

# Request for Quotes

## City of West Lafayette Public Rights-Of-Way Landscape Maintenance

US 52 / Sagamore Parkway  
Wiggins Street  
US 52 (Sagamore Parkway) / Northwestern Overpasses  
Cumberland Avenue  
Northwestern Avenue

February 18, 2014

This Request for Quotes is the official notice of needed services for the City of West Lafayette (the "City"). The Board of Public Works and Safety (the "Board") of the City will receive sealed bids for the **Public Rights-Of-Way Landscape Maintenance (written on outside of envelope)** until the hour of **8:30 AM** local time on **March 4, 2014**, at the office of the Clerk-Treasurer, 711 West Navajo Street. Bids received after said time will be returned unopened. No oral, telephoned, telegraphed, or facsimile bids or changes to bids will be considered. After said time, bids will be publicly opened and read aloud at the Council Chambers, City Hall, 609 West Navajo Street, West Lafayette, Indiana 47906.

The Contractor shall furnish all labor, equipment and supplies necessary to complete the listed Specifications. Since most of these beds are on a state highway, INDOT guidelines apply. See the attachments. The Contractor may be able to obtain an electronic traffic control sign on a daily basis by contacting Deputy Chief Chris Leroux with the West Lafayette Police Department (775-5200).

Properly executed Non-Collusion Affirmation must be submitted each year with the Quote Sheets. The Employment Verification forms should be submitted with the Quote Sheets, unless the firm already has the forms on file with the City. The Contractor shall carry all necessary insurance coverage and provide a Certificate of Insurance to the City per City insurance requirements.

Bids for each of the five designated areas must be entered on the separate Quote Sheets that are provided. Quotes will be taken under consideration for the execution of an Agreement Form and the issuance of a purchase order to the most responsive and responsible firm which provides a quote most advantageous to the Board.

Any questions concerning this Request for Quotes should be directed to Dan Dunten at [ddunten@westlafayette.in.gov](mailto:ddunten@westlafayette.in.gov) or (765) 775-5172.

enc. Quote Sheets  
Right-Of-Way Permit  
Maps of Landscape Beds  
INDOT General and Special Provisions  
Traffic Control Guide  
Non-Collusion Affirmation form  
Employment Eligibility Verification form

## SPECIFICATIONS:

### Quote # 1 - US 52 / Sagamore Parkway Medians (6 island beds)

#### Landscape Bed Maintenance

- By April 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs as needed
  - Apply Snapshot pre-emergent herbicide at a rate of 3.5 lb. per 1000 sq. ft.
  - Add 2" of hardwood mulch
- By June 1, July 15, Sept. 1 and Oct. 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs, as needed

### Quote # 2 - Wiggins St. (east of Salisbury St. on south side of road)

#### Landscape Bed Maintenance

- By April 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs as needed
  - Apply Snapshot pre-emergent herbicide at a rate of 3.5 lb. per 1000 sq. ft.
  - Add 2" of hardwood mulch
- By June 1, July 15, Sept. 1 and Oct. 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs, as needed

### Quote # 3 - US 52 / Sagamore Parkway & Northwestern Overpass

#### Landscape Bed Maintenance

- By April 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs as needed
  - Apply Snapshot pre-emergent herbicide at a rate of 3.5 lb. per 1000 sq. ft.
  - Add 2" of hardwood mulch
- By June 1, July 15, Sept. 1 and Oct. 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs, as needed

## Quote # 4 - Cumberland Avenue between US 52 / Sagamore Parkway and Salisbury St.

### Native Prairie Maintenance

- Mid June to early July – cut off all plants to 8" using a string trimmer. The exact timing should be when the weed plants are in bloom and before they go to seed.
- November – mow off the entire area at ground level and rake away all plant material.
- Spot treat with glyphosate all perennial weeds, being careful not to kill any desirable plants. Quote per treatment with a maximum of 4 times during growing season.

### Landscape Bed Maintenance

- Cut back all ornamental grasses in early spring before new growth emerges.
- In spring, apply 2" of hardwood mulch on all designated beds, around trees, etc.
- Apply Snapshot pre-emergent herbicide (March 15 – April 15) at a rate of 3.5 lb. per 1000 sq. ft. to all mulch and stone beds. These herbicides are activated by moisture, so an ideal application time would be right before a rain.
- Remove weeds and trash. Quote per clean-up time with a maximum of 15 times per year.
- Remove tree suckers when they appear. Quote per removal time with a maximum of 4 times per year.

### Lawn Maintenance

- Mow grass at 2 ½" – 3". Turf should be mowed based on growth rate and not on a set schedule, so more mowing would be expected in the spring and fewer in mid-summer and fall. Quote per mowing time with a maximum of 30 times.
- String trim around obstructions at same time of mowing.
- Power edge walks and curbs. Quote per time with a maximum of 3 times per year.
- Spray glyphosate around obstructions and along the curb as needed. Quote per spraying time with a maximum of 10 times per year.
- Apply pre-emergent herbicide to control crabgrass in spring (mid – late April).
- Apply granular, broadleaf weed control in fall (September).
- Apply granular fertilizer in late fall (November).
- Tree leaves may be mowed once and left on the turf.

### Pond Maintenance

- Mow and trim around pond area. Quote per mowing and trimming time with a maximum of four times per year.

### Irrigation Maintenance

- Spring activation and adjustment of system.
- Backflow device testing.
- Fall winterization.

