



Request For Bid

St. Charles City-County Library District

Parking Lot Maintenance at

McClay Branch

2760 McClay Road, St. Charles, MO 63303

July 16, 2026

St. Charles City-County Library District

**Parking Lot Maintenance at
McClay Branch**

Request for Bid Schedule

Issue Date:	July 16, 2026
Description:	The St. Charles City-County Library District seeks bids to resurface, pave and stripe the parking lot at the McClay Branch located at 2760 McClay Road, St. Charles, MO 63303
Web site address:	https://www.stchlibrary.org/bids-and-rfps
Bid Delivery Address: (by mail or hand delivered)	St. Charles City-County Library District Central Services Building Ms. Chris Donnelly Purchasing & Building Project Manager 77 Boone Hills Drive, St. Peters, MO 63376 <i>Note: Hand-delivered bids are to be placed in the package bin located on the Central Services Building loading dock.</i>
Bid Administrator:	Ms. Chris Donnelly Purchasing & Building Project Manager 636-441-2300 x1564 cdonnelly@stchlibrary.org
Written Questions Due:	Thursday, July 23, 2026, by 2:00 pm CT Email questions to: Tauquincy Logan, Facilities & Logistics Manager purchasing@stchlibrary.org
Response to Questions Issued by Addendum:	Thursday, July 30, by 2:00 pm CT https://www.stchlibrary.org/bids-and-rfps
Bids Due:	Wednesday, August 5, 2026 by 1:00 pm CT
Public Bid Opening:	Wednesday, August 5, 2026 at 1:15 pm CT St. Charles City-County Library Central Services Building 77 Boone Hills Drive Saint Peters, MO 63376
Notice of Award:	Upon Board of Trustees Approval

Request For Bid
St. Charles City-County Library District
Parking Lot Maintenance at
McClay Branch

July 16, 2026

The Board of Trustees of the St. Charles City-County District (the “Library”) requests the submission of Bids (“Bid” or “Bids”) in response to this Request for Bid from qualified businesses for Parking Lot Maintenance (the “Project”) for the following location: McClay Branch, 2760 McClay Road, St. Charles, MO 63303 the (“Project Location”). All Bids must be received no later than 1:00 pm CT on Wednesday, August 5 , 2026, by:

Ms. Chris Donnelly
Purchasing & Buildings Project Manager
St. Charles City-County Library District
Central Services Building
77 Boone Hills Drive
St. Peters, Missouri 63376

Bidders are responsible for examination of all the documents and requirements for the Project. A Bidder shall complete the Bid as required in this Request for Bids and deliver the completed Bid in a sealed envelope marked “**Parking Lot Maintenance at McClay Branch RFB.**”

To preserve the integrity of the selection process, questions regarding this Request for Bid should only be directed to Ms. Tauquincy Logan by email at purchasing@stchlibrary.org. The email subject line should be “**Parking Lot Maintenance at McClay Branch RFB - Inquiry**”. The deadline for questions is 2:00 pm. CT, Thursday, July 23, 2026. Questions will be answered in an addendum posted on the Library’s website <https://www.stchlibrary.org/bids-and-rfps> by 2:00 pm CT on Thursday, July 30, 2026.

It is anticipated that the Bids will be presented at a future Board of Trustees meeting.

The Library reserves the right to reject any and all Bids and to waive formalities in the best interest of the Library.

BACKGROUND

The Library is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library is a body corporate with all the powers and rights of like or similar corporations serving more than 430,000 Library residents.

All management and control of the Library is vested in a Board of Trustees consisting of nine Trustees appointed by the County Executive of St. Charles County or Mayor of the City of St. Charles. The Trustees serve staggered three-year terms.

The Board of Trustees appoints the Chief Executive Officer (“CEO”).

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project, and Bidders must comply with the provisions relating thereto in Section 285.530 RSMo, as amended.
- State law also requires all employees working on the site of public works projects, including the Project, to have received safety training pursuant to Section 292.675 RSMo, as amended.
- The successful Bidder(s) (contractor and subcontractors) must require all on-site employees to complete the ten-hour construction safety training program required under Section 292.675 RSMo, as amended, if they have not previously completed the program and have documentation of having done so. The successful Bidder(s) will forfeit as a penalty to the Library \$2,500 plus an additional \$100 for each employee employed by the successful Bidder (contractor or subcontractor) for each calendar day or portion thereof, such employee is employed without the required training.
- In accordance with Section 290.250 RSMo, as amended, not less than the prevailing hourly rate of wages, as set out in Annual Wage Order No. 33 and made a part of this Request for Bid, must be paid to all workers performing work on the Project. The successful Bidder(s) shall forfeit as a penalty to the Library \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate by the successful Bidder(s) (contractor or any subcontractor).
- Every transient employer must comply with Sections 285.230 through 285.234 RSMo, as amended, when applicable.

- Pursuant to Sections 34.070 and 34.073, the Library prefers to purchase those materials, products and supplies which are produced, manufactured, compounded, made or grown, within the State of Missouri when they are found in marketable quantities and are of a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.

Public entities, as well as the successful Bidder(s), shall comply with these laws. Failure to comply with many of these laws constitutes a misdemeanor for the successful Bidder(s). The purpose of these laws is to protect the tax base, keep workers safe and ensure that construction remains a high-skilled enterprise.

The Library is a Tax Exempt entity and the submitted Bid is to be without Missouri sales tax. The Library will supply the successful Bidder(s) with a Certificate of Exemption from the Missouri Sales Tax.

In addition to the general requirements listed above, the successful Bidder(s) shall comply with all laws, ordinances, regulations, applicable zoning and building requirements, and orders of federal, state, county, and local governing authorities pertaining and applicable to each Project Location, the successful Bidder(s) and/or the Library.

Applicable insurance coverage must be provided by the successful Bidder before any work can be started on the Project.

Contractor shall have full continuing responsibility to expedite and ensure delivery as required, receive, store and install materials and equipment in accordance with the Contract Documents, protect and maintain them in proper condition and repair, replace and make good any damage thereto without cost to the Library until the work is accepted.

These general requirements, this Request to Bid, the 2026 Cox Project Specification Package, drawings, schedules and instructions of the Project shall be incorporated in the contract and/or purchase order signed by the parties should the Bidder be awarded a contract under this Request for Bid. The successful Bidder is expected to enter into a written contract with the Library.

BID REQUIREMENTS

1. The Bid must arrive no later than **1:00 pm CT on Wednesday, August 5, 2026**. No bids will be accepted after this time and any Bid arriving after this time will be returned unopened. No bids will be accepted after this time and any Bid arriving after this time will be returned unopened.
2. The Bid shall be delivered by mail, overnight delivery, or in-person** to:

Ms. Chris Donnelly
Purchasing & Buildings Project Manager
St. Charles City-County Library District
Central Services Building
77 Boone Hills Drive, St. Peters, MO 63376

**Note: In-person deliveries are to be placed in the package bin located on the Central Services Building loading dock.

3. The Bid shall bear the following legend:

Parking Lot Maintenance at McClay Branch RFB

4. Each Bidder shall submit one complete copy of the Bid and one “public/press” copy of the Bid from which the individual or firm should redact any information which it deems confidential or proprietary. The Bid must clearly and easily identify the individual or firm and contain the name, address, and a telephone number of its principal spokesperson, which may be released by the Library as public information as required by applicable law and/or Library policy.
5. Any Bidder desiring an explanation or interpretation of this Request for Bid must request it in writing no later than **2:00 pm CT on Thursday, July 23, 2026**, and such request should be emailed only to Tauquincy Logan, Facilities and Logistics Manager, at purchasing@stchlibrary.org.
6. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a Bidder concerning a solicitation will be furnished promptly to all other Bidders as an addendum of this Request for Bid, if that information is necessary in submitting Bids or if the lack of it would be prejudicial to any other

prospective Bidders. It is the responsibility of all Bidders to check the Library website <https://www.stchlibrary.org/bids-and-rfps> for all issued Addenda prior to responding to this RFB.

7. If this Request for Bid is amended, then all terms and conditions which are not modified shall remain unchanged. **Bidders shall acknowledge receipt of addendums to this Request for Bids by identifying the addendum number and date on the Bid Form.**
8. No Bid shall be withdrawn for a period of 90 days subsequent to the opening of the Bid without prior written consent of the Library.
9. The **COVER LETTER** must indicate that the signer is authorized to bind the Bidder contractually and must identify the title or position of the signer. The **COVER LETTER** shall also contain the following:
 - (i) The Bidder's name, address, telephone number and email address;
 - (ii) A statement that (a) the Bidder is willing and able to provide the goods and services required for a successful engagement; (b) the Bidder has read and understands the Request for Bid; (c) the Bidder has visited and examined the Project Location; and (d) the Bid is made in accordance with the Request for Bid and is based upon the materials, products, systems and equipment required by the Request for Bid;
 - (iii) The name of the individual within the Bidder, who will be the primary contact concerning this engagement;
 - (iv) Copies of all license(s) from any applicable governing authority to do business at the Project Location and certificate of good standing from the State of Missouri, as applicable;
 - (v) Bid security in the form of a bid bond of not less than 5% of the Bid amount; and
 - (vi) Documentation and sworn affidavit with respect to employees working in connection with the Bid, affirming enrollment in a Federal Work Authorization Program.
10. Any unsigned submission shall be rejected.

