



## Administrative Services

### Purchasing Division

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#### CITY OF FORT COLLINS

#### INVITATION TO BID

#### BID #5738 LEMAY AVENUE POTHOLING

**BID OPENING: OCTOBER 14, 2002, 2:30P.M. (our clock)**

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

**Bids must be received at the Purchasing Office prior to 2:30p.m. (our clock), October 14, 2002.**

**A copy of the Bid may be obtained as follows:**

1. Call the Purchasing Fax-line, 970-416-2033 and follow the verbal instruction to request document #25738. **(The bid number must be preceded by a 2 when using the Fax-line.)**
2. Download the Bid from the Purchasing Webpage, Current Bids page, at: [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing).
3. Come by Purchasing at 215 North Mason St., 2nd floor., Fort Collins, and request a copy of the Bid.

**Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.


Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.

  
James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

CITY OF FORT COLLINS

BID PROPOSAL

**BID #5738**

**BID OPENING: OCTOBER 14, 2002, 2:30 p.m. (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **LEMAY AVENUE POTHOLING** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins is requesting bids for a Contractor to provide all equipment, labor, materials and traffic control deemed necessary to perform utility locating for the City Engineering Department. The limits of the Lemay Avenue utility survey are Trilby Road to the south and Muirfield Way to the North. The construction elevations of all located lines will be potholed every 100-ft for bidding purpose only. Water and sewer will be excluded. The attached plan sheets show the locations of the following needs: **Nineteen (19) holes** will be required in existing asphalt roadway; these potholes will need to be flow filled, patched and traffic control will be necessary. **Sixty Two (62) holes** will be needed in a temporary 4-inch asphalt sidewalk; these potholes will need to be flow filled and asphalt patched. The contractor will be responsible for maintaining pedestrian access and safety in regard to the City of Fort Collins specifications. **Eighty (80) holes** will be required in the existing ground and flow filled back to existing elevation. There will be no required traffic control for this operation. In addition to the above mentioned we need a unit price for any additional potholes in the roadway, sidewalk or in the open dirt, and the flow fill and asphalt patch as stated above.

Work must be substantially complete by November 8, 2002. Awarded contractor must name the City of Fort Collins as an additional insured as required in Exhibit "B" and sign the attached Service Agreement.

A pre-bid meeting is scheduled for October 2, 2002 at 1:00 p.m. on site (golf course access road, 6090 South Lemay Avenue), if bad weather meeting will be at 215 North Mason, 2<sup>nd</sup> Floor, Conference Room 2A.

For technical questions, call Scott Woodruff, Project Manager or Quentin Egan, Project Manager at 970-221-6605.

For purchasing questions, call John Stephen, Senior Buyer, CPPB, at 970-221-6775.

**BID SCHEDULE**

Spec/Item Number	Description	Contract Quantity	Unit	
<b>Lemay Avenue Utility Survey Project</b>				
203-01	Utility Survey	1	<b>LUMP SUM</b>	
Additional unit prices for potential extra work				
203-01a	Pothole in asphalt roadway (including traffic control, flow fill and asphalt patch)	1	EA	
203-01b	Pothole in asphalt sidewalk (including pedestrian control, flow fill and asphalt patch)	1	EA	
203-01c	Open ground pothole (including flow fill)	1	EA	
<b>Lump Sum In Words</b>				

**Firm Name** \_\_\_\_\_  
 (Are you a corporation, DBA, Partnership, LLC, PC)

**Signature** \_\_\_\_\_ **PRINTED NAME** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone/Fax** \_\_\_\_\_

**SECTION 01010  
SUMMARY OF WORK**

**1.1 DESCRIPTION OF WORK**

**A. The Work shall consist of the construction of the outlined improvements:**

**Potholing utilities for the widening of South Lemay from the Fossil Creek Bridge to Trilby Road.** This will be a **Lump Sum** contract based on the following improvements.