**Quote # 5 - Northwestern Avenue, north of Lindberg Rd. and including the Yeager Road Roundabout (plus the medians that extend 200 feet north on Yeager Road and 300 feet north on Northwestern Avenue) and mowing areas.**

Landscape Bed Maintenance

- By April 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs as needed
  - Apply Snapshot pre-emergent herbicide at a rate of 3.5 lb. per 1000 sq. ft.
  - Add 2" of hardwood mulch
- By June 1, July 15, Sept. 1 and Oct. 15
  - Remove trash and existing weeds
  - Spray glyphosate along curbs and in beds, as needed
  - Prune shrubs, as needed

Lawn Maintenance

- Mow grass at 2 ½" – 3" in the medians, along the west side of Northwestern Avenue from. Turf should be mowed based on growth rate and not on a set schedule, so more mowing would be expected in the spring and fewer in mid-summer and fall. Quote per mowing time with a maximum of 30 times. Mowing will be needed at:
  - In the medians and round-about
  - Along the west side of Northwestern Avenue from the street to the tree line, starting from the area across from Windsor Drive and then north to the end of the current paved trail near the end of the northern median bed on Northwestern Avenue.
  - Area directly north of the round-about where Yeager Road and Northwestern Avenue meet. Mow to within 5 feet of the apartment building.
- String trim around obstructions at same time of mowing.
- Power edge walks and curbs. Quote per time with a maximum of 3 times per year.
- Spray glyphosate around obstructions and along the curb as needed. Quote per spraying time with a maximum of 10 times per year.
- Apply pre-emergent herbicide to control crabgrass in spring (mid – late April).
- Apply granular, broadleaf weed control in fall (September).
- Apply granular fertilizer in late fall (November).
- Tree leaves may be mowed once and left on the turf.

Irrigation Maintenance

- Spring activation and adjustment of system.
- Backflow device testing.
- Fall winterization.

# Quote Sheet # 1

## US 52 / Sagamore Parkway Medians (6 island beds)

Calculate the total sum cost to complete the work described. Maintenance 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.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Remove trash and weeds (maximum 5 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Apply pre-emergent herbicide (maximum 1 time)	_____	_____
Apply mulch (maximum 1 time)	_____	_____

MAXIMUM QUOTE \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Quote Sheet # 2

### Wiggins St. (east of Salisbury St. on south side of road)

Calculate the total sum cost to complete the work described. Maintenance 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.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Remove trash and weeds (maximum 5 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Apply pre-emergent herbicide (maximum 1 time)	_____	_____
Apply mulch (maximum 1 time)	_____	_____

MAXIMUM QUOTE \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

# Quote Sheet # 3

## US 52 / Sagamore Parkway & Northwestern Overpass

Calculate the total sum cost to complete the work described. Maintenance 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.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Remove trash and weeds (maximum 5 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Apply pre-emergent herbicide (maximum 1 time)	_____	_____
Apply mulch (maximum 1 time)	_____	_____

MAXIMUM QUOTE \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

# Quote Sheet # 4

## Cumberland Avenue between US 52 / Sagamore Parkway and Salisbury St.

Calculate the total sum cost to complete the work described. Maintenance 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.

<u>Native Prairie Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Cut off all plants (maximum 1 time)	_____	_____
Mow off entire area (maximum 1 time)	_____	_____
Spot treat with glyphosate (maximum 4 times)	_____	_____
<u>Landscape Bed Maintenance</u>		
Cut back ornamental grasses (maximum 1 time)	_____	_____
Apply mulch (maximum 1 time)	_____	_____
Apply pre-emergent herbicide (maximum 1 time)	_____	_____
Remove weeds and trash (maximum 15 times)	_____	_____
Remove tree suckers (maximum 4 times)	_____	_____
<u>Lawn Maintenance</u>		
Mow (maximum 30 times)	_____	_____
String trim (maximum 30 times)	_____	_____
Power edge (maximum 3 times)	_____	_____
Spray glyphosate (maximum 10 times)	_____	_____
Apply pre-emergent herbicide (maximum 1 time)	_____	_____
Weed control (maximum 1 time)	_____	_____
Fall fertilize (maximum 1 time)	_____	_____
<u>Irrigation Maintenance</u>		
Spring activation (maximum 1 time)	_____	_____
Backflow testing (maximum 1 time)	_____	_____
Fall winterization (maximum 1 time)	_____	_____

MAXIMUM QUOTE \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Quote Sheet # 5

**Northwestern Avenue, north of Lindberg Rd. and including the Yeager Road Roundabout (plus the medians that extend 200 feet north on Yeager Road and 300 feet north on Northwestern Avenue) and mowing areas.**

Calculate the total sum cost to complete the work described. Maintenance 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.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Remove trash and weeds (maximum 5 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Apply pre-emergent herbicide (maximum 1 time)	_____	_____
Apply mulch (maximum 1 time)	_____	_____
<u>Lawn Maintenance</u>		
Mow (maximum 30 times)	_____	_____
String trim (maximum 30 times)	_____	_____
Power edge (maximum 3 times)	_____	_____
Spray glyphosate (maximum of 10 times)	_____	_____
Apply pre-emergent herbicide (maximum of 1 time)	_____	_____
Weed control (maximum of 1 time)	_____	_____
Fall fertilize (maximum of 1 time)	_____	_____
<u>Irrigation Maintenance</u>		
Spring activation (maximum of 1 time)	_____	_____
Backflow testing (maximum of 1 time)	_____	_____
Fall winterization (maximum of 1 time)	_____	_____