11. Provide a Labor Rate Work Sheet for each applicable trade that clearly breaks down how the values of straight, overtime and double time are derived. Provide any terms of premium time and the rate effective dates. These rates may be used for Add Services.
12. The Library is not liable for any cost incurred by the Bidder prior to issuance of a legally executed contract by the Library and/or purchase order authorized by the Library.
13. RFB Responses – All materials submitted by the Bidder in response to this RFB become the sole property of the Library upon receipt. The material contained in the Bids will be appended to the final contract, further defining the contractual responsibilities of the successful Bidder.
14. Contractor shall obtain and execute a performance & payment bond in the amount of 100% of the contract price.

SELECTION PROCEDURES

1. **Bids will be accepted by mail, overnight delivery, or in-person by 1:00 pm CT on Wednesday, August 5, 2026.**
2. A Public Bid Opening will be conducted at **1:15 pm CT on Wednesday, August 5, 2026**, at the St. Charles City-County Library District's Central Services Building located at 77 Boone Hills Drive, Saint Peters, Missouri, 63376. The Bid Opening will be documented and the results, once complete, will be posted on the website for viewing.
3. Bids shall be referred to and reviewed by a Selection Committee composed of members selected by the CEO.
4. Bids that fail to adhere to the requirements of this Request for Bid may result in the Bid being disqualified as non-responsive.
5. The Selection Committee will determine the lowest and best Bid. In determining the best Bid, among other factors, the Library may consider all factors in this Request for Bid including, but not limited to, the location of the Bidder and prior performance.
6. The Selection Committee will make a recommendation to the CEO, who will make a recommendation to the Board of Trustees.

AWARD

1. The Board of Trustees reserves the right to cancel this Request for Bid or to reject any and all Bids and to waive formalities in the best interest of the Library.
2. The Board of Trustees reserves the right to split awards, make multiple awards and to reject any and all Bids.
3. Subject to the rights reserved by the Library, an award will be made by the Board of Trustees to the Bidder(s) determined to be the lowest and best Bid.
4. All Bidders will be notified of the Library's selection as soon as possible.
5. The successful Bidder(s) will be issued a Notice of Award. Within five (5) business days, the successful Bidder(s) shall provide the following minimum documentation:

VENDOR shall maintain and have in effect throughout the duration of this Agreement the following insurance coverage:

(a) Proof of the appropriate insurance coverage:

i. General Liability – Commercial general liability insurance must include bodily injury and property damage liability, independent contractor's liability, and contractual liability.

a. \$1,000,000 each occurrence/\$2,000,000 million general aggregate

ii. Worker's Compensation and Employee Liability – Missouri statutory amount (mandatory)

iii. Auto

a. \$1,000,000 combined single limits

iv. Professional Liability insurance with limits no less than \$1,000,000 per occurrence (pertains to consultants/architects/accountants - professional services)

v. Umbrella Liability Insurance with limits no less than \$2,000,000 per occurrence.

iv. Additional Endorsement: Additional Named Insured*:

St. Charles City-County Library District
77 Boone Hills Drive
Saint Peters, MO 63376

* Vendors and Contractors shall name the St. Charles City-County Library as an additional insured on their general and auto liability insurance policies. Certificate of Liability Insurance (COLI) must be emailed to finance@stchlibrary.org AND contracts@stchlibrary.org, and be on file **before** a vendor is allowed access to Library facilities.

(b) Federal Identification Number.

(c) Evidence that the Bidder is authorized to do business in Missouri and at each Project Location.

**SCOPE OF WORK AND CONSTRUCTION STANDARDS INCLUDING
PROJECT BID FORM AND SIGNATURE PAGE**

Please refer to Cox Pavement Consulting 2026 Project Specification Package which includes the Project Bid Form and Signature Page (pages 24-28 of Package) and are required in the Request for Bid (RFB) Response.



Lake St. Louis, MO • Bellvue, CO
Established 1990

2026 PROJECT SPECIFICATION PACKAGE

Standards | Scope | Bidding | Project Implementation

Prepared by Cox Pavement Consulting, LLC under authorization from the Owner or the Owner's Authorized Agent.

PROJECT LOCATION

St. Charles City-County Library
McClay Branch
2760 McClay Rd.
St. Charles, MO 63303

OWNER

St. Charles City-County Library
Purchasing Department
77 Boone Hills Dr.
St. Peters, MO 63376

CONSULTANT

Cox Pavement Consulting, LLC
1200 Lake Saint Louis Blvd | Suite 300
Lake Saint Louis, MO 63367
636.655.9877

Professional Consulting Agreement No.	26007-PCA
Professional Representation Agreement No.	26007-PRA
Project Specification Package No.	26007-PSP

I. SCOPE OF AGREEMENT

A. This Project Specification Package (“PSP”) was prepared by Cox Pavement Consulting, LLC (“Consultant”) under authorization from Owner or Owner’s Authorized Agent, in accordance with Consultant’s Professional Consulting Agreement (PCA) and Professional Representation Agreement (PRA). The PSP defines the complete scope, technical requirements, and construction standards governing the project and, upon execution by both Owner and Contractor, shall constitute the binding construction contract between those parties. Consultant shall serve as Owner’s authorized representative for all purposes of project administration, quality control, and oversight as provided under the PRA and as referenced throughout this PSP.

B. For purposes of this PSP, “Consultant” refers to Cox Pavement Consulting, LLC; “Owner” refers to the property owner, client, or other entity financially responsible for the work defined herein, including any individual or representative duly authorized to act and sign on the Owner’s behalf; and “Contractor” refers to the construction contractor engaged by Owner to perform the work defined herein.

C. Consultant retains full and exclusive ownership of all intellectual property rights and proprietary content contained within this PSP and all related project details, designs, specifications, and documents (collectively, “Confidential Information”). This includes, but is not limited to, all designs, layouts, exhibits, specifications, formulas, calculations, line items, and other technical materials produced by Consultant. Contractor shall not disclose any portion of this Confidential Information to any third party — other than their necessary employees, subcontractors, or suppliers who must also be bound by confidentiality — or use these materials to solicit, propose, or perform work for the site or any similar project outside the bidding or contract process established by Consultant. The PSP, in whole or in part, may not be copied, transmitted, released, or distributed without the express written consent of Consultant, except as expressly permitted under this PSP. Unauthorized use or disclosure of this Confidential Information constitutes a material breach of these terms.

II. GENERAL PSP INFORMATION

A. This PSP serves as the governing project document and exclusive contract between Owner and Contractor for the construction work described herein. Upon completion of all required fields and execution by both parties, a contractual relationship shall be formed between Owner and Contractor, provided Consultant has been retained by Owner to perform project management services.

B. The relationship between Owner and Contractor is that of independent entities and shall not be construed as a partnership, joint venture, agency, or employment relationship. Contractor is solely responsible for the selection, supervision, and performance of its employees, subcontractors, and suppliers, and for ensuring their full compliance with this PSP.

C. Contractor agrees to be bound by all provisions contained in this PSP. Contractor acknowledges that Consultant has been authorized by Owner to act as Owner's sole and exclusive representative for the duration of the project. Consultant may assign qualified employees, agents, or subcontractors to perform services under this PSP, and such individuals shall be deemed authorized representatives of Consultant for purposes of project oversight and direction.

III. CONTRACTOR BIDDING INSTRUCTIONS

A. Access to this PSP is granted solely for the purpose of evaluating the project and preparing a bid in accordance with Consultant's bidding procedures. No other use is authorized. The completed PSP must be submitted by the deadline established in the Owner's bidding documents. Late or incomplete submissions shall be deemed invalid.

B. Prices listed on the Bid Form—including all unit and extended prices—shall reflect the total cost of labor, materials, equipment, taxes, permits, and any other expenses required to complete the work in full compliance with this PSP. No additional compensation shall be considered for omissions resulting from Contractor oversight or failure to review all bid documents.

C. For purposes of this PSP, "Contractor" includes all subcontractors under Contractor's direction. All requirements contained herein apply equally to Contractor and its subcontractors. Owner may request a list of proposed subcontractors prior to project execution. Contractor retains full responsibility for the quality, performance, and compliance of all subcontracted work.

D. By receiving access to this PSP, Contractor agrees not to submit pricing, designs, proposals, or bids for any pavement work within the PSP area except through the bidding process administered by Consultant while these terms remain in effect. Any prior pricing or proposals submitted for the site are considered void upon Contractor's acceptance of the e-signature disclosure and PSP Terms of Access.

