

**SOUTHWESTERN PUBLIC SERVICE DISTRICT  
FOWLER ROAD WATER LINE EXTENSION PROJECT**

**THE THRASHER GROUP, INC.  
PO Box 940  
Bridgeport, WV 26330  
Telephone # (304) 624-4108  
Fax # (304) 624-7831**

**ADDENDUM # 1**

**SEPTEMBER 18, 2018**

**THRASHER PROJECT NO. 101-010-1181**

TO WHOM IT MAY CONCERN:

A MANDATORY Pre-Bid Conference was held at 10 AM on Thursday, September 6, 2018 for the above-referenced project. The sign-in sheet is enclosed with this Addendum.

The following are clarifications, changes to plans, changes to specifications, and responses to questions provided prior to the conference, at the conference, and after the conference as of this writing. A description of equipment, materials, and products approved "as equal" to date prior to bid opening may also be provided in this Addendum. Please note that these approvals/disapprovals are made by the Project Manager for this specific project based on the best available information and shall not be construed as precedent for approval/disapproval on other future projects of The Thrasher Group, Inc.

Attention is directed to the fact that while information provided in this Addendum may reference specific locations in the plans and specifications, the information provided shall be applied to all applicable locations in the plans and specifications.

Please acknowledge receipt of all Addenda in the Bid Opening Requirements and in the Bid Form.

**CLARIFICATIONS:**

- 1. A REVISED BID FORM IS ATTACHED TO AND MADE PART OF THIS ADDENDUM. YOU MUST USE THE REVISED BID FORM FOR SUBMISSION OF YOUR BID.**

2. The bidding process is a two (2) envelope system. Envelope No. 1 must have the following information presented on the front:

Name and address of Bidder  
Bid on Contract #1 – Fowler Road Water Line Extension  
Received by The Thrasher Group, Inc.

Envelope No. 2 label “Bid Proposal” shall be placed inside of Envelope No. 1

Envelope No. 1 will be opened first and the Bid Opening Requirement items will be checked for compliance as outlined on the Bid Opening Checklist (BOR-1). If such documents are found to be in order, Envelope No. 2 “Bid Proposal”, will be opened and will be publicly read aloud. If the documents required to be contained in Envelope No. 1 are **not in order**, Envelope No. 2 “Bid Proposal” **will not be opened** and the bid will be considered non-responsive.

3. Mailed/Shipped bid packages shall be sent to The Thrasher Group, Inc., 600 White Oak Boulevard, Bridgeport, West Virginia 26330 **Attn: Eleni Brick**. The Thrasher Group, Inc.’s phone number is (304) 624-4108. Bidders should **not** assume guaranteed early (10:30 am) delivery is available and shall be mailed/shipped in sufficient time. It is the Bidder’s responsibility to deliver the Bid on time.
4. Liquidated damaged for this project are set at \$500.00/day.
5. Existing utilities can be marked with the assistance of Southwestern Public Service District upon request. This doesn’t remove the requirement to call Miss Utility before construction begins.
6. All work shall be coordinated through the Engineer and Southwestern PSD to ensure no disruption to the existing distribution system.
7. Change Orders are to be pre-approved prior to work progressing. Materials should not be purchased until the Change Order(s) are approved by the Engineer, Owner and Funding Agency.
8. Engineers Approved Equal means materials, equipment, or method approved by the Engineer for use in the work, acceptable as an equivalent in essential attributes to the material, equipment, or method specified in the Contract Documents.
9. WVDEP-AML is the funding agency for the project.
10. The Thrasher Group, Inc. is the administrator for the project. Eleni Brick will be the point of contact.

**CHANGES TO PLANS:**

None.

**CHANGES TO SPECIFICATIONS:**

Removed pages AML-1 through AML-26, inclusive, and replaced these pages with the enclosed pages AML-1 through AML-29, inclusive.

**QUESTIONS AND RESPONSES:**

**QUESTION**

1. What is the cut-off date for questions?

**RESPONSE**

All questions will be received, by fax, until noon on Tuesday, September 18, 2018.

**QUESTION**

2. Are prevailing wages required for this project?

**RESPONSE**

No State Prevailing Wages or Federal Davis Bacon Wage Rates are required for this project.

**QUESTION**

3. What is the engineer's construction cost estimate?

**RESPONSE**

Approximately \$210,000.

**QUESTION**

4. Who is responsible to cover the CSX inspection fees?

**RESPONSE**

Allowance Item #21 has been provided in the revised bid form to cover these costs.

**QUESTION**

5. Where are the public accesses for this project?

**RESPONSE**

The only public access for this project is a bridge at the intersection of Simpson Road (County Route 13) and Fowler Road (County Route 13/8). Please be advised that the bridge has a 7 ton weight limit. This must be taken into consideration when bidding the project.

**QUESTION**

6. Does the CSX permit require a one time fee or an annual fee?

**RESPONSE**

There is only a one-time fee associated with the CSX permit. This has been paid by the Owner.

**QUESTION**

7. How soon is the project anticipated to be awarded?

**RESPONSE**

There is a maximum 90 day bid hold; however, the project will be awarded as soon as possible.

**QUESTION**

8. Who is responsible for covering DOH fees?

**RESPONSE**

The Owner is responsible for cover DOH fees.

**QUESTION**

9. Who is the administrator for the project?

**RESPONSE**

Thrasher will be handling all administration for this project.

**QUESTION**

10. Will traffic controls be required for this project?

**RESPONSE**

Yes. The hot tap will be within the DOH ROW and traffic control procedures will be required during the construction of this hot tap.

