

PROJECT SPECIFICATIONS

**12" Gas Main Replacement at Knowlton Creek and Grand
Avenue**

**City of Duluth, Minnesota
411 West 1st Street
Duluth, MN 55802**

City Project # 1472

Bid # 2015-0481

Opening Date: July 29, 2015

Time: 2:00 PM

Place: City Hall Room 100

CITY OF DULUTH INVITATION TO BID (ENG)

PROJECT NAME/DESCRIPTION: 2015 12" Gas Main Replacement at Knowlton Creek and Grand Avenue

PROJECT NUMBER: 1472

BID NUMBER: 2015-0481

Sealed bids will be received by the City Purchasing Agent in and for the Corporation of the City of Duluth, Minnesota, at the Purchasing Office, Room 100 City Hall, Duluth, Minnesota, 55802, (218) 730-5340 until 2:00 P.M. local time on Wednesday, July 29th, 2015 for the above named project. Immediately thereafter, bids will be publicly opened and read aloud.

NOTICE TO BIDDERS: 1) A Project Labor Agreement (PLA) will be required for any bid that is over or could virtually go over \$150,000; and 2) Unless a Certificate of Exemption is provided, any out-of-state bidder receiving a bid award will have 8% retained from invoice payments on any contracts over \$50,000. Submit a signed copy from the State of Minnesota when submitting Payment and Performance Bonds. This form may be found at the following web address: http://taxes.state.mn.us/Forms_and_Instructions/sde.pdf

The scope of the project includes installation of approximately 600 feet of 12" HDPE natural gas distribution piping with horizontal directional drilling methods. The installation will occur under Knowlton Creek within the Grand Avenue road right of way. The project includes traffic control, erosion control, and restoration of disturbed excavation areas. The Contractor will provide the City of Duluth with a tested and capped natural gas pipeline which will be connected by the owner to the existing gas infrastructure near the end of the project. This Contract will require the Contractor to be compliant with Federal Regulations regarding drug and alcohol testing and operator qualification requirements for performing work on natural gas distribution systems.

Questions pertaining to this project should be directed to: Tim Sanders, P.E., Project Engineer, email tsanders@duluthmn.gov, or by phone at (218) 730-5066.

Each bidder must review the 2015 Edition of the City of Duluth Public Works & Utilities Department/Engineering Division "Construction Standards" available on the city website (www.duluthmn.gov) as these Specifications are incorporated by reference and are deemed to be a part hereof this project as if fully incorporated and set forth herein.

Plans and specifications may be secured from the City Engineering office, Room 211 City Hall, 411 West 1st St., Duluth, MN 55802, upon payment of a check, draft or money order in the amount of \$25.00 made payable to the City of Duluth. (This payment will not be refunded.)

Plans and specifications are on file for inspection at the City Engineering office, Duluth Builders Exchange, F.W. Dodge Plan Room, Minneapolis Builders Exchange and St. Paul Builders Exchange.

A certified check or bank draft, payable to the order of the City of Duluth, negotiable U.S. Government Bonds (at par value), or a satisfactory bid bond executed by the bidder and acceptable surety, in an amount equal to five per cent (5%) of the total bid, shall be submitted with each bid.

Attention is called to the fact that not less than the minimum salaries and prevailing wages as set forth in the contract documents must be paid on this project. The contractor must take affirmative action to ensure that the employees and applicants for employment are not discriminated against because of their race, color, creed, sex or national origin, and must meet the affirmative action goals. Contractors are encouraged to subcontract with Disadvantaged Business Enterprises, when possible.

Contractor will comply with all applicable Equal Employment Opportunity laws and regulations.

The City of Duluth is an Equal Opportunity employer.

CITY OF DULUTH
Purchasing Division

Date posted to web: July 8, 2015



REQUEST FOR BID

DATE 7/8/2015
BID # 15-0481

RETURN BY BID OPENING TIME TO:

PURCHASING DIVISION
100 CITY HALL
Duluth, MN 55802
Amanda Ashbach
PHONE: 218-730-5340
FAX: 218-730-5921

12" GAS MAIN REPLACEMENT AT KNOWLTON CREEK AND GRAND AVENUE
PROJECT # 1472

BID OPENING DATE AT 2:00 P.M. ON WEDNESDAY, JULY 29, 2015

Note: all bids must be written, signed and transmitted in a sealed envelope, plainly marked with the bid number, subject matter, and opening date. The City of Duluth reserves the right to split award where there is a substantial savings to the City, waive informalities and to reject any and all bids. Bidder should state in proposal if bid price is based on acceptance of total order. Sales tax is not to be included in the unit price. Bidder to state freight chargers if the proposal F.O.B. is shipping point, freight not allowed. Low bid will not be the only consideration for award of bid. All pages shall be signed or initialed by authorized bidder's representative as indicated at the bottom of the page(s) of the request for bid form.

RETURN BID IN DUPLICATE WITH DUPLICATE DESCRIPTIVE LITERATURE
FOR BID RESULTS, ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE WITH BID

BID DEPOSIT REQUIREMENTS: 5% OF BID AMOUNT

Deposit shall mean cash, cashier's check or corporate surety bond payable to or in favor of the City of Duluth.

A PERFORMANCE BOND AND A PAYMENT BOND shall be required of the successful bidder, BOTH in the full amount of the bid.

INSUREANCE CERTIFICATE required per attached requirements.

Designated F.O.B. Point:

Engineering Division Tax: Federal Excise Tax Exemption
Jobsite(s) Account No. 41-74-0056 K

Vendor Email Address: FREIGHT CHARGE \$

NAME: TOTAL BID PRICE #
ADDR1: TO INCLUDE ANY ADDITIONAL PAGES.
ADDR2:
ADDR3:

BY: PAYMENT TERMS \$
(Print) (Title) F.O.B. POINT \$
(Signature) (Tele. #) DELIVERY DATE \$

**NOTE: Please self-identify as an MBE or WBE by checking if applicable.

The City of Duluth is an Equal Opportunity Employer.

C I T Y O F D U L U T H

DATE: 7/8/2015
BID #: 15-0481

*****SCHEDULE OF PRICES*****

12" GAS MAIN REPLACEMENT AT KNOWLTON CREEK AND GRAND AVENUE

City Project No. 1472
Bid No. 15-0481

Make all extensions and total the bid.

Item No.	Spec. #	Qty	U/OM	Item Description	Unit Price	Total Price
001		1	Each	Exhibit A (Must Be Returned With The Bid)	\$ _____	\$ _____
						TOTAL \$ _____

ADDENDUM RECEIPT ACKNOWLEDGEMENTS:

ADDENDUM NO. _____, DATED _____

ADDENDUM NO. _____, DATED _____

ADDENDUM NO. _____, DATED _____

TOTAL BID IN WORDS:

CONTRACTOR NAME:

THE CONTRACTOR AGREES TO ALL OF THE PROVISIONS CONTAINED IN THE CONTRACT DOCUMENTS. ENCLOSED HERewith FIND A CERTIFIED CHECK OR BID BOND IN THE AMOUNT OF AT LEAST 5% OF THE AMOUNT OF PROPOSAL MADE PAYABLE TO THE CITY OF DULUTH AS A PROPOSAL GUARANTEE WHICH IT
(see additional page(s))

(Initial)

C I T Y O F D U L U T H

DATE: 7/8/2015
BID #: 15-0481

IS AGREED BY THE UNDERSIGNED WILL BE FORFEITED IN THE EVENT THE FORM OF CONTRACT AND BOND IS NOT EXECUTED, IF AWARDED TO THE UNDERSIGNED.

The bidder hereby certifies that he/she has received or viewed on-line the 2015 edition of the City of Duluth Public Works/Utilities Department Engineering Division Construction Standards including supplements and has incorporated the terms hereof in its bid.

SIGNED: _____ FOR

A PARTNERSHIP (OR)

A CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF:

PRESIDENT _____
VICE-PRES. _____
SECRETARY _____
TREASURER _____

ADDRESS (ES) _____

BEING DULY SWORN, DEPOSES AND SAYS THAT THERE ARE NO OTHER PERSONS COMPRISING ABOVE COMPANY OR FIRM THAN THE ABOVE NAMES, AND THAT THERE ARE NO PERSONS OR CORPORATIONS INTERESTED IN THE FORGOING PROPOSALS, EITHER AS PRINCIPAL OR SUBCONTRACTOR, OTHER THAN THE ABOVE NAMES; ALSO THAT THE PROPOSALS ARE MADE WITHOUT ANY CONNECTION WITH ANY PERSON OR PERSONS MAKING ANY PROPOSAL FOR THE ABOVE WORK; THAT THEY ARE IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD; AND THAT NO PERSON ACTING IN ANY OFFICIAL CAPACITY FOR THE CITY OF DULUTH IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN, OR IN ANY PORTION OF THE PROFIT THEREOF.