**Lemay Improvements:**

The construction elevations of all located lines will be potholed every 100-ft for *bidding purpose only*. Water and sewer will be excluded. The attached plan sheets show the locations of the following needs: **Nineteen (19) holes** will be required in existing asphalt roadway; these potholes will need to be flow filled, patched and traffic control will be necessary. **Sixty Two (62) holes** will be needed in a temporary 4-inch asphalt sidewalk; these potholes will need to be flow filled and asphalt patched. The contractor will be responsible for maintaining pedestrian access and safety in regard to the City of Fort Collins specifications. **Eighty (80) holes** will be required in the existing ground and flow filled back to existing elevation. There will be no required traffic control for this operation. In addition to the above mentioned we need a unit price for any additional potholes in the roadway, sidewalk or in the open dirt, and the flow fill and asphalt patch as stated above.

**B. Protection and Restoration.**

1. Replace to equal or better conditions all items removed and replaced or damaged during construction. Restore all areas disturbed to match surrounding surface conditions. The Owners Field Representative must approve the condition of all replaced and/or restored areas prior to final payment.

**NOTICES TO PRIVATE OWNERS AND AUTHORITIES**

**The following items shall be coordinated between the Contractor and the Owners Field Representative.**

- A. Notify private owners of adjacent properties, utilities, irrigation canals, and affected governmental agencies when prosecution of the Work may affect them.
- B. Give notification 48 hours in advance to enable affected persons to provide for their needs when it is necessary to temporarily deny access or services.
- C. Contact utilities at least 48 hours prior to excavating near underground utilities.
- D. Contact all agencies at least 72 hours prior to start of construction. Notify all agencies of the proposed scope of work schedule and any items, which would affect their daily operation.
- E. Names and telephone numbers of affected agencies and utilities in the area are listed below for Contractor's convenience.

## **UTILITIES**

One Call 1-800-922-1987  
Traffic Control Syl Mireles 970-221-6815

### **SECTION 01310 CONSTRUCTION SCHEDULES**

#### **1.1 GENERAL**

- A.** The contractor shall prepare a detailed schedule of all construction operations and procurement after review of tentative schedule by parties attending the pre-construction conference. This schedule will show how the contractor intends to meet the milestones set forth.
1. No work is to begin at the site until Owner's acceptance of the Construction Progress Schedule and Report of delivery of equipment and materials.

#### **1.2 FORMAT AND SUBMISSIONS**

Prepare construction and procure schedules in a graphic format suitable for displaying scheduled and actual progress.

- B.** Submit two copies of each schedule to Owner for review.

Owner will return one copy to Contractor with revisions suggested or necessary for coordination of the Work with the needs of Owner or others.

#### **1.3 CONTENT**

- A.** Construction Progress Schedule.

1. Show the complete work sequence of construction by activity and location.  
2. Show changes to traffic control.

- B.** Equipment, Materials and Submittals schedule.

Show delivery status of critical and major items of equipment and materials.

#### **1.5 OWNER'S RESPONSIBILITY**

Owner's review is only for the purpose of checking conformity with the Contract Documents and assisting the Contractor in coordinating the Work with the needs of the Project.

- B.** It is not to be construed as relieving Contractor from any responsibility to determine the means, methods, techniques, sequences and procedures of construction as provided in the General Conditions.

### **SECTION 01510 TEMPORARY UTILITIES**

## 1.1 UTILITIES

- A. Furnish all utilities necessary for construction.
- B. Owner will furnish water in reasonable amounts for execution of the work at existing fire hydrants without charge to Contractor. The Contractor shall coordinate and schedule with the Owners' Field Representative for the Water Department to select the appropriate fire hydrant and set the hydrant meter.
- C. Make arrangements with Owner as to the amount of water required and time when water will be needed.
  - 1. Owner will fix the place, time, rate and duration of each withdrawal from the distribution system.
  - 2. Unnecessary waste of water will not be tolerated.
- D. Furnish necessary water trucks, pipes, hoses, nozzles, and tools and perform all necessary labor.
  - 1. Only Owner shall operate existing valves and hydrants.

## 1.2 SANITARY FACILITIES

- A. **Contractor shall furnish temporary sanitary facilities** at each site for the needs of construction workers and others performing work or furnishing services on the Project.
- B. Contractor shall properly maintain sanitary facilities of reasonable capacity throughout construction periods.
- C. Contractor to enforce the use of such sanitary facilities by all personnel at the site.
- D. Place facilities out of public view using the greatest practical extent.