**PRE-BID “APPROVED-EQUAL” EQUIPMENT, MATERIALS, AND PRODUCTS**

**None.**

If you have any other questions or comments, please feel free to contact myself or Eleni Brick at (304) 844-8315 at your earliest convenience.

Sincerely,

THE THRASHER GROUP, INC.

STEVEN V. BUCHANAN, PE, PS  
Project Manager

Enclosures: Pre-Bid Conference Sign In Sheet  
Revised Bid Form  
Revised AML Specifications

**SOUTHWESTERN PUBLIC SERVICE DISTRICT  
TAYLOR COUNTY, WEST VIRGINIA  
FOWLER ROAD WATER LINE EXTENSION**

**MANDATORY PRE-BID CONFERENCE**

Thursday, September 6, 2018

Thrasher Project #101-010-1181

Name	Representing	Phone #	Email Address
Tim Carr	J.F. ALLEN	304 614 3179	tcarr@fallenco.com
Roger Earle	WV DEP-AML	304-926-0499	Roger.A.Earle@wv.gov
Jenny Smith	SW Group LLC	304-672-2067	spencer@swgroupwv.com
Rob Hoover	Mountaineer Welding Co.	304-614-3166	rhaover@mtnweld.com
ARCHIE JACKSON	MOUNTAINEER WELDING	304-613-8790	ajackson@mtnweld.com
Scott Carr	WV DEP-AML	304-842-1900	jason.s.carr@wv.gov
Justin Raymond	WV DEP-AML	304-203-5061	justinraymond@wv.gov
Roger Hull	Hull's Contracting Inc.	304 472 6408	rhull@cebridge.net
STEVE BOUCHARD	THRASHER	304-844-8315	SBouchard@THRASHER- group.com



**SOUTHWESTERN PUBLIC SERVICE DISTRICT  
TAYLOR COUNTY, WEST VIRGINIA  
PROPOSED  
FOWLER ROAD WATER LINE EXTENSION  
THRASHER PROJECT #101-010-1181**

**BID FORM**

**ARTICLE 1 – BID RECIPIENT**

- 1.01 This Bid is submitted to:

***The Thrasher Group, Inc.  
600 White Oaks Blvd.  
Bridgeport, WV 26330***

on behalf of Southwestern Public Service District

- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

- 3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

**Addendum No.**

**Addendum Date**

_____	_____
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.



- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### **ARTICLE 4 – BIDDER'S CERTIFICATION**

##### **4.01 Bidder certifies that:**

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### **ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

**PROPOSED  
FOWLER ROAD WATER LINE EXTENSION  
FOR THE  
SOUTHWESTERN PUBLIC SERVICE DISTRICT  
TAYLOR COUNTY, WEST VIRGINIA**

**BID SCHEDULE**

NOTE: Bid Unit PRICE amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern. Bids shall include sales tax and all other applicable taxes and fees.

<b>Item</b>	<b>Quantity</b>	<b>Description with Unit Price Written</b>	<b>Unit Price</b>	<b>Total Price</b>
1.	LS	Mobilization/Demobilization		
		_____ Dollars		
		_____ Cents	_____	_____
2.	LS	Videotaping		
		_____ Dollars		
		_____ Cents	_____	_____
3.	LS	Erosion and Sediment Control Measures		
		_____ Dollars		
		_____ Cents	_____	_____

Item	Quantity	Description with Unit Price Written	Unit Price	Total Price
4.	700 LF	6" AWWA C-900 DR-14 (Class 305) Water Line		
		_____ Dollars		
		_____ Cents	_____	_____
5.	150 LF	6" Certa-Lok Yelomine Restrained Joint Integral Bell SDR-17 (Class 250) Permanent Water Line Including Any and All Adaptors Installing Inside 12" Steel Casing (Bored and Jacked Steel Casing Paid For Under Separate Pay Item)		
		_____ Dollars		
		_____ Cents	_____	_____
6.	180 LF	6" Class 52 Ductile Iron Pipe		
		_____ Dollars		
		_____ Cents	_____	_____
7.	2050 LF	2" ASTM D 2241 SDR 13.5 (Class 315) Water Line		
		_____ Dollars		
		_____ Cents	_____	_____
8.	1 LS	Temporary Access Road with 24" Smooth Interior HDPE Pipe		
		_____ Dollars		
		_____ Cents	_____	_____
9.	150 LF	12" Steel Casing (Bore & Jack)		
		_____ Dollars		
		_____ Cents	_____	_____
10.	2 EA	6" M.JT. Gate Valve		
		_____ Dollars		
		_____ Cents	_____	_____

Item	Quantity	Description with Unit Price Written	Unit Price	Total Price
11.	1 EA	2" M.JT. Gate Valve		
		_____ Dollars		
		_____ Cents	_____	_____
12.	1 EA	Fire Hydrant Assembly		
		_____ Dollars		
		_____ Cents	_____	_____
13.	1 EA	2" Hidden Flushing Hydrant Assembly		
		_____ Dollars		
		_____ Cents	_____	_____
14.	3 EA	High Pressure Meter Setting		
		_____ Dollars		
		_____ Cents	_____	_____
15.	50 LF	3/4" PE SDR-9 Service Tubing (Open Cut)		
		_____ Dollars		
		_____ Cents	_____	_____
16.	1 EA	Hot Tap on Existing 10" Asbestos Concrete Water Line		
		_____ Dollars		
		_____ Cents	_____	_____
17.	30 LF	WVDOH Type "B" Trench Repair		
		_____ Dollars		
		_____ Cents	_____	_____

