**PA Dirt, Gravel, and Low-Volume Road (DGLVR) Program**

**Road Fill Request for Quote (RFQ)**

The DGLVR Program utilizes the practice of “filling the road profile” to elevate entrenched roads to fix both road drainage and base issues. In some regions of Pennsylvania, finding competent fill material that will adequately support the road and not break down over time has become an issue, mostly related to local geology.

**The purpose of this RFQ is to give DGLVR participants a tool to ensure the material used as road fill will perform in a satisfactory manner over time.**

**The use of this RFQ in the DGLVR Program is optional, and the document has been provided in an editable format so it can be tailored to meet specific individual needs of local entities.**

Conservation Districts (CDs) and others can tailor this RFQ to obtain quality fill to meet their needs. The RFQ can allow for lower costs on deep fill projects by using lower quality fill deep in the profile where frost and abrasion are not an issue. Using an RFQ gives the CD the ability to review and accept/reject material. Since many CD’s already have identified suitable fill material, they would not necessarily need to use the RFQ for that purpose, but an RFQ is a good way to hold a contractor accountable for the quality of fill material.

Testing of fill should be a rare event, only needed when an unknown questionable source of fill becomes available, or when there is a history of issues with a particular fill source. Testing allows CDs to reject material in advance of a project (similar to DSA, it is better to identify problems before there are trucks lined up on the project). If testing is required, then Testing Requirements can be inserted into the RFQ in coordination with the Center for Dirt and Gravel Center staff and/or Municipal Engineer.

Conservation Districts can enlist the help of Center for Dirt and Gravel Road Studies (CDGRS) to modify and use this RFQ to fit their needs. Please contact the CDGRS if you need assistance in implementing this RFQ, conducting testing, or otherwise implementing road fill projects.

**Additional reference material:**

* “Raising the road profile” technical bulletin: <https://www.dirtandgravel.psu.edu/sites/default/files/General%20Resources/Technical%20Bulletins/TB_Raising_Road_Profile.pdf>

THIS PAGE IS FOR INFORMATION ONLY

DELETE BEFORE USING RFQ

**REQUEST FOR QUOTE (RFQ)**

 **DELIVER, PLACE, AND COMPACT ROAD FILL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(ROAD NAME(S) & ID #)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(NAME OF MUNICIPALITY & COUNTY)*

1. **SCOPE OF WORK:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “Owner”), requires services to deliver, place and compact approximately \_\_\_\_\_\_\_\_\_\_\_\_\_ tonsof competent road fill, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Project Location – describe exact location of placement)*

1. **CONTRACT TASKS:**
	1. Work shall include, but is not necessarily limited to, the furnishing of all labor, materials, tools and equipment, miscellaneous items and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of, the Owner.
2. **DEFINITIONS:**
	1. Driving Surface: durable wearing course material intended to sustain vehicle traffic (e.g. asphalt paving, Driving Surface Aggregate, etc.).
	2. Driving Surface Base / Subbase: material that is placed to support the finished driving surface and provide drainage function. Typically placed at a minimum thickness of 6-inches.
	3. Shallow Fill: material that is buried less than 30 inches below the finished road surface.
	4. Deep Fill: material that is buried greater than 30-inches or more below finished road surface.
	5. USCS: Unified Soil Classification System (ASTM D-2487).
3. **ROAD FILL MATERIAL:**
	1. Any fill material used must be reviewed and approved by the Road Owner or their designee. This includes quarried materials with specifications. Acceptable and non-acceptable USCS designations are listed below. Any samples shall be obtained by the Owner or their designee (e.g. Conservation District (CD) Staff, Center for Dirt and Gravel Road Studies (CDGRS) staff, or person(s) otherwise approved by the SCC). Road fill material must meet the following minimum requirements:

 The following USCS soil types are acceptable as both deep and shallow fill materials:

* + - 1. GW – Well graded gravel,

GM – Silty gravel

* + - 1. Rock and gravel larger than 3 inches may be used as shallow fill as long it is clean. Example: AASHTO #1 stone as a road base or in a French Mattress. The void spaces between the rocks keeps them from heaving to the surface.
		1. The following USCS soil types are acceptable only as deep fill:
			1. GP – Poorly graded gravel

GC – clayey gravel

SW – Well graded sand

SP – Poorly graded sand

SM – Silty sand

SC – Clayey sand

ML – Silt

CL – Lean clay (low plasticity), or a combination of these groups.

