

**INSTRUCTIONS TO BIDDERS
TOWN OF HADDAM CONNECTICUT
2017 PAVEMENT EVALUATION SURVEY**

The following instructions and specifications shall be observed by all Bidders:

I. GENERAL CONDITIONS

INTENT

The purpose of these specifications is to contract with an engineering firm to provide a Pavement Evaluation Survey. This will be an initial survey of the Town's asphalt roadways. The Town maintained road system consists of approximately 98 miles of paved roads.

1. Bid Opening

Sealed bids will be accepted at the First Selectman's Office, 30 Field Park Drive, Haddam, CT 06438 until 10:30 a.m. on Friday, **June 2, 2017** at which time they will be opened and read publically. Bids received by the Town after the date and time specified will not be accepted.

2. Withdrawal of Bid

Bids may be withdrawn sixty (60) days after bid opening if no award has been made.

3. Award of Bid

Bid shall be awarded to the lowest responsible bidder. The lowest responsible bidder is that person or firm whose bid to perform is lowest, who is competent and qualified to do the work, whose past performance of work is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein.

The Town of Haddam reserves the right to reject any and all bids, or part of such bid, or waive any defect, irregularity or informality of any bid when it is determined to be in the best interest of the Town.

Failure to completely fill out a bid form could result in rejection of bid submission. If an option is not available, it should clearly be stated on the bid form.

4. Bid Return Envelope

Bids are to be submitted in an envelope clearly marked with the bid title and opening date so as to prevent opening a sealed bid prior to the specified date. Any bids not so marked and opened by the Town shall be rejected.

- A. Bid form
- B. Fair Employment Practices for Qualifications for Bidders
- C. Non-collusive Affidavit
- D. List of references with phone numbers

5. Acceptance of Subcontractors

Submission of names of subcontractors in proposal shall be deemed to constitute an acceptance by this contractor, if awarded contract, of bid of such contractor any alternation therein, after award of contract, shall be subject to Town approval.

6. Prices and Discounts

Prices bid shall not include any taxes, local, state or federal as the Town is not liable. Bidder may include binding discounts which will be considered in awarding the bid.

7. Changes and/or Additions

All changes or additions to these specifications shall only be done by written change order with the signature of the Director of Public Works or her designee.

8. Questions Relating to Bid

Any questions from perspective bidders shall be made in writing or faxed (860-345-5156) to Christopher Corsa, Assistant Director of Public Works, P.O. Box 395, 103 Depot Road, Higganum, CT 06441. Questions must be received at least seven (7) days prior to the date fixed for opening of bids. Interpretations will be made in the form of a written addendum to bid documents, which addenda will become part of the contract. No later than four (4) days prior to date fixed for opening of bids, addenda will be posted on Town website. Failure of any bidder to receive any such addenda shall not relieve bidder from any obligation under this bid as submitted.

9. Equal Opportunity – Affirmative Action

The successful bidder shall comply in all aspects with the Equal Opportunity Act. Each bidder with 15 or more employees shall be required to have an Affirmative Action Plan which declares that it does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Bidders with less than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. All bidders must fill out the Fair Employment Practices for Qualifications of Bidders form in package. Findings of non-compliance with applicable State and Federal regulations could be sufficient reason for revocation or cancellation of this contract.

10. Insurance Requirements

The successful bidder shall procure and maintain the following insurance. See Appendix 1.

Insurance Certificates in accordance with the requirements contained herein must be submitted to the Town prior to the signing of an agreement.

11. Non-collusive Affidavit

See attached form in package.

12. Severability

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

13. Time of Completion

The time of completion of the contract will be ninety (90) calendar days from date of written notice to proceed.

14. **Compliance with Law**

Bidders agree to comply with all federal, state and local laws, ordinances, regulations and orders respecting all goods provided under this bid. In the event of violations, bidder shall pay all fines and penalties, including legal costs.

15. **Governing Law**

This bid shall be governed by and construed in accordance with the laws of the State of Connecticut.

16. **Assignment of Contract**

This contract may not be assigned by bidder without the prior written approval of the Town. Any attempt to do so shall be invalid and shall result in the immediate termination of the contract.

17. **Terms of Payment**

The Town shall pay each invoice for work completed or provide written notice of objects within thirty (30) days of receipt of an invoice.

II. COPE OF WORK

The following shall be included in the scope of work:

1. A survey of the town road system for asphalt roadways. The information gathered will include physical characteristics and pavement distress types, as well as drainage deficiencies.
2. A thorough description of proposed evaluation methods should be included in proposal.
3. Identify maintenance needs, estimated costs, and calculate pavement conditions using the Pavement Condition Index (PCI) as a statistical measure.
4. Produce summary tables, an alphabetical listing, and a priority listing for street systems.
5. Development of a separate technical report with tables and figures to summarize the condition of town roads and maintenance needs. These reports should contain all collected pavement data, PCI's, and recommended maintenance activities, which may include preservation techniques, such as chip sealing and crack sealing.

III. ADDITIONAL PROPOSAL CONTENT

Proposal shall include the following:

1. **Introduction**

An introductory letter including firm name, address, telephone number, contract person, and Table of Contents.

2. **Firm Experience and Workload**

A brief description of similar projects successfully completed. Name, telephone number, and email address of a contact for each client.

3. **Firm Personnel Experience**

List of personnel who will be assigned to the project and experience.

4. **Subcontractor Experience**

Names and addresses of any outside consultants or contractors expected to be involved with the project and their qualifications.

5. **Project Approach**

A detailed description of how the firm proposes to approach this project. Include methods, techniques, and procedures for the work.

6. **Project Schedule**

A proposed time schedule.