Item	Quantity	Description with Unit Price Written	Unit Price	Total Price
18.	800 LF	WVDOH Type "C" Trench Repair		
		_____ Dollars		
		_____ Cents	_____	_____
19.	2600 LF	Gravel Street / Road / Driveway Repair		
		_____ Dollars		
		_____ Cents	_____	_____
20.	3000 LF	Reclamation of Disturbed Area		
		_____ Dollars		
		_____ Cents	_____	_____
21.	1 Allowance	CSX Flagging and Inspection Fees		
		<u>Five thousand dollars</u> Dollars		
		<u>Zero</u> Cents	<u>\$5,000.00</u>	<u>\$5,000.00</u>

**TOTAL BID:** \_\_\_\_\_  
 \_\_\_\_\_ (\$ \_\_\_\_\_)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

**NOTE: THE CONTRACTOR'S UNIT PRICES SHALL INCLUDE PURCHASE AND INSTALLATION, COMPLETE IN PLACE, PER BID ITEM IN ACCORDANCE WITH THE DETAILED SPECIFICATIONS.**

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**METHOD OF AWARD**

If at the time this contract is to be awarded, the lowest total bid submitted by a qualified, responsible Bidder does not exceed the amount of funds then estimated by the Owner, as available to finance the contract, the construction contract will be awarded. If such bids exceed such amount, the Owner may reject all bids.

**ARTICLE 6 – TIME OF COMPLETION**

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

- 7.01 The following documents are submitted with and made a condition of this Bid:
  - A. Bid Opening Requirements

**ARTICLE 8 – DEFINED TERMS**

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 – BID SUBMITTAL**

BIDDER: *[Indicate correct name of bidding entity]*

\_\_\_\_\_

By:

*[Signature]*

\_\_\_\_\_

*[Printed name]*

\_\_\_\_\_

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

*[Signature]*

\_\_\_\_\_

*[Printed name]*

\_\_\_\_\_

Title:

\_\_\_\_\_

Submittal Date:

\_\_\_\_\_

Address for giving notices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

Contact Name and e-mail address:

\_\_\_\_\_

\_\_\_\_\_

Bidder's License No.:

\_\_\_\_\_

*(where applicable)*

*NOTE TO USER: Use in those states or other jurisdictions where applicable or required.*

**REQUIREMENTS TO BE INCLUDED IN PLANS AND SPECIFICATIONS**

1. Affirmative Action
2. Application for Payment Forms
  - a. AML 7
  - b. AML 7A
3. AVS
4. Construction Sign
5. Daily Activity Summary
6. Debarment/Lobbying
7. Electronic Media Requirements
8. Final Project Completion
9. Mobilization/Demobilization Specs
10. Project Meetings
  - a. Pre-Bid Conference
  - b. Pre-Construction Conference Checklist (Notice to Proceed requirements)



## **ARTICLE V - SPECIAL CONDITIONS**

### **1.0 USE OF MINORITY, WOMEN'S, & SMALL BUSINESS ENTERPRISES**

- 1.1** Should the Contractor intend to sublet a portion of the work on this project, it shall seek out and consider minority, women's, and small business enterprises as potential sub-contractors. The Contractor shall contact minority, women's, and small businesses to solicit their interest, capability, and prices, and shall retain proper documentation to substantiate such contacts.
- 1.2** The Contractor will sign and provide the enclosed Minority, Women's and Small Business Affirmative Action Certification to DEP along with the name(s) of any subcontractor(s) it submits for approval.

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
CONSTRUCTION CONTRACTOR'S  
MINORITY, WOMEN'S AND SMALL BUSINESS  
AFFIRMATIVE ACTION CERTIFICATION**

We, \_\_\_\_\_, the undersigned, Construction Contractor on the Abandoned Mine Lands & Reclamation construction contract herein, intending to sub-contract a part of our contract work under Requisition No. \_\_\_\_\_, hereby certify as follows:

- 1) We will include qualified small, minority and women's businesses on solicitation lists;
- 2) We will assure that small, minority and women's businesses are solicited whenever they are potential sources;
- 3) We will, when economically feasible, divide total requirements into smaller tasks or quantities so as to permit maximum small, minority and women's business participation.
- 4) Where our requirements permit, we will establish delivery schedules which will encourage participation by small, minority and women's businesses.
- 5) We will utilize the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as required.

We understand that we may obtain the information required under the foregoing provisions from the Governor's Office of Community & Industrial Development's Small Business Development Center, 1115 Virginia Street, East, Charleston, West Virginia 25301, Phone 304/348-2960.

- 6) We will submit this certification to the Construction Supervisor when we submit proposed subcontractors for approval.
- 7) We agree that all documentation relative to affirmative action taken by us to seek out and consider the use of minority, women's and small business enterprises as sub-contractors shall be made available for inspection by representatives of the West Virginia Department of Environmental Protection and the U.S. Office of Surface Mining Reclamation and Enforcement;
- 8) This certification is an integral part of our proposal for the construction contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**APPLICATION FOR PAYMENT FORMS**

Bound herewith on the following pages are sample Application and Certificate for Payment forms which the Contractor shall use in the submittal of progress estimate Applications for Payment to DEP thru the Sub Grantee.

