



## Invitation For Bid

**“SET ASIDE FOR DMBE SMALL BUSINESS PARTICIPATION ONLY”**

**# 114182**

**RIGHT OF WAY MOWING AND LITTER REMOVAL  
SERVICES**

**WILLIAMSBURG RESIDENCY**

**Closing Date and Opening Time: 06/03/2011 @ 3:00PM**

Contract Officer  
Marlene M. Carter  
Phone 757-925-3613 Fax 757-925-2260  
Email: [Marlene.Carter@VDOT.Virginia.gov](mailto:Marlene.Carter@VDOT.Virginia.gov)  
Hampton Roads District  
Procurement Section  
1700 N. Main Street  
Suffolk, VA 23434

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

*David  
Mason*

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**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**



Commonwealth of Virginia  
Department of Transportation  
Invitation For Bids/RFQ/Request For Proposals  
RFQ# : 0000114182

Page: 2

Lot Number: 1

| LINE | ITEM#      | QTY    | UOM | DESCRIPTION                                                                                                      | UNIT PRICE | EXT. PRICE |
|------|------------|--------|-----|------------------------------------------------------------------------------------------------------------------|------------|------------|
| 1    | 9883653400 | 236.79 | ACR | RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |            |            |

PRIMARY TRACTOR MOWING SERVICES FOR JAMES CITY COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 236.79 ACRES.

**DELIVER TO**

VDOT Williamsburg Residency Office  
4451 Ironbound Rd.  
Williamsburg, VA 23188-2621

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |       |     |                                                                                                      |  |  |
|---|------------|-------|-----|------------------------------------------------------------------------------------------------------|--|--|
| 2 | 9883653402 | 12.58 | ACR | RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|-------|-----|------------------------------------------------------------------------------------------------------|--|--|

PRIMARY NON-TRACTOR MOWING SERVICES FOR JAMES CITY COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS (1) MOWING CYCLE.

ESTIMATED AT 12.58 ACRES.

**DELIVER TO**

VDOT Williamsburg Residency Office  
4451 Ironbound Rd.  
Williamsburg, VA 23188-2621

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |        |     |                                                                                    |  |  |
|---|------------|--------|-----|------------------------------------------------------------------------------------|--|--|
| 3 | 9885650100 | 544.39 | ACR | LITTER REMOVAL SERVICES, ACRE<br>LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS |  |  |
|---|------------|--------|-----|------------------------------------------------------------------------------------|--|--|

LITTER REMOVAL SERVICES FOR JAMES CITY COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 544.39 ACRES.



Commonwealth of Virginia  
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RFQ# : 0000114182

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Lot Number: 1

**DELIVER TO**

VDOT Williamsburg Residency Office  
4451 Ironbound Rd.  
Williamsburg, VA 23188-2621

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |        |     |                                                                                                                    |  |  |
|---|------------|--------|-----|--------------------------------------------------------------------------------------------------------------------|--|--|
| 4 | 9883653500 | 276.19 | ACR | RIGHT OF WAY MOWING, SECONDARY, TRACTOR MOWING SERVICES<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|--------|-----|--------------------------------------------------------------------------------------------------------------------|--|--|

SECONDARY TRACTOR MOWING SERVICES FOR JAMES CITY COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 276.19 ACRES.

**DELIVER TO**

VDOT Williamsburg Residency Office  
4451 Ironbound Rd.  
Williamsburg, VA 23188-2621

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |       |     |                                                                                                 |  |  |
|---|------------|-------|-----|-------------------------------------------------------------------------------------------------|--|--|
| 5 | 9883653502 | 19.44 | ACR | RIGHT OF WAY, SECONDARY, NON-TRACTOR<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|-------|-----|-------------------------------------------------------------------------------------------------|--|--|

SECONDARY NON-TRACTOR MOWING SERVICES FOR JAMES CITY COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 19.44 ACRES.

**DELIVER TO**

VDOT Williamsburg Residency Office  
4451 Ironbound Rd.  
Williamsburg, VA 23188-2621

List your best Delivery \_\_\_\_\_ Days, if applicable

Lot Number: 1 Total : \$ \_\_\_\_\_



Commonwealth of Virginia  
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|   |            |       |     |                                                                                                                  |  |  |
|---|------------|-------|-----|------------------------------------------------------------------------------------------------------------------|--|--|
| 6 | 9883653400 | 99.04 | ACR | RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|-------|-----|------------------------------------------------------------------------------------------------------------------|--|--|

PRIMARY TRACTOR MOWING SERVICES FOR YORK COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 99.04 ACRES.

**DELIVER TO**

VDOT Seaford Area Hdtqs

110 Seaford Rd.

Seaford, VA 23696

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |      |     |                                                                                                      |  |  |
|---|------------|------|-----|------------------------------------------------------------------------------------------------------|--|--|
| 7 | 9883653402 | 7.80 | ACR | RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|------|-----|------------------------------------------------------------------------------------------------------|--|--|

PRIMARY NON-TRACTOR MOWING SERVICES FOR YORK COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 7.80 ACRES.

**DELIVER TO**

VDOT Seaford Area Hdtqs

110 Seaford Rd.

Seaford, VA 23696

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |       |     |                                                                                                                    |  |  |
|---|------------|-------|-----|--------------------------------------------------------------------------------------------------------------------|--|--|
| 8 | 9883653500 | 95.50 | ACR | RIGHT OF WAY MOWING, SECONDARY, TRACTOR MOWING SERVICES<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|-------|-----|--------------------------------------------------------------------------------------------------------------------|--|--|

SECONDARY TRACTOR MOWING SERVICES FOR YORK COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 95.50 ACRES.



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RFQ# : 0000114182

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**DELIVER TO**

VDOT Seaford Area Hdtqs  
110 Seaford Rd.  
Seaford, VA 23696

List your best Delivery \_\_\_\_\_ Days, if applicable

|   |            |      |     |                                                                                                 |  |  |
|---|------------|------|-----|-------------------------------------------------------------------------------------------------|--|--|
| 9 | 9883653502 | 4.29 | ACR | RIGHT OF WAY, SECONDARY, NON-TRACTOR<br>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS |  |  |
|---|------------|------|-----|-------------------------------------------------------------------------------------------------|--|--|

SECONDARY NON-TRACTOR MOWING SERVICES FOR YORK COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 4.29 ACRES.

**DELIVER TO**

VDOT Seaford Area Hdtqs  
110 Seaford Rd.  
Seaford, VA 23696

List your best Delivery \_\_\_\_\_ Days, if applicable

|    |            |        |     |                                                                                    |  |  |
|----|------------|--------|-----|------------------------------------------------------------------------------------|--|--|
| 10 | 9885650100 | 206.54 | ACR | LITTER REMOVAL SERVICES, ACRE<br>LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS |  |  |
|----|------------|--------|-----|------------------------------------------------------------------------------------|--|--|

LITTER REMOVAL SERVICES FOR YORK COUNTY IN THE HAMPTON ROADS DISTRICT.

SEE ATTACHMENT F FOR SPECIFIC ROUTES.

REPRESENTS ONE (1) MOWING CYCLE.

ESTIMATED AT 206.54 ACRES.

**DELIVER TO**

VDOT Seaford Area Hdtqs  
110 Seaford Rd.  
Seaford, VA 23696

List your best Delivery \_\_\_\_\_ Days, if applicable

Lot Number: 2 Total : \$ \_\_\_\_\_

**I. PURPOSE:**

The Virginia Department of Transportation (herein referred to as "VDOT") is soliciting sealed bids from interested firms to provide all equipment, labor, supervision, material, and any other incidentals necessary to perform right of way mowing and litter removal services for James City and York counties within the Commonwealth of Virginia.

It is VDOT's intent that any additional county (ies) may be added to the awarded contract resulting from this solicitation. All additional users of the resulting contract are restricted to receiving only the goods/services specified in the awarded contract. The Contract Officer may revoke a VDOT Residency's use of this contract, based on non-compliance with the contract terms and conditions.

**PERIOD OF CONTRACT:**

The contract term shall be from the date of award through July 6, 2011 for the first mowing cycle. **The mowing cycle shall be completed within 30 days.** If additional cycles are required, VDOT will establish new completion dates for each cycle. The majority of the work will be performed in the months of April through October. This will not exclude the Contractor from performing work during the periods between November through March, if requested by VDOT.

**II. QUESTIONS REGARDING THIS INVITATION FOR BID:**

Any questions regarding this invitation for bid shall be addressed to Ms. Marlene M. Carter at (757) 925-3613 or emailed to [marlene.carter@VDOT.virginia.gov](mailto:marlene.carter@VDOT.virginia.gov). The issuing office shall determine whether any addendum should be issued as a result of any questions or other matters raised.

**III. GENERAL:**

For the purpose of clarification, each firm receiving this Invitation for Bid is referred to as a "Bidder" and the Bidder awarded the contract to supply the services is referred to as a "Contractor". Virginia Department of Transportation is referred to as "Department" or as "VDOT", and "Representative" refers to the VDOT Contract Administrator who will be administering the contract. This Invitation For Bid states the instructions for submitting bids, the procedure and criteria by which a contract may be awarded, and the contractual terms which will exclusively govern the contract between VDOT and the Contractor.

**IV. DEFINITIONS:**

1. Mowing – Tractor and non-tractor mechanical cutting of herbaceous and woody vegetation, less than 2 inches in diameter, measured at the base.
2. Mowing cycle-one complete mowing of a designated area.
3. Litter – Man-made items (bottles, paper, etc) that can be collected by bagging and carried by hand.
4. Debris – Those items that cannot be collected by bagging and hand carried which may need additional assistance to place onto a truck.
5. Clear Zone-The roadside border area, starting at the edge of the through traveled way (edge of pavement), available for safe use by errant vehicles.
6. Section- Scheduled work per day.

**V. SCOPE OF WORK:**

**A. MOWING REQUIREMENTS:**

1. This work shall consist of mowing vegetation and litter/debris removal within the VDOT Right-of Way on routes as specified herein. Mowing shall be performed in accordance with the current VDOT mowing practices as indicated below. Vegetation shall be mowed in such a way as to exhibit a uniform appearance and height, without skips or uncut areas. VDOT may authorize a mowing cycle which may or may not coincide with the mowing cycle designated times. Contractors are to include all efforts and equipment resources necessary for the specific area, turf or terrain.

- a. The "Mowing Cycle Timing" table above reflects VDOT's internal mowing requirements for specific time periods of the year. Each mowing cycle shall be completed within 30 days of start date as notified by VDOT, unless otherwise stated. VDOT shall provide at least ten (10) days notice to the Contractor of the authorized mowing cycle start date.
  - b. Safety: Mowing operations shall ensure sight distance requirements (safety) are maintained at all times and shall supersede any standard mowing practice. Sight distance guidelines are provided in Attachment "H"
  - c. Lowest Cut Limit: Vegetation shall be cut to a height between four (4) and six (6) inches. Mowing to a cut less than four (4) inches is prohibited. Such mowing, including scalping may damage or kill the desirable turf species. Areas denuded, reduced in vegetation density or scalped due to improper contractor mowing practices shall be reseeded at the contractor's expense, in accordance with the current Road and Bridge Specifications.
  - d. Areas predominately populated with weeping lovegrass and leguminous species such as crown vetch, seresia lespedeza, flat pea and other no-mow turfgrass species (often found on slopes greater than 3 to 1) shall not be mowed unless for sight distance or safety related concerns.
2. The Department reserves the right to conduct mowing operations within any areas identified in this contract at the sole discretion of the Department. In the event the Department does conduct mowing operations, the Contractor will not be paid for such acres mowed by the Department.
  3. All mowing areas within the Scope of Work of this contract are contained within **Attachment "F"** which lists routes/acres for each lot.
  4. **ATTACHMENT G - District Specific: Special Provisions for Safety** is included as part of the Scope of Work and are for additional or unique site/route specific safety provisions only.

**B. TURF MANAGEMENT AREAS:**

Mowing shall be performed in accordance with the parameters established in Attachment "T", "Mowing Typical Sections for Outside Shoulders and Medians".

1. **Non-mowable areas:** Slopes (greater than 3:1) seeded with weeping lovegrass and leguminous species such as crown vetch, seresia lespedeza, and flat pea shall not be mowed unless for sight distance concerns. Most of these species have been cultivated in areas outside of any sight distance or clear zone requirement. Repeated mowing of these areas may damage and, ultimately, kill the species, promote weed growth, cause erosion problems and may contribute to slope failures.
2. **Mowable areas:**
  - a. Median (50 feet wide and less in fill areas)  
3:1 slope or flatter with a vertical drop less than 7.5 feet, mow the entire median  
Greater than 3:1 slope with a vertical drop greater than 7.5 feet, mow from the edge of pavement/gravel shoulder to 5 feet behind the guardrail
  - b. Median (50 feet wide and less in cut areas)  
3:1 slope or flatter with a vertical height of less than 7.5 feet, mow the entire median  
Greater than 3:1 slope with a vertical height greater than 7.5 feet, mow from the edge of pavement/gravel shoulder to 5 feet behind the ditch
  - c. Median (Greater than 50 feet wide in fill areas)  
3:1 slope or flatter with a vertical drop less than of 7.5 feet, mow 18 feet from the edge of pavement/gravel shoulder  
Greater than 3:1 slope with a vertical drop greater than 7.5 feet, mow from the edge of pavement/gravel shoulder to 5 feet behind the guardrail

**d. Median (Greater than 50 feet wide in cut areas)**

3:1 slope or flatter with a vertical height less than 7.5 feet, mow 18 feet from the edge of pavement/gravel shoulder

Greater than 3:1 slope with a vertical height greater than 7.5 feet, mow from the edge of pavement/gravel shoulder to 5 feet behind the ditch

**e. Outside Shoulders**

3:1 slope or flatter, mow 18 feet from edge of pavement/gravel shoulder or 5 feet beyond the ditch line

Greater than 3:1 slope, mow from edge of pavement/gravel shoulder to 5 feet behind guardrail

3. **Additional mow areas:** Areas outside of the established mowing parameters including but not limited to medians, slopes and interchange infields areas, should be mowed on an average of once every 3 years based on various factors such as District's climatic conditions and plant species. Mowing in these areas may also occur when non-desirable species and/or woody vegetation are predominant and mowing is determined as a necessary component to reclaim such areas.

\*The quantities provided within **Attachment "F"** for acres are estimates only and VDOT does not guarantee that the contractor will perform the estimated quantities or cycles referenced in the Mowing Cycle Timing table above.

- C. At VDOT's sole discretion, the contractor may be directed to mow within the additional mow areas. The additional right-of-way area will not be forested and may include woody vegetation less than 2 inches in diameter measured at the base. When directed to perform additional mowing, it shall be concurrent with a mowing cycle. Additional mowing shall only be on routes designated from ATTACHMENT "F". As a component of mowing, litter pickup and removal shall be performed by the contractor prior to and during each mowing cycle in mowable areas. For additional right-of-way mowing acres (performed concurrent with a mowing cycle) the Contractor shall have 60 days from the authorized start date to complete a mowing cycle unless otherwise directed by VDOT.
1. Acre quantities shown in this Invitation for Bid (IFB) are estimated and for bidding purposes only. The total acre quantity listed in each pricing schedule is representative of (1) one mowing cycle as identified within each LOT. Acre quantities may increase or decrease at VDOT's discretion. Acres quantities shall be verified and validated by both VDOT and the Contractor for each section mowed, which will determine the adjusted quantity for invoice.
  2. Price per acre shall remain fixed regardless of vegetation height, condition and/or level of effort necessary to meet the mowing requirements and standards.