E. All project-related communications—before, during, and after bidding—must be directed to or include Consultant.

F. Contractors are required to visit the Project Location identified on page one (1) of the PSP and on the Bid Form and to fully inform themselves of all physical, environmental, and logistical conditions that may affect their bid. Failure to perform adequate due diligence shall not excuse Contractor from furnishing all labor and materials necessary to complete the work, nor shall it constitute grounds for additional compensation.

G. Contractor is solely responsible for obtaining all necessary permits, including but not limited to work performed within municipal, county, or state rights-of-way. Copies of all applicable permits shall be provided to Owner prior to commencing work. Contractor is also responsible for securing all public utility locates. All permit and locate costs shall be included in the pricing submitted on the Bid Form.

H. Contractor shall warrant all completed work against failure in materials or workmanship for a period of one (1) year from the Project Completion Date, as specified in the Final Project Report or any associated Change Orders. Contractor shall bear all costs associated with corrective work under this warranty.

I. All valid bids received by the stated deadline shall be reviewed by Owner. Owner reserves the right to reject any or all bids, to waive irregularities, and to disqualify unqualified bidders without obligation or compensation to Contractor. Nothing in this PSP constitutes an award of work or a contract to perform construction until executed by both Owner and Contractor.

J. This PSP shall be considered null and void if Consultant is not retained by Owner to perform project management services for the project. No portion of this PSP may be used to initiate or execute project work unless Consultant is actively serving as Owner's authorized representative.

K. Contractor agrees to pay all reasonable attorney's fees and legal costs incurred by Owner or Consultant in the enforcement of this PSP due to Contractor's default. To minimize legal expenses, Contractor agrees that any dispute shall first be submitted to non-binding mediation. If unresolved, the dispute shall be resolved in a bench trial before a judge, with both parties waiving the right to trial by jury.

IV. CONTRACTOR INSURANCE REQUIREMENTS

Contractor shall, at its own expense and in a manner satisfactory to Owner, maintain the following insurance coverage in full force and effect from the commencement of work through project completion and final payment.

A. Workers' Compensation and Employer's Liability

Insurance meeting all statutory requirements and covering all employees engaged in work under this PSP. Employer's Liability limits shall not be less than \$500,000 each accident, \$500,000 disease policy limit, and \$500,000 disease for each employee (or the current state minimums if higher).

B. Commercial General Liability (CGL)

Comprehensive coverage for bodily injury, personal injury, and property damage.

Minimum limits of liability:

1. Bodily Injury: \$1,000,000 each occurrence / \$2,000,000 aggregate
2. Property Damage: \$1,000,000 each occurrence / \$2,000,000 aggregate

The policy shall include coverage for premises/operations, products/completed operations, contractual liability, and independent contractors. Coverage shall be written on an occurrence basis, not claims-made.

C. Comprehensive Automobile Liability

Coverage shall apply to all owned, non-owned, and hired vehicles used in connection with the work.

Minimum limits of liability:

1. Bodily Injury: \$1,000,000 each person / \$1,000,000 each occurrence
2. Property Damage: \$1,000,000 each occurrence

D. Additional Insured and Policy Endorsements

All policies (except Workers' Compensation and Employer's Liability) shall name Owner as Additional Insured on a primary and non-contributory basis. Each policy shall include an endorsement requiring the insurer to provide not less than thirty (30) days' written notice to Owner prior to policy cancellation, non-renewal, or material change in coverage. Coverage provided by Contractor shall be primary to any insurance maintained by Owner or Consultant, which shall be excess and non-contributing with the coverage required hereunder.

E. Certificates of Insurance

Upon execution of this PSP, and upon renewal or replacement of any policy, Contractor shall furnish original certificates of insurance and, upon request, copies of the policies, evidencing compliance with these requirements. Failure to maintain required coverage or provide acceptable proof thereof shall constitute a material breach of this contract. Proof of required insurance coverage shall be provided and approved prior to Contractor mobilization or access to the Project Site.

F. Responsibility for Uninsured Losses

Maintenance of the required insurance protection does not relieve Contractor of responsibility for any loss, damage, or liability not covered by the policies required herein.

G. Where the Owner's procurement or contract documents require additional insurance coverages, limits, or endorsements beyond those stated herein, Contractor shall comply with the more stringent requirements.

V. GENERAL PROJECT REQUIREMENTS

A. Contractor shall perform all work in a manner that minimizes disruption to the normal operations of the Project Site. Contractor shall coordinate all construction activities with Consultant and Owner to avoid interference with property access, parking, or other ongoing operations.

B. Contractor shall perform work in accordance with the schedule of available workdays established by Owner. Owner retains the right to approve or reject proposed schedules and work hours. Owner acknowledges that maintaining a consistent and practicable schedule is essential to Contractor's operational efficiency. If Owner-directed scheduling changes materially impact

the project's costs, Contractor may submit a written request for a Change Order, which shall be subject to review and written authorization by Consultant.

C. Contractor shall prepare and submit to Consultant a written project schedule identifying anticipated start and completion dates for all major phases of work, including mobilization, site preparation, paving or concrete operations, cure periods, and cleanup. The schedule shall be submitted at least ten (10) business days prior to mobilization and shall be updated as required to reflect any approved changes in sequencing or timing. No work shall commence until the schedule has been reviewed and approved by Owner.

Notification of the intended start date shall also be provided to Consultant at least ten (10) business days in advance of Contractor mobilization.

D. Contractor shall assign a qualified on-site representative (or representatives) who is fully familiar with all scopes of work defined in this PSP and authorized to act on behalf of Contractor in all matters related to project execution, coordination, safety, and quality control. The Contractor Representative shall be present at the Project Site during all active work or shall remain immediately available to Consultant at all times.

The Contractor Representative shall direct and supervise the activities of all Contractor personnel, subcontractors, and suppliers, ensuring that work is performed in full compliance with the requirements of this PSP and all applicable laws and safety standards. No change in the designated Contractor Representative shall be made without prior written notification to Consultant. Contractor shall ensure that all personnel and subcontractors under its control are properly trained, qualified, and equipped to perform their assigned work safely, efficiently, and to the quality standards specified in this PSP.

E. All communications between Contractor and Owner shall occur solely through Consultant.

F. All materials delivered to or used on the Project Site are subject to inspection and verification by Consultant. Inspections may be performed visually or through any methods deemed necessary by Consultant to confirm compliance with this PSP.

G. Contractor shall provide Consultant with accurate total quantities of materials installed at the Project Site using the Material Request Form (MRF) issued by Consultant. The MRF shall be completed and submitted whenever requested by Consultant, including at project completion or prior to any invoice submission. Upon request, Contractor shall also provide original material delivery tickets for all materials used. All delivery tickets must be retained until the warranty period expires. Requested documentation shall be submitted within five (5) business days of Consultant's request.

Discrepancies between required quantities and quantities actually installed may result in adjustments to the contract price. Submission of false or altered documentation, or any attempt

to misrepresent installed quantities, constitutes a material breach of this PSP and may result in contract termination, forfeiture of payment, and/or legal action.

H. Contractor shall be solely responsible for all costs required to meet the requirements of this PSP, including labor, materials, testing, corrections, and removal or replacement of non-conforming work. Consultant may deduct costs for testing or corrective work from Contractor's payment when non-compliance is verified.

I. If Contractor fails to complete work in accordance with this PSP, disregards Consultant direction, refuses to correct non-compliant work, or fails to complete required warranty repairs, Owner reserves the right to engage another contractor to perform the required work. All associated costs shall be the responsibility of Contractor and may be deducted from any remaining payment due.

J. Contractor is responsible for any materials installed in excess of quantities required by this PSP. If unforeseen conditions necessitate additional material quantities, Contractor shall notify Consultant and obtain written approval prior to installation. Any over or under installations shall be addressed through the Change Order procedures defined in this PSP.

K. Contractor shall ensure that existing pavement grades and drainage patterns remain functional upon project completion. Water shall continue to flow to inlets or designated drainage points without ponding or obstruction. Contractor shall notify Consultant of any existing inlets that are not accepting water or any conditions that impair drainage. Contractor shall be responsible for all costs and consequences resulting from altered water flow or drainage failure caused by Contractor's work.

L. All excavated or waste materials, including asphalt, concrete, base rock, subgrade material, debris, and any excess construction materials, shall be promptly removed from the Project Site and legally disposed of. No additional compensation shall be allowed for removal or cleanup of such materials.

M. Unless otherwise approved in writing by Owner, all project work shall be completed by the end of the calendar year in which it is awarded. If a specific completion date is listed on the Bid Form, that date shall take precedence. Consultant may authorize reasonable schedule extensions to accommodate weather, scheduling conflicts, or other justified delays.

N. All changes or deviations from the original line items listed on the Bid Form pages must receive prior written approval. Owner retains final authority to accept or reject work in progress or completed items provided such acceptance or rejection is consistent with the specifications and performance standards outlined in this PSP.

