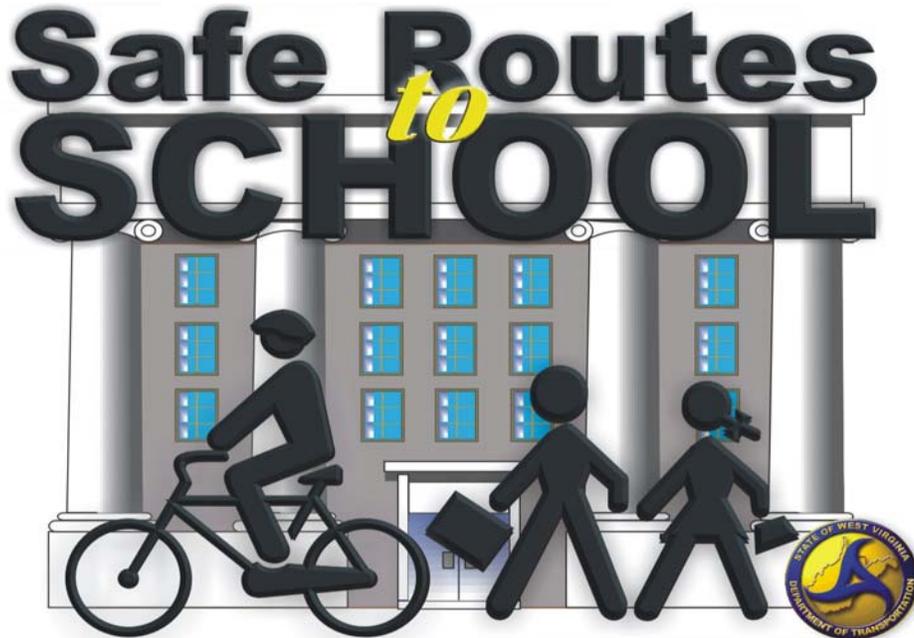


West Virginia Department of Transportation,
Division of Highways

SAFE ROUTES TO SCHOOL PROGRAM

“GUIDELINES AND APPLICATION”
PACKAGE/MANUAL
Revised October 2010



DEADLINE FOR INTENT-TO-APPLY FORM:
NOVEMBER 15TH OF EACH YEAR

DEADLINE FOR APPLICATION:
JANUARY 15TH OF EACH YEAR

Joe Manchin III, Governor

Paul A. Mattox, Jr., P. E., Commissioner of Highways

In cooperation with the U. S. Department of Transportation, Federal Highway Administration

IMPORTANT - PLEASE NOTE!

Applications for funding will be considered only from eligible applicants who have submitted an “**Intent-To-Apply**” Form by the November 15th deadline and have subsequently been instructed by the West Virginia Division of Highways (WVDOH) to submit an application(s). The Catalog of Federal Domestic Assistance (CDFA) number is 20.205.

Note:

- The West Virginia Division of Highways (WVDOH) reserves the right of first option to administer the projects from design through construction. (WVDOH may design or hire a consultant to design, then have the option to perform complete administration of construction contracts [i.e., advertise for bids, award contract, oversee construction] with input from Sponsor.)

This manual is for guidance purposes only and is not intended to cover all rules, procedures, regulations, or situations. Contents of this manual, and the enclosed regulations, are subject to change without notice.

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INTRODUCTION

Over 40 years ago walking and bicycling to school was commonplace. In 1969, roughly half of all 5 to 18 year olds either walked or biked to school. In 2009, 83.7 percent of enrolled West Virginia school children were transported to school by bus. Buses traveled a total of 42,760,153 miles and used 5,999,510 gallons of fuel. Approximately 25 percent of the remaining 16.3 percent of students are driven to school by their parents. This change in transportation mode has added to school traffic congestion, reduced air quality around our schools, and contributed to the deterioration of our children's health.

Seeing a need to get children back on their feet and back on their bikes, parents, neighborhood groups, public health officials, schools, cities, counties, and nonprofit organizations are working to make streets safer for pedestrians and bicyclists along school routes. Safe Routes to School is a national and international movement to create safe, convenient, and fun opportunities for children to bicycle and walk to school. The potential payoffs associated with fostering healthier lifestyles are huge. The Safe Routes to School program will ensure a safer environment for children who already walk or bicycle to school, encourage more children to become physically active, improve traffic safety around schools, and reduce transportation costs.

The Safe Routes to Schools Program is a Federal-Aid program of the US Department of Transportation's Federal Highway Administration. West Virginia receives about \$1 million each year.

PURPOSES OF THE PROGRAM

Safe Routes to School provides funds to West Virginia to substantially improve the ability of primary and middle school students (grades K-8) to walk and bicycle to school safely. The purposes of the program are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make walking and bicycling to school a safer and more appealing transportation choice, which will encourage a healthy, active lifestyle starting at an early age; and
- To facilitate the planning, development and implementation of Projects and Activities that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity (approximately two [2] miles) of primary and middle schools.

ELIGIBILITY

Applicants include any state, local and regional agency, including nonprofit organizations registered with the West Virginia Secretary of State's Office and having Department of Treasury Internal Revenue Service Tax Determination as a Non-Profit Organization 501 (c). This reimbursable grant program is 100 percent federally funded and is managed through the West Virginia Division of Highways. Grants will be awarded through a statewide competitive process.

INFRASTRUCTURE-RELATED PROJECTS (Engineering Component)

Eligible Infrastructure-Related Projects, the **Engineering** component, include funding for *the planning, design, and construction of Infrastructure-Related Projects that will substantially improve the ability of students to walk and bicycle to school, including:*

- *sidewalk improvements,*
- *traffic calming and speed reduction improvements,*
- *pedestrian and bicycle crossing improvements,*
- *on-street bicycle facilities,*
- *off-street bicycle and pedestrian facilities,*
- *secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.*

Such Projects may be carried out on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools (approximately two [2] miles). Given the general guidelines established in the legislation, the West Virginia Department of Transportation, Division of Highways, is responsible for determining the specific types of Infrastructure-Related Projects that are eligible for this program. The official Sponsor must be identified within the Infrastructure-Related Project Application, and that Sponsor must be willing and able to enter into the required Infrastructure-Related Project Agreements, as well as to fulfill the necessary maintenance responsibilities for the Infrastructure-Related Project.

Below is a list of potential Infrastructure-Related Projects, which is not intended to be comprehensive. **All traffic control devices must be approved by WVDOH Traffic Engineering prior to authorization and implementation.** Other types of Projects that are not on this list may also be eligible if they meet the objectives of reducing speeds and improving pedestrian and bicycle safety and access.

- **Sidewalk Improvements:** new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps.
- **Traffic Calming and Speed Reduction Improvements:** roundabouts, bulb-outs, speed humps and speed bumps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits.
- **Pedestrian and Bicycle Crossing Improvements:** crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, and pedestrian activated signal upgrades), and sight distance improvements.
- **On-Street Bicycle Facilities:** new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings.

- **Off-Street Bicycle and Pedestrian Facilities:** exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.
- **Secure Bicycle Parking Facilities:** bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.
- **Traffic Diversion Improvements:** separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

Planning, design, and engineering expenses, including consultant services associated with developing eligible Infrastructure-Related Projects are also eligible to receive Infrastructure funds.

NON-INFRASTRUCTURE-RELATED ACTIVITIES (Education, Encouragement, Enforcement and Evaluation Components)

Eligible Non-Infrastructure-Related Activities, the **Education, Encouragement, Enforcement and Evaluation** components, include funding for *activities to encourage walking and bicycling to school, including:*

- *public awareness campaigns and outreach to press and community leaders,*
- *traffic education and enforcement in the vicinity of schools,*
- *student sessions on bicycle and pedestrian safety, health, and environment, and*
- *funding for training of volunteers of Safe Routes to School programs.*

Non-Infrastructure funds may be used for the following purposes:

- Creation and reproduction of promotional and educational materials that support walking and/or bicycling to school.
- Bicycle and pedestrian safety curricula, materials and trainers.
- Training, including Safe Routes to School training workshops that target school and community-level audiences.
- Modest incentives for Safe Route to School contests and incentives that encourage more walking and bicycling over time.
- Safety and educational tokens that also advertise the program.
- Photocopying, duplicating, mailing and printing costs associated with lesson plans, parent and student surveys, pedestrian and bicycle safety education CDs, DVDs.
- Costs for data gathering, analysis, and evaluation reporting at the local Project level.
- Equipment and training needed for establishing crossing guard programs.

Given the general guidelines established in the legislation, the West Virginia Department of Transportation, Division of Highways, is responsible for determining the specific types of Non-Infrastructure-Related Activities that are eligible for this program. The official Sponsor must be identified within the Non-Infrastructure-Related Activity Application, and that Sponsor must be willing and able to enter into the required Non-Infrastructure-Related Activity Agreements.

Below is a list of potential Non-Infrastructure-Related Activities, which is not intended to be comprehensive. Other types of Activities that are not on this list may also be eligible if they meet the objectives of the Education, Encouragement, Enforcement and Evaluation components.

ELIGIBLE NON-INFRASTRUCTURE-RELATED ACTIVITIES include funding for the four supporting components, specifically:

- **Education** – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching Driver safety campaigns in the vicinity of schools. West Virginia Department of Education Health, Physical Education, Science, Social Studies, Math, and English/Language Arts content standards and objectives for Kindergarten through Eighth Grade should be incorporated into this component. School teachers, health professionals, law enforcement officers, and certified bicycle safety instructors may provide education. Photocopying, duplicating, mailing and printing costs and pedestrian and bicycle safety education CDs and DVDs may be eligible education expenses. Safe Routes to School Workshops that target school and community-level audiences will be scheduled with the Safe Routes to School Coordinator.
- **Encouragement** – Using events and activities to promote walking and bicycling. Examples are Annual Walk to School, Walking School Buses, Bicycle Trains, Golden Sneaker Award, and modest incentives such as water bottles, pens, pencils, markers, highlighters, colored pencils, chalk, Frisbees, fluorescent zipper pulls, slap bracelets, wash off tattoos, balloons, stickers, certificates, banners, foam board, posters, signs, maps, and pedometers.
- **Enforcement** – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools, which includes enforcement of speeds, yielding to pedestrians in crossings, proper walking and bicycling behaviors, and initiating community enforcement such as adult crossing guard programs. This may include equipment such as Class 2 reflective safety vests, reflective safety gloves and headgear (hats), MUTCD approved hand-held stop paddles and hand-held LED stop paddles, reflective fluorescent traffic cones, driver speed feedback monitors, portable in-street pedestrian crossing signs, and adult crossing guard training.
- **Evaluation** – Monitoring and documenting outcomes and trends through the collection of data before and after the interventions using standardized student tallies and parent surveys, including costs for data gathering, analysis, and evaluation reporting. The National Safe Routes to School Clearinghouse has developed standardized student tallies and parental surveys. Sponsors are required to partner with their school to administer the surveys if selected as a grant recipient. All survey materials are to be submitted to the State Safe Routes to School Coordinator.

FUNDING

Funding for Infrastructure-Related Projects, the Engineering component, may range from a minimum total cost of \$10,000 to a maximum total cost of \$100,000. **No less than 10 percent and no more than 30 percent of funds are required to be spent on the Non-**

Infrastructure-Related Activities of Education, Encouragement, Enforcement and Evaluation, which may range from a minimum total cost of \$10,000 to a maximum total cost of \$30,000.

All Infrastructure-Related Projects must apply for the Non-Infrastructure-Related Activity Components of Education, Encouragement, Enforcement and Evaluation. *FOR EXAMPLE: IF YOU ASK FOR \$100,000 FOR AN INFRASTRUCTURE-RELATED PROJECT, YOU MUST REQUEST A MINIMUM OF 10%, OR \$10,000, UP TO 30%, OR \$30,000 FOR THE NON-INFRASTRUCTURE-RELATED ACTIVITY FOR A COMBINED TOTAL OF \$110,000 UP TO \$130,000.*

Applicants are encouraged to maintain existing funding sources since the Safe Roads to School Program supplements current funding streams that support walking and bicycling transportation. Funds provided for this program are on an eligible cost reimbursement basis. **Note: Any work performed by the applicant prior to receiving written “Notice to Proceed” is not eligible for reimbursement.** Additionally, the official Sponsor must be identified within the Infrastructure-Related Project or Non-Infrastructure-Related Activity Application, and that Sponsor must be willing and able to enter into the required Agreements, as well as to fulfill the necessary maintenance responsibilities for the Infrastructure-Related Project.

INAPPROPRIATE USES OF SAFE ROUTES TO SCHOOL FUNDS

West Virginia is not permitted to use Safe Routes to School funds for Projects or Activities that do not specifically serve the stated purposes of the Safe Routes to School program, nor should they be used for reoccurring costs. For example, in general, Program funds should not be used to pay crossing guard salaries, as these are reoccurring costs (although funds may be used for crossing guard training programs). Funding requests for costs that are expected to be reoccurring costs in future years should include plans for how the costs will be funded in the future and a rationale for how federal funding of 1-2 years will enable leveraging of future financial security for the Project or Activity. **The use of Safe Routes to School funds for Projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted, nor should Program funds be spent on education programs that are primarily focused on bus safety. Improvements to bus stops are not eligible for Safe Routes to School funding.**

MATCHING FUNDS NOT REQUIRED

Applicants are not required to provide a funding “match” for the federal share of a Project or Activity under this program. The cost of a Project or Activity under this program shall be one hundred percent (100%). The Federal Highway Administration interprets the Congressional intent of this requirement as a desire to protect low-income communities from being at a disadvantage when competing for funds by not requiring a match.

ADA COMPLIANCE

Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the Infrastructure-Related Project must comply with all applicable provisions of the

[Americans with Disabilities Act \(http://www.ada.gov\)](http://www.ada.gov). Efforts to include children with disabilities in the Non-Infrastructure-Related Activities of Education, Encouragement, Enforcement and Evaluation are also encouraged.

ENVIRONMENTAL COMPLIANCE

Since the Safe Routes to School Program is federally funded, all Projects must be in compliance with the [National Environmental Policy Act \(NEPA\) \(http://www.epa.gov/compliance/nepa/\)](http://www.epa.gov/compliance/nepa/). Applicants are also responsible for any and all local permitting relevant to their Project. Applicants should work with their appropriate partners to determine necessary permits.

MORE THAN ONE GRANT

Applicants may apply for more than one Infrastructure-Related Project or Non-Infrastructure-Related Activity grant, but each Project and Activity requires a completed and separate Intent-to-Apply Form. Projects and Activities must be approved by the West Virginia Division of Highways before applicants can submit an Application. For example, if an applicant wanted to develop a crosswalk at one school, and a sidewalk improvement at another school, the applicant would need to submit two separate Applications. However, Projects and Activities can have multiple scopes. For example, there may be several improvements required around one school area. This would be considered one Project with multiple scopes within it.

LOCATIONS

Traffic Education and Enforcement activities must take place within approximately two miles of a primary or middle school (grades K–8). Other eligible activities under the Non-Infrastructure-Related Activities portion of the Safe Routes to School program do not have a location restriction. Education and Encouragement activities are allowed at private schools as long as other Non-Infrastructure criteria are fulfilled.

DUNS NUMBER REQUIRED

The Federal Office of Management and Budget requires all grant applicants to provide a Dun and Bradstreet Data Universal Numbers System (DUNS) number when applying for Federal grants or cooperative agreements. You can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. You may also request a DUNS number online at www.dnb.com. Please note that it may take up to 30 days to receive your DUNS number.

ELIGIBLE PROCEDURES ASSOCIATED WITH AN INFRASTRUCTURE-RELATED PROJECT

For Infrastructure-Related Projects, public funds must be spent on Projects within the public right of way. This may include Projects on private land that have public access easements. Public property includes lands that are owned by a public entity, including those lands owned by public school districts. Construction and capital improvement Projects also must be located within approximately two miles of a primary or middle school (grades K – 8).

West Virginia SRTS program is designed to meet the same goals outlined in federal legislation and the Federal Highway Administration SRTS Guidance. The program is not designed to take

the place of cooperative planning between school boards and local planning agencies. When new schools are first being considered, the school board should work with the appropriate city, county and/or Metropolitan Planning Organization, so that all aspects of the school's planning can be done as a cooperative effort. This includes sidewalks and other necessary bicycle and pedestrian facilities leading from the neighborhoods to the school. West Virginia's SRTS program will not fund infrastructure such as sidewalks or multi-use paths on new school property. If all aspects of bicycle and pedestrian planning are done at the front end for new schools, this will increase the ability of children to walk or cycle to these schools, and we will be able to use limited SRTS funds to correct long-standing problems at older schools.

For Projects on private land, there must be a written legal easement or other written legally binding agreement that ensures public access to the Project. There must be an easement filed of record, which specifies the minimum length of time for the agreement to maximize the public investment in the Project. The Project agreement should clearly state in writing:

- The purpose of the Project.
- The minimum timeframe for the easement or lease.
- The duties and responsibilities of the parties involved.
- How the property will be used and maintained in the future.

The Project must remain open for general public access for the use for which the funds were intended for the timeframe specified in the easement or lease. The public access should be comparable to the nature and magnitude of the investment of public funds. Reversionary clauses may be appropriate in some instances.

Real Property Acquisition

For real property acquisition, all Project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Regulations implementing this Act are found in 49 CFR Part 24. These regulations will be applied to evaluating the acquisition of real property and any potential displacement activities. See <http://www.fhwa.dot.gov/realestate/ua/index.htm>.

There are three (3) broad types of procedures associated with Infrastructure-Related Projects. These are:

1. Acquisition of Property
2. Planning/Design/Engineering
3. Construction

The following more fully describes these three (3) activities and the responsibility of the Project Sponsor.

1. ACQUISITION OF PROPERTY

Safe Routes to School funds may be used to acquire property for an approved Infrastructure-Related Project. This might be property associated with an approved Project, existing bicycle trails or abandoned railway corridors. The purchase price of any property must be derived from an appraisal conducted by a West Virginia licensed and board certified appraiser. The appraisal

must be submitted to the WVDOH for review and approval; this review may either reduce or increase the appraiser's value. DO NOT initiate negotiations with the owner based ONLY on the appraisal figure.

The dollar value, once approved by the WVDOH, represents the Fair Market Value of the property that **MUST** be conveyed to a willing seller. The ultimate purchase price can be arrived through negotiations. If the seller insists on a price above the Fair Market Value, the amount over Fair Market Value is the sole responsibility of the Sponsor. Should all, or part of, a property be offered as a donation to the Safe Routes to School Infrastructure-Related Project, the Fair Market Value is used to establish the cash value of the donation. In any case involving acquisition of property, either by purchase or donation, an appraisal must be initiated by the Sponsor.

The cost of the appraisal may be reimbursed **only** if the appraisal is to occur after the Project has been given a **NOTICE TO PROCEED**. However, the Sponsor may wish to undertake an appraisal prior to submission of an application to insure that sufficient funds are requested to actually purchase the property. **COST OVER-RUNS ARE THE RESPONSIBILITY OF THE SPONSOR AND NOT SUBJECT TO REIMBURSEMENT.**

Acquisition requirements for approved Projects include, but are not limited to, the following:

- The Sponsor shall submit to the WVDOH an appropriate plan, map, or exhibit suitable for recording, which depicts the property and improvements to be acquired.
- The Sponsor shall submit to the WVDOH an appropriate certification of ownership including a list of all liens and encumbrances (i.e., title report).
- Every reasonable effort shall be made to acquire the property expeditiously by negotiations.
- Real property shall be appraised by a qualified appraiser before the initiation of negotiations and the owner shall be afforded opportunity to accompany the appraiser.
- The Sponsor shall convey to the willing seller the WVDOH derived Fair Market Value.
- The Sponsor shall pay property transfer expenses.
- Coercion is prohibited.
- To the greatest extent possible, no person shall be required to move from their dwelling, business, or farm operation without at least ninety (90) days written notice prior to the date such move is required.
- If the Sponsor permits an owner or tenant to occupy real property acquired, rent shall not exceed the Fair Market Value of the property to a short-term occupier.
- The Sponsor shall offer to acquire uneconomic remnants.
- The Sponsor shall acquire an equal interest in land and improvements.
- Federal requirements for real property acquisition are further described in 49 CFR, Part 24, and 23 CFR Subchapter 4, Parts 710 through 740.

Federal funds are not available to acquire property that is already within the public domain (i.e., owned by a municipality or governmental agency). Property acquisition authorizations on all Projects will be in accordance with the State approved right-of-way manual. Relocation assistance procedures will be in accordance with Titles 23 and 49, US CFR.

The real property disposal provisions of 49 CFR Part 18 and 23 CFR Section 156 apply only when real property, or an interest in real property, is acquired for a federally assisted Project.

Condemnation - or the use of eminent domain - shall not be utilized for property acquisition with Safe Routes to School funds.

Voluntary transaction procedures may be used if the acquisition—and this is the key—is, indeed, voluntary. Voluntary means that the owner is informed by the entity acquiring the property that it is unable to acquire the property if negotiations fail. In other words, the potential buyer must convey clearly its intention to “walk away” if the owner does not agree to sell the property. When this condition is met, the acquiring entity then needs only to provide the owner with an estimate of the fair market value of the property. When these two conditions are met, no other Uniform Act requirements apply to the owner.

2. PLANNING/DESIGN/ENGINEERING

Safe Routes to School Infrastructure-Related Projects may require the contracting for planning, design, and/or engineering of a construction Project. While funds may be used for such activities, Safe Routes to School funds cannot be used for ONLY such work. **“Plans-for-plans sake” are not eligible. There must be an actual Infrastructure-Related Project constructed from such planning, design, or engineering activities.**

All Project plans must be reviewed and approved by the WVDOH prior to the Sponsor beginning any reimbursable construction element for the Project. Project plans should include, but not be limited to the following, as applicable: (1) Project right-of-way limits; (2) WVDOH right-of-way; (3) existing and proposed drainage structure, utility locations, and any other pertinent features to the Project; (4) any drainage modifications necessary, particularly those associated with the construction/repair of sidewalks; and (5) a plan regarding the maintenance of traffic flow during construction if the Project affects a roadway.

The Sponsor will be responsible for obtaining any permits required by WVDOH, other State and/or Federal agencies, and county governments and will be responsible for assuring compliance with all applicable Federal, State and local environmental, historical, archaeological and American with Disabilities Act (ADA Standards) requirements.

All directional signage, including school zone-related signage, must be approved by WVDOH.

Any consultant contracts for engineering and design related services must result from negotiations which utilize qualifications - based selection procedures; these procedures do not allow for price to be used as a factor in the selection process. WVDOH Regulations, which provide compliance with Federal and State laws, governing the procurement of such services are included under Rules for Procurement of Negotiated Contracts.

To contract for work on a Project, a consulting, engineering and/or architectural firm must be licensed to do business in West Virginia.

In most cases consultant fees for engineering and design-related services should not exceed 10 to 15 percent of the total Project cost. Construction oversight costs should not exceed an additional 5-7 percent of the total Project cost. If costs exceed these percentages, contact the Safe Routes to School Coordinator.

Please Note: It is highly recommended that Sponsor negotiate with consultant a reasonable date for delivery of plans. Sponsor may also wish to consider penalties for consultant failure to deliver on time.

FORCE ACCOUNT OPTION (PLANNING/DESIGN/ENGINEERING)

Infrastructure-Related Project Sponsors also have the option to utilize a “Force Account,” for design, engineering and/or the drafting of bid specification documents for all or portions of the Project. “Force Account” is defined as regularly employed (City, County, etc.) employees and (City, County, etc.) owned or rented equipment. All “Force Account” labor and/or equipment shall be invoiced at the rate normally paid by the Sponsor and all labor shall be documented by name of worker, rate of pay, hours and dates of work and work performed. Equipment shall be documented by type of equipment, source of equipment, rate of rental/expense, use and dates of use. Rates are not to exceed that of comparable rental equipment. All requests for the use of a “Force Account” are to be made in writing to the Commissioner of Highways.

3. CONSTRUCTION

All Infrastructure-Related Project plans must be reviewed and approved by WVDOH prior to beginning construction. All construction must be performed in compliance with applicable State and/or Federal laws and regulations. All materials used in conjunction with a Project must meet the requirements of the contract documents included in both the approved Plans, Specifications and Estimate (PS&E) package and the Federal-aid contract provisions. **The Project Sponsor shall be required to provide responsible Project oversight and management, as well as all necessary construction inspection.** All Safe Routes to School Infrastructure-Related Projects and Non-Infrastructure-Related Activities are subject to periodic, unannounced inspection by State and/or Federal representatives.

If cultural materials are encountered during construction, all such activities must cease and the State Historic Preservation Office and the WVDOH must be contacted immediately.

The predetermined minimum wage (Davis-Bacon) rate must be paid to all construction contract workers on Projects that are located on the right-of-way of a Federal-aid highway and exceed \$2,000. Projects not subject to Davis-Bacon rates are required to follow prevailing wage rates established by the West Virginia Division of Labor. If both wage rates apply, the higher of the two must be paid. It is the Sponsor’s responsibility to ensure proper wages are being paid by the contractor. Sponsors should interview workers, check pay stubs and contractor’s records to ensure proper payments.

In addition, all workers, paid or unpaid, who are working within the right of way of a Federal-aid highway must wear highly visible safety apparel that meets the performance Class 2 or 3 requirements of ANSI/ISEA 107-2004 publication entitled “American National Standard for High-Visibility Safety Apparel and Headwear.”

All projects are subject to “Buy America” requirements. The main focus of “Buy America” is to insure all steel and iron materials used in the project are manufactured in the United States. See 23 CFR 635.410(b) for the basic rule and its exceptions.

BIDDING

Construction Projects are required to be advertised and awarded to the lowest responsible and responsive bidder through open competitive bidding. (See Force Account Option for Construction). All Sponsors are encouraged to require a valid bid bond or other surety as approved by the State of West Virginia or its subdivisions. **Showing preference** to contractors (based on geographic location), to labor forces (based on their residence), or for materials (based on the location of their origin), **is strictly prohibited**. For Projects that require a contractor to perform physical construction or rehabilitation, the Sponsor will assemble the contract proposal package. This PS&E package will be reviewed by the WVDOH **BEFORE** authorization to advertise for bids. Requests for bids must be published once a week for two (2) successive weeks, at least three (3) weeks in advance of taking bids (West Virginia Code § 59-3-2). (See Appendix 7)

A pre-bid conference is highly recommended with all interested bidders required to attend. If held, those not in attendance would automatically be disqualified. No one person can represent more than one bidder. See Required Contract Provisions.

To perform contract work on the Project, a contractor/subcontractor must have a valid West Virginia Contractor's License.

Both the Sponsor and its contractor(s)/subcontractor(s) must comply with Title VI of the Civil Rights Act of 1964, the West Virginia Prevailing Wage Code regarding labor standards for Federally assisted construction, the Anti-Lobbying Requirement (Sec. 1352, Title 31, US Code), and the West Virginia Division of Labor Wages for Construction of Public Improvements pursuant to the West Virginia Code § 21-5A-3, the Copeland Act (Anti-Kickback Act) (40 U.S.C. § 276C and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), “Equal Employment Opportunity” Executive Orders 11246 and 11375 and 41 CFR 60, the Drug Free Workplace Act of 1988, the “Buy America” requirements concerning the purchase of steel for Federally funded projects (23 CFR 635.410 (b), Worker Visibility Regulations that require that all persons working within the right-of-way of a Federal Aid Highway wear highly visible safety apparel that meets the Performance Class 2 or 3 requirements of ANSI/ISEA 107-204 publication entitled, “American National Standard for High-Visibility Safety Apparel and Headwear,” and if applicable Davis-Bacon Act Wage Codes (40 U.S.C. §§ 276a to 276a-7).

In addition, no contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Non-Procurement Programs. The Excluded Parties List System may be viewed at: www.epls.gov.

REQUIRED CONTRACT PROVISIONS

Form FHWA-1273 (see page 115-126) is required to be included in all Federal-aid construction contracts. It will be the responsibility of the Project Sponsor to obtain ALL necessary permits to design and/or implement the Project.

FORCE ACCOUNT OPTION (CONSTRUCTION)

Project Sponsors also have the option to utilize a “Force Account,” for construction for all or portions of the Project. “Force Account” is defined as regularly employed (City, County, etc.) employees and (City, County, etc.) owned or rented equipment. All “Force Account” labor and/or equipment shall be invoiced at the rate normally paid by the Sponsor and all labor shall be documented by name of worker, rate of pay, hours and dates of work and work performed. Equipment shall be documented by type of equipment, source of equipment, rate of rental/expense, use and dates of use. Rates are not to exceed that of comparable rental equipment. All requests for the use of a “Force Account” are to be made in writing to the Commissioner of Highways. The Project Sponsor must request, and receive approval, in writing, from the Commissioner of Highways, for any method other than open competitive bidding.