**D. GENERAL MOWING STANDARDS:**

1. All mowing operations shall be performed in accordance with the Mowing Requirements as specified in Section V.A. (Scope of Work) and in accordance with all attachments and references contained within this Contract.
2. **TRACTORS:** The use of a Tractor for mowing shall mean the cutting of those areas accessible to tractors and where ground topography allows a tractor to safely traverse. The tractor mowers shall mow only in the direction of traffic. Tractors shall also be grouped together in a gang type mowing operation where it is possible and vegetation shall be mowed in such a way to exhibit a uniform appearance without skips or areas where tires have rolled vegetation down leaving it uncut. Uncut areas or skips which are required to be mowed shall be corrected in a self-policing manner by the Contractor at all times. In addition, such corrections shall be made by the Contractor within no less than 24 hours of discovery or notification by the Department. Care shall be taken **not** to mow, no-mow turf species, wildflower plantings, planted trees and shrubs. The Contractor shall be responsible for replacing in-kind any such plants damaged by the Contractor at their expense. Such plantings by the Contractor shall be done in accordance with VDOT planting requirements as provided and approved by the Contract Administrator. The Contractor is also responsible for the replacement of traffic signs, delineator posts, utility boxes, guardrail, etc., or private property such as mailboxes, paper boxes, etc. if any such assets or property are damaged as a result of the Contractor's mowing operations. The contractor shall repair damaged property at their expense.

3. **NON-TRACTOR:** The use of non-tractor type equipment for mowing shall mean the cutting of those areas that cannot be mowed or trimmed by tractor due to inaccessibility or where the terrain topography is too dangerous (as determined by VDOT) to be traversed by tractor mowers. Non-tractor mowing shall be performed in those areas where access of equipment is limited and handheld tools (such as "weedeaters", push mowers, etc.) are required to present a neatly trimmed and uniform appearance. These areas include, but are not limited to; the trimming of narrow or raised medians, bridge structures, delineators, signs, mail boxes, guardrails, cracks in pavement behind guardrail and other obstructions. Non-tractor mowing shall be performed no later than two (2) days after the area has been tractor mowed.
4. The Contractor's personnel shall remove vegetation debris from the travel roadways, gutter pans, sidewalks and drainage structures after each mowing, and non tractor mowing operation.
5. When mowing behind a guardrail, mow at least 5 feet behind the guardrail (measured from the base of the support post).
6. Areas and acres which are identified by the VDOT Contract Administrator not to be mowed by the Contractor, will not be billable by the Contractor. Those areas will be noted and documented prior to the start of any mowing operation.

**E. LITTER/DEBRIS REMOVAL:**

1. Litter removal shall be priced as a separate line item per acre unless otherwise stated in **Attachment "F"—Routes/Acres**. The Contractor shall provide equipment and personnel to collect, remove and dispose of any and all litter from the mowing area PRIOR to mowing. The Contractor's personnel shall also pickup and dispose of any litter that is discovered during or after mowing operations and shall take all actions necessary to prevent damage to mowing equipment or the traveling public during mowing operations. All litter, as collected, shall be containerized immediately and kept, at all times, off of the traveled portions, shoulders, and right-of-ways, (including emergency lanes). Collected litter shall be disposed in an approved land fill at the end of each day by the Contractor at the Contractor's expense.
2. Acre quantities shown in this IFB are estimated and for bidding purposes only. The total acre quantity listed in each pricing schedule is representative of (1) one litter removal pick-up operation as identified within each LOT when performed with mowing cycles or separately. Acre quantities may increase or decrease at VDOT's discretion. Acre quantities shall be verified and validated by both VDOT and the Contractor for each area from which litter is removed, which will determine the adjusted quantity for invoice.
3. Litter removal price per acre or when included with mowing shall remain fixed regardless of vegetation height, condition and/or level of effort necessary to meet the litter removal requirements and standards.
4. Contractor shall immediately notify VDOT if any hazardous, dangerous or suspect materials are encountered. The Contractor shall not attempt to remove these materials.
5. Large animals (in the weight class of bear or deer), or debris items which cannot be reasonably or safely handled by one or two the Contractor's personnel, by hand (as determined by VDOT), will be disposed by VDOT.
6. The Contractor shall be responsible to pickup and dispose of any litter that could cause damage to mowing equipment or present a safety hazard to the traveling public during mowing operations.

**F. OPERATIONS:**

1. **COMMENCEMENT OF WORK:** The Contractor will be provided a notice to proceed via fax or email by the VDOT Contract Administrator a minimum of ten (10) working days prior to the mowing cycle start date. The mowing cycle start date will be contained with the notice to proceed. The Contractor shall commence litter removal prior to the start of mowing and may begin litter removal up to 2 days prior to a section being mowed. Once the mowing begins, the Contractor's mowing operations shall be continuous on a daily basis until completion. The Contractor shall advise the VDOT Contract Administrator at least 48 hours prior to the commencement of any work

for each section. No additional time will be given for equipment breakdowns and scheduling problems. Extensions will only be considered due to weather conditions where mowing operations are cancelled or suspended by the Contract Administrator.

2. **HOURS OF WORK:** Unless approved by the Contract Administrator or specified in **Attachment G - District Specific Special Provisions for Safety**, the hours of allowable mainline mowing and litter removal shall be from one hour after sun up until one hour before sun down (per published times), Monday through Saturday. **NO MOWING WILL BE ALLOWED ON SUNDAYS OR HOLIDAYS WITHOUT PRIOR WRITTEN APPROVAL OF THE CONTRACT ADMINISTRATOR OR DESIGNEE.** For the purpose of this resulting contract, holidays will be defined as all official State Holidays, the day preceding and the day immediately following that day. (For holidays that fall on Monday, Friday the week before is considered the day before the holiday. For holidays that fall on Friday, the following Monday is considered the day after.)
3. **TIME TO COMPLETE:**
  - a. Completion of mowing shall be defined as complete mowing of all areas identified by section including litter removal, tractor mowing, and non-tractor mowing to a uniform standard in accordance to the specifications within. Mowing operations shall be completed within 30 days unless otherwise stated.
  - b. During the mowing operation, the Contractor shall be responsible for notifying the VDOT Contract Administrator via fax or email within 48 hours of when each section is anticipated to be complete and when complete. It is VDOT's responsibility to approve each section by the end of the next business day in order to allow the Contractor time to correct any deficiencies within the next 24 hour time period. In the event VDOT is not notified via fax or email by the Contractor at start time, locations or completion as required, the Contractor shall be considered in breach of contract and payment(s) may be delayed.
4. **CODE RED OZONE ALERT:**

The Contractor shall comply with the Virginia Code Red Ozone Days provisions of Attachment B.

## **G. PERSONNEL**

1. **COMMUNICATION WITH VDOT FORCES:** Each mowing and litter removal crew shall have a foreman capable of communicating (both verbally and in writing) and comprehending the English language. The foreman shall be capable of communicating instructions to members of the Contractor's crew. The foreman shall be equipped with a cellular telephone at all times, which shall be capable of operating throughout the area covered under this contract and be able to communicate effectively with the Contract Administrator. The phone number shall be provided to VDOT prior to commencement of work. The foreman shall be with the Contractor's crew or be within 10 minutes of the mowing operations location.
2. **EMPLOYEE SAFETY:** The Contractor shall have in effect a safety program meeting Federal and Virginia Occupational Safety and Health regulations. The Contractor's employees shall abide by the Contractors program and all applicable occupational health and safety regulations.

## **H. EQUIPMENT**

1. **REQUIREMENTS:** It is the Contractor's responsibility to have available, prior to award of contract, sufficient equipment and personnel to perform the mowing and litter removal operations of this contract. The Contractor's personnel and equipment shall meet minimum requirements of Occupational Safety and Health Administration (OSHA) and Virginia Occupational Safety and Health (VOSH) specifications. Each tractor mower and litter removal vehicle shall be equipped with Vehicle Warning lights as specified in the Virginia Work Area Protection Manual and when needed approved triangle safety signs. Mowers shall be equipped with appropriate safety devices to prevent objects from being thrown into traffic. VDOT reserves the right to inspect equipment prior to being placed into operation. Due to safety concerns, some equipment may be specifically excluded from use by the Contractor.

2. **BLADES/CUTTING EDGES:** All blades on mowing equipment shall be sharp to provide a clean cut. Rough cuts due to dull blades may result in poorly groomed turf. The contractor, at his own expense, shall re-mow those areas that do not leave a uniform appearance.
3. **STORAGE OF EQUIPMENT:** The Contractor may not park or stage equipment along the right-of-way or on VDOT property without the prior written approval of the VDOT Contract Administrator. Contractors choosing to park equipment on VDOT right-of-way do so at their own risk. VDOT will not be liable for any loss including damage, theft or vandalism. All parking on VDOT's right-of-way shall be done in a safe manner and out of the way of the traveling public.

**I. TRAFFIC CONTROL:**

1. **SIGNAGE:** The Contractor shall be responsible for traffic control during all mowing and litter removal operations. The Contractor shall be responsible for furnishing all signs, sign stands, flags, cones, arrow panels, truck-mounted attenuators, vehicles, and other items necessary for traffic control. The Contractor shall be responsible for displaying and removal of traffic control. The Contractor shall remove signs and stands at the end of each day's work. The Contractor shall use the VA Work Area Protection Manual to determine the correct Traffic Control for the roadway type that mowing is underway. VDOT's Contract Administrator will suspend mowing operation if the incorrect Traffic Control is used. The Contractor shall not resume mowing until the correct Traffic Control is in place. If the Contractor has any question or dispute regarding the required traffic control, the contractor shall call the VDOT District Work Zone Safety Coordinator for that District. Phone numbers are provided in Attachment D. If the Work Zone Safety Coordinator is called for a dispute, the Work Zone Safety Coordinator will have the final decision.
2. **LIMITED AND NON-LIMITED ACCESS ROADWAY TRAFFIC CONTROL:**  
During mowing operations, traffic control is to be displayed and maintained and shall comply with the Work Area Protection Manual and all updates and revisions. Truck-mounted attenuators will be required as advance Warning Vehicles behind all tractor mowers on the left and right side of the roadway, as deemed necessary. Mowing signs shall be displayed on all ramps prior to the start of mowing operations in the interchange areas. Work areas shall not exceed 2 miles in length.

**VI. PRE-BID CONFERENCE:**

No pre-bid conference will be held for this solicitation.

**VII. METHOD FOR PAYMENT:**

The Contractor shall be paid for mowing services by the acre in accordance with the Scope of Work regardless of equipment used or level of effort. The price per acre mowed shall include all necessary labor, equipment, materials, supervision, fuel, traffic control, and incidentals necessary to complete the work. Additional cycles, if authorized by the VDOT Contract Administrator, shall be paid at the regular mowing unit price per acre rate.

The Contractor shall provide VDOT with a separate unit price per acre for Additional Mow Acres. These areas are outside the established mowing parameters and shall be paid at the additional mowing price, in the attached pricing schedule. If such additional work is directed by VDOT, the Contractor shall be paid after completion of Additional Mowing Acres in accordance with the Scope of Work regardless of equipment used or level of effort. The price shall include all necessary labor, equipment, materials, supervision, fuel, traffic control, and incidentals necessary to complete the work. Payments for completion of each Additional Mowing by the Contractor will only be made for Contractor invoices which are authorized and validated by the Contract Administrator.

Payment for litter removal and disposal shall be measured and paid for as a separate line item. The price per acre of litter removal services shall include all necessary labor, equipment, materials, supervision, fuel, traffic control, and incidentals necessary to complete the work. Additional litter removal services, if authorized by the VDOT Contract Administrator, shall be paid at the litter removal unit price per acre.

Payments for services rendered by the Contractor will only be made for Contractor invoices which are authorized and validated by the Contract Administrator.

**VIII. INVOICING:**

Invoices shall be submitted to the Contract Administrator only upon validation of work. Invoices shall include the Contractor's name and remittance address, contract number, purchase order number, itemized quantities, routes, unit price, and extended costs based on the contract pricing schedule. No payment will be made for work still underway, in progress or non-compliant on the prescribed payment dates.

**VIII. BIDDER'S INSTRUCTION:**

**1. BID SUBMISSION - INSTRUCTIONS:**

- The entire bid package with the signed cover sheet, any/all signed addenda and any/all required signed attachments must be received in our office no later than the closing date and time stated on the IFB signature page.

**2. RECEIPT OF BIDS / LATE BIDS:**

It is the Bidders responsibility to insure that his/her bid is received prior to or at the specific time and the place designated in the solicitation. **Bids received after the date and time specified for receipt shall not be considered.** Bids not received at the time and place designated, (See Page 1) even if they are received at other VDOT offices/locations will be considered late.

**For instructions for Identification of Bid Envelope see Special Term #15.**

Bids will be opened at the time and place stated in the advertisement, and their contents made public for the information of bidders and others interested who may be present either in person or by representative. The VDOT personnel whose duty it is to open the bids will decide when the specified time has arrived.

No responsibility will be attached to any VDOT personnel for the premature opening of a bid not properly addressed and identified on the out side of a sealed envelope.

**X. GENERAL TERMS AND CONDITIONS:**

- VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps) under "Manuals."
- APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious

practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs:**

Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

- I. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
1. **To Prime Contractor:**
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
    - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
    - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
    - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).
  2. **To Subcontractors:**
    - a. A contractor awarded a contract under this solicitation is hereby obligated:
      - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
      - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
    - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
  4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF BIDDERS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by

written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equivalent product, such bid will be considered to offer the brand name product referenced in the solicitation.
- S. **TRANSPORTATION AND PACKAGING:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. **INSURANCE:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.

3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.state.va.us](http://www.eva.state.va.us)) for a minimum of 10 days.
- V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- W. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders must register in eVA; failure to register will result in the bid being rejected.
- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
  - b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
  - c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
  - d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

- (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
- (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

- Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- Z. **SET-ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated “SET-ASIDE FOR SMALL BUSINESSES” in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purposes of award, bidders shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids.
- AA. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.
- BB. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

**XI. SPECIAL TERMS AND CONDITIONS:**

1. **ADDITIONAL INFORMATION:** VDOT reserves the right to ask any Bidder to submit information missing from its bid, to clarify its bid, and to submit additional information which VDOT deems desirable, and does not affect quality, quantity, price or delivery.
2. **ADDITIONAL USERS:** This procurement is being conducted on behalf of the VDOT for the county (ies) identified herein. The addition or deletion of authorized users not specifically named in the solicitation shall be made only by written contract modification issued by the contract officer upon mutual agreement of the contractor. Such modification shall name the specific county (ies) added or deleted and the effective date. The contractor shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.

The contractor shall extend any special VDOT discount price adjustments resulting from adding counties. However, any reduction in the number of counties receiving service/goods shall not result in VDOT being charged any more than the awarded bid price(s).