* + - 1. Rock and gravel larger than 3 inches may be used as deep fill, even if it is part of a soil fill with fine material. If it is kept below frost depth, the larger rock will not heave to the surface. Do not use fill material with rock so large than compaction cannot be achieved with an 8-inch lift.
		1. PennDOT approved quarried aggregates and 4-inch minus are acceptable shallow and deep fill materials.
		2. Unsatisfactory fill material includes, but is not limited to, the following:
			1. Unsatisfactory Soils/Aggregates: USCS Classifications per ASTM D 2487\*
				1. OL – Organic silt
				2. CH – Fat clay (high plasticity)
				3. MH – Elastic silt
				4. OH – Organic clay
				5. Pt – Peat
				6. Or a combination of these groups
	1. Excavated Shale is an acceptable material. Shale material must be pre-approved by the Owner or their designee prior to use.
		1. Shale fill may be used as deep fill, shallow fill and subbase fill if the finished driving surface will be stone aggregate.
		2. Shale may not be used as the finished driving surface.
			1. If shale is used for shallow fill then it must be capped with a minimum depth of 6-inches of stone aggregate (e.g. 2A, 2RC, etc.)
	2. Fill materials must be clean fill and be uncontaminated, non-water soluble, non-decomposable and inert.
	3. Fill material shall be free of debris, waste, frozen materials, vegetation, and other deleterious matter.
	4. ***DELETE SECTION 4.E IF ALTERNATIVE FILL WILL NOT BE ALLOWED OR USED.*** Alternative fill materials (not derived from a natural rock formation) or construction waste materials may also be used as fill after being reviewed and approved by the Road Owner or their designee*.*  Alternative fill materials must be in compliance with the PA Dirt, Gravel, & Low-Volume Road Maintenance Program Product Approval and Policy requirements.
		1. Alternative Fill Materials – The following materials may be used if it is deemed “free” of pollutants AND will have a driving surface applied:
			1. Fill materials such as dredged material, used asphalt, brick, block or concrete from construction and demolition activities that show evidence of potential contamination with pollutants must be tested and certified as clean fill under 25 Pa. Code Chapters 271 to 285 (municipal waste regulations). If due diligence shows no evidence of potential contamination, then the fill material may be used as clean fill.
			2. Industrial byproducts used as road fill such as slag, bottle glass, foundry sand must be tested and determined to be free of pollutants under the applicable section(s) 25 Pa. Code Chapters 271 to 287.
			3. Coal combustion products that possess a current DEP certification may be used as road fill. (‘Red Dog’ is not permitted for use anywhere in the program).
1. **DELIVERY AND PLACEMENT**
	1. ***(DELETE SECTION IF DOING PARTIAL FILL***) Install road fill at an average depth of \_\_\_\_ inches to elevate finished driving surface above existing grade on ***both sides of road / downslope side of road. (Choose one or describe fill height requirements.).***
	2. ***(DELETE SECTION IF RAISING THE ROAD PROFILE ABOVE EXISTING GRADE)*** Install road fill at an average depth of \_\_\_\_ inches to elevate finished driving surface to allow for installation of drainage structures.
	3. Placement Method
		1. Road fill is to be placed in 8-inch maximum lifts and compacted with a minimum 10-ton vibratory roller.
		2. Soft rock materials like shale, sandstone, and cohesive soils like silts and lean clays can be placed in lifts up to 12 inches if a padfoot roller is used for compaction.
	4. Road fill placements should be placed in an even lift the full width of the roadway.
	5. The crown or cross slope of the roadway after fill placement must range from ½ to ¾ inch per foot (4-6%) for roads that will have a gravel driving surface.
	6. The crown or cross slope of the roadway after fill placement must range from ¼ to ½ inch per foot (2-4%) for roads that will have a paved driving surface.
	7. If freezing temperatures or precipitation are forecast that may cause the material to freeze, or prevent the material from drying out, placement may be postponed at the discretion of the road owner, Conservation District, or material supplier.
	8. Any area(s) which do not meet minimum fill depths, minimum widths, road crown requirements shall be corrected in a manner acceptable to the Owner, at no expense to the Owner.
	9. ***DELETE SECTION IF GEOTEXTILE NOT REQUIRED.*** Geotextile shall be installed on the sections of roads designated by the Owner or their designee.
		1. Geotextile must be installed over designated deep fill materials listed in Section 4.4, prior to placement of shallow fill.
		2. Total length of road to receive geotextile is \_\_\_\_\_\_ feet. Install geotextile a minimum width of \_\_\_\_\_\_ feet.
		3. Geotextile shall be covered with a minimum of ***12*** inches **(DESIGNATE MIN. DEPTH)**of material.
		4. Install class 2A woven geotextile, or approved equal.
	10. ***DELETE SECTION IF GEOGRID NOT REQUIRED*** Geogrid shall be installed on the sections of roads designated by the Owner or their designee.
		1. Where required install geogrid on the existing road surface and place fill material over geogrid. Geogrid shall be covered with a minimum of \_\_\_\_ inches of material.
		2. Total length of road to receive geogrid is \_\_\_\_\_\_ feet. Install geogrid a minimum width of \_\_\_\_\_\_ feet.
		3. Install (***TYPE OF GEOGRID***), or approved equal.
2. **USE OF ROADS:**
	1. The Owner does not guarantee the successful Contractor the use of roads maintained by the Pennsylvania Department of Transportation (PennDOT), townships, or other municipalities, agencies or owners. Contractor must contact the PennDOT posted highway coordinator and officials of other said roads for possible weight or other restrictions that would prevent or restrict us. Contractor will be responsible for obtaining all necessary Road Use Permits and/or any associated Bonds from PennDOT, townships, or other municipalities, agencies or owners.
3. **CONTRACT TERM:**
	1. The Contractor who receives the Notice of Award/Purchase Order through this RFQ process (“Selected Contractor”) will make deliveries to meet the requirements of the Owner for the time period commencing on the Selected Contractor’s receipt of a Notice of Award/Purchase Order, and expiring on \_\_\_\_\_\_\_\_\_\_\_. Selected Contractors prices shall remain firm through this period.
	2. Project shall begin on \_\_\_\_\_\_\_\_\_\_\_\_\_ and shall be completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* 1. Requests for time extensions shall be provided to the Owner in a written form. Owner may reject or approve requests at their discretion based upon supporting evidence provided by the Contractor.
1. **ISSUING OFFICE:**
	1. This RFQ is issued by the Owner. The Issuing Office is the sole point of contact for this RFQ.
	2. Please refer all inquiries to:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **DATE AND TIME FOR SUBMISSION OF QUOTES:**

