

Carroll County Bidding Instructions

Road and Storm Drain Construction – Private Development Projects

A **construction bid package** (bid cover letter, standard contract clause, construction bid) for the construction of or improvements to a County road and/or storm drain, which will be covered by a bond and Public Works Agreement (PWA), must be prepared in accordance with these instructions.

All contractors and subcontractors must be prequalified by the Carroll County Department of Public Works, Bureau of Engineering. Developers are encouraged to use the Public Works Prequalification Search feature to determine the status of a contractor's or subcontractor's prequalification. The Public Works Prequalification Search can be accessed on the Bureau of Engineering webpage at <http://ccgovernment.carr.org/ccg/engineer/default.asp>. Application forms for prequalification may be downloaded from the same webpage. Contact the Bureau of Engineering with any questions about the Search feature or the application process.

Bids must have a cover letter. The **bid cover letter** shall be on the contractor's letterhead, and must identify the contractor's prequalification number, project information including project name (as shown on the approved plans), section number if any, County file number and project location, the client name and contact information, date of approval of the plans by the Carroll County Department of Public Works, Bureau of Engineering, and the amount of the bid. Subcontractor names, prequalification numbers and respective summary descriptions of scopes of work must also be included in the cover letter. A sample bid cover letter is included and shows all of the required information. The bid cover letter can be modified if necessary such as to form, format, corporate logos and corporate legal language.

The bid cover letter must be signed and dated by authorized representatives of both the contractor and the developer entering into the Public Works Agreement. Names and titles of signatories should appear in type below the signature. Facsimile (FAX) transmissions will not be acceptable for official Public Works documents. Failure to comply with these guidelines will result in rejection of the construction bid package.

The County will apply a contingency amount to the bond above the bid price to cover possible increases in cost and administrative costs by the County in the event the bond is forfeited. The County has a **Standard Contract Clause** which obligates the contractor to perform the contract for the County at the same price accepted by the developer, should the County have to take over the project from the developer. If this clause is signed and included in the contract, the contingency amount for the bond will be ten percent. If the clause is not included in the contract, or if the basis of the bond is other than a contract, the contingency amount will be fifty percent. If used, the Standard Contract Clause must be attached to the bid, as well as a statement of any specific exclusions.

The basis for the road and storm drain bond will be the contractor's **Construction Bid** prepared using plans approved by the Carroll County Planning and Zoning Commission and submitted using the County supplied form. This form is available as an Excel file on the Bureau of Engineering webpage and can be downloaded, printed and completed by hand or downloaded, modified and completed electronically.

The form provides typical line items for the road and storm drain construction bid,. Users shall not modify the Item Descriptions and Unit cells for these typical line items. Since the list is not all inclusive, there are blank lines available to add additional items if they are of notable cost to the project. Items may be expanded or diminished as necessary. Each item shown must include the quantity, unit price, and total price. The price quoted shall represent the complete, in-place cost including handling, and any procedure normally required to complete the work.

Each page of the form contains a project information header. Additional pages for each subcontractor should be added as needed. “Prepared By” is the name of the contractor representative who completed the form. “Reviewed By” is for County use.

Section A – Preliminary

Include line items associated with initiation of the project. The “Maintenance of Traffic” line item is intended for project duration costs such as temporary signs. The “Temporary Traffic Control” line items are intended for the individual control procedures that are implemented at various times during or phases of the project. If controls other than shoulder work or lane closure are identified, utilize the “Temporary Traffic Control - Other” or the blank lines. “Provide Temporary Access” includes all costs to build, maintain, and remove a temporary access location to an existing residence, building or improvement.

Section B – Grading

Include line items associated with mass grading of the entire site. “Removal of Existing Pavement and Sidewalks” and “Removal of Curb and Gutter” are intended to capture quantities of these activities not already included in Class 1 excavation. For example, if curb and gutter exists where Class 1 excavation is to occur, then its removal and disposal is incidental to the Class 1 excavation and not separately quantified.