O. Any other contract documents, addenda, purchase orders, correspondence, or related materials referencing this PSP shall be considered supplemental and incorporated into the Contract Documents. In the event of a conflict or inconsistency between this PSP and any

procurement documents, addenda, supplemental contract language, or other requirements issued by the St. Charles City-County Library, the Library-issued requirements shall govern and take precedence.

VI. PROJECT SAFETY

A. Contractor shall be solely responsible for maintaining a safe work environment and for full compliance with all applicable federal, state, and local laws and regulations, including but not limited to those enforced by OSHA, EPA, ADA, and any other authorities governing workplace safety, environmental protection, construction zones, and workers' compensation. Contractor shall implement appropriate safety measures and training to ensure that all employees, subcontractors, and visitors are protected from injury or exposure to hazards.

B. Contractor shall maintain current Safety Data Sheets (SDS) for all hazardous materials used on the Project Site and shall make them available to Owner or Consultant upon request. All materials shall be stored, handled, and disposed of in accordance with applicable regulations and manufacturer requirements.

C. Contractor shall maintain a safe and secure work site at all times, free from public hazards and unnecessary obstructions. All open excavations or hazardous areas remaining at the end of any workday shall be adequately barricaded, flagged, or otherwise protected in accordance with local codes and industry standards. Contractor shall be solely responsible for any safety or regulatory violations occurring on the Project Site. Consultant shall be held harmless for any damage to utilities, structures, or property resulting from Contractor's operations.

D. Contractor shall provide qualified personnel and appropriate equipment to safely direct vehicle and pedestrian traffic around active work zones in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD) and applicable municipal requirements. All safety equipment, barricades, cones, signage, and warning devices shall be maintained in good working order and used as required throughout the duration of the project.

E. Contractor shall be responsible for arranging and obtaining all public utility locates prior to any excavation, grading, or material installation. No excavation work shall begin until utility locates have been completed and verified. Contractor shall take all necessary precautions to avoid damaging marked utilities.

Any utility damage caused by Contractor shall be reported to Consultant immediately. Work in the affected area shall not resume until the utility has been repaired and confirmed operational; however, unrelated work may proceed elsewhere on the Project Site with Consultant's approval.

F. Owner may, at its discretion, identify private utilities not covered by public locating services prior to construction by paying for a private utility locating service. Owner bears the risk for private utilities that are unknown, unmarked, and not reasonably visible. Contractor shall remain fully responsible for avoiding all marked utilities, whether public or private. Any damage to a

utility that was marked, visible, or caused by Contractor's negligence, unsafe practices, or failure to exercise due care shall be repaired at Contractor's sole expense.

G. Prior to commencement of work, Owner shall mark all known irrigation lines and sprinkler heads within the project boundaries. Contractor shall exercise caution to avoid damage to such components. Owner shall be responsible for the cost of relocating or repairing irrigation systems unless the damage results from Contractor's negligence, unsafe practices, or failure to exercise due care.

VII. PROJECT INVOICING

A. Consultant shall perform a final inspection of all completed items prior to authorizing any invoicing. Contractor shall submit accurate total installed material quantities to Consultant for verification. Contractor will receive written or electronic notification from Consultant indicating when invoicing is permitted and identifying which items or portions of work may be invoiced.

B. Submission of an invoice by Contractor shall constitute certification that:

- 1) The invoiced project items are complete and have been installed in full accordance with the specifications contained in this PSP;
- 2) The work site related to those items is free from public hazards, debris, and construction-related equipment or signage; and
- 3) All work invoiced is ready for acceptance and inclusion in the final payment process.

C. Partial payment (progress invoicing) for approved, completed portions of work may be permitted at Consultant's discretion. Prior to submission of any progress invoice, Contractor shall provide total installed material quantities for the portion of work completed and shall request written approval from Consultant. All progress invoices shall be supported by documentation sufficient to verify quantities and completion.

D. Owner may withhold a reasonable retention amount or percentage from any submitted invoice as security for the proper performance of work and completion of all contractual obligations. Progress invoices may be submitted for the total value of completed work items; however, a minimum of ten percent (10%) of the total project value shall be retained at all times until final acceptance.

Retention may be released upon satisfactory completion of all work items, resolution of any punch list items, submission of all required lien waivers, and issuance of written final acceptance by Consultant. Retention shall not be construed as a limitation of Owner's or Consultant's right to withhold additional funds as necessary to address defective, incomplete, or noncompliant work.

E. All invoices shall include executed lien waivers from Contractor and all subcontractors and suppliers covering the work and materials included in the invoice. Owner may withhold payment

for failure to provide required lien waivers, proof of insurance, material tickets, or other supporting documentation.

F. Final payment shall not be due until all project work is complete, all required documentation has been submitted, and Consultant has issued written confirmation of final acceptance.

VIII. PROJECT WARRANTY

A. All completed work performed under this PSP shall be warranted by Contractor against defects in materials, workmanship, and installation for a period of one (1) calendar year from the Final Acceptance Date. This warranty shall cover the full scope of the project, including all associated components and appurtenances furnished and installed by Contractor.

B. The Final Acceptance Date shall be the date on which all project work, including any corrective or punch list items identified by Consultant during final inspection, has been completed to the satisfaction of Owner and Consultant, and all construction-related equipment, signage, and debris have been removed from the Project Site. Consultant shall document the Final Acceptance Date in the Final Project Report provided to Owner. Contractor may request written confirmation of this date from Consultant.

C. Contractor shall bear all costs associated with corrective work performed under this warranty, including but not limited to labor, materials, equipment, mobilization, and any required testing. Warranty obligations extend to any repairs necessary to restore adjacent or previously accepted work damaged during warranty repair activities.

D. Owner or Consultant shall notify Contractor in writing of any warranty-related defect or failure. Contractor shall initiate corrective work within ten (10) business days of written notification, unless otherwise agreed upon for emergency conditions. Contractor shall diligently pursue completion of warranty work to minimize disruption to the Project Site and adjacent areas.

E. Warranty obligations shall survive the termination of this PSP and any final payment made to Contractor. Acceptance of final payment shall not constitute a waiver of defects, latent deficiencies, or noncompliance discovered during the warranty period.

F. If, after the expiration of the warranty period, any portion of the work is found to be defective, non-compliant, or not performed in accordance with this PSP, where such condition could not reasonably have been discovered during normal inspection, Contractor shall remain responsible for correction of the defect if it is determined that the deficiency resulted from improper materials, poor workmanship, concealment, or failure to follow the approved specifications.

Consultant shall evaluate the condition and provide written notice to Contractor describing the defect and required corrective action. Contractor shall, at its own expense, promptly perform all repairs or replacements necessary to bring the work into compliance. Nothing in this section

shall limit Owner's or Consultant's right to recover damages or pursue remedies permitted by law for concealed or fraudulent defects.

IX. GENERAL PROVISIONS

A. This Project Specification Package ("PSP"), together with all executed Bid Forms, Change Orders, and approved addenda, constitutes the entire agreement between Owner and Contractor regarding the work described herein. No oral representations, promises, or prior agreements shall modify or supplement the terms of this PSP except by written amendment by Consultant and executed by both Contractor and Owner.

B. No waiver of any provision of this PSP shall be deemed or constitute a waiver of any other provision, nor shall any such waiver constitute a continuing waiver unless expressly stated in writing. A party's failure to enforce any provision shall not be construed as a waiver of the right to enforce that provision or any other provision at any later time. No waiver shall be binding unless executed in writing by the party granting the waiver.

C. If any provision of this PSP is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain valid and enforceable to the fullest extent permitted by law. The invalid or unenforceable provision shall be replaced with a valid provision that most closely reflects the original intent.

D. This PSP shall be governed by and construed in accordance with the laws of the State in which the project is located. Any legal action arising from or related to this PSP shall be brought exclusively in a court of competent jurisdiction within that state and county.

E. If either Owner or Consultant incurs attorney fees or costs in enforcing this PSP due to Contractor's default, Contractor shall be responsible for all reasonable attorney fees, court costs, and associated expenses. To minimize legal expenses, the parties agree that any lawsuit arising from or related to this PSP shall be tried before a judge and not a jury. The parties further agree to attempt resolution through non-binding mediation prior to the initiation of any court action.

F. All obligations that by their nature extend beyond completion of the project or termination of this PSP, including but not limited to warranty, indemnification, confidentiality, and payment obligations, shall remain in full force and effect until satisfied.

X. OWNER REPRESENTATION AND PROJECT MANAGEMENT BY CONSULTANT

A. Consultant shall serve as Owner's authorized representative and shall have access to all areas of the Project Site at all times. Consultant is authorized to provide direction to Contractor's designated representative as necessary to ensure compliance with the specifications, procedures, and performance standards set forth in this PSP.

Contractor's designated representative shall be present at the Project Site during all active work and shall serve as the primary point of contact between Contractor and Consultant. If the Contractor Representative is unavailable, absent, or if Consultant determines that immediate clarification or instruction is necessary to ensure compliance, Consultant may provide direct instruction to any Contractor or subcontractor personnel present on the Project Site.