(see additional page(s))

(Initial)

C I T Y O F D U L U T H

DATE: 7/8/2015
BID #: 15-0481

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DAY OF _____ A.D.,

NOTARY PUBLIC

IMPORTANT NOTE BIDDERS:
PLEASE DISREGARD THE NOTE ON PAGE 1
REGARDING SALES TAX FOR THIS BID. ALL
APPLICABLE SALES AND/OR USE TAXES ARE
TO BE INCLUDED IN BID PRICING. ALSO,
ALL BIDS ARE TO BE F.O.B. JOBSITE.
THE BLANK ON PAGE ONE FOR FREIGHT IS TO
TO BE LEFT BLANK.

Delivery Contact: Tim Sanders, P.E.
Engineering
(218) 730-5066

(Initial)



Exhibit A

Job No.: 1472 - 12" Gas Main Replacement at Knowlton Creek and Grand Avenue
Bid No.: 15-0481
Bid Date: July 29, 2015

Item No.	Spec. No.	Item	U OM	Qty.	Unit Price	Total Price
1	2021.501	MOBILIZATION	LUMP SUM	1		
21	2505.603	12" PE GAS MAIN (OPEN CUT)	LN FT	80		
22	2503.603	12" PE GAS MAIN INSTALLED BY DIRECTIONAL DRILL	LN FT	486		
25	2563.601	TRAFFIC CONTROL	LUMP SUM	1		
26	2573.511	FILTER LOG TYPE STRAW FIBER BIOROLL	LN FT	220		
27	2573.509	STORM DRAIN INLET PROTECTION	EACH	3		
28	2575.523	EROSION CONTROL BLANKET, CATEGORY 2	SQ YD	580		
29	2575.501	RAPID STABILIZATION SEEDING	ACRE	0.12		

(Initials)

TOTAL BID: _____

AFFIDAVIT AND INFORMATION REQUIRED OF BIDDERS

Affidavit of Non-Collusion:

I hereby swear (or affirm) under penalty of perjury:

- 1) That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- 2) That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or materials, supplied, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;
- 3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids; and
- 4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to me before this ____ day of _____, _____

NOTARY PUBLIC _____

My commission expires: _____

Bidder's E.I. Number _____

(Number used on employer's quarterly Federal Tax return)

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) AFFIRMATIVE ACTION
POLICY STATEMENT & COMPLIANCE CERTIFICATE**

TO: City of Duluth, Minnesota 2015 12" Gas Main Replacement at Knowlton Creek and Grand Avenue
(City Project # 1472)

FROM: _____

(FIRM's name, address, telephone number)

A) Employment: It is the policy of the above named FIRM to afford equal opportunity for employment to all individuals regardless of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance and/or disability. The FIRM will take affirmative action to ensure that we will: (1) recruit, hire, and promote all job classifications without regard to race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or disability, except where sex is a bona fide occupational qualification; (2) base decisions on employment so as to further the principle of equal employment opportunity; (3) ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; (4) ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, FIRM sponsored training, education tuition assistance, social and recreational programs will be administered without regard to race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or disability. The FIRM also intends full compliance with Veteran affirmative action requirements. Additionally, minority and female employees shall be encouraged to participate in all FIRM activities and refer applicants.

I have designated (name) _____ to direct the establishment of and to monitor the implementation of personnel procedures to guide the FIRM's affirmative action program. Where PROJECTS exceed \$500,000, this official shall also serve as the liaison officer that administers the FIRM's "Minority Business Enterprise Program." This official is charged with designing and implementing audit and reporting systems that will keep management informed on a monthly basis of the status of the equal opportunity area.

Supervisors have been made to understand that their work performance is being evaluated on the basis of their equal opportunity efforts and results, as well as other criteria. It shall be the responsibility of the FIRM and its supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

B) Reports: Unless exempted by law and regulation, the FIRM shall make available and file those reports related to equal opportunity as may be required by the City of Duluth and State and Federal compliance agencies. Requirements and Reports are defined in 41CFR60 "Compliance Responsibility for Equal Opportunity" published by the U. S. Department of Labor which is incorporated herein by reference. Additional requirements are defined in various State and Federal Civil Rights Legislation and Rules promulgated thereunder.

C) Nonsegregated Facilities: The FIRM certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The FIRM certifies that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The FIRM agrees that a breach of this

certification is a violation of the Equal Opportunity Clause in this certificate. As used in this Certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation for entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

- D) **Affirmative Action Compliance Program:** Unless exempted by regulation and law, the FIRM—if the FIRM has 50 or more employees and if the value of current contracts with the City of Duluth exceeds \$50,000—shall prepare and maintain a written affirmative action compliance program that meets the requirement as set forth in 41CFR60.
- E) **Non-Compliance:** The FIRM certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other such notification of non-compliance with EEO Laws and Regulations.
- F) **Employment Goals - "Construction" Projects:** It shall be the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the on-site workforce will be minority employees and that no less than 7% of the on-site workforce will be female employees. Further, it is the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the work hours generated shall be worked by minority employees and that no less than 7% of the work hours generated shall be worked by female employees.
- G) **Subcontractors:** The FIRM will for all its PROJECT subcontractors regardless of tier (unless exempted by law and regulation) that received in excess of \$2,500 require that: (1) the subcontractor shall execute an "EEO Statement and Certification" similar in nature to this "Statement and Certification", (2) said documentation to be maintained on file with the FIRM or subcontractor as may be appropriate.

Executed this _____ day of _____, 20__ by:

Printed name and title

Signature

NOTE: In addition to the various remedies prescribed for violation of Equal Opportunity Laws, the penalty for false statements is prescribed in 18 U.S.C. 1001.

ATTACHMENT A

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

PROJECT TITLE: _____

<p>Minn. Stat. § 16C.285, Subd. 7. IMPLEMENTATION. ... any prime contractor or subcontractor that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...</p>	
<p>Minn. Stat. § 16C.285, Subd. 3. RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:</p>	
(1)	<p>The Contractor:</p> <ul style="list-style-type: none">(i) is in compliance with workers' compensation and unemployment insurance requirements;(ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and(iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.
(2)	<p>The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:</p> <ul style="list-style-type: none">(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;(ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final;(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;(iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and
(7)	All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. SUBCONTRACTOR VERIFICATION.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. § 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.**

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3 at the time that it responds to the solicitation document.

A contracting authority may accept a sworn statement as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. Failure to verify compliance with any one of the minimum criteria or a false statement under oath in a verification of compliance shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria.

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285,**
- 2) I have included Attachment A-1 with my company's solicitation response, and**
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.**

Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ATTACHMENT A-2

ADDITIONAL SUBCONTRACTORS LIST

PRIME CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT

PROJECT TITLE: _____

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Minn. Stat. § 16C.285, Subd. 5. ... If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. ...

ADDITIONAL SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

ADDITIONAL SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2	
<p>By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:</p>	
<p>All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.</p>	
<p>Authorized Signature of Owner or Officer:</p>	<p>Printed Name:</p>
<p>Title:</p>	<p>Date:</p>
<p>Company Name:</p>	

IMPORTANT - NOTICE TO BIDDER

On the envelope submitting your bid, it is imperative

1. That your name and address appear in the UPPER left corner.
2. That the bottom portion of this label be filled in and pasted on the LOWER left corner.

S E A L E D	BID NO.	B I D
	DATE OF OPENING	
	TIME OF OPENING	
	DESCRIPTION	
	A.M.	P.M.

SPECIAL PROVISIONS
City Job Number: 1472

12" Gas Main Replacement at Knowlton Creek and Grand Ave.
July 8, 2015

CERTIFICATION

I HEREBY CERTIFY THAT THIS plan, SPECIFICATION or report
was prepared by me or under my direct supervision and that I am a duly
Licensed Professional Engineer under the laws of the State of Minnesota.


