligence, of the Contractor.

Trafficpersons must wear a high-visibility safety garment compliant with OSHA, MUTCD, and ASTM Standards; and the safety garment must have the words "Traffic Control" printed and clearly visible on the front and rear panels (minimum letter size 2" ("inch") of the garment. Worn or faded safety garments that are no longer highly visible must not be used. At the direction of the Client Agency, the Contractor will replace any such garments at no cost to the Client Agency. The following link may be used in reference to what material must be used for the Trafficpersons:

[https://www.osha.gov/doc/highway\\_workzones/mutcd/6e\\_handsignaling.html](https://www.osha.gov/doc/highway_workzones/mutcd/6e_handsignaling.html)

A Trafficperson will assist in implementing the traffic control specified in the item "Traffic Control" contained elsewhere in the Contract, or as otherwise directed by the Client Agency according to the Standard. Any use of a Trafficperson for project operations in a manner that conflicts with the requirements of the Standard specification must have been authorized in writing by the Client Agency.

Prior to the start of operations on the project requiring the use of Trafficpersons, a meeting will be held with the Contractor, Trafficpersons, and the Client Agency to review the Contractor furnished traffic control, lines of responsibility, and operating guidelines which will be used on the assigned work.

Trafficpersons must consist of the following types:

1. **Connecticut State Police Officer:** Connecticut State police officers must be uniformed off-duty sworn Connecticut State police officers. Their services will also include the use of official State police vehicles and associated equipment. State police officers will be used on all limited access highways. State police officers will not be used on non-limited access highways unless specifically under their jurisdiction or authorized in writing by the Client Agency. Connecticut State police officers with official Connecticut State police vehicles will be used at such locations and for such periods as the Client Agency deems necessary to control traffic operations and promote increased safety to motorists through the construction sites. On limited access highways, the Client Agency may determine that State police officers will be utilized for regional work zone traffic safety and enforcement operations in addition to project-related work zone assignments.
2. **Municipal Police Officers:** Uniformed municipal police officers must be sworn municipal police officers or uniformed constables employed by the municipality in which the project is located, who perform criminal law enforcement duties for the municipality. Law enforcement personnel will wear the high-visibility safety garment provided by their law enforcement agency. If no high visibility safety garment is provided by said agency, the Contractor will provide the law enforcement personnel with a garment meeting the requirements stated below for a uniformed flaggers' garment. Law enforcement personnel may be also be used for conducting motor vehicle enforcement operations in and around work areas as directed or approved by the Client Agency.

Their services will also include their use of an official municipal police vehicle when so requested by the Client Agency. Uniformed municipal police officers must not be used on limited access highways. If uniformed municipal police officers are unavailable, for a given task, other Trafficpersons may be used if so authorized in writing by the Client Agency.

Uniformed municipal police officers and requested municipal police vehicles will be used at such locations and for such periods as the Client Agency deems necessary for the control of traffic operations and for the safety of motorists passing through sites affected by project operations.

3. **Uniformed Flagger:** Uniformed flaggers must be persons who have successfully completed flagger training by the ATSSA, NSC or other such training approved by the Client Agency. A copy of the flagger's training certificate will be provided to the Client Agency before the flagger performs any project work. The credentials and conduct of uniformed flaggers must comply with the requirements of Chapter 6E, Flagger Control in the Manual on MUTCD. Uniformed flaggers must wear high-visibility safety apparel and use a STOP/SLOW paddle that is at least 18' ("inch") wide with letters at least 6" (" inch") high. The paddle will be mounted on a pole of sufficient length to be 6' ("feet") above the ground as measured from the bottom of the sign.  
Uniformed flaggers will only be used on non-limited access highways for the purpose of controlling traffic operations and only when authorized to do so in writing by the Client Agency.

- iii. **Method of Measurement:** Services of Trafficpersons will be measured for pricing by the actual number of hours for each person rendering services approved by the Client Agency. These services will include only such Trafficpersons as are employed within the limits of construction, right of way of the project or along detours authorized by the Client Agency in order to assist public travel through areas affected by project construction. Trafficperson services employed due to use of a detour or bypass beyond the limitations approved by the Client Agency, or in connection with movement of construction vehicles or equipment, or at locations where traffic is unnecessarily restricted by the Contractor's method of operation, will not be measured for payment.

Trafficpersons must not work more than twelve (12) hours in any one twenty four (24) hour period. If such services are essential for more than twelve (12) hours in such period, for a use approved by the Client Agency, additional Trafficpersons engaged by the Contractor to meet that circumstance will be measured for payment. If a Trafficperson used with the Client Agency's authorization is an employee on the Contractor's payroll, payment under the item Trafficperson ("Uniformed Flagger)" will be made only for those hours when said employee is performing Trafficperson services.

