

**SPECIFICATIONS
AND
BID DOCUMENTS**



**REQUEST FOR PROPOSAL
2022-001
OLD FIELD RD CULVERT INSTALLATION**

**DEPARTMENT OF PUBLIC WORKS
501 MAIN STREET SOUTH
SOUTHBURY, CONNECTICUT**

March 23, 2022

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INVITATION TO BID

OLD FIELD RD CULVERT INSTALLATION

RFP 2022-001

The Town of Southbury is seeking bids for installation of precast box culvert sections cb Old Field Road.

Sealed bids will be received until **11:00 a.m., Wednesday, April 13, 2022**, at the Office of the First Selectman, Southbury Town Hall, 501 Main Street South, Southbury, Connecticut 06488, at which time all bids will be publicly opened and read aloud in the Conference Room 201 of the Town Hall. Any bid received after that time will be returned unopened.

Specifications and bidding documents are on file and may be reviewed at the Office of the First Selectman at the above address or obtained electronically from the Town's website at: www.southbury-ct.org/bids. Prospective bidders shall examine the "Information for Bidders" and shall comply and conform strictly to the conditions and instructions contained therein. Requests For Information (RFIs) regarding this proposal are to be in writing and will be accepted until **4:00 p.m. on March 30**. RFIs are to be emailed to Gerald Lukowski., Director of Public Works at publicworks@southbury-ct.gov with a copy to Brian Calvert, Project Manager at pwplanner@southbury-ct.gov.

The Town of Southbury reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined to be in the best interest of the Town of Southbury.

Bids may be held by the Town of Southbury for a period not to exceed forty-five (45) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.

Jeff Manville
First Selectman
March 23, 2022

INFORMATION FOR BIDDERS

1. PROPOSAL

Proposals are being sought for services to provide labor and equipment to construct a precast concrete box culvert. All material shall be furnished in full accordance with the specifications.

2. RECEIPT AND OPENING OF BIDS

Separate sealed bids, **IN TRIPLICATE**, will be received in the Office of the First Selectman, Town Hall, 501 Main Street South, Southbury, Connecticut, 06488, until the time and date stated in the INVITATION TO BID. Bids shall then be publicly opened and read aloud.

All bids shall be submitted in sealed, opaque envelopes clearly labeled with the name of the bidder, his address, and the words "**BID DOCUMENTS - "Old Field Rd Culvert Installation"**" so as to guard against opening prior to the time set therefore. Bids may be forwarded by mail. If mailed, the sealed opaque envelope containing the proposal, marked as described above, shall be enclosed in another envelope properly addressed for mailing.

The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening thereof.

3. PREPARATION OF PROPOSAL

Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled, handwritten in ink or type written, in both words and figures. Bid prices shall include all labor, materials and equipment necessary to complete the work in accordance with the bid documents.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or on written or telegraphic request dispatched by the bidder in time for delivery in the normal course of business prior to the time fixed for opening, provided that written confirmation of any telegraphic withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for bid opening. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after such bid has been opened.

5. FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other Bid documents and with all Federal, State and Local laws, ordinances

or regulations which in any manner relate to the furnishing of the services in accordance with the Bid.

Each bidder shall thoroughly familiarize himself with all conditions of the bid documents and

Specifications before preparing his proposal. The submission of a proposal shall be construed as an assurance that such examination has been made and the failure of the bidder to familiarize himself with conditions relating to the specifications shall in way relieve any bidder from any obligation in respect to his bid.

6. TAX EXEMPTION

The Town of Southbury is exempt from paying tax and, for that reason; the bid price shall not include any tax on the items specified.

7. QUALIFICATIONS OF BIDDER

Bidders must be regular full time contractors in the type of service specified. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid should the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the Bid and to complete the project contemplated therein. Conditional bids will not be accepted.

8. ERRORS, INTERPRETATIONS AND ADDENDA

Should a bidder find any omissions, discrepancies or errors in the specifications or other Bid Documents or should he be in doubt as to the meaning of the Specifications or other Bid Documents, he should immediately notify the Town who may correct, amend or clarify such documents by a written interpretation or addendum. No oral interpretations shall be made to any bidder and no oral statement of the Town shall be effective to modify any of the provisions of the Bid Documents.

9. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

The Town reserves the right to reject any or all bids and may waive any informalities.

The Bid will be awarded to the responsible bidder submitting the bid that results in the lowest net cost and best value to the Town while complying with all conditions set forth in these Bid Documents. The experience and qualifications of the bidder shall be factors considered in the awarding of a bid and may result in an award to a contractor other than the low bidder. In the event that there is a discrepancy between the prices written in words and in figures, the price written in words shall govern.

10. SUBCONTRACTORS

The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this Bid must be acceptable to the Town and that approval of the proposed subcontract award cannot be given by the Town unless and until the successful bidder submits all information and evidence requested by the Town regarding the proposed subcontractor, Although the bidder is not required to attach such information and evidence to his bid, the bidder is hereby advised of this requirement so that appropriate action can be taken to prevent subsequent delay in subcontract awards.

11. RIGHT OF THE TOWN TO TERMINATE PROJECT

In the event that any of the provisions of this Bid are violated by the Contractor, or by any of his subcontractors, the Town may serve written notice upon the Contractor of its intention to terminate the Work, such notices to contain the reasons for such intention to terminate the Work. Unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the project shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, the Town shall immediately serve notice thereof upon the Contractor. In the event of such termination, the Town may take over the work or any portion thereof, and prosecute the same, by contract or any other method, for the account and at the expense of the Contractor, and the Contractor shall be liable to the Town for any excess cost occasioned by the Town as a result of such termination.

12. PAYMENTS

Monthly estimates and /or invoices shall be furnished to the Director of Public Works for verification and approval of the amount of work done and the amount earned by the Contractor. Final payment will not be made until final approval by the Town of Southbury of all work. The Contractor agrees that he will indemnify and save the Town harmless for all claims growing out of the lawful demands of subcontractors, laborers, suppliers and assignees. Payment will be made net 30 days with 10% retainage withheld

13. GUARANTEE

All equipment and materials including all parts and assemblies, if applicable, shall be guaranteed against defects in material and workmanship for a period of at least one (1) year after acceptance. Guarantee shall commence at the time of official acceptance by the Director of Public Works. Where it is required for the Contractor to repair, replace, resurface, replant or to modify, alter, add or remove hardware, parts, components, or related accessories for the purpose of insuring proper appearance, performance or operation, such work shall be done as required by the Contractor until such time as acceptable performance has been established. Problems which occur shall be corrected in an appropriate fashion under guarantee. The Contractor shall be responsible to attend to and remedy such items within a reasonable amount of time. Appropriate logs, schedules shall be maintained to reflect these items and their redress.

14. PRELIMINARY SCHEDULE

Legal Notification of the RFP Release	March 23, 2022
Non Mandatory Pre-Bid Meeting	March 29, 2022
Deadline for RFI's	March 30, 2022
RFP Submission Date	April 14, 2022
Descope Meeting	April 15, 2022
RFP Award	April 25, 2022

15. COMPLIANCE WITH LAWS

The successful bidder shall comply with all applicable laws, regulations, ordinances, OSHA, codes and orders of the United States, the State of Connecticut, and the Town related to its bid and the performance of the work described in the contract.

16. REQUESTS FOR INFORMATION

Requests For Information (RFIs) regarding this proposal are to be in writing and will be accepted until **4:00 p.m. on March 30, 2022**. RFIs are to be emailed to Gerald Lukowski, Director of Public Works at publicworks@southbury-ct.gov with a copy to Brian Calvert, Project Manager at pwplanner@southbury-ct.gov.

17. PRE BID CONFERENCE

A non-mandatory pre-bid conference will be held on Tuesday March 29, 2022 at 11:00AM in room 201 at Southbury Town Hall located At 501 Main Street South, Southbury.

18. SCHEDULING OF WORK

If notified of the acceptance of this proposal within the acceptance period, the bidder agrees to promptly schedule the work and submit verification of having scheduled the work within five (5) working days of such notice. The successful bidder shall promptly commence the work and prosecute the work diligently for the duration of the project. Each bidder shall furnish the number of days needed to complete the work (from notice to proceed to finish) with his bid. The Contractor's committed schedule to execute the entire work will be considered along with the

submitted price in determining the successful bidder. Prospective bidders are advised that time is of the essence of this Contract.

19. PERFORMANCE, LABOR AND MATERIALS PAYMENT BONDS

Not required.

GENERAL CONDITIONS

The Director of Public Works shall be the Contractor's direct contact and periodic conferences will be held to review the status of work progress.

The Contractor shall employ only honest and responsible employees, skilled in the tasks assigned to them. The Contractor shall be responsible for all conduct of his employees.

All work shall be completed in a thoroughly professional and workmanlike manner in strict accordance with the Bid Documents.

The Town of Southbury reserves the right to establish the order of priority for completion of the various portions of the work and to delete any portion of the work upon notification of the Contractor.

The Contractor agrees to indemnify the Town against and save the Town harmless from any and all liability and loss from any claim, suit, or action based upon any alleged injury or death of any person including any employee of the Contractor or subcontractor, and for damage to any property that may occur or that may be alleged to have occurred in the course of the performance of the work, or from failure to guard the same, whether such act or failure to act is by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them or by anyone for whose acts any of them maybe liable, and the Contractor agrees at its own expense to pay all charges for attorneys in connection with the defense against any such claim, and if any judgment should be rendered against the Town in any such action, the Contractor will satisfy and discharge the same without cost or expense to the Town.

Before commencing work, the Contractor shall obtain and deliver certificates of insurance to the Director of Public Works and during the performance of the work, the Contractor shall maintain insurance of the kinds and in at least the amounts specified hereunder in a form satisfactory to the Town; such certificates shall contain a provision that the Town shall be given thirty (30) days advance written notice by registered mail of, modification, change, termination, cancellation or expiration of, coverage. Renewal certificates shall be provided at least 60 days prior to expiration of the policy. With each Certificate of Insurance, the contractor shall provide a separate endorsement naming the Town of Southbury as an "Additional Insured". Such endorsement shall include the following language "The Town of Southbury is an additional named insured." The cost of such insurance shall be the sole responsibility of the Contractor. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.

1. Worker's Compensation Coverage and Employer's Liability Coverage A at Statutory Limits in accordance Connecticut Law and Coverage B at limits of \$100,000/\$500,000/\$100,000.
2. Broad Form Commercial General Liability including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverage, written on a "per occurrence" basis with minimum combined coverage for bodily injury, personal injury, and property damage liability of \$2,000,000

general annual aggregate, \$ 1,000,000 per occurrence and \$2,000,000 Products/Completed Operations Aggregate.

3. Comprehensive Automobile Liability, covering all vehicles used by Contractor in the course of work, including owned, non-owned and hired with minimum coverage of \$2,000,000 combined single limit for bodily injury and property damage.
4. Excess Liability with minimum coverage of \$ 2,000,000 in umbrella form.

If any policy is written on a "Claims Made" basis the retroactive date must be prior to or coincident with the date of the Contract and the Certificate shall state that the coverage is "claims made" and shall also state the retroactive date. The policy must be continually renewed for a minimum of two years from the completion date of the contract or the Contractor must purchase an Extended Reporting Period endorsement or shall purchase Prior Acts Coverage.