To be considered, a quote must be received by the Owner by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Date & Time)*

1. **SUBMISSION OF QUOTE:**
	1. Quotes are requested for the items described on the quote form, in accordance with the terms and conditions included in this RFQ. Contractors must complete the Quote Form including: name and address of contractor; contractor contact person; telephone and fax number; e-mail and web address; Source Quarry location; and Quote prices. The Quote Form must be signed by an authorized representative of the Contractor. Quotes can be mailed, faxed, or scanned and e-mailed to the information noted under Section 8.
	2. Submission of Quotes. It is the responsibility of each Contractor to ensure that the Owner receives the quote prior to the Date and Time for Submission of Quotes, noted under Section 9. No quote shall be considered if it was sent or received after the Date and Time for Submission of Quotes.
	3. Quotes must be firm. If a quote is submitted with conditions or exceptions or not in conformance with these terms and conditions, it shall be rejected. The quote shall also be rejected if the items offered by the contractor are not in conformance with the specifications as determined by the Owner.
	4. Prevailing Wage Requirements - The Contractor shall comply with the provisions of the Act of August 15, 1961 (P.L. 9 87), as amended, known as the “Pennsylvania Prevailing Wage Act” and the Regulations issued pursuant thereto by the Department of Labor and Industry. The Contractor shall include these requirements in all subcontracts for the project.
		1. ***(DELETE SECTION 10.D.1 IF PREVAILING WAGE DOES NOT APPLY).*** Prevailing Wage rates apply to this project and Prevailing Wage Rate Sheets are attached to this document.
	5. The Owner reserves the right to reject any and all quotes if it determines that it is in the best interest of the Owner.
	6. No responsibility will be attached to any employee of the Owner for the premature opening of or the failure to open, a quote not properly addressed and identified, or for any reason whatsoever.
2. **BID AWARD:**
	1. Bids will be awarded to the lowest responsible bidder, as determined by the Owner. The Owner reserves the right to reject any or all bids, and/or cancel the RFQ for any reason.
	2. Quantities are estimated and may be increased or decreased to meet the requirements of the Owner.
	3. Contractor shall be paid for actual quantities used.
3. **PAYMENT TERMS:**
	1. Payment shall be made upon satisfactory completion of project for actual services performed.
4. **SERVICE SLIPS:**
	1. To ensure prompt payment, the Contractor must provide the service slip(s) (including tonnage and/or load slips) to the Owner after the completion of the project.
5. **INVOICES:**
	1. All invoices for this contract MUST be sent to the address noted under Section 8.

**QUOTE FORM**

**DELIVER, PLACE, AND COMPACT ROAD FILL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(ROAD NAME(S) & ID #)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(NAME OF MUNICIPALITY & COUNTY)*

**PROJECT LOCATION**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 *(Project Location – describe exact location of placement)*

**SUBMISSION DEADLINE (RFQ SECTION 9): ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (*Date & Time)*

**By Contractor**

Contractor:

Mailing Address:

Contractor Contact Person:

Telephone Number:

Fax Number:

E-Mail and Web Address:

Source Quarry Location:

**PROJECT REQUIREMENTS**:

**Price to include delivery, placement and compaction.**

Material Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tonnage / **\***Load X Price = Total Price

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X $\_\_\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Load assumed to be \_\_\_\_tons (Contractor to provide estimated tons/load).

Project shall begin by \_\_\_\_\_\_\_\_\_\_\_\_\_ and shall be completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature of Contractor:

Contractor’s Name & Title:

Company Name: