

*ITR Concession Company LLC
52551 Ash Road
Granger, Indiana 46530*

REQUEST FOR BID

FROM: Robert D. Ladson, PE
Infrastructure Manager

DATE: September 10, 2013

SUBJECT: **Str BHX-B – Removal**

_____ Invitation for Bids (IFB)
 X Request for Bids (RFP)

Overview:

ITR Concession Company (ITRCC) is requesting bids from responsible contractors for the following services. A brief description is set forth below, with detailed requirements in subsequent sections.

The ITR Concession Company, the privately owned company that operates the Indiana Toll Road, desires to remove certain portions of Str BHX-B near MM 21. Contractor must provide all Maintenance of Traffic and detour signs in accordance with IMUTCD, INDOT, and ITRCC standards. The ITRCC requests bids from responsible contractors.

1.0 INSTRUCTIONS:

1.1 **SUBMIT BIDS TO:** ITR Concession Company LLC
Attn: Robert D. Ladson, PE
Email: rladson@indianatollroad.org

LABEL BID/BID CONTAINER: Project Title: Str BHX-B - Removal

1.2 **DUE DATE & TIME FOR SUBMISSION:**
Date: October 2, 2013
Time: 12:00 noon (EST)

1.3 **SUBMITTALS:** Bids may be submitted electronically.

1.4 **BID FIRM TIME:** 90 Days from Receipt of Bid

1.5 **SECURITY:** Bid Bond \$ N/A Performance Bond = 100% of contract Payment Bond = 100% of contract

1.6 **SITE VISIT:**

While no “group” site visit is planned, the contractor must still visit the sites and thoroughly understand the site conditions prior to placing a bid.

1.7 **PROJECT CONTACT:**

Attn: ITR Concession Company LLC
Title: Robert D. Ladson, PE
Email: Infrastructure Manager
Phone: rladson@indianatollroad.org
(574) 651-2410

1.8 **CRITERIA FOR EVALUATION AND AWARD**

Request for Bids. The ITRCC will evaluate how well each bid meets the requirements in terms of “responsiveness” to the specifications. Consideration will be given based upon the best price, best product, and best service.

2.0 **SPECIFIC TERMS AND CONDITIONS**

2.1 **INDOT Pre-Qualifications**

Contractor is to provide any and all INDOT Pre-Qualifications along with the bid.

2.2 **RESERVATION**

ITR Concession Company reserves the right to reject any or all bids.

2.3 **PAYMENT OF TOLLS**

The Contractor shall be required to pay the full amount of tolls, if any, incurred by it during the duration of the contract. Said tolls will not be refunded by ITR Concession Company.

2.4 **COMPLIANCE WITH APPLICABLE LAW**

The Company warrants that it shall comply with all Federal, State, and local laws, statutes, ordinances, rules and regulations.

2.5 **WAGE RATES** N/A

2.6 **SUBCONTRACTING/JOINT VENTURES** X Allowed Not Allowed

ITR Concession Company intends to contract with one entity per contract and that one entity shall be contractually responsible for performance. Assignments for subcontracting are allowable, but information or assignees and subcontractors will be required prior to finalization of a contract. For any joint venture to be acceptable, one vendor must take full contractual responsibility for the obligation.

2.7 **EQUAL OPPORTUNITY AND M./W.B.E. PROGRAM**

ITR Concession Company is committed to providing fair and representative opportunities for MBE / W.B.E.s in all contracts related to the ITR. Neither ITR Concession Company nor its Contractors shall discriminate on the basis of race, color, religion, sex or national origin in the award and performance of contracts related to the ITR. Furthermore, affirmative action will be taken, consistent with sound procurement policies and applicable Law, to ensure that MBE / W.B.E.s are afforded a fair and representative opportunity to participate in ITR Concession Company’s contracts related to the ITR.

The requirement for dollar value of MBE / W.B.E. participation in contracts related to the ITR shall be 6% for each. MBE / WBE must be certified with the Indiana Department of Administration.

MBE and WBE participation of 6% for each is a requirement – not a goal.

2.8 **WORK LIMITS**

Contractor shall perform work within the Indiana Toll Road right-of-way limits. Bridge work may require restriction or closures on local roadways, waterways or railroad right-of-way to complete the work. Any lane closure of the Indiana Toll Road must be in accordance with the ITRCC’s Lane Closure Policy. Contractor is responsible for coordinating with all local government agencies, railroads, utilities, etc needed to perform the work – including obtaining permits, access, permission etc.

With exception of maintenance of traffic control at local roadways, contractor shall keep vehicles, materials, and staging area to within property maintained by the ITR Concession Company LLC (ITRCC)

2.9 **APPLICATION FOR PAYMENT**

- a. Contractor shall submit to the ITRCC a monthly invoice for the work performed within the pay period. The invoice should be received by the ITRCC no later than the 25th of each month to ensure timely processing. A waiver of lien and a “Sworn Statement of Contractor and Subcontractor to Owner” shall accompany all invoices.
 - b. Invoices must contain the following:
 - i. Project Title
 - ii. Contractor name and address
 - iii. Invoice number
 - iv. Invoice beginning and ending date
 - v. Date of submission
 - c. Invoice must be itemized as follows:
 - i. Items description
 - ii. Quantity
 - iii. Unit of Measure
 - iv. Unit Cost
 - v. Quantity for current invoice
 - vi. Total cost of item to date
 - d. All line items must be identical to the schedule of pay items
 - e. Upon request, the contractor must support the quantities with data substantiating their correctness.
 - f. The ITRCC processes invoices once a month. Failure to submit an invoice in a timely fashion will delay payment.
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2.10 **PERMITS AND OTHER RELATED DOCUMENTS**

Unless stated otherwise in the contract documents, contractor shall obtain, at no cost to the ITRCC, all permits, right-of-access, easements, etc to perform the work. (i.e utilities, railroad, local, state, and / or federal) Copies of all of these documents shall be provided to the ITRCC within sixty (60) days of receipt. Contractor shall notify the ITRCC immediately if permit applications are denied and provide all correspondence with railroad, utilities, local, state, and / or federal agencies.

2.11 **SALES TAX**

The ITRCC is subject to Indiana sales tax. The contractor shall be responsible for paying all sales tax on all goods and services liable for sales tax. The contractor shall include the sales tax in the unit prices of the pay items.

2.12 **SCHEDULE AND CONTRACT COMPLETION DATE**

Project Completion Date: **DECEMBER 30, 2013**

2.13 **RESPONSIBLE CONTRACTOR**

For bids to be considered “responsive”, Contractors must declare that they are a “Responsible Contractor” on the form provided in the bid documents. The Responsible Contractor Policy and statement are a part of the standard ITRCC Contract.

Throughout the life of the contract the Contractor is to comply with the provisions of the ITRCC Responsible Contractor Policy.

2.14 **SUBCONTRACTOR FORM AND USE**

Contractor shall submit to the ITRCC for approval all Subcontractor contracts. The Contractor shall complete and return to the ITRCC a fully executed subcontractor form for each subcontractor. Work cannot begin until the ITRCC has approved each subcontractor form.

2.15 **INSURANCE**

Contractor shall submit a bid to include the insurance coverage shown in the sample contract.

2.16 **RAILROAD PERMITS AND INSURANCE**

N / A

2.17 **MAINTENANCE OF TRAFFIC PLAN**

The Contractor shall follow the Maintenance of Traffic (MOT) plan for the mainline of the Indiana Toll Road as provided in the plans. Contractor shall follow the ITRCC’s Modified Lane Closure Policy (Appendix H) and shall provide 2 lanes of traffic at the times and direction shown in the policy.

When an MOT plan is NOT specifically provided, the contractor must develop and provide an exact MOT for the ITR mainline, state, local streets or any closure or closure detail. The plan must be stamped by a Professional Engineer registered in the State of Indiana. All MOT plans and signs must be designed and installed in accordance with the current edition of the Indiana MUTCD, INDOT Design Standards and the ITRCC’s standards.

Exact placement of traffic control devices used for execution of contract work along the Indiana Toll Road, entry and exit ramps, and local streets/roads, plazas, parking lots, etc shall be included in the MOT plan and be in accordance with the current IMUTCD, INDOT, and ITRCC Standards.