All Coverage is to be provided on a primary noncontributory basis.

All insurance shall be provided by a company authorized to do business in the State of Connecticut and having an A.M. Best rating of no less than A-VIII.

The insurer shall agree to waive all rights of subrogation against the Town of Southbury, its officers, officials, and employees for losses arising from work performed by the Contractor for the Town.

No insurance required or furnished hereunder shall in any way relieve the Contractor of or diminish any of his responsibilities, obligations and liabilities under the Contract.

Code of Ethics/Conflict of Interest Ordinance

A. Definitions.

The following definitions shall apply to this Ordinance:

1. **Public Official** (or Public Office). An elected or appointed official, whether paid or unpaid, full or part-time, of the Town of Southbury. This includes being a member or alternate member of any board, committee, commission or agency that exists in the Town of Southbury government.
2. **Town Employee** (or Town Employment). A paid employee, full or part-time, of the Town of Southbury.
3. **Ethics Commission**. The Town of Southbury Commission on Ethics as authorized by Section 7-148h of the Connecticut General Statutes.
4. **Conflict of Interest**. A conflict of interest shall be deemed to exist if any Public Official or Town Employee has a Direct Interest or an Indirect Interest, in any purchase, contract, transaction, or decision involving his/her office, board, commission, agency or employment.
5. **Direct Interest**. An interest of a Public Official or Town Employee or any business, investment, or property in which such Public Official or Town Employee is an owner, member, partner, officer, employee or stockholder or has any other form of participation, that is a Financial Interest or an Adverse Interest in any purchase, contract, transaction or decision involving his or her office, board, committee, commission, agency or employment.
6. **Indirect Interest**. An interest of a family member within the fourth degree by blood or marriage or a person engaged in a close business relationship with a Public Official or Town Employee in any purchase, contract, transaction or decision involving the Public Official's or Town Employee's office, board, committee, commission, agency or employment which, if held by the Public Official or Town Employee directly, would meet the definition of a Direct Interest.
7. **Financial Interest**. A Financial Interest shall be deemed to exist if a person or entity with a Direct Interest or an Indirect Interest as defined herein might, directly or indirectly, derive pecuniary or financial gain or suffer loss from any Town purchase, contract, transaction, decision or employment.
8. **Adverse Interest**. An interest that is adverse to the interests of the Town with respect to the matter under consideration.

Approved by the Board of Selectmen 2/2/17
Effective February 27, 2017

9. **Material Conflict of Interest.** A conflict of interest shall be deemed to be material where a reasonable person would conclude that a Financial Interest or Adverse Interest:

- a. is incompatible, or would to a reasonable person appear to be incompatible, with the proper discharge of official duties; or
- b. would tend to impair, or would to a reasonable person appear to impair, independence of judgment and action in the performance of official duties.

B. Declaration of Policy.

1. The proper operation of the government of the Town of Southbury requires that Public Officials and Town Employees be independent, impartial and responsible to the people; that governmental decisions and policies be made in the proper channels of the government structure and free from coercive or other improper influence; that Public Officials and Town Employees not use their positions for personal gain; and that the general public have confidence in the integrity of its government.
2. This Ordinance sets forth standards of ethical conduct to maintain and enhance responsible and effective public service by our Public Officials and Town Employees in the performance of their duties.
3. In the interest of ensuring that concerns regarding possible conflict of interests are promptly raised, this Ordinance permits a concern that a conflict of interest may exist to be raised by any person, regardless of whether the person would be considered an aggrieved party as that term is interpreted under Connecticut law. Any failure to observe the procedures set forth in this Ordinance shall not, however, afford a basis for an action for damages against the Town, any Town board, committee, commission, agency or employee, or any member of any Town board, committee, commission, or agency, or for challenging a decision, license, permit or other action of a Town Employee, board, committee, commission or agency or member of same by a person who would not, but for the provisions of this Ordinance, have standing to bring such an action.

C. Disclosure of Conflict.

1. Any Public official or Town Employee who has a conflict or potential conflict of interest as defined herein, whether or not such conflict or potential conflict is material, shall disclose the interest causing such conflict or potential conflict in writing to the Board of Selectmen.

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Effective February 27, 2017

2. Any Public Official or Town Employee who is a member of any Town board, committee, commission or agency who has a conflict or potential conflict of interest as defined herein, whether or not such conflict or potential conflict is material, shall, in addition to the disclosure required by this Ordinance, disclose the interest causing such conflict to such board, committee, commission, or agency and such disclosure shall be recorded in the board's, committee's, commission's or agency's minutes.

D. Determination of Materiality.

1. In the event that a disclosure or a claim of a conflict of interest with respect to any Public Official or Town Employee has been made to the Ethics Commission, and the Public Official or Town Employee does not disqualify himself/herself from matters with respect to which the conflict of interest allegedly exists, the Ethics Commission shall promptly inquire into the facts of the matter and determine whether or not a conflict exists and if so, whether it is material.

2. In the event that a disclosure or a claim or a conflict of interest with respect to any Public Official or Town Employee who is a member of a Town board, committee, commission or agency has been made to such board, committee, commission, or agency and the member does not disqualify himself/herself from matters with respect to which the conflict of interest allegedly exists, the board, committee, commission or agency shall forthwith determine by a majority of those members present, excluding the member whose interest is in question, whether or not a conflict exists and, if so, whether it is material.

E. Disqualification.

If it has been determined that a material conflict of interest exists, the Public Official or Town Employee who has the conflict shall be disqualified from discussing or acting upon any matter encompassed by that conflict of interest, and shall leave the room during any public hearing, discussions or deliberations regarding the matter. Any Public Official or Town Employee may disqualify himself/herself even though the conflict of interest is not material.

F. Claim of Conflict.

If a formal written complaint is made to the Ethics Commission that any Public Official or Town Employee has an undisclosed conflict of interest, the Ethics Commission shall record and act upon the claim in accordance with its procedures as outlined in Section J.

G. Gifts and Favors.

Approved by the Board of Selectmen 2/2/17
Effective February 27, 2017

No Public Official or Town Employee shall accept or receive, directly or indirectly, anything of value (whether by rebate, gift, promise, obligation or contract for future reward or compensation or otherwise) for awarding or influencing the award of any decision, permit, license, contract or purchase order by the Town. Anything of value when in the form of a gift shall not be deemed relevant if the actual cost of that item is less than \$25.00.

H. Representation.

1. Without the prior written consent of the Ethics Commission, no Public official or Town Employee shall appear for compensation, except on behalf of the town, before any Town board or agency in which he/she was formerly employed or served as an official at any time within a period of one (1) year after termination of his/her service with the Town.
2. Without the prior written consent of the Ethics Commission, no current or former Public Official or Town Employee shall represent anyone other than the Town concerning any particular matter in which he/she participated personally and substantially while in municipal service.
3. No current or former Public Official or Town Employee shall disclose or use confidential information acquired in the course of and by reason of his/her official duties, for personal and/or financial gain for himself/herself or others.
4. No former Public Official or Town Employee who participated substantially in the negotiation or award of municipal contract or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the Town for a period of one (1) year after such contract is signed.

I. Independent Contractors.

Before hiring any consultant, independent contractor or other advisor, the Public Official, Town Employee, board, committee, commission or agency that proposes to hire the independent contractor shall inquire whether the independent contractor has any conflict of interest as that term is defined in this Ordinance or as defined in any code of ethics or similar code applicable to the independent contractor. Any such conflict shall be specified in the appropriate Town records (such as minutes of any relevant board, committee, commission, or agency). Prior to hiring any independent contractor with a conflict, the Public Official, Town Employee, board, committee, commission or agency proposing to hire the independent contractor must make a determination that the conflict is not material and/or that despite the conflict, the independent contractor should be hired. The decision and the reasons therefore must be a matter of public record.

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No consultant, independent contractor or other advisor of the Town shall represent a private interest in any action or proceeding against the interest of the Town which is in conflict with the performance of his/her duties as such consultant, independent contractor or advisor. No consultant, independent contractor or advisor may represent anyone other than the Town concerning any matter in which he/she participated personally and substantially as a consultant to the Town. Neither shall such consultant, independent contractor or advisor disclose confidential information acquired while performing his/her duties for the Town, nor shall he/she use such information for the personal and/or financial interests of himself/herself or others.

J. Procedure.

All claims pertaining to a violation of this Ordinance shall be made, in writing, to the Ethics Commission in accordance with the rules and regulations promulgated by that Commission which shall be found in the Town of Southbury Ethics Commission Statement of Procedures. These rules shall require the Complainant to specify the facts that gave rise to his/her claim and the specific provision of this Ordinance that has been breached on a Form provided by the Ethics Commission. The Ethics Commission may, but is not required to consider claims made against individuals who are former Public Officials or Town Employees. Any allegations and any information learned, supplied to or received from or by the Ethics Commission shall remain confidential until a finding of Probable Cause is determined by the Ethics Commission.

The Ethics Commission is authorized to issue advisory opinions at its discretion.

K. Penalties.

1. Any person who violates any of the provisions of this Ordinance may be censured or reprimanded or may be suspended or removed from Public Office or Town Employment, as the case may be, in the manner provided by law as recommended by the Ethics Commission with action by the Board of Selectman.
2. Any violation of this Ordinance shall render any purchase, contract, or transaction or any part thereof affected thereby voidable as recommended by the Ethics Commission with action by the Board of Selectmen.
3. Any violation of this Ordinance with respect to any decision of a board, committee, commission or agency shall be subject to any remedies deemed proper as recommended by the Ethics Commission with action by the Board of Selectmen and permitted by law.
4. The penalties provided above are in addition to any other penalties provided by law to address violations of the provisions of this Ordinance.

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L. Concurrent Offices.

1. No Town Employee shall serve on any board, committee, commission or agency to which the Town Employee reports or acts as staff, except as otherwise stated in the Town Charter or Ordinances. Notwithstanding the foregoing, a Town Employee may serve on any board, committee, commission or agency in an advisory capacity.
2. Except as otherwise provided in the Charter or by Ordinance, the First Selectman, the Selectmen, the Town Clerk, members of the Board of Finance and members of the Ethics Commission shall hold no other Public Office, and the provisions of Section 9-210 of the General Statutes concerning incompatible Town offices shall apply to the officers described therein.
3. The restrictions set forth in Section L. 1 and Section L. 2 shall not apply to membership on any temporary or advisory only committee, task force, working group, or the like.
4. Subject to the restrictions set forth in applicable law, or by the Charter or by Ordinance, and in Section L. 2 of this Ordinance, nothing in this Ordinance shall prevent the appointment of the same person to more than one Public Office, provided the offices are not incompatible, provided the duties of the offices to which he/she is appointed may, in the opinion of the Ethics Commission, be satisfactorily fulfilled by one person, and provided further that inability to fulfill satisfactorily the duties of all offices to which he is appointed shall be cause for removal from any one or more of said offices.