Section C – Drainage

Include items associated with drainage, including pipes, structures, subgrade drains, and outfall stabilization. Note that culvert pipes under Use-In-Common driveways are excluded from Section C and are included in Section E – Use-In-Common Driveway. For inlets and manholes, refer to the standard details for minimum depth dimensions. Any depth greater than minimum depth is paid for on a vertical foot basis. For those line items that request clarification on the type of feature, such as pipe material, circle the appropriate material type, or edit the Excel cell to indicate type. If more than one type is being proposed on the project, then add line items for each material type used.

Section D – Paving and Shoulders

Each roadway on the project should have its own Section D sheet. Include items associated with roads such as graded aggregate base, hot mix asphalt, curb and W beam barrier. Adjust Project Name to indicate both the project name and the name of the roadway being quantified. For instance, if a project named “Westminster” has both a Main Street and a Center Street, then there should be a Section D sheet for “Westminster – Main Street” and a Section D sheet for “Westminster – Center Street.”

Fill in the appropriate values for depth of items such as milling and graded aggregate base. If the intent of the paving sequence is to provide an intermediate surface followed by a final paving surface at the end of the project, then use the separate line items for each.

Section E – Use-in-Common (UIC) Driveway

Include all construction activities related to each individual UIC driveway. A Section E sheet is to be prepared for each UIC on the project. If the UIC is part of a project, the mass grading and hauling of material for the UIC should be quantified in Section B and the corresponding line items in Section E left blank.

Section F – Utility Relocation

Utility relocation is the sole responsibility of the developer. Upon receipt of documentation by the Bureau of Development Review from the affected utility companies affirming receipt of payment for the relocation costs, bonding for the utility relocations will not be required by Carroll County. Absent this documentation from the utility companies, all utility relocations shall be bonded as part of the Carroll County Public Works Agreement. It is the responsibility of the developer to provide current written documentation to the Bureau of Development Review from each affected utility company for the total cost of each respective utility relocation. This documentation will be used to support the utility relocation cost identified in the Carroll County PWA for project bonding to the County. Should the utility relocations be bonded with Carroll County, this component of the Bond will not be released until the relocation is 100% complete and written confirmation is received by the Bureau of Development Review from each utility company that the respective utility relocation is complete and accepted.

Section G – Other Developer Costs

This section contains other costs which are the financial responsibility of the developer and are not included in the contractor scope of work. Included are permanent traffic signs, road and UIC driveway signs, and permanent pavement markings (furnished and installed by the Carroll County Bureau of Roads Operations) and field testing. The contractor/developer shall populate the quantities for these items and the County will provide the unit costs.

Summary

This page summarizes the bid cost for calculating the Road and Storm Drain Bond. Subtotals shall be transferred to this sheet to develop the total Road and Storm Drain bond amount. The developer may provide a copy of a signed contract with a survey firm to perform the construction stakeout and this fee amount will be used for the subtotal of Section H. If a contract is not provided, the County will estimate a stakeout cost as a percentage of the overall project cost.

The County will review the construction bid package to confirm completeness and accuracy. Documents that are incomplete or contain errors will be returned to the developer for correction. Upon determination by the County that the construction bid package is complete and correct, the County will apply a contingency amount as previously described.

The bond amount from the Summary is added together with bond amounts for other aspects of the project to establish the total project bond value.

SAMPLE - Bid Cover Letter

R.S.T. Contractors, Inc.

Street Address and/or Post Office Box number

Town, State, Zip Code

Tel. No. 000-000-0000 FAX No. 000-000-0000 email RST@.....