MAXIMUM QUOTE \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

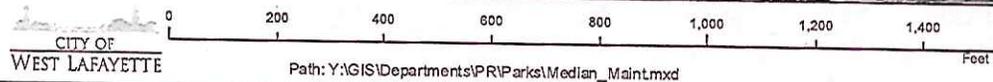
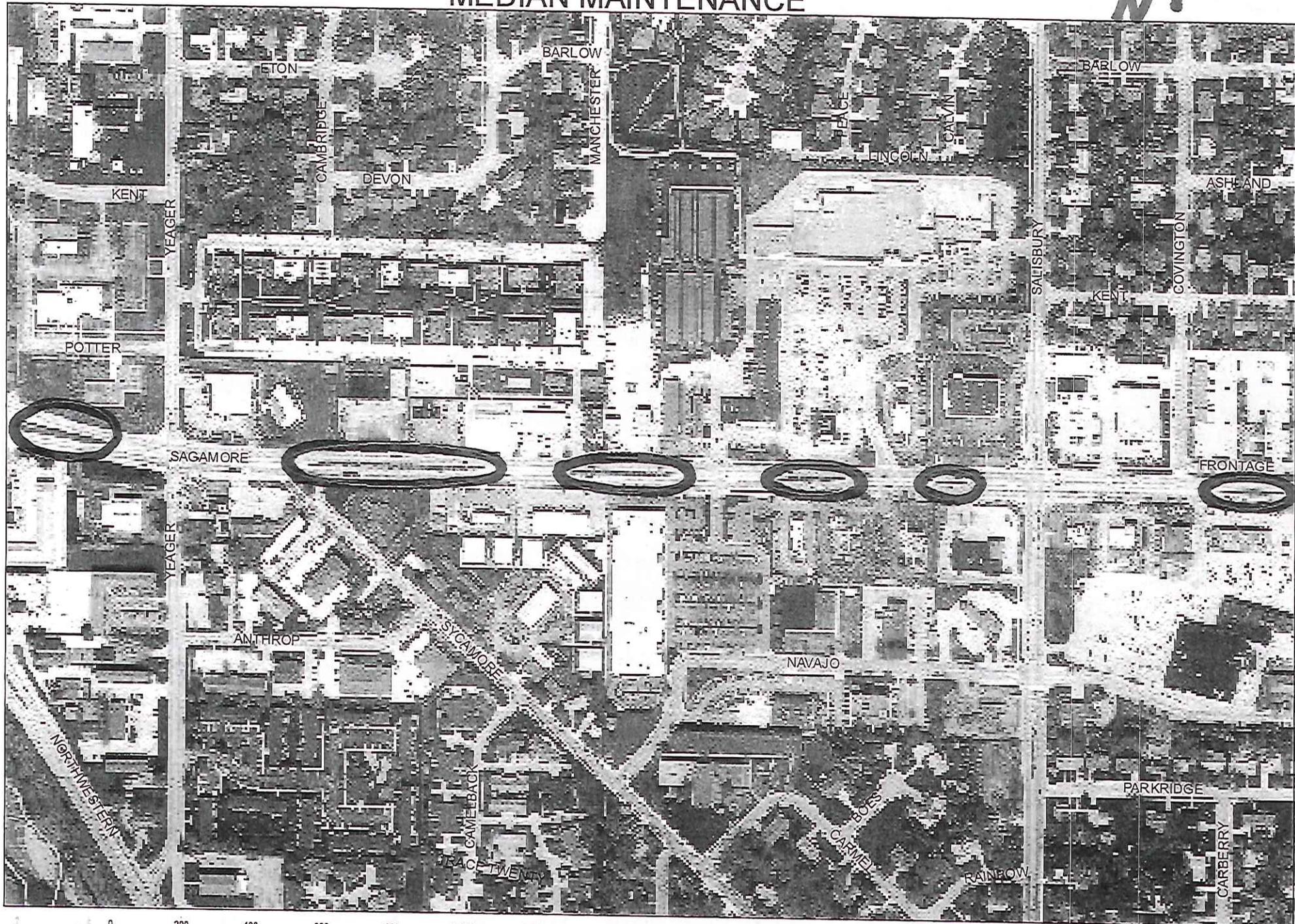
Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

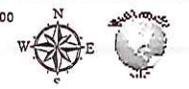
Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

# MEDIAN MAINTENANCE

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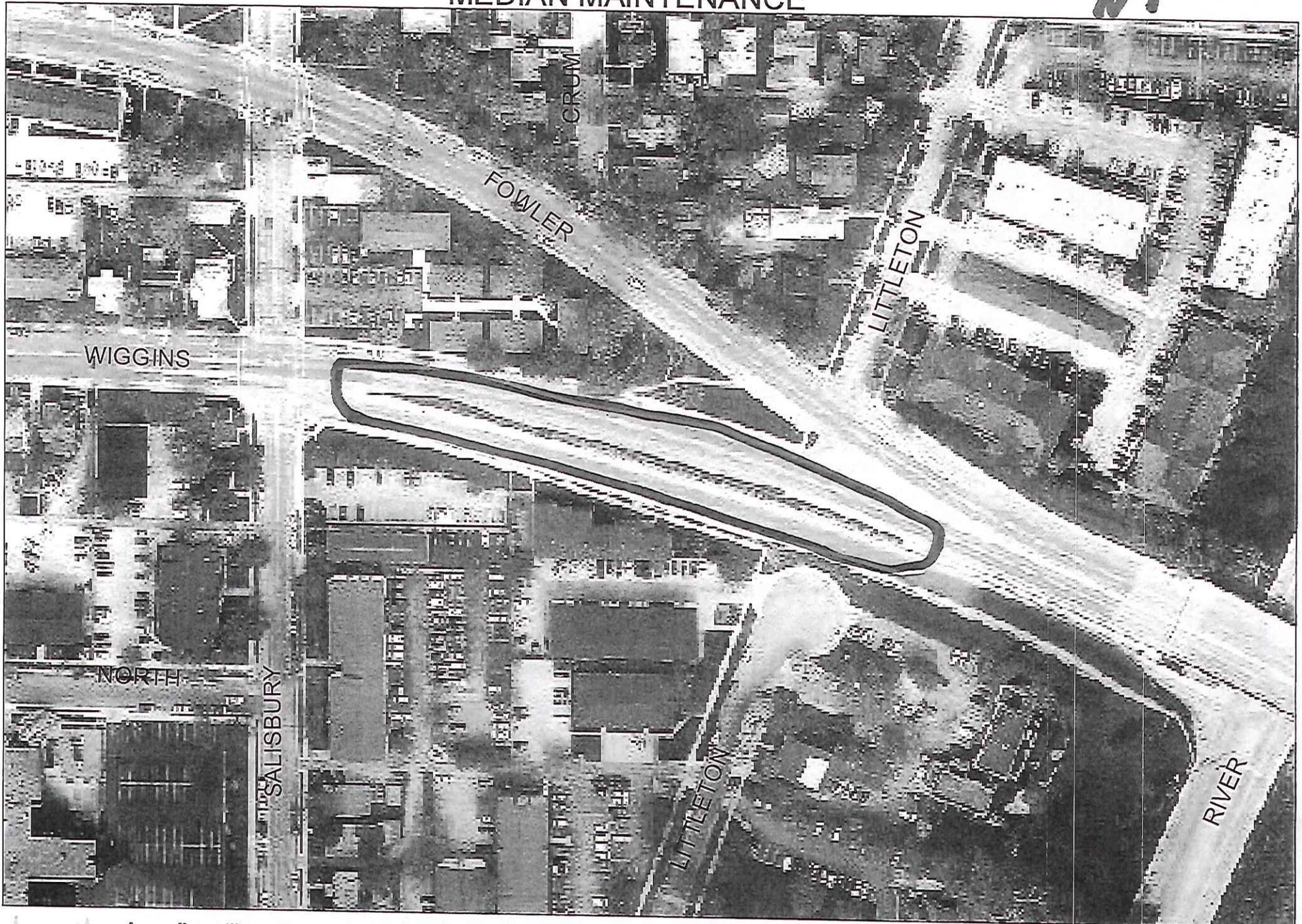