No travel time will be measured for payment for Trafficperson. Mileage fees associated with Trafficperson services will not be measured for payment. Safety garments and STOP/SLOW paddles will not be measured for payment.

- iv. **Basis for Pricing:** Trafficpersons will be paid by the per hour contract unit price for municipal police officer & uniformed flagger as listed in Exhibit B, Price Schedule.  
Connecticut State police officers will not be measured for payment. When the Client Agency requires Contractor use Connecticut State police officers as Traffic Control Personnel, Contractor will be responsible for their hiring and scheduling. There will be no separate pay item for Connecticut State police officers that are used as Trafficpersons. When Connecticut State police officers are used as Trafficpersons, the Client Agency will make direct payments to DESPP for each Connecticut State police officer used.

### **13. SAFETY EQUIPMENT:**

Contractor must maintain and utilize all safety equipment as required by any applicable law, regulation and best practice. Contractor must supply all of its employees while performing work under this Contract with any

PPE required by State and Federal OSHA standards and regulations in effect at the time of the issuance of the purchase order.

**14. SPECIAL PROVISIONS:**

- (a) Should Client Agency's drawings and/or specifications appear contradictory in any particulars, or should there be apparent differences in either, Contractor will refer such contradictions to the Client Agency for explanation or correction and will abide by Client Agency's decision.
- (b) Contractor is to keep a competent foreman on the work site at all times during construction, and is to provide all transportation, material, labor, tools, equipment, etc., needed to perform the work in the best manner according to Attachment 3, Attachment 2 and Client Agency specifications.
- (c) All materials provided by Contractor must be new and of the highest quality. Should Contractor introduce any material different from the quality herein described or reasonably implied in the drawings and/or specifications, such material will be immediately removed, disposed and replaced at Contractor's expense when ordered by the Client Agency at any time during the progress of the work. Notification of removal, disposal may be made orally by an authorized Client Agency representative and will be followed up promptly with written notification.
- (d) Contractor must comply with all applicable town/city ordinances. Contractor will give the proper authorities all requisite notice relating to the work, obtain all official permits and pay all proper fees for same, and be answerable for all damage or injury caused to neighboring premises or to persons or property of the public made by Contractor or anyone in the Contractor's employ.
- (e) Contractor will be held responsible for their work, and must protect work in progress from damage by rain, snow, frost or any other cause. Contractor must protect worksite and unfinished or incomplete work with sand barrels or as directed by the Client Agency.
- (f) Contractor, while the work progresses, will keep the premises in a clean and tidy condition free from all unnecessary debris.
- (g) When the work is complete, Contractor will deliver it without exception in a perfect and undamaged state.
- (h) Whenever materials are described under a specific manufacturer's name, and Contractor proposes to use material of another manufacturer, the material must be approved in writing by the Client Agency before it is ordered or used.
- (i) Delays caused by equipment failure or failure of crews to perform services will result in non-payment for these hours. No payment will be made by Client Agency to Contractor for any incomplete work, by default or breach of Contract. Client Agency reserves the right to assess Contractor for all work that must be completed, reassigned or corrected by others.  
No payment will be made by Client Agency for rentals of services when work cannot be performed due to extenuating circumstances or adverse weather conditions as determined by Client Agency, providing Contractor be given notification of the work cancellation. When adequate notice is not given by Client Agency to Contractor, or when work is already started by Contractor, and work has to be cancelled

because of weather conditions prior to noon, Contractor will be paid a minimum of four (4) hours at the applicable rate. Adequate notice will be agreed upon by the parties and memorialized in writing at the pre-construction meeting.

**15. CLIENT AGENCY'S EXPECTATIONS FOR CONTRACTOR'S CAPACITY AND CREW SIZE:**

For the purposes of this contract the Client Agency expects the awarded contractor to supply and manage, at a minimum, one (1) crew with all necessary equipment dedicated per Client Agency maintenance district in order to demonstrate the ability to meet the expected demand of work estimated to be associated with this contract.

- i. A crew will be defined as being able to deconstruct the proposed location and excavate, form, pour and install complete the sidewalk and ADA ramp indicated on Attachment 3 in order to meet the requirements in Attachment 2. All equipment, tools and construction materials needed to complete assigned work must be provided by the Contractor. The minimum crew size of four (4 )must consist of;
- One (1) competent mason foreman,
  - One (1) laborer,
  - One (1) ½ - 1c.y. Loader bucket, rubber tired backhoe/loader and operator with 12" - 36" varying backhoe bucket widths,
  - One (1) 5-8 C.Y. capacity dump truck with working driver,
  - One (1) portable air compressor 150-250 CFM @ 100 lbs., including two (2) pavement breakers/jackhammers with asphalt cutter, steel-rock drill, two (2) 3" chisels and four (4) 50 ft. sections of air hose and
  - One (1) gasoline or diesel powered hand compactor, one (1) gasoline powered cut off saw.