PROJECT MAINTENANCE

The Infrastructure-Related Project Sponsor is responsible for the continued maintenance of the Infrastructure-Related Project after completion. It should be noted that the maintenance term designated by the Project Agreement, is the minimum maintenance term to fulfill the Federal funding obligation. If the Sponsor fails to maintain the Project for the minimum maintenance term, it will be at the sole discretion of the FHWA and/or the WVDOH to determine if the violation warrants repayment and the amount to be repaid. It should be noted that the Sponsor is responsible for all Project maintenance beyond the Federal obligation set by the Agreement. Maintenance for all project elements constructed under the Safe Routes to School program will be the sole responsibility of the Sponsor at all times.

SAFE ROUTES TO SCHOOL APPLICATION REVIEW PROCESS

All applicants are **REQUIRED** to submit an “Intent-To-Apply” Form for Infrastructure-Related Projects and Non-Infrastructure-Related Activities to help WVDOH staff identify Applications that may either be ineligible (as written) or that may either need clarification or additional information in order to be competitive. All Applications are reviewed by a team representing the WV Division of Highways, the WV Department of Education, the WV Department of Health and Human Resources, the WV Division of Rehabilitation Services, and the WV Governor’s Highway Safety Office. The Federal Highway Administration is consulted during this review, as necessary. Applications that are incomplete will be returned and may be resubmitted **only** if such resubmission is received prior to (or on) the deadline date for applications. **It is, therefore, advisable to submit both the “Intent-To-Apply” Form and the Project and Non-Infrastructure Related Activities Applications well before the respective deadline dates.**

NOTE: Only those applicants whose “Intent-To-Apply” Form is approved in writing shall be eligible to submit an Application package.

Applicants who are not selected this year are encouraged to apply the following year. Applications will be ranked based partially upon consideration of the following factors (not necessarily in priority order):

1. Strength of the federally required purposes: substantially improves the ability of children to walk and/or bicycle to school,
 - (a) Enables and encourages children, including those with disabilities, to walk and bicycle to school;
 - (b) Makes bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
 - (c) Facilitates the planning, development, and implementation of Projects and Activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.
2. Eligibility within the Infrastructure-Related (Engineering component), and Non-Infrastructure-Related Activities (Education, Enforcement, Encouragement, and Evaluation) components.
3. Quality of planning behind the Project and Activities.
4. Local support of the Project and Activities, particularly collaboration and partnerships with the school (s).
5. Other types of funding received by the Sponsor, if applicable.
6. Overall quality of the Project and Activities.
7. Quality of Sponsor's administration of previously approved Projects and Activities, if applicable.
8. Degree of Project and Activity completion with the funds requested (i.e., will a viable Project and Activities be completed in two years?).
9. Positive impact of the Project and Activities on elementary and middle school children in grades K-8 in the community and the state.
10. Realistic and accurate cost estimates.
11. Application is of such detail to allow a defensible review and recommendation.

WHAT HAPPENS AFTER YOUR PROJECT AND ACTIVITY IS SELECTED FOR FUNDING?

If your Application is selected for funding, an announcement, usually made by the Governor, will be scheduled and you will be notified. This, however, is only the first step in achieving a Federally approved Project and Activities. **The following actions, to be initiated by the WVDOH, will need to be completed before you can begin your Project and Activities.**

A. An Agreement will be drafted by the WVDOH detailing how the Project and Activities will be funded and the responsibilities of both the Sponsor and the WVDOH. When mutually acceptable, the Agreement will be executed between the Sponsor and the WVDOH. (See Appendices 5a and 5b concerning the Project Agreement and standard Attachment A-1. They include additional rules and guidance concerning the Safe Routes to School Program.)

B. The Infrastructure-Related Project will be submitted for environmental review and, if required, Section 106 Review.

C. The Infrastructure-Related Project and Non-Infrastructure-Related Activities will be presented as either an amendment to the Statewide Transportation Improvement Program

(STIP) or Transportation Improvement Plan (TIP), as appropriate. Joint approval of STIP and/or TIP amendments is required by both the Federal Transit Administration (FTA) and the FHWA.

D. Once the above three (3) activities are successfully completed, a request for Federal Authorization can be forwarded by the WVDOH to the FHWA.

E. If authorized by the FHWA, a **NOTICE TO PROCEED** will be issued by the WVDOH to the Sponsor. **Only at this point may the Sponsor initiate activity on the Project and Activities and expend funds for which they are eligible for reimbursement. ANY EXPENDITURES BY A SPONSOR PRIOR TO THE RECEIPT OF A WRITTEN NOTICE TO PROCEED FROM THE WVDOH WILL NOT BE REIMBURSED EITHER BY THE WVDOH OR THE FHWA.**

ENVIRONMENTAL REVIEW

Once announced for funding, all TE projects must be submitted for an environmental review, which requires that every federal agency “take into account” how each project affects endangered species, water resources and environmentally sensitive areas. This review is initiated by the WVDOH and requires approval by the West Virginia Division of Natural Resources (WVDNR) and the U. S. Fish and Wildlife Service (USF&WS).

A finding of “no known occurrences of rare, threatened or endangered species or natural trout streams” or “no effect/not likely to adversely affect...federally listed species” would conclude the review. However, any finding of potential adverse effects or work near specified endangered species zones, waterways, and the like could trigger further reviews or ongoing reviews as the project progresses. In such cases, guidance would be provided with Notices to Proceed for design or construction. In those instances, it would be the responsibility of the Sponsor to insure that procedures were in place to protect those resources or species, as per the directives of the WVDNR or USF&WS, and that their contractors were aware of said findings and made use of the recommended procedures.

SECTION 106 REVIEW

All Safe Routes to School Infrastructure-Related Projects, once announced for funding, must be submitted for Section 106 Review, which requires that every federal agency “take into account” how each Project affects historic properties. This review is initiated by the WVDOH and requires approval by the SHPO. The following determinations may result: No Effect; No Adverse Effect; or Adverse Effect. A finding of either No Effect or No Adverse Effect will conclude the review. A finding of Adverse Effect will require review and concurrence by the Advisory Council on Historic Preservation, an independent Federal agency located in Washington, DC. An Adverse Effect will require a mitigation plan to be created and included in a Memorandum of Agreement among the Sponsor, FHWA, SHPO, WVDOH and the Advisory Council.

Additional costs arising after Infrastructure-Related Project approval are the responsibility of the Sponsor and not subject to reimbursement.

PROJECT SIGNAGE

Applicants must include in their Infrastructure-Related Project proposal the cost for a Project sign. This sign is to be made of a durable material, at least four feet by eight feet (4' x 8') in size and placed at the site of the Project where it can be viewed by persons in the area of the Project. At a minimum, the Project sign shall be placed at the site immediately following the Sponsor's receipt of a **NOTICE TO PROCEED** and remain at the site until the Project's final inspection by staff from the WVDOH. The Sponsor must notify the WVDOH of any ceremonies or "ribbon-cutting" celebrations commemorating a Safe Routes to School Project. Such notice shall be at least thirty (30) days, in order to allow possible participation by the Governor, WVDOH, and/or FHWA. Also, please recognize both the Federal Highway Administration's and West Virginia Division of Highways' participation in all press releases and announcements regarding a Safe Routes to School Project and Activity. The sign will contain the following information, at a minimum, in letters clearly legible:

NAME OF PROJECT

This project is funded through the Federal Highway Administration's Safe Routes to School Program administered by the West Virginia Department of Transportation, Division of Highways

Safe Routes to School Funds

\$ _____

PROJECT AND ACTIVITIES TIME SCHEDULE

Sponsors are required to move expeditiously with their Safe Routes to School Project and Activities once **NOTICE TO PROCEED** is received. Projects and Activities approved for funding and issued a **NOTICE TO PROCEED** MUST commence within nine (9) months of the date of the **NOTICE TO PROCEED**. Failure to do so could result in a cancellation of the Project and Activities, unless an extension is approved by the WVDOH, for good cause. Safe Routes to School Projects and Activities MUST be completed within two (2) years of the date of the **NOTICE TO PROCEED**. Failure to do so may result in a cancellation and forfeiture of remaining funds, unless an extension is approved for good cause by the WVDOH.

REIMBURSEMENT—PLEASE READ CAREFULLY !!!

The Safe Routes to School program is a reimbursement program for cost incurred. It is not a "cash-up front" program. Costs incurred prior to receiving "NOTICE TO PROCEED" Project and Activities approval are not eligible for reimbursement. The Safe Routes to School program

will **reimburse** a Project and Activities Sponsor for one hundred percent (100%) of the eligible costs of an approved Project and Activities. **The Sponsor is required to pay all invoices associated with the Project and Activities and then submit copies of those paid invoices to the WVDOH for reimbursement for one hundred percent (100%) of the total dollar amount of the paid invoices submitted.** A cover invoice on the Sponsor's letterhead must be attached to the package of paid invoices. A sample cover invoice is included in this guideline handbook.

A Sponsor may submit one (1) month's worth of **paid** invoices as a reimbursement package. Invoices may be submitted no more often than on a monthly basis, and **MUST** be accompanied by an up-to-date Progress Report reflecting the work which justifies the reimbursement requested to be considered for reimbursement. A check representing the one hundred percent (100%) reimbursement, **payable to the Sponsor**, will be issued to the Sponsor about 4-6 weeks after receipt by the WVDOH **The WVDOH will not pay a Project or Activity Sponsor's contractors, vendors, or consultants directly.**

The FINAL invoice package for a Project and Activity may take 4-6 months for reimbursement since a final Project and Activities audit must be performed prior to the final reimbursement payment. It is advisable to make this final Project and Activities invoice relatively small, due to the more lengthy delay caused by the required final audit. The Sponsor must ensure that they have the cash available during the Project and Activities to cope with this reimbursement schedule.

VERY IMPORANT:

Any non-authorized expenditure made by the Sponsor of a selected Safe Routes to School Project and Activities **PRIOR** to the Sponsor's receipt of a written **NOTICE TO PROCEED** from the West Virginia Division of Highways **cannot** be reimbursed. **DO NOT MAKE THIS VERY EXPENSIVE MISTAKE!!**

RECORDS AND AUDIT REQUIREMENTS (A-133)

(1) The Sponsor and its consultants and contractors shall maintain all books, documents, papers, records, supporting cost proposals, accounting records, employees' time cards, payroll records and other evidence pertaining to costs incurred in the Project and Activity and shall make such materials available at all reasonable times during the contract period and for three (3) years from the date of submission of the final voucher to FHWA or seven (7) years after the date of final payment to the contractor, whichever is the later date, for inspection and/or audit by the WVDOH, the FHWA or any other authorized representatives of the State or Federal government; and copies shall be furnished, if requested. Time records for personnel performing any work shall account for direct labor performed on the Project and Activity as well as the time of any personnel included in the computation of overhead costs. In addition, a complete record of time shall be kept for personnel assigned part-time to the Project and Activity. A record of time limited to only their work on the Project and Activity will not be acceptable.

(2) Non-federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget Circular No. A-133 and shall submit a copy of aforesaid audit report to the WVDOH for review.

RULES AND GUIDELINES

Appendices 6, 7, and 8 cover additional applicable rules and guidelines for the Safe Routes to School Program. Sponsor must review, concur and ensure concurrence of the rules and guidelines mentioned throughout this manual. The Safe Routes to School Program Standard General Clauses and Covenants are discussed in Appendix 5b and will be incorporated and made a part of the Project Agreement. A Sample Agreement is found in Appendix 5a.

IMPORTANT NOTE #1

INFRASTRUCTURE-RELATED PROJECT MAINTENANCE

The Infrastructure-Related Project Sponsor is responsible for the continued maintenance of the Infrastructure-Related Project after completion. It should be noted that the maintenance term designated by the Project Agreement is the minimum maintenance term to fulfill the Federal funding obligation. If the Sponsor fails to maintain the Infrastructure-Related Project for the minimum maintenance term, it will be at the sole discretion of the Federal Highway Administration and/or the WVDOH to determine if the violation warrants repayment and the grant amount to be repaid. It should be noted that the Sponsor is responsible for all Infrastructure-Related Project maintenance beyond the Federal obligation set by the Agreement. Maintenance for all project elements constructed under the Safe Routes to School Program will be the sole responsibility of the Sponsor at all times.

IMPORTANT NOTE #2

Program Misconceptions vs. Reality

<u>MISCONCEPTION</u>	<u>REALITY</u>
“Grant” Program	Reimbursement Program
Federal Funding Paid Up Front	Sponsor reimbursed for eligible expenses as Project and Activity elements are satisfactorily completed and invoiced
Minimal (or no) Federal Regulations	Numerous Federal Regulations
Can begin construction immediately after Project is awarded	Several months to reach the design and/or construction phase
Any work done prior to Federal-Aid approval and notice to proceed will be reimbursed to Sponsor	No reimbursement for costs incurred prior to Federal-Aid approval and notice to proceed

IMPORTANT NOTE #3

Depending on the complexity of a Project, its impact on historic properties and/or the need for a Memorandum of Agreement (MOA) (refer to page 14, Section 106 Review) this process alone can take anywhere from five (5) months to eighteen (18) months after a Project has been announced as selected for funding. The affected Project cannot begin until this review is completed. THERE ARE NO EXCEPTIONS UNDER FEDERAL LAW. Applicants should consider this time schedule when determining whether to participate in this program.

IMPORTANT NOTE #4 **CANCELLATION OF A PROJECT AND/OR ACTIVITY**

A Project and Activity Sponsor may, at any time in the Project and Activity development process, cancel the Project and Activity and withdraw from the program. However, the Project and Activity Sponsor will then be responsible for the repayment of all Federal funds received as of that date, as well as be responsible for payment of all outstanding invoices. The Sponsor shall also be responsible for ensuring that, in the event of cancellation, the existing physical condition of an Infrastructure-Related Project is such that it poses no health or safety concern to the public. The Sponsor shall be held liable in the event of injury resulting from an unsafe condition at a Project and Activity site.

WORKER VISIBILITY

DEPARTMENT OF TRANSPORTATION, Federal Highway Administration, 23 CFR Part 634 [FHWA Docket No. FHWA-2005-23200], RIN 2125-AF11

Pursuant to Section 1402 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), this final rule establishes a policy for the use of high-visibility safety apparel. The FHWA establishes a new Part in title 23, Code of Federal Regulations (CFR) that requires the use of high-visibility safety apparel and provides guidance on its application. This rulemaking applies only to workers who are working within the rights-of-way of Federal-aid highways. The FHWA is taking this action to decrease the likelihood of fatalities or injuries to workers on foot who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction vehicles or equipment while working within the rights-of-way of Federal-aid highways. This final rule is effective November 24, 2008. The incorporation by reference of the publication listed in this regulation is approved by the Director of the Office of the Federal Register as of November 24, 2008.

POSTSCRIPT

The Safe Routes to School Program offers a unique and valuable opportunity for local communities to improve and enhance their pedestrian and bicycling to school transportation systems. Applications received far exceed available funds each year. The resulting competition means that only the best proposals can be funded and many worthwhile projects cannot be addressed due to funding constraints. Communities are encouraged to participate in this program and the WVDOH is available to assist applicants and Sponsors, both with their applications and with their Projects and Activities. The successful completion of an eligible Project and Activities reflects favorably on the Safe Routes to School Program, the Departments involved, the Sponsors, the schools and communities, and the State of West Virginia

If you have any questions, or are in need of any assistance, please contact:

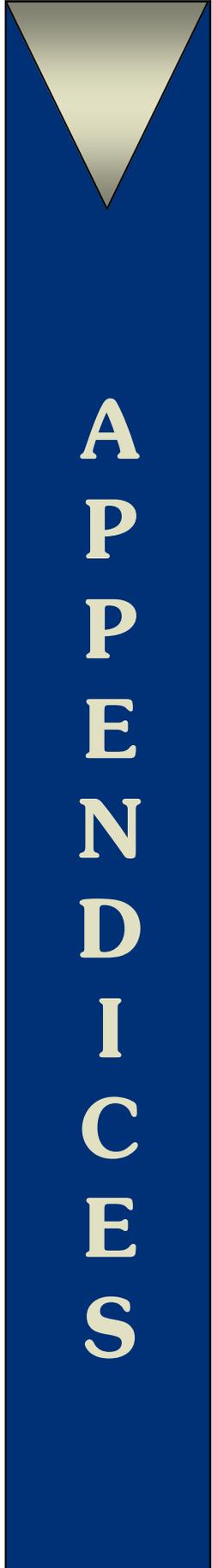
Rebecca A. Davison, Safe Routes to School Coordinator
WV Department of Transportation
Division of Highways
Program Planning and Administration Division
Grant Administration Unit
Building 5, Room A-863
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430
Phone: (304) 558-9600 Fax: (304) 558-3783
Email: rebecca.a.davison@wv.gov

The Intent-to-Apply Form is available by emailing rebecca.a.davison@wv.gov.

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APPENDICES

When reviewing the following Appendices, some sample documents are included and should be used only as a starting point in preparing your documents. Your Infrastructure-Related Project and Non-Infrastructure-Related Activity may require additional statements/information to cover pertinent situations such as audit provisions, pre-contractual requirements, or other federal, state or local guidelines which apply. If you have questions concerning the process, please contact the West Virginia Division of Highways, Program Planning and Administration Division, Grant Administration Unit at 304-558-9600.



APPENDICES

APPENDIX 1

Safe Routes to School Application For Funding (including Environmental Assessment and Checklist)

(Due January 15th of each year)

NOTE: To be completed **ONLY** by those whose Intent-to-Apply Form has been “approved” by WVDOH.

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PROJECT NAME: _____
COUNTY: _____

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

SAFE ROUTES TO SCHOOL PROGRAM
Infrastructure-Related Project

APPLICATION FOR FUNDING

FEDERAL FISCAL YEAR 2011
(photocopy as needed)

PLEASE NOTE:

The Safe Routes to School is a one-hundred percent (100%) reimbursement program. Sponsors must pay all invoices associated with an approved Project and then seek reimbursement from the Division of Highways. Please review the program guidelines and understand the Sponsor responsibilities **BEFORE** submitting an Application.

Submit an application ONLY if you have submitted an Intent-To-Apply form that was “approved” by WVDOH.

The WVDOH reserves the right of first option to administer the projects from design through construction. (WVDOH may design or hire a consultant to design, then have the option to perform complete administration of construction contracts [i.e., advertise for bids, award contract, oversee construction] with input from Sponsor.)

**ALL Infrastructure-Related Project Applications are
REQUIRED to complete and INCLUDE a Non-
Infrastructure-Related Activities Application.**

All Application entries and attached submissions must be typed

It is the Sponsor’s responsibility to ensure that their completed Application form(s) have been received by the deadline. If the deadline falls on a holiday or weekend, the forms will be due at the end of the next business day.

**SAFE ROUTES TO SCHOOL
INFRASTRUCTURE-RELATED PROJECT
APPLICATION FOR FUNDING
Fiscal Year 2011**

Project Name _____

Contact Name _____

Contact Title _____

Sponsoring Organization _____

Mailing Address _____

City, State, Zip _____

Best Daytime Phone # to Call _____

Contact E-mail _____

Contact Fax _____

**Infrastructure-Related
Funding Requested** _____

School Name (s) _____

School Principal (s) _____

County Board of Education _____

**Participating Governmental
Organizations** _____

Supporting Organizations _____

WVDOT District: _____

(See Appendix 3) (Infrastructure-related projects must comply with Davis-Bacon Act Wage Codes and/or West Virginia prevailing wages, competitive bidding, and other contracting requirements.)

Signature of Person Submitting the Proposal * _____

Title of Person Submitting the Proposal* _____

Date _____

*By signing, applicant admits to being authorized to sign for _____ (name of sponsoring organization) and that all the information contained herein is true and correct to the best of his/her knowledge.

SECTION 1 PROJECT DESCRIPTION—CURRENT CONDITIONS

1. A) What are the obstacles (physical or perceived) to walking and bicycling to your school (s)?

1. B) What are the current safety risks facing students who walk and bicycle to your school (s)? Cite any other concerns such as accident data, traffic counts, demographics, community and school surveys or audits, speed limits, and environmental factors as appropriate.

1. C) Include a description of the affected student population and a brief history of the neighborhood traffic issues that might provide some context and background for the Project.

Attach additional sheets as necessary.

1. D) Complete the following information for each school affected by the proposed Project.

School Name	
Student Population	
Grades of Students at School (K through 8)	
Estimated Number of Students who Currently Walk to School	
Estimated Number of Students who Currently Bike to School	
Percentage of Students Living Within Two Miles of the School	
Distance Eligibility for Riding a Bus (Radius) in Miles	
Number of Students not Eligible for Busing	
Number of Students Expected to Benefit from the Project	

1. E) Describe any existing program at the affected school (s) that educates students or encourages walking and bicycling to school.

SECTION 2 PROJECT DESCRIPTION—PROPOSAL

2. A) What is the Project? Be specific.

Describe how the Project will enable and encourage children, including those with disabilities, to walk and bicycle to school safely. Describe how the project will improve connectivity to the school (s). Describe how the Project will substantially improve the ability of students to walk and bicycle to school safely.

2. B) Describe how the Project will change the built environment.

2. C) Describe how the Project will address the problems identified in Section 1.

2. D) What other alternatives were identified and considered?

2. E) Who specifically is your Project audience?

2. F) Who specifically will maintain the Project? List the financial resources and document the commitment to continued maintenance. Attach documentation after this page.

2. G) Who specifically will manage the Project if different from the Contact person?

2. H) Does the proposed project involve property acquisition? Yes _____ No _____

2. I) Who currently owns the property proposed to be acquired?

2. J) Is the property acquisition for a “rail trail”? Yes _____ No _____

2. K) Has the railroad company been notified? Yes _____ No _____

If “yes,” provide documentation of notification.

2. L) Is there a willing seller? Yes _____ No _____

If “yes,” provide a letter from the willing seller denoting their interest in the Project. Do not discuss price. This should be delayed until Fair Market Value is established.

2. M) Has an appraisal been performed by a certified general appraiser?

Yes _____ No _____

If "yes," what is the appraised value? \$ _____

2. N) Is the property being donated to the Project? (If "yes," provide a letter from the property owner(s) denoting their willingness to donate all or part of the property needed to complete the Project.

2. O) Provide the approximate latitude and longitude in decimal degrees for the proposed Project. The latitude and longitude should be identified as close as possible to the approximate center point of construction .

Latitude _____

Longitude _____

How determined?

Check one:

GPS

Taken from USGS Topographical Map

Survey

Other (specify): _____

SECTION 3 PROJECT TIMELINE

Describe the Project timeline from start to finish. See Appendix 9 of the Safe Routes to School Guidelines and Application Package/Manual for Authorization, Design and Construction Phases. Because this is a construction Project, permits and clearances from various local, state and federal agencies may be required. Applicants are encouraged to hold pre-Application meetings with appropriate federal, state, and local government agencies to determine requirements, processes and time schedules that may affect their Project. Additionally, working with your community partners will help you identify specifics to your Project.

Based upon receiving the written "NOTICE TO PROCEED" from the West Virginia Department of Transportation, how quickly can you begin your Project? Indicate milestone dates from which progress can be indicated.

Note that the dates indicated may become part of the Project Agreement if this Project is funded. Failure to make substantial progress of the milestones by the date indicated could result in termination of the Project funding. Any work performed by the applicant prior to receiving written NOTICE TO PROCEED is not eligible for reimbursement. All Projects in this grant cycle must be completed no later than two years from date of NOTICE TO PROCEED.

Attach timeline after this page.

SECTION 4 PROJECT COLLABORATION

Who are your partners? What collaborations have you created to ensure the success of your Project? Provide information on the collaboration and support for the Project.

4. A) Participating Organizations. List the participants and the roles they played in the development of this proposal. Attach letters of agreement after this page from:

- the participating School Board of Education;
- participating school principal (s); and
- governmental and non-governmental entities acknowledging their participation in this Project.

4. B) Supporting Organizations. Identify organizations that are in concurrence with this Project. Attach letters of support after this page. Possible Project partners may include: school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, nonprofit groups, bicycle clubs, local businesses, and other community groups such as Metropolitan Planning Organizations and Regional Planning and Development Councils.

SECTION 5 PROJECT EVALUATION

5. A) Progress reports will be required with each invoice submitted for your Project. Dates of reports will be determined based on the timeline of your Project. Identify the Project outcomes.

5. B) Describe how you will measure your Project outcomes. What method (s) will you use to determine whether more students are walking and biking to school safely? Your measurements should minimally include before and after data of the following:

	BEFORE	AFTER
Total Number of Students Reached		
Number of Students Walking		
Number of Students Biking		
Number of Students Busing		
Number of Students Driven		

SECTION 6 INFRASTRUCTRE-RELATED PROJECT BUDGET ONLY—Be Specific

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
Required Project Sign					
Preliminary Engineering					
Permitting					
Materials					
Land Acquisitions					
Right of Way Appraisals					
Right of Way Acquisition					
Right of Way Agent					
Survey for new Right of Way					
Temporary Construction Easement					
Labor Wages					
Other Construction Expenses					
TOTALS					

Indirect costs will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular Project, but contribute to the ability of the applicant to support the Project. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, and operation and maintenance expenses.

SECTION 7 MAPS AND PHOTOGRAPHS

Maps and photographs ARE REQUIRED to fully show the Project location.

Project location MUST be shown on at least ONE (1) original US Geological Survey (USGS) map and included with this Application.

Indicate a two (2) mile radius of the school and identify the general area with existing and proposed changes. Failure to do so may result in your Application being classified as incomplete and returned.

Attach maps and photographs of the project location after this page.

SECTION 8 ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each Project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

PROJECT NAME: _____

DATE: _____

COUNTY: _____

COMPLETED BY: _____

(name, title and organization)

PROJECT DESCRIPTION: Be Specific. Description should match Project Description from Paragraph 2.A.

8. A) SOCIOECONOMIC IMPACT(S)**8. A. 1) Will this Project involve the acquisition of right-of-way?**

_____ Yes* _____ No

If yes, describe current ownership, acres, and impact on properties (i.e., businesses, residences, vacant property, etc.).*8. A. 2) Is any public land to be used (i.e., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?**

_____ Yes* _____ No

If yes, describe impact of Project on the land and attach a letter from public authority, if Project Sponsor is not owner, granting permission to use property (see Cultural Impact Question 7.B. 1).*If yes, has the property received monies from the Land and Water Conservation Fund?**

_____ Yes _____ No

8. A. 3) Will any building, business, residence, or structure, in whole or in part, be relocated or demolished by this Project?

_____ Yes* _____ No

If yes, describe work to be completed.*Are persons/residents to be relocated due to the demolition? _____ Yes _____ No****8. A. 4) Is any farmland being taken by the Project? _____ Yes* _____ No*****If yes, how many acres?**

8. A. 5) Is this Project different from, or in conflict with, planned growth or land use for the area?

_____ **Yes*** _____ **No** ***If yes, describe.**

8. A. 6) Will this Project complement the current planned growth or land use for the area?

_____ **Yes*** _____ **No** ***If yes, describe.**

8. B) CULTURAL IMPACT

8. B. 1) Are any parks or recreational facilities to be affected directly or indirectly by the Project?

_____ **Yes*** _____ **No**
***If yes, describe the positive and the negative impact.**

***If yes, what percentage or number of acres of the park/recreational facility will be taken by this Project?**

8. B. 2) Will this Project directly impact churches? _____ **Yes*** _____ **No**
***If yes, describe the positive and the negative impact.**

8. B. 3) Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the Project or Project area?

_____ **Yes*** _____ **No** ***If yes, describe.**

If the answer to 8. B. 3) is “yes,” describe the impact (positive and negative) this Project will have on the historic property.

If the answer to 8. B. 3) is “yes” and the Project will have no impact, describe why this Project will not impact the historic property.

8. B. 4) Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the Project area which may be disturbed during the Project work elements?

_____ Yes _____ No

8. C) NATURAL ENVIRONMENT IMPACT

8. C. 1) Are there any wetlands directly or indirectly affected by the Project?

_____ Yes* _____ No

***If yes, have you acquired the necessary wetland permits?**

_____ Yes* _____ No

8. C. 2) Is the Project in a flood plain (100 year or less)? _____ Yes _____ No

8. C. 3) Are there any known or purported endangered or threatened species within the Project corridor or area?

_____ Yes _____ No

8. C. 4) What wildlife inhabit the Project area? How will this Project affect them?

8. C. 5) Are any designated or proposed Wild and Scenic Rivers within the Project area?

_____ Yes* _____ No

***If yes, how will this Project impact the river and its corridor?**

8. D) PERMITS (Submit a copy of all permits with your Project Application.)

8. D. 1) Will this Project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways? If you are not sure, contact the West Virginia Department of Highways District Office for your county. See Appendix 3 for contract numbers.

_____ Yes _____ No

Will this Project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System? If you are not sure, contact the West Virginia Department of Highways District Office for your county.

_____ Yes _____ No

If you answered “yes” to either question, the Sponsor must contact the West Virginia Division of Highways District Office for the county where the Project will be located prior to submitting the Project Application. List the person contacted and the date of contact.