3. **ADVERTISING** In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to VDOT will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
4. **AWARD:** The Commonwealth will make the award(s) on a **Per Lot** basis to the lowest responsive and responsible bidder. Unit prices, extensions and grand total must be shown; **For each Lot bid on unit prices and extensions shall be shown for each line item, “N/A” or “No Bid” will not be accepted. If the bidder does not wish to charge for a line item write in “No Charge”. If the bidder does not wish to bid on a Lot write in “NO BID”. Any item quoted as a “No Charge” shall be furnished to VDOT free of charge for the duration of the contract including any contract renewals, (see Section # 24 Renewal Clause). In case of arithmetic errors, the unit price**

will govern. The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

5. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 90 days. At the end of the 90 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
6. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period, unless quoting a "No Charge", for each item during the contract period.
7. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
8. **CONTRACTOR IDENTIFICATION CARDS:** The Contractor, the Contractor's supervisors and employees shall carry a valid government issued picture identification card on them at all times when working on VDOT right-of-way or VDOT facilities and/or grounds.
9. **CREW LANGUAGE & DRESS REQUIREMENTS:** Each crew shall have a foreman or designated crew supervisor capable of communicating (both verbally and in writing) and comprehending the English language. The foreman/supervisor shall be capable of communicating instructions to members of the Contractor's crew. VDOT shall be able to contact the foreman/supervisor within minutes.

The contractor shall conduct his or her work so as to ensure the least possible obstruction to traffic and shall provide for the safety and convenience of the general public and residents along the highway to protect persons and property. All employees shall wear hard hats, safety vests, and steel toe shoes that comply with all applicable VOSHA/OSHA, ANSI and VDOT safety regulations while working on State right-of-way. Workers will also be required to wear long pants and shirts with short sleeves as a minimum. All personnel shall have personal protective equipment such as safety shoes, flagging vests, safety glasses, etc. when necessary. Examples of clothing not considered appropriate include tank tops, shirts with no sleeves, shirts with cut out sleeves, shirts with sleeves rolled up to the shoulder, shorts, and flagging vests with no shirt.

10. **DAMAGE CLAIMS:** The Contractor shall be responsible for resolution of any and all claims. Claims made to VDOT as a result of this work will be referred to the Contractor for handling. Failure to properly respond to and resolve property claims constitutes unsatisfactory performance and may result in cancellation of the contract.
11. **DELAYS IN AWARD:** Delays in award of a contract beyond the anticipated starting date may result in a change in the contract period indicated in the solicitation. If this situation occurs, VDOT reserves the right to award a contract covering the period equal to or less than the initial term indicated in the solicitation.
12. **EQUIPMENT CERTIFICATIONS:** The Contractor shall be required to furnish a completed Equipment Certification with each bid, **to certify the bidder has sufficient equipment and personnel to perform the work as described for that bid.** The Contractor shall be committed to supply the quantity of personnel and type equipment resources submitted on the certification when mowing the bid for which it is submitted. Modification or substitutions for the equipment listed in the Certification may be permitted with the written permission of the VDOT Engineer or designee.
13. **ESTIMATED QUANTITIES:** Estimated quantities provided within are reflective of past usage and proposed usage only. Factors that may contribute to the actual quantities, frequencies of service and/or level of include, but are not limited to, Executive Orders, Department directives affecting changes in funding allocated for the services

described in this solicitation. The quantities are estimates only and VDOT does not guarantee that the contractor will perform the estimated quantities. At VDOT's sole discretion, any or all of the quantities may be eliminated and by signing this bid/offer, the bidder agrees that no claims for contractor costs or damages will be allowed for a decrease or elimination of the estimated quantities.

**14. eVA Business-To-Government Contracts and Orders: The solicitation/contract will result in 1(one) purchase order(s) per Lot, per year, with the eVA transaction fee specified below assessed for each order.**

a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.

b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

(i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.

(ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

**15. FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

**16. IDENTIFICATION OF BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and identified as follows:

|                       |           |       |
|-----------------------|-----------|-------|
| From: _____           | _____     | _____ |
| Name of Bidder        | Due Date  | Time  |
| Street or Box Number  | IFB No.   |       |
| City, State, Zip Code | IFB Title |       |

Name of Contract/Purchase Officer or Buyer \_\_\_\_\_

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids should be placed in the envelope.

17. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.
18. **MINORS ON THE WORK SITE:** No minors (under 18 years of age) will be allowed on the VDOT work site(s) on which this contract will be performed except those employed by the Contractor as allowed by the Child Labor Laws of the United States and the Child Labor Laws of the Commonwealth of Virginia.
19. **PRICING:** Additional pricing that is written onto the pricing schedule for items not requested, may cause the bid to be considered non-responsive.
20. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
21. **PROSECUTION OF WORK:** During the prosecution of work, the VDOT Representative will have the authority to suspend the work wholly or in part due to the failure of the Contractor to correct conditions unsafe for the workmen or the general public; for failure to carry out orders; for such periods, as he may deem necessary due to unsuitable weather; for conditions considered unsuitable for the prosecution of the work for any other condition or reason deemed to be in the public interest.
22. **PROTEST OF AWARD:** A Bidder wishing to protest an award or a decision to award a contract must submit a written protest to the Administrative Services Administrator, VDOT 1401 East Broad Street, Richmond, Virginia 23219, no later than ten (10) days after public notice of award or announcement of the decision to award whichever occurs first. The public notice will be in the area designated for solicitation and award notices. The protest must include the basis for the protest and the relief sought. Within ten (10) days after receipt of the protest the Administrative Services Administrator will issue a written decision stating the reasons for the action taken. This decision is final unless within ten (10) days after receipt of such decision, the Bidder institutes legal action as provided in the Code of Virginia.
23. **QUALIFICATIONS OF BIDDERS:** VDOT may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the contract. Such investigations may include but are not limited to fingerprint-based criminal history background checks, credit checks, legal residence checks, or proof of US citizenship. The Bidder shall furnish to VDOT all such information and data for this purpose as may be requested. VDOT further reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy VDOT that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
24. **RECORDS EXCLUSION FROM PUBLIC DISCLOSURE:** Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:  
invoking such exclusion upon submission of the data or other materials for which protection is sought;  
identifying with specificity the data or other materials for which protection is sought; and  
stating the reasons why protection is necessary.

The Inspector General of the Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it. Notwithstanding the foregoing, Contractor's failure to comply with the requirements stated herein and procedures established by the Inspector General for seeking an exclusion pursuant to §2.2-3705.6 (22) of the Code of Virginia shall result in a denial of the exclusion. Requests for exclusion that are submitted after data or other materials for which protection is sought have been submitted will be denied.

If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or VDOT associated with such litigation. In no event shall the Virginia Department of Transportation or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the Department, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the Virginia Department of Transportation, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

24. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for one (1) or two (2) additional right of way mowing cycles under the terms and conditions of the original contract. Price increases will not be allowed for any additional right of way mowing cycles.
25. **SAFETY AND HEALTH STANDARDS:** It is a condition of the contract, and shall be made a condition of each subcontract entered into pursuant to the contract, that the Contractor and any Sub-Contractor shall not require any worker employed in performance of the contract to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to their health or safety, as determined under construction safety and health standards promulgated by the US Secretary of Labor in accordance with Section 107 of the Contract Work Hours and Safety Standards Act. The Contractor shall comply with the Virginia Occupational Safety and Health Standards adopted under Section 40.1-22 of the Code of Virginia and the duties imposed under Section 40.1-51.1 of the Code. Any violation of the requirements or duties that is brought to the attention of the Contractor shall be immediately abated. Additionally at a minimum, all Contractor personnel shall comply with the following, unless otherwise determined unsafe or inappropriate in accordance with OSHA regulations: Hardhats shall be worn while participating in or observing all types of field work when outside of a building or outside of the cab of a vehicle, and exposed to, participating in or supervising construction. Respiratory protective equipment shall be worn whenever an individual is exposed to any item listed in the OSHA Standards as needing such protection unless it is shown the employee is protected by engineering controls. Adequate eye protection shall be worn in the proximity of the grinding, breaking of rock and/or concrete, while using brush chippers, striking metal against metal or when working in situations where the eyesight may be in jeopardy. Safety vests shall be worn by all exposed to vehicular traffic and construction equipment. Standards and guidelines of the current Virginia Work Area Protection Manual shall be used when setting, reviewing and removing traffic controls. Flag persons shall be certified according to the Virginia Flagger Certification Program. No person shall be permitted to position themselves under any raised load or between hinge points of equipment without first taking steps to support the load by the placing of a safety bar or blocking. Explosives shall be purchased, transported, stored, used and disposed of by a Virginia Certified Blaster in possession of a current criminal history record check and a commercial driver's license with hazardous materials endorsement and a valid medical examiner's certificate. All federal, state and local regulations pertaining to explosives shall be strictly followed. All electrical tools shall be adequately grounded or double-insulated. Ground fault Circuit Interrupter (GFCI) protection must be installed in accordance with the *National Electrical Code* (NEC) and current Virginia Occupational Safety and Health Agency (VOSH) regulations. No person shall enter a confined space without training, permits and authorization. Fall protection is required whenever an employee is exposed to a fall six feet or greater.
26. **SPECIAL DISCOUNTS:** (A) During the contract period, if the Contractor offers promotional discounts as a general practice for items available under this contract, with the result that those prices are lower than the prices available under this contract, then the promotional discounts shall be made available to VDOT under this contract. (B) The effective date for price changes/discounts will be the date that the lower prices/discounts were made available to the Contractor's customers generally.

27. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, a bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder is not required to be so authorized.
28. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
29. **TERM OF CONTRACT:** The initial term or period of the contract shall be from date of award through July 6, 2012.
30. **TERMINATION OF CONTRACT:** If the Contractor fails to provide quality goods or services in a professional manner and in accordance with applicable laws, regulations or bid provisions, solely as determined by VDOT and, upon receipt of notice from VDOT does not correct the deficiency within a reasonable period of time (not to exceed seven (7) calendar days unless otherwise agreed to by VDOT), VDOT reserves the right to terminate the contract by giving written notice to the Contractor. Upon termination VDOT may procure the services from another contractor in accordance with the terms of Paragraph P, General Terms and Conditions. In additions to the statement above, if the Contractor receives three (3) justifiable complaints caused by deficiency, in a 12 month period, the contractor may be placed in default. If safety issues are violated, termination of contract may occur immediately
31. **VEHICLE REQUIREMENTS:** All contractor vehicles shall have a current inspection and registration from that State where the vehicle is registered and must be properly insured in accordance with that State's requirements. Contractor's equipment and operators shall be in compliance with all applicable DMV and State and Federal regulations regarding the conditions and operations of the requested vehicles. The name of the company will be displayed on both sides of all work vehicles while on State right of way. The contractor shall be responsible for having secured all equipment and materials on their vehicles when in transit to and returning from a work assignment.
32. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
33. **WORK ZONE TRAFFIC CONTROL TRAINING REQUIREMENTS:** The contractor shall provide at least one (1) employee who, at a minimum, is verified by VDOT in Basic Work Zone Traffic Control for activities involving the installation, maintenance and removal of work zone traffic control devices. In addition, the contractor shall provide an employee that is verified by VDOT in Intermediate Work Zone Traffic Control to provide supervision during those times when work zone adjustments or changes to standard traffic control installations as shown in the 2005 Virginia Work Area protection manual are needed due to field conditions. These persons must have their verification card with them while on the project site. If proof of verification cannot be provided by the contractor at any time, the *mowing* operation may be suspended or the contractor may be deemed in default in accordance with the general terms and conditions.

There are three options available to receive Work Zone Traffic Control (WZTC) training based on an individual's job duties and responsibilities as required by the FHWA Final Rule on Work Zone Safety and Mobility and the Virginia Department of Transportation.

These options can be accessed at <http://www.virginiadot.org/business/trafficeng-WZS.asp> under the bolded title of Work Zone Traffic Control Training Requirements. Additional information about Virginia's Work Zone Traffic Control training program may also be accessed on this website.

This training must be completed prior to reporting to the work site.

Attachment A

**VENDOR QUALIFICATION / EQUIPMENT INVENTORY  
CERTIFICATION FORM**

**ALL VENDORS RESPONDING TO THIS IFB/RFP ARE REQUIRED TO COMPLETE ALL ITEMS THAT ARE APPLICABLE. PLACE N/A BESIDE ALL QUESTIONS THAT ARE NOT APPLICABLE.**

1. Name of Business: \_\_\_\_\_

2. a. Type of Business: (Check all that apply)

- |                                                         |                                                                      |                                                    |
|---------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Sole Proprietor                | <input type="checkbox"/> Business Trust                              | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Domestic Business Entity       | <input type="checkbox"/> Partnership                                 | <input type="checkbox"/> Limited Partnership       |
| <input type="checkbox"/> Stock or non-stock Corporation | <input type="checkbox"/> Registered as Limited Liability Partnership | <input type="checkbox"/> Foreign Business Entity   |
|                                                         |                                                                      | <input type="checkbox"/> Large Business            |

b. Virginia State Corporation Commission (SCC) ID number: \_\_\_\_\_  
(See Special Term and Condition, STATE CORPORATION COMMISSION IDENTIFICATION NUMBER)

c. If a SCC ID number was not provided above, provide a statement below describing why the bidder or offeror is NOT required to be authorized to transact business in the Commonwealth as foreign business entity under Title 13.1 or Title 50 pursuant the Code of Virginia 2.2-4311.2 or otherwise required by law.

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d. Are you certified by Virginia Department of Minority Business Enterprise (DMBE) as (check all that apply):

- |                                                                           |                                                                 |
|---------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> DMBE certified Small Business                    | <input type="checkbox"/> DMBE certified Women Owned Business    |
| <input type="checkbox"/> DMBE certified Disadvantaged Business Enterprise | <input type="checkbox"/> DMBE certified Minority Owned Business |

Provide DMBE certification number(s) and expiration date(s) \_\_\_\_\_

e. Is your firm a registered eVA vendor? \_\_\_\_ Yes \_\_\_\_ No

f. If no, please refer to the General Terms and Conditions, term X. eVA business to Government Vendor Registration..

