

February 16, 2012

Re: Maintenance of the six US 52/Sagamore Parkway Median Landscape Beds and the Wiggins Rd. Landscape Bed

This is to inform you that the City of West Lafayette is requesting that sealed quotes for this project must be submitted by 4 PM Local Time on Monday, March 5, 2012 to:

Judith Rhodes, Clerk / Treasurer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

Do not hand-deliver or mail quotes to the Parks and Recreation or any other office. Quotes must go directly to the Clerk-Treasurer Office.

Mark the outside of the envelope: US 52 & Wiggins Rd. Landscape Bed Maintenance. Quotes will be opened at the Board of Works meeting scheduled for 11:00 a.m. on Tuesday, March 6, 2012. A City Purchase Order will be issued to the contractor with the most responsive and responsible quote. The City reserves the right to waive any and all irregularities in the quote process and procedures. Included are maps of the specific work areas, showing the locations of the landscape beds on US 52 / Sagamore Parkway and Wiggins Rd.

The Contractor shall carry all necessary city insurance coverage and provide a certificate of insurance to the City of West Lafayette per the attached insurance requirements. The city is exempt from Indiana sales tax, therefore a General Sales Tax Exemption Certificate can be provided upon request.

Landscaping Standard Details and Specifications for the city can be found in the Typical Construction Guidelines and Details document, available at:
http://www.westlafayette.in.gov/egov/docs/1262102449_802795.pdf .

Included is a copy of the city's Right Of Way Permit and Special Provisions documents. The current permit expires in June and the Engineering Department will be applying for an extension through 2012.

INDOT's Traffic Control Standards has also been included which applies to individuals working in these landscape beds. The complete Work Zone Safety Manual can be found at:
http://www.in.gov/indot/files/WZSFinal_5COMPLETE.pdf. The West Lafayette Parks and Recreation Department may be able to obtain an electronic traffic control sign on a daily basis for this landscape maintenance work.

Employee Eligibility Verification

As a condition of the awarding of the quote, the selected contractor must affirm under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The City may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

Please contact the City Clerk / Treasurer regarding Employee Eligibility Verification questions or me regarding your quote at 775-5172 or ddunten@westlafayette.in.gov.

Sincerely,



Dan Dunten
Stewardship Manager
West Lafayette Parks and Recreation

CC: Judith Rhodes
Joe Payne

enc. Right-Of-Way Permit
Maps of Landscape Beds
Right-Of-Way Permit Special Provisions
Traffic Control Standards
Quote Sheet

**West Lafayette Parks and Recreation
2012 US 52 / Sagamore Parkway Median and Wiggins Rd. Landscape Bed Maintenance**

QUOTE SHEET

The Contractor will be responsible for performing the following tasks by the date specified:

- By April 15**
 - Remove trash and existing weeds
 - Apply Snapshot pre-emergent herbicide at a rate of 3.5 lb. per 1000 sq. ft. This product is moisture activated, so apply right before a rain or hand water it in.
 - Add 2" of hardwood mulch
 - Prune shrubs as needed *

- By June 1**
 - Remove trash and existing weeds
 - Spray glyphosate, as needed, along curbs

- By July 15**
 - Remove trash and existing weeds
 - Spray glyphosate, as needed, along curbs

- By Sept. 1**
 - Remove trash and existing weeds
 - Deadhead any perennials and ornamental grasses
 - Spray glyphosate, as needed, along curbs

* Gro-Low Fragrant Sumac – Can be pruned any time, but winter is best. If plants are leggy or looking old, remove up to 1/3 of the oldest branches all the way back to the ground.

Bayberry – Pruning is usually not needed, but if it is, March or April is the best times to do this. This plant can be rejuvenated by removing a few of the older branches at the ground.

Rose Bushes – Pruning is done after the first hard freeze or late winter, so nothing can be included for this Maintenance Schedule.

Calculate the total sum cost to complete the above work. Please itemize your work on the form below. Maintenance of the beds may begin upon approval of the proposed work by the West Lafayette Parks and Recreation Department, following issuance of a purchase order. All work is to be completed by the specified dates.

TOTAL COST _____

Item #	Item	Units	Unit Price	Total Price

Contractor's Name: _____ Date: _____

Authorized Signature: _____ Title: _____

Address: _____

Phone #: _____ E-mail: _____



RIGHT OF WAY PERMIT

State Form 41769 (R5 / 3-00)

Approved by State Board of Accounts, 2000

Approved by Auditor of State, 2000

**STATE OF INDIANA
INDIANA DEPARTMENT OF TRANSPORTATION**

Type of Permit:		
<input checked="" type="checkbox"/> Excavation	<input type="checkbox"/> Pole Line	<input type="checkbox"/> Bridge Attachment
		<input type="checkbox"/> Miscellaneous
District Crawfordsville	Subdistrict Fowler	Telephone number 765-361-5254 Ext 254
Project locations: Various roads in West Lafayette, landscape islands & areas.		Reference pt. number 0.01
Project description: Clean up of landscaped median islands & areas, including weeding, trash removal, pruning, mulching		
Project purpose: To clean-up & landscape islands in INDOT ROW to eliminate the safety and aesthetic problems that they have become.		
Bond required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, Penal Sum \$ --	Bond number --
PERMIT FEE: (Make check or bank draft payable to "Indiana Department of Transportation") \$ 0		
SPECIAL PROVISIONS: THE APPLICANT AGREES TO INDEMNIFY, DEFEND, EXCULPATE, AND HOLD HARMLESS THE STATE OF INDIANA, ITS OFFICIALS AND EMPLOYEES FROM ANY LIABILITY DUE TO LOSS, DAMAGE, INJURIES, OR OTHER CASUALTIES OF WHATSOEVER KIND, OR BY WHOMSOEVER CAUSED, TO THE PERSON OR PROPERTY OF ANYONE ON OR OFF THE RIGHT-OF-WAY ARISING OUT OF, OR RESULTING FROM THE ISSUANCE OF THIS PERMIT OR THE WORK CONNECTED THEREWITH, OR FROM THE INSTALLATION, EXISTENCE, USE, MAINTENANCE, CONDITIONS, REPAIRS, ALTERATION, OR REMOVAL OF ANY EQUIPMENT OR MATERIAL, WHETHER DUE IN WHOLE OR IN PART TO THE NEGLIGENT ACTS OR OMISSIONS (1) OF THE STATE, ITS OFFICIALS, AGENTS, OR EMPLOYEES; OR (2) OF THE APPLICANT, HIS AGENTS, OR EMPLOYEES, OR OTHER PERSONS ENGAGED IN THE PERFORMANCE OF THE WORK, OR (3) THE JOINT NEGLIGENCE OF ANY OF THEM; INCLUDING ANY CLAIMS ARISING OUT OF THE WORKMEN'S COMPENSATION ACT OR ANY OTHER LAW, ORDINANCE, ORDER, OR DECREE. THE APPLICANT ALSO AGREES TO PAY ALL REASONABLE EXPENSES AND ATTORNEY'S FEES INCURRED BY OR IMPOSED ON THE STATE IN CONNECTION HEREWITH IN THE EVENT THAT THE APPLICANT SHALL DEFAULT UNDER THE PROVISIONS OF THIS PARAGRAPH.		
Signature of permit applicant		Printed name of permit applicant Dave Buck
Name of company organization City of West Lafayette		Telephone number 765-775-5100
Address (number and street, city, state, ZIP code) City of West Lafayette 609 W. Navajo St. West Lafayette, IN 47906		
Inspector Terri Griffin		
District Regulatory Supervisor Gary Bowser		
District Director		

Application number
T0000054867

Road number
SR-0

County number
79

Expiration date
6/14/2012

Issue date
6/14/2011

Permit number
M11C3CR0006

Approved INDOT Permit Number M11C3CR0006

requirements imposed pursuant to Title 49, Code of federal Regulations, Department of Transportation, Subtitle A, Office of the secretary, part 21 Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

Approved INDOT Permit Number M11C3CR0006

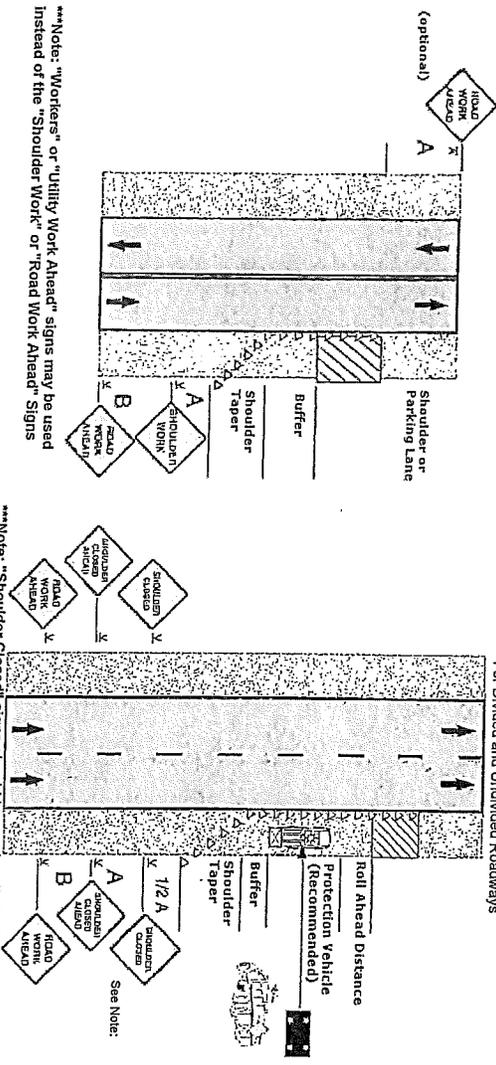
sufficient size and thickness to satisfactorily carry the traffic. The steel plate shall be properly fastened down so as not to create a hazard. A steel plate shall also be used to cover any concrete area during the curing period. All steel plates must be labeled for emergency notification. Utility company name and 24 hour notification telephone number shall be visible at all time.