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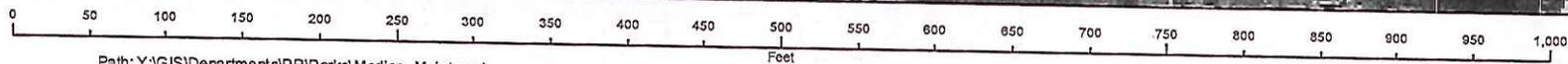


# MEDIAN MAINTENANCE

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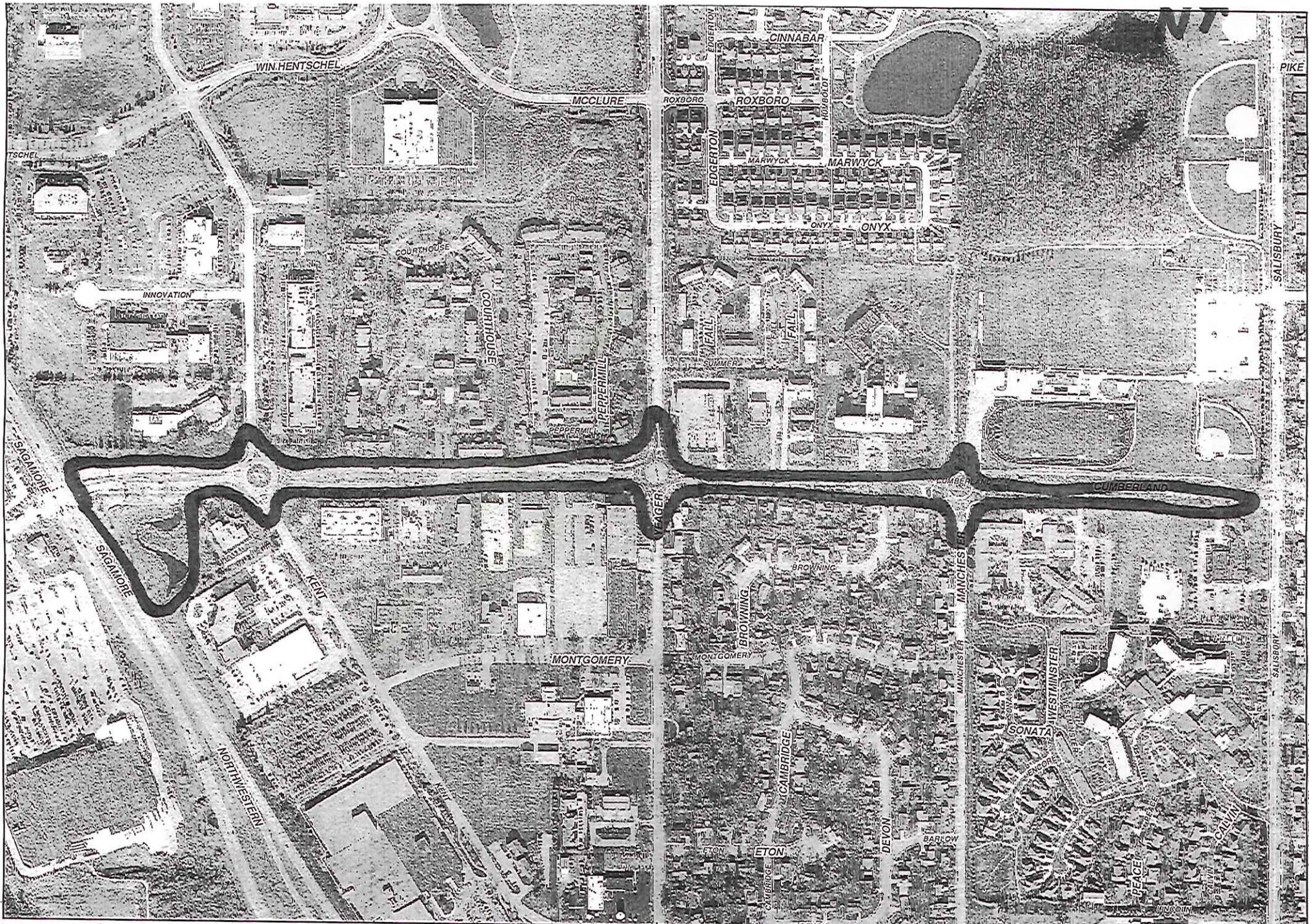
CITY OF  
WEST LAFAYETTE