3. Name of Owner or Chief Executive Officer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

4. Emergency or After Hours contact name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

5. How many years has the firm been in the business of performing the services called for in this solicitation? \_\_\_\_\_

6. How many persons are currently employed by the firm? \_\_\_\_\_

9. Provide Virginia Contractor License No. \_\_\_\_\_ Class: \_\_\_\_\_ Specialty Codes: \_\_\_\_\_

| FIRM'S NAME | CONTACT PERSON | EMAIL ADDRESS | TELEPHONE / FAX # |
|-------------|----------------|---------------|-------------------|
|             |                |               |                   |
|             |                |               |                   |
|             |                |               |                   |

11. List all the equipment intended to be used in performing the services required in this IFB/RFP. Add additional sheets if needed

[illegible]

**RENTED/LEASED EQUIPMENT**

| YEAR | MAKE | MODEL | ID# | CAPACITY | COMPLETE DESCRIPTION |
|------|------|-------|-----|----------|----------------------|
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |
|      |      |       |     |          |                      |

12. If not owned, how will the equipment be obtained within the required time in the event of award? \_\_\_\_\_

13. Is any of the equipment listed above currently committed on other contracts including VDOT contracts? \_\_\_\_\_  
If yes, identify which equipment, contract number, location and who the contract is with in the table below.

|           |                 |                                  |                  |
|-----------|-----------------|----------------------------------|------------------|
| EQUIPMENT | CONTRACT NUMBER | LOCATION WORK IS BEING PERFORMED | CONTRACT OFFICER |
|-----------|-----------------|----------------------------------|------------------|

14. Method of fueling above equipment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ATTACHMENT B

### VIRGINIA CODE RED OZONE DAYS

The contractor shall suspend the use of gasoline and diesel tractors, powered mowers, weed eaters, wood chippers, chainsaws, sprayer rigs and other similar field/yard maintenance equipment in ozone non-attainment or maintenance areas on predicted "code red ozone days". The ozone season in Virginia is from May through September. The number of "code red ozone days" varies, but typically does not exceed ten (10) per season. The following counties are subject to this provision:

### Virginia Ozone Nonattainment, Maintenance, and Early Action Compact Areas

**Ozone Nonattainment Area:** An area that exceeds the Environmental Protection Agency's National Ambient Air Quality Standards (NAAQS) for ozone.

**Ozone Maintenance Area:** An area that has previously exceeded the Environmental Protection Agency's National Ambient Air Quality Standards (NAAQS) for ozone, but has come back into compliance and has adopted a maintenance plan.

**Ozone Early Action Compact Area:** An area that exceeds the EPA's NAAQS, but the effective date of its ozone nonattainment area designation has been deferred, because of proactive efforts within the region to reduce emissions.

Table 1. Counties by VDOT Districts that are located either in ozone nonattainment, maintenance, or early action compact areas.

|                     | DISTRICT                                                                                                                     |                                                          |                           |                                                                                                                                                                |                                                                                                                               |                                                             |
|---------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                     | Northern Virginia                                                                                                            | Fredericksburg                                           | Staunton                  | Hampton Roads                                                                                                                                                  | Richmond                                                                                                                      | Salem                                                       |
| <b>JURISDICTION</b> | Alexandria<br>Arlington<br>Fairfax (County & City)<br>Falls Church<br>Loudoun<br>Manassas<br>Manassas Park<br>Prince William | Fredericksburg<br>Spotsylvania<br>Stafford<br>Gloucester | Frederick*<br>Winchester* | Chesapeake<br>Hampton<br>Isle of Wight<br>James City<br>Newport News<br>Norfolk<br>Poquoson<br>Portsmouth<br>Suffolk<br>Virginia Beach<br>Williamsburg<br>York | Charles City<br>Chesterfield<br>Colonial Heights<br>Hanover<br>Henrico<br>Hopewell<br>Petersburg<br>Prince George<br>Richmond | Botetourt*<br>Roanoke (County & City)*<br>Salem*<br>Vinton* |

\* 8-hour ozone Early Action Compact Area

### ATTACHMENT C SAFETY SPECIFICATIONS

Temporary traffic control zone signs convey both general and specific messages by means of words or symbols and have the same three categories as all traffic signs: namely, regulatory signs, warning signs, and guide signs. The colors for regulatory signs shall follow the standard for regulatory signs in the MUTCD. Warning signs in temporary traffic control zones shall have a black legend on an orange background. Yellow warning signs within the traffic control zone, which are still applicable, may remain in place. Colors for guide signs follow the standard in the standard in the MUTCD, except for special information signs below in section 6F-IC.

Warning signs intended for daytime use shall be either fluorescent orange prismatic lens sheeting on an approved flexible sign base material. After January 1, 1996, the use of orange encapsulated lens sheeting will not be allowed.

Construction warning signs used at night shall be fabricated in accordance with applicable Virginia Road and Bridge Specifications, Special Provisions, and Special Provision Copied Notes fluorescent orange prismatic lens sheeting (Diamond Grade). For emergency situations, fluorescent orange prismatic lens sheeting signs shall be used.

The dimensions of signs shown herein are for standard sizes, which may be increased wherever necessary for greater legibility or emphasis. On secondary highways and city streets, smaller signs may be used. Deviations from standard sizes as prescribed herein shall be in 6-inch increments. Sign design details are contained in Standard Highway Signs.

As a general rule, signs should be located on the right-hand side of the roadway. On divided roadways with a median of 8' or greater, both left and right sides should be signed. Signs may be mounted on portable supports, post, or on or above barricades.

Signs may be mounted on portable supports for short-term, short-duration, and mobile conditions. The bottom of the signs on portable supports shall not be less than 1 foot above the pavement elevation. Portable spring loaded sign stands shall meet the following conditions: accommodate signs of flagholder which will accommodate two flags as an integral part of the unit, have adjustable legs capable of adjusting to uneven surfaces, also while supporting a 16 square foot rigid sign panel, the stand shall withstand 50 MPH winds without tipping over or rotating more than + 5 degrees above its vertical axis without the use of tie downs or ballast of any kind. The complete unit shall not exceed 40 pounds. Tripod type sign stands shall not be allowed.

For the best mobility of maintenance operations, a large sign may be mounted on a maintenance vehicle stationed in advance of the work or moving along with it. This may be either the work vehicle or the protection vehicle. A mobile sign display may be mounted on a trailer. For greater message versatility, and improved target value, a portable changeable message sign may be pulled along a paved shoulder by the advance warning vehicle in mobile and moving operations.

Signed used in temporary traffic control zones are moved frequently, loaded and unloaded from trucks, and in general receive much harsher treatment than permanent signs. For this reason, particular attention must be given to maintaining signs properly for cleanliness, visibility, and correct positioning.

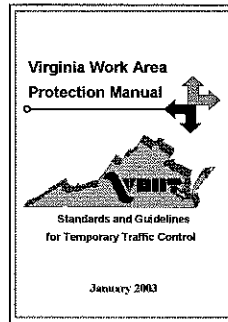
Effective January 1, 2003 all roll-up signs shall be made of retro-reflective roll-up material. Effective January 1, 2003 all signs shall be mounted on sign stands that meet the performance criteria for portable sign stands contained in the National Cooperative Highway Research Program (NCHRP) Report 350. The contractor shall provide certification that sign stands chosen to be used during mowing operations meet the NCHRP 350 performance criteria. A Federal Highway Administration (FHWA) approval letter for the particular sign stands chosen, will serve as an acceptable means of certifying that the sign stands meet the NCHRP 350 performance criteria. FHWA approval letters may be obtained from the manufacturer of the sign stand.

Standard Highway Signs, Stock No. 950-044-00000-4. Available from the Government Printing Office, Superintendent of Documents, Washington, D. C. 20402. Telephone: (202)-783-3238.

All traffic control devices used on street and highway construction, maintenance, utility, mowing or incident management operations shall conform to the applicable specifications and standards required by the latest version of the Virginia Work Area Protection Manual.

**ATTACHMENT D**  
**VDOT DISTRICT WORK ZONE SAFETY COORDINATORS**

| <u>District</u>          | <u>Coordinator</u>        | <u>Phone</u>   |
|--------------------------|---------------------------|----------------|
| <u>Bristol</u>           | <u>Steve Sheets</u>       | (276) 669-9983 |
| <u>Culpeper</u>          | <u>Larry Weaver</u>       | (540) 718-7812 |
| <u>Fredericksburg</u>    | <u>James Breeden</u>      | (540) 829-7647 |
| <u>Fredericksburg</u>    | <u>E. Tommy Newton</u>    | (540) 899-4541 |
| <u>Hampton Roads</u>     | <u>John N. Sabato</u>     | (757) 925-2576 |
| <u>Hampton Roads</u>     | <u>G. Chris Pritchard</u> | (757) 925-2577 |
| <u>Lynchburg</u>         | <u>Jeff Wilcox</u>        | (434) 856-8250 |
| <u>Lynchburg</u>         | <u>Mike W. Campbell</u>   | (434) 856-8138 |
| <u>Northern Virginia</u> | <u>Tom R. Coleman</u>     | (703) 383-2397 |
| <u>Northern Virginia</u> | <u>Brian E. Fry</u>       | (703) 383-2394 |
| <u>Richmond</u>          | <u>Donnie C. Smith</u>    | (804) 524-6122 |
| <u>Richmond</u>          | <u>Mike E. Cecil</u>      | (804) 524-6124 |
| <u>Richmond</u>          | <u>Jeff Stone</u>         | (540) 899-4547 |
| <u>Salem</u>             | <u>Kimberly Nichols</u>   | (540) 387-5470 |
| <u>Salem</u>             | <u>L.B. Day Jr.</u>       | (540) 375-6366 |
| <u>Salem</u>             | <u>Mike Sharkady</u>      | (540) 387-5392 |
| <u>Staunton</u>          | <u>Forester A. Wright</u> | (540) 569-6985 |



**ATTACHMENT E UPDATED FORM WILL BE ATTACHED**

**2005 VIRGINIA WORK AREA PROTECTION MANUAL**

**ORDER FORM**

The 2005 *Virginia Work Area Protection Manual* is an 8 ½" by 11", 242 page, color manual in a three ring plastic binder. The manual replaces the 1996 *Virginia Work Area Protection Manual* and will become applicable on all public roads and streets in the Commonwealth of Virginia for maintenance, utility, permit, and incident management operations beginning May 1, 2005, and for design projects awarded beginning with May advertisements (on projects advertised prior to May 2005, the 1996 Work Area Protection Manual shall be applicable until the project's completion). The cost of the manual is approximately \$ 15.00 each, which includes tax. Payment is required when placing an order. Payment may be made by check payable to the "*Treasurer of Virginia*" and mailed to the following address:

Virginia Department of Transportation (VDOT)  
Mobility Management Division  
Attention: Work Zone Safety Coordinator  
1401 East Broad Street  
Richmond VA 23219-1939

For delivery of manuals, please type or print the following information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

( ) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Quantity Ordered (@ \$15.00 each)

\$ \_\_\_\_\_  
Amount Enclosed

This Manual may also be accessed from VDOT's web site at [www.VirginiaDOT.org](http://www.VirginiaDOT.org), Business Networks page under Publications and Manuals or purchased from the Construction Division's Plan Room (804-786-1898). For technical questions call 804-371-6672 or 804-786-5959 or for order information 804-786-8038.

| ATTACHMENT F – ROUTES/ACRES                                       |                              |                       |                       |         |             |        |                 |                        |                |
|-------------------------------------------------------------------|------------------------------|-----------------------|-----------------------|---------|-------------|--------|-----------------|------------------------|----------------|
| James City County Primary and Secondary Mowing and Litter Removal |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   |                              |                       |                       |         |             |        |                 |                        |                |
| LOCATION: James City County (Williamsburg Residency)              |                              |                       |                       |         |             |        |                 |                        |                |
| DISTRICT: Hampton Roads                                           |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   |                              |                       |                       |         |             |        |                 |                        |                |
| CONTACT PERSON: Donna Sitzler                                     |                              |                       |                       |         |             |        |                 |                        |                |
| PHONE NUMBER: (757) 253-5147                                      |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   |                              |                       |                       |         |             |        |                 |                        |                |
| ROUTE:                                                            |                              |                       |                       |         |             |        |                 |                        |                |
| Primary Routes: James City Co.                                    |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   |                              |                       |                       |         |             |        |                 | Estimated Acres to Mow | Litter Removal |
|                                                                   | Route                        | From                  | To                    | Tractor | Non-Tractor | YES/NO | Estimated Acres |                        |                |
| 1                                                                 | 5 John Tyler Me. Rd          | Judith Dresser Br.    | Rt. 199               | 20.13   | 2           | yes    | 22.13           |                        |                |
| 2                                                                 | 30 Barhamsville Rd           | Rt. 607               | New kent Co. Line     | 32      | 2           | yes    | 34              |                        |                |
| 3                                                                 | 31 Jamestown Rd.             | Jamestown Ferry       | Rt. 199               | 24      | 2           | yes    | 26              |                        |                |
| 4                                                                 | 60 Richmond Rd.              | West WMBG City Limits | New kent Co. Line     | 88      | 3           | yes    | 91              |                        |                |
| 5                                                                 | 60 Pocahontas Trail          | East WMBG City Limits | NN. City Line         | 13      | 3           | yes    | 16              |                        |                |
| 6                                                                 | 199                          | Rt. 60 Busch Exit     | Rt. 700 Brookwood Dr. | 9.67    | 0.2         | yes    | 9.87            |                        |                |
| 7                                                                 | 199                          | Rt. 700 Brookwood     | Rt. 5 John Tyler Hwy  | 2.03    | 0.02        | yes    | 2.05            |                        |                |
| 8                                                                 | 199                          | Rt. 5 John Tyler Hwy  | 1 Mi. East Rt. 60     | 40.8    | 0.2         | yes    | 41              |                        |                |
| 9                                                                 | 199                          | 1 Mi. East of Rt. 60  | Rt. 60 (Lightfoot)    | 4.36    | 0.02        | yes    | 4.38            |                        |                |
| 10                                                                | 321                          | Rt. 615 Ironbound     | Rt. 199 Overpass      | 1       | 0.1         | yes    | 1.1             |                        |                |
| 11                                                                | 321                          | Rt. 615 Ironbound     | Treyburn Drive        | 0.8     | 0.02        | yes    | 0.82            |                        |                |
| 12                                                                | 359                          | Rt. 31 Jamestown Rd.  | Jamestown Rd.         | 1       | 0.02        | yes    | 1.02            |                        |                |
|                                                                   |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   |                              |                       | TOTAL Acres           | 236.79  | 12.58       |        | TOTAL Acres     | 249.37                 |                |
|                                                                   |                              |                       |                       |         |             |        |                 |                        |                |
|                                                                   | Sec. Routes - James City Co. |                       |                       |         |             |        |                 |                        |                |

|                                       |                               |                          |                         |       |       |             |       |
|---------------------------------------|-------------------------------|--------------------------|-------------------------|-------|-------|-------------|-------|
| 28                                    | 612 Longhill Rd.              | Rt. 614 Centerville Rd.  | Rt. 321 Monticello Ave. | 9.1   | 1     | yes         | 9.2   |
| 29                                    | 612 Longhill Rd.              | Rt. 199 Overpass         | 0.30 Miles West         | 0.75  | 0.05  | yes         | 0.8   |
| 30                                    | 613 News Rd.                  | Rt. 5000 Monticello      | Rt. 614 Centerville Rd. | 12.4  | 1.2   | yes         | 13.6  |
| 31                                    | 613 News Rd.                  | Rt. 5000 Monticello      | Rt. 615 Ironbound Rd.   | 0.2   | 0.02  | yes         | 0.22  |
| 32                                    | 614 Centerville Road          | Rt. 60 Richmond Rd.      | Rt. 5 John Tyler Hwy    | 19.5  | 3.5   | yes         | 23    |
| 33                                    | 614 Median                    | Rt. 60 Richmond Rd.      | Rt. 5 John Tyler Hwy    | 0.24  | 3.5   | yes         | 3.74  |
| 34                                    | 614 Greensprings Rd.          | Rt. 5 John Tyler Hwy     | Rt. 31 Jamestown Rd     | 5.36  | 2     | yes         | 7.36  |
| 35                                    | 615 Ironbound Rd              | Eastern State entrance   | Rt. 612 Longhill Rd.    | 2.5   | 1     | yes         | 3.5   |
| 36                                    | 616 Strawberry Plains         | Rt. 615 Ironbound Rd     | Rte. 5 Connector        | 2.5   | 0.05  | yes         | 2.55  |
| 37                                    | 658 Olde Towne Rd.            | Rt. 60 Richmond Rd.      | 612 Longhill Rd         | 2.71  | 1     | yes         | 3.71  |
|                                       |                               |                          | TOTAL Acres             | 55.26 | 13.32 | TOTAL Acres | 67.68 |
| <b>Primary Routes: James City Co.</b> |                               |                          |                         |       |       |             |       |
| 1                                     | <b>F-137 Rochambeau Drive</b> | Rt. 607 Croaker Rd.      | York County Line        | 10.15 | 0.8   | yes         | 10.95 |
|                                       |                               |                          | TOTAL Acres             | 10.15 | 0.8   | TOTAL Acres | 10.95 |
| <b>Sec. Routes - James City Co.</b>   |                               |                          |                         |       |       |             |       |
| 2                                     | 600 Six Mount Zion            | New Kent Co. Line        | Rt. 608 Mount Laurel    | 5     | 0.4   | yes         | 5.4   |
| 3                                     | 600 Six Mount Zion            | Rt. 608 Mount Laurel     | Rt. 746 Old Stage       | 1.8   | 0.2   | yes         | 2     |
| 4                                     | 601 Holly Forks Rd.           | New Kent Co. Line        | Rt. 30 Barhamsville Rd. | 1     | 0.01  | yes         | 1.01  |
| 5                                     | 601 Barnes Rd.                | Rt. 30 Barhamsville Rd.  | Rt. 603 Diascund Rd.    | 4.72  | 0.2   | yes         | 4.92  |
| 6                                     | 601 Hicks Island Rd           | Rte. 603 Diascund Rd.    | Dead End Rt. 610        | 2.42  | 1     | yes         | 3.42  |
| 7                                     | 602 Fenton Mill Rd.           | Rt. 607 Croaker Rd.      | Rt. 609 Cedar Rd.       | 0.3   | 0     | yes         | 0.3   |
| 8                                     | 602 Fenton Mill Rd.           | Rt. 607 Croaker Rd.      | York Co. Line           | 4.38  | 0.05  | yes         | 4.43  |
| 9                                     | 603 Diascund Rd.              | New Kent Co. Line        | Rt. 60 Richmond Rd.     | 1.4   | 0.04  | yes         | 1.44  |
| 10                                    | 603 Diascund Rd.              | Rt. 60 Richmond Rd.      | Rt. 610 Forge Rd.       | 9     | 0.05  | yes         | 9.05  |
| 11                                    | 605 Croaker Landing           | Rt. 607 Croaker Rd.      | Dead End                | 1.54  | 0.02  | yes         | 1.56  |
| 12                                    | 606 Plantation Drive          | Rt. 600 Six Mount zion   | Rt. 607 Croaker Rd.     | 3.2   | 0.7   | yes         | 3.9   |
| 13                                    | 606 Riverview Rd.             | Rt. 607 Croaker Rd.      | Rt. 646 Newman Rd       | 8     | 0.05  | yes         | 8.05  |
| 14                                    | 607 Croaker Rd.               | Rt. 60 Richmond Rd.      | Rt. 1601 Woodland Rd.   | 11    | 1     | yes         | 12    |
| 15                                    | 607 Croaker Rd.               | Rt. 1601 Woodland Rd     | Rt. 605 Croaker Landing | 4.5   | 0.03  | yes         | 4.53  |
| 16                                    | 607 Sycamore Rd               | Rte. 605 Croaker Landing | Cul-del-sac             | 4.6   | 0.02  | yes         | 4.62  |

|    |                         |                                |                              |      |      |     |      |
|----|-------------------------|--------------------------------|------------------------------|------|------|-----|------|
| 17 | 608 Mount Laurel Rd.    | Rt.600 Six Mount Zion          | Rt. 607 Ware Creek Rd        | 5.7  | 0.02 | yes | 5.72 |
| 18 | 609 Cedar Point Rd.     | Rt. 607 Croaker Rd.            | Dead End Rt. 609             | 1    | 0.01 | yes | 1.01 |
| 19 | 609 Moss side           | Rt. 606 Riverview Rd.          | Rt. 607 Croaker Rd.          | 0.8  | 0.03 | yes | 0.83 |
| 20 | 610 Forge Rd.           | Rt. 60 Richmond Rd.            | Rt. 610 Brickyard Rd.        | 19   | 0.05 | yes | 19.5 |
| 21 | 611 Jolly Pond Rd.      | Rt. 614 Centerville Rd.        | Rt. 633 Jolly Pond Rd.       | 7.5  | 0.07 | yes | 7.57 |
| 22 | 613 Brick Bat Rd.       | Rt. 614 Centerville Rd.        | Rt. 5 John Tyler Hwy         | 5.1  | 0.03 | yes | 5.13 |
| 23 | 617 Lake Powell Rd.     | Rt. 700 Brookwood Dr.          | Rt. 618 Lake Powell Rd.      | 1.22 | 0.01 | yes | 1.23 |
| 24 | 617 Treasure Island Rd. | Rt. 618 Lake Powekk            | 1.3 Mil. East to Dead<br>End | 1.64 | 0.01 | yes | 1.65 |
| 25 | 618 Lake Powell Rd.     | Rt. 617 Treasure Island        | North to Dead End            | 4.62 | 0.01 | yes | 4.63 |
| 26 | 620 Old Richmond Road   | Rt. 60 Richmond Rd.            | Cul-del-sac                  | 0.92 | 0.01 | yes | 0.93 |
| 27 | 621 Stewarts Rd.        | Rte. 622 Racefield Rd.         | New Kent Co. Line            | 1.2  | 0.01 | yes | 1.21 |
| 28 | 622 Racefield Rd.       | Rt. 601 Barnes Rd.             | New Kent Co. Line            | 1.2  | 0.01 | yes | 1.21 |
| 29 | 629 Hickory Sign Rd     | Rt. 5 John Tyler Hwy           | Rt. 615 Ironbound Rd.        | 3.66 | 0.02 | yes | 3.68 |
| 30 | 631 Little Creek Dam    | Rt. 532 Cranstons Mill<br>Pond | Rt. 610 Fore Rd.             | 2.87 | 0.03 | yes | 2.9  |
| 31 | 631 Chickahominy Rd.    | Rt. 60 Richmond Rd.            | Rte. 631 Little Creek<br>Dam | 8    | 0.03 | yes | 8.03 |
| 32 | 632 Cranstons Mill Pond | Rt.631 Little Creek Dam        | Rte. 611 Jolly Pond Rd.      | 2.18 | 0.02 | yes | 2.2  |
| 33 | 633 Jolly Pond Rd       | Rte. 614 Centerville Rd.       | Dead End                     | 7.6  | 0.02 | yes | 7.62 |
| 34 | 633 Bush Neck Rd        | Rte. 633 Jolly Pond Rd.        | Dead End                     | 3.18 | 0.02 | yes | 3.2  |
| 35 | 634 Fire Tower Rd.      | Rt. 30 Barhamsville Rd.        | Rt. 634 Dead End             | 2.2  | 0.02 | yes | 2.22 |
| 36 | 646 Newman Rd.          | Rte. 606 Riverview Rd.         | York Co. Line                | 2.04 | 0.03 | yes | 2.07 |
| 37 | 648 Whiting Ave.        | Rte. 654 Jackson St.           | Rte. 692 Railroad St.        | 0.3  | 0.02 | yes | 0.32 |
| 38 | 649 Bush Springs Rd     | Rt. 60 Richmond Rd.            | Dead End Rt. 649             | 1.6  | 0.02 | yes | 1.62 |
| 39 | 655 Church Street       | Rt. 60 Pocahontas Trail        | Rt.648 Whiting Ave.          | 0.4  | 0.01 | yes | 0.41 |
| 40 | 655 Magruder Ave.       | Rt. 60 Pocahontas Trail        | Rte. 667 Ron Spring Rd.      | 1.67 | 0.01 | yes | 1.68 |
| 41 | 656 Woodside Ave.       | Rt. 60 Pocahontas Trail        | Rt. 675 Grove Heights<br>Ave | 0.48 | 0.01 | yes | 0.49 |
| 42 | 656 Magruder Ave.       | Rt. 60 Pocahontas Trail        | Rt. 667 Ron Spring Rd        | 0.48 | 0.01 | yes | 0.49 |
| 43 | 657 Ivy Hill Rd.        | Rt. 60 Richmond Rd.            | Dead End Rt. 647             | 2.6  | 0.01 | yes | 2.61 |
| 44 | 659 Menzel Rd           | Rt. 631 Cranstons Mill         | Dead End Rt. 659             | 3.2  | 0.01 | yes | 3.21 |
| 45 | 667 Ron Springs Rd.     | Rt. 60 Pocahontas Trail        | Dead End Rt. 667             | 1.67 | 0.01 | yes | 1.68 |
| 46 | 672 Carriage Rd.        | Rt. 741 Debra Drive            | Cul-del-sac                  | 0.25 | 0.01 | yes | 0.26 |
| 47 | 674 Leisure Rd.         | Rte. 746 Old Stage Rd.         | Dead End Rte. 674            | 1.2  | 0.01 | yes | 1.21 |
| 48 | 675 Grove Heights Ave.  | Rt. 60 Pocahontas Trail        | Rt. 656 Woodside Dr.         | 0.04 | 0.01 | yes | 0.05 |
| 49 | 680 H Club Rd.          | Rt. 614 Greenspring Rd.        | Rt. 31 Jamestown Rd.         | 0.87 | 0.01 | yes | 0.88 |

|    |                                |                          |                         |        |       |             |          |
|----|--------------------------------|--------------------------|-------------------------|--------|-------|-------------|----------|
| 50 | 681 Sandy Bay Rd.              | Rt. 615 Ironbound Rd.    | Rt. 31 Jamestown Rd.    | 0.94   | 0.02  | yes         | 0.96     |
| 51 | 681 Sandy Bay Rd.              | Rt. 31 Jamestown Rd.     | Dead End Rt. 681        | 0.48   | 0.01  | yes         | 0.49     |
| 52 | 682 Neck O Land Rd.            | Rt. 31 Jamestown Rd.     | 1.55 Mi. SW Rt. 31      | 4.51   | 0.01  | yes         | 4.52     |
| 53 | 699 Camp Road                  | Rt. 30 Barhamsville Rd.  | Dead End Rt. 699        | 0.7    | 0.01  | yes         | 0.71     |
| 54 | 705 Richardson Rd.             | Rt. 601 Holly Forks Rd.  | New Kent Co. Line       | 0.48   | 0.01  | yes         | 0.49     |
| 55 | 708 Selbv Lane                 | Rt. 677 Government Rd.   | Dead End Rt. 708        | 0.23   | 0.01  | yes         | 0.26     |
| 56 | 715 North Riverside Dr.        | Rt. 610 Brickyard Rd.    | Rt. 1014 Otey Dr.       | 4      | 0.01  | yes         | 4.01     |
| 57 | 742 Old New Rd                 | Rt. 5000/321 Monticello  | Rt. 613 News Rd         | 2.02   | 0.01  | yes         | 2.03     |
| 58 | 746 Old Stage Rd.              | Rt. 30 Barhamsville Rd.  | Rt. 30 Barhamsville Rd. | 3.91   | 0.01  | yes         | 3.92     |
| 59 | 748 Moses Lane                 | Rt. 677 Government Rd.   | Dead End Rt. 748        | 0.18   | 0.01  | yes         | 0.19     |
| 60 | 764 Deerwoods Rd.              | Rt. 633 Jolly Pond Rd.   | Cul-del-sac             | 0.72   | 0.01  | yes         | 0.73     |
| 61 | 766 Lakeview Rd.               | Rt. 610 Forge Rd.        | Dead end Rt. 766        | 2.4    | 0.01  | yes         | 2.41     |
| 62 | 767 Chickahominy Rd.           | Rt. 631 Little Creek Dam | Dead End Rt. 767        | 8      | 0.01  | yes         | 8.01     |
| 63 | 776 Greensprings<br>Plantation | Rt. 5 John Tyler Hwy     | Rt. 5000 Monticello Ave | 5.5    | 0.5   | yes         | 6        |
| 64 | 783 Ironbound Rd.              | Rt. 615 Ironbound Rd.    | Rt. 1390 Bradshaw Dr.   | 0.89   | 0.01  | yes         | 0.9      |
| 65 | 784 Ironbound Rd.              | Rt. 615 Ironbound Rd.    | Dead End Rt. 784        | 0.3    | 0.001 | yes         | 0.3001   |
| 66 | 1017 Church Lane               | Rt. 60 Richmond Rd.      | Rt. 1004 Tom Taylor Rd. | 1      | 0.01  | yes         | 1.01     |
| 67 | 1036 Ingram Rd.                | Rt. 615 Ironbound Rd.    | West Dead End           | 0.59   | 0.01  | yes         | 0.6      |
| 68 | 1134 Barrett Ferry Rd.         | Rt. 5 John Tyler Hwy     | Cul-del-sac             | 2.98   | 0.01  | yes         | 2.99     |
| 69 | 1305 Blow Flats Rd.            | Rt. 60 Pocahontas Trail  | Dead end Rt. 1305       | 1.34   | 0.01  | yes         | 1.35     |
| 70 | 1431 Clark Lane                | Rt. 603 Mooretown Rd.    | Cul-del-sac             | 1.76   | 0     | yes         | 1.76     |
| 71 | 1433 Curry Dr.                 | Rt. 603 Mooretown Rd.    | Cul-del-sac             | 0.64   | 0     | yes         | 0.64     |
| 72 | 1514 Chisel Run Rd.            | Rte. 658 Olde Town Rd    | Cul-del-sac             | 1.04   | 0     | yes         | 1.04     |
| 73 | 1670 Saddlestown Rd.           | Rt. 606 Riverview Rd.    | Cul-del-sac             | 1      | 0.01  | yes         | 1.01     |
| 74 | 1636 Oakland Rd.               | Rt. 60 Richmond Rd.      | Rt. 1637 Crescent Dr.   | 3.58   | 0.01  | yes         | 3.59     |
| 75 | Rt. 5000 Monticello Ave.       | Rt. 321 Monticello Ave.  | WMBG City Line          | 0.64   | 0.01  | yes         | 0.65     |
| 76 | F-1062 Frontal Rd.             | Rt. 658 Olde Town Rd.    | Cul-del-sac             | 0.89   | 0.2   | yes         | 0.91     |
| 77 | 5000 Monticello Ave.           | Rt. 321 Monticello Ave.  | Rte 5 John tyler Rd.    | 0.81   | 0.02  | yes         | 0.83     |
|    |                                |                          | TOTAL Acres             | 210.78 | 5.321 | TOTAL Acres | 216.3901 |