## SECTION 01580

### TRAFFIC REGULATION

#### 1.1 TRAFFIC CONTROL

- A. **The traffic control for this project shall be the responsibility of the Contractor.** Traffic control is defined as those devices necessary to channelize vehicular and pedestrian traffic through the project.
- B. The Contractor and/or Traffic Control Contractor must submit traffic control plans and coordinate all traffic control with the City's Traffic Control Coordinator. The traffic control plans must be submitted and approved **72 hours** prior to starting construction and before making each modification.
- C. Conformance: City of Fort Collins Work Area Traffic Control Handbook, Manual of Uniform Traffic Control Devices (U.S. Dept. of Transportation), or applicable statutory requirements of authority having jurisdiction.

- D. The traffic access/control plan limitations for handling traffic for this project are described below.

**Work hours under traffic** – (9:00 AM to 2:30 PM, Traffic opened by 3:00 PM)

**Lemay Avenue:** Minimum of one lane in the North and South bound direction.

**Lemay Avenue and Trilby Road:** Restricted turn movements from either road.

**Local Business Access:** Local Access must be maintained at all times – can be closed for short periods of time

**Local Street Access:** Local street access must be maintained at all times - can be closed for short periods of time.

**Any modifications to the traffic control plan must be approved by the City's Traffic Control Coordinator and the Engineer.**

- E. **Vehicle, bike and pedestrian access to all side streets and private drives shall be maintained at all times.** The Contractor will develop an access control plan in coordination with adjacent property owners, and submit it in conjunction with the traffic control plan to the Engineer for approval prior to the start of any Work. Pedestrian traffic shall be maintained at all times, utilizing temporary sidewalks when necessary.
- F. The Contractor must work with the adjacent residents to provide and maintain sufficient access for them during the duration of the project. It will be the Contractors responsibility to coordinate and communicate with the residents during construction.
- G. The Contractor must maintain, at their cost, access to all businesses during their business hours. It will be the Contractors responsibility to coordinate and communicate with the businesses during construction.
- H. **The Contractor shall keep traffic areas free of excavated material, construction equipment, pipe, and other materials and equipment.**
- I. The Contractor shall keep fire hydrants and utility control valves free from obstruction and available for use at all times.
- J. The Contractor shall provide and maintain, at their cost, temporary driveway approaches on driveways open to traffic at all times to insure that the approaches are smooth, compacted, and will not prohibit or inhibit the use of the driveway. The driveway approaches must be maintained seven days a week. In the case of bad weather the Contractor must repair the driveways immediately following the storm and must work to maintain access during the storm.

**1.2 WORK AREA SAFETY**

- A. The Contractor shall maintain a safe work area and protect area residents, motorists, bicyclists, pedestrians, and children from work area hazards.
- B. The Contractor shall provide all work area safety control devices, such as barricades and safety fence around all excavations and drop-offs.



- C. **Work area safety control devices will not be paid for separately.** Cost for this equipment should be included in the **lump sum** cost for the work items which will require work area safety control devices.

**SECTION 01720  
PROJECT RECORD DOCUMENTS**

**1.1 GENERAL**

- A. Maintain at the site one record copy of:  
  
Recorded field measurements.

**REVISION OF SECTION 403  
HOT BITUMINOUS PAVEMENT**

Section 403 of the Standard Specifications is hereby revised as follows:

**Subsection 403.01 is revised to include the following:**

Flow fill and temporary 4" asphalt patch – The holes used to locate the utilities within asphalt sections shall be flow filled and then capped with a 4" temporary asphalt plug. All other holes shall be flow filled to existing grade.

**Subsection 403.05 is revised to include the following:**

**Payment will be made under:**

***Pavement Flow fill and 4" asphalt patch on this project is the responsibility of the Contractor and included in the lump sum potholing cost.***

**REVISION OF SECTION 630  
TRAFFIC CONTROL DEVICES**

Section 630 of the Standard Specifications is hereby revised as follows:

**Subsection 630.01 shall be revised as follows:**

This work shall consist of furnishing, installing, moving, maintaining and removing temporary traffic signs, advance warning arrows panels, barricades, channeling devices, and delineators as required by the latest revision of the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD), the City of Fort Collins' "Work Area Traffic Control Handbook", June 1989 with Revisions dated May 29, 1991, and the City of Fort Collins' "Design Criteria and Standards for Streets, Subsection 1.4, "Barricades, Warning Signs, Signal Lights", July, 1986. This work includes use of the above devices to channelize or direct traffic away from the work zone, but does not include work zone protection. It is the Contractor's responsibility to protect his work zone and to protect Pedestrians and Bicyclists from potential hazards arising from his work until such time as the work has been completed and can be opened to traffic.

Traffic Control Devices shall be measured and paid for under this section based upon a **lump sum pay item**.

In the event of a conflict between the MUTCD criteria and the City's criteria, the City's criteria shall govern.

Traffic control devices shall be placed and/or stored in the City right-of-way in such a manner that minimizes the hazards to pedestrians, bicyclists and vehicles. Proper placement and storage of traffic control devices will be subject to the Engineer's discretion.

Traffic control devices shall be removed from the site immediately upon completion of the Work, but not before the concrete has cured sufficiently to allow vehicular traffic to use it.

**Subsection 630.02 shall include the following:**

All traffic control devices placed for this project must meet or exceed the minimum standards set forth in the MUTCD. All traffic control devices shall be clean and in good operating condition when delivered and shall be maintained in that manner on a daily basis. All traffic control devices shall be clearly marked and free of crossed out information or any other form of defacement that detracts from the purpose for which they are intended (i.e. crossed out information, information written in long-hand style, etc.)

Additionally, any sign blank with sign faces on both sides must have the back sign face covered when in use to avoid confusion to motorists traveling in the opposite direction and other potentially affected parties, such as residents affected by any information the sign may present.

**Subsection 630.05, the second paragraph shall include the following:**

The reflective material shall be AP1000 Polyester (Reflexite Corporation), 3M Type III or Transparent (Reflexite Corporation). Vinyl material is not acceptable unless its brightness is equivalent to or greater than the types named as approved by the Engineer.

**Subsection 630.08 shall be revised as follows:**

***Traffic control on this project is the responsibility of the Contractor and included in the lump sum potholing cost.***

For this project, a Traffic Control Plan shall be prepared. **The Traffic Control Plan shall be submitted for approval to the Traffic Division by 12:00 noon, two working days prior to the commencement of work.**

**(Note: Traffic Control Plans for work done on Monday and Tuesday shall be submitted the previous Friday by 9:00 a.m.).** Facsimiles of plans shall not be allowed. No phase of the construction shall start until the Traffic Control Plan has been approved.

The Traffic Control Plan shall include, as a minimum, the following:

- (1) A detailed diagram which shows the location of all sign placements, including advance construction signs (if not previously approved), **finer doubled for speeding signs** and

speed limit signs; method, length and time duration for lane closures, and location of flag persons.

- (2) A tabulation of all traffic control devices shown on the detailed diagram including, but not limited to: construction signs; vertical panel; vertical panel with light; Type I, Type II, and Type III barricades; cones; drum channeling devices; advance warning flashing or sequencing arrow panel. Certain traffic control devices may be used for more than one operation or phase. However, all devices required for any particular phase must be detailed and tabulated for each phase.
- (3) Number of flaggers to be used.
- (4) Parking Restrictions to be in affect.

Approval of the proposed method of handling traffic is intended to indicate minimum devices needed to control traffic. Such approval does not relieve the Contractor of liability specifically assigned to him under this contract.

Failure to have an approved Traffic Control Plan, including the Parking Restriction information listed above shall constitute cause for the City to stop work, as well as the Contractor's forfeiture of payment for all work and materials at that location, with no adjustment in the contract time.

**Subsection 630.09 shall be revised as follows:**

Traffic Control Management shall be performed by a Traffic Control Supervisor (TCS). The TCS(s) shall possess a valid Driver's License, a current American Traffic Safety Services Association (ATSSA) certification as a Worksite Traffic Control Supervisor or Colorado Contractor's Association (CCA) certification as a Traffic Control Supervisor. (Proof of certification shall be presented to the City Traffic Control Manager, and when requested by a City representative, for each TCS utilized on this project.)