**16. ADDITIONAL TERMS AND CONDITIONS:**

**(a) Contract Separately/Additional Savings Opportunities**

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

**(b) P-Card (Purchasing MasterCard Credit Card)**

Purchases made by the Client Agency from the Contractor that are less than \$1,000 may be made using the State of Connecticut Purchasing Card ("MasterCard") in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

**(c) Subcontractors**

DAS must approve any and all subcontractors utilized by the Contractor prior to any such Subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any State entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any Subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the Subcontractor(s). A performance evaluation of any Subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of the work associated with this Contract. It is understood that there may be times where conflicts due to scheduling may arise, which would lend the Contractor to utilize Subcontractors to meet the Client Agency's needs. When this occurs, Contractor must alert DAS for approval of desired subcontractor before work is started.

**(d) Prevailing Wages**

Some or all of the Performance may be subject to prevailing wages. Accordingly, the following provision is included in this Contract in accordance with the requirements of CGS Sec. 31-53(a):

The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of CGS Sec. 31-53(a), shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

**(e) Minimum Wage Rates**

The wages paid to any mechanic, laborer, or worker employed in the work contracted to be done shall be at a rate of wages customary or prevailing for the same work in the same trade or occupation and in the area in which Contract is to be performed. Payments shall be made to each employee engaged in work under Contract in trade or occupation listed, not less than the wage rate set by category in accordance with wage scheduled contained in RFP. In the event it becomes necessary for Contractor or any Subcontractor to employ any mechanic, laborer or worker in the trade or occupation for which no minimum wages is set forth, Contractor must immediately notify the Labor Commissioner, who will ascertain the minimum applicable wage rate from the time of the initial employment of the person affected and during the continuance of such employment. Every Contractor or Subcontractor performing work for the State is subject to the provisions noted herein, as determined by the Labor Commissioner, and shall post the prevailing wages in prominent and easily accessible places at worksite. Questions regarding wage regulations should be directed to the State of Connecticut, Department of Labor ("DOL"), Division of Wage and Workplace Standards at 860 263-6790.

**(f) Standard Wages**

Contractors shall comply with all provisions of CGS 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at

<http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>. Questions concerning the provisions and implementation of this act should be referred to the DOL, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.



Standard Wages: <http://www.ctdol.state.ct.us/wgwkstnd/prevaling-rates/service/rates-service.htm>

**(g) Wage Regulations**

All provisions outlined in these regulations must be respected throughout the life of Contract including any extensions. During the term of Contract the State will verify that these wage scales are being paid in accordance with CGS §31. This regulation mandates certified payrolls and a statement of compliance to be submitted on a monthly basis to the Client Agency. The wage certification form must be included with proposal submission. Contractors are cautioned that utilization of the term “working supervisor” does not exclude Contractor from paying this position less than the actual work being performed by this person as specified in the prevailing wage scales. Contractor must return the wage certification form with their proposal.

Contractor must comply with the provisions of CGS §31-55a, which reads as follows: “Each contractor that is awarded a contract on or after October 1, 2002, for (1) the construction of a state highway or bridge that falls under the provisions of section 31-54, or (2) the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project that falls under the provisions of section 31-53 shall contact the Labor Commissioner on or before July first of each year, for the duration of such contract, to ascertain the prevailing rate of wages on an hourly basis and the amount of payment or contributions paid or payable on behalf of each mechanic, laborer or of payment or contributions paid or payable on behalf of each mechanic, laborer or worker employed upon the work contracted to be done, and shall make any necessary adjustments to such prevailing rate of wages and such payment or contributions paid or payable on behalf of each such employee, effective each July 1<sup>st</sup>.”

**(h) Purchase Orders**

Questions concerning purchase orders are to be directed to Client Agency’s Processing Unit at 860 594-2070.

**(i) Invoices and Payments**

Client Agency’s accounts payable unit through the State Comptroller’s Office will issue payments. Payment and invoicing inquiries should be directed to Client Agency’s accounts payable unit at 860 594-2305.