Carroll County Prequalification Number: 00-000

Project Information

Project Name/Section Number

County file number: F-00-000

Project Location:

Client

Mr. /Ms.

c/o Company Name

Street Address

Town, State, Zip Code

Tel. No. 000-000-0000

R.S.T. Contractors, Inc. is pleased to submit this bid for construction of facilities as shown on plans prepared by *(name of engineer and or surveying company)* titled _____ containing _____ sheets and approved by the Carroll County Department of Public Works on MM/DD/YY *(date plans were signed by the Chief, Bureau of Engineering)*. The bid covers furnishing of facilities, material, labor, and work necessary for complete installation of listed items to current standards and specifications of Carroll County. *At this point other corporate information, disclaimers, or items specific to the proposal at hand can be stated.*

Grand Total of Construction Bid: *State Grand Total in written words* \$ 000,000.00

Authorized Signature: _____

Typewritten name of person signing

Typewritten title

Date of Bid: MM/DD/YY

Acceptance of Bid

This is to certify that the Construction Bid as presented here by R.S.T. Contractors, Inc. has been reviewed and is accepted. R.S.T. Contractors, Inc. is hereby authorized to proceed with the work as specified. Payment for work shall be made as stated herein.

Authorized Signature: _____

Typewritten name of person signing

Typewritten title

Date of Acceptance: MM/DD/YY

Construction Bid - Roads and Storm Drains



Project Name:

Page 1 of 9

County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section A - Preliminary

Item Description	Unit	Quantity	Unit Cost	Unit Total
Mobilization/Demobilization	LS			
Maintenance of Traffic	LS			
Temporary Traffic Control - Shoulder Work	LS			
Temporary Traffic Control - Lane Closure w/flagmen	LS			
Temporary Traffic Control Other	LS			
Clearing and Grubbing	AC			
Provide Temporary Access	LS			
Section A Subtotal:				

Construction Bid - Roads and Storm Drains



Project Name:

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County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section B - Grading

Item Description	Unit	Quantity	Unit Cost	Unit Total
Mass Grading - Roads - Class 1 Excavation	CY			
Mass Grading - Roads - Fill	CY			
Excess (hauled to approved waste site)	CY			
Borrow (hauled in from offsite)	CY			
Removal of Existing Pavement & Sidewalk outside limits of excavation	CY			
Removal of Existing Curb & Gutter outside limits of excavation	LF			
Drainage Ditch Construction - Class 2 Excavation	CY			
Placing Salvaged Topsoil	CY			
Placing Furnished Topsoil	SY			
Permanent Seed & Mulch Shoulders and Supporting Slopes	AC			
Section B Subtotal:				

Construction Bid - Roads and Storm Drains



Project Name:

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County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section C- Drainage

Item Description	Unit	Quantity	Unit Cost	Unit Total
15" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
18" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
21" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
24" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
30" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
36" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
42" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
48" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
54" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
60" Storm Drain (CMP) (RCP) (PVC) (HDPE)	LF			
Concrete End Sections: 12" to 24"	EA			
Concrete End Sections: 27" to 36"	EA			
Metal End Sections: 12" to 24"	EA			
Metal End Sections: 30" to 36"	EA			
Concrete Endwall: 12" to 24"	EA			
Concrete Endwall: 27" to 48"	EA			
Concrete Endwall: 54" to 60"	EA			

Construction Bid - Roads and Storm Drains



Project Name:

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County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section C- Drainage (continued)

Item Description	Unit	Quantity	Unit Cost	Unit Total
48" Diameter Manholes, Minimum Depth	EA			
48" Diameter Manholes, Extra Depth	VF			
60" Diameter Manholes, Minimum Depth	EA			
60" Diameter Manholes, Extra Depth	VF			
Single Inlet, Minimum Depth (Yard) (K) (S) (WR)	EA			
Double Inlet, Minimum Depth (K) (S) (WR)	EA			
Single Inlet, Extra Depth	VF			
Double Inlet, Extra Depth	VF			
COG Inlet, Minimum Depth (5') (10') (15') (20')	EA			
COS Inlet, Minimum Depth (5') (10') (15') (20')	EA			
COG or COS Inlet, Extra Depth	VF			
Class I Riprap, Including Filter Cloth	SY			
Class II Riprap, Including Filter Cloth	SY			
Gabion Mattress, 9" Thick Stone	CY			
Subgrade Drains, Including Outlet, Plate 43-A	LF			
Soil Stabilization Matting, Type A	SY			
Soil Stabilization Matting, Type B	SY			
Cut & Remove Paving and Trench Repair, Plate 47 (1) (2) (3)	SY			
Flowable Fill	CY			
Section C Subtotal:				

