

City of Sanford City Engineer DEPARTMENT OF PUBLIC WORKS 156 SCHOOL STREET, SANFORD, MAINE 04073 (207) 324-9135



City of Sanford/Village of Springvale, Maine

INVITATION TO BID ON:

SANFORD HEADS UP SAFETY – UPDATED PEDESTRIAN SIGNAGE PROJECT MaineDOT WIN 026310.00

The City of Sanford, Maine will receive sealed bids for: SANFORD HEADS UP SAFETY -

UPDATED PEDESTRIAN SIGNAGE PROJECT until 2:00 pm on Wednesday, February 14, 2024

at the Public Works Office, 156 School Street, Sanford, Maine, at which time and place all bids will

be publicly opened and read aloud. The Invitation to Bid, Instructions to Bidders, Specifications,

and Bid Proposal Exhibits are available at the Public Works Office and online at

www.sanfordmaine.org under Business: Bid Opportunities.

DATE: JANUARY 23, 2024

CITY OF SANFORD, MAINE

By: Maron PE

Matthew R. Provencher, PE Assistant City Engineer



City of Sanford City Engineer DEPARTMENT OF PUBLIC WORKS 156 SCHOOL STREET, SANFORD, MAINE 04073 (207) 324-9135



INSTRUCTIONS TO BIDDERS FOR:

<u>MaineDOT WIN26310.00</u> SANFORD HEADS UP SAFETY – UPDATED PEDESTRIAN SIGNAGE

Bids shall be received by the City of Sanford, Maine at the place and until the time specified in the

"NOTICE OF BID OPPORTUNITY" for: **SANFORD HEADS UP SAFETY – UPDATED PEDESTRIAN SIGNAGE PROJECT** then publicly read aloud for the information of bidders and other interested parties who may be present either in person or by representative.

1. <u>PREPARATION OF BIDS</u>

- a. Bids shall be submitted in triplicate. Bid forms furnished by the City of Sanford or copies thereof shall be used, and strict compliance with the requirements of the Invitation to Bid, these instructions, and the instructions printed on the forms is necessary. Any bidder not utilizing the Bid Proposal Exhibits attached hereto shall be considered non-responsive to the Invitation to Bid. Each Bid Proposal Form must be accompanied by a copy of the Specifications.
- b. Each bid must give the full business address of the bidder and be signed by an authorized representative or partnership name by one of the members of the partnership or by any authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter and such bid must be accompanied by a satisfactory Certificate of Corporate Resolution, properly executed, clearly stating that such person is authorized to so bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to their signature the word "President," "Secretary," "Agent," or other title without disclosing their principal, may be held to be the bid of the individual signing.
- c. Erasure or other changes in the bids must be explained or noted over the signature of the bidder.
- d. Anyone submitting a bid shall agree to pass along to the City of Sanford any discounts, rebates or subsidies available as a result of abnormal or seasonal market conditions.

2. <u>ALTERNATIVE BIDS</u>

Alternative bids will not be considered unless explicitly called for in the Invitation to Bid.

3. <u>INTERPRETATION OF CONTRACT DOCUMENTS</u>

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing and addressed and forwarded to Mr. Matthew R. Provencher, PE, Assistant City Engineer, City of Sanford, 156 School Street, Sanford, Maine 04073 or emailed to <u>mrprovencher@sanfordmaine.org</u> by Wednesday, February 7, 2024 at 1:00 pm. Every interpretation made to a bidder will be issued in the form of a written addendum to the contract documents which, if issued, shall be publicly posted on sanfordmaine.org under Business: Bid Opportunities. All such addenda shall become part of the contract documents. Final questions and answers will be posted to the website one (1) week prior to the bid opening and no further questions or responses will be accepted thereafter.

4. <u>CONDITIONS OF WORK</u>

Each bidder must visit the sites of work and inform themselves of the conditions relating to the area in which the work shall be performed. Failure to do so will not relieve a successful bidder of their obligations to furnish all equipment, material, and labor necessary to carry out the provisions of the contract documents and to complete the work for the consideration set forth in this Invitation to Bid. The City of Sanford disclaims any and all responsibility for injury to bidders, their agents, or others while examining the work site or at any other time.

5. <u>EXAMINATION OF SPECIFICATIONS AND SCHEDULE</u>

Each bidder or their authorized agent is expected to examine the specifications, contract documents and all other instructions pertaining to the work, which will be open to their inspection. Failure to do so will be at the bidder's own risk, and they cannot secure relief on the plea of error in the bid. At its sole discretion, the City of Sanford may accept or reject bids that do not comply with the specifications, contract documents, and all other instructions pertaining to the work.

6. <u>PERSONS INTERESTED IN MORE THAN ONE BID</u>

If more than one bid is offered by any one person by or in the name of his clerk, partner, or other person, all such bids shall be rejected.

7. QUALIFICATIONS OF BIDDER

Each bidder must furnish a statement of bidder's experience and their organization's experience with regard to the work specified as noted in the Bid Exhibits. The statement shall be submitted with the bid. The City of Sanford shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the City of Sanford all such information and data for this purpose as the City of Sanford may request.

The right is reserved by the City of Sanford to reject any bid at its sole discretion.

8. <u>SUBMISSION OF BID</u>

Each bid shall be placed in a separate envelope clearly marked on the outside:

BID FOR: <u>MaineDOT WIN26310.00 – SANFORD HEADS UP SAFETY –</u> <u>UPDATED PEDESTRIAN SIGNAGE</u> and this envelope shall be placed in a second

envelope for mailing purpose if necessary.

9. <u>TIME OF OPENING OF BIDS</u>

Bids received prior to the time of opening will be kept unopened in a secure place. The officer whose duty it is to open them will decide when the specified time has arrived at their sole discretion, and no bid received thereafter will be considered. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified. Electronically submitted bids (email or fax) will not be considered.

10. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bids confers no right for the withdrawal of the bid after it has been opened. No bids may be withdrawn within a period of thirty (30) days after the opening of bids.

11. FORM OF AGREEMENT

The successful bidder shall be required to sign a standard Contract Agreement, an example copy of which is attached hereto in the Bid Exhibits.

12. FINANCIAL REQUIREMENTS OF THE CONTRACTOR

All insurances as noted in the Section 110.3 of the *Maine Department of Transportation Standard Specifications (March 2020 Edition).*

13. AWARD OF CONTRACT

The Sanford City Council reserves the right to reject any or all bids, to waive any or all formalities in the bidding, to evaluate bids, and otherwise to act as it deems to be in the best interests of the City of Sanford. The decision of the Sanford City Council in awarding a bid shall be in accordance with the City of Sanford's Purchasing Manual.

14. TAXATION AND COMPLIANCE

The City of Sanford is a municipal corporation organized under the laws of the State of Maine and so its purchase of goods is exempt from State, Federal and local sales and use taxes. The successful bidder agrees to comply with all applicable Federal, State and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the contract.

15. TERM OF CONTRACT

Anticipated start of work is July 2024. All work associated with this project shall be completed and accepted by <u>November 14, 2024</u>. For each calendar day that the work remains short of substantially complete, the City shall be due liquidated damages from the Contractor paid to the City of Sanford, Maine in accordance with MaineDOT Standard Specifications, Section 107.7.

DATE: January 23, 2024

City of Sanford

By: Maran Pour

Matthew R. Provencher, PE Assistant City Engineer

BID SPECIFICATIONS

<u>FOR</u>

SANFORD HEADS UP SAFETY – UPDATED PEDESTRIAN SIGNAGE MaineDOT WIN 026310.00

Contractors shall submit bid proposals for the updated pedestrian signage at multiple sites in the City of Sanford, areas to be designated by the Sanford Public Works Department. Potential areas of work include all City-owned properties, school properties, Public properties, Public Rights-of-Way, etc.

Description:

This work shall consist of furnishing and placing signage, sign supports, and all other related items as noted in close conformity with the plans or as authorized and directed by the Department of Public Works.

Construction Standards and Materials Specifications:

1. Item numbers, descriptions, pay units, and materials shall conform to the MaineDOT Standard Specifications found here:

http://maine.gov/mdot/contractors/publications/standardspec/

- 2. The Contractor shall be responsible for familiarizing themselves with and providing materials that shall conform to the requirements specified by the MaineDOT Standard Specifications, March 2020 Edition and the Manual on Uniform Traffic Control Devices (MUTCD).
 - a. <u>Sign Background</u>: All signage shall have a fluorescent yellow-green background with a black legend and border as specified in the MUTCD Section 2C.50-09.
 - b. <u>Sign Size</u>: Signs shall be sized for single-lane conventional roads based on MUTCD Standards and in accordance with the Schedule of Items which is attached hereto in the Bid Exhibits.
 - c. <u>Sign Height</u>: Mounting heights shall be in accordance with MUTCD Section 2A.18. More specifically, Paragraph 07 specifying a vertical measurement of at least 7 feet from the bottom of sign to the sidewalk.
 - d. <u>Sign Supports</u>: Supports shall be Telespar® Sign Support System, 2¹/₄" x 2¹/₄" x 12gauge perforated steel square tubes or approved equivalent. A single breakaway anchor shall be installed per manufacturer's installation guidelines. Manufacturer's specifications and the FHWA Letter of Eligibility (control number SS-185) are attached hereto in the Bid Exhibits.
- 3. Any adjustments to or removal of existing signage shall be performed by the Sanford Public Works Department and shall not be part of the project scope.

- 4. The Contractor should be aware that approximately 64 sign post locations will need to be set in existing concrete sidewalks. The City expects that the concrete sidewalk shall be drilled with a concrete core drill using the smallest diameter bit that will accommodate the sign post. The sign post anchor assembly shall be driven through the sidewalk subgrade. See manufacturer's recommendations. The exposed area between the post and remaining concrete shall be backfilled with 3/4"crushed stone, compacted, and sealed with a sealant specified in MaineDOT Standard Specification, Section 714.04. This work shall be considered incidental to the respective sign placement item.
- 5. All installation locations shall be cleaned up and left to match surrounding conditions. Any earth disturbance shall be permanently stabilized and excess or unsuitable material disposed of properly. This work shall be considered incidental to the respective sign placement item

Layout:

The layout of the proposed signs will be the responsibility of the contractor based on the locations provided on the sketches which are attached hereto in the Bid Exhibits. Proposed locations shall be marked in the field and called into DigSafe by the contractor. No utility conflicts are expected based on utility coordination thus far but field adjustments and final sign locations must be approved by the Sanford Public Works Department.

Siting considerations, in order of preference, for the proposed signs are as follows:

1. Installations in grass areas within the right of way if available.

2. Installation at the back edge of sidewalk, within the sidewalk, if there are right of way constraints.

3. Installation within the sidewalk, other than the back edge, if maintaining a clear width is an issue (minimum 4 feet for ADA, 5 feet for maintenance). General utility coordination strategy is to avoid existing facilities. No utility relocation is proposed.

Special Provision Section 105 General Scope of Work (Limitations of Operations):

The Contractor shall be allowed to close shoulders and occupy parking stalls in order to perform this work. No lane closures shall be allowed. Work on or near sidewalks will ensure safe passage of pedestrians meeting ADA requirements.

Special Provision Section 652.39 Work Zone Traffic Control:

Upon execution of contract, the Contractor shall submit a Traffic Control Plan according to the provisions of the MUTCD and MaineDOT Standard Specifications, Section 652.3.3 for review and approval by the Department of Public Works. The Contractor shall comply with all approved Traffic Control Plans.

The Contractor shall comply with the safety regulations as set forth by OSHA (Occupational and Safety Health Administration) at all times.

Method of Measurement:

The Contractor shall keep record of signage installed and any field adjustments. Approximations by the Contractor shall not be acceptable and, in the event of discrepancies in quantities, the City of Sanford's records included in this bid document shall control unless the Contractor proves otherwise.

Sign installation will be paid by the square foot according to the unit area per sign as noted in the MaineDOT Standard Specifications, March 2020 Edition (645.292). Incidental items associated with this contract item include, but are not limited to: concrete coring, backfill, sealant, anchor, posts, bolts, mounting hardware, lawn/work area restoration, and disposal of excess or unsuitable material.

All traffic control required for the work in this contract (including but not limited to trucks, temporary signage, cones, and flaggers) will be paid as a lump sum (652.39). The only exception to this stipulation is that the City of Sanford will be responsible for providing Uniformed Officers with Vehicle if necessary as determined by the Director of Public Works.

Acceptance:

Items shall be accepted or rejected based on compliance with these specifications.

Basis of Payment:

The accepted quantities of the items below will be paid for at the contract unit price per the respective item as specified.

There will be no other separate payment for all included items and efforts as part of the respective item and these will be considered incidental to the work.

Contract Items:

Item No.	Description	Unit
645.292	REGULATORY, WARNING, CONFIRMATION AND ROUTE ASSEMBLY SIGNS, TYPE II	SF
652.39	WORK ZONE TRAFFIC CONTROL	LS
659.10	MOBILIZATION	LS

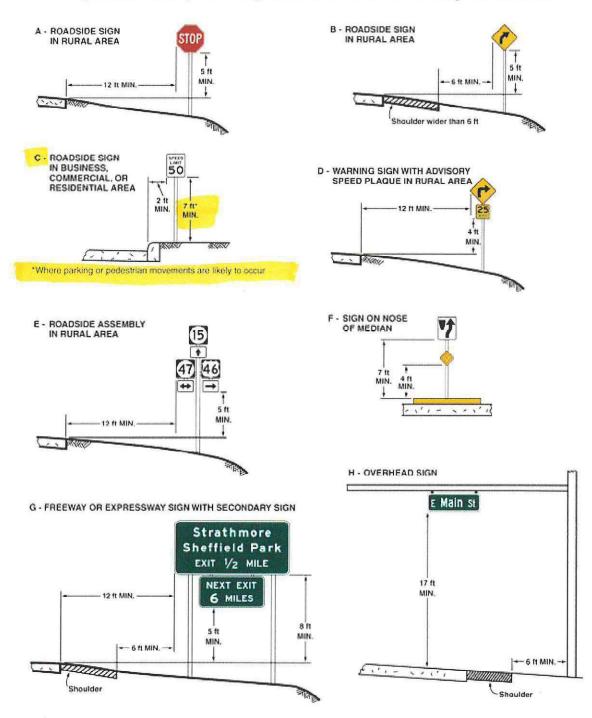


Figure 2A-2. Examples of Heights and Lateral Locations of Sign Installations

Note:

See Section 2A.19 for reduced lateral offset distances that may be used in areas where lateral offsets are limited, and in business, commercial, or residential areas where sidewalk width is limited or where existing poles are close to the curb.

EXHIBIT 1

BID PROPOSAL FORM

To: City of Sanford C/o Matthew Provencher Assistant City Engineer 156 School Street Sanford, Maine 04073

> In response to the Invitation to Bid, Instructions to Bidders, and Specifications for <u>SANFORD</u> <u>HEADS UP SAFETY – UPDATED PEDESTRIAN SIGNAGE PROJECT, MaineDOT WIN 026310.00</u>, as dated January 23, 2024, the undersigned proposes and agrees as follows:

- 1. To provide services, according to the above noted instructions and specifications (with exceptions as noted in the Exhibits below) of this proposal;
- 2. The City of Sanford will provide compensation for said services to the awarded Contractor in the amounts as Bid below at the rate schedule as in the above noted specifications.
- 3. The bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.
- 4. Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days.

EXHIBIT 2

UPDATED PEDESTRIAN SIGNAGE and associated activities shall meet the requirements of the Maine DOT Standard Specifications; March 2020 Edition

Item No.	Description	Quantity	Unit	Bid Price
645.292	REGULATORY, WARNING, CONFIRMATION AND ROUTE ASSEMBLY SIGNS, TYPE II	1610.8	SF	
652.39	WORK ZONE TRAFFIC CONTROL	LS	LUMP SUM	
659.10	MOBILIZATION	LS	LUMP SUM	
			TOTAL BID	
			TOTAL BID	

EXHIBIT 3

EXCEPTIONS TO SPECIFICATIONS

Any exception, variations, or clarifications to the Specifications must be set forth on this form and included with the Bid Proposal Form. These exceptions must be spelled out in detail, numbered, and make reference to exact page number for easy comparison.

Failure of the bidder to note on this form any and all exception to any portion of the specifications as designated by Matthew R. Provencher, P.E. means that the providing of UPDATED PEDESTRIAN SIGNAGE must meet or exceed in all respects any and all specifications not so noted. Failure to denote exceptions in the above manner may be cause for rejection of the entire bid.

Exception Number	Details	
	Dated thisday of	, 2024
	BY:(Signature)	

In compliance with the above notice to bidders the undersigned declares that:

1. The only person or persons interested in the bids set forth herein as principal or principals is or are named herein and no other person who is not mentioned herein has any interest in this proposal or the contract to be entered into. This proposal is made without connection with any other person or persons, company or parties' making a bid or proposal and it is in all respects fair and in good faith, without collusion or fraud.

2. The undersigned has examined all of the contract documents regarding this bid, and has informed themselves of all the terms and conditions included and set down in said contract documents. They have examined the Invitation, Specifications, Exhibits, and have furnished all information required and exceptions to the proposed work prior to the opening of bids. They have satisfied themselves concerning all nature of the proposed work to be performed.

3. All Contractors, Sub-Contractors names and addresses of all persons interested in this bid as principals are as follows:

4. We have been in business under the present name for to complete any work or defaulted on any contract awarded.

years, during which time we have never failed

Dated this _____ day of _____ , 2024

BY:___

(General Contractor Signature)

(Print name)

(Name of entity)

(Address of entity)

(Title, person signing bid)