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Plot Date: 1/27/2012





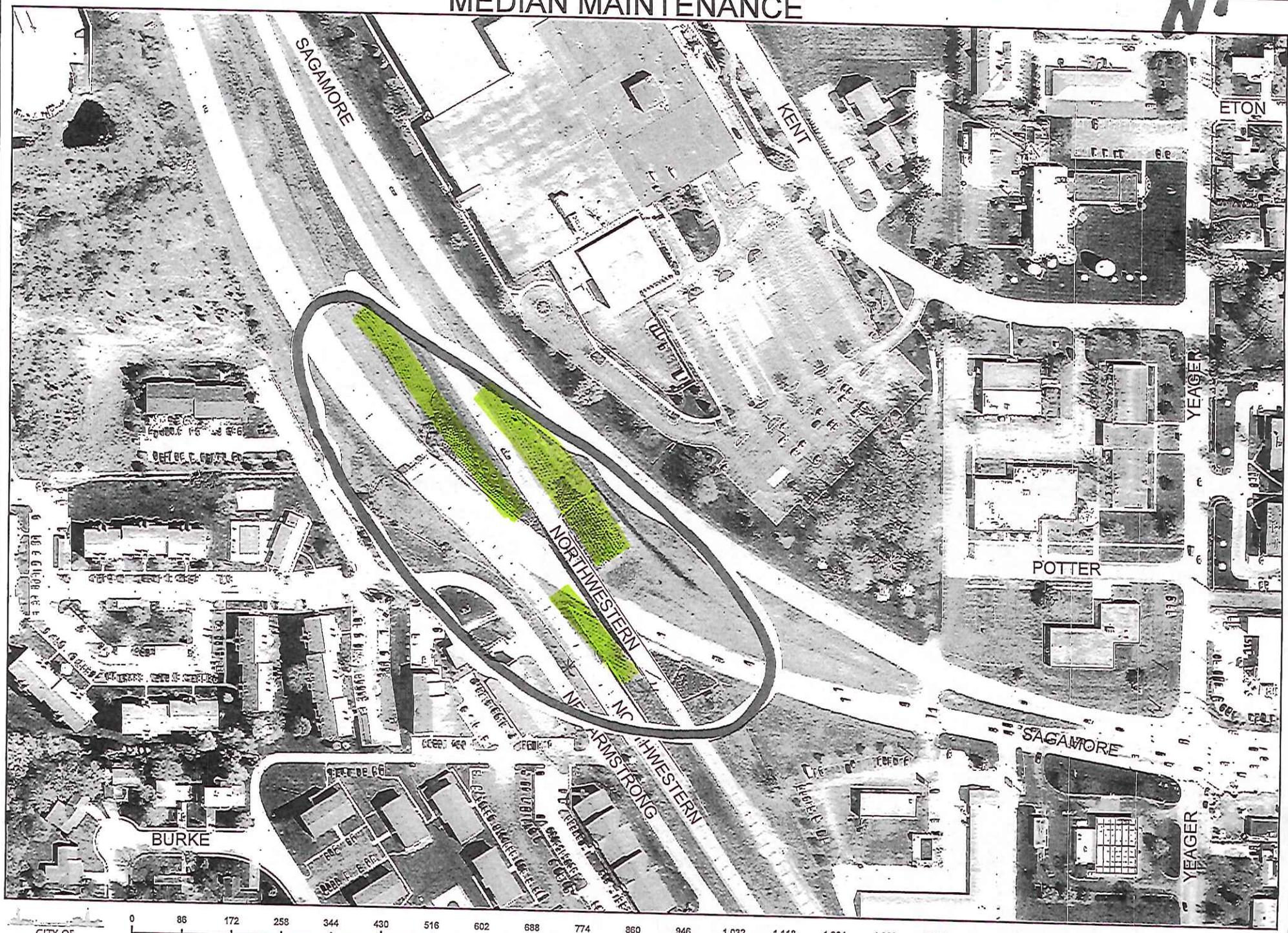
# Cumberland Ave. - St Rt. 52 to Salisbury St.

The City of West Lafayette, State of Indiana, disclaims any responsibility for the accuracy or completeness of any data, or misrepresentation of data, provided to others, in the event such the City of West Lafayette becomes liable to users of the data, or any other party, in using the data users further agree to indemnify, defend, and hold harmless the City of West Lafayette for any and all liability or claims arising out of or resulting from the use of this data. To assist the City of West Lafayette in the maintenance of the data, users shall provide the GIS Manager in formats, covering any errors or discrepancies found in using the data, THIS DATA IS FOR INFORMATION PURPOSES ONLY.