# APPLICATION FOR SUB GRANT REQUEST FOR FUNDS

Page 1 of 1 pages

**Project Name:**

Application No:

Application Date:

**ATTIN (AML&R Inspector):**

Performance Period From:

col

Application is made for payment, as shown below, in connection with sub grant. Continuation AML7A

Sheet is attached. The present status of the account for this sub grant is as follows:

ORIGINAL SUB-GRANT AMOUNT:

51

Net Changes (if any)



SUB-GRANT AMOUNT TO DATE

5

TOTAL COMPLETED &amp; STORED TO DATE

٥٦

Column "(7) on Continuation Sheet)

## LESS PREVIOUS "REQUEST" FOR FUNDS"



**CURRENT PAYMENT DUE**

5

Total Completed & Stored to Date

% COMPLETE: ..... x 100

CONTINUATION SHEET OF APPLICATION FOR SUB GRANT REQUEST FOR FUNDS

Project Name: \_\_\_\_\_ Application No: \_\_\_\_\_  
Page \_\_\_\_ of \_\_\_\_ pages

BID SCHEDULE PER CONTRACT				TOTAL COMPLETED AND STORED TO DATE		
ITEM # A	DESCRIPTION B	UNITS C	UNIT BID PRICE D	UNITS THIS APPLICATION E	UNITS F	COST G=(DxF)
				SUBTOTAL OR TOTAL		

## **Instructions for Completing AML Contractor Form OMB #1029-0119<sup>1</sup>**

**Part A: General Information.** Part A should be completed by the AML Contractor.

**Part B: Legal Structure.** Part B should be completed by the AML Contractor.

**Part C: Certifying and updating information in the Applicant/Violator System (AVS).** Part C should be completed by the AML Contractor, selecting the statement that best describes their situation.

If information is accurate, complete and up-to-date, then check the first statement and sign and date. Attach the Entity OFT printout to the OMB #1029-0119 form and submit the form and attachment to the AML Contracting Officer your business is working with.<sup>2</sup>

Upon reviewing an Entity OFT printout, if you discover the information contained in AVS is not accurate, complete and up-to-date, then check the second statement and complete Part D to provide missing or corrected information that needs reflected in AVS. Attach the Entity OFT printout to the OMB #1029-0119 form and submit the form and attachment to the AML Contracting Officer your business is working with.

If your business does not appear to have any information in AVS, then check the third statement and complete Part D. Submit the OMB #1029-0119 form to the AML Contracting Officer your business is working with.

### **Part D:**

If current Entity OFT information for your business is incomplete, incorrect, or if you believe there is no information currently in the AVS for your business, you must complete Part D. Submit the OMB #1029-0119 form to the AML Contracting Officer your business is working with.

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<sup>1</sup> If you need any assistance completing OMB #1029-0119, please contact the AVS Office at 800.643.9748.

<sup>2</sup> You may obtain your business' Entity OFT for certification purposes two ways. One way is to contact the AVS Office at 800.643.9748 and request the information. The second way is to access the AVS from your personal computer by visiting <https://avss.osmre.gov>. Click "Access AVS", and then Login as Guest. Place your cursor on the "Entity" Module and "Click". Type your business name in search box and press enter key. If more than one entity record appears, select your company and then "Click" on the "relationship" tab to display your Entity OFT information. Print the Entity OFT from AVS.

OMB #1029-0119  
Expiration Date: 1/31/19

### AML CONTRACTOR INFORMATION FORM

You must complete this form for your AML contracting officer to request an eligibility evaluation from the Office of Surface Mining Reclamation and Enforcement to determine if you are eligible to receive an AML contract. This requirement applies to contractors and their sub-contractors and is found under OSMRE's regulations at 30 CFR 874.16. When possible, please type your information onto this form to reduce errors on our end. NOTE: Signature and date this form is signed must be recent (within the last month) to be considered for a current bid.

#### Part A: General Information.

Business Name: \_\_\_\_\_ Tax Payer ID No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

#### Part B: Obtain an Organizational Family Tree (OFT) from the AVS.

If you plan to certify the existing AVS information or submit updates under part C, you must include an OFT. To obtain an OFT, you may contact the AVS Office at 800-643-9748 or from the AVS website at <https://avss.osmre.gov/>. Instructions on how to download an OFT from the AVS can be found at <http://www.osmre.gov/programs/AVS/aml-instructions.pdf>.

#### Part C: Certifying and updating information in the Applicant/Violator System (AVS).

Select only one of the following options, follow the instructions for that option, and sign below.

I, \_\_\_\_\_, *have the express authority to certify that:*  
(Print name)

1. ☐ Our business is in the AVS and is accurate, complete, and up-to-date. If you select this option, you **must** attach an Entity OFT from the AVS to this form. Sign and date below and do not complete Part D.
2. ☐ Our business is in the AVS and needs to be updated. If you select this option, you **must** attach an Entity OFT from the AVS to this form. Use Part D to provide the missing or corrected information. Sign and date below and complete Part D.
3. ☐ Our business needs to be added in order to confirm our eligibility to receive an AML Contract. If you select this option, you must provide all information required in Part D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Part D: OFT Information.**

Contractor's Business Name: \_\_\_\_\_

If the current Entity OFT information for your business is incomplete or incorrect in the AVS, or if there is no information in the AVS for your business, you must provide all of the following information as it applies to your business. Please make as many copies of this page as you require.