7. (A) All excavation from cuts in the pavement and shoulder area shall be removed from the Right-of-Way. The backfilling of this area shall be Compacted Aggregate Base or "B" Borrow. The compacted aggregate base or "B" Borrow shall extend beyond the shoulder line at a slope of 1 to 1. This backfill shall meet Department of Transportation Standard Specifications.

(B) Backfilling of all trenches outside of the shoulder lines on State Highway Right-of-Way shall be made with pit run sand and gravel mixture or with material acceptable to the Department of Transportation, except for the Top 12 inches which must be filled with top soil and compacted. Grass seed and fertilizer shall then be placed on the top soil which has been prepared in accordance with Department of Transportation Specifications on seed bed preparation.
 - a) When the trench is excavated or plowed in a lawn area that is moved, the applicant shall replace all disturbed areas with sod. The sod shall be placed and maintained according to the Department of Transportation Specifications.
 - b) Sod may be required at other areas where erosions may be a problem.
8. The permittee shall at all times protect the pavement surface and right-of-way from damage due to the use of heavy equipment, and shall provide and use approved pads, planks, or dirt cushion to protect against other damage. Immediately before any section of the highway is to be placed back in use for traffic, the permittee shall remove all excess dirt and sweep the pavement surface to eliminate unnecessary dust hazards.
9. The Permit Inspector in the local subdistrict or district office shall be notified 24 hours in advance of the pouring of concrete or the placing of bituminous mixture. (see telephone numbers on page 3)
10. Tunneling under State Highway pavements will be allowed when approved by the Department of Transportation. Pipe for such tunnels shall be approved pipe as specified on the plans, inserted in the tunnel lining and the excess space filled with concrete as specified on the plans. Tunneling methods, supports and operations shall be subject to the approval of the representative of the Department of Transportation assigned to inspect the work. Proper backfilling must be done around the tunnel lining in order to prevent any settling of the pavement and Right-of-Way.
11. The top elevation of all manholes shall be held to ground or road surface level.
12. The permittee shall be responsible for the proper replacement of any driveways, driveway pipes or sidewalks that are disturbed during the permit work.
13. Drainage on shoulders, ditches, or otherwise on the Right-of-Way shall not be obstructed. Appropriate control measures shall be followed to protect the right-of-way from erosion.
14. All permits shall conform to the current INDOT Utility Accommodation Policy.
15. Within seven (7) days after a new installation or repair to an existing installation is performed, all excess dirt or obstruction caused by the installation or repair must be removed and the area must be restored to a condition by the permittee so as not to interfere with mowing the Highway Right-of-Way.
16. Upon completion of all pavement cuts and before work crew leaves the work area, the permittee shall furnish and place the appropriate color spot on the existing road surface next to the side of cut nearest the edge pavement.
17. The permittee agrees, as a condition of approval of this permit, to move or remove any structures installed under this permit, at the permittee's own expense should future traffic conditions or road improvement necessitate and when requested to do so by INDOT except for on the National System of Interstate and Defense Highways as outlined in the Indiana Code.
18. Work shall be performed in accordance with the attached plans.
19. If at any time in the future, this installation should become damaged due to normal maintenance or roadwork

INDIANA DEPARTMENT OF TRANSPORTATION
 PERMIT SECTION - TRAFFIC CONTROL STANDARDS

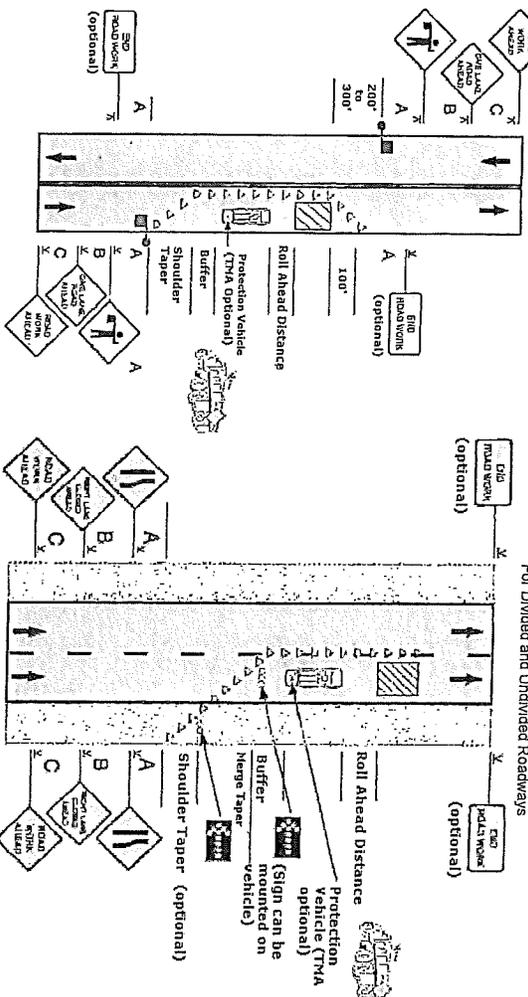
Examples are for Short Term Stationary Work - 1 to 12 hours
 Shoulder Work on Two Lane Roadway Shoulder Work on Multi-Lane Roadway



***Note: "Workers" or "Utility Work Ahead" signs may be used instead of the "Shoulder Work" or "Road Work Ahead" signs.

***Note: "Shoulder Closed" signs should be used on limited access highways where there is no opportunity for disabled vehicles to pull off the traveled way. Use "Shoulder Work" signs otherwise.

Lane Closure on Two Lane Roadway



Protection Vehicles can NOT be work vehicles

DISCLAIMER... The purpose of this document is to present guidelines for work zone traffic control. This covers the basic requirements set forth in Part VI of the Manual on Uniform Traffic Control Devices (MUTCD) as it pertains to Right-Of-Way Permit work. Any changes or additions of traffic control of protection can be requested per the INDOT District Permit Sections. This document MUST accompany the Right-Of-Way Permit Application. Created by INDOT - February 2005

LEGEND

	Channeling Device		Portable Sign
	Arrow Board Display		Arrow Board Display Symbol
	Flagman Symbol		Protection Vehicle w/ Flashing Lights
	Work Area		Protection Vehicle w/ Truck Mounted Attenuator (TMA)
	Warning Sign		

FLAGMEN STANDARDS AND PROCEDURES

If flaggers are to be used they must be properly trained and equipped at all times.

Only Stop/Slow paddles are allowed while flagging on State Right-Of-Way

ACCEPTABLE CHANNELLING DEVICES

- Stripes on barricade rails slope degrees toward the direction downward at an angle of 45 traffic is to pass
- Barricade rail stripe widths shall be 6 inches except where the rail lengths are less than 36 inches, then 4 inch wide stripes may be used.
- The sides of the barricades facing traffic shall have retroreflective rail faces. All channelizing devices should meet National Highway Research Program (NCHRP) Report 350 Crash Test Requirements.
- 20 ft. maximum spacing of channelizing devices on 2 lane roads
- 40 ft. maximum spacing of channelizing devices on 4+ lane roads

DIMENSIONAL DISTANCE SPECIFICATIONS

Distances shown are approximate. Spacing and Distances should be adjusted for curves, hills, intersections, driveways, etc... to improve sight visibility.

Speed mph	Buffer ft.	Taper Length	Cone Spacing	Cone Offset	# of Cones	Description
30	85	100'	20'	2'-5"	6	2-Way Tapers
35	120	200'	20'	1'-0"	12	Shoulder Tapers
40	170	340'	20'	0"-8"	18	Shifting Tapers, Low Speed
45	220					Merging Tapers
50	280					Multi Lane Road
55	335					Merging Tapers
60	415					
65	485					

Sign Spacing

25-30 mph	35-40 mph	45-55 mph	55+ mph
A 200	350	500	1000
B 200	350	500	1600
C 200	350	500	2600

Rail Ahead

Speed Mph	Dist.
0-45	150
50-55	200
60+	275

MEDIAN MAINTENANCE



CITY OF
WEST LAFAYETTE

Path: Y:\GIS\Department\slp\arks\Median_Maint.mxd

0
200
400
600
800
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2,600
2,800
3,000

Feet

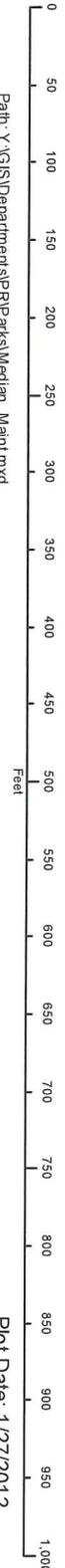
Plot Date: 1/27/2012



MEDIAN MAINTENANCE



CITY OF
WEST LAFFETTE



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Plot Date: 1/27/2012

