



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

September 14, 2021

The Honorable Melissa M. Mack
First Selectman
Town of Suffield
Suffield Town Hall
83 Mountain Road
Suffield, Connecticut 06078

Dear First Selectman Mack:

Subject: **Authorization to Advertise**
State Project No. L139-0002
Local Transportation Capital Improvement Program (LOTICIP)
Mountain Road (State Route 168) – Multi-Use Trail, Sidewalk Improvements
Town of Suffield

The Department of Transportation (Department) has reviewed the Final Design Submission and supporting documentation forwarded by the Town of Suffield (Municipality) through the Capitol Region Council of Governments (COG) for the subject project. The Department has also received the Project Authorization Letter (PAL) signed by the Municipality.

You are hereby informed that the Municipality is authorized to advertise for the receipt of construction bids, in accordance with the provisions listed below:

- The most recent State wage rates must be included in the bid package at the time of advertising. The wage rates must be requested from the Connecticut Department of Labor at least ten (10) days but not more than twenty (20) days prior to the date of advertisement for bid. The wage rate request form is available online at <http://www.ctdol.state.ct.us/wgwkstnd/forms/prevwgf.htm>.
- This contract is subject to State set-aside and contract compliance requirements which were enacted under Public Act 15-5 and became effective October 1, 2015. The Connecticut Commission on Human Rights and Opportunities (CHRO) is responsible for administering these requirements; however, the Municipality must include language relative to the requirements in the bid notice and the contract documents. Further information can be found on the CHRO web page at www.ct.gov/chro. Questions regarding the requirements are to be directed to CHRO at (860) 541-3400.
- The Municipality must notify the COG and the Department of the actual advertising date and scheduled bid opening date.
- A 28-day advertising period is recommended. A 21-day minimum advertising period is required. After the bid opening, the Municipality must submit the following information to the Department through the COG:
 - Actual date of bid opening
 - Number of bidders
 - Bid tabulation of the three (3) lowest bids

- Explanation and/or justification if the low bid is ten percent (10%) above or below the engineer's estimate
- Contractor's Certification of Compliance with Connecticut General Statute Section 31-57b
- **Coordination with the Department will be required prior to any actions by the Municipality relative to the following situations:**
 - **Rejection of bid(s)**
 - **Approval of bid withdrawal(s)**
 - **Recommendation of award to a bidder other than the apparent low bidder**
- Recommendation from the Municipal Chief Administrative Officer for the award of the contract, endorsed by the COG Executive Director (or equivalent)
- Anticipated award date

Subsequent to receipt and review of the above documentation by the Department, approval to award the contract to the lowest responsible bidder and commitment to fund the project at the approved low bid amount plus ten percent (10%) for contingencies and ten percent (10%) for incidentals will be issued. This approval will prompt a grant payment from the Department to the Municipality for the total amount.

Please note that a supplemental PAL will be issued only if the total cost, based on the approved low bid, exceeds the amount specified in the original PAL. As stated in the LOTCIP guidelines, the amounts specified in the original PAL are not to be confused with the actual grant payment to be made based on the approved low bid.

If you have any questions, please contact Mr. William Grant, P.E, at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,

Michael N. Calabrese
Digitally signed by
Calabrese, Michael
Date: 2021.09.15
07:10:08-04'00'

Michael N. Calabrese, P.E.
Division Chief of Highway Design
Bureau of Engineering and Construction

cc: Ms. Karen Isherwood, P.E., Town Engineer, Town of Suffield
Mr. Lyle Wray, Executive Director, Capitol Region Council of Governments
Ms. Sotoria Montanari, Program Manager, Capitol Region Council of Governments
Mr. Alvin Bingham, Affirmative Action/Contract Compliance Supervisor, State of Connecticut Commission on Human Rights and Opportunities