All invoices must include:

1. Contractor F.E.I.N. or social security number,
2. Complete Contractor name and billing address,
3. Project number , if applicable,
4. Invoice number and date,
5. Purchase order number,
6. Itemized description of services and/or material supplied,
7. Adjustments, if applicable,
8. Quantity, unit, unit price and extended amount,
9. Ticket numbers corresponding to each invoice must be listed or attached to the company invoice as a separate sheet, if applicable and
10. Work periods and traffic control prices must be itemized, if applicable.

For prompt payment processing, mail invoices to the following address:

State of Connecticut  
Department of Transportation  
Bureau of Finance and Administration  
Attn: Accounts Payable SW1A  
P.O. Box 317546  
Newington CT 06131-7546

Payments may be delayed if the invoice form is not properly completed in accordance with the instructions noted above.

**(j) Payment Bond**

Payment Bond: Contractor may either provide a single payment bond in the amount of one hundred percent (100%) of each purchase order issued, or a single blanket payment bond in the minimum amount of three million dollars (\$3,000,000.00). The Client Agency shall notify the Contractor when a bond is required.

Failure to submit a payment bond in a form satisfactory to the Client Agency within five (5) business days will result in a vendor performance report for possible breach of Contract. If the Contractor fails to cure the breach, DAS will work to resolve the breach based on language set forth in the Contract. The payment bond requirements may be waived by the Client Agency for companies that manufacture and supply their own material and do not purchase materials or services required for Performance of this Contract from any third party source or subcontractor(s). Appropriate documentation must be supplied with each project proposed to establish the basis upon which to request a waiver of the payment bond.

Payment bonds must meet the following requirements:

1. Corporation: The payment bond must be signed by an official of the corporation above his official title and the corporate seal must be affixed over his signature.
2. Firm or Partnership: The payment bond must be signed by all the partners and indicate they are "Doing Business As (name of firm)".
3. Individual: The payment bond must be signed by the individual owning the business and indicated "Owner".
4. The surety company executing the payment bond must be licensed to do business in the State of Connecticut, or the payment bond must be countersigned by a company so licensed.
5. The payment bond must be signed by an official of the surety company and the corporate seal must be affixed over his or her signature.
6. Signature of two (2) witnesses for both principal and the surety must appear on the payment bond.
7. A power of attorney for the official signing of the payment bond for the surety company must be submitted with the payment bond, unless such power of attorney has previously been filed with the Client Agency.

Re-insurance arrangements are not acceptable to meet payment bond requirements. A maximum of one (1) co-surety is acceptable for a payment bond. The Client Agency, as obligee, shall hold all surety companies which execute payment bonds as co-sureties, jointly and severally liable for the entire obligation set forth by such payment bonds. Sureties are not allowed to limit their interest in such payment bonds.

Other offers of surety will be reviewed on a case by case basis and approved or disapproved at the sole discretion of the Client Agency.

**PARTY FOR NOTICE WHEN CONNDOT IS CLIENT AGENCY:**

State of Connecticut  
Department of Transportation  
Division of Purchasing  
PO Box 317546  
2800 Berlin Turnpike  
Newington CT 06131-7546  
Fax: 860 594-2174

**(k) Delivery / Pick up**

- a) Contractor shall make all deliveries in the quantities requested, to the locations and within the timeframes specified on each purchase order. All delivery locations will be located within the State of Connecticut. All routine deliveries must be made between 8:00 a.m. and 3:30 p.m., Monday through Friday at locations approved by the Client Agency.
- b) Each delivery must be accompanied by a packing or delivery slip that references the purchase order number, identifies the material being delivered and the individual quantities of material included in the shipment and must be presented to a Client Agency representative at time of delivery.
- c) If a Contractor is located within the State of Connecticut, they must provide a pick-up location associated with the pick-up price in the Exhibit B, Price Schedule for the Client Agency.

**(l) Quality Assurance Materials Certificate**

A Quality Assurance Materials certificate which certifies that materials, components and equipment conform to Contract specifications, must be completed and included with each shipment of materials. The Quality Assurance Materials certificate must comply with Article 1.06.07 of the Standards and include the following information:

- 1. Project/purchase order number to which the material is consigned,
- 2. Name of the company supplying material,
- 3. Item number and description of material,
- 4. Quantity of material represented by the certificate,
  - a. Means of identifying the consignment, such as label, marking, lot number, serial number, etc. and
- 5. Date and method of shipment.

The Quality Assurance Materials certificate must be signed by an authorized agent for the organization supplying the material, equipment and/or components. The Quality Assurance Materials certificate must be notarized. A Quality Assurance Materials certificate must accompany each delivery. Shipment and/or payment may be refused by the Client Agency if the Quality Assurance Materials certificate is not presented at the time of delivery.