- Every officer (President, Vice President, Secretary, Treasurer, etc.);
- All Directors, Partners, and Members;
- All persons performing a function similar to a Director;
- Every person or business that owns 10% or more of the voting stock in your business;
- Any other person(s) who has the ability to determine the manner in which the AML reclamation project is being conducted.
- **Please provide an ending date for anyone on your attached OFT that is no longer with your business.**

Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____
<hr/>			
Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____
<hr/>			
Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____
<hr/>			
Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____

**PAPERWORK REDUCTION STATEMENT**

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501) requires us to inform you that: Federal Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information is necessary for all successful bidders prior to the distribution of AML funds, and is required to obtain a benefit.

Public reporting burden for this form is estimated to range from 15 minutes to 1 hour, with an average of 22 minutes per response, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Office of Surface Mining Reclamation and Enforcement, Room 202 SIB, Constitution Ave., NW, Washington, D.C. 20240.



## **CONSTRUCTION SIGN**

### **1. Work Required.**

The work to be performed under this Section consists of providing all labor, material and equipment necessary to install a project sign as indicated on the detail included herein and as specified herein.

### **2. Materials.**

(a) Sign face shall be 3/4" Marine Exterior plywood or aluminum or composite material. Posts and cross-brace shall be No. 2 Grade Pine or Fir, kiln dried and pressure treated.

#### **(b) Hardware:**

- (1) All hardware shall be manufactured from good, commercial-quality material and meet all applicable ASTM standards.
- (2) Spikes and nails shall be common wire-type and shall meet AISI steel specifications 1010 or 1020.
- (3) All hardware shall be hot-dip galvanized in accordance with ASTM A-153.

### **3. Execution.**

(a) Project Sign. The sign board shall be cut to the dimensions shown on the detail herein. The sign shall painted with one (1) coat of primer and two (2) coats of white enamel. All exterior cut edges shall be smooth sanded prior to painting. All edges shall be double primed. The letters, border and strips shall be painted as shown on the detail drawing. Posts and cross-brace shall be painted with two (2) finished coats of brown enamel.

The Contractor shall bolt the sign to posts and provide required cross-bracing. The posts and sign shall be erected and posts set in gravel base, as shown on the drawings. One (1) sign is required and is to be located at the discretion of the Inspector.

(b) Payment. Payment for the work which shall include installation of the project sign shall be part of the per each bid for "Mobilization".



Jim Justice  
Governor



Austin Caperton  
Cabinet Secretary



Robert Rice  
Chief

# STATE OF WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

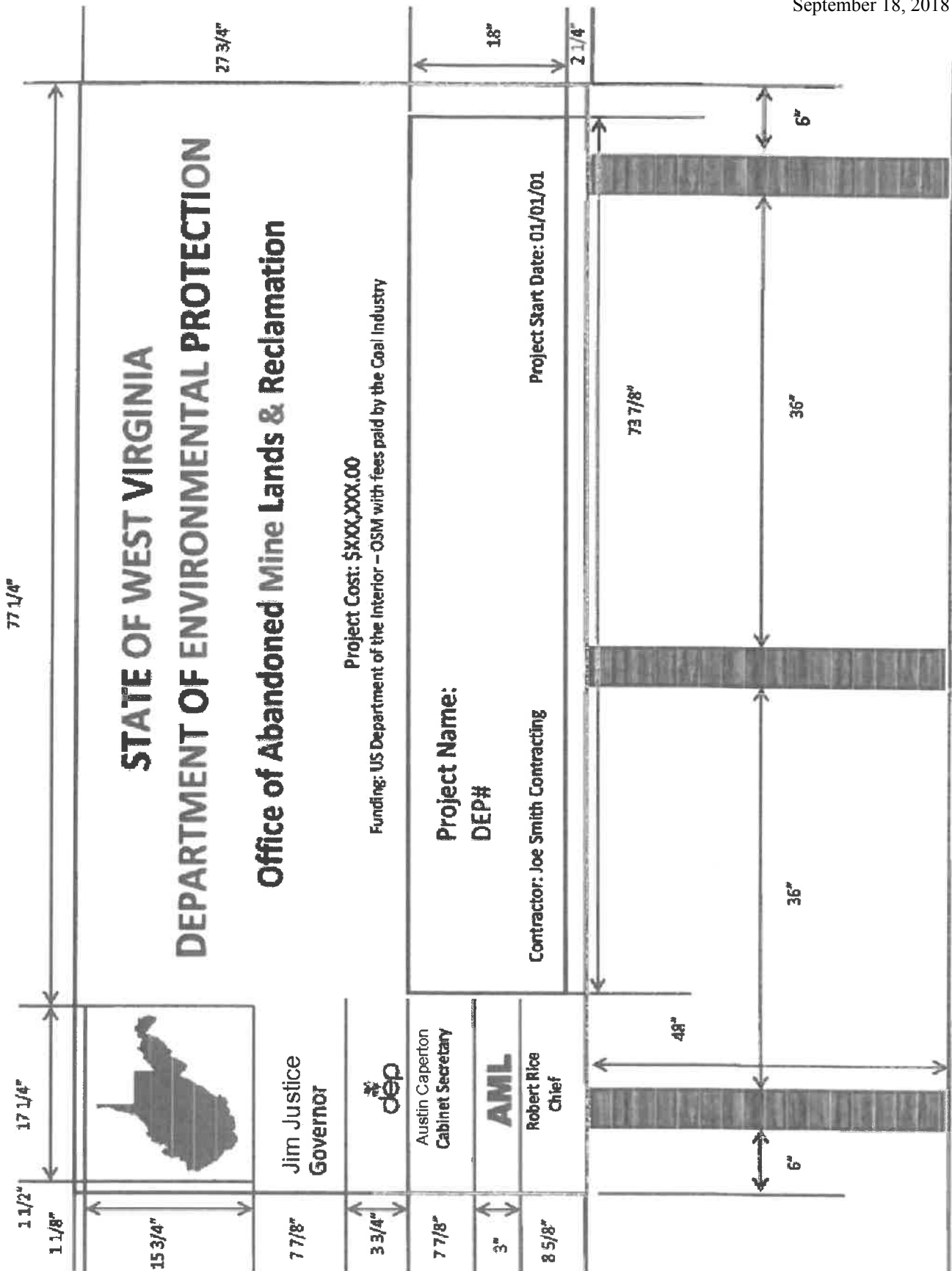
## Office of Abandoned Mine Lands & Reclamation

