

**ADVERTISING PROCEDURES
FOR
CONSTRUCTION CONTRACTS ADMINISTERED BY MUNICIPALITIES**
Revised August 2016

- 1) Municipality forwards to DOT: *
 - a) 4 copies of completed plans including utility relocation plan sheets, if appropriate.
 - b) 4 copies of contract documents.
 - c) 4 copies of Engineer's Construction Cost Estimate separating Federal and State participating items from non-participating contract items.
- 2) DOT reviews submittals and requests Federal Highway Administration approval for construction funding.
- 3) Municipality authorized to advertise in writing by DOT. Municipality submits draft legal notice to DOT for review.

NOTE: Prior to the authorization to advertise, the following must be completed:

- a) All required rights of way acquired.
 - b) All necessary permits issued.
 - c) The Project Authorization Letter (PAL) executed (construction agreement).
 - d) All required demand deposits paid by the Municipality.
- 4) Municipality publishes legal notices and notifies DOT of bid opening (date, time and place). A 21-day minimum advertising period is required.
NOTE: Prior to issuance of any addenda, DOT review and approval is required.
 - 5) Municipality publicly opens and announces bids.
 - 6) Municipality audits all bid computations and forwards the following to DOT: *
 - a) Statement of correctness of bids.
 - b) Detailed bid breakdown by items of the lowest three bids with names of bidders.
 - c) List of all bidders with names of bidders and total bid amounts.
 - d) Justification if lowest responsible bid is:
 - 20 percent less than Engineer's Construction Cost Estimate, or
 - 10 percent greater than the Engineer's Construction Cost Estimate
 - e) **Contractor's Proposed Progress Chart – Highway Construction Bar Chart.
 - f) **Certificate of Compliance with Connecticut General Statute Section 31-57b.
 - g) **Disadvantaged Business Enterprise (DBE) Participation Approval Request form (including the use of a DBE as a material supplier) verifying that specified goals have been satisfied (if applicable).

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6) (continued)

- h) **Anticipated Source of Material form (CON-83).
 - i) **Certificate of Insurance (ACORD form)
 - j) ** Affirmative Action Program Certification
 - k) Municipality's recommendation to award contract.
- 7) DOT reviews items in number 6) above and obtains final funding approval.
- 8) Municipality authorized in writing by DOT to award contract.
- 9) Municipality awards and executes contract and establishes location, date and time of Pre-construction Meeting.
- 10) Municipality submits the following to DOT:*
- a) Two copies of the letter awarding the contract (One copy to District, one copy to this office).
 - b) Two copies of executed contract (One copy to District, one copy to this office).
 - c) A completed CON-100M form to the District.
 - d) Notice of Pre-construction Meeting.
- 11) Municipality holds Pre-construction Meeting in accordance with the Connecticut Department of Transportation "Municipality Manual" and construction commences. The "Municipality Manual" is available on the Department's website at the following link: <http://www.ct.gov/dot/cwp/view.asp?a=1410&q=413852>
- 12) Municipality pays contractor's invoices and requests reimbursement from DOT Office of Construction in accordance with the "Municipality Manual".

NOTE: Field changes, contract time extensions, changes in liquidated damages or other actions which will increase the State and/or Federal project cost must receive advance approval in writing from DOT.

* Address to: Hugh H. Hayward, P.E.
Principal Engineer – Local Roads
Connecticut Department of Transportation
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** to be completed by the apparent low bidder