

REQUEST FOR BIDS
TURNPIKE ROAD CULVERT REPLACEMENT - #22, #24, #25, #29, #30 AND
STORMWATER DITCHING PROJECT

TOWN OF NORWICH, VERMONT

Issued: June 16, 2026

Project Location

Culverts 22, 24, 25, 29, and 30 are located on Turnpike Road in the Town of Norwich, Vermont. The following existing culverts to be replaced are shown in Figure 1. The approximate longitude and latitude of each culvert is as follows:

1. **Culvert 22** - 43.746700, -72.326000.
2. **Culvert 24** - 43.750190, -72.327700.
3. **Culvert 25** - 43.753200, -72.328700.
4. **Culvert 29** - 43.760800, -72.330000.
5. **Culvert 30** - 43.761500, -72.330100.

Project Description (Existing Conditions)

Existing culverts 22, 24, 25, 29, and 30 are undersized and need to be replaced with new culverts. The condition of each culvert is described below:

1. Existing culvert 22 is a round, 15-inch diameter steel culvert that is approximately 30 feet in length and in fair condition.
2. Existing culvert 24 is a round, 15-inch diameter steel culvert that is approximately 35 feet in length and in poor condition
3. Existing culvert 25 is a round, 15-inch diameter steel culvert that is approximately 35 feet in length and in fair condition
4. Existing culvert 29 is a round, 15-inch diameter plastic culvert that is approximately 50 feet in length and in fair condition
5. Existing culvert 30 is a round, 15-inch diameter plastic culvert that is approximately 50 feet in length and in fair condition

Project Work to be Completed and Project Specifications

The culverts will be replaced as follows:

1. Existing culvert 22 will be replaced with an **18-inch ADS HP Storm Dual Wall Gray Pipe** that will be approximately 35 feet in length. Final lengths shall be verified by the contractor.
2. Existing culvert 24 will be replaced with an **18-inch ADS HP Storm Dual Wall Gray Pipe** that will be approximately 35 feet in length. Final lengths shall be verified by the contractor.
3. Existing culvert 25 will be replaced with a **24-inch ADS HP Storm Dual Wall Gray Pipe** that will be approximately 40 feet in length. Final lengths shall be verified by the contractor.

4. Existing culvert 29 will be replaced with an **18-inch ADS HP Storm Dual Wall Gray Pipe** that will be approximately 50 feet in length. Final lengths shall be verified by the contractor.
5. Existing culvert 30 will be replaced with an **18-inch ADS HP Storm Dual Wall Gray Pipe** that will be approximately 50 feet in length. Final lengths shall be verified by the contractor.

In each location as detailed above, the existing culverts will be excavated, removed, and disposed of by the contractor.

Existing backfill will be removed from the trench excavation site by the contractor. Trench bottoms containing bedrock, soft muck, refuse, or other material unable to provide long-term uniform pipe support are unacceptable. All unsuitable foundation materials should be excavated before the new culvert pipe installation proceeds. The contractor should remove rock or unyielding material 1-foot below grade and 6 inches on either side of pipe. Soft areas within the foundation should be removed approximately 2 feet below grade and three times pipe width. A synthetic fabric (geotextile) will be required to separate unsuitable native soil from backfill material.

Excavation will occur at each culvert location using the lines and grades of the existing culverts unless final cover depth requirements or site conditions dictate adjustments be made. **Minimum trench cover depth and width requirements for the new culvert pipes will be as shown on the Trench Installation Detail in Attachment No.1.**

Trenching work (if required) will be required to follow OSHA requirements per 29 CFR 1926.651 and 1926.652 or comparable OSHA-approved state plan requirements.

A minimum of 4 inches of bedding material will be used prior to placing the new culvert pipe. The pipe bedding material will either a fine graded crushed gravel meeting the requirements VTrans 704.05B or sand borrow meeting the requirements of VTrans 703.03A.

All culverts described above will be replaced with ADS HP Storm Dual Wall Gray Pipe or approved equivalent. Refer to the ADS Corrugated Plastic Pipe Storm Installation Guide for installation details.

An initial backfill material will be used to backfill around the pipe. This initial backfill material will be a fine graded crushed gravel meeting the requirements of VTrans 704.05B. The backfill material will be carefully haunched around the pipe to eliminate voids. The initial backfill material will be compacted with appropriate compaction equipment to a minimum 6 inches above the pipe.

The remaining final cover can be suitable material removed from the original excavation that is free of organics, refuse, muck, wet, and clayey soils. Soils should be placed in layers that are no thicker than 6-8 inches and compacted (utilizing water if necessary). The top final 4-inches should be a ¾-inch gravel hardpack material (as approved by the Owner).

The culvert inlets and outlets should be armored to prevent erosion and channelization. Armoring should be made with erosion stone meeting the requirements of VTrans 706.04 (size will be a minimum of 7 inches or greater as approved by the Owner). The extent of the armoring will depend on the topography and specific onsite conditions, but in general placed around the entire pipe ends extending from the pipe inlet and outlet ends to an extent no less than 12 linear feet (on either side of the inlet channel) and on the downstream side of the culvert. Steep outfall topography may dictate additional armoring and should be anticipated.

