



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355  
Tel. (207) 685-4939 • Fax (207) 685-3420  
Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)

### REQUEST FOR PROPOSALS (RFP)

#### ROAD WORK SUMMARY:

The Town of Readfield seeks proposals to complete several road repair and maintenance projects.

Culvert repair, replacement, and installation: Excavate and replace failing metal culverts on Old Kents Hill Road, P Ridge Road, Luce Road, Sadie Dunn Road with new HDPE culverts. Excavate reset, or replace HDPE culverts on Russell Street, and Plains Rd.

Ditching and Re-grading: Broadview Heights and Lane Road, Rat Mill Hill Road.

Gravel road work: Work to be performed on Rat Mill Hill Road. Shape and grade existing material to specification and compact. Place new surface gravel, grade to spec, apply dust control, and compact. Clean and shape ditch and shoulder as necessary.

Work to be performed at Readfield Town Forest Belz Road. Placement of Geo-textile fabric, and base material, at specific locations on Access Road, and Center Lane Trail, to eliminate wet areas, for upcoming harvesting. Use of Geo-tech fabric 500X is to be placed under material.

**All proposals are to be submitted in sealed envelopes marked “ROAD WORK DOCUMENTS – DO NOT OPEN”** addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 until **3:00 P.M. on Friday, May 1st, 2020** at which time they will be publicly opened. Proposal forms and specifications may be obtained at the Town Manager’s office. The Town of Readfield reserves the right to accept any or reject any or all proposals.

## **STANDARD INSTRUCTIONS TO PROPOSERS**

1. The attached proposal is to be signed by the proposer, with full knowledge of and agreement with, the general specifications, conditions and requirements of this RFP. The conditions set forth in this RFP are to be considered minimum proposal specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight must be noted on an attachment labeled **“Variances”**. Failure to document such variances or deviations may, at the Town of Readfield’s sole discretion, disqualify the proposal from consideration.
2. **Proposals shall be submitted in sealed envelopes addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 and shall be clearly marked “ROAD WORK DOCUMENTS – DO NOT OPEN”**. Sealed proposals for completing the projects for the 2020 fiscal year will be received at the **Town Office until 3:00 P.M. on Friday, May 1st, 2020** at which time they will be publicly opened. Proposals received later than the time and date specified in the RFP will not be considered. Withdrawals of proposals, received later than the time and date set for the proposal opening, will not be considered.
3. The Town of Readfield reserves the right to negotiate increase or decrease in the scope and quantities of work performed.
4. Any potential subcontractors must be identified in the proposal. Contractors and any subcontractor engaged in the above work must agree to provide proof of liability insurance in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000.00) that names the Town of Readfield as an additional insured. Proof of additional insurance is required, but not limited to, workers compensation and liability insurance for vehicle and equipment. Certificates of insurance must be on file with the Town prior to the commencement of any work. Proposers will follow Town policy on political activity, harassment, and workplace violence while providing services in Readfield.
5. **A pre-bid meeting will be held on Wednesday, April 22nd at 9:00am** beginning at the Readfield Town Office and proceeding to each proposed worksite.
6. In accordance with the provisions of 36 M.R.S.A. sec. 1760 et. Seq., the Town of Readfield is exempt from the payment of State sales and use tax and such tax or taxes shall not be included in the proposal prices.
7. Work schedule and completion date will be negotiated with the successful proposer, but in no case will the completion date be after June 30, 2020 unless mutually agreed upon by both parties.
8. Proposers are required to attach to their proposal an outline of their qualifications, including a list of equipment that will be used to fulfill the terms of this contract, a listing of proposed subcontractors, and a listing of municipal or governmental entities that they may have contracted with in recent years.
9. It is the intent of the Town of Readfield to award a binding contract to the selected proposer. The Town of Readfield specifically reserves the right to accept any or reject any and all proposals, wholly or in part; to waive technical defects or procedural requirements; and to make awards deemed to be in the best interest of the Town.
10. Questions regarding this RFP should be referred to **Eric Dyer, Road Commissioner at 207-685-4939 or [Manager@readfieldmaine.org](mailto:Manager@readfieldmaine.org) ,Or Anna Carll, Maintenance at 207-622-6404 [Maintenance1@readfieldmaine.org](mailto:Maintenance1@readfieldmaine.org)**

## ROAD WORK SPECIFICATIONS

1. Current MDOT specifications shall be met for all materials and equipment involved with this work unless otherwise specified.
2. The proposer will be responsible for providing all necessary flaggers, signs, barricades and other safety devices necessary to control & direct traffic, according to the MUTCD manual and MDOT best management practices.
3. The proposer will also be required to meet all laws, rules and regulations of the State of Maine during the course of this project. “Dig Safe” notification and requirements shall be the responsibility of the proposer unless delegated to the Town in writing by mutual agreement.
4. Erosion control shall be the responsibility of the proposer.
5. Culverts shall be corrugated smooth bore HDPE. Culverts shall be installed to maintain positive drainage and shall match the flow line of the ditch. Couplers shall be used to connect all culvert sections. Culverts shall be set using compacted **native material**, adding material shall match surface material specifications, and a minimum of 12” of cover is required unless approved by the Road Commissioner. A minimum of 6” riprap shall be placed at all inlet and outlet culverts, fabric is not required under riprap.
6. Smooth transitions are required at all driveways impacted by road work. Driveway connections shall not allow drainage onto the road and the cross slope of the road must be maintained.
7. Native material and or Gravel used over and around culverts shall be compacted with a plate compactor. If gravel thickness exceeds four inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.
8. Paved driveway entrances will have a minimum of 2” and maximum of 3” ~~be resurfaced with~~ 12.5mm HMA matching to existing asphalt thickness.
9. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material from Pike Industries in Augusta, delivery to the job site, spreading, grading, and compaction shall be the responsibility of the proposer unless otherwise negotiated.** Gravel provided by the proposer shall be tested at the expense of the proposer and shall meet the following gradations.
 

| <u>Base</u>      | <u>Surface</u> |            |         |
|------------------|----------------|------------|---------|
| <u>3” sieve</u>  | <u>95-100%</u> | 1 ½” sieve | 95-100% |
|                  |                | ½” sieve   | 30-65%  |
| <u>200 sieve</u> | <u>&lt;9%</u>  | 200 sieve  | 7-12%   |
10. Grading shall be performed prior to and following the application of new material. All visible potholes and ruts shall be undercut. Gravel shall be graded to a 5% cross slope, roughly ½” per foot from the centerline to the start of the road shoulder, prior to compaction. The road shoulder shall be graded to a cross slope in excess of 8%, or roughly 1” per foot from the road edge. Shoulder width shall be approximately 2’ unless otherwise specified. Proper moisture content shall be maintained to maximize workability and minimize material loss. Use of a water truck is encouraged.
11. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
12. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.

13. **The Town of Readfield shall purchase CaCl dust control materials unless otherwise negotiated. Pick-up of dust control materials from the Readfield Transfer Station, delivery to the job site, and installation shall be the responsibility of the proposer unless otherwise negotiated.** Dust control shall be achieved by application of either 35% liquid CaCl solution, applied at a rate of .5 gallons per square yard, or flake CaCl applied at a rate of 1.5 pounds per square yard. Dust control shall be applied prior to finish grading and compaction of new material with proper moisture content.  
-Excluding the Town Forest Access and Center Trail Roads.

14. Road gravel shall be compacted with a 10 ton vibratory roller. If gravel thickness exceeds six inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.  
- Excluding the Town Forest Access and Center Trail Roads.

# ROAD WORK PROPOSAL FORM

## Old Kents Hill Road

- At house number 119, remove existing 20'x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12' HDPE culvert, the inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

- At house number 52 (same side of road as Town Office), remove existing 20'x15' metal driveway culvert. Replace with 20'x15' HDPE Culvert, and the material, the inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement. \$ \_\_\_\_\_

## Russell Street

- ~~• At house number 5, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.~~

~~Lump sum cost to replace culvert. \$ \_\_\_\_\_~~

- At house number 6, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

- ~~• At house number 7, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.~~

~~Lump sum cost to replace culvert. \$ \_\_\_\_\_~~

- ~~• At house number 11, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.~~

Lump sum cost to replace culvert. \$ \_\_\_\_\_

- At house number 12, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with ~~new~~ material upon replacement of 20'x12" HDPE Culvert. . The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need ~~minor~~ amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

- ~~• At house number 15, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.~~

~~Lump sum cost to replace culvert. \$ \_\_\_\_\_~~

**P Ridge Road**

- At house number 135, remove existing 20' x 15" metal driveway culvert. Remove the existing asphalt and replace with ~~new~~ material upon resetting. Replace with 20'x12" HDPE culvert, the inflow and outflow ditches will need ~~minor~~ amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

**Lane Road**

- At the intersection of Lane Road, and North Wayne Road, Left ditch needs ~~re ditching~~, re-grading of 8%, and paving a 300 ft. shoulder apron. Of witch 260ft has 3ft shoulder, 40ft with 5ft shoulder (±980sf) cutting of existing shoulder pavement will need to be done, to ensure a flush straight edge

Lump sum cost to grade and pave. \$ \_\_\_\_\_

**Sadie Dunn Road**

- At house number 57, remove existing 20'x22" metal driveway culvert, replace with 20'x15" HDPE culvert, surface material will need to be added to keep driveway level, and the inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

**Broadview Heights**

- At the intersection of Church Road, shoulders need to be graded, and the inflow and outflow ditches need amendment to correct flow no riprap will be needed at this location-

Lump sum cost of ditching. \$ \_\_\_\_\_

**Plains Road**

- At house number 127, remove and reset the existing 20' x 15" HDPE driveway culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

- Lump sum cost to reset culvert. \$ \_\_\_\_\_

- At house number 1243, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250'x152" HDPE Culvert. The elevation of the culvert ~~will~~ may need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need ~~minor~~ amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

• Lump sum cost to reset culvert. \$ \_\_\_\_\_

- At house number 553, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

• Lump sum cost to ~~reset~~ replace culvert. \$ \_\_\_\_\_

**Luce Road**

- At house number 369, remove the existing 20'x15" metal driveway culvert. Replace with 20'x12" HDPE driveway culvert. The inflow and outflow ditches will need ~~minor~~ amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

- Near train tracks ~~320" x 320"~~ metal cross culvert needs to be removed, and replaced with 40'x20" 20" x 30" HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

Lump sum cost to replace culvert. \$ \_\_\_\_\_

**Rat Mill Hill Road**

- ~~—~~ Ditching along right side of road if accessing from Plains Road approximately 2,100ft-1,650ft. Total road width after ditching should be 22'. This width includes an 18' travel way and a 2' shoulder on each side. Road stakes or other markers will be places to show purposed work. At house number 5, ditching will starting after second driveway. At house number 19, reset 15"x20' HDPE driveway culvert, the elevation of culvert will need to be dropped to ensure correct inflow and outflow, and any necessary material added to cover the culvert. At house number 37, inflow and outflow ditches will need minor amendment to ensure correct flow following this work. Ditching will continue Thru Town line, to house number 79, where inflow to driveway culvert will be amended. ~~past house number 79, to town line.~~

• Lump Sum cost of ditching and culvert reset. \$ \_\_\_\_\_

- Shape, grade, under cut potholes, and compact the existing surface material as specified.
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining ~~full~~ length of the road to a width of 18'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.

**Town Forest (Belz Road)**

The Readfield Town Forest is located at the end of Belz Road; the Access Road is closed to regular traffic, but open to foot traffic. This project is to fix areas on the Access Road, and Center Trail, for upcoming harvesting projects. Work areas are marked with blue and pink ribbon to indicate start and finish points. Geo-tech fabric of 500X is to be used, and 12” of material is to be placed at proposed work areas.

Base Material

3’ sieve \_\_\_\_\_ 95-100%  
 200 sieve \_\_\_\_\_ <9%

- **Access Road and Town Farm Clearing:**  
Length: 411’ (sections of 60’, 36’ 270’, and 45’)  
Placement of 500X geo-tech fabric

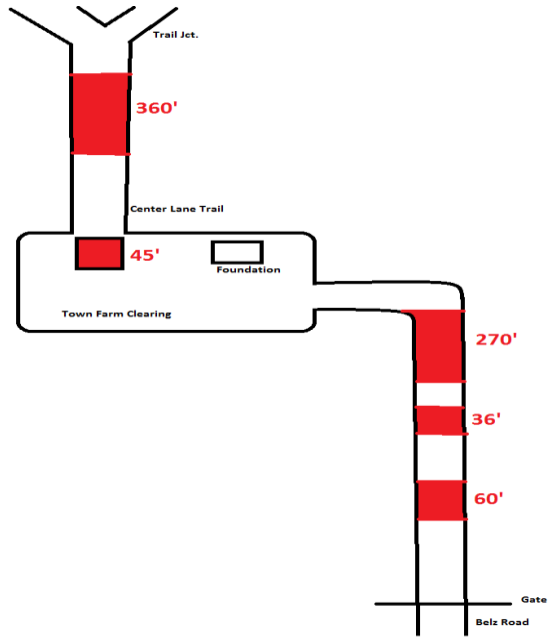
| <u>Road</u>        | <u>Length (ft.)</u> | <u>Roadway Width (ft.)</u> | <u>Square Yards.</u> | <u>Base Gravel (c.y.)</u> | <u>Total Tonnage (@ 1.4 tons/yd)</u> |
|--------------------|---------------------|----------------------------|----------------------|---------------------------|--------------------------------------|
| <u>Access Road</u> | <u>411</u>          | <u>12</u>                  | <u>548</u>           | <u>183</u>                | <u>256</u>                           |

- **Center Lane Trail:**  
Length: 360ft  
Placement of 500X geo-tech fabric (12’ wide fabric can be folded-over or cut)

| <u>Road</u>              | <u>Length (ft.)</u> | <u>Roadway Width (ft.)</u> | <u>Square Yards.</u> | <u>Surface Gravel (c.y.)</u> | <u>Total Tonnage (@ 1.4 tons/yd)</u> |
|--------------------------|---------------------|----------------------------|----------------------|------------------------------|--------------------------------------|
| <u>Center Lane Trail</u> | <u>360</u>          | <u>8</u>                   | <u>320</u>           | <u>107</u>                   | <u>150</u>                           |

- **Lump sum cost.** \_\_\_\_\_ \$ \_\_\_\_\_






---

**Contractors Signature and Authorization**

Name of Company: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **SERVICES AGREEMENT**

## **ROAD WORK SERVICES**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and \_\_\_\_\_ (hereinafter "CONTRACTOR").

The CONTRACTOR shall perform road work on selected Town roads, as needed and directed by the Town Manager/Road Commissioner or his/her designee. All equipment and materials involved with the completion of the specified work shall meet current MAINEDOT specifications and DEP standard best practices.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Road Work Specification and Road Work Proposal Form, and shall do so in accordance with the Contractor's Proposal dated \_\_\_\_\_, 2020.

The CONTRACTOR agrees to abide by the OWNER's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

The CONTRACTOR will provide to the OWNER a Certificate of Insurance naming the OWNER as an additional insured prior to the start of any work under this agreement. The OWNER disclaims any and all responsibility for injury or damages to the CONTRACTOR, its agents, or others at any time during this agreement.

The CONTRACTOR will provide the OWNER with a current and complete W-9 form prior to the start of any work under this agreement.

The CONTRACTOR, to the fullest extent permitted by law, shall indemnify and hold harmless the OWNER, and their agents, employees and/or invitees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the OWNER.

The CONTRACTOR guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. This warranty shall be for a period of one year from the date of completion.

All materials and work may be subject to inspection by the OWNER. The Town Manager or designee shall be allowed access to all parts of the work and shall also have the right to inspect and test, at the OWNER's expense, by any methods adequate to ensure an acceptable quality of work. It is strongly recommended that the CONTRACTOR, before submitting a bid, become completely familiar with the job site and the required work. The OWNER may be available to participate in pre-bid inspections at designated times and locations, and occasionally by request. No consideration

will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of a formal pre-bid inspection.

The price(s) quoted in the Road Work Proposal Form shall include preparation, mobilization, installation, final cleanup, and all labor and materials required to complete the work as specified in the Road Work Specification and Road Work Proposal Form. The price shall be firm for the term of this AGREEMENT.

The OWNER reserves the right to submit Change Orders in writing to the CONTRACTOR. In that event, the OWNER will negotiate with the CONTRACTOR to determine any new terms or costs. At the completion of work, each site shall be left in a neat and clean condition, subject to approval of the Town Manager or a Designee.

The OWNER shall remit to the CONTRACTOR payment in three equal installments. The first installment shall be due within two weeks of signing the contract and receipt of a request for payment, the second within two weeks of significant project completion, and the third within two weeks of final project completion. The OWNER reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the Road Work Specification.

Every effort shall be made to resolve conflicts between the OWNER and CONTRACTOR through direct negotiations between the parties. If resolution cannot be reached within a reasonable timeframe then the matter will be referred to third party arbitration by mutual agreement of the OWNER and CONTRACTOR.

The OWNER shall have the right to terminate this contract for cause with a minimum notice to the CONTRACTOR of Five (5) business days. Failure to comply with any requirement of this contract shall be cause for termination.

Witness

\_\_\_\_\_

TOWN

By: \_\_\_\_\_  
Eric Dyer, Town Manager

Witness

\_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_

Its: \_\_\_\_\_