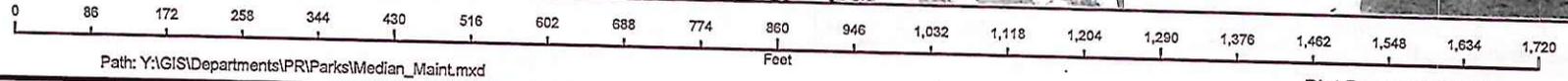


# MEDIAN MAINTENANCE

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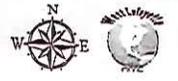


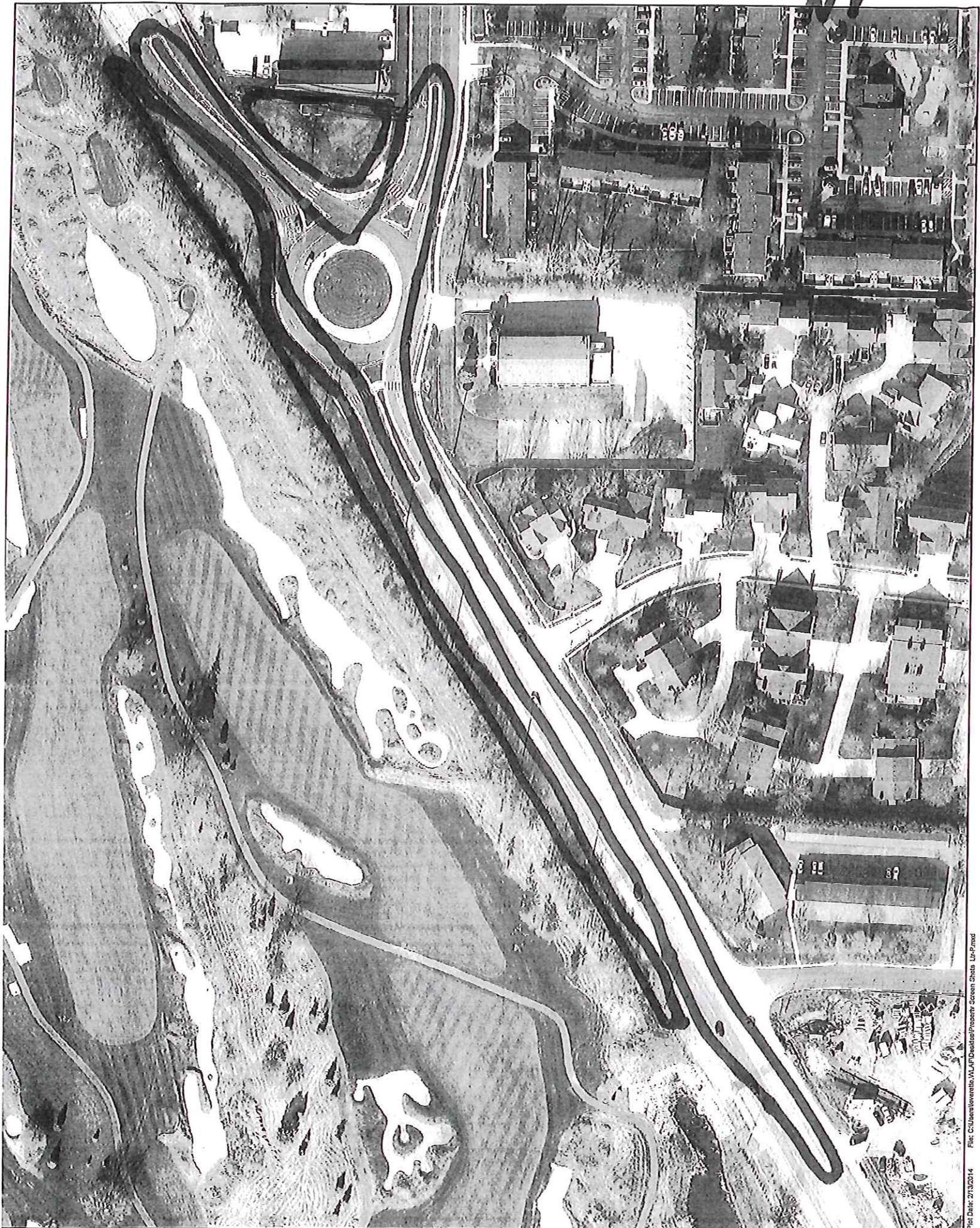
CITY OF WEST LAFAYETTE



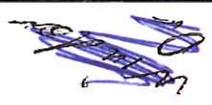
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Plot Date: 2/13/2014



Northwestern / Yeager

Fall 2012 Aerial

**State of Indiana  
Department of Transportation  
APPROVAL FOR TIME EXTENSION TO PERMIT**

Driveway       Cut Road       Pole Line       Misc.

The type of permit shown above having Permit Number: M13C3CR0002

had an expiration date of 2/21/2014.

A time of extension has been approved and the revised expiration

date is 2/21/2015.

Approval: Gary Bowser  
REGULATORY SUPERVISOR

REMARKS:

The following ADDITIONAL SPECIAL PROVISIONS are hereby incorporated into this permit and are fully binding upon permittee:

APPLICATION NUMBER T0000071408	ROAD NUMBER SR-0	COUNTY 79	NEW EXPIRATION 2/21/2015	ISSUE DATE 1/21/2014	PERMIT NUMBER M13C3CR0002
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# RIGHT OF WAY PERMIT

State Form 41769 (R5 / 3-00)

Approve 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 landscaping islands & areas.		Reference pt. number
Project description: Clean up of landscaped median islands and areas including weeding/trash removal, pruning, mulching, etc...		
Project purpose: To clean up (weed, prune, mulch, etc.) landscape areas/islands in INDOT's right of way 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") \$		
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 NEGLIGENCE 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 REASONALBE 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 <i>Dave Buck</i>	Printed name of permit applicant Dave Buck	
Name of company organization City of West Lafayette	Telephone number ( 765 ) 775-5130	
Address (number and street, city, state, ZIP code) 609 W. Navajo Street, West Lafayette, IN 47906		
Inspector		
District Regulatory Supervisor		
District Director		