Have you acquired the needed permits from the WVDOH? _____ Yes _____ No

8. D. 2) Will the Project disturb (through clearing, grubbing and/or construction) three acres or more?

_____ Yes _____ No

8. D. 3) Are any erosion/sediment permits required? _____ Yes* _____ No

***If yes, have you acquired the needed permits? _____ Yes _____ No**

Are you familiar with procedure for obtaining construction permits?

_____ Yes _____ No

8. D. 4) Will this Project involve the relocation of any utilities? _____ Yes* _____ No

***If yes, describe the utilities to be relocated.**

Has the utility company (s) been notified? _____ Yes* _____ No**

***If yes, provide documentation. **If no, notify the utility company (s) immediately.**

8. E) WATER QUALITY / STREAM IMPACT

8. E. 1) Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, etc.) in the Project area and describe the affects the Project will have on them.

8. E. 2) Will this Project disturb the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this Project?

_____ Yes* _____ No

***If yes, have you acquired the necessary permits for the Project?**

_____ Yes _____ No

8. E. 3) Will this Project involve a change in the vertical or horizontal clearance of a navigable stream?

_____ Yes* _____ No

***If yes, have you acquired the needed permits for this Project?**

_____ Yes _____ No

If you answered "yes," to questions 7. E. 2) or 7.E. 3), contact the West Virginia Division of Natural Resources, Office of Land and Stream, 324 4th Avenue, Room 200, South Charleston, West Virginia 25303, Telephone (304) 558-3225; West Virginia Division of Environmental Protection, Division of Water and Waste Management, 601 57th Street, SE, Charleston, West Virginia 25304-2345, Telephone (304) 926-0499, and the appropriate U.S. Army Corp of Engineers (USACE) Division Office.

8. F) AIR QUALITY IMPACT

Will this Project have any adverse impact to air quality? _____ Yes* _____ No

***If yes, describe.**

8. G) NOISE IMPACT

What permanent positive and permanent negative impacts will occur if this Project is completed?

8. H) HAZARD WASTE / UNDERGROUND TANKS

8. H. 1) Are there any waste/contaminated sites along or in the Project area (i.e., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?

_____ Yes _____ No

8. H. 2) Does this Project include Asbestos Abatement? _____ Yes _____ No

8. H. 3) Does lead paint contamination exist? _____ Yes _____ No

8. I) DRAINAGE IMPACT

8. I. 1) Will this Project alter or change the current flow of storm water (i.e., construction of new sidewalks where none currently exist)?

_____ Yes* _____ No

***If yes, is drainage in place to handle the runoff?** _____ Yes _____ No**

****If no, explain when and how this will be addressed.**

8. I. 2) Have you acquired the necessary permits for storm water management?

_____ Yes _____ No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE CERTIFICATION

I certify that the above statements are true, complete and accurate.

Attest

Signature

Title

Title

Date

Date

This certification must be signed and the signature attested to process this application

DUNS REQUIREMENT:

The Federal Office of Management and Budget has issued a policy directive requiring all grant applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. Organizations can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. You may also request a DUNS number online at www.dnb.com. Note that it may take up to 30 days to receive your number.

Indicate in the space below the DUNS number for your organization. This Application cannot be accepted without this number.

DUNS NUMBER: _____

Signature of Applicant:

(Print Name)

(Signature)

(Date)

(Title)

MAILING APPLICATIONS

COMPLETED APPLICATIONS MUST BE RECEIVED NO LATER THAN 4:00 P.M., JANUARY 15th. Applications received, even if postmarked earlier, after that time will be returned and will NOT be considered for funding.

Incomplete applications will be returned to the Sponsor but will NOT be considered for funding UNLESS completed and returned prior to the deadline. It is to the Sponsor’s advantage to make application early enough to allow time for clarification/modification before the stated deadline.

Applications deemed “ineligible,” after consultation with the FHWA, may be returned to the Sponsor.

Questions about possible project eligibility may be discussed with Rebecca Davison at (304) 558-9600 before submission of application.

DO NOT prepare and mail application unless you have been notified to do so after completing an Intent-To-Apply Form.

You are required to forward one (1) copy of the Application package to your Regional Planning and Development Council AND/OR Metropolitan Planning Organization for their review and comment. See Appendix 3 List of Contacts for addresses.

Forward at least one (1) original and twelve (12) two-sided Application packages to:

Rebecca A. Davison, Safe Routes to School Coordinator
West Virginia Department of Transportation
Division of Highways
Program Planning and Administration Division
Grant Administration Unit
1900 Kanawha Boulevard, East
Building 5, Room A-863
Charleston, West Virginia 25305-0430

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED

DO NOT INCLUDE THIS PAGE WITH YOUR APPLICATION

CHECK LIST**HAVE YOU...**

- √ _____ Reviewed the Application for completeness and accuracy?
- √ _____ Enclosed at least one (1) original U.S. Geological Survey Map indicating the Project area and location?
- √ _____ Enclosed photographs of the Project location?
- √ _____ Completed and attached the Non-Infrastructure-Related Activities Application?
- √ _____ Included a complete, accurate and in-depth budget estimate?
- √ _____ Completed, signed, and had your signature attested on the Environmental Assessment Review Questionnaire?
- √ _____ **Forwarded one (1) copy of the Application to your local Regional Planning and Development Council (RPDC) and/or Metropolitan Planning Organization (MPO) for their review and comment? If your Project is located in an MPO area, you are required to forward a copy of your Application to the MPO and to the RPDC.**
- √ _____ Forwarded at least one (1) original and twelve (12) two-sided Application packages to the WVDOH in ample time to meet the 4:00 p.m. January 15th deadline?

**DO NOT INCLUDE THIS PAGE WITH
YOUR APPLICATION**

This page is intentionally blank.

APPENDIX 2

Safe Routes to School Application Non-Infrastructure-Related Activity Application for Funding (Due January 15th of each year)

NOTE:

Only those who submit an Intent-to-Apply Form AND receive a written “go-ahead” from WVDOH may submit an Application for funding.

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ACTIVITY NAME: _____
COUNTY: _____

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS**

**SAFE ROUTES TO SCHOOL PROGRAM
Non-Infrastructure-Related Activity**

APPLICATION FOR FUNDING

**FEDERAL FISCAL YEAR 2011
(photocopy as needed)**

PLEASE NOTE:

The Safe Routes to School is a one-hundred percent (100%) reimbursement program. Sponsors must pay all invoices associated with an approved Activity and then seek reimbursement from the Division of Highways. Please review the program guidelines and understand the Sponsor responsibilities **BEFORE** submitting an Application.

Submit an Application ONLY if you have previously submitted an Intent-To-Apply form that was “approved” by WVDOH.

All Application entries and attached submissions must be typed.

It is the Sponsor’s responsibility to ensure that their completed Application form(s) have been received by the deadline. If the deadline falls on a holiday or weekend, the forms will be due at the end of the next business day.

**SAFE ROUTES TO SCHOOL
NON-INFRASTRUCTURE-RELATED ACTIVITY
APPLICATION FOR FUNDING
Fiscal Year 2011**

Activity Title _____

Contact Name _____

Contact Title _____

Sponsoring Organization _____

Mailing Address _____

City, State, Zip _____

Best Daytime Phone # to Call _____

Contact E-mail _____

Contact Fax _____

**Non-Infrastructure-Related
Funding Requested** _____

Must be a minimum of 10% up to 30% of any requested Infrastructure-Related Project Funds.

School Name (s) _____

School Principal (s) _____

County Board of Education _____

**Participating Governmental
Organizations** _____

Supporting Organizations _____

Signature of Person Submitting the Proposal* _____

Title of Person Submitting the Proposal* _____

Date _____

*By signing, applicant admits to being authorized to sign for _____ (name of sponsoring organization) and that all the information contained herein is true and correct to the best of his/her knowledge.

ACTIVITY DESCRIPTION

SECTION 1: EDUCATION

Describe the pedestrian and bicycle Education component activities you plan to implement at your school for students, parents and the local community. Grade-appropriate Health, Physical Education, Social Studies, Science, Math, and English/Language Arts content standards and objectives should be incorporated into the plan. Describe how the Education component activities will make walking and bicycling to school a safer and more appealing transportation choice.

Attach additional sheets as necessary.

ACTIVITY DESCRIPTION

SECTION 2: ENCOURAGEMENT

Describe the Encouragement component activities you plan to implement at your school for students and parents. Describe how the Encouragement component activities will enable and encourage children, including those with disabilities, to walk and bicycle to school safely during the school year. Describe how the Encouragement component activities will encourage a healthy, active lifestyle.

ACTIVITY DESCRIPTION

SECTION 3: ENFORCEMENT

Describe current Enforcement component activities at your school.

Describe your school's adult crossing guard program.

Describe your school's student safety patrol program.

Describe your school arrival drop-off and school dismissal pick-up processes for pedestrians, bicyclists, vehicles, buses, and local community traffic.

Describe the Enforcement component activities you plan to implement at your school for students, school staff, parents and the local community.

ACTIVITY DESCRIPTION

SECTION 4: EVALUATION

Describe how you plan to implement the Evaluation component activities at your school. Describe how you will measure the Education, Encouragement, and Enforcement component activity successes. Describe what method (s) you will use to determine whether more students are biking and walking to school.

Your measurements should minimally include before and after data of the following:

	BEFORE	AFTER
Number of Students Expected to benefit from the Activity		
Number of Students Walking		
Number of Students Biking		
Number of Students Bussed		
Number of Students Driven		

ACTIVITY DESCRIPTION**SECTION 5: COLLABORATION**

*****IF YOU HAVE ALREADY PROVIDED THIS INFORMATION IN THE ACCOMPANYING INFRASTRUCTURE-RELATED APPLICATION, REFERENCE THE LOCATION OF PARTICIPATING AND SUPPORTING ORGANIZATION LETTERS OF AGREEMENT.*****

Describe what collaboration efforts you have created to ensure the success of your Activities. List your partners. Provide information on their consultation and support for the Activities.

5. A) Participating Organizations. List the participants and the roles they played in the development of this proposal. *Attach letters of agreement after this page from:**

- the participating School Board of Education,
- participating school principal (s) and
- governmental and non-governmental entities acknowledging their participation in the Activities

5. B) Supporting Organizations. Identify organizations that are in concurrence with the Activities. Activity partners may include school officials, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, nonprofit groups, bicycle clubs, local businesses, and other community groups. *Attach letters of support after this page.**

5. C) Describe how the Education, Encouragement, and Enforcement component activities will address the problem(s) identified in your Infrastructure-Related Project Application.

5. D) Who will be responsible for managing the Activities at your school if different from the contact person?

ACTIVITY BUDGET

SECTION 6: BUDGET Non-Infrastructure-Related Activity ONLY.

ALL NON-INFRASTRUCTURE-RELATED APPLICATIONS MUST REQUEST A MINIMUM OF 10% to 30% OF THE REQUESTED INFRASTRUCTURE-RELATED PROJECT FUNDS.

TELL US SPECIFICALLY WHAT YOU PLAN TO PURCHASE WITH THE NON-INFRASTRUCTURE-RELATED FUNDS. ABSOLUTELY NO FOOD.

Item	SRTS Funds Requested	TOTAL
Safe Routes to School Coordinator	\$2,000	\$2,000
EDUCATION ACTIVITIES		
ENCOURAGEMENT ACTIVITIES		
ENFORCEMENT ACTIVITIES		
EVALUATION ACTIVITIES		
Totals		

Indirect costs will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular Project, but contribute to the ability of the applicant to support the Project. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, and operation and maintenance expenses.

ACTIVITY TIMELINE

SECTION 7: TIMELINE

Describe your timeline plan to accomplish the Education, Encouragement, Enforcement and Evaluation component activities.

DUNS REQUIREMENT

The Federal Office of Management and Budget has issued a policy directive requiring all grant applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. Organizations can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. You may also request a DUNS number online at www.dnb.com. Note that it may take up to 30 days to receive your number.

Indicate in the space below the DUNS number for your organization. This Application cannot be accepted without this number.

DUNS NUMBER: _____

Signature of Applicant:

(Print Name)

(Signature)

(Date)

(Title)

MAILING APPLICATIONS

COMPLETED APPLICATIONS MUST BE RECEIVED NO LATER THAN 4:00 P.M., JANUARY 15th. Applications received, even if postmarked earlier, after that time will be returned and will NOT be considered for funding. Incomplete Applications will be returned to the Sponsor and will NOT be considered for funding UNLESS completed and returned prior to the deadline. It is to the Sponsor’s advantage to make Application early enough to allow time for clarification/modification before the stated deadline. Applications deemed “ineligible,” after consultation with the FHWA, may be returned to the Sponsor with a letter of explanation. Questions about possible Activity eligibility may be discussed with Rebecca Davison at (304) 558-9600 before submission of Application. **DO NOT** prepare and mail Application unless you have been notified to do so after completing an Intent-To-Apply Form.

You are required to forward one (1) copy of the Application package to your Regional Planning and Development Council AND/OR Metropolitan Planning Organization for their review and comment. See Appendix 3 List of Contacts for addresses.

Forward at least one (1) original and twelve (12) two-sided Application packages to:

Rebecca A. Davison, Safe Routes to School Coordinator
 West Virginia Department of Transportation,
 Division of Highways
 Program Planning and Administration Division
 Grant Administration Unit
 1900 Kanawha Boulevard, East
 Building 5, Room A-863
 Charleston, West Virginia 25305-0430

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED

HAVE YOU...

- √ _____ Reviewed the Application for completeness and accuracy?
- √ _____ Included a complete, accurate and in-depth cost estimate that meets the minimum 10% to 30% amount for Non-Infrastructure?
- √ _____ Forwarded at least one (1) original and twelve (12) Application packages to the WVDOH in ample time to meet the 4:00 p.m. January 15th deadline?
- √ _____ Forwarded one (1) copy of the Application to your local Regional Planning and Development Council (RPDC) and/or Metropolitan Planning Organization (MPO) for their review and comment? If your Project is located in an MPO area, you are required to forward a copy of your Application to the MPO and to the RPDC.

DO NOT INCLUDE THIS PAGE WITH YOUR APPLICATION

APPENDIX 3

List of Contacts

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LIST OF CONTACTS**TRANSPORTATION ENHANCEMENTS**

Jeff Harpold	(304) 558-9596	Jeffrey.L.Harpold@wv.gov
Rhonda Brisendine	(304) 558-9577	Rhonda.K.Brisendine@wv.gov
Mark Scoular	(304) 558-9616	R.Mark.Scoular@wv.gov
Ryan Burns	(304) 558-9297	Ryan.C.Burns@wv.gov

BICYCLE/PEDESTRAIN COORDINATOR/STATE TRAIL COORDINATOR AND RECREATIONAL TRAILS

William C. Robinson	(304) 558-9615	William.C.Robinson@wv.gov
Jim Hudson	(304) 558-9613	Jim.E.Hudson@wv.gov

STATE BYWAY COORDINATOR

Karen Ebert Allen	(304) 558-9573	Karen.E.Allen@wv.gov
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SAFE ROUTES TO SCHOOL COORDINATOR

Rebecca A. Davison	(304) 558-9600	Rebecca.A.Davison@wv.gov
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MAILING ADDRESS

Safe Routes to School Coordinator
 West Virginia Division of Highways
 Program Planning and Administration Division
 Grant Administration Unit
 1900 Kanawha Boulevard, East
 Building 5, Room A-863
 Charleston, West Virginia 25305
 (304) 558-9600
 (304) 558-3783 (fax)

The Safe Routes to School Application Review Team meets the last Thursday of February each year and is composed of representatives from the West Virginia Division of Highways, the West Virginia Departments of Education, Health and Human Resources, and Rehabilitation Services, the Governor's Highway Safety Program, Law Enforcement, and the Federal Highway Administration.

Federal Highway Administration
 West Virginia Division
 700 Washington Street, East
 Geary Plaza, Suite 200
 Charleston, West Virginia 25301

Susan M. Pierce
 Deputy State Historic Preservation Officer
 WV Division of Culture and History
 The Cultural Center
 1900 Kanawha Boulevard, East
 Charleston, West Virginia 25305
susan.pierce@wvculture.org
 (304) 558-0200 Ext. 158 (telephone)
 (304) 558-2779 (fax)

LIST OF CONTACTS

METROPOLITAN PLANNING ORGANIZATIONS (MPO):

Huntington-Ironton Urbanized Area

Ms. Michele P. Craig, Executive Director
 Mr. Saleem Salameh, Transportation Study Director
 KYOVA Interstate Planning Commission
 720 4th Avenue (zip code 25701)
 PO Box 939 (zip code 25712)
 Huntington, West Virginia
 Telephone: (304)523-7434 Fax: (304)529-7229
 Email: mrcraig@ntelos.net ssalameh@ntelos.net
Counties within Transportation Planning Area: *Lawrence (OH), Cabell & Wayne (WV)*

Charleston Urbanized Area

Mr. Mark A. Felton, AICP, Executive Director
 Regional Intergovernmental Council
 315 D Street
 South Charleston, West Virginia 25303
 Telephone: (304)744-4258 Fax: (304)744-2534
 Email: markfelton@wvregion3.org chriscallahan@wvregion3.org
Counties within Transportation Planning Area: *Kanawha & Putnam (WV)*

Weirton-Steubenville Urbanized Area

Dr. John C. Brown, AICP
 Executive Director
 BHJ Regional Council & Metropolitan Planning Commission
 124 North Fourth Street - Second Floor
 Steubenville, Ohio 43952
 Telephone: (740)282-3685 & (304)797-9666 Fax: (740)282-1821
 Email: jbrown@bhjmpc.org mikepap@bhjmpc.org
Counties within Transportation Planning Area: *Brooke & Hancock (WV), Jefferson (OH)*

Morgantown Urbanized Area

Bill Austin, AICP, Executive Director
 Greater Morgantown Metropolitan Planning Organization (GMMPO)
 Telephone: (304)291-9571 Fax: (304)291-9573
 Email: mike@moncpc.org
Counties within Transportation Planning Area: *Monongalia*

Wheeling Urbanized Area

Mr. William Phipps, Executive Director
 Mr. Bob Muransky, Transportation Study Director
 Belomar Regional Council and Interstate Planning Commission
 Post Office Box 2086
 Wheeling, West Virginia 26003
 Telephone: (304)242-1800 Fax: (304)242-2437
 Email: bmuransky@belomar.org rsharma@belomar.org
Counties within Transportation Planning Area: *Belmont (OH), Marshall & Ohio (WV)*

LIST OF CONTACTS

METROPOLITAN PLANNING ORGANIZATIONS

Parkersburg-Belpre Urbanized Area

Mr. Randy Durst, Transportation Director
 Wood-Washington-Wirt Interstate Planning Commission
 Post Office Box 247
 531 Market Street
 Parkersburg, West Virginia 26101
 Telephone: (304)422-4993 Fax: (304)422-4998
 Email: randy.durst@movrc.org
Counties within Transportation Planning Area: *Washington (OH), Wood (WV)*

Hagerstown-Martinsburg Urbanized Area

Mr. Robert Gordon, Director
 Hagerstown/Eastern Panhandle Metropolitan Planning Organization
 Fourth Floor, Suite 402
 33 West Washington Street,
 Hagerstown, Maryland 21740
 Telephone: (240)313-2081 (MD office)
 (304)263-1743 (WV office)
 Cell Number: (304) 676-9400 Fax: (240)313-2084
 Email: rgordon@hepmpo.net www.hepmpo.net
Counties within Transportation Planning Area: *Washington (MD), Franklin (PA), Berkeley (WV), Jefferson (WV)*

REGIONAL PLANNING AND DEVELOPMENT COUNCILS (RP&DC):

Region 1: David N. Cole, Executive Director
 Region 1 Planning and Development Council
 1439 East Main Street, Suite 5
 Princeton, West Virginia 24740
 (304) 431-7225 (telephone)
 (304) 431-7235 (fax)
Counties within Region 1: McDowell, Mercer, Monroe, Raleigh, Summers and Wyoming

Region 2: Mrs. Michele P. Craig, Executive Director
 Region 2 Planning and Development Council
 720 4th Avenue (zip code 25701)
 PO Box 939 (zip code 25712)
 Huntington, West Virginia
 (304)523-7434 (telephone)
 (304)529-7229 (fax)
Counties within Region 2: Cabell, Lincoln, Logan, Mason, Mingo and Wayne

LIST OF CONTACTS

REGIONAL PLANNING AND DEVELOPMENT COUNCILS

Region 3: Mark Felton, Executive Director
 BCKP Regional Intergovernmental Council
 315 D Street
 South Charleston, West Virginia 25303
 (304) 744-4258 (telephone)
 (304) 744-2534 (fax)

Counties within Region 3: Boone, Clay, Kanawha and Putnam

Region 4: W. D. Smith, Executive Director
 Region 4 Planning and Development Council
 885 Broad Street, Suite 100
 Summersville, West Virginia 26651-4700
 (304) 872-4970 (telephone)
 (304) 872-1012 (fax)

Counties within Region 4: Fayette, Greenbrier, Nicholas, Pocahontas and Webster

Region 5: James P. Mylott, Executive Director
 Mid-Ohio Valley Regional Planning and Development Council
 531 Market Street
 Parkersburg, West Virginia 26101
 (304) 422-4993 (telephone)
 (304) 422-4998 (fax)

Counties within Region 5: Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood

Region 6: James L. Hall, Executive Director
 Region 6 Planning and Development Council
 34 Mountain Park Drive
 White Hall, West Virginia 26554
 (304) 366-5693 (telephone)
 (304) 367-0804 (fax)

Counties within Region 6: Doddridge, Harrison, Marion, Monongalia, Preston, and Taylor

LIST OF CONTACTS

REGIONAL PLANNING AND DEVELOPMENT COUNCILS

- Region 7: Rosemary Wagner, Executive Director
 Region 7 Planning and Development Council
 99 Edmiston Way, Suite 225
 Buckhannon, West Virginia 26201
 (304) 472-6564 (telephone)
 (304) 472-6590 (fax)
Counties within Region 7: Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur
- Region 8: Kenneth Dyche, Executive Director
 Region 8 Planning and Development Council
 Post Office Box 849
 Petersburg, West Virginia 26847
 (304) 257-2448 (telephone)
 (304) 257-4958 (fax)
Counties within Region 8: Grant, Hampshire, Hardy, Mineral and Pendleton
- Region 9: Mrs. Carol Crabtree, Executive Director
 Eastern Panhandle Regional Planning and Development Council
 400 West Stephen Street, Suite 301
 Martinsburg, West Virginia 25401
 (304) 263-1743 (telephone)
 (304) 263-7156 (fax)
Counties within Region 9: Berkeley, Jefferson and Morgan
- Region 10: William Phipps, Executive Director
 Belomar Regional Council and Interstate Planning Commission
 Post Office Box 2086
 Wheeling, West Virginia 26003
 (304) 242-1800 (telephone)
 (304) 242-2437 (fax)
Counties within Region 10: Marshall, Ohio and Wetzel
- Region 11: Dr. John C. Brown, Executive Director
 BHJ Regional Council and Metropolitan Planning Commission
 124 North Fourth Street, Second Floor
 Steubenville, Ohio 43952
 (740) 282-3685 (telephone)
 (304) 797-9666 (telephone)
 (740) 282-1821 (fax)
Counties within Region 11: Brooke and Hancock

LIST OF CONTACTS

DIVISION OF HIGHWAYS, DISTRICT OFFICES:

District 1 *Counties: Boone, Clay, Kanawha, Mason and Putnam*

District Engineer/Manager, WV Division of Highways, District 1, 1334 Smith Street, Charleston, West Virginia 25301, (304) 558-3047 (telephone), (304) 558-6391 (fax)

District 2 *Counties: Cabell, Lincoln, Logan, Mingo and Wayne*

District Engineer/Manager, WV Division of Highways, District 2, 801 Madison Avenue, Huntington, West Virginia 25701, (304) 528-5625 (telephone), (304) 528-5614 (fax)

District 3 *Counties: Calhoun, Jackson, Pleasants, Ritchie, Roane, Wirt and Wood*

District Engineer/Manager, WV Division of Highways, District 3, 624 Depot Street, Parkersburg, West Virginia 26102, (304) 420-4648 (telephone), (304) 420-4683 (fax)

District 4 *Counties Doddridge, Harrison, Marion, Monongalia, Preston and Taylor*

District Engineer/Manager, WV Division of Highways, District 4, Post Office Box 4220, Clarksburg, West Virginia 26302, (304) 842-1550 (telephone), (304) 842-1564 (fax)

District 5 *Counties: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral and Morgan*

District Engineer/Manager, WV Division of Highways, District 5, Post Office Box 99 (Route 50), Burlington, West Virginia 26710, (304) 289-3521 (telephone), (304) 289-5085 (fax)

District 6 *Counties: Brooke, Hancock, Marshall, Ohio, Tyler and Wetzel*

District Engineer/Manager, WV Division of Highways, District 6, 1 DOT Drive, Moundsville, West Virginia 26041, (304) 843-4008 (telephone), (304) 843-4085 (fax)

District 7 *Counties: Barbour, Braxton, Gilmer, Lewis, Upshur and Webster*

District Engineer/Manager, WV Division of Highways, District 7, Drawer 1228 (Depot Street), Weston, West Virginia 26452, (304) 269-0414 (telephone), (304) 269-0422 (fax)

District 8 *Counties: Pendleton, Pocahontas, Randolph and Tucker*

District Engineer/Manager, WV Division of Highways, District 8, Post Office Box 1516, (US 219 N), Elkins, West Virginia 26241, (304) 637-0215 (telephone), (304) 637-0218 (fax)

District 9 *Counties: Fayette, Greenbrier, Monroe, Nicholas and Summers*

District Engineer/Manager, WV Division of Highways, District 9, 103 1/2 Church Street, Lewisburg, West Virginia 24901, (304) 647-7450 (telephone), (304) 647-7452 (fax)

District 10 *Counties: McDowell, Mercer, Raleigh and Wyoming*

District Engineer/Manager, WV Division of Highways, District 10, 270 Hardwood Lane, Princeton, West Virginia 24740, (304) 487-5228 (telephone), (304) 487-3119 (fax)

LIST OF CONTACTS

U.S. ARMY CORP OF ENGINEERS DISTRICT OFFICES:

Pittsburgh: 100 Liberty Avenue, Pittsburgh, Pennsylvania 15222-4186, (412) 395-7154 (telephone)

Counties within District: Barbour, Brooke, Hancock, Harrison, Lewis, Marion, Marshall,, Monongalia, Ohio, Preston, Randolph, Tucker, Upshur and Wetzel

Baltimore: P.O. Box 1715, Baltimore, MD 21203-1715, (410) 962-7608 (telephone)

Counties within District: Berkeley, Grant, Hampshire, Hardy, Jefferson, Morgan and Pendleton

Huntington: 502 Eighth Street, Huntington, West Virginia 25701-2070, (304) 529-5710 (telephone)

Counties within District: Counties not listed above.

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APPENDIX 4

Sample Invoices for Projects and Activities

100% Reimbursement

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**SAMPLE COVER INVOICE
(MUST BE ON SPONSOR'S LETTERHEAD)**

DATE: _____

INVOICE #: _____

INVOICE PERIOD: _____ TO _____

TO: Rebecca A. Davison, Safe Routes to School Coordinator
 WV Division of Highways
 Project Planning and Administration Division
 Grant Administration Unit
 1900 Kanawha Boulevard, East
 Building 5, Room 863
 Charleston, West Virginia 25305-0430

FROM: Sponsor's Name
 Sponsor's Address
 Sponsor's FEIN#

PROJECT NAME: _____

STATE PROJECT NUMBER: _____

FEDERAL PROJECT NUMBER: _____

DESCRIPTION: (Insert a one or two sentence description of the project) _____

INVOICE INFORMATION:

- a. Total funds available for project: \$ _____
- b. Total funds reimbursed prior to attached invoice (s): \$ _____
- c. Total funds remaining prior to attached invoice (s): \$ _____
- d. Total amount of attached invoice (s): \$ _____
- e. Percentage payment requested: _____ 100%
- f. Total amount to be paid to sponsor: \$ _____
- g. Total funds remaining after payment of attached invoice (s): \$ _____

(Sponsor's Name) certifies the attached invoices represent work that have been satisfactorily completed and paid for by the (Sponsor's Name).

Name	Title	Date
------	-------	------

NOTE:

1. Must be an original signature. No photocopy or fax acceptable.
2. Must be accompanied by an up-to-date progress report indicating percentage of completion of tasks invoiced.
- 3. NEW REQUIREMENT – Sponsor must initial and date all backup invoices to indicate authorized review and approval.**

**SAMPLE COVER INVOICE
(MUST BE ON SPONSOR'S LETTERHEAD)**

DATE: _____

INVOICE #: _____

INVOICE PERIOD: _____ TO _____

TO: Rebecca A. Davison, Safe Routes to School Coordinator
 WV Division of Highways
 Project Planning and Administration Division
 Grant Administration Unit
 1900 Kanawha Boulevard, East
 Building 5, Room 863
 Charleston, West Virginia 25305-0430

FROM: Sponsor's Name
 Sponsor's Address
 Sponsor's FEIN#

ACTIVITY NAME: _____

STATE PROJECT NUMBER: _____

FEDERAL PROJECT NUMBER: _____

DESCRIPTION: (Insert a one or two sentence description of the project) _____

INVOICE INFORMATION:

- a. Total funds available for Activity: \$ _____
- b. Total funds reimbursed prior to attached invoice (s): \$ _____
- c. Total funds remaining prior to attached invoice (s): \$ _____
- d. Total amount of attached invoice (s): \$ _____
- e. Percentage payment requested: _____ 100%
- f. Total amount to be paid to sponsor: \$ _____
- g. Total funds remaining after payment of attached invoice (s): \$ _____

(Sponsor's Name) certifies the attached invoices represent work that have been satisfactorily completed and paid for by the (Sponsor's Name).

NOTE:

1. Must be an original signature. No photocopy or fax acceptable.
2. Must be accompanied by an up-to-date progress report indicating percentage of completion of tasks invoiced.
- 3. NEW REQUIREMENT – Sponsor must initial and date all backup invoices to indicate authorized review and approval.**

APPENDIX 5.a.

Sample Agreement

100% Reimbursement

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AGREEMENT**STATE PROJECT: (State Project Number)****FEDERAL PROJECT: (Federal Project Number)****(Project Name)****(County)**

THIS AGREEMENT, executed in duplicate, made and entered into this (date agreement is executed by Deputy State Highway Engineer-Development) day of _____ 201__, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called “**DEPARTMENT**” and the (name of Sponsor’s organization) hereinafter called “**SPONSOR.**”

WITNESS that,

WHEREAS, **DEPARTMENT** and **SPONSOR** have determined that a Project for the brief description of the scope of work for the Project) and that an Activity for Education, Encouragement, Enforcement and Evaluation are an eligible Project and Activity for funding under the Safe Routes to School Program created by (Name of federal legislation Act); and

WHEREAS, **DEPARTMENT** desires to cooperate with **SPONSOR** in accomplishing the Project and Activity; and

WHEREAS, by Resolution bearing the date of the _____ day of _____, 201__, the (name of the City/Town Council/Board of Education/School/Non-Profit Organization/Board of Directors, etc.) directed the proper authorities to execute, acknowledge and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof;

NOW THEREFORE, it is mutually agreed as follows:

- A. That **SPONSOR** shall contract with a qualified consultant for design, engineering and

bid specification documents for the project and shall submit such designs to **DEPARTMENT** for review and written approval prior to any construction, then contract with a qualified contractor for construction of those project elements approved within the design plan, which may include: (description of project details, such as: sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on street bicycle facilities off street bicycle and pedestrian facilities, secure bicycle parking facilities, traffic diversion improvements, etc.). The above described Scope of Work is to hereafter be referred to as **“PROJECT.”**

- B. That **SPONSOR** to fulfill the federal funding obligation, shall provide for, or cause to be provided for, the future maintenance of **PROJECT** for a minimum period of ten (10) years once the work under this Agreement is completed. Further, it is acknowledged and agreed that all future maintenance of project elements constructed under this Agreement will be the sole responsibility of **SPONSOR**.
- C. That the total eligible **PROJECT** cost as set by this Agreement is (dollar amount total project cost–spelled out) dollars (\$ dollar amount representing total project cost–numeric) and the amount of funds available for reimbursement from **DEPARTMENT** shall be one hundred percent (100%) of the funds expended by **SPONSOR** for eligible **PROJECT** costs, up to a maximum reimbursement of (dollar amount representing 100%–spelled out) dollars (\$dollar amount representing 100%–numeric). **SPONSOR** will be responsible, at the one hundred percent (100%) level, for any and all costs in excess of the total eligible **PROJECT** cost as set by this Agreement.
- D. That **SPONSOR** shall contract with a qualified vendor for bid specification documents as needed and shall submit such specifications to **DEPARTMENT** for review and written approval prior to any purchase of said Activity elements approved within the authorization phase. **SPONSOR** shall provide electronic and editable copies of any documents, literature, and website materials for review by **DEPARTMENT** prior to production. The following Activity elements are approved: *(Description of Safe Routes*

to School Coordinator, Education, Encouragement, Enforcement and Evaluation components). The above described Scope of Work is to hereafter be referred to as “**ACTIVITY**.”

- E. That the total eligible **ACTIVITY** cost as set by this Agreement is (*dollar amount representing 100%-spelled out*) dollars and the amount of funds available for reimbursement from **DEPARTMENT** shall be one hundred percent (100%) of the funds expended by **SPONSOR** for eligible **ACTIVITY** costs, up to a maximum reimbursement of (*dollar amount representing 100% spelled out*) dollars. **SPONSOR** shall be responsible, at the one hundred percent (100%) level, for any and all costs in excess of the total eligible **ACTIVITY** cost as set by this Agreement
- F. That **SPONSOR** may submit paid invoices to **DEPARTMENT**, on no more often than a monthly basis, for up to one hundred percent (100%) reimbursement to **SPONSOR** for the performance of work set forth herein, and certify that the paid invoices properly represent approved work that has been satisfactorily completed. Each paid invoice must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion that reflects the reimbursement sought.
- G. That **SPONSOR** will comply, and ensure compliance, with provisions of the West Virginia Prevailing Wage Code and Federal Davis/Bacon Act Wage Codes. When both wage rates apply, the higher of the two must be paid.

OR

That **SPONSOR** will comply and ensure compliance with established provisions of the West Virginia Prevailing Wage Code. Federal Davis-Bacon Wage Codes do not apply to this project.

- H. That the following attachment (s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – “Grant Program General Clauses and Covenants (April 7, 2009).”

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

ATTEST:

(Name of Sponsor's Organization)

Witness to Sponsor's Signature
(Signature)

(Signature of person authorized to enter into agreement with WVDOH)
(Signature)

(Title of Witness)
(Title)

(Title of person authorized to enter into agreement with WVDOH)
(Title)

ATTEST:

**WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION
DIVISION OF HIGHWAYS**

Witness to Signature
(Signature)

(Signature)

(Title of Witness)
(Title)

(Title)

(To be executed in duplicate)

Distribution: Master File
Name of Sponsor's Organization

APPENDIX 5.b.

Attachment A-1 “Grant Program General Clauses and Covenants (April 7, 2009)”

**(This attachment is part of the Project and Activity agreement
between the WVDOH and the Project and Activity Sponsor.)**

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ATTACHMENT A -1
SAFE ROUTES TO SCHOOL GRANT PROGRAM
GENERAL CLAUSES AND COVENANTS

(April 7, 2009)

1. **SPONSOR**, by signature on the attached Agreement, confirms that it has both the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay for the **PROJECT** and **ACTIVITY** costs) to ensure proper planning, management and completion of the **PROJECT** and **ACTIVITY** described in this Agreement.
2. **SPONSOR** shall not begin work, or cause any work to begin, for which costs **SPONSOR** intends to seek reimbursement, until such time that **SPONSOR** receives written notice to proceed from **DEPARTMENT**.
3. **SPONSOR** is responsible for **PROJECT** oversight and inspection during any and all phases of construction, as well as for obtaining all necessary permits. **SPONSOR** shall provide and maintain competent and adequate engineering supervision at the construction site during the **PROJECT** to ensure that the completed work conforms to the **DEPARTMENT** approved plans and specifications and shall furnish progress reports and/or such other information as may be required by **DEPARTMENT**. **SPONSOR** is responsible for oversight, and shall maintain competent and adequate supervision during the conduct of Education, Encouragement, Enforcement and Evaluation **ACTIVITY** components, and shall furnish progress reports and/or such other information as may be required by **DEPARTMENT**.
4. **SPONSOR** agrees, as between **DEPARTMENT** and **SPONSOR**, that **SPONSOR** shall be responsible for any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligations arising out of or in any manner connected with the work performed by **SPONSOR**, its agents, employees or contractors, under this Agreement, during or any time after such work is being or has been performed, including (without limitation) liability involving bodily injury, death, property damage or any violation or alleged violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or the negligence of **DEPARTMENT**, its employees, agents or contractors.

5. **SPONSOR**, unless otherwise specifically noted in the attached Agreement, shall erect a sign, made of a durable material, at least four foot by eight foot (4' x 8') in size, at the site of the **PROJECT** where it can be viewed by persons in the area of the **PROJECT**. Such sign is to be placed at the site immediately following **SPONSOR'S** receipt of notice to proceed and remain at the site until the **PROJECT'S** final inspection by **DEPARTMENT**. It will, at minimum, contain the following information in letters clearly legible:

<p>(NAME OF PROJECT)</p> <p>This project is funded through the Federal Highway Administration's Safe Routes to School Program administered by the West Virginia Department of Transportation, Division of Highways</p> <p>Safe Routes to School Funds</p> <p>\$ _____</p>

6. **SPONSOR** shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, either personal or organizational conflict of interest, or personal gain.
7. **SPONSOR** shall comply with and ensure compliance with all Federal Statutes relating to the Anti-Lobbying Requirement, Public Law 101-121, Section 319, 31 U.S. Code Section 1352, that prohibits the recipient, or any lower tier sub-recipients, of a Federal contract, grant, loan or cooperative Agreement from expending Federal funds to pay any person for influencing or attempting to influence a Federal agency or the Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan or the entering into of any cooperative Agreement.
8. **SPONSOR** agrees to establish a proper accounting system in accordance with generally accepted accounting standards or agency directives, and shall be responsible for ensuring that its consultant(s) and/or contractor(s)/subcontractor(s) maintain all books, document papers, records, supporting cost proposals, accounting records, employees time cards, payroll records and other evidence pertaining to costs incurred in the **PROJECT** and **ACTIVITY** and is to make such materials available at all reasonable

times during the contract period and for four (4) years after the date of **DEPARTMENT'S** closing of the project, for inspection and/or audit by **DEPARTMENT**, Federal Highway Administration, or any other authorized representative of either the State or Federal government.

9. **SPONSOR**, unless otherwise noted in the attached Agreement, agrees to complete **PROJECT** within two (2) years after the date the notice to proceed is issued by **DEPARTMENT**. Failure to meet this deadline, without good and acceptable cause, may cancel **DEPARTMENT'S** participation in this **PROJECT**, at the sole discretion of **DEPARTMENT**, and any remaining funds may be forfeited by **SPONSOR**; repayment of the **PROJECT'S** Federal funds may also be required. It is the express responsibility of **SPONSOR** to inform **DEPARTMENT**, in an expeditious manner, if any condition arises which may result in this deadline not being met.
10. **SPONSOR** acknowledges that construction contracts are required to be advertised and awarded to the lowest responsible and responsive bidder through competitive bidding, while consulting services are to be chosen by solicitation of letter of qualifications, interview of candidate, and selection based on qualification, rather than price. Any deviation from these processes requires prior written approval by **DEPARTMENT**. In addition, **SPONSOR** acknowledges and agrees that no contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension" and 49 CFR 29.
11. **SPONSOR** must retain a copy of all newspaper advertisements for requests for proposals for consultant and/or contractor/subcontractor bids, and a copy of all proposals and bids received for consideration. The documents must be kept on file by **SPONSOR** pending Final Audit by **DEPARTMENT**.
12. **SPONSOR** must retain a copy of the contract for the consultant(s) and/or contractor(s)/subcontractor(s) chosen. To ensure compliance with requirements, all bid documents and request for proposal/consultant documents must be kept on file by **SPONSOR** pending Final Audit by **DEPARTMENT**.

13. **SPONSOR**, if it is a non-Federal entity and has received five hundred thousand dollars (\$500,000) or more in Federal funds in the prior fiscal year, shall furnish to **DEPARTMENT** a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget Circular No. A-133.
14. **SPONSOR** shall notify **DEPARTMENT**, at least thirty (30) days in advance, of any ceremonies or “ribbon-cutting” celebrations commemorating the **PROJECT**.
15. **SPONSOR** shall recognize both **DEPARTMENT** and the Federal Highway Administration in all press releases, announcements, brochures, websites, and/or literature concerning the **PROJECT** and **ACTIVITY**.
16. **SPONSOR** shall ensure that:
 - a. No person, on the grounds of age, race, religion, color, sex, national origin or disability shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the use of said **PROJECT**.
 - b. Discrimination against the public shall not be practiced in accommodations operated within the area of use.
 - c. The property shall be used in compliance with all other requirements imposed by **DEPARTMENT** pursuant to Title 49, CFR, Part 21, and as said regulation may be amended.
17. **SPONSOR** shall comply, and ensure compliance by its consultant(s) and contractor (s)/subcontractor(s) with the provisions of the West Virginia Prevailing Wage Code regarding labor standards for federally-assisted construction, the Copeland Act “Anti-Kickback” Act (40 U.S.C. § 276C and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), “Equal Employment Opportunity” Executive Orders 11246 and 11375 and 41 CFR 60, the Drug Free Workplace act of 1988, the “Buy America” requirements concerning the purchase of steel for Federally funded projects (23 CFR 635.410 (b)), Worker Visibility Regulations that require that all persons working within the right-of-way of a Federal Aid Highway wear highly visible safety apparel which meets the Performance Class 2 or 3 requirements of ANSI/ISEA 107-204 publication entitled, “American National Standard for High-Visibility Safety Apparel and Headwear,” and if applicable, Davis-Bacon Act Wage Codes (40 U.S.C. §§ 276a to 276a-7).

18. **SPONSOR** shall notify and shall furnish **PROJECT** plans to utilities known to have facilities within the **PROJECT** limits and/or affected by the **PROJECT**; and shall arrange for any necessary relocation or adjustment of affected utilities.
19. **SPONSOR** shall ensure that all property and/or right-of-way necessary to construct this **PROJECT** shall be acquired in accordance with all applicable Federal and State laws, policies and procedures, which include but are not limited to Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
20. **SPONSOR** shall comply with and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with all Federal statutes, executive orders, rules, and regulations regarding the “Americans With Disabilities Act,” 28 CFR 35 and 29 CFR 1830 and with the “General Prohibitions Against Discrimination,” 28 CFR 35 and all other regulations under Title II of “The American With Disabilities Act” which are applicable.
21. **SPONSOR** shall comply with flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234) which requires recipients in a special flood hazard area to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
22. It is the policy of **DEPARTMENT** that Disadvantaged and Women-owned Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.
23. **DEPARTMENT** shall review the **PROJECT’S** applicability to both Federal Highway Administration and State requirements for a federally-funded project and if the **PROJECT** qualifies, will complete the appropriate documents for a Programmatic Categorical Exclusion or Categorical Exclusion for compliance with the National Environmental Policy Act (NEPA) (42 USC 4321-4347) and Section 106 of the National Historic Preservation Act of 1966, as amended (106 Process).

24. **SPONSOR** shall be responsible for any additional documentation, actions, or permits necessary for compliance with the NEPA and the 106 Process, which include but are not limited to documentation, actions, or permits involving; archaeological surveys, 4(f) statements, noise assessment and abatement, air quality impact assessment and abatement, water quality impact assessment and abatement, hazardous waste/underground toxic assessment and abatement, navigable stream impact assessment and abatement, wetland impact assessment and abatement, endangered species impact assessment and abatement, wild and scenic river impact assessment and abatement, and/or any other environmental, cultural, or natural impact statement and abatement as applicable.
25. **SPONSOR** shall secure all necessary approvals, permits and licenses from all other governmental agencies, as may be required to complete **PROJECT**. This obligation shall include the responsibility for the preparation or revision of environmental impact statements, environmental assessments, environmental reports or other documents required by law and/or environmental litigation; and the defense of environmental litigation resulting from the planning, design and/or construction of **PROJECT**. At the **DEPARTMENT'S** request, **SPONSOR** shall furnish to **DEPARTMENT**, prior to advertising and letting **PROJECT**, evidence of the approvals, permits, licenses and approved environmental documents.
26. **SPONSOR** shall comply with, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all applicable standards, executive orders or regulations, if applicable, issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 et. seq.), the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq.), and the Energy Policy and Conservation Act (Pub. L. 94-163).
27. **SPONSOR** shall administer all contracts/subcontracts and be responsible for ensuring that all work shall be performed and purchases made in a manner satisfactory to **DEPARTMENT** and in accordance with the established practices and procedures of the **DEPARTMENT**, and all Federal and State laws, rules, regulations, executives orders, policies and procedures which include, but are not limited to, those included in the Safe Routes to School Program Guidance for Grant Applications, the Federal Aid Policy Guide 23 CFR 633A and entitled "PART 633 – REQUIRED CONTRACT PROVISIONS," and the Rules and Regulations of the West Virginia Department of Transportation, Division of Highways, Series I Section 8 entitled Procurement Procedures for Negotiated Contracts, as applicable.

28. **SPONSOR** acknowledges and agrees that **DEPARTMENT** and the Federal Highway Administration reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for governmental purpose(s):
- A. the copyright of any work developed under this grant, subgrant or contract under this grant or subgrant; and
 - B. any rights of copyright to which a grantee, subgrantee, consultant, or contractor acquires or purchase ownership with support from this grant.
29. **DEPARTMENT** shall bear one hundred percent (100%) of all administrative costs incurred by **DEPARTMENT**, such as reviewing and processing invoices from **SPONSOR**.
30. **SPONSOR** acknowledges and agrees that the future sale, lease, transfer of title or modification in use of any property either purchased with, or receiving improvements funded through, this Agreement and occurring within the specified maintenance term requires prior approval by **DEPARTMENT** and/or the Federal Highway Administration and could require repayment, by the **SPONSOR**, of federal funds involved.
31. **SPONSOR** acknowledges and agrees that failure to adhere to and comply with, and ensure compliance by its consultant(s), contractor(s) and subcontractor(s) with any item in the attached **PROJECT** and **ACTIVITY** Agreement may result in the repayment, by the **SPONSOR**, of any and all Federal funds expended on the **PROJECT** and **ACTIVITY**. It will be at the sole discretion of the Federal Highway Administration and/or the **DEPARTMENT** to determine if the violation warrants repayment and the amount to be repaid. Prior to any obligation of repayment, **SPONSOR** shall be provided with a written notice of any alleged violation and allowed a reasonable opportunity to cure said violation.

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APPENDIX 6

Rules for Procurement of Negotiated Contracts

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GRANT INFORMATION SHEET

MINIMUM REQUIREMENTS FOR ADVERTISING

- Begin at least 3 (three) weeks prior to the opening of letter of qualifications.
- Advertise for 1 (one) day each week on a week day, for 2 (two) weeks, at least 7 (seven) days apart.
- You must advertise in the Charleston Gazette and/or Charleston Daily Mail, AND at least 1 (one) local newspaper with a county-wide distribution.

(It is not required, nor will it be considered as a substitute for the above-mentioned requirements; however, Sponsors may feel free and are encouraged to advertise electronically on the web.)

GRANT PROGRAM INFORMATION SHEET

A summary of the steps for hiring a consultant through the competitive selection process

1. **SPONSOR** must develop a technical Request For Proposals (RFP) which will include: a general description of the work to be accomplished, the location of the project, and a clear and accurate description of the technical requirements for the services to be rendered. **NOTE:** The RFP must list tasks in order of their relative importance. *It is recommended that a committee of 3 to 5 persons be formed to develop the RFP and to rank and interview the consultants. Do not request pricing/cost information. Consultant reviews must be based upon qualifications. Price/cost may not be considered until Step 7, at the time of negotiations.*
2. **SPONSOR** must solicit for letters of qualifications from consultants interested in performing the services. The solicitation shall include a clear and accurate description of the service to be performed, shall identify all significant evaluation factors and their relative importance, and shall include the submission data (deadline) for final acceptance of letters of qualification. (The deadline shall be at least ten working days after the last day of advertisement.) The minimum requirements for publicizing the solicitation are that the advertisement shall appear once each week, on a weekday, for at least two successive weeks in the Charleston Daily Newspapers and in a local newspaper based in the county where the project is located. The local newspaper must have a countywide distribution.
3. **SPONSOR** must review all letters of qualifications received from consultants to assure that all pertinent information and data had been submitted. Any letters which were received not containing complete information, or which were not received prior to the deadline, shall be rejected and the consultant so notified.
4. **SPONSOR**, after reviewing the letters of qualifications, shall develop a short list of consultants, the number being at least two more than required, who are, in their opinion, best qualified to perform the desired service.
5. **SPONSOR** will schedule interviews with each firm on the short list. Discussions will be held regarding anticipated concepts and proposed methods of approach to the assignment, including those items noted in the qualification and technical evaluation. **During these interviews, any discussions or conversations concerning either price or cost issues is prohibited. Price/cost may not be considered until Step 7 at the time of negotiation.**

6. **SPONSOR** will review all the information available, and after the scheduled interviews with the consultants on the short list, **SPONSOR** will select the highest qualified. The remaining consultants will be ranked in order of preference for future use if negotiations fail with the highest rated consultant.
7. **SPONSOR** is encouraged to consider the annual Disadvantaged Business Enterprises (DBE) award goals of negotiated contracts financed with Federal funds. A DBE goal of zero has been set for all Safe Routes to School projects; however, the West Virginia Division of Highways encourages the consideration of DBEs when hiring contractors for this project. If you, as the sponsoring agency, have specific DBE goals or guidelines established, you must utilize them when hiring for this project.
8. **SPONSOR** will promptly notify, in writing, all consultants who submitted proposals that the selection has been made and the name of the preferred consultant.
9. **SPONSOR** will meet with the preferred consultant to discuss detailed scope of work, after which time the consultant will submit a priced proposal. After reviewing the proposal, the **SPONSOR** and the preferred consultant will begin the negotiations for a contract/agreement. **In most cases consultant fees for engineering and design-related services should not exceed 10 to 15 percent of the total Project cost. Construction oversight costs should not exceed an additional 5-7 percent of the total Project cost. If costs exceed these percentages, contact the Safe Routes to School Coordinator.** Contract/agreement should include a reasonable date for delivery of plans and penalties for failure to deliver on time. If a contract/agreement and fee can be negotiated then a contract/agreement can be executed. In the event that a fee or contract/agreement cannot be agreed upon, the **SPONSOR** will initiate action to begin negotiations with the consultant who was listed number two. If negotiations with the second choice are unsuccessful, the **SPONSOR** shall move to the third choice, and so on. If the **SPONSOR** moves to negotiate with consultant number two, **SPONSOR** may not go back to number one. If **SPONSOR** goes to negotiations with number three, **SPONSOR** may not go back to one or two. If **SPONSOR** cannot negotiate a contract with the top three candidates, they must contact the Division of Highways, Program Planning and Administration Division, Grant Administration Unit at (304) 558-9600 for further instructions.

This is only a summary of the actions to be taken. For additional information, see Enclosed Rules and Regulations for Procurement of Negotiated Contracts. If you have questions concerning the competitive selection process or, if you are unfamiliar with the process, contact the West Virginia Division of Highways, Program Planning and Administration Division, Grant Administration Unit at (304) 558-9600.

RULES AND REGULATIONS FOR PROCUREMENT OF NEGOTIATED CONTRACTS^{1 and 2}

Section A

Purpose – To set forth procedures for negotiated contracts to ensure that a qualified consultant is obtained through an equitable selection process and that prescribed work is properly accomplished in a timely manner at a just and reasonable cost, pursuant to the WV Code §5G-1, et. seq., 23 CFR 172 and 23 U.S.C. 112 for Federally funded work.

Section B

Application – This regulation applies to all engineering and design-related service contracts such as:

- | | |
|---|---|
| a) project management | h) surveying |
| b) construction management and inspection | i) mapping |
| c) feasibility studies | j) architectural |
| d) preliminary engineering | k) materials, inspection, sampling, and testing |
| e) design engineering | l) archaeological investigation |
| f) design | m) historic investigation |
| g) engineering | n) related services to any above |

Section C

Definitions

- 1) CFR – Code of Federal Regulations
- 2) Competitive Selection – All procurement transactions conducted in such a manner as to provide unrestricted opportunities for any and all prospective consultants to obtain work with the Sponsor.
- 3) Consultant – A business, education institution, individual or public agency qualified to perform a service required by the Division. A consultant may be a consulting engineer, architect, public agency or other professional firm or agency.
- 4) Contract Modification – An agreement modifying the existing contract, such as an agreement to accomplish work beyond the scope of the original contract.
- 5) Cost Analysis – A review and evaluation of the separate cost elements and proposed fixed fee of:
 - a) A consultant's cost or pricing data, and
 - b) The judgmental factors applied in projecting from the data to the Engineer's Cost Estimate in order to form an opinion on the degree to which the proposed costs represent what the cost of the contract should be, assuming reasonable economy and efficiency. Any major variations from norms shall be documented and supported.

¹ State and Federal Agencies may use their current procedures for Federally funded projects.

² Local, county, regional agencies, including nonprofit organizations, whose written procedures differ from those below, may contact WVDOH to discuss other possible options.

- 6) Disadvantaged Business Enterprise (DBE) – A small business concern, which is owned and controlled by one or more socially or economically disadvantaged individuals, which has been certified under the Small Business Administration’s 8(a) program.
- 7) Extra Work – Any service or actions required of the consultant above and beyond the obligations of the original or modified contract.
- 8) Fixed Fee – A dollar amount established to cover the consultant’s profit and business expenses not allocable to overhead.
- 9) Letter of Qualification – A written expression of interest made by the consultant indicating his desire to perform a particular project, task or service. This should include, as a minimum, the location of where work would be performed; a description of the firm’s overall capabilities to handle the work, including work force available to be assigned to the project; personnel qualifications, and present work load. Additional statements as to the consultant’s particular abilities and qualifications pertinent to preliminary scope of work may be included if deemed necessary. (See Exhibit A.)
- 10) Methods of Pay – Methods of pay which may be used are as follows:
 - a) Lump sum
 - b) Cost per unit of work
 - c) Cost plus a fixed fee
 - d) Specific rates of compensation

Each contract shall have a maximum amount payable which shall not be exceeded unless adjusted by a contract modification.

- 11) Negotiation Memorandum – At the conclusion of each negotiation of an initial or revised price, the Sponsor shall promptly prepare a memorandum of the principal elements of the price negotiation. The memorandum shall be included in the contract file and shall include as a minimum:
 - a) The project number/name
 - b) The purpose of the negotiation
 - c) The name and position of each person representing the consultant and the Sponsor
 - d) The most significant facts or considerations controlling the establishment of the negotiated price.
- 12) Noncompetitive Selection – The procurement through solicitation of a proposal from only one source or, after solicitation of a number of sources, competition is determined to be inadequate.
- 13) Performance Reports – a report prepared by the Sponsor monitoring the service after the final acceptance of work or after contract termination, as applicable, evaluating the overall performance of the consultant.
- 14) Price Proposal – A statement by a consultant which is submitted after the consultant is selected to accomplish the work and after the detailed scope of work meeting indicating his proposed costs to perform the required service.
- 15) Procurement Standards – the Sponsor’s own procurement procedures which reflect applicable State and local laws and regulations.

- 16) Qualification and Technical Analysis – A review of the consultant’s qualifications, consideration, demonstrated ability, capability to meet requirements, location of offices, distribution of work to individuals and firms (specifically DBEs), time frame proposed by the consultant or required by the Sponsor, and past performance; both administratively and technically. Other criteria may be required in special cases.
- 17) Scope of Work –
 - a) Preliminary: A general description of the work to be accomplished; including the location.
 - b) Detailed: A clear, accurate and detailed description of the technical requirements for the services to be rendered.
- 18) Selection Committee – This committee shall consist of at least three members authorized by the Sponsor to conduct the selection.
- 19) Short List – A list of consultants, the number being two more than needed, considered to be most qualified to accomplish a proposed project.

Section D

Competitive Selection – When Federal aid projects are estimated to cost over \$25,000 and the service of a consultant under this procedure is desired, the Sponsor will advertise for letters of intent/qualification from consultants interested in performing the service and develop a list for the specific project.

- 1) The minimum requirements for publicizing the solicitation are that the advertisement shall appear once each week, on a weekday, for least two successive weeks in the daily Charleston newspapers and in the newspaper covering the Sponsor’s local area. (The local area newspaper must have a countywide distribution.) The notice will also be furnished to other organizations, such as engineering/architectural societies, upon their specific request, who may desire to disseminate the information to their members.
- 2) The solicitation shall include a clear and accurate description of the service to be performed, shall identify all significant evaluation factors, and their relative importance and shall include the date to be submitted. (See Exhibit B.)
- 3) All letters of qualification received from consultants will be reviewed by the Sponsor initiating the request to assure that all pertinent information and data have been submitted. Any letters which were received not containing complete information or which were not received prior to the submission date (deadline), shall be rejected and the consultant so notified. The deadline shall be at least ten working days after the last day of advertisement.
- 4) The Sponsor will provide written qualification and technical information to the Selection Committee.
- 5) The Selection Committee will develop a short list of consultants, the number being two more than needed, who are, in their opinion, best qualified to perform the desired service.
- 6) All Disadvantaged Business Enterprises on the list of consultants who submitted proposals will be so identified on the qualifications and technical analysis.
- 7) Multiple consultants may be obtained through the use of a single solicitation when the

services to be performed are of a similar nature and can be clearly defined in the advertisement. The listing submitted to the Selection Committee should indicate the number of consultants required.

- 8) The Selection Committee will review the short list and schedule interviews with each firm. Discussions will be held regarding anticipated concepts and proposed methods of approach to the assignment, including those items noted in the qualification and technical analysis.
- 9) After scheduled interviews with the short-listed consultants, the highest qualified is/are selected. The remaining consultants will be ranked in order of preference for future use if negotiations fail with the highest rated consultant.
- 10) All consultants who have submitted proposals will be notified promptly in writing that the selection has been made and the name of the preferred consultant.

Section E

Small Purchases – For Federal aid projects estimated to cost less than \$25,000.

- 1) The Sponsor shall conduct discussions with three or more professional firms solicited on the basis of known or submitted qualifications for assignment prior to awarding of any contract.
- 2) The Sponsor shall submit a qualification analysis to the Selection Committee for selection of a consultant.

Section F

Noncompetitive Selection

- 1) Circumstances under which a contract may be awarded by noncompetitive negotiations are limited to the following:
 - a) The item is available only from a single source; or
 - b) When there is an emergency which will not permit the time necessary to conduct competitive negotiations; or
 - c) After solicitation of a number of sources, competition is determined inadequate; or
 - d) When it is determined appropriate to use available services of a public agency or educational institution.
- 2) The name of the consultant who is considered qualified to perform the service will be submitted to the Selection Committee with an explanation of the circumstances in 1.06, paragraph 1.
- 3) Approval from the Commissioner, Division of Highways, West Virginia Department of Transportation, must be received prior to using this process.

Section G

Negotiation of Fee

- 1) The consultant selected for the service will be requested to attend a detailed Scope of Work Meeting, after which time he is to submit a priced proposal.
- 2) The Sponsor should prepare a cost estimate prior to the receipt of the fee proposal from the consultant and for negotiating an agreement with the consultant selected number one.

- 3) Negotiations shall be conducted by the Sponsor.
- 4) In the event that an agreement with the fee is unable to be reached, the Sponsor shall initiate action to begin negotiations with the consultant who was listed number two by the Selection Committee and so on, if necessary.
- 5) Should it be impossible to reach an agreement with any of the consultants selected, the Sponsor will then request the Selection Committee to make a reassessment to determine whether or not to extend the list, to renegotiate with consultants from the existing selections, or to remove the work from the program. (A written request by the Sponsor must be forwarded to the Division of Highways, West Virginia Department of Transportation for review and approval. Written approval from the Division of Highways, West Virginia Department of Transportation must be received prior to any renegotiations.)
- 6) A negotiation memorandum shall be maintained for a three-year period after final payment.

Section H

Contract Modifications

- a) Contract modifications are required for any modifications in the terms of the original contract; that significantly change the character, scope, complexity, or duration of the work; or significantly change the conditions under which the work is required to be performed.
- b) A contract modification shall clearly outline the changes made and determine a method of compensation.
- c) Overruns in the costs of the work shall not warrant an increase in the fixed fee portion of a cost plus fixed fee contract. Significant changes to the Scope of Work may require adjustment of the fixed fee portion in a cost plus fixed fee contract or in a lump sum contract.
- d) A modification to an original agreement, where the original advertisement concerned all phases of the work, shall be negotiated following the requirements of Section G. Negotiation of Fee. A detailed Scope of Work meeting and an independent engineer's estimate are required. The original advertisement must have included all phases of work for this procedure to be used. If the original advertisement did not contain all phases of the work, the requirements of Section D Competitive Selection shall be followed for the selection of a consultant.

Section I

Control of Work – After notification to proceed is given to a consultant in writing, the responsible Sponsor will meet regularly with the consultant to discuss progress and problems as they may occur with notes of the meetings recorded in the project files. These meetings are usually held every month. At these meetings, a complete review of the progress to date is made with emphasis on acceptability of costs billed, as well as the next phases of the work to be performed. Periodic submission of data is also made in accordance with the applicable type project involved. If deemed necessary by the Sponsor, visitation of the consultant's office shall be made.

Section J

Evaluation of Work – Upon completion or performance termination of the consultant's work, the responsible Sponsor will prepare a report recording its evaluation of the consultant's efforts. It should include comments from the Division of Highways when appropriate. A copy shall be sent to the consultant for review and comment and any written comments received shall be attached to the final report.

Section K

Protest Procedures – Consultants who feel they have not been selected to perform work for unjust cause may appeal to the Sponsor for a hearing to be held on their behalf. They must do so in writing within ten days after the date of being notified of the determination. In addition, any claims or disputes in reference to payment, work, method of compensation or performance evaluation may be appealed to the Sponsor. The Sponsor shall immediately notify the Commissioner, Division of Highways, West Virginia Department of Transportation upon receipt of any appeals.

Matters concerning work performed, wherein Federal funds are utilized in whole or in part, may be protested to the Federal Highway Administration once all administrative procedures have been exhausted with the Sponsor and Commissioner, Division of Highways, West Virginia Department of Transportation. However, review of protests by the Federal agency will be limited to:

- 1) Violations of Federal law or regulations, and
- 2) Violations of the Sponsor's/Commissioner's protest procedures for failure to review a complaint or protest. Protests received by the Federal Highway Administration other than those specified above will be referred to the Commissioner, Division of Highways, West Virginia Department of Transportation.

Section L

Contractual Responsibilities – The Sponsor is responsible for the settlement of all contractual/administrative issues. The Sponsor is responsible for determining the extent to which consultants are accountable for the professional quality, technical accuracy, coordination of services, and costs, for which consultants may be reasonably liable, resulting from errors or deficiencies in design furnished under its contracts. When it is determined that an error or deficiency exists, the Sponsor shall report its findings to the Commissioner, Division of Highways, West Virginia Department of Transportation. All documentation under this procedure will be retained on file by the Sponsor, pending final audit of the project.

If you are unfamiliar with the process or have any questions, contact the West Virginia Division of Highways, Program Planning and Administration Division, Grant Administration Unit at (304) 558-9600.

SAMPLE EXHIBITS

- A. Solicitation of Letters of Qualification**
- B. Suggested Notice for Consulting Services**

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SAMPLE—EXHIBIT A**SOLICITATION OF LETTERS OF QUALIFICATION**

The following items are typical of those to be obtained from or furnished to the consultants from whom Letters of Intent/Qualification are solicited:

Typical information to be obtained from the consultant:

1. Overall capabilities to handle the project (e.g., work force, work load, professional qualifications, specialized experience, and past performance of similar projects);
2. Work to be subcontracted;
3. Location of the office in which the work will be performed; and
4. Assurance that a job order cost accounting system is maintained and is capable of segregating and identifying accumulating costs for cost-type contracts.

These items should be listed in the advertisement in their relative order of importance for evaluation.

Typical information to be furnished to the consultant:

1. The type of service required;
2. The description and location of the work;
3. Any data or work that is a prerequisite to the project;
4. The anticipated scheduled for performing the service; and
5. The date by which the proposal must be submitted.

SAMPLE—EXHIBIT B

SUGGESTED NOTICE FOR CONSULTING SERVICES

Notice is hereby given that consulting engineering services will be utilized for the preparation of construction contract plans and related documents for _____

_____ in _____ County. The work will consist of _____

_____. Firms interested in being considered for this project must submit a letter of interest, qualifications, and un-priced proposal to:

Prior to (time) (eastern standard time or day light savings time) on (date).

As a minimum, the letter will include the following items listed in their relative order of importance for evaluation:

1. Overall capabilities to handle this work, including work force available to assign to the project, professional qualifications, specialized experience, past performance on similar projects, and present work load.
2. Location of office in which the work would be performed and knowledge of project locality.
3. Amount and type of work anticipated to be subcontracted or performed by a subconsultant.
4. Any brochures or other information which may have a direct relation to the subject project.
5. A Cost Accounting Information Statement indicating whether a cost accounting system has been maintained and is in effect such that is capable of segregating and identifying accumulating costs for each job that is performed under cost type projects.

A single letter of interest and un-priced prospectus is required. All evaluations factors will be given equal consideration in the selection process. Prior to entering into contract negotiations, the selected firm and any subconsultants shall submit a company computed overhead rate for review.

It is the policy of the West Virginia Department of Transportation, Division of Highways, that Disadvantaged and Women-owned Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

ATTACHMENT**STANDARD SPECIFICATIONS FOR CONSULTANT SERVICES**
SECTION I: DEFINITIONS

When used in these Specifications for Consultant Services, or any documents to or governed by these Specifications, the following terms shall be interpreted as follows:

1.01 SPONSOR

The organization or duly-authorized representative of such organization, entering into a Safe Routes to School Agreement with a consultant for specific services on a specific project.

1.02 CONSULTANT

The engineer/architect or engineering/architectural firm or other professional firm, agency, or individual participating in a Safe Routes to School Agreement with the Sponsor.

1.03 SUBCONSULTANT

Any firm, person, or organization to whom the consultant has transferred any portion of the work covered by its obligation to the Sponsor under the Safe Routes to School Agreement.

1.04 ENHANCEMENT AGREEMENT

The Agreement or Contract between the consultant and the Sponsor for the performance by the consultant and the Sponsor of services and work specified therein.

When the term "Agreement" is used in these Specifications, it shall be taken to mean the Safe Routes to School Agreement as above defined unless otherwise specifically stated in context therewith.

These Specifications, or applicable portions thereof as noted in the Agreement, are part of the Safe Routes to School Agreement. The Agreement shall be initiated and prepared by the Sponsor.

1.05 WORK

All necessary activities including technical, inspection, engineering and other services, and all necessary materials required of the consultant under the terms of the Safe Routes to School Agreement. No more than fifty percent (50%) of the work may be performed by a subconsultant without written approval of the Sponsor and only under extreme or unusual circumstances.

1.06 SUPPLEMENTAL AGREEMENT

An Agreement or Contract between the consultant and the Sponsor for the performance of services and work, and payment therefore, for any major changes in the terms of the original Safe Routes to School Agreement.

1.07 FEE PAYMENT

A payment of money (by the Sponsor) to the consultant at intervals, and within limitations set forth in the Safe Routes to School Agreement, for work accomplished, as described in the Safe Routes to School Agreement.

1.08 ADDITIONAL FEE PAYMENTS

Special payments (by the Sponsor) to the consultant for changes or other extra work, as specified in the Safe Routes to School Agreement or in a Supplemental Agreement.

1.09 ADDITION

The joining or uniting so as to increase the number, to augment the quantity, or to enlarge the magnitude of the work by Supplemental Agreement.

1.10 DELETION

The removing or eliminating so as to decrease the number, to diminish the quantity, or to reduce the magnitude of the work by Supplemental Agreement.

1.11 SCOPE OF WORK

Extent of work mutually and originally agreed upon by the Sponsor and consultant and upon which the consultant bases its proposals.

1.12 WORK SCHEDULE

A detailed sequential listing on a Progress Report form of the activities required to perform the work specified in the Safe Routes to School Agreement and/or Supplemental Agreement, a schedule of time needed to perform each activity, and a graphic representation thereof.

1.13 MONTHLY PROGRESS REPORT

A narrative and tabular report revised and submitted with invoices showing the progress and current status of the work. The report will be used as a basis for calculating payments on the fee, as specified in the Safe Routes to School Agreement.

1.14 FIELD REVIEW

An official field inspection of a proposed work by the Sponsor to check on and review the features thereof, for the purpose of determining its acceptability for further development or the need for revision.

1.15 OFFICE REVIEW

An official detailed review and analysis by the Sponsor of a consultant's proposed report or plan to determine its acceptability, or the need for revisions.

1.16 FHWA

US Department of Transportation, Federal Highway Administration.

1.17 DIRECTIVES

Written instructions and/or policy statements issued by the Division of Highways, West Virginia Department of Transportation or by the Federal Highway Administration.

SECTION II: GENERAL CLAUSES AND COVENANTS

The following requirements and conditions shall govern the execution and performance of the consultant's services as delineated in all Safe Routes to School Agreements with the Sponsor.

2.01 INSURANCE AND INDEMNIFY

The consultant shall comply with all Workers Compensation Laws of the State of West Virginia, and shall carry at least the following minimum amounts of insurance:

- a) Public Liability Insurance in an amount not less than one hundred thousand dollars (\$100,000) for injuries, including those resulting in death to any one person, in an amount not less than three hundred thousand dollars (\$300,000) for damages on account of any one accident or occurrence.

Property Damage Insurance in an amount not less than three hundred thousand dollars (\$300,000) from damages on account of any accident or occurrence.

Said insurance shall be maintained in full force and effect during the life of the Safe Routes to School Agreement and shall protect the consultant and the Sponsor, their employees, agents, and representatives from claims for damages for personal injury and wrongful death, and for damages to property arising in any manner from the negligent or wrongful acts or omissions of the consultant, its employees, agents, or representatives in the performance of the work covered by the Safe Routes to School Agreement, and any supplemental thereto.

- b) The policy, or insurance herein required must be countersigned by a Resident Agent of the State of West Virginia in accordance with the applicable statutes of the State of West Virginia.
- c) Certificates showing the consultant is carrying the above described insurance, in at least the above specified minimum amounts, shall be furnished to the Sponsor before the Sponsor is obligated to make any payment to the consultant for work performed under the provisions of the Safe Routes to School Agreement. The consultant shall indemnify and save harmless the Sponsor from any claims or liabilities of any type or nature to any person, firm or corporation, arising in any manner from the consultant's performance of the work covered by the Safe Routes to School Agreement, except if any such claim or liability results from the sole negligence of the Sponsor.
- d) If any part of the work is transferred to a subconsultant, all the above provisions shall apply to the subconsultant and the work performed by it.

2.02 PLANS AND RECORDS

Upon request, the Sponsor shall deliver to the consultant, without cost to the consultant, one copy of any plans, photographs, reports, and other pertinent public records applicable to the work, currently possessed by the Sponsor.

2.03 OWNERSHIP OF THE WORK

Upon completion of the work as provided in the Safe Routes to School Agreement, and any Supplemental Agreements thereto, and acceptance thereby by the Sponsor, or upon termination of the work under the terms of Subsections 2.15, 2.16 and 2.17 herein, the consultant shall index, catalogue, and upon request, deliver to the Sponsor all data and instruments of service used in the work, including that of subconsultants, all of which shall become the property of the Sponsor.

These data and instruments of service shall not be furnished to any party or parties other than the Sponsor, except upon written permission of the Sponsor.

2.04 IDENTIFICATION

All documents, reports, plans and correspondence pertaining to the work shall carry the current date thereof, and be identified with the Sponsor's project name appearing on the Safe Routes to School Agreement.

2.05 TRANSFERS

The consultant shall not assign, sublet and transfer any interest in the work covered by the Safe Routes to School Agreement without the prior written approval or consent of the Sponsor.

Sponsor's approval or consent to assign or sublet any part of the work shall not relieve the consultant of its primary responsibility for the performance of work so transferred. In any case, the consultant shall perform more than fifty percent (50%) of the work as measured by fee payment outlined in the Safe Routes to School Agreement and any Supplemental Agreement thereto.

2.06 ACCESS TO RECORDS

The consultant and its subconsultants shall maintain records of material cost, direct salary and payroll additives, other direct and indirect costs and profit used to support the estimate of agreement cost and shall maintain all accounts, papers, maps, photographs, other documentary material, and any evidence pertaining to cost incurred, and shall make such materials available at its offices at all reasonable times during the contract period for three years after final payment for the project by the Sponsor for inspection by the Sponsor, or any authorized representatives of the State or Federal Government, and copies thereof shall be furnished if requested. If a claim, investigation, or litigation is pending after what was assumed to be the final payment, the retention period will not begin until final settlement of the claim, investigation, or litigation.

2.07 SUBMISSIONS, REVIEWS AND ACCEPTANCE

All documents prepared or executed by the consultant shall be subject to reviews and acceptance by the Sponsor, and other public agencies involved insofar as the interest of each is concerned.

The official date of any submission by the consultant shall be the date upon which an acceptable version thereof is received by the Sponsor. A review by the Sponsor shall be the basis of determining whether a submission is acceptable. If an original submission is found acceptable, the date of submission shall be the official date of acceptance. If, as a result of the Sponsor's review, it is decided that a submission is not acceptable, the date of acceptance shall be the date upon which an acceptable revision is received by the Sponsor.

Acceptance of a submission shall not relieve the consultant of its obligation to correct any defects or errors in its work, at its own expense.

2.08 COORDINATION OF WORK

The consultant shall confer with all State, Federal and local governmental agencies including planning commissions, public utilities, corporations, other private or public organizations, and any other official bodies whose work and plans may be either directly or indirectly affected by the work contemplated under the provisions of the Safe Routes to School Agreement. The consultant shall, insofar as it is consistent with the work of the Safe Routes to School Agreement, fully consider such work and plans in the performance of its work, and shall report to the

Sponsor, in writing, any such work or plans of others which may be inconsistent with the work of the Safe Routes to School Agreement.

The consultant shall cooperate with those performing work on adjacent sections and shall provide all information and data in its possession necessary for the coordination and performance of such work.

2.09 PUBLIC UTILITIES

Where privately, publicly or cooperatively-owned utility companies, other than railroads, will require changes or alterations because of the proposed work, the consultant shall meet and confer with the owners regarding the revisions or changes required to their facilities, and report the results of such conferences to the Sponsor.

The consultant shall make no commitments with the utilities binding upon the Sponsor.

The Sponsor shall conduct all negotiations with the public utilities and authorities. The consultant shall participate in such negotiations at the request of the Sponsor.

2.10 APPEARANCES AND CONFERENCES

The consultant shall provide further services which the Sponsor deems necessary for the furtherance of the work under the Agreement, such as appearances at conferences, public gatherings and hearings, and other such services as may be required prior to acceptance of the work covered by the Safe Routes to School Agreement.

The consultant shall have a qualified representative, authorized to speak and act for it, at meetings to be held in the Sponsor's offices at a frequency agreed upon by consultant and Sponsor.

Should further appearances be necessary subsequent to the acceptance of the final detailed work plans, such as court appearances, such appearances shall be paid for as stipulated in Section 2.13 of these Specifications.

At any time during construction of an improvement contemplated under these Specifications, the consultant shall confer with the Sponsor as to interpretation of plans or documents, correction of errors and omissions, and prepare any plan or document necessary therefore without added compensation.

2.11 DETERMINATION OF FEES

The basis of payment for work performed under the provisions of these Specifications shall be specified in the Safe Routes to School Agreement by one or more of the following methods:

- 1) A lump sum.
- 2) A cost per unit of work.
- 3) All costs related to the salaries of employees of the consultant for time directly chargeable to the work, and salaries of principals of the consultant for the time it is productively engaged in work necessary to fulfill the terms of the Safe Routes to School Agreement, direct non-salary costs incurred by the consultant in fulfilling the terms of the Safe Routes to School Agreement; and the consultant's overhead or indirect costs to the extent they are properly allocated to the work covered by the Safe Routes to School Agreement, plus a fixed fee to cover profit, miscellaneous expenses and other factors

that may be considered under the applicable regulations and that are not paid for otherwise.

- 4) Specific rates of pay for each class of employee, and for any principal of the consultant's organization, for the time each employee or principal is directly utilized on work necessary to fulfill the terms of the Safe Routes to School Agreement. In addition, an allowance for transportation and subsistence may be made.

2.12 ADDITIONS OR DELETIONS

Upon written notice, and without invalidating or supplementing the Safe Routes to School Agreement, the Sponsor may require additions or deletions of a minor nature within the scope of work originally contemplated.

Any request for extension of time caused thereby shall be considered and agreement reached at the time such addition or deletion is ordered.

2.13 CHANGES REQUIRING ADJUSTMENT OF FEE PAYMENT

Upon written notice and execution of a Supplemental Agreement by all parties and without invalidating the Safe Routes to School Agreement, the Sponsor may require changes in fees due to the revision or abandonment of work contemplated or already satisfactorily performed by the consultant.

The amount of adjustment in fees for such changes should be determined by mutual agreement in accordance with Subsection 2.11 of these Specifications.

The Sponsor will not be otherwise obligated to honor claims for additional fee payments unless the work has been previously authorized by a Supplemental Agreement.

2.14 WORK SCHEDULE AND PROGRESS REPORTS

Within ____ days after notification to proceed with the work, the consultant shall submit a draft copy of its proposed schedule for performance of the work showing the various work activities of the schedule as related to each other, and the time required to perform each work activity, as defined in Subsections 1.12 and 1.13 herein. The consultant agrees to complete the work in accordance with the time estimates shown on the approved schedule presentation. The schedule presentation is made a part of the Safe Routes to School Agreement.

The consultant shall, following the Sponsor's acceptance of the proposed Work Schedule, submit with invoices (or as requested by Sponsor) to the Sponsor, two copies of its progress report of progress actually achieved, including in the transmittal letter appropriate mention of any matter that may, or has, adversely affected the work progress.

2.15 RESPONSIBILITY FOR DELAY

Neither the Sponsor, nor the consultant shall be held responsible for delay of performance of the work when such delay is due to unforeseeable causes against which provision cannot be made, such as an act of God, or public enemy, fire, strikes, floods or legal acts of public authorities not occasioned through negligence on the part of the consultant.

2.16 CONTINUING OBLIGATIONS

In the case of death of any of the principals or associates of the consultant's organization, or any other occurrence that may preclude satisfactory performance of the work covered by the Safe

Routes to School Agreement, neither the consultant, nor the surviving principals shall be relieved of the obligation to complete the performance thereof. However, the Sponsor may terminate the Safe Routes to School Agreement if it considers the death or incapacity of such principal or associate, or the circumstance, to be a loss of such magnitude as to affect the consultant's ability to complete the performance of the work in a satisfactory manner.

2.17 SPONSOR'S OPTION TO TERMINATE

In addition to its rights and options as herein provided to terminate this Safe Routes to School Agreement, the Sponsor may terminate the Safe Routes to School Agreement at any time before full completion of the work covered by the Agreement by giving written notice of its intention by certified mail not less than fifteen days prior to the effective date of termination.

If the termination is requested by the Sponsor, payment will be made promptly to the consultant of any fees earned by it up to the date of termination, less any previous payments.

2.18 FIELD REVIEWS

The consultant shall arrange for a responsible and informed representative to accompany representatives of the Sponsor in making any field reviews requested by the Sponsor.

2.19 PUBLICITY

All news releases to newspapers, magazines, other publications, television and radio shall be approved and released through the Sponsor. The consultant shall not give information to any person, company, corporation, or any other organization (except as required in compliance with the provisions of Subsection 2.08 of these Specifications) regarding the possibility or probability of the location of, or right-of-way requirements or time schedules for, any facility or structure covered by the Safe Routes to School Agreement unless specifically authorized thereto in writing by the Sponsor in each individual case.

2.20 COPYRIGHT

The consultant shall not copyright any papers, reports, forms, or other material which are a part of the work under the Safe Routes to School Agreement without consent and approval of both, the Sponsor and the West Virginia Division of Highways.

2.21 COMPLIANCE WITH LAWS AND REGULATIONS

The consultant shall observe and comply with all Federal, State, and local laws, ordinances and regulations in any manner affecting the conduct of the work.

2.22 OVERPAYMENTS

It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the consultant will immediately make payment and refund to the Sponsor any and all overpayments made by said Sponsor to the consultant for any work performed under the Safe Routes to School Agreement. It is further agreed that the Sponsor is given the right and authority to withhold and apply any funds in its possession, belonging to or owed by it to the consultant on any Safe Routes to School Agreement or from any other source, for the recovery of any overpayment made in connection with this Safe Routes to School Agreement; and it is further expressly agreed that the statute of limitations shall not commence to run against the Sponsor for such overpayment until such overpayment is discovered and made known to the Sponsor.

2.23 WARRANTY

The consultant warrants that it has not employed or retained any company or person other than a bona fide employee, working solely for it, to solicit or secure the Safe Routes to School Agreement, and that it has not agreed to pay any company or person other than bona fide employees working solely for it, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting in the award of this Safe Routes to School Agreement with the Sponsor. For breach of the warranty, the Sponsor shall have the right to annul the Safe Routes to School Agreement without liability, or, at its discretion, to deduct from the Sponsor's payment to the consultant under this Safe Routes to School Agreement an amount equal to the aforesaid fee, commission, percentage, brokerage fee, gifts or other consideration.

2.24 NONDISCRIMINATION OF EMPLOYEES

The consultant further agrees as follows: During the performance of the Agreement, the consultant and all of its subconsultants shall provide equal employment opportunities for all qualified persons and shall not discriminate against any employee or applicant because of race, color, age, handicap, religion, sex, or national origin. The consultant and its subconsultants shall comply with the executive orders of the Governor of the State of West Virginia, dated October 16, 1963, and December 15, 1965; the Presidential Executive Order Number 11246, as amended by Executive Order Number 11375 and as supplemented in Department of Labor Regulations (Title 41 Code of Federal Regulations, Part 60); and the Civil Rights Acts of 1964, as amended.

During the performance of the Safe Routes to School Agreement, the consultant, for itself, its assignees, and successors in interest (hereinafter called "consultant") shall agree as follows:

1) Compliance with Regulations:

The consultant shall comply with Title 49, Code of Federal Regulations, Part 21 through Appendix H and Title 23 Code of Federal Regulations (710.405(b)), hereinafter referred to as "Regulations," which are herein incorporated by reference and made a part of this Agreement.

2) Nondiscrimination:

The consultant, with regard to the work performed by it afterward and prior to completion of the work, shall not discriminate on the grounds of race, color, age, handicap, religion, sex, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment.

The consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 Title 49 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B Title 49 of the Regulations.

3) Solicitations for Subcontractors, including Procurement of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation by the consultant for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant's obligations under the Safe Routes to School Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, handicap, religion, sex, or national origin.

4) Information and Reports:

The consultant shall provide all information and reports required by the Regulations, or

orders and instructions issued pursuant thereto, and shall permit access to its books, records, accounts, and other sources of information, and its facilities, as may be determined by the Sponsor, the Commissioner of the West Virginia Division of Highways, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, Orders and Instructions.

Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to the Sponsor and shall set forth what efforts it has made to obtain the information.

5) Sanctions for Noncompliance:

In the event of the consultant's noncompliance with the nondiscrimination provisions of this Agreement, the Sponsor shall impose such Safe Routes to School Agreement sanctions as it may determine to be appropriate, including, but not limited to:

- a) Withholding of payments to the consultant under the Safe Routes to School Agreement until the consultant complies, and/or
- b) Cancellation, termination, or suspension of the Agreement in whole or in part.

6) Incorporation of Provisions:

The consultant shall include the provisions of paragraphs one through six in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, Order, or instruction issued pursuant thereto. The consultant shall take such action with respect to any subcontract or procurement as the Sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a consultant becomes involved in or is threatened with litigation with a contractor or supplier, as a result of such direction, the consultant may request the Sponsor to enter into such litigation to protect the interest of the Sponsor; and, in addition, the consultant may request the United States to enter into such litigation to protect the interest of the United States.

These provisions shall be fully and effectively enforced, and failure to comply therewith shall be regarded as a material breach of this Safe Routes to School Agreement.

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APPENDIX 7

Required Contract Provisions

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GRANT INFORMATION SHEET

OPEN COMPETITIVE BID SELECTION PROCESS FOR CONSTRUCTION CONTRACTS

In all construction projects which exceed twenty-five thousand dollars (\$25,000) in total cost, the Sponsor must solicit competitive sealed bids through advertisement, conduct a public opening of the bids, and award the contract to the lowest qualified responsive and responsible bidder. (No preference or waiver may be given to the contractor, labor force or materials based on geographic location or residence.)

MINIMUM REQUIREMENTS FOR ADVERTISING:

- Begin at least three (3) weeks prior to the bid opening.
- Advertise for one (1) day each week on a week day, for two (2) weeks, at least seven (7) days apart.
- You must advertise in the Charleston Gazette and/or Charleston Daily Mail AND at least one (1) “local” paper with a county-wide distribution.
- It is not required, nor will it be considered as a substitute for the above-mentioned requirements; however, Sponsors may feel free and are encouraged to advertise electronically on the web.
- Lowest responsible/responsive bidder must be chosen through open competitive bidding.
- Form FHWA-1273, “Required Contract Provisions Federal-Aid Construction Contracts,” is required to be included in all Federal-aid.

For construction or purchasing contracts with a total cost of twenty-five thousand dollars (\$25,000) or less, methods other than advertised competitive bidding may be used. Other methods, such as three (3) written bids or three (3) telephone bids, may be acceptable depending on the situation, cost and current Sponsor’s contracting/purchasing procedures. To discuss and determine the procedures, contact your WVDOH Safe Routes to School Coordinator or use the contact information listed below.

If you have any questions concerning the open competitive bid selection process, contact the West Virginia Division of Highways, Program Planning and Administration Division, Grant Administration Unit at (304) 558-9600.

FOR ADDITIONAL INFORMATION see the Program Guidelines and Application Package—APPENDIX 7—Required Contract Provisions

Form FHWA-1273, “Required Contract Provisions Federal-Aid Construction Contracts,” is required to be included in all Federal-aid construction contracts. (This includes Pages 115-126. In addition, Pages 127-168 must be included.)

FEDERAL-AID POLICY GUIDE
December 9, 1991, Transmittal 1

23 CFR 633A

OPI: HNG-22

SUBCHAPTER G - ENGINEERING AND TRAFFIC OPERATIONS

PART 633 - REQUIRED CONTRACT PROVISIONS

Subpart A - Federal-Aid Construction Contracts (Other Than Appalachian Contracts)

Sec.

633.101 Purpose.

633.102 Applicability.

633.103 Regulatory authority.

633.104 Availability.

Authority: 23 U.S.C. 114 and 315; 49 CFR 1.48.

Source: 52 FR 36920, Oct. 2, 1987, unless otherwise noted.

Sec. 633.101 Purpose.

To prescribe for Federal-aid highway proposals and construction contracts the method for inclusion of required contract provisions of existing regulations which cover employment, non-segregated facilities, record of materials and supplies, subletting or assigning the contract, safety, false statements concerning highway projects, termination of a contract, and implementation of the Clean Air Act and the Federal Water Pollution Control Act, and other provisions as shall from time-to-time be required by law and regulation as conditions of Federal assistance.

Sec. 633.102 Applicability.

(a) The required contract provisions and the required proposal notices apply to all Federal-aid construction contracts other than Appalachian construction contracts.

(b) Form FHWA-1273, "Required Contract Provisions, Federal-aid Construction Contracts," contains required contract provisions and required proposal notices that are required by regulations promulgated by the FHWA or other Federal agencies. The required contract provisions of Form FHWA-1273 shall be physically incorporated in each Federal-aid highway construction contract other than Appalachian construction contracts (see Sec. 633.104 for availability of form).

(c) For contracts authorized under certification acceptance procedures, an alternate format for inclusion of required contract provisions may be used pursuant to 23 CFR Part 640.

(d) The required contract provisions contained in Form FHWA-1273 shall apply to all work performed on the contract by the contractor's own organization and to all work performed on the contract by piecework, station work, or by subcontract.

(e) The contractor shall insert in each subcontract, except as excluded by law or regulation, the required contract provisions contained in Form FHWA-1273 and further require their inclusion in any lower tier subcontract that may in turn be made. The required contract provisions of Form FHWA-1273 shall not be incorporated by reference in any case. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the requirements contained in the provisions of Form FHWA-1273.

(f) The State highway agency (SHA) shall include the notices concerning certification of non-segregated facilities and implementation of the Clean Air Act and Federal Water Pollution Control Act, pursuant to 40 CFR Part 15, in all bidding proposals for Federal-aid highway construction projects. As the notices are reproduced in Form FHWA-1273, the SHA may include Form FHWA-1273 in its entirety to meet this requirement.

Sec. 633.103 Regulatory authority.

All required contract provisions contained in Form FHWA-1273 are requirements of regulations promulgated by the FHWA or other Federal agencies. The authority for each provision will be cited in the text of Form FHWA-1273.

Sec. 633.104 Availability.

(a) Form FHWA-1273 will be maintained by the FHWA and as regulatory revisions occur, the form will be updated.

(b) Current copies of Form FHWA-1273, Required Contract Provisions, will be made available to the SHAs by the FHWA.

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United States Department of Transportation - **Federal Highway Administration**

REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS

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ATTACHMENTS

- A. Employment Preference for Appalachian Contracts
(included in Appalachian contracts only)

I. GENERAL

1. These contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

2. Except as otherwise provided for in each section, the contractor shall insert in each subcontract all of the stipulations contained in these Required Contract Provisions, and further require their inclusion in any lower tier subcontract or purchase order that may in turn be made. The Required Contract Provisions shall not be incorporated by reference in any case. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with these Required Contract Provisions.

3. A breach of any of the stipulations contained in these Required Contract Provisions shall be sufficient grounds for termination of the contract.

4. A breach of the following clauses of the Required Contract Provisions may also be grounds for debarment as provided in 29 CFR 5.12:

- Section I, paragraph 2;
- Section IV, paragraphs 1, 2, 3, 4, and 7;
- Section V, paragraphs 1 and 2a through 2g.

5. Disputes arising out of the labor standards provisions of Section IV (except paragraph 5) and Section V of these Required Contract Provisions shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor (DOL) as set forth in 29 CFR 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the DOL, or the contractor's employees or their representatives.

6. **Selection of Labor:** During the performance of this contract, the contractor shall not:

- a. discriminate against labor from any other State, possession, or territory of the United States (except for employment preference for Appalachian contracts, when applicable, as specified in Attachment A), or

- b. employ convict labor for any purpose within the limits of the project unless it is labor performed by convicts who are on parole, supervised release, or probation.

II. NONDISCRIMINATION

(Applicable to all Federal-aid construction contracts and to all related subcontracts of \$10,000 or more.)

1. **Equal Employment Opportunity:** Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630 and 41 CFR 60) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under this contract. The Equal Opportunity Construction Contract Specifications set forth under 41 CFR 60-4.3 and the provisions of the American Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

- a. The contractor will work with the State highway agency (SHA) and the Federal Government in carrying out EEO obligations and in their review of his/her activities under the contract.

- b. The contractor will accept as his operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, include apprenticeship, preapprenticeship, and/or on-the-job training."

2. **EEO Officer:** The contractor will designate and make known to the SHA contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of EEO and who must be assigned adequate authority and responsibility to do so.

3. **Dissemination of Policy:** All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

- a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

- b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minority group employees.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. **Recruitment:** When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applicants. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority group applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, he is expected to observe the provisions of that agreement to the extent that the system permits the contractor's compliance with EEO contract provisions. (The DOL has held that where implementation of such agreements have the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Executive Order 11246, as amended.)

c. The contractor will encourage his present employees to refer minority group applicants for employment. Information and procedures with regard to referring minority group applicants will be discussed with employees.

5. **Personnel Actions:** Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints

of alleged discrimination made to the contractor in connection with his obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

6. **Training and Promotion:**

a. The contractor will assist in locating, qualifying, and increasing the skills of minority group and women employees, and applicants for employment.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision.

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of minority group and women employees and will encourage eligible employees to apply for such training and promotion.

7. **Unions:** If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use his/her best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the contractor either directly or through a contractor's association acting as agent will include the procedures set forth below:

a. The contractor will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.

b. The contractor will use best efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the SHA and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain

qualified and/or qualifiable minority group persons and women. (The DOL has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) in the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the SHA.

8. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

a. The contractor shall notify all potential subcontractors and suppliers of his/her EEO obligations under this contract.

b. Disadvantaged business enterprises (DBE), as defined in 49 CFR 23, shall have equal opportunity to compete for and perform subcontracts which the contractor enters into pursuant to this contract. The contractor will use his best efforts to solicit bids from and to utilize DBE subcontractors or subcontractors with meaningful minority group and female representation among their employees. Contractors shall obtain lists of DBE construction firms from SHA personnel.

c. The contractor will use his best efforts to ensure subcontractor compliance with their EEO obligations.

9. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the SHA and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women;

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees; and

(4) The progress and efforts being made in securing the services of DBE subcontractors or subcontractors with meaningful minority and female representation among their employees.

b. The contractors will submit an annual report to the SHA each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA-1391. If on-the-job training is being required by special provision, the contractor will be required to collect and report training data.

III. NONSEGREGATED FACILITIES

(Applicable to all Federal-aid construction contracts and to all related subcontracts of \$10,000 or more).

a. By submission of this bid, the execution of this contract or subcontract, or the consummation of this material supply agreement or purchase order, as appropriate, the bidder, Federal-aid construction contractor, subcontractor, material supplier, or vendor, as appropriate, certifies that the firm does not maintain or provide for its employees any segregated facilities at any of its establishments, and that the firm does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The firm agrees that a breach of this certification is a violation of the EEO provisions of this contract. The firm further certifies that no employee will be denied access to adequate facilities on the basis of sex or disability.

b. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive, or are, in fact, segregated on the basis of race, color, religion, national origin, age or disability, because of habit, local custom, or otherwise. The only exception will be for the disabled when the demands for accessibility override (e.g. disabled parking).

c. The contractor agrees that it has obtained or will obtain identical certification from proposed subcontractors or material suppliers prior to award of subcontracts or consummation of material supply agreements of \$10,000 or more and that it will retain such certifications in its files.

IV. PAYMENT OF PREDETERMINED MINIMUM WAGE

(Applicable to all Federal-aid construction contracts exceeding \$2,000 and to all related subcontracts, except for projects located on roadways classified as local roads or rural minor collectors, which are exempt.)

1. General:

a. All mechanics and laborers employed or working upon the site of the work will be paid unconditionally and not less often than once a week and without subsequent deduction or rebate on any account [except such payroll deductions as are permitted by regulations (29 CFR 3) issued by the Secretary of Labor under the Copeland Act (40 U.S.C. 276c)] the full amounts of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment. The payment shall be computed at wage rates not less than those contained in the wage determination of the Secretary of Labor (hereinafter "the wage determination") which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor or its subcontractors and such laborers and mechanics. The wage determination (including any additional classifications and wage rates conformed under paragraph 2 of this Section IV and the DOL poster (WH-1321) or Form FHWA-1495) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers. For the purpose of this Section, contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act (40 U.S.C. 276a) on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of Section IV, paragraph 3b, hereof. Also, for the purpose of this Section, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics

shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in paragraphs 4 and 5 of this Section IV.

b. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein, provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed.

c. All rulings and interpretations of the Davis-Bacon Act and related acts contained in 29 CFR 1, 3, and 5 are herein incorporated by reference in this contract.

2. Classification:

a. The SHA contracting officer shall require that any class of laborers or mechanics employed under the contract, which is not listed in the wage determination, shall be classified in conformance with the wage determination.

b. The contracting officer shall approve an additional classification, wage rate and fringe benefits only when the following criteria have been met:

(1) the work to be performed by the additional classification requested is not performed by a classification in the wage determination;

(2) the additional classification is utilized in the area by the construction industry;

(3) the proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and

(4) with respect to helpers, when such a classification prevails in the area in which the work is performed.

c. If the contractor or subcontractors, as appropriate, the laborers and mechanics (if known) to be employed in the additional classification or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the DOL, Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, D.C. 20210. The Wage and Hour Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

d. In the event the contractor or subcontractors, as appropriate, the laborers or mechanics to be employed in the additional classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. Said Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

e. The wage rate (including fringe benefits where

appropriate) determined pursuant to paragraph 2c or 2d of this Section IV shall be paid to all workers performing work in the additional classification from the first day on which work is performed in the classification.

3. Payment of Fringe Benefits:

a. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor or subcontractors, as appropriate, shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly case equivalent thereof.

b. If the contractor or subcontractor, as appropriate, does not make payments to a trustee or other third person, he/she may consider as a part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

4. Apprentices and Trainees (Programs of the U.S. DOL) and Helpers:

a. Apprentices:

(1) Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the DOL, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice.

(2) The allowable ratio of apprentices to journeyman-level employees on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any employee listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate listed in the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor or subcontractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman-level hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

(3) Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman-level hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination

for the applicable classification. If the Administrator for the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

(4) In the event the Bureau of Apprenticeship and Training, or a State apprenticeship agency recognized by the Bureau, withdraws approval of an apprenticeship program, the contractor or subcontractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the comparable work performed by regular employees until an acceptable program is approved.

b. Trainees:

(1) Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the DOL, Employment and Training Administration.

(2) The ratio of trainees to journeyman-level employees on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

(3) Every trainee must be paid at not less than the rate specified in the approved program for his/her level of progress, expressed as a percentage of the journeyman-level hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman-level wage rate on the wage determination which provides for less than full fringe benefits for apprentices, in which case such trainees shall receive the same fringe benefits as apprentices.

(4) In the event the Employment and Training Administration withdraws approval of a training program, the contractor or subcontractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Helpers:

Helpers will be permitted to work on a project if the helper classification is specified and defined on the applicable wage determination or is approved pursuant to the conformance procedure set forth in Section IV.2. Any worker listed on a payroll at a helper wage rate, who is not a helper under an approved definition, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.

5. Apprentices and Trainees (Programs of the U.S. DOT):

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with

Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

6. Withholding:

The SHA shall upon its own action or upon written request of an authorized representative of the DOL withhold, or cause to be withheld, from the contractor or subcontractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements which is held by the same prime contractor, as much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the SHA contracting officer may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

7. Overtime Requirements:

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers, mechanics, watchmen, or guards (including apprentices, trainees, and helpers described in paragraphs 4 and 5 above) shall require or permit any laborer, mechanic, watchman, or guard in any workweek in which he/she is employed on such work, to work in excess of 40 hours in such workweek unless such laborer, mechanic, watchman, or guard receives compensation at a rate not less than one-and-one-half times his/her basic rate of pay for all hours worked in excess of 40 hours in such workweek.

8. Violation:

Liability for Unpaid Wages; Liquidated Damages: In the event of any violation of the clause set forth in paragraph 7 above, the contractor and any subcontractor responsible thereof shall be liable to the affected employee for his/her unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer, mechanic, watchman, or guard employed in violation of the clause set forth in paragraph 7, in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of the standard work week of 40 hours without payment of the overtime wages required by the clause set forth in paragraph 7.

9. Withholding for Unpaid Wages and Liquidated Damages:

The SHA shall upon its own action or upon written request of any authorized representative of the DOL withhold, or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or

subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 8 above.

V. STATEMENTS AND PAYROLLS

(Applicable to all Federal-aid construction contracts exceeding \$2,000 and to all related subcontracts, except for projects located on roadways classified as local roads or rural collectors, which are exempt.)

1. Compliance with Copeland Regulations (29 CFR 3):

The contractor shall comply with the Copeland Regulations of the Secretary of Labor which are herein incorporated by reference.

2. Payrolls and Payroll Records:

a. Payrolls and basic records relating thereto shall be maintained by the contractor and each subcontractor during the course of the work and preserved for a period of 3 years from the date of completion of the contract for all laborers, mechanics, apprentices, trainees, watchmen, helpers, and guards working at the site of the work.

b. The payroll records shall contain the name, social security number, and address of each such employee; his or her correct classification; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalent thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act); daily and weekly number of hours worked; deductions made; and actual wages paid. In addition, for Appalachian contracts, the payroll records shall contain a notation indicating whether the employee does, or does not, normally reside in the labor area as defined in Attachment A, paragraph 1. Whenever the Secretary of Labor, pursuant to Section IV, paragraph 3b, has found that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor and each subcontractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, that the plan or program has been communicated in writing to the laborers or mechanics affected, and show the cost anticipated or the actual cost incurred in providing benefits. Contractors or subcontractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprentices and trainees, and ratios and wage rates prescribed in the applicable programs.

c. Each contractor and subcontractor shall furnish, each week in which any contract work is performed, to the SHA resident engineer a payroll of wages paid each of its employees (including apprentices, trainees, and helpers, described in Section IV, paragraphs 4 and 5, and watchmen and guards engaged on work during the preceding weekly payroll period). The payroll submitted shall set out accurately and completely all of the information required to be maintained under paragraph 2b of this Section V. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal stock number 029-005-0014-1), U.S. Government Printing Office, Washington, D.C. 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

d. Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his/her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) that the payroll for the payroll period contains the information required to be maintained under paragraph 2b of this Section V and that such information is correct and complete;

(2) that such laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in the Regulations, 29 CFR 3;

(3) that each laborer or mechanic has been paid not less than [sic] the applicable wage rate and fringe benefits or cash equivalent for the classification of worked performed, as specified in the applicable wage determination incorporated into the contract.

e. The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 2d of this Section V.

f. The falsification of any of the above certifications may subject the contractor to civil or criminal prosecution under 18 U.S.C. 1001 and 31 U.S.C. 231.

g. The contractor or subcontractor shall make the records required under paragraph 2b of this Section V available for inspection, copying, or transcription by authorized representatives of the SHA, the FHWA, or the DOL, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the SHA, the FHWA, the DOL, or all may, after written notice to the contractor, sponsor, applicant, or owner, take such actions as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

VI. RECORD OF MATERIALS, SUPPLIES, AND LABOR

1. On all Federal-aid contracts on the National Highway System, except those which provide solely for the installation of protective devices at railroad grade crossings, those which are constructed on a force account or direct labor basis, highway beautification contracts, and contracts for which the total final construction cost for roadway and bridge is less than \$1,000,000 (23 CFR 635) the contractor shall:

a. Become familiar with the list of specific materials and supplies contained in Form FHWA-47, "Statement of Materials and Labor Used by Contractor of Highway Construction Involving Federal Funds," prior to the commencement of work under this contract.

b. Maintain a record of the total cost of all materials and supplies purchased for and incorporated in the work, and also of the quantities of those specific materials and supplies listed on Form FHWA-47, and in the units shown on Form FHWA-47.

c. Furnish, upon the completion of the contract, to the SHA resident engineer on Form FHWA-47 together with the data required in paragraph 1b relative to materials and supplies, a final labor summary of all contract work indicating the total hours worked and the total amount earned.

2. At the prime contractor's option, either a single report

covering all contract work or separate reports for the contractor and for each subcontract shall be submitted.

VII. SUBLETTING OR ASSIGNING THE CONTRACT

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the State. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635).

a. "Its own organization" shall be construed to include only workers employed and paid directly by the prime contractor and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor, assignee, or agent of the prime contractor.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph 1 of Section VII is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the SHA contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the SHA contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the SHA has assured that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

VIII. SAFETY: ACCIDENT PREVENTION

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the SHA contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined

under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 333).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 333).

IX. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, the following notice shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

NOTICE TO ALL PERSONNEL ENGAGED ON FEDERAL-AID HIGHWAY PROJECTS

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined not more than [sic] \$10,000 or imprisoned not more than 5 years or both."

X. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

(Applicable to all Federal-aid construction contracts and to all related subcontracts of \$100,000 or more.)

By submission of this bid or the execution of this contract, or subcontract, as appropriate, the bidder, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any facility that is or will be utilized in the performance of this contract, unless such contract is exempt under the Clean Air Act, as amended (42 U.S.C. 1857 *et seq.*, as amended by Pub.L. 91-604), and under the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 *et seq.*, as amended by Pub.L. 92-500), Executive Order 11738, and regulations in implementation thereof (40 CFR 15) is not listed, on the date of contract award, on the U.S. Environmental Protection Agency (EPA) List of Violating Facilities pursuant to 40 CFR 15.20.

2. That the firm agrees to comply and remain in compliance with all the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act and all regulations and guidelines listed thereunder.

3. That the firm shall promptly notify the SHA of the receipt of any communication from the Director, Office of Federal Activities, EPA, indicating that a facility that is or will be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.

4. That the firm agrees to include or cause to be included the requirements of paragraph 1 through 4 of this Section X in every nonexempt subcontract, and further agrees to take such action as the government may direct as a means of enforcing such requirements.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. Instructions for Certification – Primary Covered Transactions:

(Applicable to all Federal-aid contracts – 49 CFR 29)

a. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

d. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction,"

"participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations.

f. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the nonprocurement portion of the "Lists of Parties Excluded From Federal Procurement or Nonprocurement Programs" (Nonprocurement List) which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph f of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

•••••

2. Instructions for Certification – Lower Tier Covered Transactions:

(Applicable to all subcontracts, purchase orders and other lower tier transactions of \$25,000 or more – 49 CFR 29)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "primary covered transaction," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows

that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

•••••

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

•••••

XII. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

(Applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000 – 49 CFR 20)

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

3. The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

**ATTACHMENT A – EMPLOYMENT PREFERENCE FOR
APPALACHIAN CONTRACTS**

(Applicable to Appalachian contracts only.)

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph 1c shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph 4 below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which he estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, he shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within 1 week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who

do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph 1c above.

5. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
SPECIAL PROVISION
FOR
REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION
CONTRACTS**

**FORM FHWA-1273 (Rev 3-94) Section V. STATEMENTS
AND PAYROLL—2. b.**

DELETE THE FOLLOWING FROM THE FIRST SENTENCE OF SECTION V.
2. b.:

b. The payroll records shall contain the name, social security number, and addresses of each such employee; ...

REPLACE WITH THE FOLLOWING:

b. The payroll records shall contain only an individually identifying number for each employee; ...

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CONTRACTOR CERTIFICATIONS

The following certification forms must be completed by the contractor and submitted to the Project Sponsor with their bid package. Failure to do so prior to the bid opening will cause the contractor to be disqualified.

Please note the affidavit must be sworn to before a notary public who must affix their seal thereto (seal required, see Sections I and J).

Project Sponsor is responsible to insure the completed certification forms are included with the bid packages submitted to the Sponsor prior to the bid opening.

CONTRACTOR CERTIFICATIONS

STATE PROJECT _____

FEDERAL PROJECT _____

FOR

BIDDING REQUIREMENTS AND CONDITIONS

CONTRACTOR'S DRUG-FREE WORKPLACE POLICY

Each Contractor submitting a bid must include with the bid, on a form provided by the Project Sponsor, an affidavit that the Contractor implements and maintains a written drug-free workplace policy which meets the requirements of Article 1D, Chapter 21 of the Official Code of West Virginia, as amended. The successful bidder must submit a copy of its drug-free workplace policy within ten (10) days following the letting and prior to the awarding of the contract. Any successful bidder who fails to submit the policy within the specified time limit will risk forfeiture of his/her proposal guaranty bond.

The successful bidder must also insure that its subcontractors implement and maintain a written drug-free workplace policy complying with Article 1D, a copy of which must be submitted to the Project Sponsor by the Contractor prior to the start of the subcontract work. The contract may be terminated if the Contractor:

- Fails to implement its policy;
- Fails to provide information regarding implementation of the policy at the request of the Project Sponsor; or,
- Provides to the Project Sponsor false information regarding the policy.

A clearly legible copy of the written drug-free workplace policy must be kept posted in a prominent and easily accessible place at the project site by each contractor subject to the provisions of Article 1D.

Every contractor shall keep an accurate record showing the names, occupation and safety-sensitive status of all employees, in connection with the construction on the project, and showing any drug tests or alcohol tests performed and employee education and supervisor training received, which record shall be open at all reasonable hours for inspection by the Project Sponsor. The Contractor must preserve these records for three years after completion and acceptance of the project.

All drug testing information specifically related to individual employees is confidential and should be treated as such by anyone authorized to review or compile program records.

NOTICE TO CONTRACTORS

PLEASE READ AND COMPLETE SECTIONS A THROUGH K. THIS DOCUMENT MUST BE EXECUTED BY CONTRACTOR FOR ACCEPTANCE OF THIS PROPOSAL. SIGNATURE ON PAGE 5 REPRESENTS CONTRACTOR'S UNDERSTANDING AND INTENTION TO COMPLY WITH ALL DOCUMENTS CONTAINED IN THIS PROPOSAL.

STATE OF _____,

COUNTY OF _____, To-Wit:

I, _____,
(Name of Company)

the contractor _____, subcontractor _____, supplier _____,

on Project No(s). _____,

in _____ County(s), West Virginia,

by _____ Title: _____,
(Name of Authorized Representative)

being duly sworn do depose, say and certify that:

Section A: FREE COMPETITIVE BIDDING AFFIDAVIT

That said person, firm, Association or Corporation, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submitted bid or contract.

Section B: CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS (FEDERAL AID ONLY)

That said person, firm, Association or Corporation has _____, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246, and that said person, firm, Association or Corporation has _____, has not _____, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

NOTE: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U. S. Department of Labor.

Section D: ASSURANCE REQUIREMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY FOR VENDORS, SUPPLIERS AND CONTRACTORS ENGAGED IN COMMERCIAL TRANSACTIONS WITH THE PROJECT SPONSOR.

Any firm desiring to avail itself of the benefits of engaging in commercial transactions with the Project Sponsor hereby agrees to:

- (1) give assurances that all employment and personnel practices will be conducted without regard to race, color, sex, creed or national origin.
- (2) include in all recruitment advertisement the following wording: "An Equal Opportunity Employer".

Section E: COMPLETION DATE (OPTIONAL – It is recommended that this statement or a similar statement be included in the Contractor Certifications, however, it is not required.)

Construction under the above proposal and calculation of working time will begin no later than ____ calendar days after notice to proceed, and will be completed by date of _____.

It is agreed that time is of the essence for this contract, and that I(we) will, in the event of my(our) failure to complete the contract within the time limited named, reimburse the Project Sponsor an amount to be determined by the said Project Sponsor as sufficient to cover fully any additional demonstrable costs incurred by the Project Sponsor because of such failure, including extra engineering costs, unless covered by a Liquidated Damage Clause for this project.

Section F: CERTIFICATE OF COMPLIANCE INVOLVING THE SUPPLYING OF ALUMINUM, GLASS, STEEL OR IRON PRODUCTS

We have complied and shall continue to comply with the provisions of Chapter 5, Article 19, of the Official West Virginia code, 1931, as amended, which statute is incorporated herein by reference and the applicable specifications, involving Domestic Aluminum, Glass, and Iron in Public Works Projects. We have also complied and shall continue to comply with the provisions of Chapter 5A, Article 3, Section 56 of the West Virginia code, 1931, as amended, which statute is incorporated herein by reference and the applicable specifications, involving *Domestic Steel Products in State Supported Projects*.

Section G: BLANK

Section H: WEST VIRGINIA CONTRACTOR LICENSING ACT CHAPTER 21 ARTICLE 11 CODE OF WEST VIRGINIA¹ LICENSE NUMBER _____.

¹ Refer to Specification 102.6

Section I: DRUG AND ALCOHOL FREE WORKPLACE



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)
2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with *West Virginia Code §21-1D-5*.

The above statements are sworn to under the penalty of perjury.

(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

My Commission expires _____

(Seal)

(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

Jan 2009

Section J: ADDENDA (Project Sponsor to include this statement if addendums exist.)

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to the contractor's proposal, plans and/or specifications, or other applicable documents and have considered the addendum(s) in the calculation of my bid.

ADDENDUM NUMBERS: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___. I further acknowledge that failure to confirm receipt of the addendum(s) will cause my proposal to be rejected.

Section K: IF AN INDIVIDUAL, SIGN BELOW:

(Name) (Street and Post Office Address)

IF AN INDIVIDUAL DOING BUSINESS UNDER A TRADE NAME SIGN BELOW:

(Trade Name) (Street and Post Office Address)

Sole Owner By _____

IF A PARTNERSHIP, SIGN BELOW:

(Name of Partnership) (Street and Post Office Address)

By _____
(Authorized Partner) (Street and Post Office Address)

IF A JOINT BID, SIGN BELOW:

(Name of Corporation) (Name of Corporation)

Incorporated under the laws of the State of _____
Incorporated under the laws of the State of _____

By _____
By _____

(Title of Officer) (Title of Officer)

(Street and Post Office Address) (Street and Post Office Address)

IF A CORPORATION, SIGN BELOW:

(Name of Corporation)

Incorporated under the laws of the State of _____

By _____

(Street and Post Office Address) (Title of Officer Signing)

ACKNOWLEDGMENT, MUST BE NOTARIZED:

Taken, subscribed and sworn to before me this _____ day of _____, 20 _____.

My Commission Expires _____

Notary Seal is required

Notary Public

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HIGH VISIBILITY SAFETY APPAREL

As of November 24, 2008, the Code of Federal Regulations requires the use of “high-visibility safety apparel” for workers who are working within the rights-of-way of Federal-aid highways. The Federal Highway Administration, the Agency that makes funding available for Scenic Byways, Safe Routes To School, Transportation Enhancement, and Recreational Trails projects, is taking this action to decrease the likelihood of fatalities or injuries to workers on foot who are exposed either to vehicular traffic or to construction vehicles and equipment in use within the rights-of-way of Federal-aid highways.

High visibility is one of the most significant needs for workers who must perform tasks near moving vehicles or equipment; please note that this requirement applies both to paid and to unpaid workers within the rights-of-way. Please make certain that any volunteers or force account workers involved with your project be supplied with and utilize the recommended apparel and that any contractors involved supply their workers with the same.

For the purposes of this requirement, *high-visibility safety apparel* is defined as “personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime,” and that meets the Performance Class 2 or 3 requirements of ANSI/ISEA107-2004 publication entitled “American National Standard for High-Visibility Safety Apparel and Headware.” This publication is on file at the National Archives and Records Administration. It is also available for purchase from the International Safety Equipment Association (ISEA) at 1901 N. Moore Street, Suite 808, Arlington, Virginia 22209, <http://www.safetysafetyequipment.org>.

NOTE FOR CONSTRUCTION CONTRACTS:

All construction must be performed in compliance with applicable State and/or Federal laws and regulations.

The predetermined Davis-Bacon wage rates must be paid to all workers on projects that are located on the Right-of-Way of a Federal Aid Highway and exceed \$2,000 in total cost.

Projects not subject to Davis-Bacon rates are required to follow prevailing wage rates established by the West Virginia Division of Labor.

If both wage rates apply, then the higher of the two must be paid.

It is the Sponsor's responsibility to ensure proper wages are being paid by the contractor.

MINIMUM WAGE DETERMINATIONS

The West Virginia Division of Labor Wage Rates and Prevailing Wage Classification Work Descriptions in effect at the time of the bid opening will become a part of the contract documents. The Contractor must post the West Virginia Division of Labor Wage Rates on the jobsite at a location accessible to employees.

The West Virginia Division of Labor Wage Rates may be found posted at the Division's Internet website www.wvlabor.org by choosing the "**Wage & Hour**" icon, then select "**Prevailing Wage Rates**" under the heading "**Administrative Law**," then select the appropriate year of wage rates.

A printed version can be obtained from the West Virginia Division of Labor at the following address:

West Virginia Division of Labor
Building 6, Room 749-B
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0570

If the Proposal contains U.S. Department of Labor Wage Rates and the wage rates established by the West Virginia Division of Labor, the minimum wage paid shall be the higher rate for each job classification.

The Prevailing Wage Classification Work Descriptions may be found posted at the Division's Internet website www.wvlabor.org by choosing the "**Wage & Hour**" icon and selecting "**Links**," then select "**WV Secretary of State**," then under "**Administrative Law**" select "**See All**," then "**Prevailing Wage Rates**," then select "**Definitions**" or a printed version can be obtained from the West Virginia Division of Labor at the address listed above.

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West Virginia Department Of Transportation
DIVISION OF HIGHWAYS
Special Provision
For
Application of the Standard of Comparison
“PROJECTS OF A SIMILAR CHARACTER”
Under The Davis-Bacon and Related Acts

The purpose of this Special Provision is to set forth present policies of the U.S. Department of Labor, Wage and Hour Division with regard to the determination of “projects of a character similar to the contract work” for wage determination purposes. Generally, construction projects are classified as either Building, Heavy, Highway or Residential. Below are descriptions of these classifications with an illustrative listing of the kinds of projects that are generally included within the classification. The West Virginia Department of Transportation/Division of Highways as well as the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor will utilize these descriptions and illustrations in carrying out their responsibilities, to insure a uniform and consistent administration of the Davis-Bacon and related prevailing wage statutes. Note, however, that the descriptions and illustrations are guides. The Department of Transportation/Division of Highways will seek a determination from the Department of Labor on close questions or when the appropriate classification is in dispute. In making this determination where a project does not readily fall within any category, the Department of Labor may consider wages being paid on analogous projects as an indication of the proper category. As stated by the Wage Appeals Board in WAB Case No. 77-23, dated December 30, 1977: “Wages, however, are only one indication. It is also necessary to look at other characteristics of the project, including the construction techniques, the material and equipment being used on the project, the type of skills called for on the project work and other similar factors which would indicate the proper category of construction.”

¹Generally, for wage determination purposes, a project consists of all construction necessary to complete a facility regardless of the number of contracts involved so long as all contracts awarded are closely related in purpose, time and place. For example, demolition or site work preparatory to building construction is considered a part of the building project for wage determination purposes. Where a project, such as a water and sewage treatment plant, includes construction items that in themselves would be otherwise classified, a multiple classification may be justified if such construction items are a substantial part of the project. Further, however, a separate classification would not apply if such construction items are merely incidental to the total project to which they are closely related in function. For example, water or sewer line work, which is a part of a building project, would not generally be separately classified. Where construction is “incidental” in function, twenty percent (20%) of project cost is used as a rough guide for determining when construction is also “incidental” in amount to the overall project.

Building Construction

Building Construction generally is the construction of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment, or supplies. It includes all construction of such structures; the installation of utilities and the installation of equipment, both above and below grade level, as well as incidental grading, utilities and paving. Additionally, such structures need not be "habitable" to be building construction. The installation of heavy machinery and/or equipment does not generally change the project's character as a building.

Examples

Alternations and additions to buildings
Apartment buildings (five stores and above)
Arenas (enclosed)
Auditoriums
Automobile parking garages
Banks and financial buildings
Barracks
Churches
City Halls
Civic Centers
Commercial Buildings
Detention facilities
Dormitories
Farm buildings
Fire stations
Hospitals
Hotels
Industrial buildings
Institutional buildings
Libraries
Mausoleums
Motels
Museums
Nursing and convalescent facilities
Office buildings
Out-patient clinics
Passenger and freight terminal buildings
Police stations
Post offices
Power plants
Prefabricated buildings
Remodeling buildings
Renovating buildings
Repairing buildings
Restaurants

Schools
Service stations
Shopping centers
Stores
Subway stations
Theaters
Warehouses
Water and sewage treatment plants (buildings only)

Residential Construction

Residential projects for Davis-Bacon purposes are those involving the construction, alteration, or repair of single family houses or apartment buildings of no more than four (4) stories in height. This includes all incidental items such as site work, parking areas, utilities, streets and sidewalks.

Examples

Town or row houses
Apartment buildings (four stories or less)
Single family houses
Mobile home developments
Multi-family houses
Married student housing

Heavy Construction

Heavy projects are those projects that are not property classified as either “building”, “highway”, or “residential”. Unlike these classifications, heavy construction is not a homogenous classification. Because of this catchall nature, projects within the heavy classification may sometimes be distinguished on the basis of their particular project characteristics, and separate schedules issued. For example, separate schedules may be issued for dredging projects, water and sewer line projects, dams, major bridges, and flood control projects.

Examples

Antenna towers
Bridges (major bridges designed for commercial navigation)
Breakwaters
Caissons (other than building or highway)
Canals
Channels
Channel cut-offs
Chemical complexes or facilities (other than buildings)
Cofferdams
Coke ovens
Dams

Demolition (not incidental to construction)
Dikes
Docks
Drainage projects
Dredging projects
Electrification projects (outdoor)
Flood control projects
Industrial incinerators (other than building)
Irrigation projects
Jetties
Kilns
Land drainage (not incidental to other construction)
Land leveling (not incidental to other construction)
Land reclamation
Levees
Locks, waterways
Oil refineries (other than buildings)
Pipe lines
Ponds
Pumping stations (prefabricated drip-in unites—not buildings)
Railroad construction reservoirs
Revetments
Sewage collection and disposal lines
Sewers (sanitary, storms, etc.)
Shoreline maintenance
Ski tows
Storage tanks
Swimming pools (outdoor)
Subways (other than buildings)
Tipples
Tunnels
Unsheltered piers and wharves
Viaducts (other than highway)
Water mains
Waterway construction
Water supply lines (not incidental to building)
Water and sewage treatment plants (other than buildings)
Wells

Highway Construction

Highway projects include the construction, alteration or repair of roads, streets, highways, runways, taxiways, alleys, trails, paths, parking areas, and other similar projects not incidental to building or heavy construction.

Examples

Alleys
Base courses
Bituminous treatments
Bridle paths
Concrete pavement
Curbs
Excavation and embankment (for road construction)
Fencing (highway)
Grade crossing elimination (overpasses or underpasses)
Guard rails on highway
Highway signs
Highway bridges (overpasses; underpasses, grade separation)
Medians
Parking lots
Parkways
Resurfacing streets and highways
Roadbeds
Roadways
Runways
Shoulders
Stabilizing courses
Storm sewers incidental to road construction
Street paving
Surface courses
Taxiways
Trails

January 10, 2000

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**DIVISION OF HIGHWAYS****SPECIAL PROVISION****FOR****SUBCONTRACTOR PROMPT PAYMENT****1. - GENERAL:**

Contractors shall pay subcontractors for work satisfactorily performed by the subcontractor, within fourteen (14) calendar days of receipt from the Division of payment for subcontracted work. Retainage may be held by the contractor during the pendency of a subcontractor's work in accordance with terms of the subcontract but must be released by the contractor within fourteen (14) calendar days of satisfactory completion of the subcontractor's work and payment for the completed subcontract work by the Division. Acceptance of the subcontracted work by the Division shall constitute satisfactory completion of subcontracted work.

2. - WITHHOLDING PAYMENT RESTRICTIONS:

The Contractor may delay or postpone payment, or delay or postpone release of retainage for good cause. This may include but shall now be limited to failure by the Subcontractor to pay for labor, supplies, or materials, or to provide any required documentation. Delay or postponement of payment may only be effected after written approval by the Division.

3. - PENALTIES FOR NONCOMPLIANCE:

Failure to promptly pay subcontractors or to release subcontractor's retainage may result in disqualification of a contractor as non-responsible or refusal by the Division to issue a Proposal Form to a contract for future projects as provided in Subsection 102.3. All subcontracting agreements made by the contractor as provided in Subsection 108.1 shall include this Special Provision as incorporated in the contract. All disputes between the contractors and subcontractors relating to payment for completed work or retainage shall be referred to an independent dispute resolution arbitrator. Division will provide internal controls to expedite the determination and processing of final quantities for the satisfactorily completed subcontracted portions of the contract in order to provide for prompt return of retainage.

July 2, 2002

ADDITIONAL CONTRACT PROVISIONS

EQUAL EMPLOYMENT OPPORTUNITY

1. The Contract requirements set forth herein shall be in addition to those set forth in the Required Contract Provisions (Form FHWA-1273, or Form PR-1316, as appropriate.)
2. All advertisements for employees in connection with this contract shall be inserted in newspapers having a large circulation in the area of the construction work among minority groups. Such newspapers shall include, but not be limited to, those listed below:

MINORITY NEWSPAPERS

Charleston Newspapers	PO Box 2993 Charleston, WV 25330	Statewide Distribution
West Virginia Beacon Digest	1116 Smith St., Suite 203 Charleston, WV 25301	Weekly Distribution

3. The Contractor shall conduct direct and systematic recruitment of employees in connection with this contract through public and private employee referral sources likely to yield qualified minority group applicants; including, but not limited to the vocational or trade schools and colleges located within a fifty (50) mile radius of the project.

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NON TRADITIONAL EDUCATION COORDINATORS

By County

Center	Street/PO Box	City	State	Zip	County	Contact	Title
Barbour Co. Vocational Ctr.	Route 2, Box 268	Philippi	WV	26416	Barbour	Douglas Schiefelbein	Nontraditional Edu Coord
Berkeley Springs High School	149 Concord Ave.	Berkeley Springs	WV	25411	Berkeley	Michelle Fleming	Nontraditional Edu Coord
CTC of Shepherd	315 West Stephen St.	Martinsburg	WV	25401	Berkeley	Margie Ways	Nontraditional Edu Coord
Ramer Ctr.	515 W. Martin Street	Martinsburg	WV	25401	Berkeley	Ray Bennett	Nontraditional Edu Coord
RESA VIII	109 S. College St.	Martinsburg	WV	25401	Berkeley	Beverly Baccala	Nontraditional Edu Coord
James Rumsey Tech Institute	3274 Hedgesville Rd.	Martinsburg	WV	25401	Berkeley	James Spears	Nontraditional Edu Coord
Boone Co. Career Tech. Ctr.	HC 81, Box 50B	Darville	WV	25053	Boone	Rodney Smith	Nontraditional Edu Coord
Braxton Co. High School	200 Jerry Burton Dr.	Sutton	WV	26601	Braxton	Loretta Hutchinson	Nontraditional Edu Coord
Brooke High School	Route 3, Box 610	Wellsburg	WV	26070	Brooke	Frank Ujcich	Nontraditional Edu Coord
Fred Eberle Tech. Ctr.	Route 5, Box 2	Buckhannon	WV	26201	Buckhannon	Michael Cutright	Nontraditional Edu Coord
Idress Gooden	Route 3, Box 239A	Buckhannon	WV	26201	Buckhannon	Idress Gooda	Nontraditional Edu Coord
Cabell Co. Career Tech. Ctr.	1035 Norway Ave.	Huntington	WV	25705	Cabell	Jeanie Perry	Nontraditional Edu Coord
RESA II	2001 McCoy Rd.	Huntington	WV	25701	Cabell	Tom Miller	Nontraditional Edu Coord
Tri-State OIC	836 6 th Ave.	Huntington	WV	25701	Cabell	Rev. Larry Patterson	Director
Calhoun Co. Schools	Route 1, Box 1E	Grantsville	WV	26147	Calhoun	Gregory Cartwright	Nontraditional Edu Coord
Calhoun Gilmer Career Ctr.	Route 1, Box 542A	Grantsville	WV	26147	Calhoun	David White	Nontraditional Edu Coord
Clay Co. Schools	PO Box 120 Dr.	Clay	WV	25043	Clay	Kenneth Tanner	Nontraditional Edu Coord
Doddridge Co. Schools	104 Sistersville Pike	West Union	WV	26456	Doddridge	Richard Oyler	Nontraditional Edu Coord
Fayette Plateau Vo Tech Ctr.	200 W Oyler Ave.	Oak Hill	WV	25901	Fayette	Mary Flint	Nontraditional Edu Coord
Gilmer Co. High School	300 Pine Street	Glennville	WV	26351	Gilmer	Frances Fitzwater	Nontraditional Edu Coord
Grant Co. Schools	204 Jefferson Ave.	Petersburg	WV	26847	Grant	Scott Cather	Nontraditional Edu Coord
RESA VIII	PO Box 213	Petersburg	WV	26847	Grant	Donna Kuhn	Nontraditional Edu Coord
South Branch Vo Tech Ctr.	401 Pierpont St.	Petersburg	WV	26847	Grant	Robert Sisk	Nontraditional Edu Coord
Greenbrier Co. Schools	PO Box 987	Petersburg	WV	24901	Greenbrier	Patricia Gray	Nontraditional Edu Coord
Hampshire High School	HC 63, Box 1970	Lewisburg	WV	26757	Hampshire	Kathi Welton Davy	Nontraditional Edu Coord
WV School Deaf & Blind	301 E. Main St.	Romney	WV	26757	Hampshire	Joseph Corbin	Nontraditional Edu Coord
J. D. Rockefeller IV Career Ctr.	RD #2, Box 138A	New Cumberland	WV	26047	Hancock	Suzan Smith	Nontraditional Edu Coord
Hardy Co. Schools	510 Ashby Street	Moorefield	WV	26836	Hardy	Leonard Haney	Nontraditional Edu Coord
Harrison Co. Schools	PO Box 1370	Clarksburg	WV	26302	Harrison	Shaunet Nicholas	Nontraditional Edu Coord
United Tech. Ctr.	Route 3, Box 43C	Clarksburg	WV	26301	Harrison	Kathleen Krizner	Nontraditional Edu Coord
Jackson Co. Schools	PO Box 770	Ripley	WV	25271	Jackson	Blaine Hess	Nontraditional Edu Coord
Jefferson Co. Schools	PO Box 987	Charles Town	WV	25414	Jefferson	Patricia Hubbard	Nontraditional Edu Coord
Charleston Job Corp	1000 Kennawa Dr.	Charleston	WV	25311	Kanawha	Roni Spudich	Director
Kanawha Co. Schools	1660 Coonskin Dr.	Charleston	WV	25311	Kanawha	Marianne Rastle	Nontraditional Edu Coord
Linda Aldridge-Elision	1233 Lyndale Dr.	Charleston	WV	25314	Kanawha		
OIC	727 1/2 Virginia Str., W.	Charleston	WV	25302	Kanawha	Sherwry Carey	Director
RESA III	501 22 nd St.	Dunbar	WV	25064	Kanawha		Nontraditional Edu Coord
Marshall CTC	400 Hal Greer Blvd.	Huntington	WV	25505	Kanawha	Peggy Wilmink	Nontraditional Edu Coord
WVSC Community/Tech	PO Box 1000, Campus Box 190	Institute	WV	25112	Kanawha	Linda Nielsen	Nontraditional Edu Coord
WVU Institute of Technology	208 Davis Hall	Montgomery	WV	25136	Kanawha		Nontraditional Edu Coord
Potomac State College	Grand Central BS Ctr/Suite 2100	Keyser	WV	26726	Keyser	Walter Asonovich	Nontraditional Edu Coord
Lewis Co. Schools	239 Court Ave.	Weston	WV	26452	Lewis	Gabriel Devono	Nontraditional Edu Coord
Charles Yeager Career Ctr.	10 Maryland Ave.	Hamlin	WV	25523	Lincoln	Larry Bays	Nontraditional Edu Coord

Center	Street/PO Box	City	State	Zip	County	Contact	Title
Logan Co. Schools	PO Box 477	Logan	WV	25601	Logan	Peggy Vance	Nontraditional Edu Coord
Fairmont State College	1201 Locust Ave.	Fairmont	WV	26554	Marion	Kit Conner	Nontraditional Edu Coord
RESA VII	1000 Virginia Ave.	Fairmont	WV	26554	Marion	Robin Asbury	Nontraditional Edu Coord
Marion Co. Tech. Ctr.	Route 1, box 100A	Farmington	WV	26571	Marion	Linda Collins	Nontraditional Edu Coord
Marshall Co. School	PO Box 578	Moundsville	WV	26041	Marshall	Linda Berlin	Nontraditional Edu Coord
Mason Co. Schools	307 8 th Street	Pt. Pleasant	WV	25550	Mason	Linda Rollins	Nontraditional Edu Coord
McDowell Co. Adult Learning Ctr.	PO Box 556	Welch	WV	24801	McDowell	Eugene Vandevander	Nontraditional Edu Coord
Mercer Co. Schools	1403 Honaker Ave.	Princeton	WV	24740	Mercer	Carol McClougherty	Nontraditional Edu Coord
Mineral Co. Schools	One Baker Place	Keyser	WV	26726	Mineral	Eleanor Grubbs Paul	Nontraditional Edu Coord
Mineral Co. Tech. Ctr.	600 Harley O. Stagers SR Dr.	Keyser	WV	26726	Mineral	Alan Whetzel	Nontraditional Edu Coord
Southern WV Comm/Tech College	PO Box 2900	Mt. Gay	WV	25637	Mingo	Sharon Wagoner	Asst Nontraditional Edu Coord
Mingo Co. Schools	Route 1, Box 310	Williamson	WV	25661	Mingo	Sue Fullen	Nontraditional Edu Coord
Step Up For Women/WV Women Work!	1137 Van Voorhis Rd., Suite 15	Morgantown	WV	26505	Monongalia	Janis Gunel	
Monongalia Co. Tech/Edu. Ctr.	1000 Mississippi Street	Morgantown	WV	26505	Monongalia	Johnnie Hamilton	Nontraditional Edu Coord
Monroe Co. Tech. Ctr.	Route 1, Box 97	Lindside	WV	24951	Monroe	James Higginbotham	Nontraditional Edu Coord
Nicholas Co. Schools	400 Old Main Dr.	Summersville	WV	26651	Nicholas	Vickie Dillon	Nontraditional Edu Coord
OH-WV Northern College	1704 Market St/College Square	Wheeling	WV	26003	Ohio		Nontraditional Edu Coord
RESA VI	30 G C & P Rd.	Wheeling	WV	26003	Ohio		Nontraditional Edu Coord
Wheeling Park High School	1976 Parkview Road	Wheeling	WV	26003	Ohio	Connie Myers	Nontraditional Edu Coord
Pendleton Co. Schools	PO Drawer 888	Franklin	WV	26807	Pendleton	Donald Bucher	Nontraditional Edu Coord
PRT Tech. Ctr.	PO Box 29	St. Mary's	WV	26170	Pleasants	Kenneth Fisher	Nontraditional Edu Coord
Pocahontas Co. High School	Route 1, Box 133A	Dunmore	WV	24934	Pocahontas	Linda Vanreenen	Nontraditional Edu Coord
Preston High School	400 Preston Dr.	Kingwood	WV	26537	Preston	Hope Hill	Nontraditional Edu Coord
Putnam Career/Tech. Ctr.	PO Box 640	Eleanor	WV	25070	Putnam	Cindy Winters	Nontraditional Edu Coord
Academy Careers/Tech. Training	390 Stanaford Road	Beckley	WV	25801	Raleigh	Jerry Miller	Nontraditional Edu Coord
RESA I	205 New River Dr.	Beckley	WV	25801	Raleigh	Robert Gunter	Nontraditional Edu Coord
Randolph Co. Vocational Ctr.	200 Kennedy Dr.	Elkins	WV	26241	Randolph	Helen Kennedy	Nontraditional Edu Coord
Ritchie Co. Schools	134 South Penn Ave.	Harrisville	WV	26362	Ritchie	Linda Campbell	Nontraditional Edu Coord
Roane Jackson Tech Ctr.	4800 Spencer Rd.	Leroy	WV	25252	Roane	Keith Winter	Nontraditional Edu Coord
Roane Co. Schools	PO Box 609	Spencer	WV	25276	Roane	Doris Weekley	Nontraditional Edu Coord
Bluefield State College	219 Rock St.	Bluefield	WV	24701	Summers		Nontraditional Edu Coord
Summers Co. Schools	116 Main Street	Hinton	WV	25951	Summers	Dr. Sarah Brown	Nontraditional Edu Coord
RESA IV	404 Old Main Dr.	Summersville	WV	26651	Summers		Nontraditional Edu Coord
Taylor Co. Schools	1 Prospect Street	Grafton	WV	26354	Taylor	Mike Crutchfield	Nontraditional Edu Coord
Tucker Co. Schools	501 Chestnut Street	Parsons	WV	26287	Tucker	Bill Duncil	Nontraditional Edu Coord
Tyler Co. Schools	PO Box 25	Middlebourne	WV	26149	Tyler	Rick Leach	Nontraditional Edu Coord
Buckhannon Upshur High School	50 Buckhannon Upshur Dr.	Buckhannon	WV	26201	Upshur	Elizabeth Lee	Nontraditional Edu Coord
Spring Valley Tech/Academic Ctr.	1 Timber Wolf Dr.	Huntington	WV	25704	Wayne	Becky Wellman Butcher	Nontraditional Edu Coord
Webster Co. Schools	315 South Main Street	Webster Springs	WV	26288	Webster	Maryanne Carpenter	Nontraditional Edu Coord
Wetzel Co. Schools	333 Foundry Street	New Martinsville	WV	26155	Wetzel	Robyn Fitzsimmons	Nontraditional Edu Coord
Wirt Co. High School	PO Box 219	Elizabeth	WV	26143	Wirt	Catherine Heiney	Nontraditional Edu Coord
RESA V	2507 9 th Ave.	Parkersburg	WV	26101	Wood	Carolyn Gragg	Nontraditional Edu Coord
Wood Co. Tech. Ctr.	1515 Blizzard Dr.	Parkersburg	WV	26101	Wood	Raymond Pyles	Nontraditional Edu Coord
WVU/Parkersburg	300 Campus Dr.	Parkersburg	WV	26101	Wood	Janet Ogilvie	Nontraditional Edu Coord
Wood Co. Tech Ctr.	515 Blizzard	Parkersburg	WV	26101	Wood	Raymond Pyles	Nontraditional Edu Coord
Wyoming Co. Career/Tech. Ctr.	HCR 72, Box 200	Pineville	WV	24874	Wyoming	Shelia Mann	Nontraditional Edu Coord

JOB SERVICE MANAGERS ADDRESSES

OFFICE	MANAGER	ADDRESS	CITY	STATE	ZIP
Beckley Job Service	Lisa Lilly	201 Grey Flats Road, Room 118	Beckley	WV	25801
Mercer County Job Service	David Hodge	195 Davis Street, Suite 102	Princeton	WV	24740
Charleston Job Service	Allan Galloway	1321 Plaza East	Charleston	WV	25325
Putnam County Job Service	Rex Stickler	4237-D RT. 34	Hurricane	WV	25626
Clarksburg Job Service	Sharon Cunningham	153 West Main Street	Clarksburg	WV	26302
Elkins Job Service	Angela Tingler	1 Pleasant Avenue Suite 3	Elkins	WV	26241
South Branch Job Service	Marco Zappala	HC65, Box 402 Rt. 55 East	Moorefield	WV	26836
Fairmont Job Service	Barbara DeMary	109 Adam's Street	Fairmont	WV	26554
Greenbrier Valley Job Service	Betty Carola	21 Red Oaks Shopping Center	Ronceverte	WV	24970
Huntington Job Service	Rocky McCoy	800 8th Street	Huntington	WV	25713
Logan Job Service	Larry Light	214 Dingess Street	Logan	WV	25601
Martinsburg Job Service	Marco Zappala	Berkeley Plaza Center	Martinsburg	WV	25401
Morgantown Job Service	Lori Turner	304 Scott Avenue	Morgantown	WV	26505
Parkersburg Job Service	Joe Baldwin	36th St. & Murdoch Avenue	Parkersburg	WV	26101

JOB SERVICE MANAGERS ADDRESSES

Pt. Pleasant Job Service	225 Sixth Street	Point Pleasant	WV	25550
Summersville Job Service	806 Broad Street	Summersville	WV	26651
Weirton Job Service	217 Three Springs Drive	Weirton	WV	26062
Welch Job Service	20 McDowell Street	Welch	WV	24801
Wheeling Job Service	Gateway Park Suite 3	Wheeling	WV	26003
New Martinsville Job Service	249 Clark Street	New Martinsville	WV	26155
Williamson Job Service	120 W. First Avenue	Williamson	WV	25661

SPECIAL PROVISION

FOR

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

1.- GENERAL:

The West Virginia Division of Highways is committed to assuring the participation of Disadvantaged Business Enterprises (DBE) in our highway construction program. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of United States Department of Transportation assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

The contractor shall designate and make known to the Division a liaison officer who is assigned the responsibility of effectively administering and promoting an active program for utilization of Disadvantaged Business Enterprises (DBE).

If a formal goal has not been designated for this contract, all contractors are encouraged to consider DBE's for subcontract work as well as for the supply of materials and services needed for the performance of this work.

The contractor is encouraged to use the services of banks owned and controlled by minorities or women. Agreements between a bidder/proposer and a DBE in which the DBE promises not to provide subcontracting quotations to other bidders/proposers are prohibited.

2. - DEFINITIONS:

“Disadvantaged business” A small business concern:

- 1) Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
- 2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

"Small business concern" A small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto, except that a limitation of \$16.6 million in average annual gross receipts (over 3 years) is placed on firms to be eligible as a DBE.

“Socially and economically disadvantaged individuals” Those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Subcontinent Asian Americans, Women and any other minorities or

individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act. The Division shall make a rebuttable presumption that individuals in the following groups are socially and economically disadvantaged. The Division also may determine, on a case-by-case basis, that individuals who are not a member of one of the following groups are socially and economically disadvantaged:

- 1) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
- 2) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American or other Spanish, or Portuguese culture or origin, regardless of race;
- 3) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
- 4) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific islands (Republic of Palau), the Commonwealth of the Northern Marianas, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
- 5) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, and Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka; and
- 6) "Women".

3. - DBE CLASSIFICATION REQUEST:

In order to be classified as a DBE under this specification a firm must submit Form EO-475, Schedule A, for certification as a DBE. In addition Form EO-476, Schedule B, must be submitted for any proposed joint venture. These forms must be submitted and approved prior to letting date of any project in which a firm wants to participate as DBE. Copies of these forms are available from the Department of Transportation, Division of Highways Equal Employment Opportunity Office and shall be submitted to that Office. Attached to this special provision is a directory of DBE firms which are certified by the Division of Highways, categorized as follows:

DBE certified under 49 CFR Part 26:
Socially and Economically Disadvantaged.

4. - DBE GOAL:

A DBE goal of zero has been set for all Transportation Enhancement, Recreational Trail, Scenic Byway or Safe Routes to School projects, however, the WVDOH always encourages the consideration of DBEs when hiring contractors. If you, as the sponsoring agency, have specific DBE goals or guidelines established, then you must

utilize them when hiring for this project.

The contractor shall indicate his goal in the appropriate space in Section C, Item 3 - Contractor's Goal for DBE Participation, of the Notice contained in the project proposal. The goal so indicated will be used in determining the award of the contract in accordance with this Special Provision and Section 103 of the Standard Specifications.

5. - CONTRACTOR'S DBE PLAN:

All bidders are encouraged to submit their DBE Participation Plan (Section C - Contractor's Plan for DBE Participation) with their bid. This shall include the following:

- 1) Name of DBE Subcontractor(s) or Supplier(s).
- 2) Description of work each is to perform to include: Line Number, Item Number, Unit, Quantity, Unit price and Amount.
- 3) The dollar value of each proposed DBE subcontract and the percentage of the total contract value this represents.
- 4) The dollar value of materials to be furnished by DBE suppliers and manufacturers, provided that the DBE's assume the actual and contractual responsibility for the materials and supplies:
 - (a) The Division of Highways may count the entire expenditure to a DBE manufacturer (i.e., a supplier that produces goods from raw materials or substantially alters them for resale).
 - (b) The Division may count 60 percent of expenditures to DBE suppliers that are not manufacturers provided the supplier is a regular dealer in the product involved. A regular dealer must be engaged in, as its principal business and in its own name, the sale of products to the public or maintain an inventory or own or operate distribution equipment.
 - (c) The Division may count fees or commissions charged by the DBE firms for a bona fide service, such as professional, technical, consultant, or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials, or supplies, delivery of materials and supplies or for furnishing bonds, or insurance, providing such fees or commissions are determined to be reasonable and customary.
- 5) The dollar value of services provided by DBE's such as quality control testing, equipment repair and maintenance, engineering stakeout, etc.
- 6) The dollar value of proposed joint ventures. DBE credit for joint ventures will be limited to the percent of DBE participation in the joint venture. Joint

ventures must have an approved EO Form 476 - Schedule B at the time of the letting.

- 7) Written and signed documentation of the bidders commitment to use a DBE subcontractor whose participation is being utilized to meet the DBE contract goal.
- 8) Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment.

The bidder who does not submit a DBE Participation plan with the bid shall submit it within 10 calendar days after the date of receipt of written notification from the Division. The project will not be considered for award prior to submission and approval of the bidders DBE plan.

Any changes to this plan must be approved by the Division.

In order to be accepted under this program all DBE subcontractors and suppliers of materials or services must be certified in accordance with Section 3 of this provision at the time of letting.

6. - CONTRACT AWARD REQUIREMENTS:

If the contractor's proposed goal as indicated in Section C, Item 3, of the Notice contained in the project proposal, is less than the Division of Highways' determined goal, as indicated in Section 4 of this Special Provision, he or she must demonstrate that good faith efforts were made prior to submitting the bid. This documentation must be submitted to the Contract Administration Division, and must be received in the Division no later than ten (10) calendar days after the date of receipt of written notification. Efforts to increase the goal after bid submission will not be considered in justifying the good faith effort. These documented attempts shall include but not be limited to:

- 1) Whether the contractor attended any pre-solicitation or pre-bid meetings that were scheduled by the Division to inform DBE's of contracting and subcontracting opportunities;
- 2) Whether the contractor advertised in general circulation, trade association, and minority-focus media concerning the subcontracting opportunities;
- 3) Whether the contractor provided written notice to a reasonable number of specific DBE's that their interest in the contract was being solicited, in sufficient time to allow the DBE's to participate effectively;
- 4) Whether the contractor followed up initial solicitations of interest by contacting DBE's to determine with certainty whether the DBE's were interested;
- 5) Whether the contractor selected portions of the work to be performed by DBE's in order to increase the likelihood of meeting the DBE's goals

(including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE's participation);

- 6) Whether the contractor provided interested DBE's with adequate information about the plans, specifications and requirements of the contract;
- 7) Whether the contractor negotiated in good faith with interested DBE's, not rejecting DBE's as unqualified without sound reasons based on a thorough investigation of their capabilities;
- 8) Whether the contractor made efforts to assist interested DBE's in obtaining bonding, lines of credit, or insurance required by the recipient or contractor, and
- 9) Whether the contractor effectively used the services of available minority community organizations; minority contractors' groups; local, state and Federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of DBE's.

Contractors that do not meet the contract DBE goal and who fail to demonstrate that good faith efforts were made prior to the bid shall not be eligible to be awarded the contract.

The bidder's signature in Section J of the Notice contained in this proposal shall be written assurance he/she will comply with this special provision. The Contractor's proposed DBE goal percent (Section C Item 3) must be completed or the bid will be deemed irregular.

7.- CONTRACT COMPLIANCE REQUIREMENTS:

Each contractor or subcontractor that fails to carry out the requirements set forth below will be subject to a breach of contract and, after notification of the Federal Highway Administration, the Division of Highways may terminate the contract or subcontract or initiate other such remedy as deemed appropriate.

A. Policy. It is the policy of the Federal Highway Administration that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of work financed in whole or in part with Federal funds under this contract. Consequently, the DBE requirements of 49 CFR Part 26 apply to this contract.

B. DBE Obligation. The contractor agrees to ensure that DBE's as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of subcontracts financed in whole or in part with Federal funds provided under this contract. In this regard all contractors and subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform contract work. Contractors and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Federally-assisted contracts.

C. **Sanctions.** Failure by the prime contractor to fulfill the DBE requirements and to demonstrate good faith efforts constitutes a breach of contract. When this occurs, the Division will hold the prime contractor accountable as would be the case with all other contract provisions. Therefore, the contractor's failure to carry out the DBE requirements shall constitute a breach of contract and may result in the following:

- 1) Withholding of progress payments.
- 2) Withholding payment to the prime in an amount equal to the unmet portion of the contract goal.
- 3) Termination of the contract.

D. **Records and Reports.** All contractors must keep detailed records and provide regular reports to the Division on a quarterly basis or as requested on their progress in meeting contractual DBE obligations. These records may include but shall not be limited to payroll, lease agreements, cancelled payroll checks, cancelled supply and material checks, executed subcontracting agreements, etc. At the end of each quarter, prime contractors will be requested to submit certified reports on monies paid to each DBE subcontractor/supplier on all active Federal Aid Projects.

8.- DBE PROGRAM REQUIREMENTS:

The DBE must perform a commercially useful function A commercially useful function is generally being performed when a DBE is responsible for the execution of a distinct element of the work and is carrying out its responsibilities by actually performing, managing and supervising the work involved in accordance with normal industry practice (except where such practices are inconsistent with the DBE regulations and these guidelines) and when the DBE firm receives due compensation as agreed upon for the work performed. Regardless of whether an arrangement between the contractor and the DBE represent standard industry practice, if the arrangement erodes the ownership, control or independence of the DBE or does not meet the commercially useful function requirement, sanctions against the DBE firm and the prime contractor may be pursued.

A. **DBE Management:** The DBE must manage the work it has contracted. The management shall include scheduling work operations, ordering equipment and materials (if materials are a part of the contract), preparing and submitting payrolls and all other required reports and forms, and hiring and firing employees, including supervisory employees. The DBE must perform the work of the contract with its own work force.

The DBE must supervise the daily operations of the work contracted. There are only two acceptable ways for the DBE to supervise the daily operations. The DBE owner may act as superintendent and directly supervise the work or a skilled and knowledgeable superintendent employed by and paid wages by the DBE may directly supervise the work. If the later is used, the

DBE owner must be actively involved in making the operational and managerial decisions of the firm. Basically, this means that all administrative functions must be performed by personnel responsible to or employed by the DBE at facilities or locations under the control of the DBE.

B. DBE's Work Force: In order to meet the commercially useful function requirements of the regulations and the contract, the following statements are applicable:

- 1) The DBE shall supervise and perform the work of the contract with workers on its payroll and under the direct supervision of the DBE. The DBE or his/her superintendent must, on a full time basis, supervise and control the work of the contract. The supervision of the contract work by personnel normally employed by another contractor or by personnel not under the control of the DBE constitutes failure to perform a commercially useful function.
- 2) Except in the instances defined below, the DBE shall perform its work with employees normally employed by and under the DBE's control. In all instances, the DBE shall be responsible for its payroll and labor compliance requirements concerning all workers under its control. The DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material and installing (where applicable) and paying for the material itself.
 - (a) A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation.
 - (b) As a subcontractor, a DBE may not subcontract work of the contract to non-disadvantaged firms/persons. Exceptions will not normally be considered. As a prime contractor a DBE firm may subcontract as much of the work of the contract as the Division of Highways permits.
 - (c) Prior to allowing any arrangement, the DOT EEO office will ensure that:
 - the arrangement is not designed to provide the DBE with the basic labor requirements of the contract;
 - the arrangement is on a limited basis and not long term, repetitive use by a DBE firm of personnel primarily employed by a non-disadvantaged firm will be construed as an attempt to artificially inflate DBE participation and will not be allowed;
 - exclusive of the arrangement, the majority of the DBE's

work force and his or her superintendent and/or foreman are regular employees of the DBE; and

- the arrangement should be indicative of normal industry practices and should not represent a significantly greater portion of the contract work than would be expected on the basis of normal industry practices.

C. **Equipment:** In order to perform a commercially useful function the DBE subcontractor shall be responsible for any equipment necessary to complete the work within the approved Participation Plan. In certain circumstances the DBE may lease specialty equipment or incidental equipment, but these arrangements must be consistent with standard industry practices. The DBE shall be responsible to negotiate the cost, arrange for the delivery of, and pay for leased equipment. Copies of the lease agreements shall be submitted for approval by the WVDOT prior to the work being performed. The subcontractor shall provide paid invoices to the WVDOT for all leased equipment.

The cost of equipment leased from the prime contractor or its affiliates will not be counted towards the goal.

If an emergency incident arises that presents a safety concern to either the workers or the traveling public, the DBE may find it necessary to lease equipment from the prime contractor in this situation. The WVDOT may approve the leasing of that equipment providing specific details of the incident are submitted to the WVDOT. All leases in these situations must be approved by the WVDOT DBE Office.

Incidental equipment leasing agreements between the prime contractor and the DBE subcontractor must be submitted to and approved by the WVDOT DBE office prior to the work being performed.

The approval of all leases will be contingent upon evidence of the DBE's independent performance and the performance of a commercially useful function.

D. **Materials:** The DBE shall negotiate the cost, arrange delivery of and pay for the materials and supplies required for the work of the contract. Invoices for materials should be in the name of the DBE firm not the prime contractor. Count expenditures with DBEs for materials or supplies toward DBE goals as provided in the following:

- 1) If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies toward DBE goals.
- 2) If the materials or supplies are purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies toward DBE goals. A regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by

the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.

To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. Packagers, brokers, manufacturers representatives, or other persons who arrange or expedite transactions are not regular dealers.

- 3) With respect to materials or supplies purchased from a DBE which is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of materials and supplies or fees or transportation charges for the delivery of materials or supplies required on a job site, toward DBE goals, provided the fees are reasonable and not excessive as compared with fees customarily allowed for similar services. Do not count any portion of the cost of the materials and supplies themselves toward DBE goals, however.
- 4) A prime contractor may occasionally find it necessary to pay suppliers directly for materials used by subcontractors. It is acceptable for the prime contractor to do so for DBEs, provided such a payment arrangement is available to all subcontractors and not restricted exclusively to DBEs. When such payments are made by the prime contractor, the payments must be made by jointly endorsable checks signed by the prime contractor and the DBE. The DBE must also participate in scheduling delivery of the materials and is fully responsible for ensuring that the materials meet specifications.
- 5) DBEs will not be considered as supplying material when payment for it is effected by making a deduction from the prime contractor's payment to the DBE unless such transaction is clearly documented as part of a formal written agreement between the two parties and approved by the DOT EEO office.
- 6) If the materials or supplies are obtained from the prime contractor or an affiliate of the prime contractor, the cost of the materials or supplies will not be counted toward the goal.

E. DBE Trucking Firms: To be certified as a DBE trucking firm, the firm must own at least one fully operational truck that is fully licensed and insured and that is used on a day to day basis. DBE trucking firms must be covered by a subcontract or a written agreement approved by the DOT EEO office prior to performing their portion of the work. In order to perform a commercially useful function, the DBE trucking firm is restricted to the same subcontracting limitation in effect for other contractors. The DBE trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.

- 1) The DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
 - 2) The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.
 - 3) The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit for the total value of transportation services provided by DBE lessees not to exceed the value of transportation services provided by DBE-owned trucks on the contract. Additional participation by non-DBE lessees receives credit only for the fee or commission it receives as a result of the lease arrangement. If a recipient chooses this approach, it must obtain written consent from the appropriate Department Operating Administration. Example – DBE Firm X uses two of its own trucks on a contract. It leases two trucks from DBE Firm Y and six trucks from non-DBE Firm Z. DBE credit would be awarded for the total value of transportation services provided by Firm X and Firm Y, and may also be awarded the total value of transportation services provided by four of the six trucks provided by Firm Z. In all, full credit would be allowed for the participation of eight trucks. With respect to the other two trucks provided by Firm Z, DBE credit could be awarded for the fees or commissions pertaining to those trucks Firm X receives as a result of the lease with Firm Z. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by a DBE.
 - 4) A lease must indicate that the DBE has exclusive use of and control over the truck. Leased trucks must display the name and identification number of the DBE.
- F. **Default or Decertification of DBE:** If a DBE subcontractor is decertified or defaults in the performance of its work, the overall goal cannot be credited for the uncompleted work unless it is approved by an approved DBE substitute or unless the Prime Contractor elects to fulfill the DBE goal with another DBE on a different item of work. If the Prime Contractor after exerting good faith effort is unable to replace the DBE, the unmet portion may be waived.
- G. **North American Industrial Classification (NAIC):** DBE work to meet the goal can only be approved if the work performed is within the classification of their North American Industry Classification System (6 digit NAIC codes) approved for the DBE at the time of their DBE certification. Additional NAIC codes can be approved by request to the DBE Certifying Committee or when a firm is recertified.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
SPECIAL PROVISION
FOR
STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
CONSTRUCTION CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)

1. As used in these specifications:
 - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
 - b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
 - c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
 - d. "Minority" includes:
 - (i.) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin)
 - (ii.) Hispanic (all persons of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race);
 - (iii.) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, Asia, the Indian Subcontinent, or the Pacific Islands); and
 - (iv.) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
 - e. "Engineer" – The State Highway Engineer of the Department, or his authorized representative, limited by the scope of duties assigned.
2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
3. If the Contractor is participating (pursuant to 41 CFR-60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractor's or Subcontractor's toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7a through 7p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing a construction work in geographical area where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.
5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.
6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the contractor during the training period, and the contractor must have made a commitment to employ the apprentices and trainees at the completion of their training. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.
7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:
 - a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities, at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The contractor shall specifically ensure that all foremen, superintendents, and other onsite supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
 - b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
 - c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore; along with whatever additional actions the Contractor may have taken.
 - d. Provide immediate written notification to the Engineer when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
 - e. Develop on-the-job training, opportunities and/or participate in training programs for the area, which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

- f. Disseminate the contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of the construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the Contractor's EEO policy externally including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonably, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's workforce.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
- m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.
- n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
- o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor association and other business associations.
- p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encourage to participate in voluntary associations, which assist in fulfilling one or more of their affirmative action obligations (7a through 7p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group for which the contractor is a member and participant, may be asserted as fulfilling any one of more of its obligations under 7a through 7p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.
9. A single goal for women has been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).
10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246. A list of debarred persons or firms is available from the Engineer.
12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
13. The Contractor, in fulfilling its obligations under these Specifications, shall implement specific affirmative action steps at least as extensive as those standards prescribed in Paragraph 7 of these Specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these Specifications, the Director shall proceed in accordance with 41 CFR-60-4.8.
14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by; the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade union affiliation if any, employee identification number when assigned, social security number, race, sex status (e.g. mechanic, apprentice, trainee, helper, or Laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

THE DEPARTMENT OF LABOR, OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS DETERMINES COMPLIANCE WITH THE AFFIRMATIVE ACTION GOAL REQUIREMENTS OF EO 11246 OR ITS IMPLEMENTING REGULATIONS.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

SPECIAL PROVISION

FOR

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION

TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY

(EXECUTIVE ORDER 11246)

1. Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals for minority and female participation, expressed in percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered area, are as follows:

**GOALS FOR FEMALE PARTICIPATION
IN EACH TRADE**

Goals for the utilization of women by Federal and federally assisted construction Contractors were last published on April 7, 1978 (43 FR 14888, 14900). The April 7, 1978 publication included a 6.9% goal for the period from April 1, 1980, until March 31, 1981. Pursuant to 41 CFR 60-4.6, the 6.9% goal for female utilization is extended until further notice.

**GOALS FOR MINORITY PARTICIPATION
FOR EACH TRADE**

<u>Location (County)</u>	<u>Goal (Percent)</u>
Mineral	4.8
Berkeley, Grant, Hampshire, Hardy, Jefferson, Morgan	25.2
Pendleton	12.0
McDowell, Mercer	3.2
Cabell, Wayne	2.9
Lincoln, Logan, Mason, Mingo	2.5
Kanawha, Putnam	4.9
Boone, Braxton, Calhoun, Clay, Fayette, Gilmer, Greenbrier, Jackson, Monroe, Nicholas, Pocahontas, Raleigh, Roane, Summers, Webster, Wyoming	4.2

Barbour, Doddridge, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur	2.1
Wirt, Wood	1.1
Pleasants, Ritchie	1.2
Brooke, Hancock	4.3
Marshall, Ohio	2.4
Tyler, Wetzel	3.0

These goals for Minority Participation became effective November 3, 1980 and will remain as such until further notice.

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific action obligation required by the specifications set forth in 41 CFR 60-4.3 (a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade, the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulation in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Engineer within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is

State West Virginia

County _____

City _____

THE DEPARTMENT OF LABOR, OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS DETERMINES COMPLIANCE WITH THE AFFIRMATIVE ACTION GOAL REQUIREMENTS OF EO 11246 OR ITS IMPLEMENTING REGULATIONS.

APPENDIX 8

Audit Requirements Concerning A-133

Requirement:

Please note that each year in October/November letters will be sent to all Sponsors asking them to certify whether they did receive or did not receive over \$500,000 in Federal funds during their previous fiscal year. For the Sponsors to continue to be eligible to receive Federal funding, this certification letter must be completed, signed and returned.

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Subpart B—Audits

§ ____.200 Audit requirements.

- (a) **Audit required.** Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. Guidance on determining Federal awards expended is provided in § ____.205.
- (b) **Single audit.** Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with § ____.500 except when they elect to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § ____.235. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (d) **Exemption when Federal awards expended are less than \$500,000.** Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in § ____.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).
- (e) **Federally Funded Research and Development Centers (FFRDC).** Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

§ ____.205 Basis for determining Federal awards expended.

- (a) **Determining Federal awards expended.** The determination of when an award is expended should be based on when the activity related to the award occurs. Generally, the activity pertains to events that require the non-Federal entity to comply with laws, regulations, and the provisions of contracts or grant agreements, such as: expenditure/expense transactions associated with grants, cost-reimbursement contracts, cooperative agreements, and direct appropriations; the disbursement of funds passed through to subrecipients; the use of loan proceeds under loan and loan guarantee programs; the receipt of property; the receipt of surplus property; the receipt or use of program income; the distribution or consumption of food commodities; the disbursement of amounts entitling the non-Federal entity to an interest subsidy; and, the period when insurance is in force.
- (b) **Loan and loan guarantees (loans).** Since the Federal Government is at risk for loans until the debt is repaid, the following guidelines shall be used to calculate the value of Federal awards expended under loan programs, except as noted in paragraphs (c) and (d) of this section:
 - (1) Value of new loans made or received during the fiscal year; plus
 - (2) Balance of loans from previous years for which the Federal Government imposes continuing compliance requirements; plus

- (3) Any interest subsidy, cash, or administrative cost allowance received.
- (c) **Loan and loan guarantees (loans) at institutions of higher education.** When loans are made to students of an institution of higher education but the institution does not make the loans, then only the value of loans made during the year shall be considered Federal awards expended in that year. The balance of loans for previous years is not included as Federal awards expended because the lender accounts for the prior balances.
- (d) **Prior loan and loan guarantees (loans).** Loans, the proceeds of which were received and expended in prior-years, are not considered Federal awards expended under this part when the laws, regulations, and the provisions of contracts or grant agreements pertaining to such loans impose no continuing compliance requirements other than to repay the loans.
- (e) **Endowment funds.** The cumulative balance of Federal awards for endowment funds which are federally restricted are considered awards expended in each year in which the funds are still restricted.
- (f) **Free rent.** Free rent received by itself is not considered a Federal award expended under this part. However, free rent received as part of an award to carry out a Federal program shall be included in determining Federal awards expended and subject to audit under this part.
- (g) **Valuing non-cash assistance.** Federal non-cash assistance, such as free rent, food stamps, food commodities, donated property, or donated surplus property, shall be valued at fair market value at the time of receipt or the assessed value provided by the Federal agency.
- (h) **Medicare.** Medicare payments to a non-Federal entity for providing patient care services to Medicare eligible individuals are not considered Federal awards expended under this part.
- (i) **Medicaid.** Medicaid payments to a subrecipient for providing patient care services to Medicaid eligible individuals are not considered Federal awards expended under this part unless a State requires the funds to be treated as Federal awards expended because reimbursement is on a cost-reimbursement basis.
- (j) **Certain loans provided by the National Credit Union Administration.** For purposes of this part, loans made from the National Credit Union Share Insurance Fund and the Central Liquidity Facility that are funded by contributions from insured institutions are not considered Federal awards expended.

Revised 09/02/03

APPENDIX 9

Project and Activity Phases and Responsible Parties

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- NOTES:**
- (A) **Not all Projects and Activities will include all phases of work detailed.**
 - (B) **Steps are not necessarily “linear”; certain steps may be performed concurrent with others and/or “combined.”**
 - (C) **This is ONLY a “summary” and is not intended to be the only guide to performance of a Project and Activity once awarded.**

1. AUTHORIZATION PHASE

Do not expend any funds on this Project/Activity, for which you wish to seek reimbursement through this grant, until after you receive a written Notice to Proceed. Any expenses incurred prior to Notice to Proceed (for the applicable phase) are not eligible for reimbursement.

STEP	ACTION	RESPONSIBLE PARTY
1	Grant awarded and announced.	Governor
2	Congratulations letter to Sponsor.	WVDOH
3	PC-36 form completed.	WVDOH
4	Project/Activity number assigned.	WVDOH and FHWA
5	Scope of work meeting.	WVDOH and Sponsor
6	Force Account requested by Sponsor, if appropriate.	Sponsor
7	Project undergoes STIP/TIP public review period, then submitted to FHWA for approval (Federal requirement).	WVDOH
8	STIP/TIP review process completed—FHWA approval received by WVDOH.	FHWA
9	Project to SHPO, WVDNR, WVDOH and USF&WS for review.	WVDOH, with assistance from Sponsor, as needed.
10	SHPO approval completed.	SHPO
11	4(f) statement completed, if appropriate.	WVDOH, with assistance from Sponsor, as needed.
12	Environmental questionnaire review.	WVDOH, with assistance from Sponsor, as needed.
13	In-house environmental review.	WVDOH
14	Environmental/historical review completed for this phase.	WVDOH, with assistance from Sponsor, as needed.
15	Draft Agreement prepared.	WVDOH

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STEP	ACTION	RESPONSIBLE PARTY
16	Agreement to Sponsor for review.	WVDOH
17	Agreement reviewed by Sponsor.	Sponsor
18	Agreement executed by Sponsor and returned to WVDOH with appropriate Resolution.	Sponsor
19	Agreement reviewed by Legal Department and executed by WVDOH.	WVDOH
20	BF-98 forwarded (initiates WVDOH request for Federal Authorization).	WVDOH
21	BF-98 approved—project authorized.	FHWA
22	Notice to proceed for design issued. A fully executed Agreement will be enclosed with the notice to proceed letter, as well as additional grant process information. Once Sponsor has received written notice to proceed, they may undertake the design phase.	WVDOH

If you have any questions, contact the WVDOH, Program Planning and Administration Division, Grant Administration Unit at (304) 558-9600.

ABBREVIATIONS AND TERMS:

BF-98—A WVDOH form which authorizes a “financial account” to be opened for the project

FHWA—Federal Highway Administration

PC-36—A WVDOH form which triggers the assignment of a tracking number to the project

SHPO—West Virginia State Historic Preservation Officer

STIP—Statewide Transportation Improvement Program (a listing of projects for which WVDOH is seeking public involvement/comment prior to requesting Federal Authorization)

TIP—Transportation Improvement Program (a listing of projects located in Metropolitan or Urban areas for which WVDOH is seeking public involvement/comment prior to requesting Federal Authorization)

USF&WS—United States Fish & Wildlife Service

WVDNR—West Virginia Division of Natural Resources

WVDOH—West Virginia Division of Highways

4(f) Statement—A review, study or statement which may be necessary if the project negatively impacts schools, parks, playgrounds, historical sites, etc.

NOTES: (A) Construction Projects will include a Design Phase. Activities may not include a Design Phase in the scope of work.

2. DESIGN PHASE

STEP	ACTION	RESPONSIBLE PARTY
1	Review the Rules and Regulations for Procurement of Negotiated Contracts (for questions call (304) 558-9600).	Sponsor
2	Develop Request for Proposal (RFP)	Sponsor
3	Solicit Letters of Qualification for consultants and/or designers through publication of newspaper legal advertisement.	Sponsor
4	Select Review Committee (<i>at least 3 members</i>)	Sponsor
5	Review all letters of qualification.	Sponsor
6	Develop short list of candidates (2 more than are needed for project [minimum 3]).	Sponsor
7	Interview candidates on short list.	Sponsor
8	Rate candidates.	Sponsor
9	Meet with highest ranked candidate to negotiate contract and price. If negotiations are unsuccessful, then move to next candidate.	Sponsor
10	Sign agreement with selected candidate.	Sponsor
11	Notify, in writing, all candidates who submitted proposals that the selection has been made and the name of the selected candidate.	Sponsor
12	Retain copies of all newspaper advertisements soliciting letters of qualifications.	Sponsor
13	Retain documents of notification and a copy of the agreement for the candidate chosen, pending final audit by WVDOH.	Sponsor
14	Upon completion of the design plans, manuals and bid documents, submit two copies to the WVDOH for review and approval prior to bidding the Project. Allow 45-60 days for review (see Notes [*1] and [*2] below). Submit copies of all required permits, i.e. WVDOH MM-109, USACE, WVDEP, WVDNR	Sponsor
15	Review and approve Project plans or return them for corrections and resubmission.	WVDOH
16	Upon approval of Project plans, a Notice to Proceed for construction will be issued. Once Sponsor has received written Notice to Proceed, they may undertake the construction phase.	WVDOH

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Notes for Design Phase

[*1]—If your Project crosses, lies within, or directly affects any section of roadway or right-of-way currently under the jurisdiction of the WVDOH, contact the appropriate District Office prior to beginning the design phase. WVDOH must be involved in the design; further permits may be required.

[*2]—All Projects are reviewed by SHPO in the early stages of your Project. If your Project involves a historic area or property, the design documents must be reviewed and approved by SHPO prior to bidding the Project. To avoid delays and added expense, it is advisable to involve SHPO in your Project as early as possible.

[*3]—Invoices may be submitted, on no more often than a monthly basis, for reimbursement of eligible expenses for the performance of approved work that has been satisfactorily completed and undertaken after the Notice to Proceed for that phase was issued. Invoices must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion.

3. CONSTRUCTION PHASE

Do NOT begin this phase of the Project until you receive Notice to Proceed for the construction Phase.

STEP	ACTION	RESPONSIBLE PARTY
1	Review instructions for Required Contract Provisions and the Competitive Bid Selection Process for Construction Contracts.	Sponsor
2	Choose appropriate selection process required, then follow guidelines (for questions call (304) 558-9600).	Sponsor
3	Solicit bids and/or procurements through appropriate process (see Notes [*1] and [*3]).	Sponsor
4	If construction Project is over \$25,000, then (a) solicit sealed bids, (b) conduct public bid opening, and (c) award contract to lowest responsive and responsible bidder. If under \$25,000, use appropriate procedure and award to lowest responsive and responsive bidder. (Government agencies may use their own procedures currently in place if they are in written form and are not in conflict with Federal procedures.) (No preference or waiver may be given to a contractor, labor force, or materials based on geographic location or residence.) (See Notes [*1] and [*3])	Sponsor
5	Retain copies of newspaper bid legal advertisements, telephone bid information, and written bid information, pending final audit by the WVDOH.	Sponsor
6	Retain copies of all contracts/agreements.	Sponsor
7	Notify WVDOH of beginning construction.	Sponsor
8	Provide Project oversight and inspection during all phases of construction.	Sponsor
9	Routine inspection of Project.	Sponsor
10	WVDOH is notified of Project/Activity completion.	Sponsor
11	Final Invoice submitted.	Sponsor
12	Final Inspection of Project/Activity.	WVDOH
13	Final Inspection report and final Invoice forwarded for processing.	WVDOH
14	Final Audit	WVDOH
15	Final Invoice paid and Project/Activity closed	WVDOH

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Notes for Construction Phase

[*1]—West Virginia prevailing wage rates must be paid on all contract work. Davis-Bacon wage rates may also apply.

[*2]—Invoices may be submitted, on no more often than a monthly basis, for reimbursement of eligible expenses for the performance of approved work that has been satisfactorily completed and undertaken after the Notice to Proceed for that phase was issued. Invoices must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion.

[*3]—If you have any questions, contact the WVDOH, Program Planning and Administration Division, Grant Administration Unit at (304) 558-9600.