M. Meetings.

1. Members Attendance. Public Officials who are members of boards, committees, commissions, and agencies are expected to attend all meetings of such boards, committees, commissions and agencies or attend meetings in accordance with the by-laws or other duly adopted rules of the group to which they belong. However, it shall not be deemed to be a violation of this Ordinance if Public Officials who are members of boards, committees, commissions, and agencies comply with the standards set forth in Section 512 of the Town Charter. For the purposes of this Ordinance only, the attendance standards set forth in Section 512 shall apply to both elected and appointed members of boards, committees, commissions and agencies.
2. Alternates' Attendance. Public Officials who are alternate members of boards, committees, commissions and agencies are expected to attend all meetings of such boards, committees, commissions and agencies, or attend meetings in accordance with the by-laws or other duly adopted rules of the group to which

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they belong. However, it shall not be deemed to be a violation of this Ordinance if Public Officials who are alternate members of boards, committees, commissions and agencies comply with the standards set forth in Section 512 of the Town Charter. For the purposes of this Ordinance only, the attendance standards set forth in Section 512 shall apply to both elected and appointed alternate members of boards, committees, commissions and agencies.

3. Voting. All Public Official members or seated alternate members of boards, committees, commissions and agencies who are qualified to vote, shall vote on all matters upon which a vote is held by such board, committee, commission or agency unless there shall be reasonable cause for abstention and said cause is stated and recorded in the minutes of the meeting.

4. Statement of Reasons. In every case where the action of any board, committee, commission or agency is subject to a right of appeal to another administrative body or to the courts of the State of Connecticut, a statement of the reasons for its action shall be included in the minutes of the meeting.

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Effective February 27, 2017

RFP 2022-001

SCOPE OF WORK

OLD FIELD RD CULVERT INSTALLATION

The Town of Southbury intends to issue a lump sum contract for the construction of a new precast concrete box culvert. The work shall be in strict conformance with the documents of this RFP. All traffic will be detoured off of Old Field Rd during the replacement of the culvert. All work must be completed within 6 weeks. The contractor shall include in their base bid all premium time charges they deem necessary to meet the schedule. Inclement weather shall not grant the contractor an extension of time.

The majority of materials will purchased directly by the Town as outlined in the scope of work below. The successful bidder shall assist the Town in coordinating material deliveries so as to meet the projects schedule.

A. Scope of Work

The scope of work specifically includes but is not limited to the following.

1. Installation, maintaining, and removal of erosion control.
2. Dewatering.
3. Provide jersey barriers, fences and gates to secure the project site.
4. Removal and disposal of the existing reinforced concrete pipe, guiderails, paving and utility poles. Materials removed shall be taken to the town facilities at 61 Peter Rd or 231 Kettletown Rd as directed by the Town. There shall be no charge to the contractor for this disposal.
5. Due to site limitations there shall be no stockpiling of earth materials at the site. Excavated materials shall be stockpiled at the Towns facility located at 61 Peter Rd. Loading of materials from this site will be provided by the Town at no cost to the contractor.
6. Provide equipment, receive, unload, and set toe walls and wing wall footings. Toe walls and wing wall footings shall to be provided by the Town.
7. Due to the proximity of overhead lines the first two sections of the culvert will be fabricated in 4' widths. The contractor will be required to receive and set these sections with their own equipment.
8. If required due to the width of the road, prepare temporary pads for the cranes outriggers.
9. Receive, unload and set the precast concrete culvert and precast concrete end-walls. Note the Town will contract directly for the crane rigging service based to set the culvert based on a 10 hour day. Any time required beyond the 10 hour day will be the responsibility of the contractor and paid for by them.

10. Receive, unload and set the end walls.
11. Fill, gravel, crushed stone and topsoil will be provided by the Town at no cost to the contractor. Material stockpiled at 61 Peter Rd will be loaded onto the contractor's truck by the Town. Material not available will be picked up by the contractor at the O&G quarry on Rt. 67 in Southbury.
12. Saw cut, fine grade and pave Old Field Rd as shown on the bid documents. Pavement shall be placed in two, two inch lifts. Asphalt shall be picked up by the contractor at O&G's plant. The cost of materials will be paid for by the Town.
13. All areas, lawns etc. shall be restored to their existing conditions.

B. Items Excluded

In addition to items noted above the following is specifically excluded from the scope of work.

1. Furnishing and installation of guard rails.
2. Pavement line striping
3. Traffic detour signage

BID PROPOSAL



TOWN OF SOUTHBURY

BID # 2022-001
OLD FIELD RD CULVERT INSTALLATION

TO: Mr. Jeff Manville
First Selectman
501 Main Street South
Southbury, Connecticut 06488

PROPOSAL OF: _____

NAME OF COMPANY: _____

STREET ADDRESS: _____

ADDRESS: _____
CITY STATE ZIP

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

COMPANY REPRESENTATIVE: _____

Item 1 Labor and equipment to install a precast concrete culvert in accordance with RFP 2022-001

PRICE IN WORDS

PRICE IN FIGURES

_____ DOLLARS

_____ \$

EXCEPTIONS: All bidders must list below any and all exceptions to the attached specifications:

RECEIPT OF ADDENDA

ADDENDUM #	SIGNATURE	DATE
1.	_____	
2.	_____	
3.	_____	
4.	_____	

(Legal Company Name)

(Signature of Authorized Representative) L.S.

(Title of Authorized Representative)

(Business Address)

(City, State and Zip Code)

(Date)

() _____
(Telephone Number)

(Email)

**NOTICE TO CONTRACTORS — CODE OF ETHICS/CONFLICT OF INTEREST
ORDINANCE**

The Town of Southbury has amended its Code of Ethics/Conflict of Interest Ordinance to become effective on February 27, 2017 and is included in this package. The Contractor shall comply with all applicable provisions of said Ordinance. The Contractor acknowledges receiving a copy of said Ordinance, a copy of which is attached hereto and made a part hereof. The Contractor further agrees that any instance of its violating any provisions of the Code of Ethics/Conflict of Interest Ordinance will be sufficient cause for the Town to terminate any or all of the Contractor's contracts or pending contracts with the Town. The Contractor agrees that the above clause will also be incorporated in all of its contracts with its subcontractors and consultants.

ACKNOWLEDGEMENT OF RECEIPT

I have **read** the above Code of Ethics/Conflict of Interest Ordinance, and agree to abide by its terms.

ORDINANCE RECEIVED BY: _____(Print name)

_____ (Signature)

_____ (Date)

INDEMNIFICATION CERTIFICATE

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of Southbury, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of Southbury. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefits acts or other employee benefits acts.

Legal Company Name: _____

Signature of Authorized Representative: _____

Title of Authorized Representative: _____

Business Address: _____

City, State and Zip Code: _____

Date: _____

"EXISTING CULVERT REPLACEMENT"

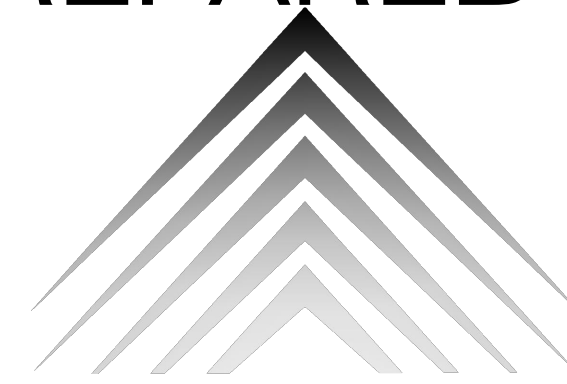
OLD FIELD ROAD

SOUTHURY, CONNECTICUT

PREPARED FOR:

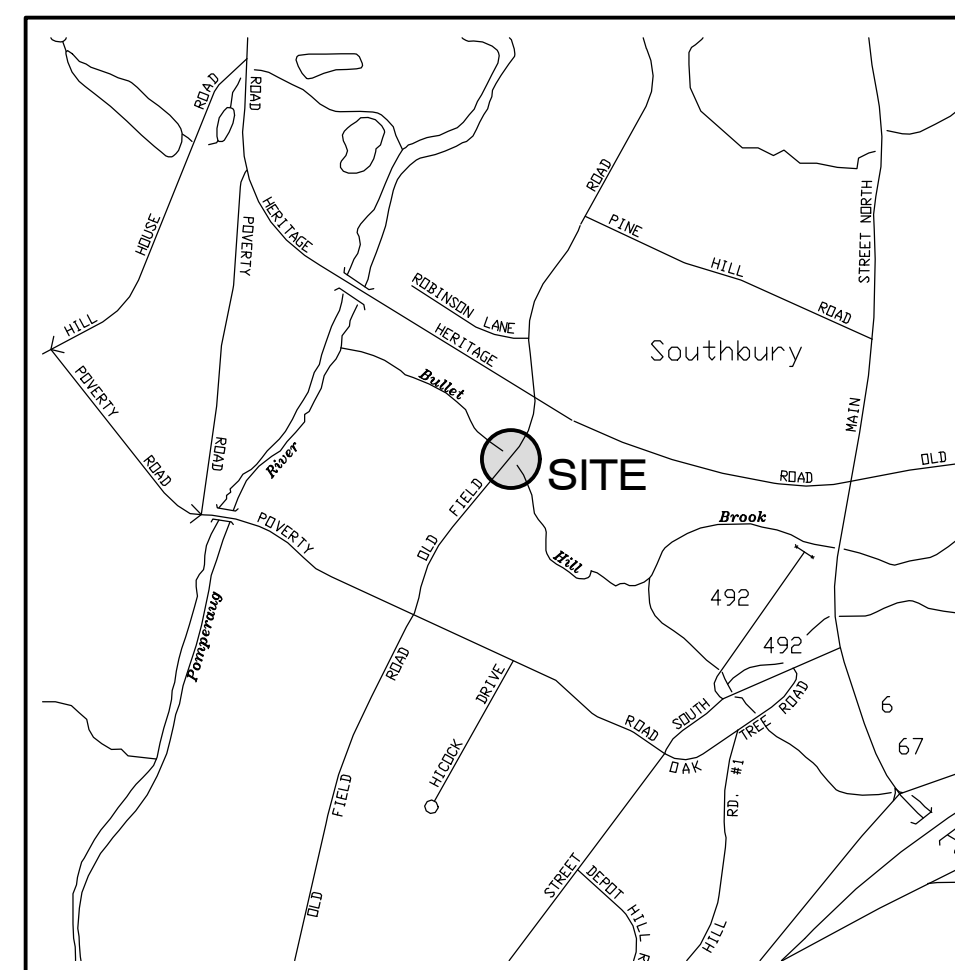
TOWN OF SOUTHURY

PREPARED BY:



Stuart Somers Company, LLC
Engineers • Surveyors

1211 Main Street South Southbury, CT 06488
203-264-8511 203-264-8508 fax
email:info@stuartsomersco.com

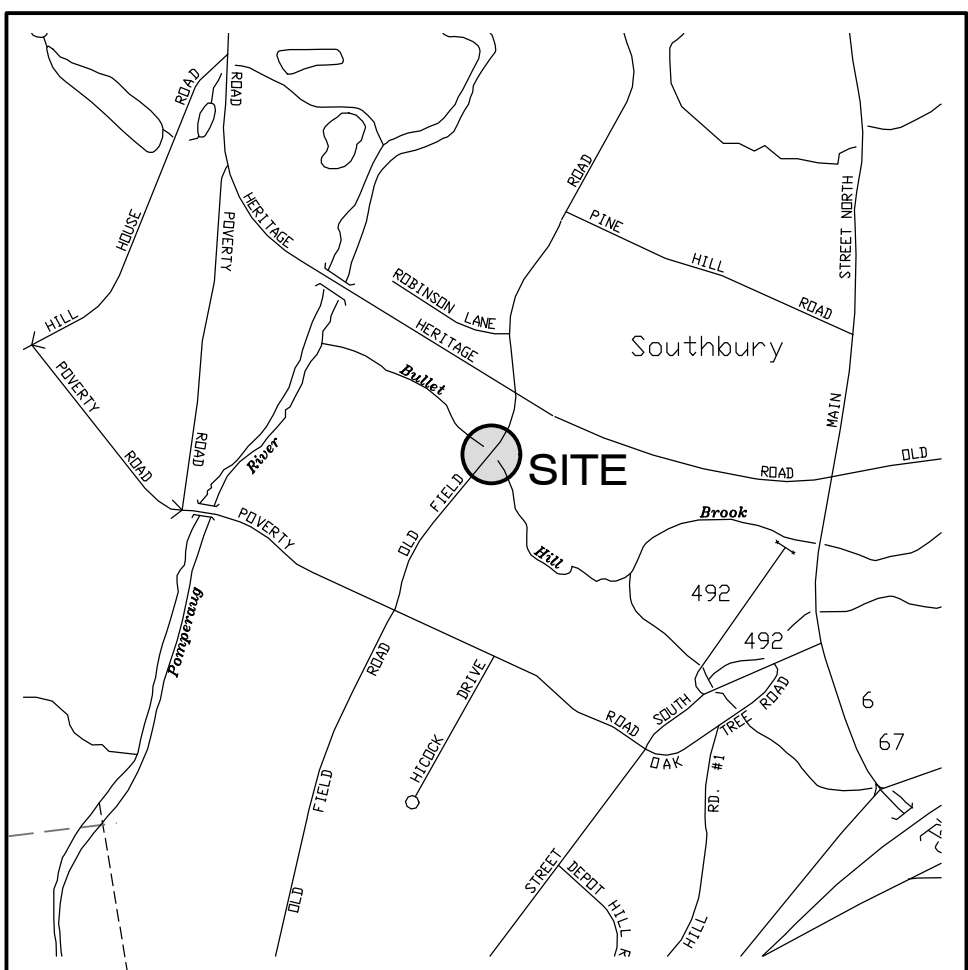
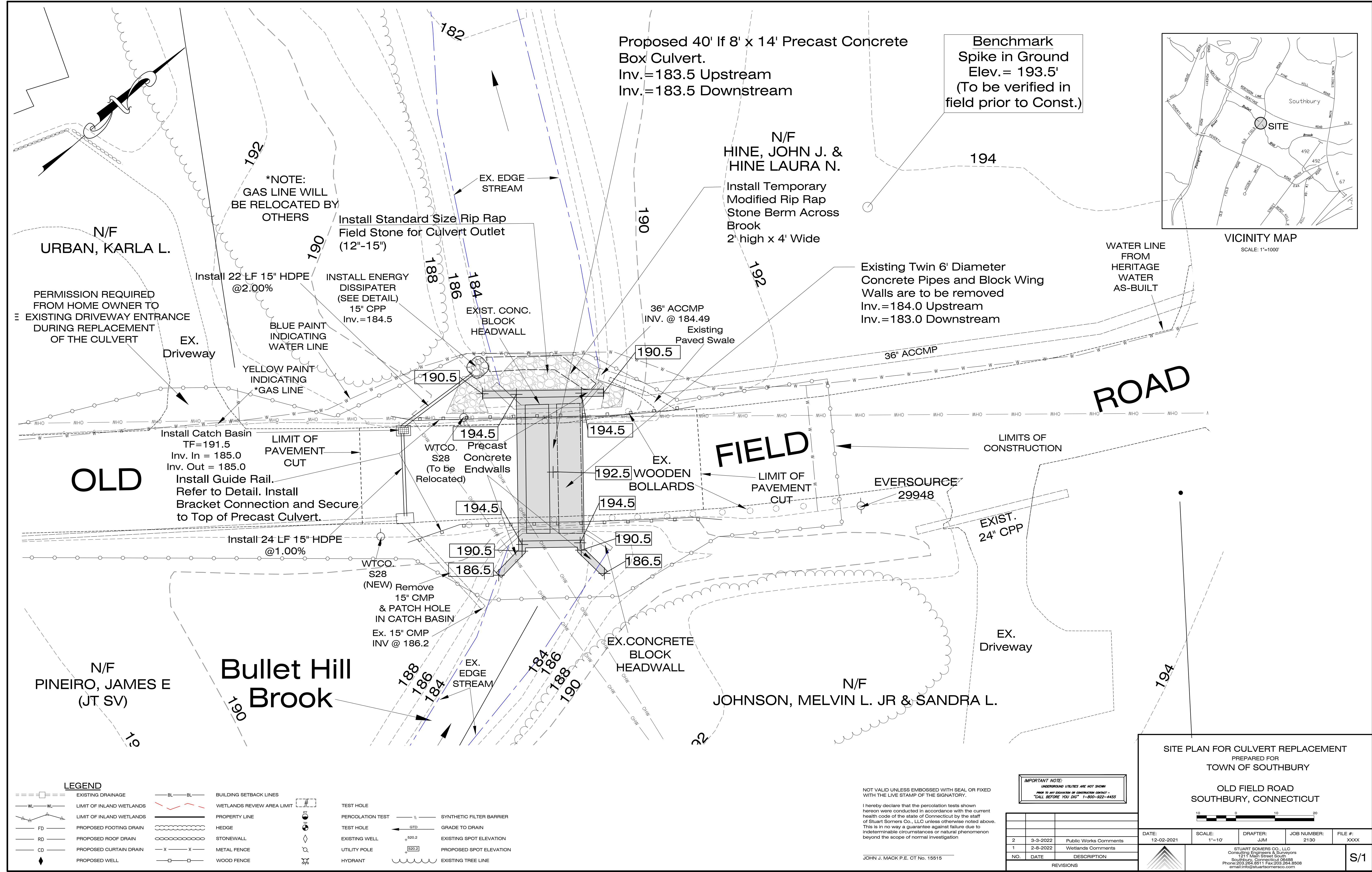


VICINITY MAP
SCALE: 1"=1000'

SHEET INDEX

S-1	SITE PLAN 10 SCALE
S-2	SITE & SOIL EROSION & SEDIMENT CONTROL DE-WATERING PLAN
D-1	DETAILS 1
D-2	DETAILS 2

Date: 12-28-2021
Rev. 3-03-2022



VICINITY MAP
SCALE: 1"=1000'

Proposed 40' l f 8' x 14' Precast Concrete
Box Culvert.
Inv.=183.5 Upstream
Inv.=183.5 Downstream

Benchmark
Spike in Ground
Elev.= 193.5'
(To be verified in
field prior to Const.)

N/F
HINE, JOHN J. &
HINE LAURA N.

Install Temporary
Modified Rip Rap
Stone Berm Across
Brook
2' high x 4' Wide

Existing Twin 6' Diameter
Concrete Pipes and Block Wing
Walls are to be removed
Inv.=184.0 Upstream
Inv.=183.0 Downstream

WATER LINE
FROM
HERITAGE
WATER
AS-BUILT

N/F
URBAN, KARLA L.

*NOTE:
GAS LINE WILL
BE RELOCATED BY
OTHERS

Install Standard Size Rip Rap
Field Stone for Culvert Outlet
(12"-15")

Install 22 LF 15" HDPE
@2.00%

INSTALL ENERGY
DISSIPATER
(SEE DETAIL)
15" CPP
Inv.=184.5

BLUE PAINT
INDICATING
WATER LINE

YELLOW PAINT
INDICATING
*GAS LINE

Install Catch Basin
TF=191.5
Inv. In = 185.0
Inv. Out = 185.0

LIMIT OF
PAVEMENT
CUT

Install Guide Rail.
Refer to Detail. Install
Bracket Connection and Secure
to Top of Precast Culvert.

Install 24 LF 15" HDPE
@1.00%

WTCCO.
S28
(NEW) Remove
15" CMP
& PATCH HOLE
IN CATCH BASIN
Ex. 15" CMP
INV @ 186.2

WTCCO. Precast
S28 Concrete
(To be Endwalls
Relocated)

EX. CONCRETE
BLOCK
HEADWALL

EX. WOODEN
BOLLARDS

EVERSOURCE
29948

EXIST.
24" CPP

EX.
Driveway

N/F
JOHNSON, MELVIN L. JR & SANDRA L.

N/F
PINEIRO, JAMES E
(JT SV)

Bullet Hill
Brook

ROAD

OLD

FIELD

LIMITS OF
CONSTRUCTION

LEGEND

Legend table with symbols for drainage, wetlands, setbacks, and various utility lines.