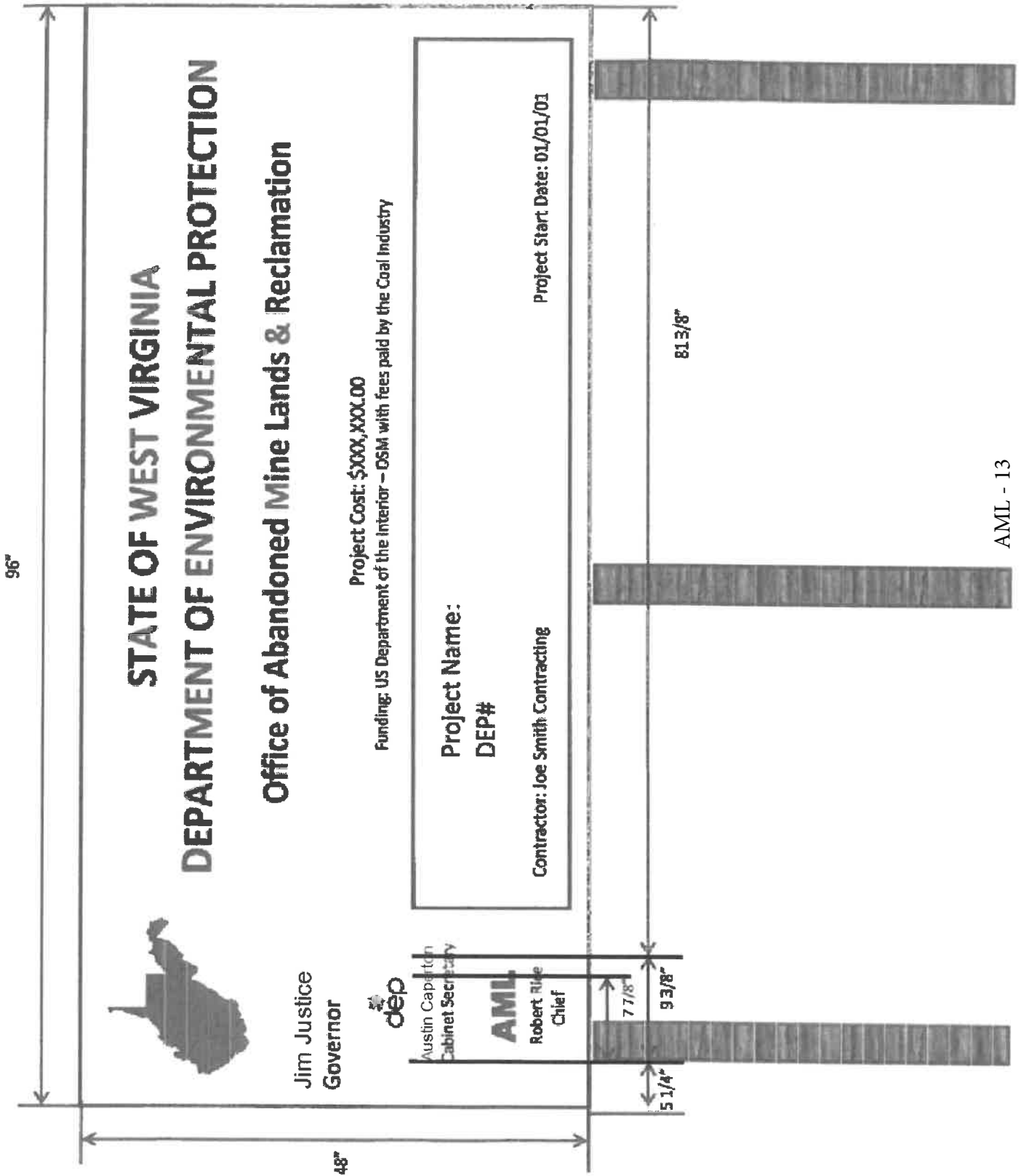
Project Cost: \$XXX,XXX.00  
Funding: US Department of the Interior – OSM with fees paid by the Coal Industry