Signature

HOWARD SMITH, P.E.
Typed or Printed Name

7-16-2015
Date

46825
License No.

SPECIAL PROVISIONS
City Job Number: 1472
12" Gas Main Replacement at Knowlton Creek and Grand Ave.
July 8, 2015

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Appendix A MnDOT Soil Borings Data

Attachments:

- Instructions to Bidders – Engineering 03/17/15
- Project Insurance Requirements 2/16/11
- Data for Labor Cost Bidding
- Prevailing Wage Rates: USDOL Heavy 06/12/2015
- Operator Qualification Contractor Covered Tasks
- MNOPS Intrastate Anti-Drug/Alcohol Misuse Prevention Self-Assessment

SPECIAL PROVISIONS

City Job Number: 1472

12" Gas Main Replacement at Knowlton Creek and Grand Ave.

July 8, 2015

The following forms and regulations/rules/statutes and interpretations, which are incorporated by reference in this contract, are available on the World Wide Web at the sites listed below. The City of Duluth will use its best efforts to ensure that the most recent, applicable forms and regulations/rules/statutes and interpretations are included on the web sites provided; however, if you are the successful bidder, prior to signing the contract, you are responsible for comparing the versions of the forms and regulations/rules/statutes and interpretations attached to the contract which you are signing with the versions on the web to ensure conformity. Hard copies of all forms are available at the Engineering Division.

THE VERSIONS OF THE FORMS AND REGULATIONS/RULES/STATUTES and INTERPRETATION ATTACHED TO THE CONTRACT WILL BE CONTROLLING.

FORM	FUND	WEB SITE
Affidavit of Non-Collusion (required by awarded contractor only)	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Affirmative Action Policy Statement/Certificate - EEO (required by awarded contractor only)	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Bidder's Label for submitting project bids	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Certified Payroll Form WH347	All	www.dol.gov/whd/forms/WH347.pdf
Contractor's Haul Route	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Debarment/Suspension Notice (most current version)	All	www.dot.state.mn.us/pre-letting/prov/order/suspension.pdf
IC-134 form	All	http://www.revenue.state.mn.us/Forms_and_Instructions/ic134.pdf
IC-134 on-line submittal	All	https://www.mndor.state.mn.us/tp/contractoraffidavit/
MN Rules 5200.1105	All	https://www.revisor.mn.gov/rules/?id=5200.1105
MN Rules 5200. 1106	All	https://www.revisor.mn.gov/rules/?id=5200.1106
MN Statutes 177.41 to 177.44	All	www.revisor.mn.gov/statutes/?id=177
Notice to Bidders - Prompt Payment to Subs – CITY (MS 471.425)	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
One-Call Instructions	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Request to Sublet TP-21834	All	http://www.dot.state.mn.us/const/labor/forms.html
Request to Sublet Summary	All	http://www.dot.state.mn.us/const/labor/forms.html
Responsible Contractor Certification (MS 16C.285)	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Statement of Compliance Form (8-2013)	All	www.dot.state.mn.us/const/labor/forms.html
Supplemental General Conditions Part II 4/15/11	All	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
MNOPS Intrastate Anti-Drug/Alcohol Misuse Prevention - Self Assessment	Gas	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/
Operator Qualification Contractor Covered Tasks	Gas	http://www.duluthmn.gov/engineering/standard-construction-specifications/construction-documents/

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SP-1 NOTICE TO ALL BIDDERS

The 2015 Edition of the City of Duluth Public Works & Utilities Department/Engineering Division "Construction Standards" book and any addendums or supplements is incorporated by reference and is deemed to be a part hereof as if fully incorporated and set forth herein. The 'Construction Standards' is available on the City website at: <http://www.duluthmn.gov/engineering/standard-construction-specifications/>.

SP-2 SCOPE OF WORK

The scope of the project includes installation of approximately 600 feet of 12" HDPE natural gas distribution piping with horizontal directional drilling methods. The installation will occur under Knowlton Creek generally parallel to the Grand Avenue road right of way. The project includes traffic control, erosion control, and restoration of disturbed excavation areas. The Contractor will provide the City of Duluth with a tested and capped natural gas pipeline which will be connected by the owner to the existing gas infrastructure near the end of the project. This Contract will require the Contractor to be compliant with Federal Regulations regarding drug and alcohol testing and operator qualification requirements for performing work on natural gas distribution systems.

SP-3 CONTACT INFORMATION

Questions regarding this project should be directed to: Tim Sanders, P.E. Project Engineer, 218-730-5066

SP-4 RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

A reminder to potential bidders that the Responsible Contractor Verification and Certification of Compliance is required by Minnesota Statute to be submitted with your Bid Proposal. Refer to sections S-14 and 1801 of the City's "Construction Standards" and the bid documents.

SP-5 (1504) COORDINATION OF CONTRACT DOCUMENTS

The first paragraph of MN/DOT 1504 is deleted and replaced with the following:

A requirement appearing in one of the Contract documents is as binding as though the requirement appears in all. If discrepancies exist between the Contract documents, the following order of precedence applies:

- (1) Addenda,
- (2) Special Provisions,
- (3) Project-Specific Plan Sheets,
- (4) City of Duluth Standard Construction Details,
- (5) City of Duluth Standard Construction Specifications,
- (6) MN/DOT Supplemental Specifications,
- (7) MN/DOT Standard Plan Sheets and Standard Plates,

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(8) MN/DOT Standard Specifications.

SP-6 (1505) COOPERATION BY CONTRACTORS

The City of Duluth intends to award a contract for replacing water mains crossing Knowlton Creek at this location to Utility Systems of America. The City anticipates the water main installation contractor will begin work in early August and complete the water main project at the end of October.

The Spirit Mountain water transmission main project is currently in progress, however conflicts are not anticipated as installation of the new infrastructure at this project's location is mostly complete.

SP-7 (1507) UTILITY PROPERTY AND SERVICE

The provisions of MN DOT 1507 are supplement with the following status summary:

City of Duluth – Underground natural gas work is part of project. Additional utilities in the work zone include potable water, process water, storm sewer, and gas.

Private Utilities - Private underground utilities in this area include buried telephone and fiber optic communication lines.

SP-8 (1702) PERMITS, LICENSES, AND TAXES

The Contractor will be required to obtain an MS4 Erosion and Sediment Control Permit from the City of Duluth, refer to Section 1717 of the City of Duluth Construction Standards.

The Contractor shall be required to comply with the requirements of permits/licenses already applied for by the City of Duluth Engineering Department for this Project including:

- State of Minnesota Department of Transportation Permit for Utility Accommodation on Trunk Highway Right of Way
- Minnesota Department of Natural Resources License to Cross Public Lands and Waters

SP-8 (1801) SUBLETTING OF CONTRACT

Section 1801 of MNDOT Specification is hereby modified to require that the Prime Contractor perform work amounting to at least 80% of the original contract amount.

SP-9 (1806) DETERMINATION AND EXTENSION OF CONTRACT TIME

The Contract Time will be determined in accordance with the provisions of MN/DOT 1806 and the following:

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1. Construction operations shall be started on or before **August 31, 2015** or within ten (10) calendar days after the date of Notice to Proceed, whichever is later.
2. Substantial Completion. All work under this Contract shall be substantially complete on or before **September 25, 2015**. For this project, Substantial Completion shall be deemed to include ALL work in the Contract, except the following items: maintenance of restored items, submission of closeout paperwork and final payment.
3. Final Completion. ALL work required under this Contract shall be complete on or before **November 6, 2015**.
4. The third exemption listed under the second paragraph of the provisions of MN/DOT 1806.3 is modified to the extent that the phrase "(3) During the inclusive period from November 15 through April 15, except as specified in 1806.1..." is deleted.
5. No work which will restrict or interfere with traffic shall be performed between 12:00 noon on the day preceding and 6:30 a.m. on the day following any consecutive combination of a Saturday, Sunday, and legal holiday without written permission from the Engineer.
 - (A) If the Contractor chooses not to work at all on the day preceding the holiday period, no working day charges will be assessed.
 - (B) If the Contractor chooses to work prior to 12:00 noon on the day preceding the holiday period or if the Contractor obtains written permission to work after 12:00 noon on the day preceding the holiday period, working day charges will be assessed only for the actual hours worked.
6. When all, or a portion, of the Contract Time is specified as a calendar completion date, the time is presumed to have been determined by considering the Proposal quantities, normal weather for the locality and season of the year, and the necessity of having the work completed by the specified date. The time may be extended by the Engineer only if the delay is considered "Excusable" in accordance with MN/DOT 1806.2 Types of Delays.

SP-10 (1807) FAILURE TO COMPLETE WORK ON TIME

Liquidated damages will be assessed at a rate of \$900 for each calendar day the Substantial Completion and/or Final Completion objectives are not satisfied. The provisions of MN/DOT 1807 shall apply in full to both the Substantial Completion Date and the Final Completion Date.

SP-11 (2451) EXCAVATION, BACKFILL AND COMPACTION FOR UTILITIES – TRENCH BACKFILL

The provisions of section 2451 of the City of Duluth 'Construction Standards' are

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supplemented with the following:

Trench backfill above the top of encasement zone and below the top of subgrade shall be accomplished entirely with suitable salvaged on-site select grading materials meeting the City's Construction Standards.

The Engineer will determine if any material is suitable for use as trench backfill.

Where the Engineer determines that acceptable select grading material is not available within the site, the Contractor shall provide imported common backfill which will be considered Extra Work and the Contractor will be compensated under the provisions of MN/DOT 1904. Any Extra Work payments made for imported backfill shall be considered compensation in full for furnishing backfill materials to the site and disposing of waste excavation. No separate payment will be made for placing and compacting imported backfill materials.

All costs for placing and compacting backfill (regardless of type: select grading material, common or granular) shall be considered incidental to relevant Contract bid items.

SP-12 DRUG AND ALCOHOL TESTING FOR GAS WORK

This contract will require compliance with Federal regulations which requires pre-employment, post-accident, and reasonable cause drug and alcohol testing of employees, contractors and other workers. Random drug testing shall also be required under this contract.

Prior to the issuance of the Notice to Proceed, contractors/vendors performing work covered by the DOT drug and alcohol testing rules as set forth in 49 CFR Part 199 and Part 40, shall provide the following documentation for review for compliance with RSPA/DOT regulations:

1. Anti-Drug Plan and any addenda issued thereto.
2. Alcohol Misuse Prevention Plan and any addenda issued thereto.
3. Minnesota Office of Pipeline Safety Intrastate Anti-Drug and Alcohol Misuse Prevention Self-Assessment Form.
4. The name and job title of the employees performing any work or functions covered by Part 199.

At the end of the calendar year, any Contractor whom performed work on the City of Duluth's Natural Gas system will also be required to submit a copy of their U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form. As a Contractor this information is required to be submitted with the City of Duluth's annual report to PHMSA.

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SP-13 OPERATOR QUALIFICATION FOR GAS WORK

This contract may require contractor personnel to perform covered tasks on the City of Duluth's natural gas system. To work on the natural gas system, the Contractor's personnel must be qualified to perform any of the covered tasks identified in the City of Duluth Operator Qualification Plan. Prior to the issuance of the Notice to Proceed, contractors, sub-contractors or vendors performing any of these covered tasks shall submit their Operator Qualification Plan and a list of employees' names, job titles and covered tasks to be performed under this contract to the Engineer for approval. The Contractor's Operator Qualifications for each employee should be cross referenced to the City of Duluth's Operator Qualifications requirements such that each course taken by the contractor's employee will identify the equivalent City of Duluth Operator Qualifications required course. The Operator Qualification Plan must be approved by the City before a Notice to Proceed will be issued.

SP-14 SUBMITTALS

The Contractor shall provide shop drawings of all materials to be furnished for approval by the Engineer before being delivered to the site. All materials shall comply with the City of Duluth, Minnesota Public Works & Utilities Department – Engineering Division Standard Construction Specifications 2015 Edition and Appendix A, 2015 Standard Specifications for High Pressure Gas Mains, Transmission Line and Service Installation, Welding Qualifications and Qualifications for Joining PE Pipe. Shop drawings for any materials proposed for approval as a substitute shall be submitted to the Engineer for approval prior to May 1, 2015. The required submittals should include, but it not necessarily limited to:

1. Drug and Alcohol Misuse Prevention Plan for Employees
2. Contractor's Operator's Qualifications Plan for Employees
3. Construction Schedule
4. Pipe Materials
5. Material Testing Records
6. Electrofusion Couplers (if used)
7. Misc. Pipe Fittings and Materials
8. Tracer Wire
9. Traffic Control Plan

SP-16 (2505) GAS MAIN

Gas main and service construction shall be performed in accordance with the provisions of Appendix A, 2015 Standard Specifications for High Pressure Gas Mains, Transmission Line and Service Installation, Welding Qualifications and Qualifications for Joining PE Pipe, included in the City of Duluth, Minnesota Public Works & Utilities Department –

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Engineering Division Standard Construction Specifications 2015 Edition, except as modified herein.

1. Testing Locate Wire Continuity - The Contractor shall be responsible for electrically testing the locating wire continuity after installation of each section of continuous tracer wire. The Department inspector must witness this test. If the continuity test fails, the Contractor shall be responsible for repairing or reinstalling the tracer wire and retesting the locating wire continuity. The Contractor shall be responsible for the installation of at least one locating wire with electrical continuity throughout the entire length. No payment shall be made for a pipe with a tracer wire that has not passed a continuity test. All costs of electrically testing the locating wire continuity, repairing continuity or reinstalling the tracing wire and retesting the locating wire continuity shall be considered incidental to the installation of the pipe and shall be the Contractor's responsibility.
2. Electrofusion Procedures - The Contractor is required to prepare the pipe by peeling away a thin outside layer of the pipe surface to remove oxidation and other contaminants. Under no circumstances may the Contractor use abrasives, hand paint scrapers, grinding wheels, or other devices that do not cleanly remove the contaminated material. Only the use of an appropriate peeling tool, as recommended by the pipe or fitting manufacturer and approved by the Public Works and Utilities Department will be allowed. Peel a thin layer of the pipe surface until the outer layer or "skin" of the pipe has been removed to expose a clean, virgin pipe material in accordance with the pipe manufacturer's recommendation. Inspect the entire peeled area to ensure total exposure of virgin pipe. For pipe smaller than 6-inch, if a coupling is to be pushed completely over one pipe end, peel the pipe end for the entire length of the coupler to prevent contamination of the coupler by sliding over un-scraped pipe.
3. Fusion Qualification Procedures - Contractor fusers must successfully complete a fusion qualification test prior to the start of construction operations before being permitted to make joints on the Public Works & Utilities Department's plastic PE gas system. Fusers will be qualified according to the procedures in Section 28 of Appendix A, 2015 Standard Specifications for High Pressure Gas Mains, Transmission Line, and Service Installation, Welding Qualifications and Qualifications for Joining PE Pipe, included in the City of Duluth, Minnesota, Public Works & Utilities Department – Engineering Division Standard Construction Specifications 2015 Edition. This fusion qualification test must be scheduled approximately two weeks in advance with the City of Duluth by an Engineering Technician, to make an appointment please call (218) 730-5200.

SP-17 CITY OF DULUTH COOPERATION FOR GAS CONNECTION

After the Contractor has complete installation and testing of the new gas main, the City of Duluth will isolate and decommission the existing 8" steel gas main to make final

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connections. The City will purge gas to air in the existing main to facilitate removing segments of the 8" steel gas main to install steel to PE transitions. The City will make final connections to the PE main and re-activate the isolated area by purging air to gas. A detailed procedure for this work will be provided by the Engineering Department.

The excavations and restoration for the above described work will be performed by the Contractor. The Contractor will be responsible for exposing adequate pipe within their excavations to perform these activities. The Contractor may choose not to backfill the new gas main at the connection locations until the City is able to schedule and complete the final connections. During this duration the Contractor shall fence and protect any open excavations. Payment for any excavation and backfill activities shall be considered incidental to the pipe installation.

SP-18 (2575) RESTORATION WITH RAPID STABILIZATION SEEDING

Turf establishment shall consist of salvaging available topsoil, placing, grading, seeding, fertilizing, and covering by installing Category 2 Erosion Control Blanket in accordance with MnDOT 3885.

1. Payment for Rapid Stabilization Seeding shall include salvaging and placing available topsoil material, shaping, seeding, fertilizing, and installing erosion control blanket, paid by the square yard for the areas disturbed by the construction.
2. Seed Mixture for restoration shall be seed mixture 22-11 with an application rate of 2lbs/100 SY or approved equal.

- END -

INSTRUCTIONS TO BIDDERS

- 1) Use of Separate Bid Forms These contract documents include a complete set of bidding and contract forms which are for the convenience of bidders and are not to be detached from the contract document, completed, or executed. **Separate copies of bid forms are furnished for that purpose.**
- 2) Interpretations or Addenda No oral interpretation will be made to any bidder as to the meaning of the contract documents or any part thereof. Every request for such an interpretation shall be made in writing to the city of Duluth. Any inquiry received seven or more days prior to the date fixed for opening of bids will be given consideration. Every interpretation made to a bidder will be in the form of an addendum to the contract documents, and when issued, will be on file in the office of the city engineer at least five days before bids are opened. In addition, all addenda will be mailed to each person holding contract documents, but it shall be the bidder's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of the contract and all bidders shall be bound by such addenda, whether or not received by the bidders.
- 3) Inspection of Site Each bidder should visit the site of the proposed work and fully acquaint himself with the existing conditions there relating to construction and labor, and should fully inform himself as to the facilities involved, the difficulties, and the restrictions attending the performance of the contract. The bidder should thoroughly examine and familiarize himself with the drawings, technical specifications, and all other contract documents. The contractor, by the execution of the contract, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing; the city of Duluth will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof.
- 4) Alternative Bids No alternative bids or bid items will be considered unless alternative bids are specifically requested by the technical specifications.
- 5) Bids
 - a) All bids must be submitted on forms supplied by the city engineer and shall be subject to all requirements of the contract documents, including the drawings, and these **Instructions to Bidders**. All bids must be regular in every respect; no interlineations, excisions, or special conditions shall be made or included in the bid form by the bidder.
 - b) Bid documents, including the bid and the bid guaranty, shall be enclosed in an envelope which shall be sealed and clearly labeled with the project number, if any, name of bidder, and date and time of bid opening, in order to guard against premature opening of the bid. If the proposal is mailed, this envelope shall be placed in another envelope which shall be sealed and labeled with project number, if any, name of bidder, and date and time of bid opening -- and addressed to city of Duluth purchasing manager, room 100 City Hall, Duluth, Minnesota 55802.
 - c) The city of Duluth may consider as irregular any bid on which there is an alteration of or departure from the bid form hereto attached and, at its option, may reject the same.
 - d) If the project is awarded, it will be awarded by the city of Duluth to the lowest responsible bidder assuming that the bids are within funds available based on the lowest base bid and or in combination with selected alternates (if any). The alternates will be accepted in descending order. By the award of the contract, it is assumed that the work will be completed within the time-frame as specified within the contract documents.
 - e) Each bidder shall include in his bid the following information:
 - Principals -- names, home addresses including city, state, and zip code
 - Firm -- name, federal i.d. number, address, city, state, and zip code
 - Mechanical & Electrical Subcontractors -- names of firms that will do the mechanical and electrical work and the amounts of the mechanical and electrical sub-bids, if applicable and when (where indicated on Bid Proposal form).
- 6) Bid Guaranty
 - a) The bid must be accompanied by a bid guaranty which shall not be less than five percent (5%) of the amount of the bid. At the option of the bidder, the guaranty may be a certified check, bank draft, negotiable U.S. Government bond (at par value), or a bid bond. No bid will be considered unless it is accompanied by the required guaranty. Certified check or bank draft must be made payable to the order of the city of Duluth, Minnesota. Cash deposits will not be accepted. The bid guaranty shall insure the execution of the agreement and the furnishing of the surety bond or bonds by the successful bidder, all as required by the contract documents.

- b) Revised bids submitted before the opening of bids, whether forwarded by mail, fax, or in person, if representing an increase in excess of two percent (2%) of the original bid, must have bid guaranty adjusted accordingly; otherwise, the bid will not be considered.
 - c) Certified checks or bank drafts, or the amount thereof, bid bonds, and negotiable U.S. Government bonds of unsuccessful bidders, will be returned as soon as practical after the opening of bids.
- 7) Collusive Agreements
- a) The successful bidder on each city of Duluth construction project shall be required to execute a city of Duluth non-collusive affidavit to the effect that he has not entered into a collusive agreement with any other person, firm, or corporation in regard to any bid submitted.
 - b) Before executing any subcontract, the successful bidder shall submit the name of any proposed subcontractor for prior approval on the MnDOT Request to Sublet Form TP-21834 (standard specification 1801).
- 8) Unit Prices The unit price, for each of the several items in the proposal of each bidder, shall include its prorata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to this requirement may be rejected as informal. The special attention of all bidders is called to this provision; for should conditions make it necessary to revise the quantities, no limit will be fixed for such increased or decreased quantities nor extra compensation allowed, provided the net monetary value of all such additive and subtractive changes in quantities of such items of work (i.e., difference in cost) shall not increase or decrease the original contract price by more than twenty-five percent (25%) on major bid items, except for work not covered in the drawings and technical specifications.
- 9) Corrections Erasures or other changes in the bids must be explained or noted over the signature of the bidder.
- 10) Time for Receiving Bids
- a) Bids received prior to the advertised hour of opening will be securely kept, sealed. The officer, whose duty it is to open them, will decide when the specified time has arrived and no bid received thereafter will be considered; except that when a bid arrives by mail after the time fixed for opening, but before the reading of all other bids is completed, and it is shown to the satisfaction of the city purchasing office that the non-arrival on time was due solely to delay in the mails for which the bidder was not responsible, such bid will be received and considered.
 - b) Bidders are cautioned that, while fax modifications of bids may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the bid so modified or amended, subject to rejection.
- 11) Opening of Bids At the time and place fixed for the opening of bids, the city purchasing manager will cause to be opened and publicly read aloud every bid received within the time set for receiving bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present in person or by representative.
- 12) Withdrawal of Bids Bids may be withdrawn on written or faxed request dispatched by the bidder in time for delivery in the normal course of business to the time fixed for opening; provided, that written confirmation of any faxed withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for bid opening. The bid guaranty of any bidder withdrawing his bid in accordance with the foregoing conditions will be returned promptly.
- 13) Responsible Contractor Verification and Certification of Compliance The Department cannot award a construction contract in excess of \$50,000 unless the Bidder is a "responsible contractor" as defined in Minnesota Statutes §16C.285, subdivision 3. A Bidder submitting a Proposal for this Project must verify that it meets the minimum criteria specified in that statute by submitting the Responsible Contractor Verification and Certification of Compliance form. A company owner or officer must sign the Responsible Contractor Verification and Certification of Compliance form under oath verifying compliance with each of the minimum criteria. Bidders must obtain verifications of compliance from all subcontractors. A Bidder must submit signed copies of verifications and certifications of compliance from subcontractors upon the Department's request.

A Bidder or subcontractor who does not meet the minimum criteria established in Minnesota Statutes §16C.285, subdivision 3, or who fails to verify compliance with the criteria, will not be a "responsible contractor" and will be ineligible to be awarded the Contract for this Project or to work on this Project. Making a false statement verifying compliance with any of the minimum criteria will render the Bidder or subcontractor ineligible to be awarded a

construction contract for this Project and may result in the termination of a contract awarded to a Bidder or subcontractor that makes a false statement.

A Bidder must also identify each subcontractor it intends to use on the Project. A Bidder must complete Attachment A-1 and submit it with the Responsible Contractor Verification and Certification of Compliance form, identifying each subcontractor it intends to use as of the time of bid submission. Include the project number specific to the bid on each form. The completed Certification Forms must be submitted with the Bid Proposal.

If the Bidder retains additional subcontractors after submitting its Responsible Contractor Verification and Certification of Compliance form, then the Bidder must submit Attachment A-2 within 14 days of retaining the additional subcontractor. Documents must be submitted to the Project Engineer. Include the project number specific to the bid on the form.

14) Award of Contract: Rejection of Bids

- a) The contract will be awarded to the responsible bidder submitting the lowest bid complying with the conditions of the Invitation to Bid. The bidder, to whom the award is made, will be notified at the earliest possible date. The city of Duluth, however, reserves the right to reject any and all such bids and to waive any informality in bids received whenever such rejection or waiver is in its interest.
- b) The city of Duluth reserves the right to consider as unqualified to do the work of general construction, any bidder who does not habitually perform with his own forces the major portions of the work involved in construction of the improvements embraced in the contract documents. A project labor agreement will be included in all contracts exceeding \$150,000.

15) Execution of Agreement: Performance and Payment Bond.

- a) Subsequent to the award and within ten (10) days after the prescribed forms are presented for signature, the successful bidder shall execute and deliver to the city of Duluth an agreement in the form as furnished by the City, in such number of copies as the city of Duluth may require.
- b) Having satisfied all conditions of award as set forth elsewhere in these documents, the successful bidder shall, within the period specified in paragraph "a" above, furnish:
 - 1) A performance bond for the use and benefit of the city of Duluth to complete the contract according to its terms, and conditioned on saving the city of Duluth harmless from all costs and charges that may accrue on account of completing the specified work; and
 - 2) A payment bond for the use and benefit of all persons furnishing labor and materials for the performance of the contract conditioned upon the payment, as they become due, of all just claims for labor and materials.

Both the performance bond and the payment bond shall be in a penal sum of not less than the amount of the contract awarded. Such bonds shall be in the same form as that included in the contract documents and shall bear the same date as, or a date subsequent to, that of the agreement. A current power of attorney for the person who signs for any surety company shall be attached to such bonds.

- c) The failure of the successful bidder to execute such agreement to supply the required bond or bonds within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the city of Duluth may grant, based on reasons determined sufficient by the city of Duluth, shall constitute a default, and the city of Duluth may either award the contract to the next lowest responsible bidder or re-advertise for bids, and may charge against the bidder the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid bond. If a more favorable bid is received by re-advertising, the defaulting bidder shall have no claim against the city of Duluth for a refund.

16) Wages and Salaries

- a) Attention of bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage and fringe benefit rates specified in the contract documents and the conditions of employment with respect to certain categories and classifications of employees.
- b) The rates of pay set forth in prevailing wage schedule(s) are *potentially* the minimums to be paid during the life of the contract. Project funding sources, bid opening date, contract award date, and the contract start date may be factors resulting in a change of prevailing wage schedules. It is, therefore, the responsibility of bidders to inform themselves as to local labor conditions, such as the length of work day hours in conjunction with the

project's funding sources, overtime compensation, health and welfare contributions, labor supply, and prospective changes or adjustments of rates. A project labor agreement will be included in all contracts exceeding \$150,000.

- 17) Equal Employment Opportunity Attention of bidders is particularly called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin. (See Supplementary General Conditions, Part II, Section 11).
- 18) Employment and Business Attention of bidders is particularly called to the requirement that, to the greatest extent feasible, opportunities for training and employment made possible by this project shall be given to lower income residents of the city of Duluth. Additionally, if any work is subcontracted, efforts should be made to award subcontracts to concerns located in or owned in substantial part by persons residing in the city of Duluth.
- 19) Sales and Use Taxes It is assumed that, in the preparation of his proposal, the bidder has taken into consideration his/her liability from any sales, use, or excise tax that might be assessed in the purchase of, storage, use, or consumption of any materials, services, or supplies for performance of the contract work. Any such tax paid by the contractor will be considered as his/her expense, for which no direct compensation will be made by the city to the contractor over and above the accepted bid.
- 20) Pre-Bid/Pre-Construction Meetings
 - a) Should a pre-bid meeting will be held, it will be conducted seven (7) days prior to the bid date (see **Invitation to Bid** for time and place). All potential bidders are encouraged to attend. All bidders will be allowed to make inquiries regarding the contract documents. All formal decisions will be documented by addendum.
 - b) Approximately seven (7) days after city council approval of contract award, the successful bidder is required to attend a pre-construction meeting. At this meeting, the successful bidder will present his/her construction schedule, cost breakdown, required submittals, etc.
- 21) Equal Employment Opportunity (EEO) Affirmative Action Police Statement and Compliance Certificate.
 - a) The successful bidder on each city of Duluth construction project shall be required to execute a certificate substantially in the form herein provided.
 - b) Before executing any subcontract in excess of \$2,500, the successful bidder shall require the subcontractor to execute a form similar in nature to the form herein provided.

City of Duluth

Indemnification & Insurance Requirements

(Updated February 16, 2011)

(Please Be Sure These Requirements Can Be Met before Submitting Your Response)

INDEMNIFICATION CLAUSE

The Contractor will defend, indemnify and save the City harmless from all costs, charges, damages, and loss of any kind that may grow out of the matter covered by this contract. Said obligation does not include indemnification of the City for claims of liability arising out of the sole negligent or intentional acts or omissions of City but shall include but not be limited to the obligation to defend, indemnify and save harmless the City in all cases where claims of liability against the City arise out of acts or omissions of City which are derivative of the negligence or intentional acts or omissions of Contractor such as, and including but not limited to, the failure to supervise, the failure to warn, the failure to prevent such act or omission by Contractor and any other such source of liability. In addition, Contractor will comply with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done and things to be supplied hereunder.

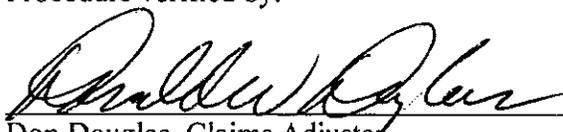
INSURANCE

- a. Contractor shall provide the following minimum amounts of insurance from insurance companies authorized to do business in the state of Minnesota, which insurance shall indemnify Contractor and City from all liability described in the paragraph above, subject to provisions of subparagraph below.
 - (1) Worker's compensation in accordance with the laws of the state of Minnesota.
 - (2) Public Liability and Automobile Liability Insurance with limits not less than **\$1,500,00** Single Limit, and twice the limits provided when a claim arises out of the release or threatened release of a hazardous substance; shall be in a company approved by the city of Duluth; and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability.
 - (3) City of Duluth shall be named as **Additional Insured** under the Public Liability, Excess/Umbrella Liability* and Automobile Liability, or as an alternate, Contractor may provide Owners-Contractors Protective policy, naming itself and the City of Duluth. Contractor shall also provide evidence of Statutory Minnesota Worker's Compensation Insurance. Contractor to provide Certificate of Insurance evidencing such coverage with 30-days notice of cancellation, non-renewal or material change provisions included. The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Contractor's interests and liabilities.

**An umbrella policy with a "following form" provision is acceptable if written verification is provided that the underlying policy names the City of Duluth as an additional insured.*

- (4) If a certificate of insurance is provided, the form of the certificate shall contain an unconditional requirement that the insurer notify the City without fail not less than 30 days prior to any cancellation, non-renewal or modification of the policy or coverages evidenced by said certificate and shall further provide that failure to give such notice to City will render any such change or changes in said policy or coverages ineffective as against the City.
- (5) **The use of an "Acord" form as a certificate of insurance shall be accompanied by two forms – 1) ISO Additional Insured Endorsement (CG-2010 pre-2004) and 2) Notice of Cancellation Endorsement (IL 7002) or equivalent, as approved by the Duluth City Attorney's Office.**
- b. The insurance required herein shall be maintained in full force and effect during the life of this Agreement and shall protect Contractor, its employees, agents and representatives from claims and damages including but not limited to personal injury and death and any act or failure to act by Contractor, its employees, agents and representatives in the negligent performance of work covered by this Agreement.
- c. Certificates showing that Contractor is carrying the above described insurance in the specified amounts shall be furnished to the City prior to the execution of this Contract and a certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Contract.
- d. The City shall be named as an additional insured on each liability policy other than the workers' compensation policies of the Contractor.
- e. The certificates shall provide that the policies shall not be changed or canceled during the life of this Contract without at least 30 days advanced notice being given to the City.
- f. Contractor shall be required to provide insurance meeting the requirements of this Paragraph unless Contractor successfully demonstrates to the satisfaction of the City Attorney, in the exercise of his or her discretion, that such insurance is not reasonably available in the market. If Contractor demonstrates to the satisfaction of the City Attorney that such insurance is not reasonably available, the City attorney may approve an alternative form of insurance which is reasonably available in the market which he or she deems to provide the highest level of insurance protection to the City which is reasonably available.

Procedure verified by:



Don Douglas, Claims Adjuster
Duluth City Attorney's Office

Date

9/20/12

PRE-2004 CG 2010

A. **Section II - Who Is an Insured** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

NOTICE OF CANCELLATIONS ENDORSEMENT IL-7002 (10-90)

All Coverage Parts included in this policy are subject to the following condition: If we cancel this policy for any reason other than non-payment of premium, we will mail advance notice to the person(s) or organization(s) as shown in the Schedule.

Schedule	
Person or Organization (Name and Address)	Advance Notice (Days)
City of Duluth Purchasing Division Room 100 City Hall 411 West First Street Duluth, MN 55802	30

DATA FOR LABOR COST BIDDING

NOTE:

Wage Decisions are subject to change due to lock-in rules and revisions near the bid opening.

Project No.: 1472

Name: 2015 12" Gas Main Replacement at Knowlton Creek and Grand Avenue

City Project Manager: Tim Sanders

Bid Opening Date: July 29, 2015

This project is funded by:

City of Duluth

The **base workweek** may be:

**Five 8-hour days OR four 10-hour days with OT after each
AND
OT after 40 hours per week**

The project MAY (depending on total bid price) contain a *project labor agreement (PLA)*.

Should a project contain a project labor agreement:

- 1) Union scale may **not** be reflected in the prevailing wage schedule(s)
- 2) Note Article II Section 10 for trucking labor costs

City of Duluth funding only:

Each certified payroll must indicate the base workweek on the accompanying MnDOT Statement of Compliance form and beside each employee's name when his/her hours differ from the normal base workweek, if applicable.

OVERTIME REQUIREMENTS:

For projects funded by the City of Duluth: overtime must be paid on daily hours worked in excess of the base daily hours. Contractors (including sub-contractors) are not allowed to pay overtime solely on hours in excess of forty per week.

The overtime rate must be paid at NO LESS than the rate of pay as established in the project's wage decision multiplied by one and one-half OR the base rate the employee is being paid if it is higher than the wage decision base rate.

Project Prevailing Wage Decision: U S DOL Heavy, Decision MN 150105 (06/12/2015)

>

General Decision Number: MN150105 06/12/2015 MN105

Superseded General Decision Number: MN20140105

State: Minnesota

Construction Type: Heavy

County: St Louis County in Minnesota.

HEAVY CONSTRUCTION PROJECTS

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Davis-Bacon Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/02/2015
1	05/22/2015
2	06/12/2015

BOIL0647-004 01/01/2013

	Rates	Fringes
BOILERMAKER.....	\$ 32.40	25.37

CARP0361-020 07/11/2011

ST LOUIS COUNTY (Southern 1/3 including Cotton, Floodwood, Fond Du Lac, and Proctor)

	Rates	Fringes
CARPENTER (Including Form Work).....	\$ 31.07	15.80

CARP0361-021 07/11/2011

ST LOUIS (Duluth)

	Rates	Fringes
CARPENTER (Including Form Work).....	\$ 31.47	15.80

CARP0606-010 05/01/2011

ST LOUIS COUNTY (Northeast 2/3 including Cook, Cusson, Ely; and Western part including Chisholm, Greaney, and Orr)

	Rates	Fringes
CARPENTER (Including Form Work).....	\$ 31.07	15.80

ELEC0242-012 06/01/2014

ST. LOUIS (South part bounded on the north by the north line of Kelsey Township extended east & west)

	Rates	Fringes
ELECTRICIAN.....	\$ 32.54	24.07

ELEC0294-006 06/01/2014

ST. LOUIS (North part bounded on the south by the south line of Ellsburg Township, extended east & west)

	Rates	Fringes
ELECTRICIAN.....	\$ 33.72	73.34%

ENGI0049-064 05/01/2015

	Rates	Fringes
OPERATOR: Power Equipment		
Group 2.....	\$ 33.78	17.90
Group 3.....	\$ 33.23	17.90
Group 4.....	\$ 32.93	17.90
Group 5.....	\$ 29.89	17.90
Group 6.....	\$ 28.68	17.90

POWER EQUIPMENT OPERATOR CLASSIFICATIONS

GROUP 2: Crane with over 135' Boom, excluding jib; Dragline & Hydraulic Backhoe with shovel-type controls, 3 cubic yards and over; Grader/Blade finishing earthwork and bituminous.

GROUP 3: Dragline & Hydraulic Backhoe with shovel-type controls up to 3 cubic yards; Loader 5 cu yd and over; Mechanic; Tandem Scraper; Truck Crane; Crawler Crane

GROUP 4: Bituminous Roller 8 tons & over; Crusher/Crushing Plant; Drill Rig; Elevating Grader; Loader over 1 cu yd; Grader; Pump; Scraper up to 32 cu yd; Farm Tractor with Backhoe attachment; Skid Steer Loader over 1 cu yd with Backhoe attachment; Bulldozer over 50 hp.

GROUP 5: Bituminous Roller under 8 tons; Bituminous Rubber Tire Roller; Loader up to 1 cu yd; Bulldozer 50 hp or less.

GROUP 6: Oiler; Self-Propelled Vibrating Packer 35 hp and over.

CRANE OVER 135' BOOM, EXCLUDING JIB - \$.25 PREMIUM;
CRANE OVER 200' BOOM, EXCLUDING JIB - \$.50 PREMIUM

UNDERGROUND WORK:

UNNELS, SHAFTS, ETC. - \$.25 PREMIUM
UNDER AIR PRESSURE - \$.50 PREMIUM

HAZARDOUS WASTE PROJECTS (PPE Required):

LEVEL A - \$1.25 PREMIUM
LEVEL B - \$.90 PREMIUM
LEVEL C - \$.60 PREMIUM

IRON0512-028 05/01/2015

	Rates	Fringes
IRONWORKER, STRUCTURAL AND REINFORCING.....	\$ 31.04	23.45

LABO1091-006 05/01/2014

ST LOUIS (South of T. 55 N)

	Rates	Fringes
LABORERS		
(1) Common or General.....	\$ 26.97	16.21
(2) Mason Tender		
Cement/Concrete.....	\$ 27.17	16.21
(6) Pipe Layer.....	\$ 29.47	16.21

LABO1091-007 05/01/2014

SOUTHERN ST. LOUIS COUNTY

	Rates	Fringes
LABORER		
Common or General (Natural Gas Pipeline only).....	\$ 26.97	16.21

LABO1097-002 05/01/2014

NORTHERN ST. LOUIS COUNTY

	Rates	Fringes
LABORER		
Common or General (Natural Gas Pipeline only).....	\$ 25.02	18.16

LABO1097-005 05/01/2014

ST LOUIS (North of T. 55 N)

	Rates	Fringes
LABORERS		
(1) Common or General.....	\$ 25.02	18.16
(2) Mason Tender Cement/Concrete.....	\$ 25.22	18.16
(6) Pipe Layer.....	\$ 27.52	18.16

PLAS0633-036 05/01/2012

ST. LOUIS COUNTY (North of T 55N)

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 26.71	14.64

PLAS0633-039 05/01/2012

ST. LOUIS COUNTY (South of T 55N)

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 32.78	16.80

* TEAM0160-018 05/01/2015

	Rates	Fringes
TRUCK DRIVER (DUMP)		
(1) Articulated Dump Truck..	\$ 28.70	15.20
(2) 3 Axles/4 Axles; 5 Axles receive \$0.30 additional per hour.....	\$ 28.15	15.20
(3) Tandem Axles; & Single Axles.....	\$ 28.05	15.20

SUMN2009-072 09/28/2009

	Rates	Fringes
LABORER: Landscape.....	\$ 12.88	4.61

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.

=====
Unlisted classifications needed for work not included within
the scope of the classifications listed may be added after
award only as provided in the labor standards contract clauses
(29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification
and wage rates that have been found to be prevailing for the

cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of

each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

OPERATOR QUALIFICATIONS

rev 3-29-06

Contractor Covered Tasks (noted by "X")

CT Summary No.		CT Summary Title
	X	Abnormal Operating Conditions
0101	X	Characteristics of Natural Gas
0401		Corrosion Monitoring--Atmospheric, External, and Internal
0402		Coating Maintenance
0402b		New Coating
0501		Anode System Maintenance
0503		Cathodic Protection System--Electrical Connections
0511		Soil Resistivity Testing
0512		Pipe-to-Soil Testing
0701		Locating, Installing, Protecting Customer Meters and Regulators
0702		Customer Pressure Regulating, Limiting, and Relief Devices
0801	X	Locating Pipeline
0802	X	Protection During Disturbance of Segment Support
0803	X	Inspection for Damage
0901		System Patrolling
1002	X	Plastic Pipe--Electrofusion Couplings
1003	X	Plastic Pipe--Butt Heat Fusion
1004		Plastic Pipe--Sidewall Heat Fusion
1005		Mechanical Joints
1006		Plastic Pipe--Socket Heat Fusion
1201		Leakage Survey--Walking and Mobile
1202		Outside Gas leakage Investigation, Pinpointing and Grading
1203		Inside Gas Leakage Investigation
1301	X	Leak and Strength Test--Service Lines, Mains, Transmission Lines
1401		Abandonment or Deactivation of Facilities
1402	X	Backfilling
1404		Casing Vents and Seals
1405	X	Underground Clearances
1408	X	Installation of Plastic Pipe
1409		Installation of Steel Pipe
1410	X	Cover Service Lines, Mains, Transmission Lines
1411		Inspection

**MINNESOTA OFFICE OF PIPELINE SAFETY
INTRASTATE ANTI-DRUG and ALCOHOL MISUSE PREVENTION
SELF-ASSESSMENT FORM**

Date: _____

Operator's IOCS ID: _____
(To be filled in by MnOPS)

Inspection Unit's IOCS ID: _____
(To be filled in by MnOPS)

Operator's Name: _____

Name/Title of Person Responsible for Completing This Form: _____

Company Address: _____

Company Telephone No.: (_____) _____

Type of Facility _____ Gas Transmission _____ Hazardous Liquid Pipeline
 _____ Gas Distribution _____ Liquefied Natural Gas

Anti-Drug and Alcohol Misuse Plan/Policy Developed by: _____
(Name of individual or company)

Anti-Drug and Alcohol Misuse Testing Program Administered by: _____
(Name of individual or company)

Contractor's Records Maintained by: _____
(Name of individual or company)

Specimen Collection Conducted by: _____
(Name of individual or company)

Breath Alcohol Test Conducted by: _____
(Name of individual or company)

I, the undersigned, certify that the information provided on this Minnesota Office of Pipeline Safety, Anti-Drug and Alcohol Misuse Prevention Self-Assessment Form is, to the best of my knowledge and belief, true, correct, and complete.

