

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

DD-401
PROCEDURE FOR CORE BORING CONTRACTS
July 1, 2006

The following procedure has been established to facilitate the development and review of core boring programs and related documents. While the procedure spells out steps to be taken by Consultants, generally the procedures apply equally well to plans developed by Division of Highways personnel.

Attachments

PROCEDURE FOR CORE BORING CONTRACTS

1. Prepare core boring layout and contract documents. The boring layout may be done on available mapping or on plans. Contract documents and specifications are available from the Division. The exact specifications as furnished by the Division shall be used and supplemented by special provisions as needed on individual projects.
2. The Consultant shall submit to the Director of Engineering Division, for review and approval two copies of the layouts, contract documents, specifications and special provisions. All forms are to be completed except for the Free Competitive Bidding Affidavit and any form requiring dates.
3. In addition to the items mentioned above, the Consultant shall submit two copies of the following:
 - a. Detailed cost estimate;
 - b. List of prospective bidders (if negotiating); and
 - c. Time table of proposed work.
4. Upon approval by the Division, the Consultant will be given verbal authorization (followed by written confirmation) to advertise and receive bids for the proposed work. The advertisement shall include the following statement:

"The West Virginia Department of Transportation, Division of Highways hereby notifies all bidders that it will affirmatively insure that in any contract entered into, pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
5. The legal requirements of the Division can be satisfied by advertising once a week for three consecutive weeks in two newspapers that are circulated in the area where the work is to be performed. In addition, the Division encourages other forms of advertising, such as trade publications, construction advertising services, etc.
6. With the approval of the Division, the Consultant may solicit quotes from core boring contractors on certain projects. A minimum of three quotes are required.
7. In addition to fulfilling the criteria outlined in Items 2 and 3 above, the Consultant is to provide the Division with copies of all letters of invitation to bid.

8. In both the advertisement and solicitation cases, the Consultant is to inform the Division of the date, time and place where bids are to be received and opened.
9. Upon determination of the low bidder the Consultant shall inform the Division of such, with a recommendation that the bid be accepted. The Consultant shall submit three copies of all bid tabulations and a statement that all contract documents have been properly and fully completed.
10. The Consultant shall advise all bidders of the outcome and enclose a copy of the bid tabulation. Except for the three lowest bidders, all bid bonds or certified checks are to be returned. The bonds or checks of the three lowest bidders will be returned as soon as the contract bond has been furnished and the contract has been executed.
11. The Consultant shall advise the low bidder that the contract has been awarded once approval has been received from the Division.
12. Once the low bidder has furnished the Consultant with the performance bond, certificate or insurance and certificate of West Virginia Workmen's Compensation; the Consultant shall submit two copies of **all** documents, specifications and plans to the Division with a request to issue a "Notice to Proceed."
13. Upon receipt of approval by the Division, the Consultant shall issue a formal "Notice to Proceed." The Contractor is to advise you in advance of starting work so that arrangements for inspection can be completed.
14. Contractor may submit partial invoices at thirty day intervals. The Consultant shall verify all work by the Contractor prior to paying any invoice. Bid items of the boring contract may be invoiced to the Division using the complete invoice and BF-2 Form, on the basis of thirty day intervals or a \$1,000,000 minimum, in the event no Consultant items under the design contract are to be invoiced. A **paid** invoice from the Contractor **must** accompany the Consultant's invoice.
15. The Consultant shall submit the final invoice from the Contractor upon completion and acceptance of all work. The Contractor's invoice must show amounts previously withheld. The Consultant shall return the contract bond with final payment.
16. The Consultant or his Contractor will be required to notify the appropriate Corps of Engineers District their intent to do core drilling operations on a navigable waterway in order that a "Notice to Navigators" can be issued. See Appendix A for a listing of navigable waters and addresses of the Corps of Engineers Districts.
17. Core drilling operations are covered by a nationwide permit on all streams and rivers. However, a State 401 Water Quality Certification is required on certain streams and rivers. The Division will be responsible for acquiring this certification prior to commencement of any drilling operations.

18. A listing of Core Boring Subcontractors will no longer be published as a Design Directive. However, a current listing will be maintained in the Engineering Division office and is available upon request. As in the past, this listing will not preclude other firms from bidding.
19. The Consultant, nor a core boring firm that is providing geotechnical services to a Consultant, **will not** be permitted to bid or be solicited to bid any core drilling contract on that project.

APPENDIX A

Core drilling operations on a navigable waterway are covered by a Nationwide Permit. However, the driller must send a letter to the Corps of Engineers of their intent to work in the waterway at least two weeks prior to commencing operations. This letter is to include location, starting and ending dates as well as a contact person. The Corps of Engineers will issue a "Notice to Navigators" of the proposed work. This notice has to be issued a minimum of two weeks before work may proceed.

<u>River</u>	<u>Length From Mouth</u>
Ohio River	Entire Length
Kanawha River	Entire Length
Big Sandy River	10.0 Miles
Elk River	4.5 Miles
Guyandotte River	1.0 Mile
Little Kanawha River	14.0 Miles

Letters notifying the Corps of Engineers of proposed core drilling within the limits of the above rivers are to be addressed as follows:

Ms. Ginger Mullens, Chief
Regulatory Branch
Huntington District, Corps of Engineers
502 Eighth Street
Huntington, West Virginia 25701-2070

The Pittsburgh Corps of Engineers District is to be notified of core drilling on the following navigable rivers:

<u>River</u>	<u>Length From Mouth</u>
Ohio River	Entire Length
Monongahela River	Entire Length
Tygart Valley River	3.0 Miles
West Fork River	2.0 Miles

Letters are to be sent to:

Mr. Michael Cummings, Chief Regulatory Branch
US Army Corps of Engineers, Pittsburgh District
William S. Moorhead Federal Building
100 Liberty Avenue
Pittsburgh, Pennsylvania 15222-4186

The dividing line between the Huntington and Pittsburgh Districts on the Ohio River is the most southern corporation line of New Martinsville.