Such instructions shall pertain solely to enforcement of this PSP and shall not relieve Contractor of responsibility for supervision, quality control, or adherence to contract specifications. Contractor remains fully responsible for implementing Consultant's direction promptly and accurately. Failure to follow Consultant direction may constitute a material breach of this PSP.

B. Consultant may perform or direct testing of any materials used on the Project Site, including but not limited to base, subgrade, asphalt, concrete, and related structural materials. Tests may include, without limitation, verification of excavation depth, installed thickness, temperature, density, or other performance parameters. Testing may occur in delivery vehicles, at installation points, or in-place at the Project Site.

Materials or workmanship failing to meet PSP specifications shall be removed and replaced at Contractor's expense, without cost to Owner or Consultant.

Owner reserves the right to commission additional geotechnical or quality-control testing at any time, to be performed by Consultant or a qualified third party. Owner shall bear the cost of such testing unless results demonstrate noncompliance, in which case Contractor shall bear full responsibility for the testing costs and any required corrective work.

C. Consultant may direct, pause, or stop any site work at any time as necessary to enforce this PSP or protect public safety.

If Contractor deviates from PSP requirements and refuses to correct the issue upon request, and such deviation results, or may result, in noncompliant or defective work, Consultant is authorized to issue a Stop Work Order. A Stop Work Order may also be issued for:

- 1) Failure or refusal to follow Consultant-issued direction;
- 2) Persistent unsafe practices or conditions; or
- 3) Any action or omission that materially impairs project compliance, quality, or safety.

Upon issuance, Consultant shall notify both Owner and Contractor in writing or by email, stating the reason for the Stop Work Order and the date and time issued. Contractor shall immediately cease all work associated with the issue in question. Work performed after issuance of a Stop Work Order shall be ineligible for compensation. Unless otherwise stated in the Stop Work Order, Contractor may continue to work on unaffected items that remain compliant with this PSP at Consultant's sole discretion.

Only Owner may authorize the resumption of work following written confirmation from Consultant that the issue has been fully resolved to Owner's satisfaction. Delays resulting from

Stop Work Orders issued due to Contractor's noncompliance, unsafe practices, or refusal to follow direction shall not entitle Contractor to a time extension or additional compensation.

D. Material Quantity Deviations and Tolerance Ranges: If the total installed material quantity differs from the required amount specified in this PSP, the following rules shall apply. These tolerances apply only to materials installed in accordance with the specifications and directions contained in this PSP. Deviations caused by noncompliant installation practices shall not be subject to tolerance limits and shall be corrected at Contractor's expense.

- 1) *Material Installations of Plus or Minus Four Percent (4 percent):* No adjustment to the Total Site Price shall be made for variations within plus or minus four percent of the required total. Owner may request a written explanation from Contractor for any variation within this range.
- 2) *Material Underinstallation Greater Than Four Percent (4 percent) and Up To Six Percent (6 percent):* A deduction may be made to the Total Site Price based solely on the verified material cost to Contractor. In order to apply a deduction based on material cost, Contractor shall submit written verification from the material supplier showing the actual unit cost of the material at a per ton or per cubic yard rate. If Contractor does not submit the supplier verification, the deduction shall be based on the full unit price listed in the Bid Form, including both material and installation.
- 3) *Material Underinstallation Greater Than Six Percent (6 percent):* Owner reserves the right to reject the work and require removal and replacement at Contractor's expense if the deficiency materially impairs the pavement's structural integrity or life expectancy. If Owner elects to accept the work the deduction shall be calculated based on the Full Unit Price listed in the Bid Form, applied to the deficient quantity. No credit for labor or equipment shall be allowed.
- 4) *Overinstallation Greater Than Four Percent (4 percent) and Up To Eight Percent (8 percent):* If the installed quantity is more than four percent above the required total and does not exceed eight percent, and no approved Change Order authorized the increase, an increase may be approved only for the verified material cost, with no markup for labor or equipment. In order to apply an increase based on material cost, Contractor shall submit written supplier verification of the actual unit cost of the material at a per ton or per cubic yard rate. If the overinstallation exceeds eight percent, Contractor shall provide written justification for the additional quantity as referenced in section E below.

All adjustments to the Total Site Price resulting from material quantity deviations shall require an approved Change Order.

E. A Change Order is a written amendment to this PSP that modifies scope, quantities, or pricing and must be executed by Owner and Contractor to be valid. All changes to the scope of work, including substitutions, additions, deletions, or reallocations of cost must be formalized in a Change Order executed by Contractor and Owner.

F. If Contractor determines, or reasonably should have determined, that any instruction, condition, or circumstance will result in additional cost or deviation from this PSP, Contractor must notify Consultant and Owner in writing prior to performing the affected work. Contractor must submit this notice within five (5) business days of first knowledge of the condition. Failure to provide timely written notice shall constitute a waiver of any associated claim. No claim for additional compensation shall be valid unless:

- 1) Contractor has provided timely written notice;
- 2) Pricing is reasonable, consistent with approved Bid Form unit pricing where applicable, and supported by documentation acceptable to Owner;
- 3) Owner has authorized the change in writing; and
- 4) The cost has been mutually agreed upon by Owner and Contractor.

G. Work involving cost or scope changes shall not proceed until Owner issues final written approval in the form of a Consultant-prepared Change Order. No claims for extra compensation shall be allowed for work performed without an executed Change Order. Approved adjustments shall use Bid Form unit pricing when available. Where Unit Pricing does not apply or is not available, fair and reasonable negotiated pricing shall be used.

H. Consultant is authorized by Owner to issue verbal or written field directives, including directives delivered by email, to adjust the scope and execution of the project provided such directives do not increase the Total Site Price. Field directives may include substitutions, additions, deletions, reallocation of bid items, or revisions necessary to address field conditions, improve constructability, or maintain project performance. Such directives are immediately binding upon Owner and Contractor and shall be implemented without delay.

Consultant shall subsequently document the directive in a written Change Order for execution by Owner and Contractor for documentation and material tracking purposes.

I. Any change or directive that increases the Total Site Price must receive prior written approval by Owner before the affected work begins.

J. All claims for compensation and additional costs outlined in any Change Orders shall be made solely between Owner and Contractor. Consultant shall not bear financial responsibility for any such claims, nor be obligated to compensate Contractor for work performed. Consultant's role is limited to documentation, verification, and facilitation of Owner-approved changes. All payment obligations remain solely with Owner.

XI. WORKPLACE LAWS AND REGULATIONS

A. Contractor shall comply with all applicable federal, state, and local laws governing workplace safety, accessibility, labor standards, workers' compensation, non-discrimination, and environmental protection. Where conflicting requirements exist, the most stringent applicable standard shall govern.

B. All work shall meet or exceed the requirements of the Americans with Disabilities Act, including construction of accessible parking, sidewalks, access routes, signage, and pavement markings. All striping, symbols, and accessibility features shall comply with current ADA guidelines.

C. Contractor is solely responsible for understanding and implementing all applicable legal and regulatory requirements. Owner and Consultant shall be held harmless for any violations, penalties, or noncompliant work resulting from the acts or omissions of Contractor or its subcontractors.

XII. CONSTRUCTION METHODS AND EQUIPMENT

A. General Construction Requirements

All construction work performed under this PSP shall conform to the standards of quality, safety, and performance required herein. Contractor shall use industry-accepted construction methods and comply with all applicable federal, state, and local regulations. All materials and work methods shall be subject to inspection and rejection by Consultant. Consultant may reject any materials, equipment, or construction practices considered unsafe, substandard, or otherwise inconsistent with the requirements of this PSP.

B. Construction Equipment

All equipment used on the Project Site shall be in safe and serviceable condition. Equipment that leaks fuel, oil, or hydraulic fluid shall be removed from the site until repaired. Equipment shall not contaminate any materials or damage existing surfaces.

Hauling equipment shall have rigid, watertight beds free from contaminants.

Excavation equipment shall be fully functional and operated by trained personnel. Approved types include skid steers, track loaders, mini excavators, standard excavators, and combination backhoes.

Cold milling operations shall be performed with self-propelled milling machines capable of maintaining grade and slope. Milling units shall have operational grade controls, conveyors, cutting drums, and water spray systems. Skid steers with milling heads may be used only in areas inaccessible to full-size mills.

Asphalt pavers shall be capable of producing a uniform mat that meets line, grade, and thickness requirements. Asphalt rollers shall be in good working order with functional scrapers and water systems to prevent material pickup. Plate compactors may be used only where rollers cannot fit.

Concrete placement equipment shall include properly aligned and supported forms capable of resisting loads without movement and reinforcement supports that maintain steel at the required elevation.

C. Excavation, Grading, and Subgrade Preparation

Excavation and grading operations shall follow the existing lines, grades, and limits unless revised on the Bid Form or otherwise approved in writing. Contractor shall maintain accurate grade control throughout all excavation and grading activities. Any over-excavation shall be corrected by Contractor at its own expense using approved materials and compaction procedures.

All instances of heaving, undermining, pumping, deflection, settlement, or other signs of weakness or movement in the base or subgrade shall be brought immediately to the attention of Consultant before placing additional materials. Contractor shall not proceed with base or pavement installation in any area exhibiting instability until Consultant has inspected the condition and issued direction.

Contractor is responsible for ensuring that all exposed subgrade and prepared base areas are uniform, properly compacted, and capable of supporting the designed pavement structure. Soft, unsuitable, saturated, frost-affected, or otherwise unstable materials shall be removed and replaced as directed by Consultant. Any failure to notify Consultant of subgrade deficiencies prior to placement of base or paving may result in removal and replacement at Contractor expense.

Asphalt removals adjacent to asphalt to remain shall be full-depth sawcut or milled to form a clean butt joint. Removals shall expose sound stable material.

Concrete removals shall be full-depth sawcut and performed in a manner that prevents spalling or undermining of adjacent panels. Damage to adjacent slabs or subgrade shall be corrected at Contractor expense.

Subgrade shall be uniformly graded, compacted, and stable. Unstable areas shall be removed and replaced with compacted crushed aggregate. Proof rolling or Consultant observation may be used to confirm stability.

D. Base Rock Placement

Base rock shall be placed in uniform lifts not exceeding 4 inches unless otherwise specified. Each lift shall be compacted to at least 95 percent modified Proctor density or as otherwise approved. Moisture shall be controlled to allow proper compaction. Rock shall be free of organic matter and debris.

The finished base shall be smooth, tightly bound, free of rutting or soft areas, and at the correct line, grade, and cross slope. All base material placement is subject to Consultant approval prior to paving.

E. Asphalt Paving Methods

Asphalt shall be placed only when both ambient and surface temperatures are at least 50 degrees and rising or Owner has approved any variation. Asphalt mix shall be between 250 and 325 degrees at the time of laydown. Asphalt shall not be placed on wet, frozen, or contaminated surfaces.

A tack coat of SS-1H or approved equivalent shall be applied to all vertical faces and existing pavement surfaces at a rate of 0.05 to 0.15 gallons per square yard, adjusted based on surface conditions. The tack coat shall be applied uniformly, kept free of contamination, and allowed to fully break before paving proceeds.

Paving shall proceed in a continuous manner to ensure uniformity. Longitudinal and transverse joints shall be straight, tightly bonded, and compacted. Handwork shall be limited to areas where mechanical methods cannot be used and must match machine-laid quality.

Compaction shall begin immediately after placement and continue until the asphalt reaches a density of 92 to 95 percent of maximum theoretical density unless otherwise specified. Density may be verified by Consultant observation or testing. Noncompliant work shall be corrected at Contractor expense.

Asphalt Patching:

All patching areas shall be excavated to the limits shown on the Bid Form or as directed by Consultant. Patch limits shall be sawcut or milled with clean, vertical edges. Ragged edges, feathering, or undermined pavement shall not be accepted.

Subgrade and base conditions within the patch area shall be inspected by Consultant. Any unstable, saturated, or unsuitable material shall be removed and replaced with compacted crushed aggregate or other approved base material before paving. Base material shall be compacted in lifts to provide uniform support.

A tack coat shall be applied to all vertical edges and to any existing pavement or previously placed asphalt that interfaces with the patch.

Asphalt shall be placed in lifts not exceeding 3 inches compacted thickness unless otherwise approved. Each lift shall be compacted to required density before placing the next lift. Final surface elevation of all patches shall match adjoining pavement lines and grades without depressions, ridges, or irregular texture.

Any patch exhibiting bridging, rocking under load, deflection, settlement, or poor compaction shall be removed and replaced at Contractor expense.

Asphalt Overlay:

All asphalt overlay work shall be performed only on pavement surfaces that have been properly prepared and approved for paving. Prior to overlay placement, the entire surface shall be thoroughly cleaned of all loose material, dirt, vegetation, or debris. Contractor shall bring to the attention of Consultant any area of in-place pavement that is cracked, unstable, deteriorated, or otherwise unsuitable for overlay.

A tack coat shall be uniformly applied to all surfaces receiving the overlay, including previously placed patches and milled edges. The tack coat shall be applied at the specified rate and allowed to break fully prior to paving.

The overlay shall be placed at the thickness specified on the Bid Form and shall be installed in a continuous, uninterrupted operation to ensure a uniform mat and consistent texture. Longitudinal and transverse joints shall be straight, tightly bonded, and fully compacted. All handworked areas shall match the density, texture, smoothness, and overall appearance of machine-laid pavement.

Compaction shall begin immediately following placement and shall continue until the overlay achieves the required density and bonding throughout the mat. Any area showing displacement, slippage, roller checking, cracking, segregation, or signs of inadequate bond shall be removed and replaced at Contractor expense.

Final overlay surfaces shall match existing grades and shall maintain all intended drainage patterns. Depressions, birdbaths, or areas of standing water will not be accepted. Any asphalt buildup that impedes water flow or creates abrupt height changes shall be rejected. Any overlay that prevents water from flowing to existing inlets, gutters, or drainage paths shall be corrected prior to final acceptance. On pavement surfaces with less than 2 percent slope in the direction of flow, minor surface wetness or thin film water retention may occur immediately following rainfall or washing. Such conditions shall not be considered defects provided no measurable birdbath, depression, or standing water deeper than one-eighth inch remains after a reasonable drain-down period.

F. Concrete Construction Methods

Concrete shall be placed only in properly aligned and supported forms. Concrete shall be deposited as close as practical to its final location to minimize rehandling and segregation. Placement shall be continuous unless otherwise approved. All concrete shall be adequately consolidated to eliminate voids, honeycombing, and insufficient bonding.

Where new concrete abuts existing slabs or where placement is interrupted, smooth epoxy-coated dowels shall be installed as specified in the dowel table below. Dowel assemblies such as speed-dowel systems may be used, provided the system allows for controlled longitudinal movement and proper load transfer across the joint.

Slab Thickness	Dowel Diameter	Dowel Length	Spacing	Embedment
4 inches	1/2 inch	12 inches	12 inches	6 inches
6 inches	5/8 inch	14 inches	12 inches	7 inches
8 inches	3/4 inch	18 inches	12 inches	8 inches

Reinforcing steel shall be deformed billet-steel bars conforming to ASTM A615, Grade 40 or

Grade 60, unless otherwise noted. Bar size and spacing shall be as specified on the Bid Form.

All reinforcing steel shall be installed at the required depth and centered within the slab unless otherwise shown. A minimum concrete cover of 2 inches shall be maintained for all pavement and flatwork unless otherwise specified. Bars shall be supported on chairs or other approved methods to maintain proper position throughout placement and finishing. Bars shall be securely tied, properly lapped, and positioned to avoid displacement during concrete installation.

Rebar shall be clean and free of excessive rust, oil, or contaminants that may impair bond. Rebar shall not extend across any joint intended for movement, including control, construction, or isolation joints, unless specifically approved as a tie-bar application.

Control joints shall be installed to a depth of at least one-fourth of the slab thickness. Joints shall be straight, clean, and free from chipping or spalling. Unless otherwise noted, maximum joint spacing shall not exceed 10 feet for slabs 5 inches thick or less, and 12 feet for slabs 6 inches thick or greater.

Sawcut joints are the preferred method and shall be used wherever feasible. Sawcutting shall begin as soon as the concrete can support the saw without raveling and shall be completed within the window recommended for the mix design, typically within 4 to 12 hours after placement. Contractor shall coordinate sawcut timing to avoid random cracking caused by delayed jointing.

Tooled joints may be used only in areas where sawcutting is impractical due to slab geometry or accessibility. Toolled joints shall be cleanly formed to the required depth and shall produce a finish and appearance consistent with adjacent surfaces.

All joint layouts shall maintain straight alignment and be installed perpendicular or parallel to slab edges unless otherwise shown or directed.

Concrete finishing shall be performed using standard industry techniques to achieve a uniform, durable surface. Initial floating shall begin after bleed water has dissipated and shall be followed by steel troweling or broom finishing as required to match the adjoining slabs or specified finish. Concrete shall not be finished while bleed water is present.

Surface finish shall match adjoining slabs unless otherwise specified. Edges shall be tooled to a radius of 1/4 inch.

Curing compound meeting ASTM C309 shall be applied uniformly at a rate not less than 1 gallon per 200 square feet immediately after finishing. Contractor is responsible for protecting freshly installed concrete from drying, freezing, precipitation, mechanical damage, or other adverse conditions for the full curing period.

G. Surface Treatments

Crack sealant shall conform to ASTM D6690 Type II or III. Cracks shall be thoroughly cleaned and

dried. Sealant shall be placed at the manufacturer's recommended temperature and banded neatly no wider than 3 inches.

Sealcoat shall be applied only when ambient and surface temperatures exceed 50 degrees and rising with no rain forecast for 24 hours. Surfaces shall be clean and dry. Application rates shall meet manufacturer and PSP requirements. Sealcoat shall comply with ASTM D5727 (coal tar) or ASTM D977 (asphalt emulsion where coal tar is prohibited). Minimum solids content shall be 40 percent. Sand load rate shall be at least 4 pounds per gallon.

Machine-extruded curb shall be placed on a clean surface with tack coat applied. Curb shall be uniform in cross-section and free from defects.

Striping shall comply with MUTCD and ADA standards. Paint shall be traffic-grade acrylic or latex-based, applied only to clean, dry surfaces. Application rate shall be 100 to 120 square feet per gallon.

XIII. MATERIAL SPECIFICATIONS

A. Asphalt Mix Design

All asphalt mixes shall comply with AASHTO and local DOT volumetric criteria. Contractor shall submit a current plant-produced job mix formula including binder content, gradation, air voids, and VMA. Asphalt binder shall be PG 64-22 unless otherwise noted. Asphalt cement content shall be within 0.3 percent of the approved mix design.

Aggregate Gradation Requirements - Percent Passing by Weight

Sieve Size	Base Course	Surface Course	Fine Surface
1.5 inch	100	100	100
1 inch	90-100	100	100
3/4 inch	85-95	100	100
1/2 inch	60-90	85-100	95-100
No. 4	35-65	50-70	60-90
No. 8	25-50	30-55	40-70
No. 16	10-30	12-32	15-35
No. 30	10-35	10-30	15-35
No. 200	4-12	5-12	5-12

Fiber-reinforced asphalt shall use an aramid-blend fiber conforming to ASTM D8395. Fibers shall be added at a dosage rate of 4.2 ounces per ton of asphalt unless otherwise approved. Fibers shall be uniformly dispersed through plant blending or equivalent mixing methods.

B. Concrete Mix Design

Concrete shall meet ACI 301, ASTM C94, and local DOT standards.

Minimum Standard Concrete Requirements

Property	Requirement
Compressive Strength	4,000 psi at 28 days
Flexural Strength	500 psi
Max Aggregate Size	3/4 inch nominal
Air Content	6.0 percent $\pm$ 1.0 percent
Slump	3-5 inches unless otherwise approved
Water-Cement Ratio	0.45 maximum

Minimum High Early Strength Concrete Requirements

Property	Requirement
Strength at 24 Hours	2,500 psi minimum
Strength at 28 Days	4,000 psi minimum
Air Content	6.0 percent $\pm$ 1.0 percent
Slump	3-6 inches unless otherwise approved
Cement Type	Type III or approved accelerator

Fiber reinforcement for concrete shall be polypropylene microfiber conforming to ASTM C1116, Type III. Fibers shall be uniformly dispersed throughout the mix. Minimum dosage shall be 1.0 pound per cubic yard unless otherwise approved.

XIV. FIELD QUALITY CONTROL AND SURFACE TOLERANCES

- A. Contractor is responsible for verifying compliance with all PSP requirements through measurement, inspection, and testing. Consultant may review all test data.
- B. Finished asphalt or concrete shall not vary more than one-fourth (1/4) inch in 10 feet in any direction. Required or approved wedges or swales are exempt from this requirement. Any ridges, depressions, or irregularities shall be corrected by Contractor.
- C. Final pavement shall drain properly to designated inlets or edges. No standing water shall remain except minimal unavoidable ponding in areas with slopes less than 2 percent.
- D. Asphalt and concrete thickness shall not be more than one-fourth (1/4) inch deficient at any point. Average lift thickness must meet the design requirement.
- E. Consultant may require testing at any time when work appears questionable, noncompliant, or inconsistent with this PSP. The Contractor shall bear all costs associated with such testing. In lieu of testing, or if testing confirms noncompliance, the Contractor shall remove and replace the affected materials at their own expense. All failed or rejected materials shall be removed and replaced to the satisfaction of Owner.

XV. MATERIAL QUANTITY CALCULATIONS

A. Asphalt

$$\text{Tons Required} = (\text{Square yards} \times \text{Compacted thickness in inches} \times 110) \div 2,000$$

This formula assumes a compacted asphalt density of 110 pounds per cubic foot. If a submitted mix design indicates a different maximum specific gravity (Gmm) or compacted density, Contractor shall provide supporting documentation and obtain Consultant approval prior to material placement. Unapproved density variations shall not be used to modify required material quantities.

B. Concrete

$$\text{Cubic Yards Required} = (\text{Square Feet} \times \text{Depth in feet}) \div 27$$

C. Rock

Tons required:

$$[(\text{Square Feet} \times \text{depth in feet} \div 27) \times \text{unit weight}] \div 2,000$$

Unit Weights:

Clean rock = 2,500 pounds per cubic yard (1.25 Tons per cubic yard)

Minus rock = 2,800 pounds per cubic yard (1.40 Tons per cubic yard)

The Contractor is required to verify and provide either the actual delivered unit weight or supplier certification of weight; otherwise, the weights stated above shall be used.

Project Bid Form - St Charles City-County Library

Project Location: 2760 McClay Road, St. Charles, MO 63303

Project Specification Package No: 26007-PSP

Fill In Contractor Name:

Item	Measure	Unit Price	Extended Price
1) Mill and Remove 2 inches of Asphalt (<i>mill only, preparation for overlay installation / 3 locations</i>)	39 SY		
2) Mill and Remove 4 inches of Asphalt (<i>local repair / 1 location</i>)	110 SY		
3) Install 4 inches of Surface Mix Asphalt (<i>item 2 location</i>)	110 SY		
4) Excavate 6 inches of Concrete and Base (<i>sidewalks and front entrance area, excluding the area beneath the front entrance overhang / includes additional excavation required for thickened, turned-down pavement edges</i>)	2,410 SF		
5) Install 2 inches of 1-inch Minus Rock (<i>item 4 locations</i>)	2,410 SF		
6) Install 4 inches of Concrete (<i>item 4 locations / see line item note 1 and applicable Site Maps / includes a thickened, turned-down pavement edge with a minimum total concrete depth of 6 inches along approximately 235 LF of sidewalk</i>)	2,410 SF		
7) Excavate 11 inches of Concrete, Base, and Soil (<i>portion of existing dumpster pad and concrete approach lane / 23 feet × 20 feet / includes careful removal of existing chain-link fence and gate and salvage of fabric, privacy slats, gate, and hardware where suitable for reuse</i>)	460 SF		
8) Install 4 inches of 1-inch Minus Rock (<i>item 7 location</i>)	460 SF		

9) Install 7 inches of Concrete (<i>item 7 location / set finished concrete surface 2 inches above the existing pavement surface to accommodate the proposed overlay / includes No. 3 reinforcing bars spaced 36 inches on center each way</i>)	460 SF		
10) Remove Existing Asphalt Curb (<i>includes complete removal of 252 LF and milling 175 LF of island curb flush with the existing asphalt surface / 10 locations</i>)	427 LF		
11) Install 6-inch Machine-Extruded Asphalt Curbs (<i>item 10 locations / installation after overlay is complete</i>)	427 LF		
12) Install 2 inches of Surface Mix Asphalt (<i>overlay</i>)	4,050 SY		
13) Remove and Reset Concrete Parking Blocks	5 EA		
14) Install New Concrete Parking Blocks (<i>match to existing size</i>)	7 EA		
15) Remove and Reset Accessible Parking Sign and Post	3 EA		
16) Install New Metal Accessible Parking Sign and Post (<i>match to existing</i>)	1 EA		
17) Stripe (<i>includes all standard and accessible parking spaces / all pavement markings to match existing</i>)	4,050 SY		
18) Install Chain-Link Privacy Fence and Gate (<i>around dumpster pad / match existing design, height, fabric, and privacy slats / reuse salvaged components where suitable and provide new posts, rails, gate hardware, latches, locking hardware, and other materials as required</i>)	66 LF		
19) Owner-Controlled Contingency Allowance (<i>must be included in the Total Site Price / for unforeseen conditions or additional work authorized through an executed Change Order / unused balance shall be removed by deductive Change Order prior to final payment</i>)	1 EA	4,500.00	4,500.00
Total Site Price (Do NOT Round Extended or Total Site Prices)			

Contractor (Bidder) acknowledges receipt of Addenda (state “None” if no Addenda were issued):

Addendum No(s): _____

Pricing provided by the Contractor shall remain valid until the expiration date shown below. The Owner must execute this PSP on or before that date. If executed by the deadline, the Contractor agrees to honor all listed pricing through completion of the project, subject only to approved Change Orders.