In areas where roadside shoulders are present, the shoulders should be re-installed as similar to

adjacent areas in depth and type of gravel.

New metal culvert pipe markers (with reflectors) will be required to be installed on either side of the new pipe. These markers should be approved by the DPW Director. The location of the new culvert pipe should be documented, and coordinates provided to the DPW.

Stormwater ditching should be completed in the following locations:

1. Culvert 22 should be ditched on the upstream side approximately 25 linear feet north.
2. Culvert 24 should be ditched on the west side north of the culvert approximately 50 linear feet.
3. Culvert 25 should be ditched 25 linear feet on the south end and 125 linear feet on the north end
4. Culvert 30 should be ditched on the east side approximately 140 linear feet.

Stormwater ditches between 0% and 5% are to be grass-lined. For ditches between 5% and 8%, the ditches should be grass-lined with stone check dams. Check dams cannot be greater in height than 2 feet, center of dam lower than ends, 2:1 side slope, mixture of 2-inch to 9-inch stones and spanning the width of the channel. For ditches greater than 8% the ditches should be stone lined with 6-inch to 8-inch minus. Any excess ditch spoils should be removed offsite and included in the bid price.

The road can be closed for excavation and installation of the new culverts but will require advanced notification of at least 5 days from the Public Works Director to allow public notification. Closure signs will need to be posted in both directions at least 5 days in advance of work. Traffic control will be required as necessary and all traffic control delineation, traffic signs, and flagging will be required to follow the MUTCD latest edition.

All construction work will be performed in accordance with the technical requirements of the Vermont Agency of Transportation 2024 Standard Specifications for Construction. Payment for the work shall be based on the pay units and unit prices defined in the bid tabulation and the Request for Bids.

Intention Of Terms

The Town would like to have the project completed as soon as possible, **but in no case no later than September 30, 2026.**

All work shall be performed within the existing right-of-way limits, which are approximately 25 feet on each side of the road centerline. No additional R.O.W. are anticipated for this work.

Bidding Notification

If you are considering entering a bid for this work, please notify Chris Kaufman at the following email address: **ckaufman@norwich.vt.us**. The Town will use this notification to contact you or your firm in the event that there is a change to the project, bid addenda, or bid schedule.

Site Visit

Although a site visit is not mandatory, it is highly recommended due to the nature of the work. Please reach out to Chris Kaufman directly to schedule a visit.

Questions Due Date

Questions may be submitted by email to Chris Kaufman at the following address: ckaufman@norwich.vt.us. The due date for questions is **Wednesday, July 1, 2026, at 3:00 PM.**

Bid Submission and Due Date

Bids are due by **Thursday, July 9, 2026, at 1:00 PM** (prevailing time). Bids shall be submitted in a sealed envelope addressed to the Town Manager, Town of Norwich at PO Box 376, Norwich VT, 05055 or can be hand delivered to the Town of Norwich at 300 Main St, Norwich, VT 05055. The envelope should be plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bid received after the date and time specified will not be considered and will be returned to the bidder unopened. Any exceptions to the bid specifications or proposed work as described must be noted by the bidder. A bidder submitting a bid certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf with connection with or obligation to any undisclosed person or firm.

Project Schedule

The Town intends to open bids on July 9, 2026, at the Town Office; and the Selectboard intends to select a contractor no later than July 22, 2026.

Bid Information

Please provide:

- A description of proposed approach to the project
- Proposed traffic control measures
- Completed bid tabulation
- Proposed start and completion dates for all work
- A list with descriptions of similar work performed
- Two references, with contact information, who are familiar with similar work performed

Bid Opening

Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head.

Criteria for Bid Selection

In evaluating bids, the Town will consider the following criteria:

- Price
- Bidders' ability to perform within the specified time limits
- Bidders experience and reputation, including past performance for the Town
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and/or bond requirements
- Bidder's financial responsibility
- Bidder's availability to provide future service, maintenance, and support

- Nature and size of the bidder
- Contract provisions that are acceptable to the Town
- Bidder is not on any debarment list related to goods and services the bidder provides
- Any other factors that the Town determines relevant and appropriate in connection with the project

A low bid does not guarantee award of the contract.

Penalty for Late Completion

For every day that actual completion of the project is past the contractor's proposed completion date, excluding rain dates or issues beyond the contractor's control, \$100 may be deducted from the Town's payment.

Insurance

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Norwich as an additional insured. The Certificate must also include Workers Compensation Insurance.

Payment Schedule

One invoice is to be submitted following the completion of all work and inspection by the Town's Public Works Director.

Town Contact

Questions may be directed to Chris Kaufman at the following address:
ckaufman@norwich.vt.us.

The Town reserves the rights to select any bid for any reason, and to reject any or all bids.

The Town also reserves the right to award any portion of the work as listed in the Project Description and Bid Form.