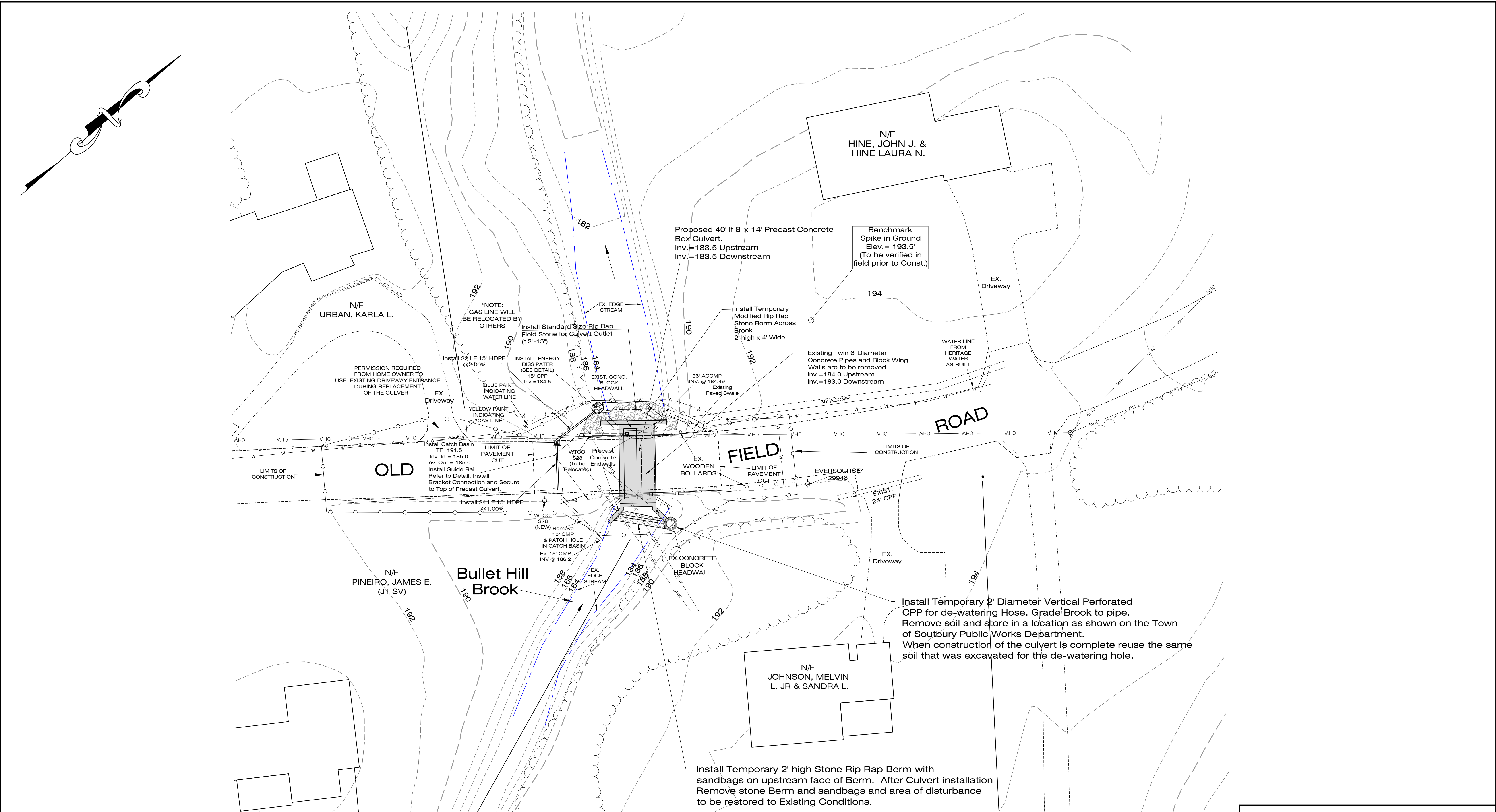
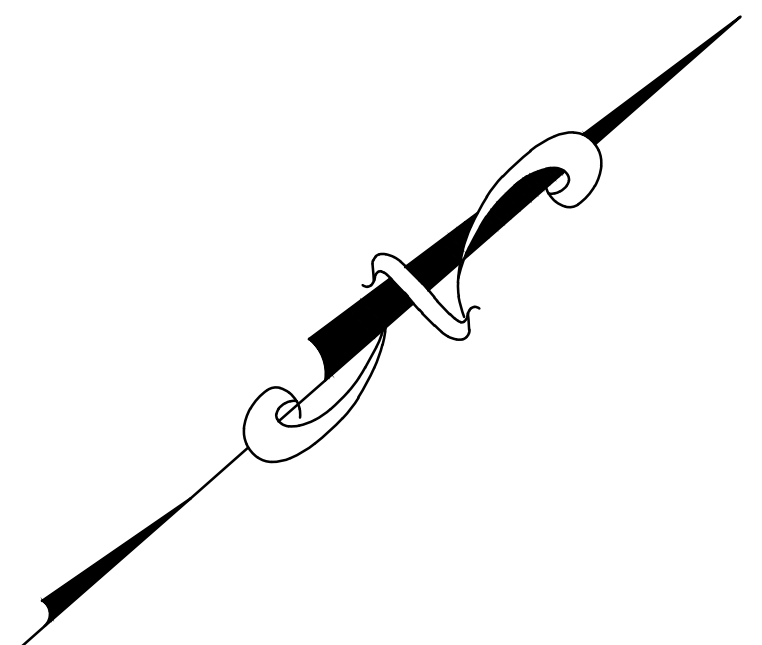
Legend table with symbols for test holes, spot elevations, and tree lines.

NOT VALID UNLESS EMBOSSED WITH SEAL OR FIXED WITH THE LIVE STAMP OF THE SIGNATORY.

IMPORTANT NOTE:
UNDERGROUND UTILITIES ARE NOT SHOWN
PRIOR TO ANY EXCAVATION OR CONSTRUCTION CONTACT -
"CALL BEFORE YOU DIG" 1-800-922-4455

JOHN J. MACK P.E. CT No. 15515

Site plan title block containing project name, location, date, scale, drafter, and contact information for Stuart Somers Co., LLC.



LEGEND

---[]---	EXISTING DRAINAGE	---BL---BL---	BUILDING SETBACK LINES	○	TEST HOLE	○	LIMITS OF CONSTRUCTION
---WL---	LIMIT OF INLAND WETLANDS	---	WETLANDS REVIEW AREA LIMIT	○	PERCOLATION TEST	---	SYNTHETIC FILTER BARRIER
---	LIMIT OF INLAND WETLANDS	---	PROPERTY LINE	○	TEST HOLE	←	GRADE TO DRAIN
---	PROPOSED FOOTING DRAIN	---	HEDGE	○	EXISTING WELL	+	EXISTING SPOT ELEVATION
---	PROPOSED ROOF DRAIN	---	STONEWALL	○	UTILITY POLE	+	PROPOSED SPOT ELEVATION
---	PROPOSED CURTAIN DRAIN	---	METAL FENCE	○	HYDRANT	---	EXISTING TREE LINE
◆	PROPOSED WELL	---	WOOD FENCE	○			

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 "CALL BEFORE YOU DIG" 1-800-922-4435

I HEREBY CERTIFY THAT THE SOIL EROSION CONTROL PLAN CONFORMS TO THE MINIMUM STANDARDS OF CONNECTICUT GUIDELINES FOR SOIL EROSION AND SEDIMENT CONTROL (1985), AS AMENDED

JOHN J. MACK P.E. CT No. 15515

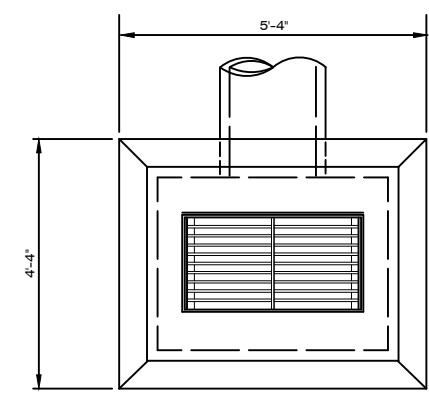
NO.	DATE	DESCRIPTION
2	3-3-2022	Public Works Comments
1	2-8-2022	Wetlands Comments

**SITE & SOIL EROSION CONTROL
 DE-WATERING PLAN
 FOR CULVERT REPLACEMENT
 PREPARED FOR
 TOWN OF SOUTHBURY
 OLD FIELD ROAD
 SOUTHBURY, CONNECTICUT**

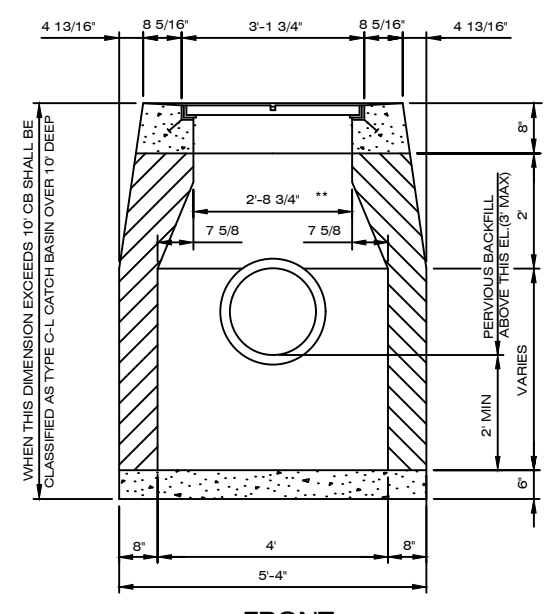
DATE: 12-02-2021 SCALE: 1"=20' DRAFTER: JJM JOB NUMBER: 2130 FILE #: XXXX

STUART SOMERS CO., LLC
 Consulting Engineers & Surveyors
 1217 Main Street South
 Southbury, Connecticut 06488
 Phone: 203.264.8511 Fax: 203.264.8508
 email: info@stuart-somers.com

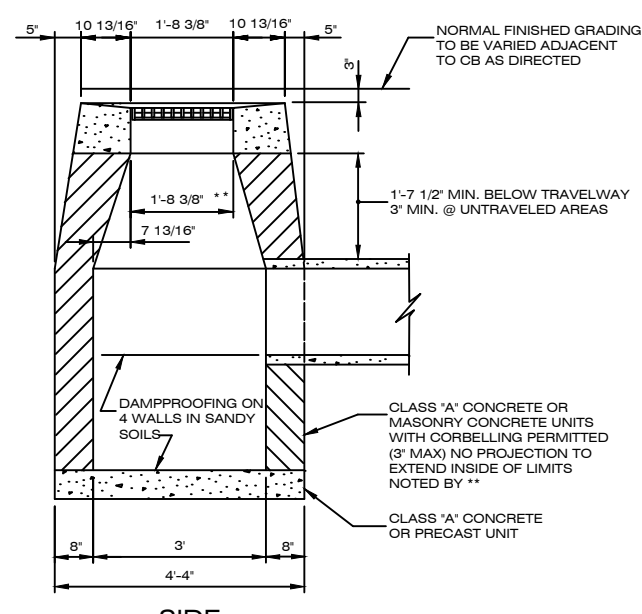
S/2



PLAN



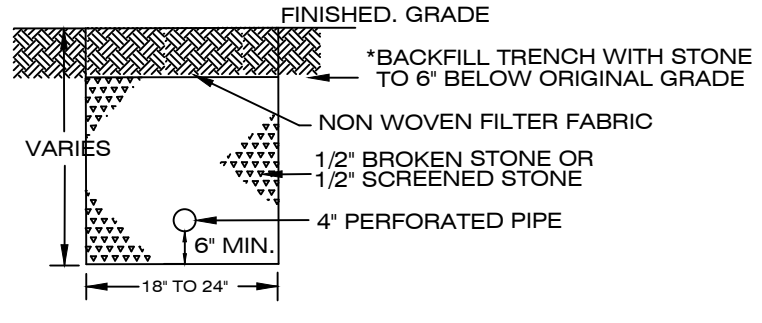
FRONT



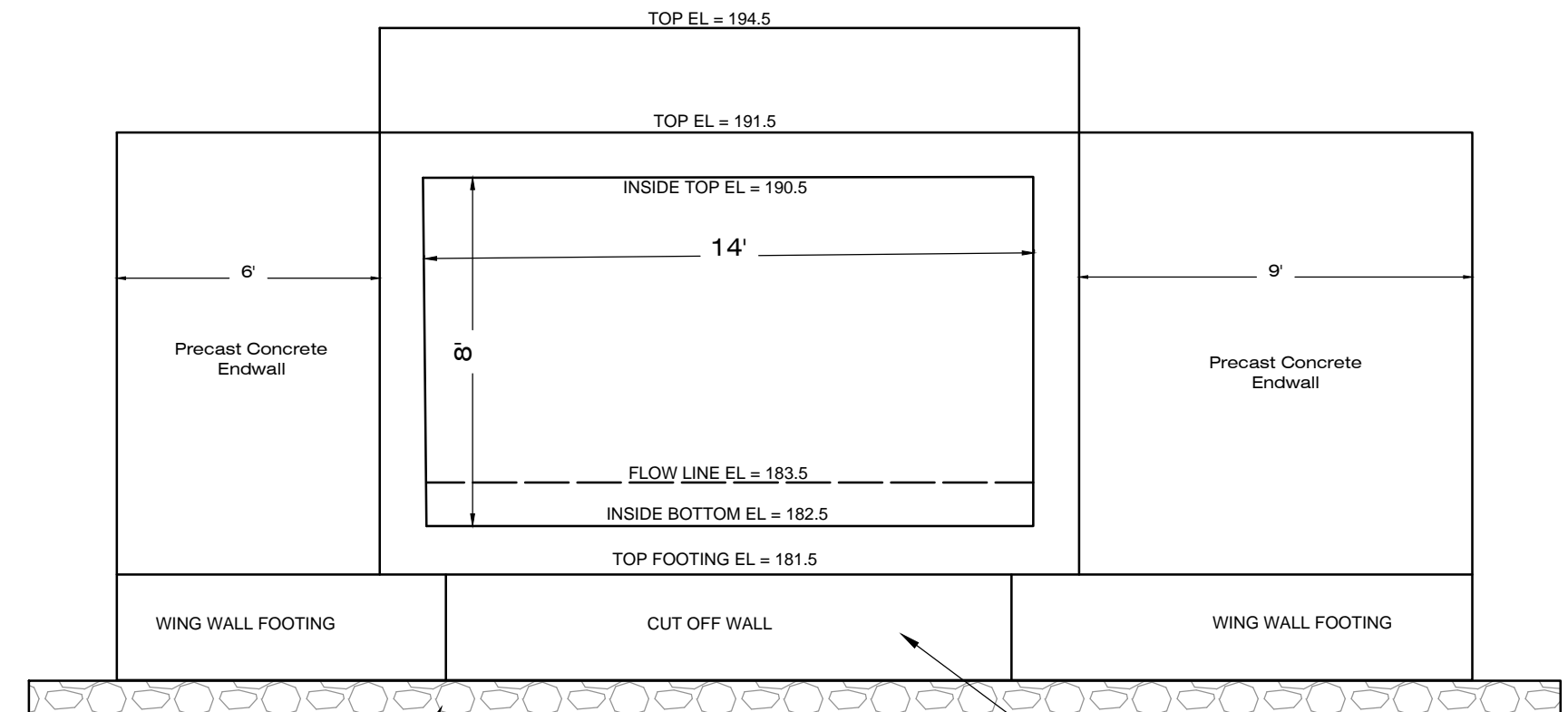
SIDE

TYPE "C-L" CATCH BASIN

NOTE: WHERE PRECAST CONCRETE UNITS ARE USED FOR THE SLUMP, THE TOP OF THE UNIT SHALL BE AT LEAST 2" BELOW THE BOTTOM OF THE PIPE OUTLETTING FROM THE CATCH BASIN.



TYPICAL CROSS SECTION CURTAIN DRAIN (IF REQUIRED)



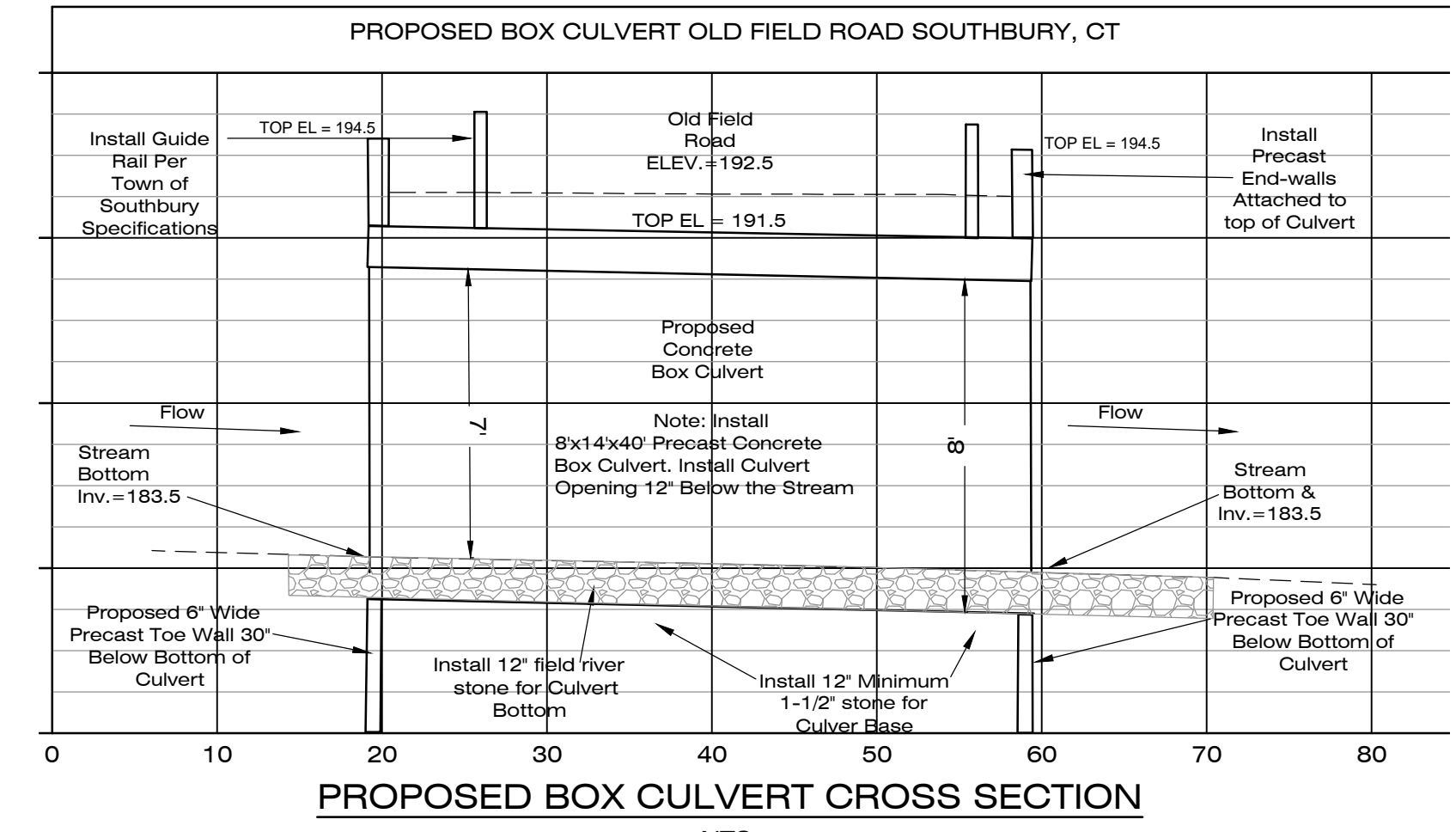
CROSS SECTION 8' X 14' PRECAST CULVERT SCALE: N.T.S.

NOTES:

- BOUNDARY INFORMATION SHOWN PER TOWN OF SOUTHURY ASSESSORS MAP.
- TOPOGRAPHY SHOWN IS BASED UPON THE TOWN OF SOUTHURY G.I.S. DATA AND FIELD SURVEY.
- THE UNDERGROUND UTILITIES SHOWN, IF ANY, HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND/OR FROM EXISTING DRAWINGS BY OTHERS AS NOTED HEREON. THE ENGINEER/SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. STUART SOMERS CO., LLC, FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. STUART SOMERS CO., LLC MAKES NO CERTIFICATION AS TO THE CONDITION OR SUITABILITY OF THE UNDERGROUND UTILITIES FOR ANY INTENDED USE.
- REFERENCE IS MADE TO THE DRAINAGE STUDY FOR CULVERT REPLACEMENT, DATED DECEMBER 9, 2021.
- THE INLAND WETLAND DELINEATION IS NOT SHOWN ON THIS PLAN.
- THESE PLANS ARE FOR REVIEW BY GOVERNMENTAL AGENCIES ONLY AND ARE NOT TO BE USED FOR CONSTRUCTION.
- ALL CONSTRUCTION METHODS, MATERIALS ARE TO CONFORM TO ALL APPLICABLE LOCAL AND STATE REGULATIONS.
- GRADING TO BE ACCORDING TO APPLICABLE REGULATIONS A NORMAL STANDARDS OF GOOD PRACTICE.
- IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY ALL ON SITE AND OFF SITE FIELD CONDITIONS AND ESTABLISH THAT NO CHANGES HAVE OCCURRED SINCE THE ISSUANCE OF THIS PLAN. THE DESIGN ENGINEER IS TO BE NOTIFIED OF ANY FIELD CONDITIONS WHICH CONFLICT WITH THIS PLAN.
- THE LOCATION OF UNDERGROUND UTILITIES, IF ANY, IS UNKNOWN.
- ALL CONSTRUCTION TO BE DONE TO TOWN OF SOUTHURY STANDARDS.
- ELEVATIONS REFER TO NAVD 88 DATUM.
- INVERTS FOR CULVERT ENDS TO BE MODIFIED IF NECESSARY BY FIELD CONDITIONS, ENGINEER IS TO BE NOTIFIED PRIOR TO ANY MODIFICATIONS.
- THE SOUTHURY PUBLIC WORKS DEPARTMENT MAY REQUIRE THE INSTALLATION OF UNDER DRAINS DURING CONSTRUCTION AS NECESSARY.
- ALL STORM SEWER PIPE SHALL BE OPP UNLESS APPROVED OTHERWISE BY THE PUBLIC WORKS.
- EROSION CONTROL NETTING SHALL BE UTILIZED WHERE DEEMED NECESSARY.
- RETAINING WALLS SHALL BE STACKED FIELD ROCK TO BE APPROVED BY THE PUBLIC WORKS DIRECTOR.

SEQUENCE OF CONSTRUCTION:

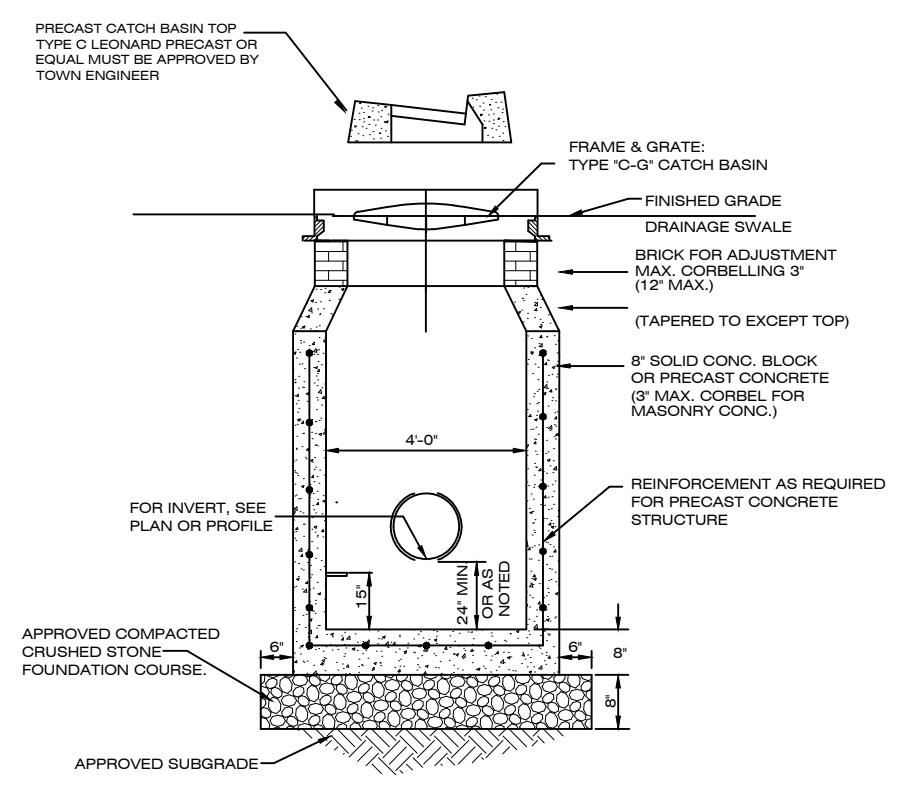
- LICENSED LAND SURVEYOR TO FIELD STAKE CULVERT AND CLEARING LIMITS PER FINAL APPROVED PLANS.
- PRE-CONSTRUCTION MEETING TO BE CONVENED AT SITE BETWEEN PERMITTEE, PUBLIC WORKS DIRECTOR, CONTRACTOR, WETLANDS ENFORCEMENT OFFICER AND ENGINEER OF RECORD TO REVIEW METHODS AND TIMING OF CONCRETE BOX CULVERT INSTALLATIONS.
- TREES TO BE CLEARED WITHIN CONSTRUCTION LIMITS IF NECESSARY, WITH INSTALLATION OF SILT FENCING TO OCCUR BEFORE ANY STUMP REMOVAL OR GRUBBING IS INITIATED.
- STREAM WILL BE DIVERTED DURING INSTALLATION OF THE CULVERT BY PUMPING WITH TEMPORARY PIPE OVER THE ROAD AND INTO A STABLE CHANNEL BELOW THE EXISTING 15' OUTLET ON THE DOWNSTREAM SIDE OF THE CULVERT.
- PREPARE CULVERT AREA BY STRIPPING AWAY VEGETATION & TOPSOIL AND REMOVING THE EXISTING METAL/STONE CULVERT. THIS MATERIAL SHALL BE SEPARATED AND STOCKPILED OUTSIDE OF ANY WETLAND IN AN AREA TO BE DESIGNATED & APPROVED DURING THE PRE-CONSTRUCTION MEETING. THE SOIL STOCKPILE WILL BE REUSED AS BACKFILL AND GRADING FOR THE NEW CULVERT AND WING WALLS.
- INSTALL CONDUITS IF NECESSARY FOR ALL UTILITIES BENEATH THE PROPOSED CULVERT TO THE MINIMUM DEPTH REQUIRED BY THE UTILITY COMPANIES.
- INSTALL CONCRETE TOES AND CRUSHED STONE BEDDING MATERIAL FOR THE BOX CULVERT, AND INSTALL THE CULVERT. COMPLETE CULVERT, HEAD AND END WALL INSTALLATION IN CONFORMANCE WITH THE CONSTRUCTION DETAILS. STABILIZE ENDS OF CULVERT BY MACHINE PLACING BOULDERS AT DOWNSTREAM END OF THE CULVERT. INSTALL "STRONG WALL" ROCK WING-WALLS AS SHOWN ON THE PLAN AND DETAILS. INSTALL STANDARD SIZE RIP RAP APRON. USE FIELD STONE AND NOT SHOT ROCK FOR THE RIP RAP APRON.
- UPON COMPLETION OF WETLAND CROSSING, BROADCAST CONSERVATION SEED MIXTURE OVER THESE RESTORED AREAS, AND MULCH WITH HAY AT A MINIMUM RATE OF 80#/1,000 S.F.
- AFTER THE CULVERT INSTALLATION HAS BEEN COMPLETED & ALL DISTURBED AREAS RE-STABILIZED WITH VEGETATION, CLEAN UP CONSTRUCTION AREA, REQUEST AN INSPECTION AND REMOVE EROSION CONTROL MEASURES.



PROPOSED BOX CULVERT CROSS SECTION N.T.S.

NOTES:

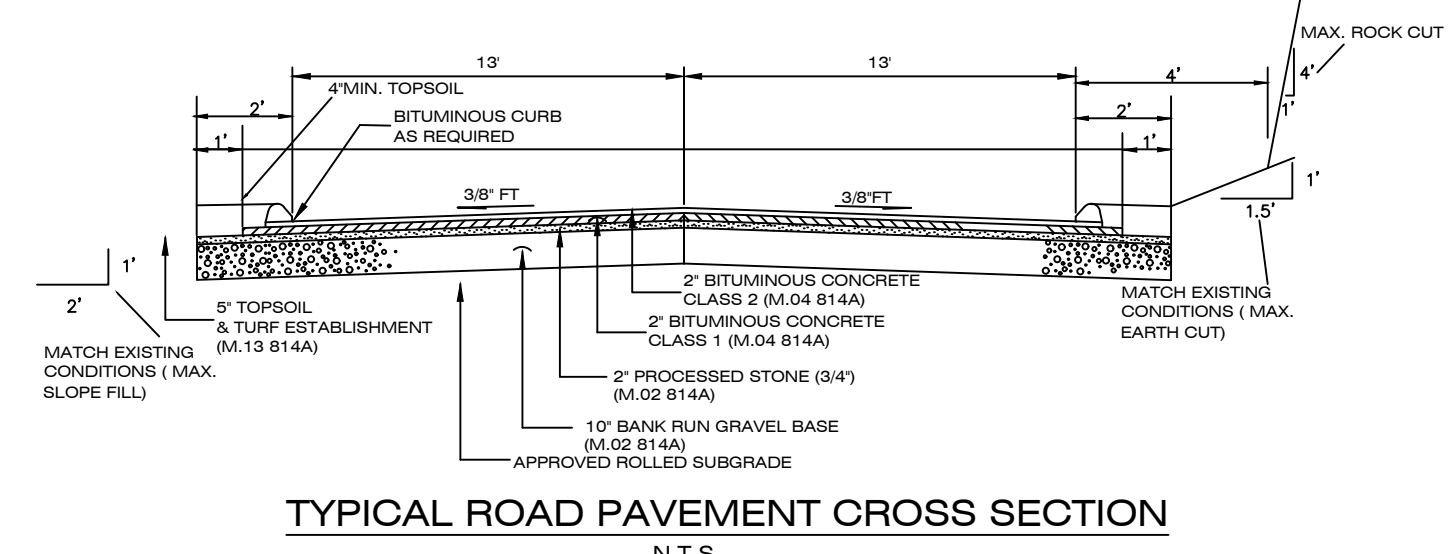
- PRECAST BOX CULVERT TO MEET CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROADS, BRIDGES AND INCIDENTAL CONSTRUCTION FORM 816 AND DESIGNED IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS, (ASSHTO), OUTSIDE OF CONCRETE BOX CULVERTS TO HAVE A SMOOTH FINISH
- THE BOX CULVERT TO BE DESIGNED AND BUILT FOR H-20 LOADING.
- CONSTRUCTION, EXCAVATION AND INSTALLATION OF THE PRECAST CONCRETE BOX CULVERT TO MEET CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROADS, BRIDGES AND INCIDENTAL CONSTRUCTION FORM 816



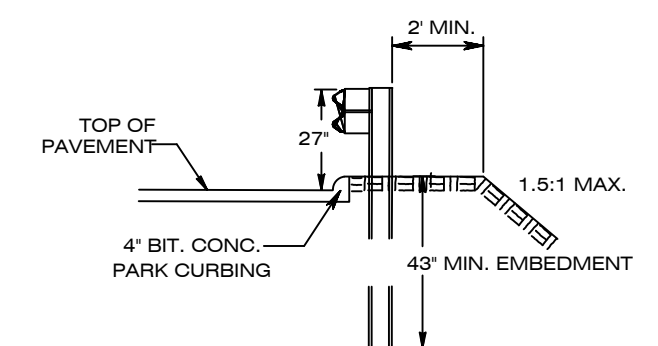
SECTION A-A

TYPE "C" CATCH BASIN with Sump

NOTE: STEPS ARE REQUIRED WHEN CATCH BASIN DEPTH EXCEEDS 6'
 METAL CONTINUOUS WARNING MARK 12" ABOVE DRAIN PIPE BETWEEN DRAINAGE STRUCTURES.



TYPICAL ROAD PAVEMENT CROSS SECTION N.T.S.



TYPICAL METAL GUIDE RAIL WITH CURBING AS PER CT DOT STANDARDS

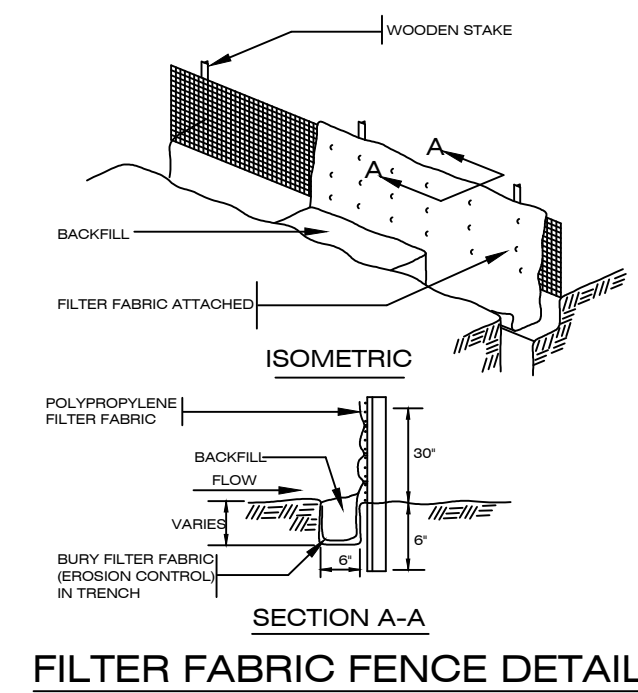
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DETAIL FOR CULVERT REPLACEMENT
 PREPARED FOR
 TOWN OF SOUTHURY
 OLD FIELD ROAD
 SOUTHURY, CONNECTICUT

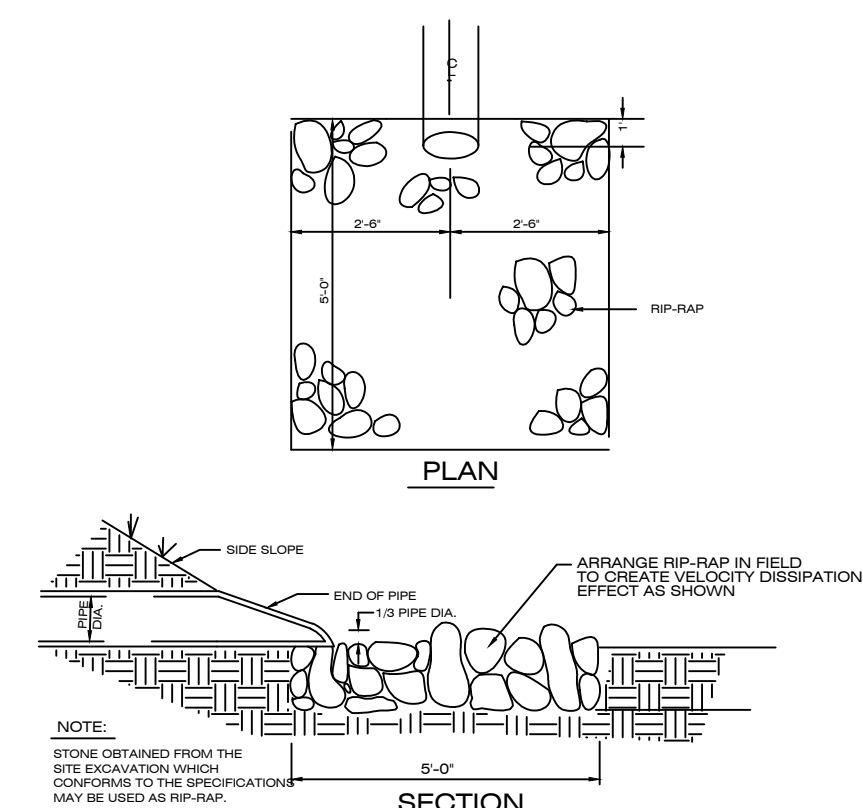
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2	3-3-2022	Public Works Comments							
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REVISIONS									

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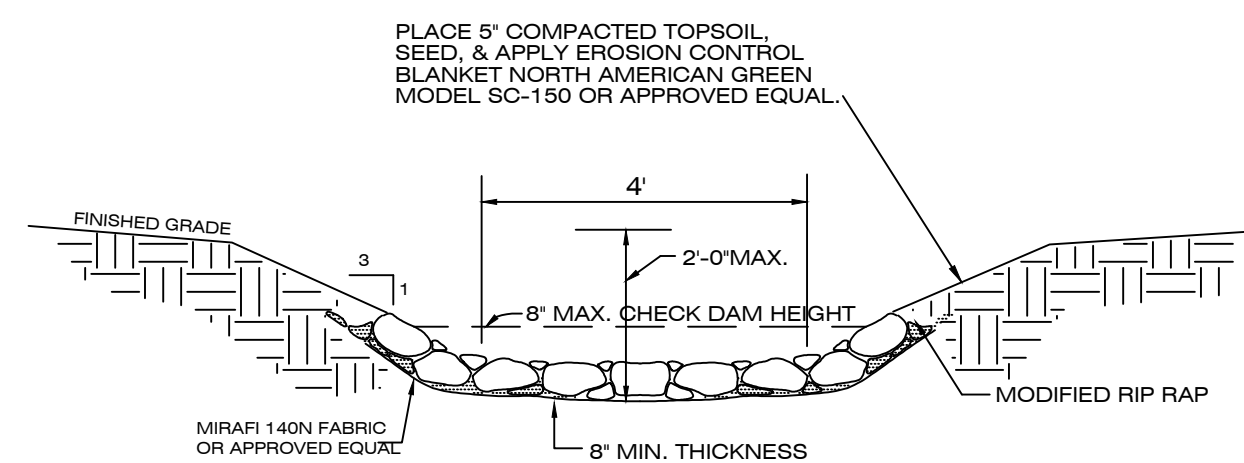
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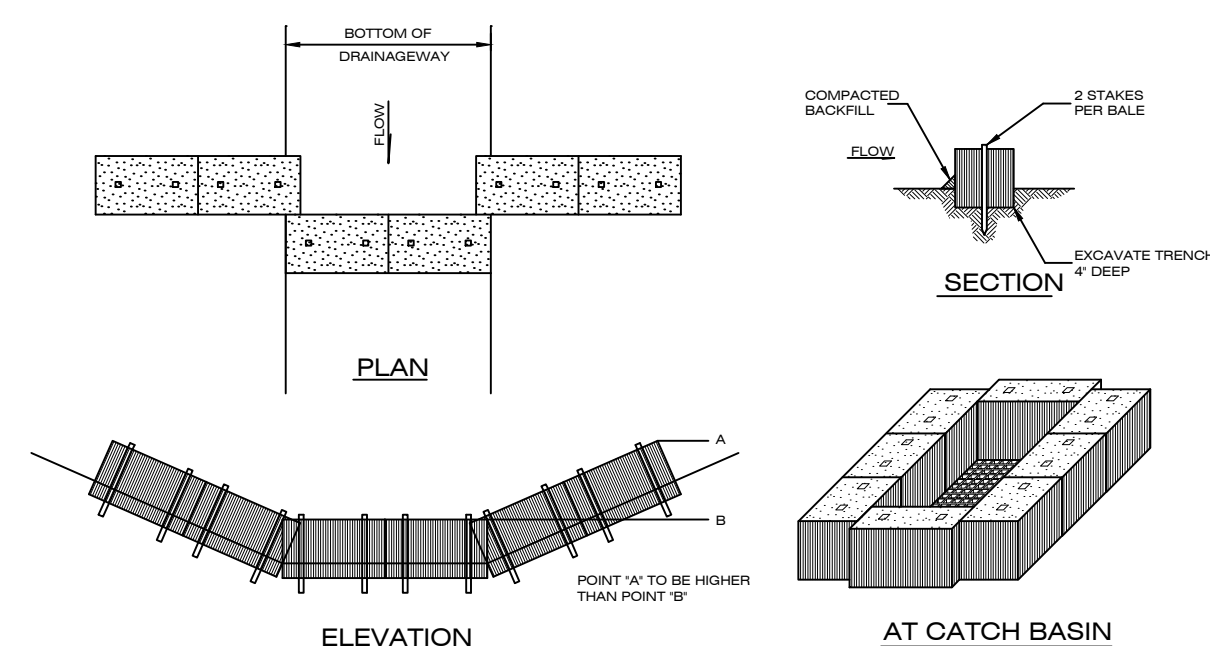
FILTER FABRIC FENCE DETAIL



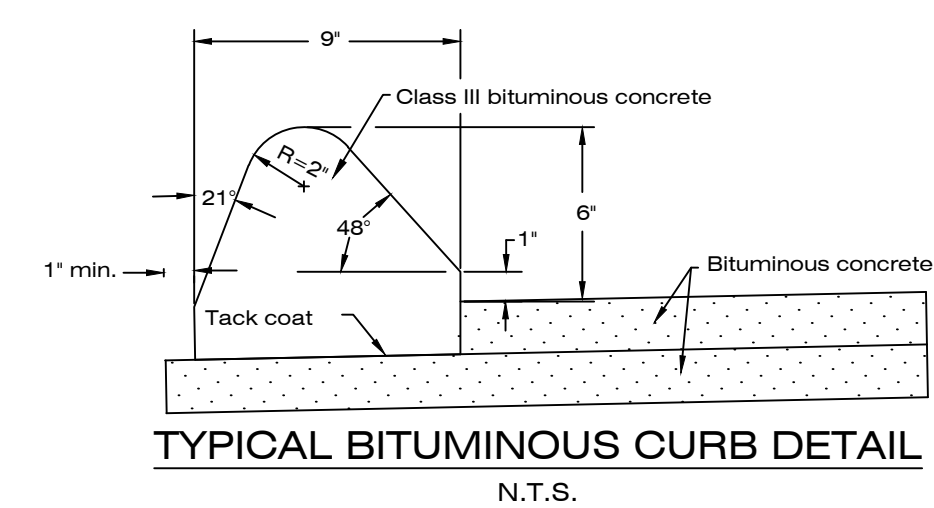
ENERGY DISSIPATER DRAINAGE PIPES



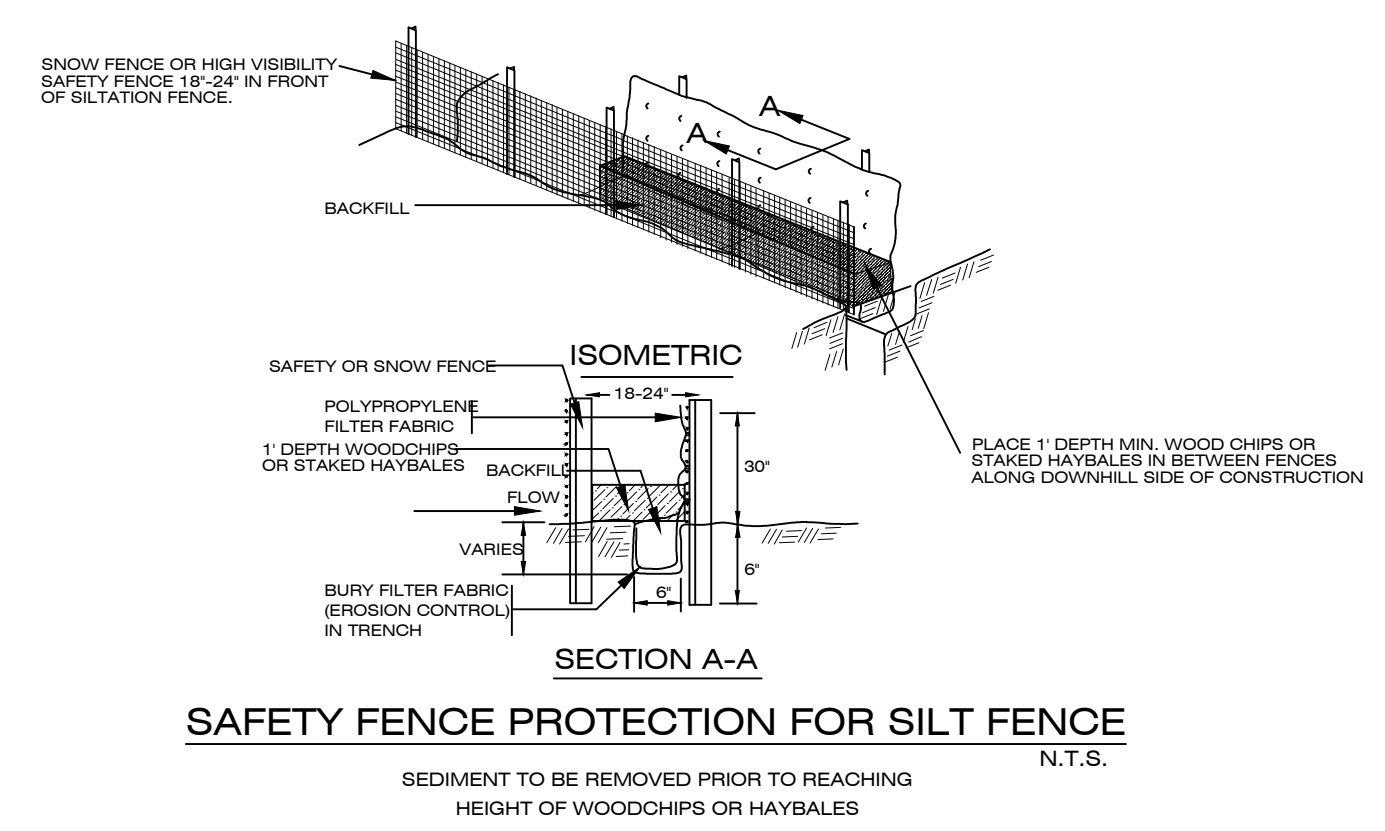
RIP RAP CHANNEL DETAIL
N.T.S.



HAYBALE BARRIER



TYPICAL BITUMINOUS CURB DETAIL
N.T.S.



SAFETY FENCE PROTECTION FOR SILT FENCE
N.T.S.

DETAIL 2 FOR CULVERT REPLACEMENT
PREPARED FOR
TOWN OF SOUTHBURY

OLD FIELD ROAD
SOUTHBURY, CONNECTICUT

DATE:	SCALE:	DRAFTER:	JOB NUMBER:	FILE #:
12-02-2021	N.T.S.	JJM	2130	XXXX

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NO.	DATE	REVISIONS
2	3-3-2022	Public Works Comments
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