



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. Box 778
DOVER, DELAWARE 19903

CAROLANN WICKS, P.E.
SECRETARY

(302) 760-2030
FAX (302) 739-2254

August 14, 2009

Interested Design Builders:

RE: Contract No. 25-020-01
Federal Aid Project No. ERRA2009-(31)
Dover Transit Center
Kent County

Attached is Addendum No. 2 to the RFP for the referenced contract consisting of the following:

1. One (1) page, Form RCF, Questions Q – 10 and Q – 11, page 1 of 1, new, to be added to the Request For Proposal.
2. Two (2) pages, Instructions to Proposers (ITP), pages 1 of 28 and 6 of 28, revised, to be substituted for the same pages in the Request For Proposal.
3. Five (5) pages, Scope of Services - Part 1 – Project Scope, Page 1 of 5 through 5 of 5, revised, to be substituted for the same pages in the Request For Proposal.
4. Two (2) pages, Scope of Services – Part 2, Appendix 112C, Construction Management Forms, forms 9 and 11, revised, to be substituted for the same pages in the Request For Proposal. (Form 9 is now a single page)
5. Three (3) pages, **FOR INFORMATION ONLY**, standard notes from the City of Dover Water/Wastewater Division.

Please note the revisions listed above and submit your RFP based upon this information.

Very truly yours,

A handwritten signature in black ink, appearing to read "John V. Eustis, Jr." with a stylized flourish at the end.

John V. Eustis, Jr.
Contract Services Project Manager

:jve, jr.
attach.



FORM RCF

SCOPE OF SERVICES PACKAGE RESPONSE COMMENT FORM

Q No.	Part Number	Section Number	Comment(s)	Reserved for Response
Q – 10	1	2.3	Part 1, page 1 of 4, Section 2.3 item C2 includes “Preliminary concept of the building”. Based on the RFP requirements it would appear that Design Development Phase Documents are required as defined by AIA in AIA B151 Section 2.3 Design Development Phase which defines Design Development as consisting of drawings and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. Please confirm.	Correct.
Q – 11	2	DB Section 108, page 6 of 10	See paragraph DB 108-3.1, A) & C). Please confirm if you require that the QC Manager be on site 100% of the time during construction activities.	The QC Manager is not required to be on site 100% of the time. However, someone performing QC functions must be on site during all construction.

1.0 INTRODUCTION

This Scope of Services Package is issued by the Delaware Department of Transportation (Department) to seek competitive Proposals for the design and construction of the new Dover Transit Center (Project). Proposals will only be considered from those Proposers that have been notified of their inclusion on the Short-List.

The proposed Design-Build Project is on approximately 5 acres located on Water Street between Queen Street and West Street in Dover, Kent County, Delaware. The multi-modal Dover Transit Center will be located at the former George and Lynch property at the intersection of Water and Queen Streets in Dover. DART First State's existing transfer center along Water Street in Dover will be relocated to this site. Currently the fixed route system in Dover works on a pulse system in which 13 fixed route buses enter and exit the site every 30-minutes. Interwoven into the pulse system are the paratransit and intercounty buses that travel north and south out of the transfer center. The site shall also be designed to handle privately run intercity bus operations (Trailways/Greyhound). A conceptual plan for the bus boarding area has been developed, but will need to be refined. The Design-Build Project will include the design and construction of the following elements:

A) Bus Loop

- Bus stalls shall be provided for at least fourteen fixed route, paratransit and intercounty/intercity buses.
 - Eleven stalls for forty foot (40') buses.
 - Three stalls for forty five foot (45') buses.
- Bus circulation shall be kept separate from passenger vehicles.
- The outside passenger waiting/boarding area shall be covered with a canopy. It is desirable for the canopy to provide coverage as passengers travel between the bus stalls. The area shall be furnished with the appropriate amenities, including seating, trash cans, etc.
- The following other amenities shall be considered:
 - Newspaper dispensers
 - Pay Phone
 - Advertising – potential revenue source for DTC
 - Kiosk
 - Art Work
- Geometric Design: Roadways and parking lot areas should conform to the AASHTO GREEN BOOK - A Policy on Geometric Design of Highways and Streets and relevant sections of the Delaware Road Design Manual.
- The pavement design will be the sole responsibility of the Proposer. The pavement design shall meet the requirements of Part 3, Appendix A, Concrete Pavement Requirements. The final design will be approved by the DelDOT prior to construction. Portland cement concrete shall be used for the bus loop. All materials used in the pavement design will be tested as per DelDOT's Standard Specifications, Supplemental Specifications, Special Provisions, Plan Notes, and all applicable Manuals within the Department.

B) Parking Facilities

- Daily (employees and passengers) and short-term (passenger drop-off and pick-up) parking shall be provided for customers and appropriately located on the site.
- Parking shall be designed to support a future 30,000 square foot building. The Proposer shall indicate if any waivers will be required to meet the minimum parking spaces required by the City of Dover.
- Parking lot and general site layout should also conform to practices from the Institute of Transportation Engineers.

- The pavement design will be the sole responsibility of the Proposer. The final design will be approved by DelDOT prior to construction. Either portland cement concrete, hot-mix asphalt, or a combination of either pavement material can be used. If portland cement concrete is proposed the pavement design shall meet the requirements of Part 3, Appendix A, Concrete Pavement Requirements. If hot-mix asphalt pavement is proposed and approved, the liquid asphalt shall be graded as a PG76-22 according to AASHTO M320, Table 1 and tested according to AASHTO PP6 for the surface and base courses. All materials used in the pavement design will be tested as per DelDOT's Standard Specifications, Supplemental Specifications, Special Provisions, Plan Notes, and all applicable Manuals within the Department.

C) Utility Provisions

- All utilities required to support the bus loop and the future building shall be coordinated and provided.

D) Stormwater Management

- Storm water management shall be designed for completed built out of the site, including the future building.
- Storm water management plans must include a means of treating oil, grease, etc that may come from the buses using the facility.
- Regulatory requirements that must be followed in design and construction:
 - The NPDES Phase II permit states that DelDOT must "...implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb areas greater than or equal to one acre, including projects that disturb less than one acre that are part of a larger common plan of development, and that discharge to the storm sewer system." Therefore, in the RFQ, the consultant must include water quality BMPs as part of the design. BMPs for water quality should consider nutrient and bacteria removal efficacies.
 - Regulations Governing Storm Water Discharges Associated with Industrial Activities, Part 2 – Special Conditions for Storm Water Discharges Associated with Construction Activities.
 - Delaware Sediment and Stormwater Regulations.
 - DelDOT ES2M Design Guide.
 - All DelDOT standard specifications related to stormwater and Erosion and Sediment (E&S) controls.
- Both the DelDOT Stormwater Engineer and the DelDOT NPDES Section must review and approve the design as it pertains to stormwater quantity and quality control to ensure that designs comply with all related regulations and permits and that stormwater runoff at the site is treated to the maximum extent practicable.
- Landscaping and its maintenance should be designed so as to minimize applications of pesticides, herbicides and fertilizers, which may harm water quality when they enter the runoff from the site. All outdoor applications of pesticides and herbicides must be done according to DelDOT standards and procedures.

E) Site Plans and Concept for Future Construction of a New Building

- The transit center shall include space for future multi-story 30,000 sq. ft. building. Included in the first floor of the building shall be a passenger waiting area with restrooms, ticketing, and vending machines. The remainder of the building shall be leasable to multiple tenants.
- The Proposer shall include a preliminary concept of the building, including type of construction, size (footprint), and location on site.
- Pedestrian movements to and through the building shall be highlighted.

and will not be included as part of the Contract Documents.

1.2.5 Required Forms

Failure to provide all the information and all completed forms (see [Appendix C](#) to this ITP) in the format specified in Appendices [A](#) and [B](#) of this ITP may result in the Department's rejection of the Proposal or giving it a lower rating. All blank spaces in the Proposal forms shall be filled in as noted and no change shall be made in the phraseology of the Scope of Services Package or in the items mentioned therein.

1.2.6 Language in Proposal

The verbiage used in each Proposal will be interpreted and evaluated based on the level of commitment provided by the Proposer. Tentative commitments will be given no consideration. For example, phrases such as "we may" or "we are considering" will be given no consideration in the evaluation process since they do not indicate a firm commitment.

1.2.7 Property of the Department

All documents submitted by the Proposer in response to this Scope of Services Package will become the property of the Department except for the Escrow Proposal Documents and any documents that have been properly identified as containing confidential proprietary or trade secret information in accordance with Section [2.6](#). Documents will not be returned to the Proposer except as specified in Sections [2.6](#) and [3.4.3](#). The concepts and representations in the information contained in the Proposal submitted by a Proposer accepting a stipend, will also become the property of the Department.

1.2.8 Errors

If the Proposer identifies any mistake, error, or ambiguity at any time during the Proposal process in any of the documents supplied by the Department, the Proposer shall have a duty to notify the Department of the recommended correction in writing in accordance with Section [2.2](#).

1.3 IMPROPER CONDUCT

1.3.1 Prohibited Activities

If the Proposer, or Person(s) representing the Proposer, offers or gives any advantage, gratuity, bonus, discount, bribe, or loan of any sort to the Department, including its agents or Person(s) representing the Department at any time during this procurement process, the Department shall immediately disqualify the Proposer; the Proposer shall forfeit its Proposal Security; the Proposer shall not be entitled to any payment, including the stipend; and the Department may sue the Proposer for damages.

1.3.2 Proposal Certification Form

The Proposer shall provide as part of the supporting information the Proposal Certification Form ([Appendix C](#) to this ITP) attesting to, among other things, Non-Collusion, Buy America Certification, DBE Certification. See also [Appendix A](#) to this ITP.

1.4 LANGUAGE REQUIREMENT

All correspondence regarding the Scope of Services Package, Proposal, and the Contract are to be in the English language. If any original documents required for the Proposal are in any other language, the Proposer shall provide an English translation, which shall take precedence in the event of conflict with the original language.

1.5 PROPOSAL SCHEDULE

1.5.1 Anticipated Schedule

The schedule is subject to change at the discretion of the Department. The following is the anticipated schedule:

Activity	Due Date
Pre-Proposal Meeting	July 22, 2009
Issue Request For Proposals	July 22, 2009
Concept Plan Presentations the week of	August 24, 2009
Last Day to Submit Technical Questions	September 10, 2009
Last Day to Issue Addenda	September 17, 2009
Final Technical Proposal Due	October 1, 2009
Final Cost Proposal Due Date	October 21, 2009
Notice to Apparent Successful Proposer	October 19 23 , 2009
Protest Deadline of RFP	November 2, 2009
Submittal of DBE Subcontracts no later than	November 5, 2009
Award (No later than)	November 20, 2009
Final Execution	December 10, 2009
Issue Notice-to-Proceed Prior to	January 20, 2010
Work begins on or about	February 1, 2010

1.5.2 Technical and Price Proposal Due Date

The completed Technical and Price Proposals shall be delivered to the addressee at the address specified below, no later than 2:00 p.m. (Local Time), on the date specified in Section [1.5.1](#):

1.0 INTRODUCTION

This Part 1 – Project Scope provides a summary description of the physical components of the Project that the Design-Builder shall design, construct, and/or install and the associated management, control, monitoring, compliance, and professional services and other elements of the Work required in accordance with the Design-Build (DB) Agreement included in Appendix A.

The Design-Builder shall not rely solely on the description contained herein to identify all Project components to be designed, constructed, and/or installed. The Design-Builder shall determine the full scope of the Project through thorough examination of the Contract Documents and the Project Site or as may be reasonably inferred from such examination.

The Design-Builder shall, for the generally described improvements, perform all design engineering and analysis; provide construction engineering and inspection services; provide quality control services; and furnish, construct, and/or install all materials and components of the Project required to meet the requirements of the Contract Documents, except where the Department will furnish and/or install items as listed in Section 5.0.

2.0 Project Configuration

The Project shall include the major components listed in this Project Scope.

2.1 Project Limits

The Dover Transit Center will be located on Water between West Street and Queen Street in Dover. A conceptual plan for the bus boarding area was developed, but requires refinement.

2.2 Project Description

DART First State's existing transfer center along Water Street in Dover will be relocated to this site. Currently the fixed route system in Dover works on a pulse system in which thirteen (13) fixed route buses enter and exit the site every thirty (30) minutes. Interwoven into the pulse system are the paratransit and intercounty buses that travel north and south out of the transfer center. The site shall also be designed to handle privately run intercity bus operations (Trailways/Greyhound).

2.3 Project-Specific Requirements

A) Bus Loop

- 1) The bus loop requires a Canopy to cover passengers moving to, from, and between buses. Canopy will be designed to connect to the future building.
 - Eleven stalls for forty foot (40') buses.
 - Three stalls for forty five foot (45') buses.

B) Parking

- 1) Daily (employees and passengers) and short-term (passenger drop-off and pick-up) parking shall be provided for customers and appropriately located on the site
- 2) Provide parking to support a future +/- 30,000 square foot building

C) Future Building Design

- 1) Design space for the future +/- 30,000 sq. ft. building.
 - Design Development plans for the Ground floor space to be occupied by

- the transit center to include +/- 3,000 square feet for passenger waiting area with public restrooms, ticketing, and vending machines. Specifications are not required.
 - Schematic Design plans of the remainder of the Ground floor level and Upper floor level(s) (+/- 27,000 square feet) of the building; including leasable space for offices and retail, tenant circulation, and mechanical space. Specifications are not required.
- 2) Provide a Developed Design of the building: style, type of construction, exterior finish, size (footprint), placement on site, type of foundation, and tie-ins to the passenger canopy. Specifications are not required.
- D) Stormwater Management
- E) Site Landscaping

2.4 Project-Wide Requirements

The Project includes the following:

- A) Fencing and cameras to provide security;
- B) Signage and Pavement Markings that include regulatory, pathfinders, informational and real time informational displays. All Signing and Pavement Markings must conform to the standards in the Manual on Uniform Traffic Control Devices (MUTCD) - Federal and Delaware editions. Structural sign supports must comply with AASHTO and Delaware standards;
- C) Safe and efficient accommodations for bicycles and pedestrians in accordance with the Design Criteria, including, but not limited to; bicycle racks and lockers, bike and pedestrian paths between the transit center and surrounding areas in particular the development at Eden Hill, the capital complex, and potential future rail transit station;
- D) Low maintenance landscaping that incorporates plants native to Delaware at the complex;
- E) Roadway lighting design conforming to AASHTO Roadway Lighting Design Guide;
- F) Site Lighting designed so that it can be reduced during non-operating hours;
- G) Development of a Context Sensitive Transit Center Design that creates a sense of place and fits into the surrounding community;
- H) Potential energy efficiencies or green energy technologies that could be used on the site or in the future building shall be described, including the initial construction cost impact and pay back analysis;
- I) The Proposer shall maintain as-built drawings. DeIDOT shall have access to review these drawings during regularly scheduled progress meetings. Following construction, the Proposer shall electronically update construction plans to reflect as-built conditions and submit to the DeIDOT. The Proposer shall also maintain as-built drawings of any renovation or changes in site conditions and shall supply DeIDOT copies thereof;
- J) Appropriate circulation patterns for passengers that are; bicycle-safe; American Disabilities Act (ADA) compliant; and provides separation between buses, cars and other vehicular traffic; and
- K) Provisions for the positive prevention of vermin/bird habitat/nesting within and on any structure.

2.4.1 Adjacent and Concurrent Projects

There are no known adjacent or concurrent projects.

The Department reserves the sole right to unilaterally alter the scope, nature, construction start and completion dates of all future Contracts.

The Design-Builder is hereby alerted and advised that other contracts may be ongoing simultaneously with this Contract. All Contractors, including Design-Builders, shall coordinate and cooperate with the Department and Contractors and/or other Design-Builders working on the associated and/or adjacent contracts in accordance with DB Section 105 – Control of Work in Part 2. Contractors and/or Design-Builders shall not impede or limit access to the work being performed by others. All costs associated with the Design-Builder's coordination and cooperation shall be included in the Lump Sum Contract Price.

2.4.2 Work Hour Limitations

The following work hour restrictions shall apply for the duration of the contract:

Holidays – Scheduled Holidays shall be in accordance with Part 2, DB 101.
Any limitations placed on the Design-Builder by local ordinances.

3.0 ASSOCIATED WORK

The Design-Builder shall perform elements of Work in association with the design and construction of the physical components of the Project. The following list is not an exhaustive list, but is representative of the Work required to result in a complete functioning transit center in accordance with the Design-Builder's accepted plans:

- A) Associated aesthetics and landscaping;
- B) Design and construction management;
- C) Coordination with Project stakeholders and other contractors adjacent to the Work (if any);
- D) Design Quality Control and Design Review (*see* Part 2 – DB Section 111);
- E) Construction Quality Control (*see* Part 2 – DB Section 112);
- F) All additional environmental investigations and monitoring associated with or resulting from the Design-Builder's actions;
- G) Maintenance of traffic;
- H) Project safety and security;
- I) All engineering (including, but not limited to, supplemental surveys and geotechnical investigations) in addition to that provided by the Department;
- J) All harmful and hazardous materials remediation created by the design-builder through design and/or construction or as identified in the RFP (none known to exist by the Department);
- K) Drainage, Stormwater Management, and Erosion Control;
- L) Construction waste disposal and handling;
- M) Required clearances, licenses, construction easements, and permits for the Design-Builder's Work, Work sites, and storage areas on- or off-site;

- N) All modifications to existing permits previously obtained by the Department as required for the Project and/or as a result of the Design-Builder's design, actions, and construction scheduling;
- O) All ancillary Work, such as, access roads, driveways, temporary fencing, relocation of drainage, Work sites, and temporary Work;
- P) Location, acquisition, permits, and transportation for Material;
- Q) Coordination of the relocation of any utilities and municipal drainage facilities and the design and relocation, if any;
- R) Site clearing and restoration;
- S) Demolition of a radio tower, three existing houses and associated structures and equipment. The Department will remove all known asbestos from the buildings. The Department will share with the Proposer a copy of the building assessment and abatement report. The Proposer shall be responsible for immediately notifying the Department if at any time during demolition they encounter a material they believe may be hazardous;
- T) Maintenance of the Project location during the Contract period; and
- U) All other activities, functions, or elements necessary to the successful completion and subsequent approval of the Project by the Department.

4.0 BASIC PROJECT CONFIGURATION

The Basic Project Configuration shall consist of the following:

- A) The Project Limits;
- B) The horizontal and vertical alignments for the roadway surface;
- C) The bus loop;
- D) Canopy;
- E) Site lighting;
- F) Stormwater management;
- G) Location of the future building;
- H) Number and size of parking spaces, shoulders, sidewalks, barriers, handrails, bike paths, and tie-ins to existing roadways;
- I) The minimum vertical and horizontal underclearances for vehicular traffic; and
- J) The Right-of-Way limits.

4.1 Standard for Determining Materiality of Change in Basic Project Configuration

The following are the standards for determining materiality of Basic Project Configuration changes:

- A) A change in the proposed location;
- B) Any significant reduction or significant expansion of Project Scope;
- C) A change in the Contract utility provisions;
- D) Any change in the Project Right-of-Way limits depicted; and/or

- E) Any change in this Section requiring a change in the Environmental Assessment/Finding of No Significant Impact.

5.0 DEPARTMENT-PROVIDED MATERIAL OR EQUIPMENT

The Department will not be providing any design, Material, or Equipment for the Design-Builder's use.

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EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.



For additional information:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

Equal Employment Opportunity is

THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C., 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 693-0101 or call an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor. For individuals with hearing impairment, OFCCP's TTY number is (202) 693-1337.

Private Employment, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy and sexual harassment) or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability.

The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men

performing substantially equal work, in jobs that require equal skill, effort and responsibility under similar working conditions, in the same establishment.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes discrimination under these Federal laws.

If you believe that you have been discriminated against under any of the above laws, and to ensure that you meet strict procedural timelines to preserve the ability of EEOC to investigate your complaint and to protect your right to file a private lawsuit, you should immediately contact:

The U.S. Equal Employment Opportunity Commission (EEOC), Washington, DC 20507 or an EEOC field office by calling toll free (1-800) 669-4000. For individuals with hearing impairments, EEOC's toll free TTY number is 1-800 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, SEX, NATIONAL ORIGIN

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs.

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Section, 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government, public or private agency. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

CITY OF DOVER
STANDARD GENERAL WATER & WASTEWATER NOTES

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices.

For Information Only

CITY OF DOVER
STANDARD WASTEWATER NOTES

1. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Public Utilities Department specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that “no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer”, this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as “...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage.” The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
3. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.

For Information Only

CITY OF DOVER
STANDARD WATER NOTES

1. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Public Utilities Department specifications and requirements.
 - c. The site contractor shall contact the City of Dover Public Utilities Construction Manager at (302) 736-7070 prior to the start of construction. A representative from the City of Dover Department of Public Utilities must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
2. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan.
3. Water usage projections must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed building. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meter may be installed inside of the building in a mechanical room in a location accessible by a water serviceman (provision of a meter pit outside the building is not required). This meter must be installed per the City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
4. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
5. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Public Utilities Department will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.