Construction Bid - Roads and Storm Drains



Project Name:

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County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section D - Paving & Shoulders

Item Description	Unit	Quantity	Unit Cost	Unit Total
_____ " Asphalt Milling	SY			
Paving Joint	LF			
Combination Concrete Curb and Gutter	LF			
Mountable Concrete Curb and Gutter	LF			
Fine Grading Roads	SY			
_____ " Graded Aggregate Base	SY			
_____ " Hot Mix Asphalt SuperPave Base, 19.0 mm	SY			
_____ " Hot Mix Asphalt SuperPave Base, 12.5 mm	SY			
_____ " Hot Mix Asphalt SuperPave Intermediate Surface, 9.5 mm	SY			
_____ " Hot Mix Asphalt SuperPave Overlay, 9.5 mm	SY			
Hot Mix Asphalt Curb	LF			
Concrete Driveway Apron	SY			
Concrete Sidewalk	SF			
W Beam Traffic Barrier - Including End Treatments	LF			
Timber Barricade Plate 46	EA			
Section D Subtotal:				

Construction Bid - Roads and Storm Drains



Project Name:

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County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section E - Use-In-Common Driveway

Item Description	Unit	Quantity	Unit Cost	Unit Total
Mobilization/Demobilization	LS			
Maintenance of Traffic	LS			
Provide Temporary Access	LS			
Clearing and Grubbing	AC			
Mass Grading - Driveway - Class 1 Excavation	CY			
Mass Grading - Driveway - Fill	CY			
Excess (hauled to approved waste site)	CY			
Borrow (hauled in from offsite)	CY			
15" Storm Drain	LF			
18" Storm Drain	LF			
Drainage Ditch Construction - Class 2 Excavation	CY			
Soil Stabilization Matting, Type A	SY			
Soil Stabilization Matting, Type B	SY			
Fine Grading Driveway	SY			
6" Graded Aggregate Base	SY			
3" Hot Mix Asphalt SuperPave Base, 19.0 mm	SY			
1 ½" Hot Mix Asphalt SuperPave Surface, 9.5 mm	SY			
Placing Salvaged Topsoil	CY			
_____ " Placing Furnished Topsoil	SY			
Permanent Seed & Mulch Shoulders and Supporting Slopes	AC			
Section E Subtotal:				

Construction Bid - Roads and Storm Drains



Project Name:

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Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

**Section F - Utility Relocation - Developer Cost; Written Backup To Be Provided with This PWA
Construction Cost Estimate (Contractor Not Responsible for Construction)**

Item Description	Unit	Quantity	Unit Cost	Unit Total
Telephone: Verizon	LS			
Telephone: AT&T	LS			
Electric:	LS			
Cable:	LS			
Gas:	LS			
Fiber:	LS			
Other:				
Other:				
Other:				
Other:				
			Section F Subtotal:	

Construction Bid - Roads and Storm Drains



Project Name:

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Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Section G - Other Developer Costs - To Be Completed by Carroll County (Signage & Striping Provided & Installed by Carroll County)

Item Description	Unit	Quantity	Unit Cost	Unit Total
Permanent Signs	EA			
Permanent School Signage, per road	EA			
Permanent Striping	LF			
Permanent Stop Bars	EA			
Permanent Crosswalks	EA			
Compaction Testing - Mobilization & Proctor Test	LS			
Field Density Test	EA			
Section G Subtotal:				

Construction Bid - Roads and Storm Drains



Project Name:

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County File No.:

Date:

Contractor:

Prepared By:

Prequalification Number:

Reviewed By:

Summary

Section

Total

Section A - Preliminary

Section B - Grading

Section C - Drainage

Section D - Paving & Shoulders

Section E - Use-In-Common Driveway

Section F - Utility Relocation

Section G - Other Developer Costs

Section H - Stakeout

Subtotal

Contingency

Road and Storm Drain Bond