Application number

Road number

County number

Expiration date

Issue date

Permit number

State of Indiana  
Department of Transportation  
**GENERAL PROVISIONS**

1. All work described in the permit shall be subject to the inspection of the Department of Transportation and the permittee shall adjust or stop operations upon direction of any police officer or Department of Transportation employee.
2. The permit may be rescinded at any time by the Department of Transportation at its discretion or for noncompliance with any and/or all provisions of said permit.
3. The permittee shall notify the Department of Transportation Subdistrict five (5) working days preceding the beginning of any work activity.
4. The permittee shall notify the Department of Transportation Subdistrict that the work is complete and this notice is to be provided within seven (7) days from completion of all work on this permit.
5. The permittee shall have the permit complete with drawings and special provisions in their possession during work operations and will show said permit on demand, to any police officer or authorized Department of Transportation employee.
6. The permittee shall pay the Department of Transportation for any inspection costs where it is necessary to assign a Department of Transportation employee to inspect the work. The permittee shall immediately reimburse the State upon receipt of an itemized statement.
7. The permit is valid through the stated expiration date. If work is not completed within the allotted time, the permit is automatically cancelled unless an extension is requested prior to the expiration date and said request is approved by the Department of Transportation. If a permit is cancelled, a new application must be submitted and approved before the proposed work can be accomplished.
8. The permittee shall erect and maintain all necessary signs, barricades, detour signs, and warning devices required to safely direct traffic over or around the part of the highway where permitted operations are to be done so long as the work does not interfere with traffic, in accordance with Section "VI" of the Indiana Manual of Uniform Traffic Control Devices.
9. All construction and materials used within the highway right-of-way must conform to the current Department of Transportation "Standard Specifications" with the permittee being considered in the same status as the contractor.
10. The permitted operations shall not interfere with any existing structure on the Department of Transportation right-of-way without specific permission in writing from the Department of Transportation. In the event that any buildings, railings, traffic control devices, or other structures are damaged, said cost of the removal and/or damage shall be borne by the permittee.
11. This permit does not apply to any State roads or bridges that are closed for construction purposes, or to any county roads or city streets.
12. Approval of the permit application shall be subject to the permittee obtaining all necessary authorizations from local authorities and complying with all applicable laws. The issuance of the permit shall in no way imply Department of Transportation approval of, or be intended to influence any action pending before a local board, commission, or agency.
13. The permitted operations shall be allowed on state highway right-of-way only between sunrise and sunset and shall not be performed on Saturdays, Sundays, or during the period beginning at 12:00 Noon on the last weekday (Monday through Friday) preceding and continuing until Sunrise on the day following: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
14. In accordance with the notice requirements of Indiana Code 4-22-1-25, any objection to the conditions and provisions of an approved permit must be submitted in writing to the Department of Transportation within fifteen (15) days from the issue date.
15. The permittee does hereby agree that (1) no person on the ground of race, color, sex or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of its facilities, (2) that in the event facilities are constructed, maintained or otherwise operated on the said property described in this permit for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the permittee shall maintain and operate such facilities and services in compliance with all other

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.



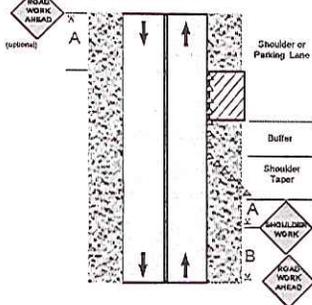
**INDIANA DEPARTMENT OF TRANSPORTATION**  
*Driving Indiana's Economic Growth*

**ADDITIONAL SPECIAL PROVISIONS FOR T0000071408**

1. The thru lane(s) adjacent to the curb(s) must be shut down to maximize the safety of the workers. If the workers are only in half of the medians then only one side needs to be shut down.
2. The permitted shall maintain all necessary traffic control signs, barricades, detour signs, and other traffic control devices required to safely direct traffic over or around the part of the highway where permitted operations are to be done. Please refer to page 26 of the Work Zone Safety Manual for proper TTC. The complete manual can be found at: <http://www.in.gov/indot/files/workzoneTTC.pdf>
3. The permitted shall notify the DOT sub district five (5) working days preceding the beginning of any work activity. Contact Kenny Robertson @ 765-884-1500. This is to ensure that the permitted do not interfere with scheduled maintenance activities.
4. It is REQUIRED to contact the INDOT Crawfordsville District office to report when work at this location, which will cause delays or lane restrictions, will begin and end. Please contact Carla Sheets at 765-361-5606 to report beginning and ending dates of travel restrictions. If the work time must be modified, report to Carla Sheets at 765-361-5237. You may also fax this information to 765-364-9226 attention Permit Department.

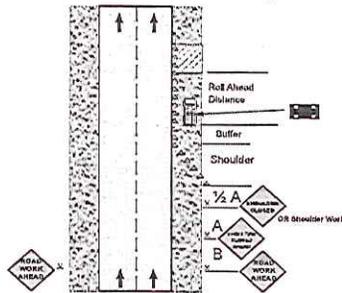
# Indiana Department Of Transportation Permit Section Traffic Control Quick Reference Guide

**Work on Paved Shoulders ≥8ft. or Parking Lanes**



Note: WORKERS or UTILITY WORK AHEAD signs may be used instead of the SHOULDER WORK or ROAD WORK AHEAD signs.

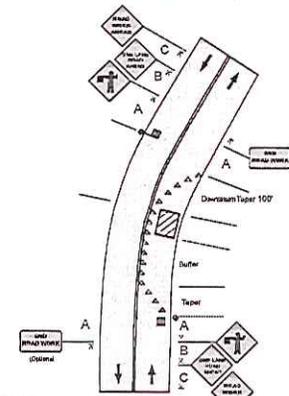
**Paved Shoulder ≥8ft. Closed on Divided Roadway**



- Notes:
- SHOULDER CLOSED signs should be used on limited-access highways where there is no opportunity for disabled vehicles to pull off the traveled way.
  - UTILITY WORK AHEAD or WORKERS signs may be used instead of the ROAD WORK AHEAD sign.
  - Use of an arrow display is optional. If used, it shall be operated in the caution mode.
  - ≤40mph speed limit, shadow vehicle optional.