Project Name:  
DEP#

Contractor: Joe Smith Contracting

Project Start Date: 01/01/01

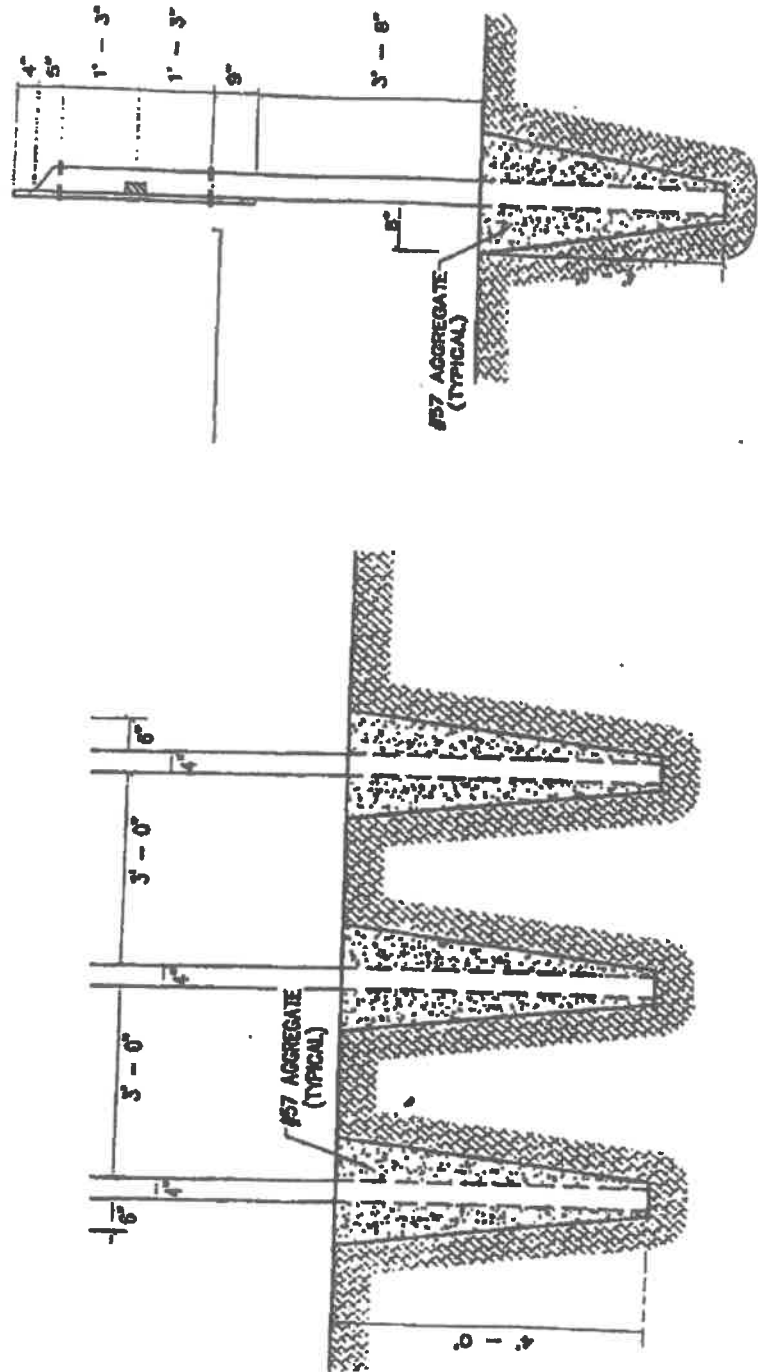




		<b>STATE OF WEST VIRGINIA</b>	
<b>DEPARTMENT OF ENVIRONMENTAL PROTECTION</b>		<b>DEPARTMENT OF ENVIRONMENTAL PROTECTION</b>	
<b>Office of Abandoned Mine Lands &amp; Reclamation</b>		<b>Office of Abandoned Mine Lands &amp; Reclamation</b>	
Project Cost: \$XXX,XXX.00		Project Cost: \$XXX,XXX.00	
Funding: US Department of the Interior - OSM with fees paid by the Coal Industry		Funding: US Department of the Interior - OSM with fees paid by the Coal Industry	
Project Name:		Project Name:	
DEP#		DEP#	
Contractor: Joe Smith Contracting		Contractor: Joe Smith Contracting	
Project Start Date: 01/01/01		Project Start Date: 01/01/01	

**Notes:**

1. Sign board to be ¾" by 4"X 8' marine plywood.
2. Sign board color is to be white and letter colors are to be dark green and sized as shown on the detail.
3. 2"X 4" treated cross brace let into posts.
4. Mount sign to posts using 3/8"X 5" galvanized carriage bolt.
5. Posts are to be treated 4"X 4"X 12' and painted brown.
6. Location determined by WVDEP.



**DAILY ACTIVITY SUMMARY**

The Contractor shall be responsible for submitting a daily activity summary which shall be used to report progress of the various construction activities performed at the subject site. The summary report shall be submitted to the Inspector on a weekly basis on the prescribed forms. Processing invoices may be delayed if summary reports are not submitted.

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE ABANDONED MINE LANDS & RECLAMATION

## WEEKLY QUANTITY SUMMARY

REPORT BY: \_\_\_\_\_ FOR WEEK ENDING: \_\_\_\_\_

[illegible]

**ATTACH ANY SHEETS APPLICABLE TO THIS WEEKS WORK AND CHECK APPROPRAITE BOX.**

## Change Orders

\_\_\_\_\_

### Field Changes

11/11/2019

## Test Results

11/11/2019

### Explanation of Work Stoppages Not Due to Weather



Other (Explain) \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE ABANDONED MINE LANDS & RECLAMATION**

Report for Week Ending: \_\_\_\_\_ Project Name: \_\_\_\_\_

By: \_\_\_\_\_ Location: \_\_\_\_\_

Title: \_\_\_\_\_ Contractor: \_\_\_\_\_

DATE

**Daily Activity Summary**

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

excelforms

Revised 08/27/01

**U.S. DEPARTMENT OF THE INTERIOR**  
**Office of Surface Mining Reclamation and Enforcement**

**DI 2010**  
**Certifications Regarding Debarment, Suspension and**  
**Other Responsibility Matters, Drug-Free Workplace**  
**Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions.

Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions. (See Appendix A of Subpart D of 43 CFR 12).

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (See Appendix B of Subpart D of 43 CFR 12).

Certification Regarding Drug-Free Workplace Requirements (Grantees Other Than Individuals) (See Appendix C of Subpart D of 43 CFR 12).

Certification Regarding Lobbying (See 43 CFR 18).

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Surface Mining determines to award the covered transaction, grant or cooperative agreement.

**PART A: Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions**

**CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local)
2. The prospective primary participant agrees by submitting this proposal that it will include the clauses under Part B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
3. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
- Lower Tier Covered Transactions**

— **CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART C: Certification Regarding Drug Free Workplace Requirements**

— **CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.**

1. The grantee certifies that it will or continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about --
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of the statement and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant;

Page 3

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
2. The grantee shall provide below the site(s) of the performance of work done in connection with the specific grant:
- Place of Performance (Street address, city, county, state, zip code)

\_\_\_ Check if there are workplaces on file that are not identified here.

**PART D: Certification Regarding Lobbying**

\_\_\_ **CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify accordingly.

Page 4

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

\_\_\_\_\_  
TYPED NAME AND TITLE

\_\_\_\_\_  
DATE

*This form consolidates DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963.*

DI-2010 (March 1995)  
Modified for OSM Use

LOBBYING

EXHIBIT 2

SF-LLL

Approved by OMB  
0348-0046

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> a. contract ____ b. grant ____ c. cooperative agreement ____ d. loan ____ e. loan guarantee ____ f. loan insurance		<b>2. Status of Federal Action:</b> a. bid/offer/application ____ b. initial award ____ c. post-award	<b>3. Report Type:</b> a. initial filing ____ b. material change  For material change only: Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> ____ Prime      ____ Subawardee Tier _____, if Known:  <b>Congressional District, if known:</b>		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>7. Federal Action Number, if known:</b>		<b>9. Award Amount, if known:</b>  \$	
<b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b>		<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

## LOBBYING

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action
2. Identify the status of the covered Federal action
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

### **ELECTRONIC MEDIA REQUIREMENTS**

Additionally, this item shall also include the preparation of "As-Built" Plans including the Reclamation Plan and any others specifically requested by the Division of Environmental Protection on a CD in pdf format. All of these "As-Built" Plans shall be provided prior to the Final Inspection Meeting.



### **FINAL PROJECT COMPLETION**

The contractor shall submit to the WVDEP as built drawings certified by a Registered Professional Engineer identifying all changes occurring on the project. The drawings shall be of professional quality. Unsuitable drawings will be returned for revisions. These drawings shall be approved by WVDEP prior to scheduling a Final Inspection.

Additionally, this item shall also include the preparation of "As-Built" Plans including the Reclamation Plan and any others specifically requested by the Division of Environmental Protection on a CD in pdf format. All of these "As-Built" Plans shall be provided prior to the Final Inspection Meeting.

## **MOBILIZATION AND DEMOBILIZATION**

### **Description**

This work shall consist of the performance of construction preparatory operations, including the movement of personnel and equipment to the project site and for the establishment of the Contractor's offices, buildings and other facilities necessary to begin work on a substantial phase of the contract. It shall also include all demobilization activities.

### **Method of Measurement**

There shall be no measurement of this item as it is a lump sum. Partial payments will be made as listed below.

### **Basis of Payment**

The bid for Mobilization and Demobilization shall be a lump sum and cannot be more than 10% of the "TOTAL AMOUNT BID" for the project. Partial payments will be as follows:

1. One-half of the amount bid will be released to the Contractor with the first estimate payable, not less than 15 days after the start of work at the project site.
2. The final one-half of the amount bid shall be released after final inspection with the estimate payable, after all work is completed at the project site and accepted by the Owner.

Nothing herein shall be construed to limit or preclude partial payments otherwise provided for by the Contract.

No deduction will be made, nor will any increase be made, in the lump sum mobilization and demobilization item amount regardless of decreases or increases in the final contract amount or for any other cause.

### **PROJECT MEETINGS**

The following meetings shall be scheduled and held prior to commencement of the project. Sub Recipient will coordinate such meetings with AML&R Regional Engineer and DEP's Sub grant Unit by written notice of the date, time, and location of such meetings.

#### **Pre-Bid Conference**

Conference with Engineer, bidders and appropriate DEP personnel as necessary, and others directly concerned, for explanation of bidding and contract documents, project site familiarization as required, and for answering questions pertinent to the project. Attendance by bidders is mandatory in order to be eligible to bid on the project.

#### **Pre-Construction Conference**

Conference with Engineer, appropriate DEP personnel, Contractor, Sub-Contractors, and others directly concerned, after award of the contract and prior to commencement of construction, for discussion of the project, contract documents, scheduling, and for resolving questions concerning project execution and administration as required.

## **PRE CONSTRUCTION CHECKLIST**

### **Notice to Proceed Requirements**

(These items must be given to AML&R's Regional Engineer prior to issuance of Notice to Proceed)

1. Work Flow Chart
2. List of known Suppliers
3. List of known Sub-Contractors and portion of work to be completed
4. List of Equipment
5. Names and classifications of all employees working on the project
6. Certificate of Insurance
7. Copy of Performance Bond
8. Copy of contract between Sub Recipient and Contractor
9. Copy of Workers Compensation Policy