**(m) Warranty**

All materials and work furnished under Contract will be covered by a Contractor's warranty protecting against any defects due to faulty material and/or workmanship at no cost to Client Agency for a period of one (1) year from the date of Client Agency's receipt of the Goods.

All costs associated with the transportation of defective Goods back to Contractor and any transportation costs arising from the transportation of replacement Goods back to Client Agency are the responsibility of Contractor.

**(n) Geographical Limits**

The geographical limits of each district are outlined on Attachment 8.

**(o) Security and/or Property Entrance Policies and Procedures**

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

## Proposal Requirements

**1. Contract Period**

The State intends that this contract shall be in effect from 1 April 2020 through 31 March 2022. DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.

**2. Motor Carrier Administrative Review**

If the Performance requires the use and operation of any commercial motor vehicle, as defined in section 14-1 or any vehicle defined in section 14-163c(a) of the CGS, each Proposer whose submittal is not rejected will be the subject of an administrative review conducted by the Connecticut Department of Motor Vehicles ("ConnDMV"), Administrative Review Unit.

In order for ConnDMV to conduct this review, Proposers must provide DAS with their Connecticut tax registration number and their U.S. DOT number with their RFP response where specified in Exhibit B, Price Schedule. If you do

not include the numbers in Exhibit B, Price Schedule and then fail to provide it subsequently when and as asked, your submittal will be rejected.

Further information about the administrative review process may be obtained from ConnDMV at: <https://portal.ct.gov/DMV/Commercial-Vehicle-Safety/Commercial-Vehicle-Safety/Motor-Carriers-Applying-for-State-Contracts>

### **3. Quantities and/or Usages**

If applicable, any quantities set forth in this RFP are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

### **4. Brand Name Specifications and/or References**

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict Proposers to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the Proposer shall warrant to the State that it is fit for that purpose. RFPs on comparable items must clearly state the exact article being offered including any and all applicable options and the Proposer shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the Proposer does not indicate that the article offered is other than as specified, it will be understood that the Proposer is offering the article exactly as specified. Proposers must submit complete documentation on the specifications and quality levels of the proposed products. RFPs submitted that do not contain this documentation are subject to rejection.

### **5. Stability of Proposed Prices**

Any price offerings from Proposers must be valid for a period of ninety (90) days from the due date of the proposals.

### **6. Amendment or Cancellation of the RFP**

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

### **7. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek Proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

### **8. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

**9. Proposer Demonstration of Proposed Services and or Products**

At the discretion of DAS, Proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

**10. Erroneous Awards**

DAS reserves the right to correct inaccurate awards.

**11. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

**12. Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

**13. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the Contract.

**14. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by Proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

## Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP document, will be considered as part of the selection process and are listed in order of relative importance.

### 1. Value

- (a) Price Schedule

### 2. Applicable Content:

- (a) Ability to meet specifications, requirements, terms and conditions proposed.
- (b) Staff Capacity
- (c) Equipment Capacity

### 3. Business Information:

- (a) Client References
- (b) Past Performance
- (c) SBE/MBE Business
- (d) Brief Company History

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

## Submittal Requirements

### 1. Value:

- (a) Completed Exhibit B, Price Schedule

### 2. Applicable Content:

- (a) Ability to meet specifications, requirements, terms and conditions proposed.

(b) Staff Capacity

- i. Machine operators: provide the number of employees and identification of the types of equipment they operate;
- ii. Skilled mason and laborers: provide the number of employees and identification of the types of duties they will be assigned;
- iii. Qualified engineering or survey personnel: provide the number of employees and identification of the duties they will be assigned.

(c) Equipment Capacity

- i. Vehicles: provide the number of vehicles, including make, model year, and the GVWR that will be used to fulfill the Contract requirements stated herein RFP.
- ii. Miscellaneous: provide the number of miscellaneous equipment, including make, model and year that will be used to fulfill the Contract requirements stated herein RFP.

### 3. Business Information

(a) Proposers should provide names of contact person, addresses, phone numbers, scope of work and approximate dollar amounts for the following:

- i. Previously awarded State of Connecticut contracts similar size and scope.
- ii. Previously awarded contracts in other states of similar size and scope.
- iii. Previously awarded contracts to the private sector of similar size and scope.

(b) DAS Set Aside Certificate

- i. If Proposer is a DAS certified small business Contractor, attach DAS certificate. For additional information on the DAS Supplier program click on the following link: <https://portal.ct.gov/DAS/Procurement/Supplier-Diversity/SBE-MBE-Program-Certification-Application-Small-or-Minority-Business-Enterprise>

(c) Brief business history outlining length of time in business

## Negotiations

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.