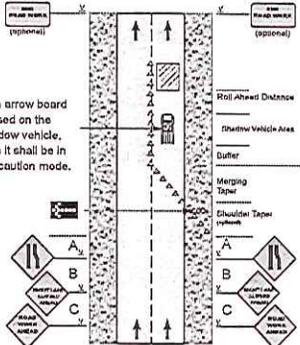
**Shadow Vehicles CANNOT be used as work vehicles**

**Lane Closure on a Two-Lane Road (Two Flagger Operation)**



- Notes:
- The flagger or flaggers shall use approved flagging procedures according to the MUTCD. If there is a side road intersection within the work area, additional traffic control, such as flaggers and appropriate signage, may be needed on the side road approaches.

**Lane Closure on a Divided Roadway or One Way Street**



If an arrow board is used on the shadow vehicle, then it shall be in the caution mode.

- Notes:
- When a side road intersects the roadway within the work zone, additional devices shall be erected to channelize traffic to/from the side road, and a ROAD WORK AHEAD sign shall be placed on each side road approach.
  - On non-freeway multi-lane roads in urban areas, the sign spacing may be reduced.
  - ≤40mph speed limit, shadow vehicle optional.

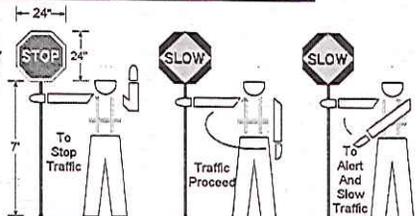
**Legend**

- Channelizing Device
- Arrow Board Display
- Flagger Symbol
- Portable Sign Support
- Arrow Board Display Symbol
- Shadow Vehicle With Flashing Light
- Work Area
- Warning Sign

**Flagger Standards and Procedures**

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

Only 24" Diameter Stop/Slow paddles are allowed while flagging on State Right-Of-Way



**Acceptable Channelizing Devices**

- Stripes on barricade rails slope downward at an angle of 45 degrees toward the direction traffic is to pass.
  - Barricade rail stripe widths shall be 6 inches except where rail lengths are less than 36 inches, then 4 inch wide stripes may be used.
  - The sides of barricades facing traffic shall have retroreflective rail faces.
  - All channelizing devices shall meet AASHTO Manual for Assessing Safety Hardware (MASH) Requirements.
- Spacing
- On Tapers: The distance in feet equal to the speed limit in mph, Alongside the work area: The distance in feet equal to 2.0 times the speed limit in mph.
- Alternatively, the spacing for straight-a-ways may be as follows:
- 20 to 40 mph: 1 cone for every 40' (every skip)
  - 40 to 55 mph: 1 cone for every 80' (every other skip)
  - 60 mph & above: 1 cone for every 120' (every 3 skips)

**Sign Spacing (feet)**

	25-30 mph	35-40 mph	45-55 mph	Multilane Divided 50 mph or higher	Expressway/Freeway
A	100	350	500	1000	1000
B	100	350	500	1600	1600
C	100	350	500	2640	2640

Distances shown are approximate. Sign spacing should be adjusted for curves, hills, intersections, driveways, etc., to improve sign visibility.

**OPTIONAL SKIPS BASED TAPERS (For a 12 Ft Wide Closure)**

Speed (MPH)	Shoulder Tapers				Shifting Tapers				Merging Tapers			
	L	#S	CS	#C	L	#S	CS	#C	L	#S	CS	#C
20	60	2	20	5	80	2	20	5	160	4	20	9
25	80	2	20	5	80	2	20	5	160	4	20	9
30	60	2	20	5	120	3	20	7	200	5	20	11
35	120	3	20	7	160	4	20	9	280	7	20	15
40	120	3	40	4	160	4	40	5	320	8	40	9
45	200	5	40	6	280	7	40	8	560	14	40	16
60	200	5	40	6	320	8	40	9	600	15	40	17
55	240	6	40	7	360	9	40	10	680	17	40	18
60	240	6	60	5	360	9	60	7	720	18	60	13
65	280	7	60	6	400	10	60	8	800	20	60	15
70	280	7	60	6	440	11	60	9	840	21	60	15

2-Way & Downstream Tapers are always 100/2.5/20/7

L = Length (ft)	#S = Number of Skips	CS = Cone Spacing (ft)	#C = Number of Cones
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**Guidelines for Buffer Lengths and Distance of Flagger Station in Advance of the Workspace**

Speed (mph)	MUTCD Based Buffer Length (ft)	Optional Skips Based	
		Buffer Length (ft)	Number of Skips
20	115	120	3
25	155	160	4
30	200	200	5
35	250	280	7
40	305	320	8
45	360	360	9
50	425	440	11
55	495	520	13
60	570	600	15
65	645	680	17
70	730	760	19

**Roll-ahead Distances**

Speed	Roll-ahead Distances	
	Stationary	Mobile
≤ 45 mph	100 ft	150 ft
50 - 55 mph	150 ft	200 ft
60 - 65 mph	200 ft	275 ft
70 mph	225 ft	325 ft

**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 Indiana 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, Work Zone Safety Section, June 2011.



**NON-COLLUSION AFFIRMATION**

**STATE OF INDIANA**

**COUNTY OF:** \_\_\_\_\_ } **SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

\_\_\_\_\_  
Offeror (Firm)

\_\_\_\_\_  
Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared,

\_\_\_\_\_, who acknowledged the truth of the statements in the foregoing affirmation on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
(written) Notary Public

\_\_\_\_\_  
(printed)

County of Residence: \_\_\_\_\_

**CITY OF WEST LAFAYETTE**  
**EMPLOYMENT ELIGIBILITY VERIFICATION**

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STATE OF INDIANA            )  
  ) SS:  
\_\_\_\_\_ COUNTY            )

The Contractor affirms 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of Residence \_\_\_\_\_

