

Selectboard

Ivan C. Beattie, Chair
Wayne E. Bell, Vice-Chair
Gregory T. Cutler
Carol M. Lattuga
Steven A. Nichols

Town of Manchester

6039 Main Street
Manchester Center, Vermont 05255
www.manchester-vt.gov
Phone: (802) 362-1313
Fax: (802) 362-1314

Office of the Town Manager

John P. O'Keefe, MPA
Town Manager
j.okeefe@manchester-vt.gov
Leslie Perra, SHRM
Human Resources & Operations Manager
l.perra@manchester-vt.gov

February 6, 2017

Dear Prospective Bidder,

The Town of Manchester, Vermont is accepted sealed bid for the following project: *Richville Road (TH 6) Box Culvert*.

If your company wishes to be considered for this project please submit a sealed bid on the enclosed Bid Sheet. **Response must be received at Town Hall (6039 Main Street, Manchester Center, VT 05255) in the Town Manager's Office prior to 12:00 noon on Wednesday, March 1, 2017**, at which time bids will be opened and read aloud in the Town Manager's Office.

Should you have any questions regarding the enclosed information or the projects please contact Jeff Williams, Director of Public Works, at (802) 362-3283.

Thank you for your time and consideration.

Sincerely,

John P. O'Keefe
Town Manager

Jeff Williams, Director
Department of Public Works

Attachments: Memo from David Willey, Hydraulics Project Supervisor
MANCHESTER TH-6 BR-5, 12'x7' BOX CULVERT

TOWN OF MANCHESTER
RICHVILLE ROAD BOX CULVERT

Sealed bids, using the attached bid sheet, must be returned on or before **12:00 noon on Wednesday, March 1, 2017** via US Postal Service (or another delivery service) or hand-delivered to the following address:

Sealed Bid – RICHVILLE ROAD BOX CULVERT
John P. O’Keefe, Town Manager
Town of Manchester
6039 Main Street
Manchester Center, VT 05255

Verbal, emailed or faxed bids will NOT be considered. There will not be a pre-bid meeting. Questions may be directed to Mr. Jeff Williams, Department of Public Works Director at j.williams@manchester-vt.gov or (802) 362-3283. Mr. Williams is available for on-site visits by interested contractors to discuss the project.

General Specifications and Requirements

- A. The Contractor shall provide evidence of Workers Compensation and liability insurance (\$1,000,000 per occurrence and \$2,000,000 total liability) naming the Town of Manchester as an additionally insured and a completed IRS W-9 form within two (2) business days of notification by the Town that the Town intends to award the Contract to the Contractor. The Town may nullify the awarding of the Contract for failure to satisfy this requirement in its entirety.
- B. No later than Wednesday, March 15, 2017 the Contractor selected by the Town of Manchester shall provide to the Town a Performance Bond, Certified Check, or Letter of Credit, acceptable to the Town, in an amount not less than fifty percent (50%) of the estimated bid amount. The Performance Bond, Certified Check or Letter of Credit shall constitute a guarantee that such improvements will be completed within a time period established by the Town and in failure thereof, shall permit the Town to enforce the Bond or draw on the Certified Check or Letter of Credit. The bid price includes all costs, if any, associated with the obtainment of a Performance Bond, Certified Check or Letter of Credit. The Town may nullify the awarding of the Contract for failure to satisfy this requirement in its entirety.
- C. The Contractor shall submit to the Town by July 15, 2017 a final invoice, as well as any other documentation necessary to receive reimbursement from the State of Vermont.
- D. The Town agrees to pay the Contractor in a reasonable amount of time after reviewing and approving the invoice and other documents and the project is inspected by the Town’s Department of Public Works Director and/or Town Engineer. The Contractor shall provide written proof and a letter certifying to the Town that the Contractor has fully paid all subcontractors and suppliers and that all liens associated with the project have been released before final payment by the Town.
- E. The Town of Manchester reserves the right to accept or reject any or all bids, to waive all informalities, or to accept any bid or portion of a bid which it deems to be in the best interest of the Town.

Projects Schedule:

- A. **All work, as set forth herein, shall be completed on or before June 30, 2017 - time is of the essence.** The Town may assess a penalty of \$500.00 a day for any work not completed by the aforementioned deadline.
- B. On or before April 15, 2017 (and prior to fabrication), the Contractor shall provide the Director of Public Works shop drawings of the proposed structure for the Director’s approval. The proposed structure shall comply with the attached MANCHESTER TH-6 BR-5, 12’x7’ BOX CULVERT and the Agency of Transportation’s 2011 Standard Specifications for Construction.

- C. The contractor shall not work on weekends or holidays (Memorial Day), or before 7:00 A.M. or after 7:00 P.M. without the written permission of the Director of Public Works.
- D. The contractor may close the section of Richville Road to through traffic for not more than 5 days; subject to the approval of the Director of Public Works, and that the contractor shall provide the Director of Public Works not less than five (5) days notice of such closure. During such time, notwithstanding subsection C of this section, the contractor shall not work on holidays, before 7:00 A.M. or after 7:00 P.M. on weekdays or before 9:00 AM or after 6:00 PM on weekends without the written permission of the Director of Public Works.
- E. Per the Agency of Natural Resources, work in the stream may not occur before June 1, 2017.**
- F. The Contractor agrees to indemnify and hold harmless the Town against all claims, demands, causes of action, suits or judgments, including attorney's fees, costs and expenses, which are a result of the Contractor's negligence, carelessness or mismanagement.
- G. The Contractor shall give the Town's Director of Public Works a minimum of five (5) days notice prior to the commencement of work associated with the described projects.

Projects Requirements:

- A. The Contractor shall provide and install a box culvert (reinforced concrete) consistent with the attached design plans (MANCHESTER TH-6 BR-5, 12'x7' BOX CULVERT) and the Agency of Transportation's 2011 Standard Specifications for Construction. The location of the project is N 43.1322 W 73.0714 (GPS), or approximately 2,360 feet east of the intersection of Richville Road with River Road in Manchester, Vermont.
- B. The box culvert shall be approximately 70 feet in length, 12 feet wide and 7 feet in height with wing walls on the upstream and downstream ends of the culvert.
 - a. Inlet elevation of the structure shall be 541.77 feet; outlet elevation shall be 538.03 feet; the slope of the installed structure shall be approximately 5.27%.
 - b. The box invert shall be buried two (2) feet. Bed retention sills shall be added to the bottom twelve (12) inches in height across the full width of the box.
 - c. Stone Fill, Type III, shall be used to protect any disturbed channel banks or roadway slopes at the inlet and outlet of the structure, up to a height of at least twelve (12) inches above the top of the opening. The stone fill shall not constrict the channel or structure opening.
 - d. Wing walls shall be installed at the inlet and outlet ends of the box culvert. Headwalls shall extend at least four (4) feet below the channel bottom, or to ledge.
- C. The Contractor shall be responsible for applying 4" of Type II asphalt mix in two lifts to match existing grades on Richville Road. At the Town's expense, the Town may hire an independent tester to evaluate mix. Asphalt mix shall not include rap (recycled asphalt). Contractor shall provide certification of asphalt mix to the Public Works Director.
- D. The Contractor shall take steps to reduce erosion. The Contractor shall be responsible for restoration of the stream bank and other disturbed areas and applying conservation seed mix and mulch. The Contractor shall take all necessary precautions to prevent the loss of debris, removed materials, new materials, equipment of any kind, concrete, fuels, lubricants, sealers and any other polluting items into the waters of, or on the bank of, any stream, river, pond, swamp or lake in the State. Any items which escape the Contractor's efforts of prevention shall be immediately and entirely cleaned up or removed at the Contractor's expense.

- E. The Contractor shall be responsible for all traffic control. All temporary control devices shall meet or exceed the current edition of the MUTCD.
- F. The Town shall retain control of operations and shall have the authority to terminate any and all work if the Director of Public Works determines that project quality could be adversely affected due to inclement weather or other conditions.
- G. The Contractor shall warranty materials and workmanship for a period of one (1) year from the date of completion.
- H. The Contractor agrees to operate in compliance with all MUTCD, OSHA and VOSHA requirements and all generally accepted safety standards.

TOWN OF MANCHESTER, VERMONT

(PLEASE TYPE OR USE PERMANENT INK)

BID SHEET – RICHVILLE ROAD (TH 6) BOX CULVERT

LUMP SUM CONTRACT BID
\$

In developing this bid I have followed all instructions set forth by the Town of Manchester and hereby certify that the work to be performed will fully conform to conditions stipulated as part of the Town's request for bids. I have read the bid documents, including the General Specifications and Requirements, and agree to adhere to all of the provisions. The bid price includes any and all administrative costs, fuel costs, and the cost of obtaining a performance bond, certified check or letter of credit for at least half of the total estimated price of the project.

Furthermore, I certify that the price in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such price with any other bidder or with any competitor.

Company Name

Signature

Address

Print Name

Title

Telephone Number

Date

Email Address

The Town of Manchester reserves the right to accept or reject any or all bids, to waive all informalities, or to accept any bid or portion of a bid which it deems to be in the best interest of the Town.