|                                                     |                         |                         |         |                        |             |                 |  |  |  |
|-----------------------------------------------------|-------------------------|-------------------------|---------|------------------------|-------------|-----------------|--|--|--|
| ATTACHMENT F – ROUTES/ACRES                         |                         |                         |         |                        |             |                 |  |  |  |
| York Co. Primary and Secondary Mowing               |                         |                         |         |                        |             |                 |  |  |  |
|                                                     |                         |                         |         |                        |             |                 |  |  |  |
| LOCATION: York City County (Williamsburg Residency) |                         |                         |         |                        |             |                 |  |  |  |
| DISTRICT: Hampton Roads                             |                         |                         |         |                        |             |                 |  |  |  |
|                                                     |                         |                         |         |                        |             |                 |  |  |  |
| CONTACT PERSON: Tracy Lassiter                      |                         |                         |         |                        |             |                 |  |  |  |
| PHONE NUMBER: (757) 253-4611                        |                         |                         |         |                        |             |                 |  |  |  |
|                                                     |                         |                         |         |                        |             |                 |  |  |  |
| ROUTE:                                              |                         |                         |         |                        |             |                 |  |  |  |
| Primary Routes: York City Co.                       |                         |                         |         | Estimated Acres to Mow |             | Litter Removal  |  |  |  |
| Route                                               | From                    | To                      | Tractor | Non-Tractor            | YES/NO      | Estimated Acres |  |  |  |
| 17 George Wash. Mem                                 | Rt. 1249 Seige Lane     | Park Ser. Main. Entr.   | 9.5     | 0.5                    | yes         | 10              |  |  |  |
| 105 Ft. Eustis Blvd                                 | Rt. 17                  | NN. City Line           | 8       | 0.5                    | yes         | 8.5             |  |  |  |
| 134 Hampton Hwy                                     | Rt. 17                  | NN. City Line           | 39      | 1                      | yes         | 40              |  |  |  |
| 171 Victory Blvd                                    | Rt. 134 Hampton Hwy     | Poquoson City Limits    | 5       | 1                      | yes         | 6               |  |  |  |
| 173 Goodwin Neck Rd.                                | Rt. 17                  | Rt. 619 Dandy Loop      | 13      | 1.5                    | yes         | 14.5            |  |  |  |
| 173 Goodwin Neck Rd.                                | Rt. 17                  | NN. City Line           | 6       | 1                      | yes         | 7               |  |  |  |
| 239 Old Wmsbg Rd.                                   | Rt. 1020 Old Wmsbg Rd   | NN. City Line           | 13      | 1                      | yes         | 14              |  |  |  |
| 238 Goosley Rd.                                     | Rt. 1020 Old Wmsbg Rd   | Rt. 704 Cook Rd.        | 5       | 1                      | yes         | 6               |  |  |  |
| 238 Park & Ride                                     | Rte. I-64 off ramp      |                         | 0.54    | 0.3                    | yes         | 0.84            |  |  |  |
|                                                     |                         |                         |         |                        |             |                 |  |  |  |
|                                                     |                         | TOTAL Acres             | 99.04   | 7.8                    | TOTAL Acres | 106.84          |  |  |  |
|                                                     |                         |                         |         |                        |             |                 |  |  |  |
| Sec.Routes - York City Co.                          |                         |                         |         |                        |             |                 |  |  |  |
| 620 Orianna Rd.                                     | Rt. 17 George Wash. Hwy | N.N. City Limits        | 2.5     | 0.5                    | yes         | 3               |  |  |  |
| 620 Lakeside Dr.                                    | Rt. 17 George Wash. Hwy | Rt. 621 Dare Rd.        | 3       | 0.5                    | yes         | 3.5             |  |  |  |
| 622 Seaford Rd.                                     | Rt. 173 Goodwin Neck    | Rt. 712 Bay Tree Beach  | 5       | 0.5                    | yes         | 5.5             |  |  |  |
| 630 Wolftrap Rd.                                    | Rt. 17 George Wash. Hwy | Rt. 618 Hornsbyville Rd | 2.3     | 0.5                    | yes         | 2.8             |  |  |  |
| 704 Cook Rd.                                        | Rt. 17 George Wash. Hwy | Rt. 1020 Ballard Rd     | 3.3     | 0.5                    | yes         | 3.8             |  |  |  |
| 706 Yorktown Rd.                                    | Rt. 600 Big Bethel Rd.  | Rt. 606 Calthrop Neck   | 1.1     | 0.5                    | yes         | 1.6             |  |  |  |
| 782 Carys Chapel Rd.                                | Rt. 171 Victory Blvd    | Poquoson City Line      | 2.4     | 0.5                    | yes         | 2.9             |  |  |  |

| Sec.Routes - York City Co. | TOTAL Acres              | 19.6 | 3.5  | TOTAL Acres | 23.1 |
|----------------------------|--------------------------|------|------|-------------|------|
| 600 Big Bethel Rd          | Rt. 134 Hampton Hwy      | 1.5  | 0.02 | yes         | 1.52 |
| 600 Big Bethel Rd          | Rt. 134 Hampton Hwy      | 2.3  | 0.01 | yes         | 2.31 |
| 601 Boundary Rd.           | E. Dead End Rt. 701      | 0.5  | 0.01 | yes         | 0.51 |
| 606 Calthrop Neck Rd.      | Rt. 171 Victory Blvd     | 2.2  | 0.01 | yes         | 2.21 |
| 610 Jernigan Lane          | Rt. 618 Hodges Lane      | 0.4  | 0.01 | yes         | 0.41 |
| 613 Darby Rd.              | Rt. 17 George Wash Hwy   | 0.7  | 0.01 | yes         | 0.71 |
| 614 Showalter Rd           | Rt. 17 George Wash Hwy   | 1.2  | 0.01 | yes         | 1.21 |
| 615 Charles Rd.            | Rt. 658 Yorkville Rd.    | 0.8  | 0.01 | yes         | 0.81 |
| 616 Patrick's Creek Rd     | Rt. 620 Lakeside Dr      | 0.5  | 0.01 | yes         | 0.51 |
| 618 Hodges Cove Rd.        | Rt. 620 Link Rd.         | 0.7  | 0.01 | yes         | 0.71 |
| 619 Ship Point Rd.         | Rt. 620 Link Rd.         | 0.8  | 0.01 | yes         | 0.81 |
| 619 Anchor Dr.             | Rt. 619 Ship Point Rd.   | 0.2  | 0.01 | yes         | 0.21 |
| 620 Railway Rd.            | Rt. 621 Dare Rd.         | 1.5  | 0.1  | yes         | 1.6  |
| 620 Link Rd.               | Rt. 620 railway Rd.      | 1.5  | 0.01 | yes         | 1.51 |
| 621 Grafton Drive          | Rt. 17 George Wash Hwy   | 0.6  | 0.02 | yes         | 0.62 |
| 621 Dare Road              | Rt. 17 George Wash Hwy   | 4.5  | 0.01 | yes         | 4.51 |
| 624 Sparrer Rd.            | Rt. 787 Old Seaford Rd.  | 0.5  | 0.01 | yes         | 0.51 |
| 629 Dandy Loop Rd.         | Rt. 173                  | 3.4  | 0.01 | yes         | 3.41 |
| 631 Waterview Rd.          | Rt. 718 Hornsbyville Rd. | 2    | 0.01 | yes         | 2.01 |
| 632 Old Wormley Creek Rd   |                          |      |      |             |      |
| 634 Old Hampton Hwy        | Rt. 718 Hornsbyville Rd. | 1    | 0.01 | yes         | 1.01 |
| 637 Crawford Rd.           | Rt. 17 George Wash Hwy   | 3.7  | 0.02 | yes         | 3.72 |
| 639 Maple Rd.              | Rt. 238 Goosley Rd.      | 4.3  | 0.01 | yes         | 4.31 |
| 653 Firby Rd               | Rt. 660 Baptist Rd.      | 1    | 0.01 | yes         | 1.01 |
| 655 Allen's Mill Rd.       | Rt. 613 Darby Rd         | 0.4  | 0.01 | yes         | 0.41 |
| 656 Middle Rd.             | Rt. 630 Wolftrap Rd.     | 1.4  | 0.01 | yes         | 1.41 |
| 657 Wynne Rd.              | Rt. 629 Dandy Loop Rd.   | 0.6  | 0.01 | yes         | 0.61 |
| 658 Yorkville Rd.          | Rt. 620 Railway Rd.      | 0.5  | 0.01 | yes         | 0.51 |
| 659 Dogwood Rd.            | Rt. 620 railway Rd.      | 1.8  | 0.01 | yes         | 1.81 |
| 660 Baptist Rd.            | Rt. 238 Old Wmsbg Rd.    | 0.8  | 0.01 | yes         | 0.81 |
| F670 Cardinal Lane         | Rt. 238 Old Wmsbg Rd.    | 2    | 0.01 | yes         | 2.01 |
|                            | Rt. 706 Yorktown Rd.     | 0.7  | 0.01 | yes         | 0.71 |

|                         |                           |                                   |     |      |     |      |
|-------------------------|---------------------------|-----------------------------------|-----|------|-----|------|
| 670 Hansford Lane       | Rt. 622 Seaford Rd.       | End of State Maint.               | 0.4 | 0.01 | yes | 0.41 |
| 672 Crockett Rd.        | Rt. 787 Old Seaford Rd.   | Dead End Rt. 672                  | 0.5 | 0.01 | yes | 0.51 |
| 675 Mansion Rd.         | Rt. 782 Cary's Chapel     | Rt/ 1897 Overlook Point           | 0.7 | 0.01 | yes | 0.71 |
| 679 Lindsey Landing Rd. | Rt. 614 Showalter Rd.     | Dead End Rt. 679                  | 1.3 | 0.01 | yes | 1.31 |
| 686 Cheadle Loop Rd.    | Rt. 622 Seaford Rd.       | Rt. 622 Seaford Rd.               | 1.4 | 0.01 | yes | 1.41 |
| 691 Elliott Rd.         | Rt. 171 Victory Blvd      | Dead End Rt. 691                  | 0.4 | 0.01 | yes | 0.41 |
| 701 Spring Rd.          | Rt. 660 Baptist Rd.       | Rt. 601 Boundary Rd.              | 0.4 | 0.01 | yes | 0.41 |
| 704 Cook Rd.            | Rt. 17 George Wash Hwy    | Rt. 1020 Ballard Rd.              | 2.8 | 0.01 | yes | 2.81 |
| 706 Theater Rd.         | Rt. 134 Hampton Hwy       | Rt. 17                            | 0.4 | 0.01 | yes | 0.41 |
| 706 Yorktown Rd         | Rt. 600 Big Bethel Rd.    | Rt. 606 Calthrop Neck Rd.         | 0.9 | 0.01 | yes | 0.91 |
| 706 Yorktown Rd         | Rt. 134                   | Rt. 600 Big Bethel Rd/Orianno Rd. | 2.7 | 0.01 | yes | 2.71 |
| 709 Burts Rd.           | Rt. 17 George Wash Hwy    | Rt. 620 Orianno Rd.               | 0.9 | 0.01 | yes | 0.91 |
| 711 Chruch Rd.          | Rt. 660 Baptist Rd.       | Rt. 238 Old Wmsbg Rd.             | 0.5 | 0.01 | yes | 0.51 |
| 712 York Point Rd.      | Rt. 622 Seaford Rd.       | Dead End Rt. 712                  | 1.4 | 0.01 | yes | 1.41 |
| 718 Back Creek Rd.      | Rt. 622 Seaford Rd.       | Dead End Rt. 718                  | 2.1 | 0.01 | yes | 2.11 |
| 718 Hornsbyville Rd.    | Rt. 173 Goodwin Neck Rd.  | Rt. 634 Old York Hampt.Hwy        | 2.4 | 0.01 | yes | 2.41 |
| 736 York Drive          | Rt. 660 Baptist Rd.       | Rt. 660 Baptist Rd.               | 0.4 | 0.01 | yes | 0.41 |
| 742 Burcher Rd.         | Rt. 621 Dare Rd.          | Dead End Rt. 742                  | 0.2 | 0.01 | yes | 0.21 |
| 748 Chisman's Point Rd. | Rt. 624 Sparrer Rd.       | Dead End Rt. 748                  | 0.1 | 0.01 | yes | 0.11 |
| 782 E. Yorktown Rd.     | Rt. 171 Victory Blvd      | Poquoson City Line                | 1   | 0.01 | yes | 1.01 |
| 787 Old Seaford Rd.     | Rt. 622 Seaford Rd.       | Rt. 622 Seaford Rd.               | 0.3 | 0.01 | yes | 0.31 |
| 791 Victory Rd.         | Rt. 615 Charles Rd.       | Dead End Rt. 791                  | 0.4 | 0.01 | yes | 0.41 |
| 792 Old Lakeside Dr.    | Rt. 620 Lakeside Dr.      | Rt. 620 Lakeside Dr.              | 1   | 0.01 | yes | 1.01 |
| 1020 Old Wmsbg Rd.      | Rt. 238 Goosley Rd.       | Rt. 101 Mathew St.                | 2.6 | 0.01 | yes | 2.61 |
| 1227 Cannon Rd.         | Rt. 634 Old York Hamp Hwy | Rt. 704 Cook Rd.                  | 0.4 | 0.01 | yes | 0.41 |
| 1254 Falcon Rd.         | Rt. 17 George Wash Hwy    | Rt. 704 Cook Rd.                  | 0.4 | 0.01 | yes | 0.41 |
| 1291 Battle Rd.         | Rt. 17 George Wash Hwy    | Rt. 634 Old York Hampt.Hwy        | 0.8 | 0.01 | yes | 0.81 |
| 1292 August Dr.         | Rt. 787 Old Seaford Rd.   | Dead End Rt. 1292                 | 0.6 | 0.01 | yes | 0.61 |
| 1351 Marbank Dr.        | Rt. 717 Old Landing Rd    | Dead End Rt. 1351                 | 0.5 | 0.01 | yes | 0.51 |
| 1541 Sinclair Lane      | Rt. 706 Yorktown Rd.      | Dead End Rt. 1541                 | 0.3 | 0.01 | yes | 0.31 |
| 1575 Beechwood Lane     | Rt. 134 Hampton Hwy       | Rt. 1576 Bay Berry Lane           | 0.3 | 0.01 | yes | 0.31 |
| 1576 Bay Berry Lane     | Rt. 1575 Beechwood Lane   | Dead End Rt. 1576                 | 0.6 | 0.01 | yes | 0.61 |
| 1578 Oak Lane           | Rt. 134 Hampton Hwy       | Rt. 1576 Bay Berry Rd.            | 0.3 | 0.01 | yes | 0.31 |
| 1600 Battery Circle     | Rt. 614 Showalter Rd.     | Dead End Rt. 1600                 | 0.1 | 0.01 | yes | 0.11 |
| 1710 Constitution Dr.   | Rt. 621 Dare Rd.          | Dead End Rt. 1710                 | 0.4 | 0.01 | yes | 0.41 |
| 1763 Coventry Blvd      | Rt. 17 George Wash Hwy    | Rt. 1881 Mary Blerbauer way       | 2   | 0.01 | yes | 2.01 |

Virginia Department  
of Transportation[illegible]

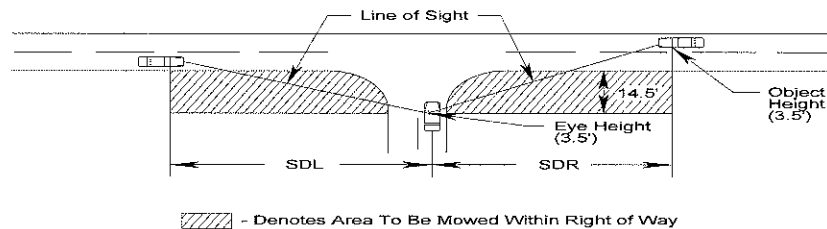
## ATTACHMENT G - Mowing-Sight Distance Guideline

The following **Intersection Sight Distance Example** are to be used as **GUIDANCE ONLY**.

Location specific conditions shall dictate site distance maintenance requirements.

\*\* For all tables, use posted speed limit plus 5 mph.

### 2 Lane Major Road

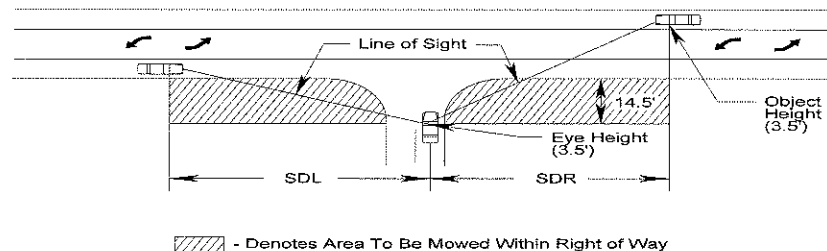


SDL = Sight Distance Left  
SDR = Sight Distance Right

| HEIGHT OF EYE: 3.5'                                         |      |      |      |      |      |      |      |      | HEIGHT OF OBJECT: 3.5' |      |      |
|-------------------------------------------------------------|------|------|------|------|------|------|------|------|------------------------|------|------|
| Speed (mph) **                                              | 20   | 25   | 30   | 35   | 40   | 45   | 50   | 55   | 60                     | 65   | 70   |
| SDR: 2 Lane Major Road                                      | 225' | 280' | 335' | 390' | 445' | 500' | 555' | 610' | 665'                   | 720' | 775' |
| SDL: All Roads Above<br>(Turning into 1 <sup>st</sup> lane) | 195' | 240' | 290' | 335' | 385' | 430' | 480' | 530' | 575'                   | 625' | 670' |

FIGURE 1

### 3 Lane Major Road

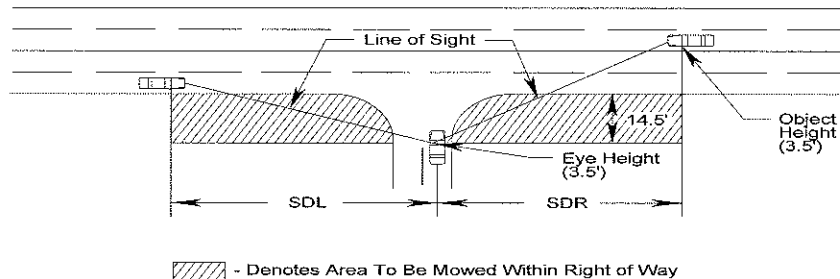


SDL = Sight Distance Left  
SDR = Sight Distance Right

| HEIGHT OF EYE: 3.5'                                         |      |      |      |      |      |      |      |      | HEIGHT OF OBJECT: 3.5' |      |      |
|-------------------------------------------------------------|------|------|------|------|------|------|------|------|------------------------|------|------|
| Speed (mph) **                                              | 20   | 25   | 30   | 35   | 40   | 45   | 50   | 55   | 60                     | 65   | 70   |
| SDR: 3 Lane Major Road                                      | 240' | 295' | 335' | 415' | 475' | 530' | 590' | 650' | 710'                   | 765' | 825' |
| SDL: All Roads Above<br>(Turning into 1 <sup>st</sup> lane) | 195' | 240' | 290' | 335' | 385' | 430' | 480' | 530' | 575'                   | 625' | 670' |

FIGURE 2

### 4 Lane Major Road (Undivided)

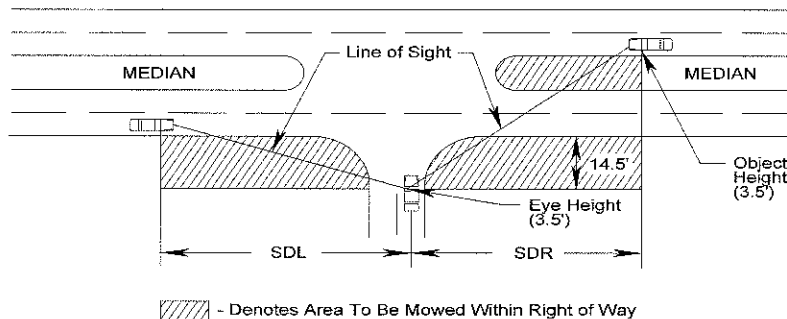


SDL = Sight Distance Left  
SDR = Sight Distance Right

| HEIGHT OF EYE: 3.5'                                      | HEIGHT OF OBJECT: 3.5' |      |      |      |      |      |      |      |      |      |      |
|----------------------------------------------------------|------------------------|------|------|------|------|------|------|------|------|------|------|
| Speed (mph) **                                           | 20                     | 25   | 30   | 35   | 40   | 45   | 50   | 55   | 60   | 65   | 70   |
| SDR: 4 Lane Major Road (Undivided)                       | 240'                   | 295' | 335' | 415' | 475' | 530' | 590' | 650' | 710' | 765' | 825' |
| SDL: All Roads Above (Turning into 1 <sup>st</sup> lane) | 195'                   | 240' | 290' | 335' | 385' | 430' | 480' | 530' | 575' | 625' | 670' |

FIGURE 3

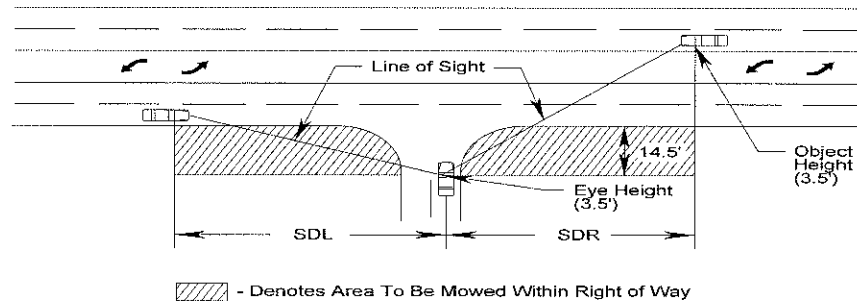
### 4 Lane Major Road (Divided)



SDL = Sight Distance Left  
SDR = Sight Distance Right

| HEIGHT OF EYE: 3.5'                                      | HEIGHT OF OBJECT: 3.5' |      |      |      |      |      |      |      |      |      |      |
|----------------------------------------------------------|------------------------|------|------|------|------|------|------|------|------|------|------|
| Speed (mph) **                                           | 20                     | 25   | 30   | 35   | 40   | 45   | 50   | 55   | 60   | 65   | 70   |
| SDR: 4 Lane Major Road (Divided)                         | 260'                   | 325' | 390' | 455' | 515' | 580' | 645' | 710' | 775' | 840' | 905' |
| SDL: All Roads Above (Turning into 1 <sup>st</sup> lane) | 195'                   | 240' | 290' | 335' | 385' | 430' | 480' | 530' | 575' | 625' | 670' |

**FIGURE 4**  
**5 Lane Major Road**

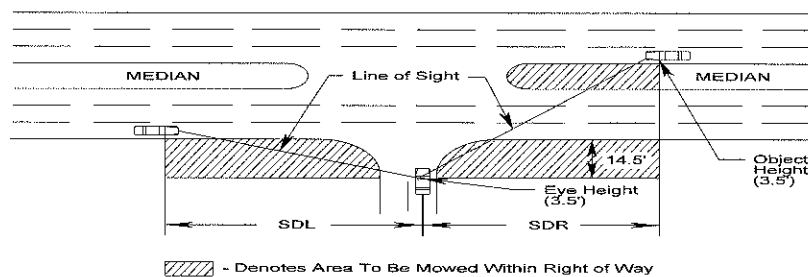


SDL = Sight Distance Left  
SDR = Sight Distance Right

|                                                          |                        |      |      |      |      |      |      |      |      |      |      |  |
|----------------------------------------------------------|------------------------|------|------|------|------|------|------|------|------|------|------|--|
| HEIGHT OF EYE: 3.5'                                      | HEIGHT OF OBJECT: 3.5' |      |      |      |      |      |      |      |      |      |      |  |
| Speed (mph) **                                           | 20                     | 25   | 30   | 35   | 40   | 45   | 50   | 55   | 60   | 65   | 70   |  |
| SDR: 5 Lane Major Rd.                                    | 250'                   | 315' | 375' | 440' | 500' | 565' | 625' | 690' | 750' | 815' | 875' |  |
| SDL: All Roads Above (Turning into 1 <sup>st</sup> lane) | 195'                   | 240' | 290' | 335' | 385' | 430' | 480' | 530' | 575' | 625' | 670' |  |

**FIGURE 5**

**6 Lane Major Road (Divided)**

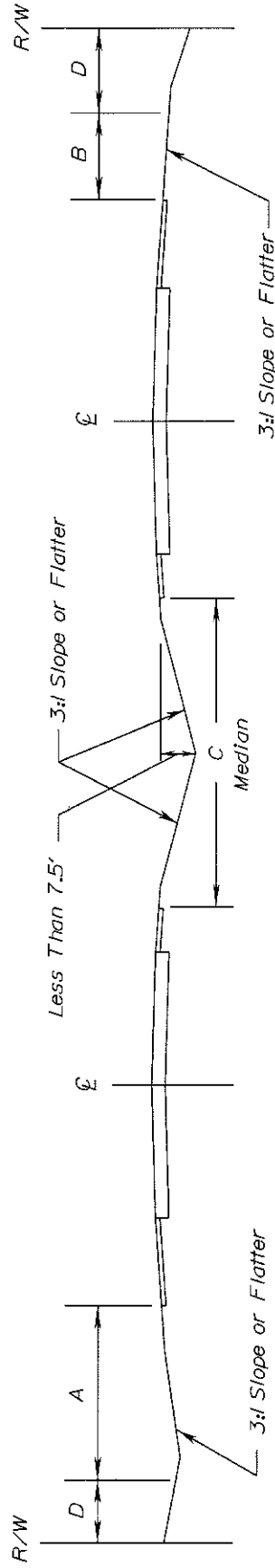


SDL = Sight Distance Left  
SDR = Sight Distance Right

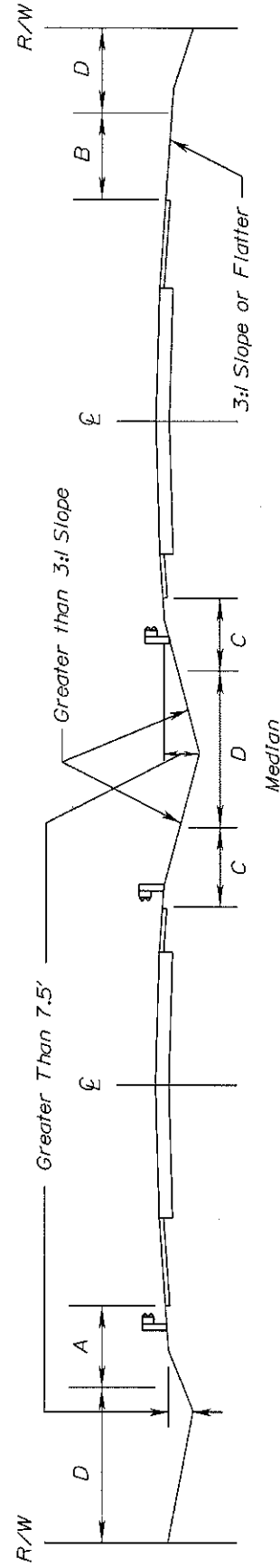
|                                                          |                        |      |      |      |      |      |      |      |      |      |      |  |
|----------------------------------------------------------|------------------------|------|------|------|------|------|------|------|------|------|------|--|
| HEIGHT OF EYE: 3.5'                                      | HEIGHT OF OBJECT: 3.5' |      |      |      |      |      |      |      |      |      |      |  |
| Speed (mph) **                                           | 20                     | 25   | 30   | 35   | 40   | 45   | 50   | 55   | 60   | 65   | 70   |  |
| SDR: 6 Lane Major Road (Median)                          | 275'                   | 340' | 410' | 480' | 545' | 615' | 680' | 750' | 820' | 885' | 955' |  |
| SDL: All Roads Above (Turning into 1 <sup>st</sup> lane) | 195'                   | 240' | 290' | 335' | 385' | 430' | 480' | 530' | 575' | 625' | 670' |  |

# ATTACHMENT H

## Mowing Typical Sections for Outside Shoulders and Medians (Median 50 ft. Wide and Less in Fill Areas)



- A - Mow from edge of pavement to 5 ft. beyond ditch line.
- B - Mow from edge of pavement to 18' ft. down fill slope.
- C - Median 50 ft. wide or less, slope 3:1 or flatter.
- D - Additional Mow Area.

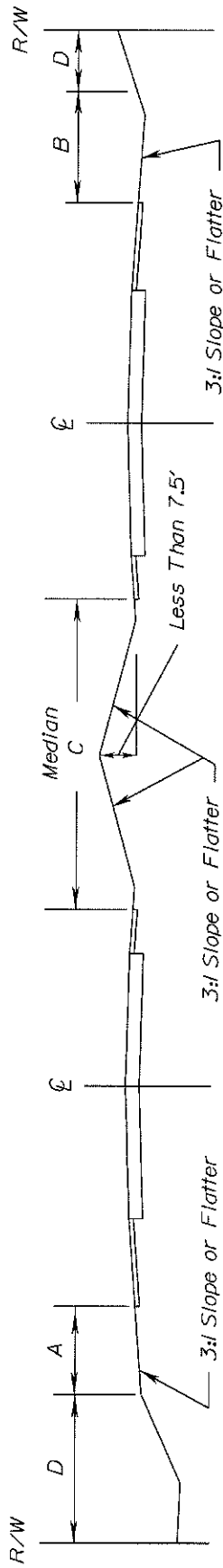


- A - Mow from edge of pavement to 5 ft. beyond ditch line.
- B - Mow from edge of pavement to 18' ft. down fill slope.
- C - Median 50 ft. wide or less, slope greater than 3:1, vertical drop greater than 7.5 ft. mow from edge of pavement to 5 ft. behind guardrail.
- D - Additional Mow Area.

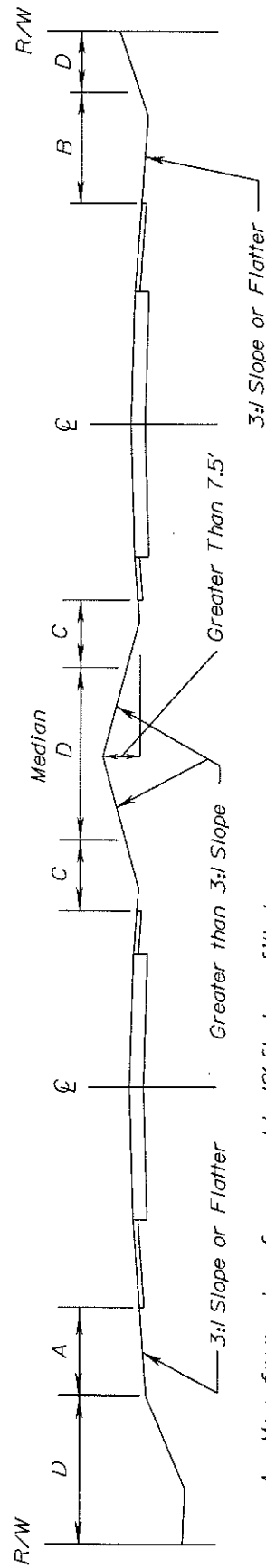
Not to Scale

FIGURE 1

## Mowing Typical Sections for Outside Shoulders and Medians (Median 50 ft. Wide and Less in Cut Areas)



- A - Mow from edge of pavement to 18' ft. down fill slope.
- B - Mow from edge of pavement to 5 ft. beyond ditch line.
- C - Median 50 ft. wide or less, slope 3:1 or flatter, vertical height less than 7.5 ft. mow entire median.
- D - Additional Mow Area.

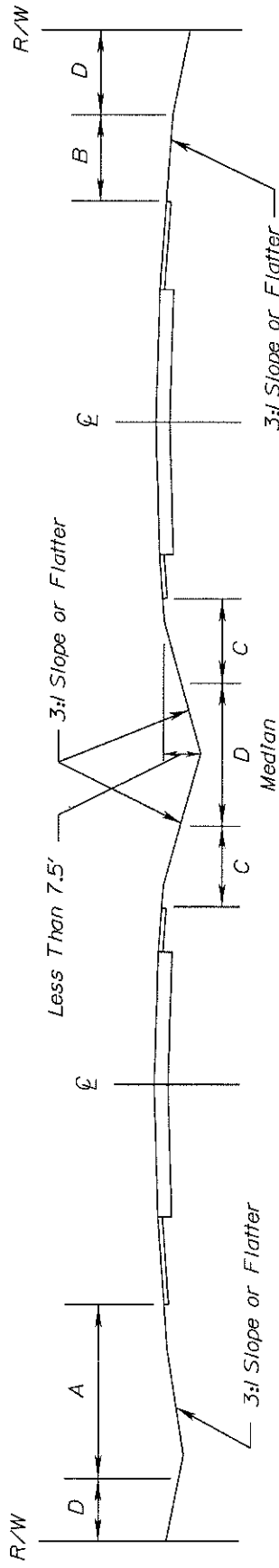


- A - Mow from edge of pavement to 18' ft. down fill slope.
- B - Mow from edge of pavement to 5 ft. beyond ditch line.
- C - Median 50 ft. wide or less, slope greater than 3:1, vertical height greater than 7.5 ft. mow from edge of pavement to 5 ft. behind ditch.
- D - Additional Mow Area.

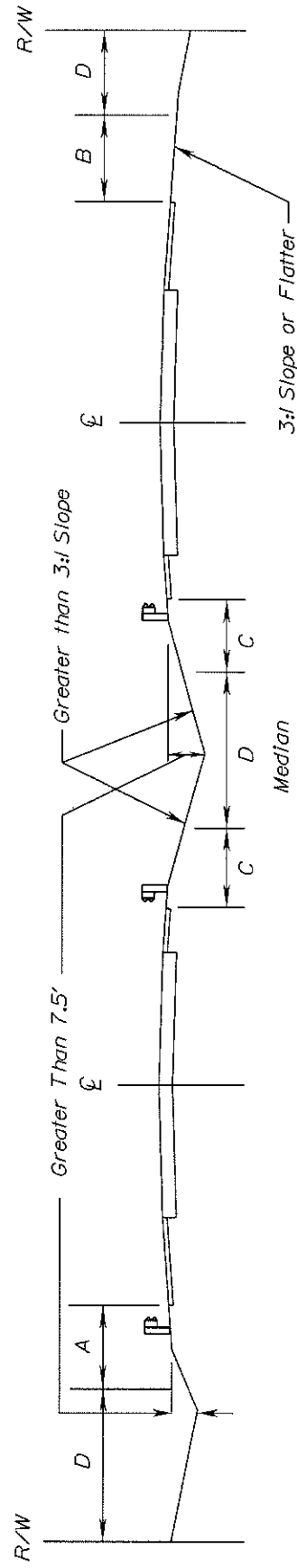
Not to Scale

FIGURE 2

# Mowing Typical Sections for Outside Shoulders and Medians (Median Greater than 50 ft. Wide in Fill Areas)



- A - Mow from edge of pavement to 5 ft. beyond ditch line.
- B - Mow from edge of pavement to 18' ft. down fill slope.
- C - Median 50 ft. wide or greater, slope 3:1 or flatter, vertical drop less than 7.5 ft. mow 18 ft. from edge of pavement.
- D - Additional Mow Area.

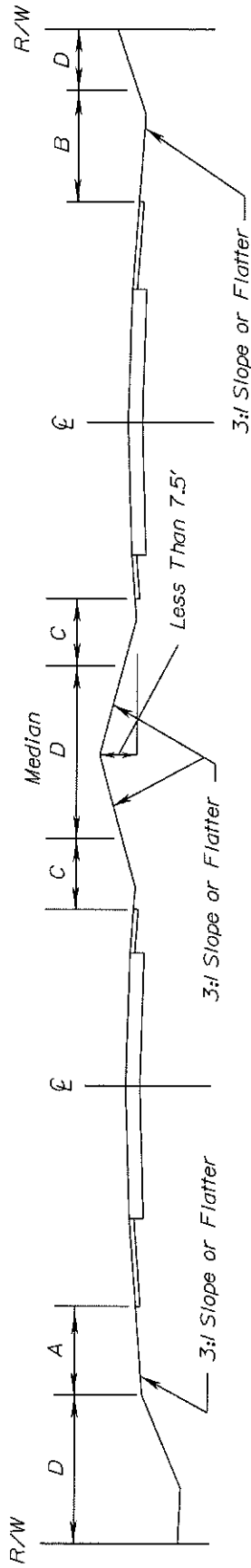


- A - Mow from edge of pavement to 5 ft. behind guardrail.
- B - Mow from edge of pavement to 18' ft. down fill slope.
- C - Median 50 ft. wide or greater, slope greater than 3:1, vertical drop greater than 7.5 ft. mow from edge of pavement to 5 ft. behind guardrail.
- D - Additional Mow Area.

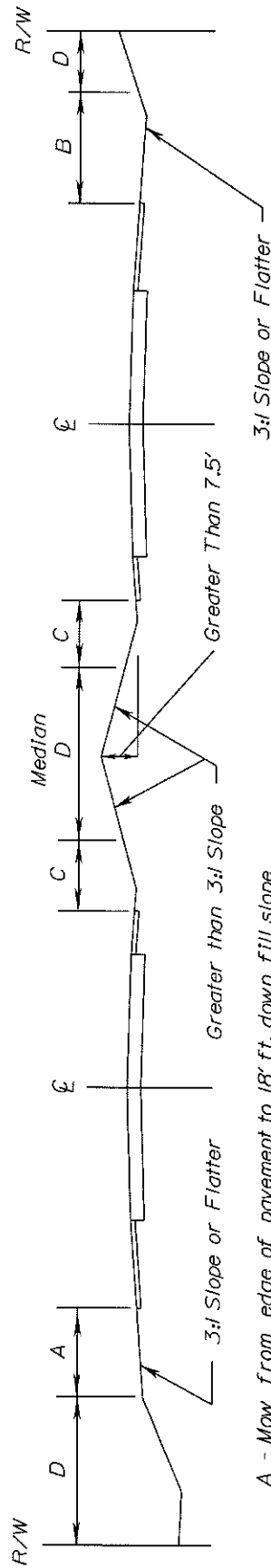
Not to Scale

FIGURE 3

# *Mowing Typical Sections for Outside Shoulders and Medians (Median Greater than 50 ft. Wide in Cut Areas)*



- A - Mow from edge of pavement to 18' ft. down fill slope.
- B - Mow from edge of pavement to 5 ft. beyond ditch line.
- C - Median 50 ft. wide or greater, slope 3:1 or flatter, vertical height less than 7.5 ft. mow 18 ft. edge of pavement.
- D - Additional Mow Area.



- A - Mow from edge of pavement to 18' ft. down fill slope.
- B - Mow from edge of pavement to 5 ft. beyond ditch line.
- C - Median 50 ft. wide or greater, slope greater than 3:1, vertical height greater than 7.5 ft. mow from edge of pavement to 5 ft. behind ditch.
- D - Additional Mow Area.

Not to Scale

FIGURE 4

**Attachment I**  
**TYPICAL TRAFFIC CONTROL**  
*Mobile Mowing Operation with Encroachment on Limited Access Highway*  
(Figure TTC-42.0)

**NOTES**

**Standard:**

1. Mobile mowing operations shall be used when the mowing tractor or any portion of the mowing equipment is encroaching into the travel lane or on either edge line.
2. Each vehicle and mowing tractor involved in the moving/mobile operation shall be equipped with at least one high-intensity amber rotating, oscillating, or strobe light. Illuminated flashing arrows on the shadow vehicles shall be a Type C (96" x 48"). Vehicle hazard warning signals shall not be used instead of rotating lights or strobe lights, but as a supplement.
3. Four-corner caution mode shall be displayed on the shadow vehicles when there is no equipment encroachment.

Option:

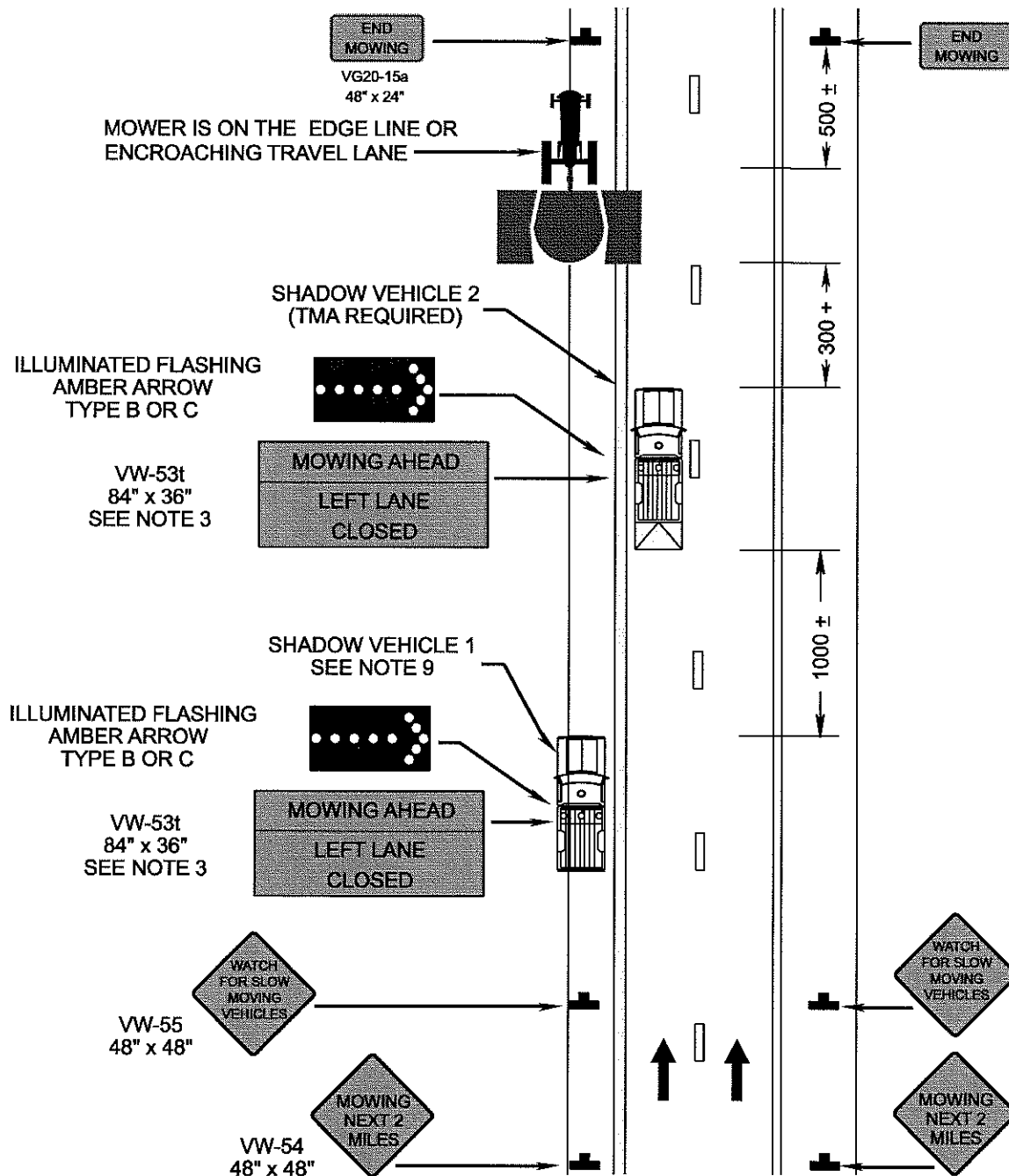
4. The static warning sign on the advanced warning vehicles and arrow panels may be replaced with a vehicle mounted CMS with a minimum of 10" height characters.
5. The top line MOWING AHEAD message on the advanced warning vehicle signs may be replaced with ROAD WORK AHEAD.
6. Arrow direction and designation may change as needed.

Guidance:

7. *Spacing between vehicles may vary, depending on the speed, sight distance, and type of moving operation. Whenever adequate stopping sight distance exists to the rear, the shadow vehicle should maintain the minimum distance and proceed at the same speed as the mowing tractor. The shadow vehicle should slow down in advance of vertical or horizontal curves that restrict sight distance.*
8. *When using a CMS to replace the static sign and arrow panel on the vehicle, each word message phase should be followed by the Type C arrow display.*
9. *Sign spacing distance should be 1300'-1500' for limited access highways.*
10. *No more than 2 complete setups (2 miles each) should be exposed to motorists at any one time.*

**Standard:**

11. Ramps entering into the work area shall be signed with VW-54 (MOWING NEXT 2 MILES) and VW-55 (WATCH FOR SLOW MOVING VEHICLES) signs.
12. When the mowing tractor is stationary in the travel lane or on the edge line, the shadow vehicle following the mowing tractor shall be in a position 50'-100' in advance of the mowing tractor to provide protection. When the mowing tractor is moving, the shadow vehicle following the mower shall follow at a minimum distance of 300'.
13. The first shadow vehicle shall run completely on the shoulder. If the shadow vehicle encroaches into the travel lane, it shall be equipped with a truck mounted attenuator (TMA).
14. Each shadow vehicle involved in the moving mowing operation shall have radio communication between vehicles.



**Mobile Mowing Operation with Lane Encroachment on Limited Access Highway**