2.18 **LANE CLOSURE POLICY**

Any and all restrictions limiting traffic on the Indiana Toll Road Mainline shall conform to the ITRCC Lane Closure Policy. The contractor must submit a request – and receive approval - for any and all lane closures and / or restrictions.

For this project, **the allowable lane closures times have been modified for this project. WB and EB lanes closure are only permitted as shown in the attached Lane Closure Policy (Generally, from the hours of 7 PM in the evening to 6 AM. Restrictions for Holidays and Special Event - especially NOTRE DAME HOME FOOTBALL GAMES still apply)**

All lane and traffic restrictions and the sequence of work will be at the discretion and direction of the ITRCC Project Manager and/or ITRCC Representative or as provided in the plans and specifications.

2.19 **LANE OCCUPANCY PENALTY**

If a contractor continues to work beyond the allowable hours depicted in Lane Closure Policy (LCP) without a valid waiver, the contractor will be charged, as a penalty, a “lane rental charge.” The rate for the first and second hours will be at \$7,500.00 per hour or fraction thereof. The rate, if the lane occupancy occurs for the third and successive hours, will be at \$10,000.00 per each hour or fraction thereof for each hour that the lane is continued to be occupied. Routine and / or blatant violations of the LCP will be considered a material breach of the contract.

2.20 **PAVEMENT SENSORS**

The ITRCC has embedded pavement sensors and weigh-in-motion sensors at several locations along the Indiana Toll Road. Care should be taken not to destroy any of these sensors. The Contractor will need to locate the sensors in the field. If a contractor’s activity destroys one of these sensors – it will have to be replaced at the expense of the Contractor.

The pavement sensors are approximately located at the following locations along the Indiana Toll Road:

1. Mile Post 1.56 Eastbound near bridge deck
2. Mile Post 10.00 Westbound Approach
3. Mile Post 49.00 Westbound Approach
4. Mile Post 77.00 Eastbound near bridge deck
5. Mile Post 121.00 Westbound near bridge deck
6. Mile Post 144.00 Eastbound near bridge deck
7. Mile Post 96 Southbound Ramp near bridge deck

The ITRCC Project Manager or ITRCC Representative should be contacted to assist in locating the sensors.

2.21 **RAILROAD PERMITS AND INSURANCE**

Not applicable.

SCOPE OF SERVICES

Item Descriptions-Minimum Work Tasks

- 1. Work consists of providing all equipment, material and labor to complete the work as shown in the drawings, specifications and special provisions.
- 2. The work must follow the detailed sequence of work as shown in the drawings, specifications and special provisions.
- 3. All work shall be completed in accordance with INDOT specifications.
- 4. Any lane closure must be requested in writing and will only be allowed in accordance with the ITRCC’s Lane Closure Policy.
- 5. Contractor shall follow the supplied Maintenance of Traffic Plan (MOT) for the ITR mainline and / or supply an MOT for areas and situations for which an MOT has not been provided. Any MOT provided by the contractor must be signed and sealed by a Professional Engineer registered in the State of Indiana. All MOT must be in accordance with the current edition of the Indiana MUTCD, INDOT Standards and the ITRCC mainline lane closure layout. **The cost to comply with the Lane Closure Policy shall be included in the price of any pay items requiring lane closures – no separate pay item is provided.**
- 6. Contractor is responsible to call for all utility locates. (Including both 811 and the ITRCC service.)
- 7. Contractor shall supply final As-Built drawings. As-Built drawings shall be neat and legible.

3.0 BID FORMAT AND CONTENT

All bids must be prepared in a comprehensive manner as to content, but there is no need for expensive binders, color displays, or other promotional materials that are not germane to the bid.

Bid

- ◆ Submit bids electronically.
- ◆ A cover letter explaining the company’s interest in the contract, including a general outline of the materials attached and name and telephone number of the contact person.
- ◆ Experience of company on projects with similar magnitude and complexity, including experience with transportation systems and related issues, and familiarity with the operations of the ITR.
- ◆ Bid shall identify the MBE and WBEs needed to meet the MBE / WBE requirement of 6% each.