Fill In PSP Pricing Validity and Execution Deadline:

BID FORM NOTES

- 1) Contractor shall not add any additional items, notes, comments, qualifications, or addenda to this Project Specification Package (PSP). All requested information must be provided only within the designated spaces and fields provided for that purpose. Any additional information, notes, or modifications inserted by Contractor outside of the requested fields may be removed from the PSP at Owner’s discretion and will not be considered part of the bid or the Contract Documents for this Project.
- 2) Total Site Price is the sum of all extended line-item prices (unit price multiplied by quantity) shown in the Bid Form for this Project. It reflects the full contract amount prior to any Change Orders or adjustments.
- 3) All specified measurements for material depths are to be understood as compacted depths.
- 4) All units are square feet (SF), square yards (SY), linear feet (LF), or each (EA) as noted.
- 5) Any Addenda or supplemental contract language issued by the St. Charles City-County Library is hereby incorporated by reference and shall supersede any conflicting specifications or notes contained within this primary bid package.
- 6) The Owner-Controlled Contingency Allowance shall be included in the Total Site Price. The allowance is not part of Contractor’s earned compensation unless specifically authorized through an executed Change Order. Contractor shall not perform or invoice work against the allowance without prior written authorization. Any unused portion shall remain with Owner and shall be removed from the Total Site Price by deductive Change Order prior to final payment. Failure to include the full contingency allowance in the Total Site Price shall render the bid incomplete and subject to rejection.

LINE ITEM NOTES

- 1) Items 4, 5 and 6:
 - a) Accessible Parking Area Sidewalks
 - i) Concrete sidewalk adjoining the accessible parking spaces, access aisles, and adjacent standard parking spaces shall be installed flush with the finished surface of the proposed asphalt overlay. The new sidewalk elevation shall generally be established 2 to 3 inches above the existing asphalt surface to accommodate the proposed 2-inch overlay and permit minor grade adjustments necessary to provide positive drainage away from the sidewalk.
 - ii) The flush sidewalk shall transition upward over approximately 9 feet to meet the building sidewalk elevation leading to the accessible front entrance.
 - b) Remainder of Sidewalks
 - i) Except for the concrete located beneath the entrance overhang, the designated concrete sidewalks along the front and side of the building shall be removed and replaced at an increased elevation. The replacement sidewalks shall provide a minimum 4-inch vertical reveal above the finished surface of the proposed asphalt overlay, with a typical target reveal of 4 to 6 inches. Sidewalk elevations may be adjusted above the 4-inch minimum as necessary to match existing improvements, maintain suitable walking grades, and provide positive drainage away from the sidewalk and building.
 - ii) The crosshatched delivery ramp shall be milled level with the adjoining asphalt. The replacement sidewalk shall be graded to meet the finished asphalt overlay surface and then transition back up to the adjoining existing sidewalk elevation. The limits and general configuration of these transitions are shown on the applicable Site Maps.
 - iii) The 4-inch sidewalk slab shall include a thickened outer edge at the pavement face sufficient to provide the required sidewalk reveal following installation of the asphalt overlay. The thickened edge shall extend to a minimum total concrete depth of 6 inches.

Signature Page - PSP No. 26007-PSP

This Pavement Specification Package is agreed to by the parties listed below. By signing, Contractor acknowledges that all pricing, quantities, materials, work methods, and obligations described in this PSP have been reviewed and accepted. Upon execution this PSP constitutes the binding contract governing the work described herein.

Contractor Information

Contracting Company (Legal Name): _____

Address: _____

City, State, ZIP: _____

Contractor Representative (Printed Name): _____

Mobile Phone: _____

Direct Email: _____

By signing below, Contractor agrees to perform all work in accordance with the requirements of this PSP.

Contractor Signature: _____

Date: _____

Owner

St. Charles City-County Library
Purchasing Department
77 Boone Hills Dr.
St. Peters, MO 63376

Site Map 1 for 26007-PSP

12 LF

40 LF

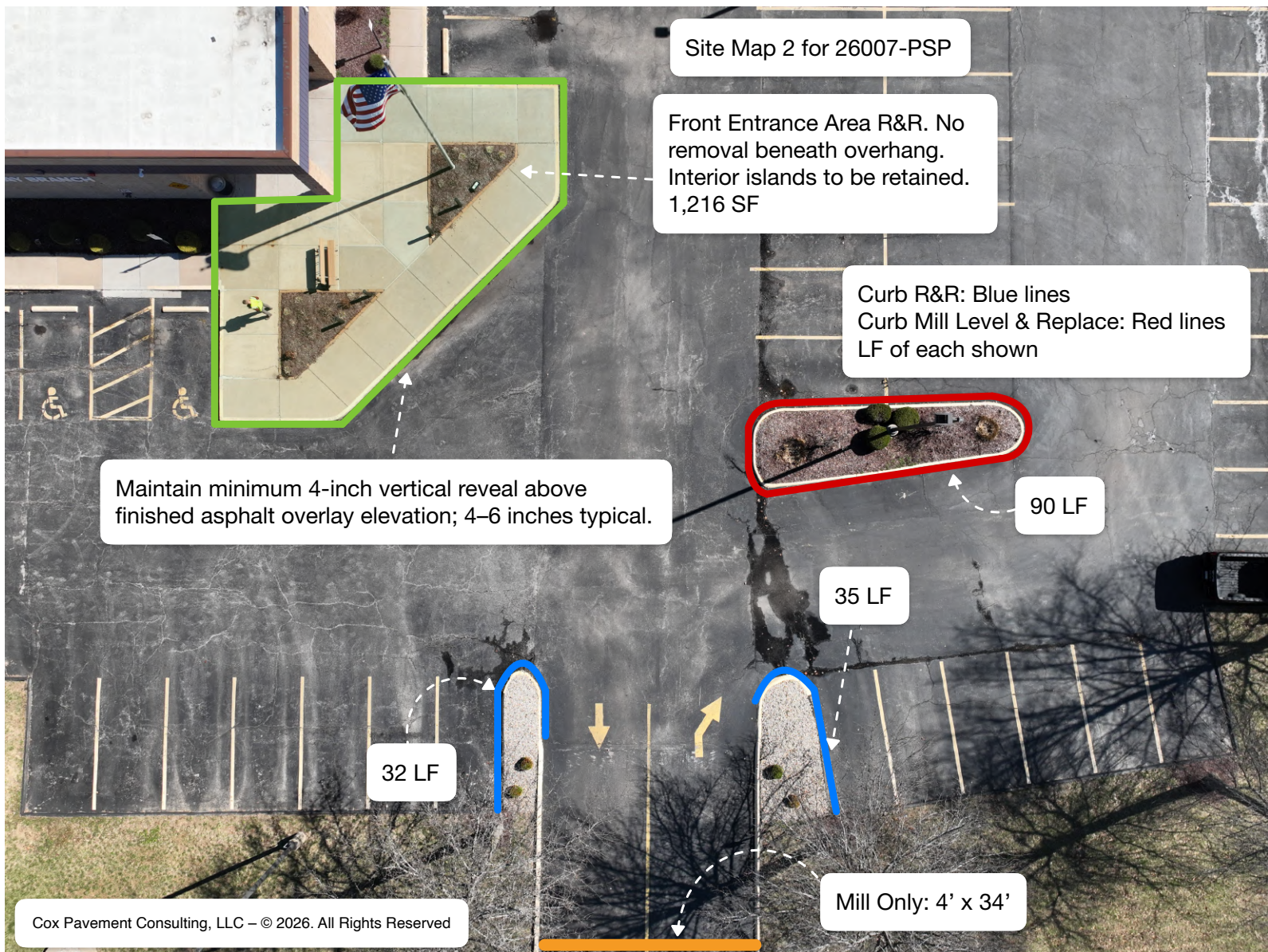
28 LF

Mill Only: 4' x 34'

Sidewalk Removal Area:
For accessible spaces and adjoining
standard spaces. Flush with overlay.
9-foot ramp to raised entrance area
shown in pink. 116' x 5'

Removals in this area
shown on Site Map 2.

Curb R&R: Blue lines.
LF of each shown



Site Map 2 for 26007-PSP

Front Entrance Area R&R. No removal beneath overhang. Interior islands to be retained. 1,216 SF

Curb R&R: Blue lines
Curb Mill Level & Replace: Red lines
LF of each shown

Maintain minimum 4-inch vertical reveal above finished asphalt overlay elevation; 4-6 inches typical.

90 LF

35 LF

32 LF

Mill Only: 4' x 34'

Site Map 3 for 26007-PSP

Sidewalk Removal Area:
Maintain minimum 4-inch vertical
reveal above finished asphalt overlay
elevation; 4–6 inches typical.
Ramp for cross hatch shown in pink.
122' x 5'

Mill Only: 9' x 9'

25 LF

New dumpster pad and
approach area in yellow.
Remainder of existing concrete
to remain in place. Fence to be
20'w x 10'd.

90 LF

23' 8'
20'

4" Repair
Area
50' x 20'

85 LF

55 LF

Curb R&R: Blue lines
Curb Mill Level & Replace: Red lines
LF of each shown

25 LF