**One TCS shall be designated as the Lead TCS. The Lead TCS shall have a minimum of one-year experience as a certified TCS. The Lead TCS shall be on site at all times during the construction. Qualifications shall be submitted to the Engineer for approval a minimum of one week prior to commencement of the work.**

**The Lead TCS shall be equipped with a cellular phone. The cost of this phone shall be incidental to the work. The Lead TCS cellular phone number will be made available to the Engineer, Inspector, and the General Contractor**

**It is the intent of the specifications that the Lead TCS be the same person throughout the project. If the Lead TCS is to be replaced during the project, the Engineer shall be given a minimum of one (1) weeks notice and qualifications shall be submitted for approval of the Lead TCS replacement.**

Payment for the TCS shall be **included** in the lump sum pay item.

The TCS's duties shall include, but not be limited to:

- (1) Preparing, revising and submitting Traffic Control Plans as required.
- (2) Direct supervision of project flaggers.
- (3) Coordinating all traffic control related operations, including those of the Subcontractors, City Streets Department, and suppliers.
- (4) Coordinating project activities with appropriate police and fire control agencies, Transport, school districts and other affected agencies and parties prior to construction.
- (5) Maintaining a project traffic control diary which shall become part of the City's project records.
- (6) Inspecting traffic control devices on every calendar day for the duration of the project.
- (7) Insuring that traffic control devices are functioning as required.
- (8) Overseeing all requirements covered by the plans and specifications, which contribute to the convenience, safety and orderly movement of traffic.
- (9) Flagging.
- (10) Setting up and maintaining traffic control devices.
- (11) Attending weekly progress meetings as requested by the Engineer and/or Contractor.

All traffic control devices shall be placed under the supervision of a Traffic Control Supervisor.

The Traffic Control Supervisor shall have up to date copies of the City of Fort Collins' "Work Area Traffic Control Handbook", and Part VI of the MUTCD, pertaining to traffic controls for street and highway construction, available at all times.

**Subsection 630.13 shall be revised as follows:**

***Traffic control on this project is the responsibility of the Contractor and included in the lump sum potholing cost.***

The Contractor shall supply and pay **all** costs associated with the traffic control for this project.

Flaggers and all incidental equipment will **not** be measured and paid for separately, but shall be included in the Work.

The flaggers shall be provided with electronic communication devices when required. These devices will **not** be measured and paid for separately, but shall be included in the Work.

The cost of batteries, electricity and/or fuel for all lighting or warning devices shall not be paid for separately but shall be considered subsidiary to the item and shall be included in the Work. Sandbags will not be measured and paid for separately, but shall be included in the Work.

The Contractor may provide larger construction traffic signs than those typically used in accordance with the MUTCD, if approved; however, no additional payment will be made for the larger signs.

The City shall not be responsible for any losses or damage due to theft or vandalism.

### **SPECIAL CONDITIONS FOR WORK ON ARTERIALS AND COLLECTORS**

NOTE: Cross street traffic shall be maintained at all times unless authorized by the Engineer in writing.

NOTE: Full closures on arterials and collectors, including those listed above, will be allowed under extreme circumstances and only upon approval by the Engineer and City Traffic Division. Plans shall be approved a minimum of one week prior to the commencement of work and/or the time required to adequately notify the public through the media.

### **SPECIAL CONDITIONS FOR WORK ON RESIDENTIAL STREETS**

NOTE: Full closures on all residential streets shall be allowed as shown on the traffic control plans **only if approved by the City Traffic Division.**

NOTE: Full closures on arterials and collectors, including those listed above, will be allowed under extreme circumstances and only upon approval by the Engineer and City Traffic Division. Plans shall be approved a minimum of one week prior to the commencement of work and/or the time required to adequately notify the public through the media.

### **SPECIAL CONDITIONS FOR WORK ON RESIDENTIAL STREETS**

NOTE: Full closures on all residential streets shall be allowed as shown on the traffic control plans **only if approved by the City Traffic Division.**