Signature

Date of Signature

Title

(_____) _____
Phone Number

NOTE: If any question on the following self-assessment form is answered by other than a "YES" response, please identify the question and explain in the "COMMENTS" area at the bottom of the page, or attach an additional sheet.

**MINNESOTA OFFICE OF PIPELINE SAFETY
INTRASTATE ANTI-DRUG and ALCOHOL MISUSE PREVENTION
SELF-ASSESSMENT FORM**

§§199.1, 199.200 and §40.1	COMPLIANCE
1. Is your company continuing to comply with the drug and alcohol testing regulations as required under 49 CFR Parts 199 and 40?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
§§199.7 and 199.202	COMPLIANCE
1. Is your company continuing to maintain written anti-drug and alcohol misuse prevention plans?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Have there been any significant changes to the policy/plans? <i>Please provide MnOPS with a copy of any changes.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>PLEASE PROVIDE THE NAME, ADDRESS AND PHONE NUMBER OF THE FOLLOWING: USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY.</p>	
§§199.7, 199.11 and §40.33	MEDICAL REVIEW OFFICER(s)
Name: _____	Phone Number: (____) _____
Address: _____	

§199.243	SUBSTANCE ABUSE PROFESSIONAL(s)
Name: _____	Phone Number: (____) _____
Address: _____	

§199.13 and §§40.25, 40.29 and 40.39	DRUG TESTING LABORATORY(s)
Name: _____	Phone Number: (____) _____
Address: _____	

§§199.19 and 199.243	EMPLOYEE ASSISTANCE PROGRAM(s)
Name: _____	Phone Number: (____) _____
Address: _____	

COMMENTS

§§199.21 and 199.245	COMPLIANCE
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**MINNESOTA OFFICE OF PIPELINE SAFETY
INTRASTATE ANTI-DRUG and ALCOHOL MISUSE PREVENTION
SELF-ASSESSMENT FORM**

1. Does your company monitor those contractors and subcontractors who perform functions covered by the drug/alcohol plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Has the method of contractor monitoring changed? <i>If so, please specify what changes were made.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
§§199.23 and 199.227	COMPLIANCE
1. Are all drug/alcohol records maintained in a secure location?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. By Whom: Operator/Service Provider/Contractor Name: _____ Phone Number: (____) _____	
§§199.25 and 199.229	COMPLIANCE
1. Has your company maintained the necessary MIS data sheets?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Who maintains the data? Name: _____ Phone Number: (____) _____	
§§40.51 and 40.93	
1. Who supplies your company's trained Breath Alcohol Technicians and Screening Test Technicians? <i>(Use an additional sheet of paper if necessary.)</i> Service Provider's: Name: _____ Phone Number: (____) _____	
§§40.53 and 40.91	COMPLIANCE
1. Does your company only use devices listed on the Conforming Products List?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Please provide the name, model and serial number of the device(s) used. Name: _____ Model: _____ Serial No.: _____	

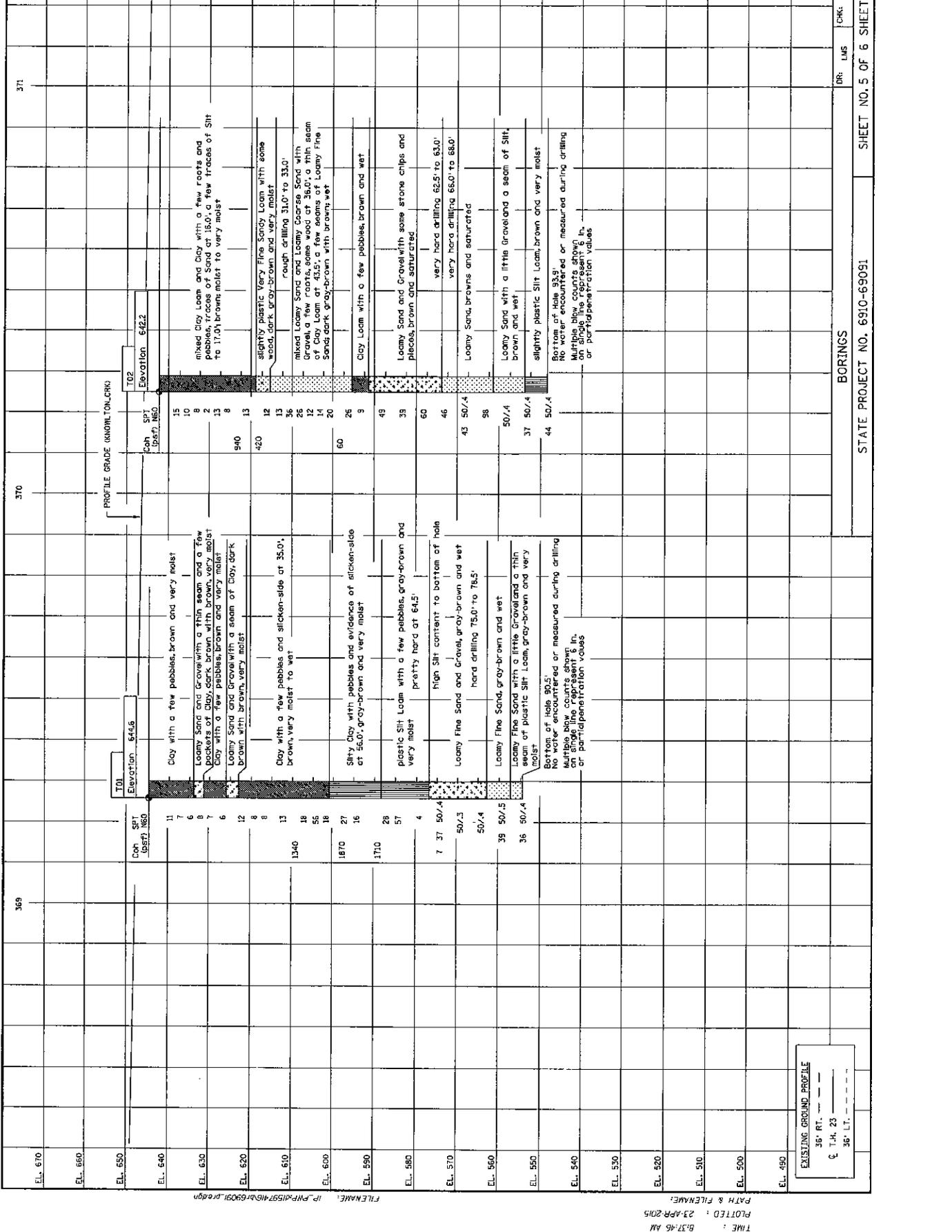
COMMENTS

SECTION INITIALLY LEFT BLANK FOR UPDATES/CHANGES IN CODES

SPECIAL PROVISIONS
City Job Number: 1472
12" Gas Main Replacement at Knowlton Creek and Grand Ave.
July 8, 2015

APPENDIX A

MNDOT SOIL BORINGS



TIME : 8:37:46 AM
 PLOTTED : 23-APR-2015
 PATH & FILENAME:
 FILENAME: IP_PWP-d15974163-69091.dwg

EXISTING GROUND PROFILE
 36' RT. ---
 36' LT. ---

STATE PROJECT NO. 6910-69091
 BORINGS
 SHEET NO. 5 OF 6 SHEETS
 BRIDGE NO. 69091

DR: LMS
 CHK: