

**00 11 13**  
**Notice to Contractors**

**Farm Brook Cabin Site Work**

BGS# 3346

*This purpose of this project is to setup the Farm Brook site for a cabin that is to be built. Site is located in the Allagash Wilderness Waterway, T15 R11 (46.952834, -69.193559), in Piscataquis County, Maine. This includes, but is not limited to, installing a septic system with a 10' x 35' leach field and 1000 gallon septic tank, 20' x 38' gravel pad, and 46' x 32' gravel driveway*

The cost of the work is approximately \$ 20,000. The work to be performed under this contract shall be completed on or before the Final Completion date of *15 June 2022*.

1. Submit bids on a completed Contractor Bid Form, plus bid security when required, all scanned and included as an attachment to an email with the subject line marked "**Bid for Farm Brook Cabin Site Work**" and addressed to the Bid Administrator at: BGS.Architect@Maine.gov, so as to be received no later than **2:00:00 p.m.** on **03/18/2022**.

Bid submissions will be opened and read aloud at the time and date noted above at the Bureau of General Services office, accessible as a video conference call. Those who wish to participate in the call must submit a request for access to BGS.Architect@Maine.gov.

Any bid received after the noted time will not be considered a valid bid and will remain unopened. Any bid submitted by any other means will not be considered a valid bid. The Bid Administrator may require the Bidder to surrender a valid paper copy of the bid form or the bid security document in certain circumstances.

Questions on the bid opening process shall be addressed to the Bid Administrator: Joseph H. Ostwald, Director, Division of Planning, Design & Construction, Bureau of General Services, 77 State House Station, Augusta, Maine 04333-0077, BGS.Architect@Maine.gov.

2. The bid shall be submitted on the Small Project - Contractor Bid Form provided in the Bid Documents. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
3. Bid security *is not required* on this project.  
If noted above as required, the Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner. The Bid Bond form is available on the BGS website.
4. Performance and Payment Bonds *are not required* on this project.  
If noted above as required, the selected Contractor shall furnish a 100% contract Performance Bond (section 00 61 13.13) and a 100% contract Payment Bond (section 00 61 13.16) in the contract amount to cover the execution of the Work. Bond forms are available on the BGS website.
5. Filed Sub-bids *are not required* on this project.
6. There *are no* Pre-qualified General Contractors on this project.
7. An on-site pre-bid conference *will not* be conducted for this project.

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8. Bid Documents - full sets only - will be available on or about 3/8/2022 and may be obtained *at no cost* from:

*Department of Agriculture, Conservation, and Forestry  
Bureau of Parks and Lands  
106 Hogan Road, Suite 7  
Bangor, Maine 04401  
Cell: 207-974-6467  
Ryan.Kerr@maine.gov*

**00 21 13**  
**Instructions to Bidders**

**1. Bidder Requirements**

- 1.1 A bidder is a Contractor who is qualified, or has been specifically pre-qualified by the Bureau of General Services, to bid on the proposed project described in the Bid Documents.
- 1.2 Contractors and Subcontractors bidding on projects that utilize Filed Sub-bids shall follow the requirements outlined in these Bid Documents for such projects. See Section 00 22 13 for additional information.
- 1.3 Contractors and Subcontractors are not eligible to bid on the project when their access to project design documents prior to the bid period distribution of documents creates an unfair bidding advantage. Prohibited access includes consultation with the Owner or with design professionals engaged by the Owner regarding cost estimating, constructability review, or project scheduling. This prohibition to bid applies to open, competitive bidding or pre-qualified contractor bidding or Filed Sub-bidding. The Bureau may require additional information to determine if the activities of a Contractor constitute an unfair bidding advantage.
- 1.4 Each bidder is responsible for becoming thoroughly familiar with the Bid Documents prior to submitting a bid. The failure of a bidder to review evident site conditions, to attend available pre-bid conferences, or to receive, examine, or act on addenda to the Bid Documents shall not relieve that bidder from any obligation with respect to their bid or the execution of the work as a Contractor.
- 1.5 Prior to the award of the contract, General Contractor bidders or Filed Sub-bidders may be required to provide documented evidence to the Owner or the Bureau showing compliance with the provisions of this section, their business experience, financial capability, or performance on previous projects.
- 1.6 The selected General Contractor bidder will be required to provide proof of insurance before a contract can be executed.
- 1.7 Contracts developed from this bid shall not be assigned, sublet or transferred without the written consent of the Owner.
- 1.8 By submitting a bid the Contractor attests that it has not been declared ineligible to bid on State of Maine projects. The Director of the Bureau of General Services may disallow award of this contract to any Contractor if there is evidence that the Contractor or any of its Subcontractors, through their own fault, have been terminated, suspended for cause, debarred from bidding, agreed to refrain from bidding as part of a settlement, have defaulted on a contract, or had a contract completed by another party.
- 1.9 The Contractor attests that it is not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the following offenses and has not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction, or contract under a public transaction, violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

**00 21 13**  
**Instructions to Bidders**

- 1.10 The Contractor shall not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs or State of Maine projects.
2. Authority of Owner
- 2.1 The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
- 2.2 Subject to the Owner's stated right to accept or reject any or all bids, the Contractor shall be selected on the basis of the lowest sum of an acceptable Base Bid plus any Alternate Bids the Owner elects to include. An acceptable bid is one from a responsive and responsible bidder.
3. Submitting Bids and Bid Requirements
- 3.1 Each bid shall be submitted on the forms provided in the Bid Documents.
- 3.2 Each bid shall be valid for a period of thirty calendar days following the Project bid closing date and time.
- 3.3 A bid that contains any escalation clause is considered invalid.
- 3.4 Bidders shall include a Bid Bond or other approved bid security with the bid form submitted to the Owner when the bid form indicates such bid security is required. The bond value shall be 5% of the bid amount. The form of bond is shown in section 00 43 13.
- 3.5 Bidders shall include the cost of Performance and Payment Bonds in the bid amount if the bid amount will result in a construction contract value over \$125,000, inclusive of alternate bids that may be awarded in the contract. Pursuant to 14 M.R.S.A., Section 871, Public Works Contractors' Surety Bond Law of 1971, subsection 3, the selected Contractor is required to provide these bonds before a contract can be executed. The form of bonds are shown in section 00 61 13.13 and 00 61 13.16.
- 3.6 Bidders may modify bids in writing, by the same means as the original bid submission, prior to the bid closing time. Such written amendments shall not disclose the amount of the initial bid. If so disclosed, the entire bid is considered invalid.
- 3.7 Bidders shall acknowledge on the bid form all Addenda issued in a timely manner. The Consultant shall not issue Addenda affecting the content of the bid less than 72 hours prior to the bid closing time. Addenda shall be issued to all companies who are registered holders of Bid Documents.
- 3.8 A bid may be withdrawn without penalty if a written request by the bidder is presented to the Owner prior to the bid closing time. Such written withdrawal requests are subject to verification as required by the Bureau. After the bid closing time, such written withdrawal requests may be allowed in consideration of the bid bond or, without utilizing a bid bond, if the Contractor

**00 21 13**  
**Instructions to Bidders**

provides documented evidence to the satisfaction of the Bureau that factual errors had been made on the bid form.

- 3.9 In the event State of Maine Offices unexpectedly close on the published date of a public bid opening in the location of that bid opening, prior to the time of the scheduled deadline, the new deadline for the public bid opening will be the following business day at the originally scheduled hour of the day, at the original location. Official closings are posted on the State of Maine government website.
- 3.10 The Owner may require, in a Notice of Intent to Award letter to the apparent low bidder, a Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers as both a demonstration of capability of the Bidder and as a condition of award.
- 3.11 Projects which require a State of Maine wage determination will include that schedule as part of the Bid Documents. See section 00 73 46, if such rates are required.
- 3.12 Projects which require compliance with the Davis-Bacon Act are subject to the regulations contained the Code for Federal Regulations and the federal wage determination which is made a part of the Bid Documents. See section 00 73 46, if such rates are required.
- 3.13 The Owner is exempt from the payment of Maine State sales and use taxes as provided in 36 M.R.S. §1760 (1). The Contractor and Subcontractors shall not include taxes on exempt items in the construction contract.

**State of Maine**  
**CONSTRUCTION CONTRACT**

**Small Construction Project**

*(Contract value less than \$50,000)*

*(Indicate here if this is an under \$5,000 single source award: ....)*

Agreement entered into by and between the \_\_\_\_\_ hereinafter called the **Owner** and \_\_\_\_\_, hereinafter called the **Contractor**.

BGS Project No.: \_\_\_\_\_

Other Project No.: \_\_\_\_\_

For the following Project: \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_, Maine.

Brief Scope of Work: \_\_\_\_\_

*(Provide a detailed description of the work in Attachment A - Scope of Work)*

The **Owner** and the **Contractor** agree as follows:

**ARTICLE 1 COMPENSATION AND PAYMENTS**

**1.1** The Owner shall pay the Contractor to furnish all labor, equipment, materials and incidentals necessary for the construction of the work described in "Attachment A" the **net firm** Contract Sum amount of \$ \_\_\_\_\_.00.

**1.2** The Contractor's requisition shall contain sufficient detail and supporting information for the Owner to evaluate and support the payment requested.

**1.2.1** Payments are due and payable twenty-five working days from the date of receipt of a Contractor requisition which is approved by the Owner.

**1.2.2** Provisions for late payments will be governed by 5 M.R.S. Chapter 144, *Payment of Invoices Received from Business Concerns*, and interest shall be calculated at 1% per month.

**1.3** Contracts based on a not-to-exceed amount shall specify the hourly rates, unit prices or allowances in Attachment B - *Basis of Compensation*.

**1.4** The Owner shall retain 5% of each payment due the Contractor as part security for the fulfillment of the contract, payable upon final completion of the work (5 M.R.S. §1746).

**ARTICLE 2 TIME OF COMPLETION**

**2.1** The Substantial Completion Date shall be **15 June 2024**.

**2.2** The Work of this Contract shall be completed on or before the Contract Final Completion Date of **30 June 2024**.

**2.3** The Contract Expiration Date shall be **31 August 2024**. (This date is the Owner's deadline for internal management of contract accounts. The Contract Expiration Date does not directly relate to any contract obligation of the Contractor.)

### **ARTICLE 3 INELIGIBLE BIDDER**

**3.1** By signing this contract the Contractor attests that it has not been declared ineligible to bid on State of Maine projects. The Bureau of General Services (BGS) may disallow award of this contract to any Contractor if there is evidence that the Contractor or any of its Subcontractors, through their own fault, have been terminated, suspended for cause, debarred from bidding, agreed to refrain from bidding as part of a settlement, have defaulted on a contract, or had a contract completed by another party.

**3.2** By signing this contract the Contractor attests that it is not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the following offenses and has not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction, or contract under a public transaction, violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

**3.3** The Contractor shall not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs or State of Maine projects.

### **ARTICLE 4 CONTRACTOR'S RESPONSIBILITIES**

**4.1** The Contractor shall comply with all laws, codes and regulations applicable to the work.

**4.2** The Contractor shall acquire all permits and third-party approvals applicable to the work not specifically identified as provided by the Owner. Costs for Contractor-provided permits and third-party approvals shall be included in the Contract Sum identified in Section 1.1 above.

**4.3** The Contractor shall remain an independent agent for the duration of this Contract, shall not become an employee of the State of Maine, and shall assure that no State employee will be compensated by, or otherwise benefit from, this Contract.

**4.4** The Contractor shall be responsible for any design cost, construction cost, or other cost incurred on the Project to the extent caused by the negligent acts, errors or omissions of the Contractor or their Subcontractors in the performance of work under this Contract.

### **ARTICLE 5 OWNER'S RESPONSIBILITIES**

**5.1** The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the project. The Owner has established a budget with reasonable contingencies that meets the project requirements.

**5.2** By signing this contract the Owner attests that all State of Maine procurement requirements for this contract have been met, including approval of this project, and soliciting a minimum of three bids. Any single source award should be noted in Attachment B - Basis of Compensation.

### **ARTICLE 6 INSTRUMENTS OF SERVICE**

**6.1** The Contractor's use of the drawings, specifications and other documents known as the Consultant's Instruments of Service is limited to the execution of the Contractor's scope of work of this project unless the Contractor receives the written consent of the Owner and Consultant for use elsewhere.

## **ARTICLE 7 TERMINATION**

**7.1** Either party may terminate this Contract upon not less than seven days written notice to the other party should such other party fail to perform in accordance with the terms of this Contract. The Owner may terminate this Contract, for the Owner's convenience and without cause, upon not less than seven days written notice to the Contractor.

## **ARTICLE 8 INDEMNIFICATION**

**8.1** The Contractor shall indemnify and hold harmless the Owner and its officers and employees from and against any and all damages, liabilities, and costs, including reasonable attorney's fees, and defense costs, for any and all injuries to persons or property, including claims for violation of intellectual property rights, to the extent caused by the negligent acts or omissions of the Contractor, its employees, agents, officers or subcontractors in the performance of work under this Agreement. The Contractor shall not be liable for claims to the extent caused by the negligent acts or omissions of the Owner or for actions taken in reasonable reliance on written instructions of the Owner.

**8.2** The Contractor shall notify the Owner promptly of all claims arising out of the performance of work under this Contract by the Contractor its employees or agents, officers or subcontractors.

**8.3** This indemnity provision shall survive the termination of the Contract, completion of the project or the expiration of the term of the Contract.

## **ARTICLE 9 INSURANCE REQUIREMENTS**

**9.1** The Contractor shall provide, with each original of the signed Contract, an insurance certificate or certificates acceptable to the Owner and BGS. The Contractor shall submit insurance certificates to the Owner and BGS at the commencement of this Contract and at policy renewal or revision dates. The certificates shall identify the project name and BGS project number, and shall name the Owner as certificate holder and as additional insured for general liability and automobile liability coverages. The submitted forms shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least ten days prior written notice by registered letter has been given to the Owner and BGS.

**9.2** The Owner does not warrant or represent that the insurance required herein constitutes an insurance portfolio which adequately addresses all risks faced by the Contractor or its Subcontractors. The Contractor is responsible for the existence, extent and adequacy of insurance prior to commencement of work. The Contractor shall not allow any Subcontractor to commence work until all similar insurance required of the Subcontractor has been confirmed by the Contractor.

**9.3** The Contractor shall procure and maintain primary insurance for the duration of the Project and, if written on a Claims-Made basis, shall also procure and maintain Extended Reporting Period (ERP) insurance for the period of time that any claims could be brought. The Contractor shall ensure that all Subcontractors they engage or employ will procure and maintain similar insurance in form and amount acceptable to the Owner and BGS. At a minimum, the insurance shall be of the types and limits set forth herein protecting the Contractor from claims which may result from the Contractor's execution of the Work, whether such execution be by the Contractor or by those employed by the Contractor or by those for whose acts they may be liable. All required insurance coverages shall be placed with carriers authorized to conduct business in the State of Maine by the Maine Bureau of Insurance.



**9.3.1** The Contractor shall have Workers’ Compensation insurance for all employees on the Project site in accordance with the requirements of the Workers’ Compensation law of the State of Maine. Minimum acceptable limits for Employer’s Liability are:

Bodily Injury by Accident.....	\$500,000
Bodily Injury by Disease.....	\$500,000 Each Employee
Bodily Injury by Disease.....	\$500,000 Policy Limit

When applicable, a Sole Proprietor, or Partner or Member of a Limited Liability Company shall provide evidence of an approved application for waiver from the Workers’ Compensation Board regarding employment of a parent, spouse, domestic partner, or child.

**9.3.2** The Contractor shall have Commercial General Liability insurance providing coverage for bodily injury and property damage liability for all hazards of the Project including premise and operations, products and completed operations, contractual, and personal injury liabilities. The policy shall include collapse and underground coverage as well as explosion coverage if explosion hazards exist. Aggregate limits shall apply on a location or project basis. Minimum acceptable limits are:

General aggregate limit.....	\$2,000,000
Products and completed operations aggregate .....	\$1,000,000
Each occurrence limit.....	\$1,000,000
Personal injury aggregate.....	\$1,000,000

**9.3.3** The Contractor shall have Automobile Liability insurance against claims for bodily injury, death or property damage resulting from the maintenance, ownership or use of all owned, non-owned and hired automobiles, trucks and trailers. Minimum acceptable limit is:

Any one accident or loss .....	\$500,000
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**9.3.4** For the portion of projects which are new construction, the Contractor shall procure and maintain Builder’s Risk insurance naming the Owner, Contractor, and any Subcontractor as insureds as their interest may appear. Covered causes of loss form shall be all Risks of Direct Physical Loss, endorsed to include flood, earthquake, transit and sprinkler leakage where sprinkler coverage is applicable. Unless specifically authorized in writing by the Owner, the limit of insurance shall not be less than the initial contract amount and coverage shall apply during the entire contract period and until the work is accepted by the Owner.

**ARTICLE 10 DISPUTE RESOLUTION**

**10.1** A dispute between the parties which arises under this Contract which cannot be resolved through informal negotiation, shall be submitted to a neutral mediator jointly selected by the parties.

**10.1.1** Either party may file suit before or during mediation if the party in good faith deems it to be necessary to avoid losing the right to sue due to a statute of limitations. If suit is filed before good faith mediation efforts are completed, the party filing suit shall agree to stay all proceedings in the lawsuit pending completion of the mediation process, provided such stay is without prejudice

**10.2** If the dispute is not resolved through mediation, the dispute shall be settled by arbitration. The arbitration shall be conducted before a panel of three arbitrators. Each party shall select one arbitrator; the third arbitrator shall be appointed by the arbitrators selected by the parties. The arbitration shall be conducted in accordance with the Maine Uniform Arbitration Act (MUAA), except as otherwise provided in this section.

- 10.2.1** The decision of the arbitrators shall be final and binding upon all parties. The decision may be entered in court as provided in the MUAA.
- 10.2.2** The costs of the arbitration, including the arbitrators' fees shall be borne equally by the parties to the arbitration, unless the arbitrator orders otherwise.
- 10.2.3** In any arbitration between the Owner and the Contractor, the Owner shall have the right to consolidate related claims between Owner and Architect.

## **ARTICLE 11 MISCELLANEOUS PROVISIONS**

- 11.1** This Contract shall be governed by the laws of the State of Maine.
- 11.2** The Owner and Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to this Contract. Neither party to this Contract shall assign the Contract as a whole without written consent of the other party, which consent the Owner may withhold without cause.
- 11.3** Changes in the work to be performed- increasing, decreasing, or not changing the Contract Sum- must be approved by Owner, Consultant and Contractor prior to proceeding with the work. Change Orders shall be recorded on a form approved by BGS.
- 11.4** The Contractor and Subcontractors shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site. The Contractor shall avoid disruption of any hazardous materials or toxic substances at the project site and promptly notify the Owner in writing on the occasion of such a discovery.
- 11.5** Notwithstanding any other provision of this Agreement, if the Owner does not receive sufficient funds to fund this Agreement or funds are de-appropriated, or if the Owner does not receive legal authority from the Maine State Legislature or Maine Courts to expend funds intended for this Agreement, then the Owner is not obligated to make payment under this Agreement; provided, however, the Owner shall be obligated to pay for services satisfactorily performed prior to any such non-appropriation in accordance with the termination provisions of this agreement. The Owner shall timely notify the Consultant of any non-appropriation and the effective date of the non-appropriation.
- 11.6** The Contractor shall comply with the Maine Code of Fair Practices and Affirmative Action, 5 M.R.S. §784 (2).
- 11.7** The Contractor is prohibited from releasing, publishing or allowing publication of narrative, graphic, photographic or artistic representations of the Project unless expressly allowed in writing by the Owner. The Contractor shall not include the Owner's confidential or proprietary information in any project representations if the Owner has previously advised the Contractor in writing of the specific information considered by the Owner to be confidential or proprietary.
- 11.8** The Contractor shall conform to Maine statute (39-A M.R.S. §105-A (6)) by providing to the Workers' Compensation Board a list of all subcontractors and independent contractors on the job site and a record of the entity to whom that subcontractor or independent contractor is directly contracted and by whom that subcontractor or independent contractor is insured for workers' compensation purposes.

**ARTICLE 12 OTHER PROVISIONS**

*(Insert any additional provisions to this Contract below. Any such provisions or other revisions to the standard Contract form are subject to approval by the Bureau of General Services.)*

**12.1 There are no other provisions.**

BGS Project No.: \_\_\_\_\_

The Agreement is effective as of the date executed by the approval authority.

**OWNER**

**CONTRACTOR**

\_\_\_\_\_  
*^ Signature* *Date*

\_\_\_\_\_  
*^ Signature* *Date*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Contracting entity name*

\_\_\_\_\_  
*Company name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*email*

\_\_\_\_\_  
*email*

\_\_\_\_\_  
*Vendor Number*

**SCOPE OF WORK**

*Attachment A*

Insert a detailed written description of the Contractor's scope of work. Reference and attach drawings, if drawings or other graphics are available.

**BASIS OF COMPENSATION**

*Attachment B*

Contracts based on a not-to-exceed amount shall specify on this sheet the basis of compensation: hourly rates, or unit prices, or allowances, per § 1.2 of this contract.

Contracts based on a net firm amount need not specify on this sheet any further detail, however, details of how the lump sum amount is comprised is welcome.



**State of Maine  
CONSTRUCTION CONTRACT  
Change Order**

**Project name**  
location / school / campus

Change Order Number: **1**

**Contractor Company name**  
address  
city state zip code

Issue Date of this Document: **31-Dec-2022**

BGS Project No.: **n**  
Other Project No.: **x**

**Cost Change**

*Show Deduct as a negative number, e.g.: "-\$850".*

	<b>Add</b>	<b>Deduct</b>	<b>Total</b>
Net Amount of this Change Order	\$0	\$0	
Net Amount of Previous Change Orders	\$0	\$0	
Net of Change Orders to Date	\$0	\$0	\$0
Original Contract Amount			\$0
<b>Revised Contract Amount</b>			<b>\$0</b>

**Time Change**

*Show Deduct as a negative number, e.g.: "-8".*

	<b>Add</b>	<b>Deduct</b>	<b>Total</b>
Net Calendar Days Adjusted by this Change Order	0	0	
Net Calendar Days Adjusted by Previous Change Orders	0	0	
Net of Change Orders to Date	0	0	0
Original Contract Final Completion Date			31-Dec-2023
<b>Revised Contract Final Completion Date*</b>			<b>31-Dec-2023</b>

**Consultant (Architect or Engineer)**

Type firm name here  
Type person's name, title here

-----  
signature date

**Contractor**

Type company name here  
Type person's name, title here

-----  
signature date

**Owner**

Type contracting entity name here  
Type person's name, title here

-----  
signature date

**Type Entity, such as "Owner's Rep", or "not used"**

Type entity name here  
Type person's name, title here

-----  
signature date

**Bureau of General Services**

Division of Planning, Design & Construction  
Type person's name, title here

-----  
signature date

Attach the "List of Change Order Items" sheet, plus all supporting documentation for each Change Order Item.

*Substantial Completion Date: the deadline for first beneficial use by Owner, as certified by Consultant.*

\* **Contract Final Completion Date** : the Contractor's final completion deadline for contract work.

*Contract Expiration Date: the Owner's deadline for internal management of contract accounts;*

*Contract Expiration Date does not directly relate to any contract obligation of the Contractor.*

1-Dec-2023
31-Dec-2023
29-Feb-2024



**Details of Change Order Item**

**Project name**  
location / school / campus

Change Order Item Number **1**  
CP (Change Proposal) Number **1**  
Issue Date of this Document: **31-Oct-2021**

**Contractor Company name**  
address  
city state zip code

BGS Project No.: **n**  
Other Project No.: **x**

<b>Change Order Item</b>	Type name of Change Order Item here			
<b>Description of Work</b>	Type brief description here of work scope here.			
<b>Reason or Necessity of Work</b>	Type brief justification for change here.			
<b>Cost Breakdown</b>	Work by Subcontractor only	Work by Sub and Contractor	Work by Contractor only	
Subcontractor base cost	\$0	\$0		
Subcontractor markup	\$0	\$0		
Contractor base cost		\$0	\$0	
Contractor markup	\$0	\$0	\$0	
Subtotal	\$0	\$0	\$0	
<b>Compensation</b>	lump sum		<b>Total Cost</b>	<b>\$0</b>
<b>Initiated by</b>	Consultant		<b>Calendar Days*</b>	<b>0</b>
<b>Reason Code</b>	CC	<b>Supporting Documentation</b>		<b>is attached</b>

*EO*  
Error or omission  
of Consultant

*UC*  
Unforeseen job site  
condition

*OC*  
Owner-  
generated change

*RC*  
Regulatory authority-  
generated change

*CC*  
Contractor-  
generated change

\* Calendar Days shows Contract Final Completion Date impact only.

**Consultant** (Architect or Engineer) Type firm name here  
Type person's name, title here

-----  
signature date

**Contractor** Type company name here  
Type person's name, title here

-----  
signature date

**Owner** Type contracting entity name here  
Type person's name, title here

-----  
signature date

**Owner's Rep** Type entity name here  
Type person's name, title here

-----  
signature date

**Bureau of General Services** Division of Planning, Design & Construction  
Type person's name, title here

-----  
signature date

**List of Change Order Items**

**Project name**  
**Contractor Company name**

**C. O. Number: 1**

CO Item No.	CP No.	Item Name	Reason Code	Calendar Days*	Cost
1	1	Type brief name of Change Order Item here		0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
				0	\$0
<b>Totals</b>				<b>0</b>	<b>\$0</b>

*Reason Codes*

- EO Error or omission of Consultant*
- UC Unforeseen job site condition*
- OC Owner-generated change*
- RC Regulatory authority-generated change*
- CC Contractor-generated change*

*\* Calendar Days shows Contract Final Completion Date impact only.*

*Attach this sheet to the BGS "Change Order" cover sheet (with cost and time summaries, and signatures). Attach a "Details" sheet, and other supporting documentation, for each Change Order Item listed above.*

**00 71 00**  
**Definitions**

1. Definitions
  - 1.1 *Addendum*: A document issued by the Consultant that amends the Bid Documents. Addenda shall not be issued less than seventy-two hours prior to the specified bid opening time.
  - 1.2 *Allowance*: A specified dollar amount for a particular scope of work or service included in the Work that is identified in the Bid Documents and included in each Bidder's Bid. The Contractor shall document expenditures for an Allowance during the Project. Any unused balance shall be credited to the Owner. The Contractor is responsible for notifying the Owner of anticipated expenses greater than the specified amount and the Owner is responsible for those additional expenses.
  - 1.3 *Alternate Bid*: The Contractor's written offer of a specified dollar amount, submitted on the Bid Form, for the performance of a particular scope of work described in the Bid Documents. The Owner determines the low bidder based on the sum of the base Bid and any combination of Alternate Bids that the Owner selects.
  - 1.4 *Architect*: A Consultant acting as, or supporting, the Professional-of-Record who is responsible for the design of the Project. Equivalent to "Consultant" in State of Maine contract forms.
  - 1.5 *Architectural Supplemental Instruction (ASI)*: A written instruction from the Architect for the purpose of clarification of the Contract Documents. An ASI does not alter the Contract Price or Contract Time. ASIs may be responses to RFIs and shall be issued by the Architect in a timely manner to avoid any negative impact on the Schedule of Work.
  - 1.6 *Bid*: The Contractor's written offer of a specified dollar amount or amounts, submitted on a form included in the Bid Documents, for the performance of the Work. A Bid may include bonds or other requirements. A base Bid is separate and distinct from Alternate Bids, being the only cost component necessary for the award of the contract, and representing the minimum amount of Work that is essential for the functioning of the Project.
  - 1.7 *Bid Bond*: The security designated in the Bid Documents, furnished by Bidders as a guaranty of good faith to enter into a contract with the Owner, should a contract be awarded to that Bidder.
  - 1.8 *Bidder*: Any business entity, individual or corporation that submits a bid for the performance of the work described in the Bid Documents, acting directly or through a duly authorized representative. See also *Responsive and Responsible Bidder*.
  - 1.9 *Bid Documents*: The drawings, procurement and contracting requirements, general requirements, and the written specifications -including all addenda, that a bidder is required to reference in the submission of a bid.
  - 1.10 *Bureau*: The State of Maine Bureau of Real Estate Management (formerly known as Bureau of General Services, or BGS) in the Department of Administrative and Financial Services.
  - 1.11 *Calendar days*: Consecutive days, as occurring on a calendar, taking into account each day of the week, month, year, and any religious, national or local holidays. Calendar days are used for changes in Contract Time.

**00 71 00**  
**Definitions**

- 1.12 *Certificate of Substantial Completion*: A document developed by the Consultant that describes the final status of the Work and establishes the date that the Owner may use the facility for its intended purpose. The Certificate of Substantial Completion may also include a provisional list of items - a "punch list" - remaining to be completed by the Contractor. The Certificate of Substantial Completion identifies the date from which the project warranty period commences.
- 1.13 *Certificate of Occupancy*: A document developed by a local jurisdiction such as the Code Enforcement Officer that grants permission to the Owner to occupy a building.
- 1.14 *Change Order (CO)*: A document that modifies the contract and establishes the basis of a specific adjustment to the Contract Price or the Contract Time, or both. Change Orders may address correction of omissions, errors, and document discrepancies, or additional requirements. Change Orders should include all labor, materials and incidentals required to complete the work described. A Change Order is not valid until signed by the Contractor, Owner and Consultant and approved by the Bureau.
- 1.15 *Change Order Proposal (COP) (see also Proposal)*: Contract change proposed by the Contractor regarding the contract amount, requirements, or time. The Contractor implements the work of a COP after it is accepted by all parties. Accepted COPs are incorporated into the contract by Change Order.
- 1.16 *Clerk of the Works*: The authorized representative of the Consultant on the job site. Clerk of the Works is sometimes called the Architect's representative.
- 1.17 *Construction Change Directive (CCD)*: A written order prepared by the Consultant and signed by the Owner and Consultant, directing a change in the Work prior to final agreement with the Contractor on adjustment, if any, in the Contract Price or Contract Time, or both.
- 1.18 *Contract*: A written agreement between the Owner and the successful bidder which obligates the Contractor to perform the work specified in the Contract Documents and obligates the Owner to compensate the Contractor at the mutually accepted sum, rates or prices.
- 1.19 *Contract Bonds (also known as Payment and Performance Bonds)*: The approved forms of security, furnished by the Contractor and their surety, which guarantee the faithful performance of all the terms of the contract and the payment of all bills for labor, materials and equipment by the Contractor.
- 1.20 *Contract Documents*: The drawings and written specifications (including all addenda), Standard General Conditions, and the contract (including all Change Orders subsequently incorporated in the documents).
- 1.21 *Contract Expiration Date*: Date determined by the Owner as a deadline for internal management of contract accounts. This allows time after the Contract Final Completion Date for processing the final Requisition for Payment. The Contract Expiration Date does not directly relate to any contract obligation of the Contractor.
- 1.22 *Contract Final Completion Date*: Point of time when the Work is fully completed in compliance with the Contract Documents, as certified by the Consultant. Final payment to the Contractor is due upon Final Completion of the Project.
- 1.23 *Contract Price*: The dollar amount of the construction contract, also called *Contract Sum*.

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**Definitions**

- 1.24 *Contract Time*: The designated duration of time to execute the Work of the contract, with a specific date for completion.
- 1.25 *Contractor*: Also called the "General Contractor" or "GC" the individual or entity undertaking the execution of the general contract work under the terms of the contract with the Owner, acting directly or through a duly authorized representative. The Contractor is responsible for the means, methods and materials utilized in the execution and completion of the Work.
- 1.26 *Consultant*: The Architect or Engineer acting as Professional-of-Record for the Project. The Consultant is responsible for the design of the Project.
- 1.27 *Drawings*: The graphic and pictorial portion of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.
- 1.28 *Engineer*: A Consultant acting as, or supporting, the Professional-of-Record who is responsible for the design of the Project. Equivalent to "Consultant" in State of Maine contract forms.
- 1.29 *Filed Sub-bid*: The designated major Subcontractor's (or, in some cases, Contractor's) written offer of a specified dollar amount or amounts, submitted on a form included in the Bid Documents, for the performance of a particular portion of the Work. A Filed Sub-bid may include bonds or other requirements.
- 1.30 *General Requirements*: The on-site overhead expense items the Contractor provides for the Project, typically including, but not limited to, building permits, construction supervision, Contract Bonds, insurance, field office, temporary utilities, rubbish removal, and site fencing. Overhead expenses of the Contractor's general operation are not included. Sometimes referred to as the Contractor's General Conditions.
- 1.31 *Owner*: The State agency which is represented by duly authorized individuals. The Owner is responsible for defining the scope of the Project and compensation to the Consultant and Contractor.
- 1.32 *Owner's Representative*: The individual or entity contracted by the Owner to be an advisor and information conduit regarding the Project.
- 1.33 *Overhead*: General and administrative expenses of the Contractor's principal and branch offices, including payroll costs and other compensation of Contractor employees, deductibles paid on any insurance policy, charges against the Contractor for delinquent payments, and costs related to the correction of defective work, and the Contractor's capital expenses, including interest on capital used for the work.
- 1.34 *Performance and Payment Bonds (also known as Contract Bonds)*: The approved forms of security, furnished by the Contractor and their surety, which guarantee the faithful performance of all the terms of the contract and the payment of all bills for labor, materials and equipment by the Contractor.
- 1.35 *Post-Bid Addendum*: Document issued by the Consultant that defines a potential Change Order prior to signing of the construction contract. The Post-Bid Addendum allows the Owner to negotiate

**00 71 00**  
**Definitions**

contract changes with the Bidder submitting the lowest valid bid, only if the negotiated changes to the Bid Documents result in no change or no increase in the bid price.

A Post-Bid Addendum may also be issued after a competitive construction Bid opening to those Bidders who submitted a Bid initially, for the purpose of rebidding the Project work without re-advertising.

- 1.36 *Project*: The construction project proposed by the Owner to be constructed according to the Contract Documents. The Project, a public improvement, may be tied logistically to other public improvements and other activities conducted by the Owner or other contractors.
- 1.37 *Proposal (see also Change Order Proposal)*: The Contractor's written offer submitted to the Owner for consideration containing a specified dollar amount or rate, for a specific scope of work, and including a schedule impact, if any. A proposal shall include all costs for overhead and profit. The Contractor implements the work of a Proposal after it is accepted by all parties. Accepted Proposals are incorporated into the contract by Change Order.
- 1.38 *Proposal Request (PR)*: An Owner's written request to the Contractor for a Change Order Proposal.
- 1.39 *Punch List*: A document that identifies the items of work remaining to be done by the Contractor at the Close Out of a Project. The Punch List is created as a result of a final inspection of the work only after the Contractor attests that all of the Work is in its complete and permanent status.
- 1.40 *Request For Information (RFI)*: A Contractor's written request to the Consultant for clarification, definition or description of the Work. RFIs shall be presented by the Contractor in a timely manner to avoid any negative impact on the Schedule of Work.
- 1.41 *Request For Proposal (RFP)*: An Owner's written request to the Contractor for a Change Order Proposal.
- 1.42 *Requisition for Payment*: The document in which the Contractor certifies that the Work described is, to the best of the Contractor's knowledge, information and belief, complete and that all previous payments have been paid by the Contractor to Subcontractors and suppliers, and that the current requested payment is now due. See *Schedule of Values*.
- 1.43 *Responsive and Responsible Bidder*: A bidder who complies, on a given project, with the following *responsive* standards, as required by the bid documents:
- provided specific qualifications to bid the project, if required;
  - attended mandatory pre-bid conferences, if required;
  - provided a bid prior to the close of the bid period;
  - submitted a complete bid form;
  - submitted other materials and information, such as bid security, as required;
- and, meets the following minimums regarding these *responsible* standards:
- sustains a satisfactory record of project performance;
  - maintains a permanent place of business in a known physical location;
  - possesses the financial means for short- and long-term operations;
  - possesses the appropriate technical experience;
  - employs adequate personnel and subcontractor resources;
  - maintains the equipment needed to perform the work;

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**Definitions**

complies with the proposed implementation schedule;  
complies with the insurance and bonding requirements;  
can provide post-construction warranty coverage;  
and other criteria which can be considered relevant to the contract.

- 1.44 *Retainage*: The amount, calculated at five percent (5%) of the contract value or a scheduled value, that the Owner shall withhold from the Contractor until the work or portion of work is declared substantially complete or otherwise accepted by the Owner. The Owner may, if requested, reduce the amount withheld if the Owner deems it desirable and prudent to do so. (See Title 5 M.R.S.A., Section 1746.)
- 1.45 *Sample*: A physical example provided by the Contractor which illustrates materials, equipment or workmanship and establishes standards by which the Work will be judged.
- 1.46 *Schedule of the Work*: The document prepared by the Contractor and approved by the Owner that specifies the dates on which the Contractor plans to begin and complete various parts of the Work, including dates on which information and approvals are required from the Owner.
- 1.47 *Schedule of Values*: The document prepared by the Contractor and approved by the Owner before the commencement of the Work that specifies the dollar values of discrete portions of the Work equal in sum to the contract amount. The Schedule of Values is used to document progress payments of the Work in regular (usually monthly) requisitions for payment. See *Requisition for Payment*.
- 1.48 *Shop Drawings*: The drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.
- 1.49 *Specifications*: The portion of the Contract Documents consisting of the written requirements of the Work for materials, equipment, systems, standards, workmanship, and performance of related services.
- 1.50 *Subcontractor*: An individual or entity undertaking the execution of any part of the Work by virtue of a written agreement with the Contractor or any other Subcontractor. Also, an individual or entity retained by the Contractor or any other Subcontractor as an independent contractor to provide the labor, materials, equipment or services necessary to complete a specific portion of the Work.
- 1.51 *Substantial Completion Date*: Point of time when the Work or a designated portion of the Work is sufficiently complete in compliance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended purpose without unscheduled disruption. Substantial Completion is documented by the date of the Certificate of Substantial Completion signed by the Owner and the Contractor.
- 1.52 *Superintendent*: The representative of the Contractor on the job site, authorized by the Contractor to receive and fulfill instructions from the Consultant.
- 1.53 *Surety*: The individual or entity that is legally bound with the Contractor and Subcontractor to insure the faithful performance of the contract and for the payment of the bills for labor, materials and equipment by the Contractor and Subcontractors.

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**Definitions**

- 1.54 *Work*: The construction and services, whether completed or partially completed, including all labor, materials, equipment and services provided or to be provided by the Contractor and Subcontractors to fulfill the requirements of the Project as described in the Contract Documents.



# Specifications of Work to be Performed

## Farm Brook Cabin Sitework

03/03/2022

The following specifications are intended to describe the required materials and work to be done at the Farm Brook Campsite. Location is in the Allagash Wilderness Waterway, T15 R11 (46.952834, -69.193559), in Piscataquis County, Maine. All work should be done in accordance with all State, local, and federal codes. Reference HHE-200 Sub-surface wastewater disposal permit for details regarding septic system construction.

### Septic System:

*(Reference Farm Brook Sitework Layout and HHE-200 Subsurface Wastewater Disposal Application for additional details and info)*

1. 4" Dia. SDR35 from Cabin site to Tank
2. 1000 Gallon Septic Tank located greater than 8' from Cabin location
3. 4" Dia. SCH40 from Tank to leach field
4. 10' x 35' Leach Field
  - a. Remove all woody vegetation within 15 feet of leach field
  - b. Organic materials to be removed from site
  - c. Divert surface runoff away from leach field
  - d. Reference TBM#1 and TBM#2 on HHE-200 for leach field location

### 46' x 32' Gravel Driveway:

*(Reference Farm Brook Sitework Layout for additional details and info)*

1. Proposed driveway in location as shown on Septic Layout Plan
2. Remove organic material
3. Organic Material to be removed from site
4. Flatten the area
5. Add the follow materials:
  - a. High tensile woven geotextile fabric
  - b. 12" – 6" Minus MDOT Type D gravel, or approved alternative
  - c. 6" – 1" Minus MDOT Type A gravel, or approved alternative
6. 3% to 5% Cross fall / Crown.

### 20' x 38' Gravel Pad for Cabin:

*(Reference Farm Brook Sitework Layout for additional details and info)*

1. Remove organic material
2. Organic material to be removed from site
3. Flatten the area
4. Add the follow materials:
  - a. High tensile woven geotextile fabric

- b. 12" – 6" Minus MDOT Type D gravel, or approved alternative
  - c. 6" – 1" Minus MDOT Type A gravel, or approved alternative
  - d. 3% to 5% Cross fall / Crown.
5. Include [QTY x20] - 18" Dia. Concrete biscuits, delivered
- a. Will be placed in final locations upon cabin delivery/construction by contractor building or supplying cabin

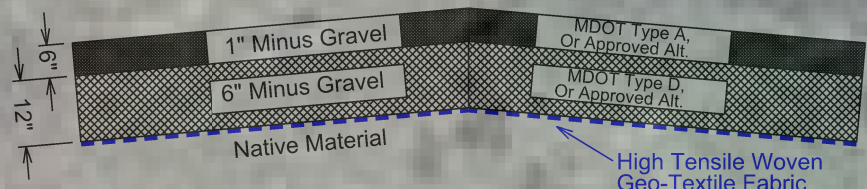
### Trench & Waterline:

1. Dig ~400' - One-foot-deep trench from site of Michaud farm to cabin site.
2. State of Maine will be responsible for installing water line into trench.

Existing Road:  
Old Farm Road

# Inn Rd

- Remove Organic Material & Dispose of off site
- Flatten the Area
- Add Geotextile Fabric
- Add Gravel
- 3% to 5% Cross Fall / Crown



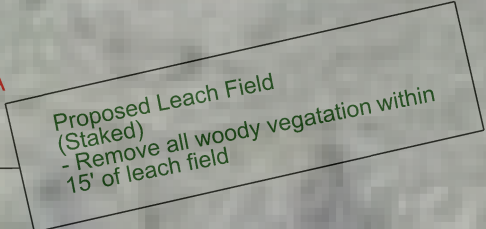
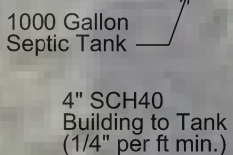
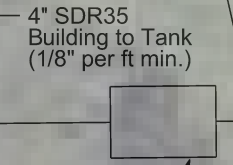
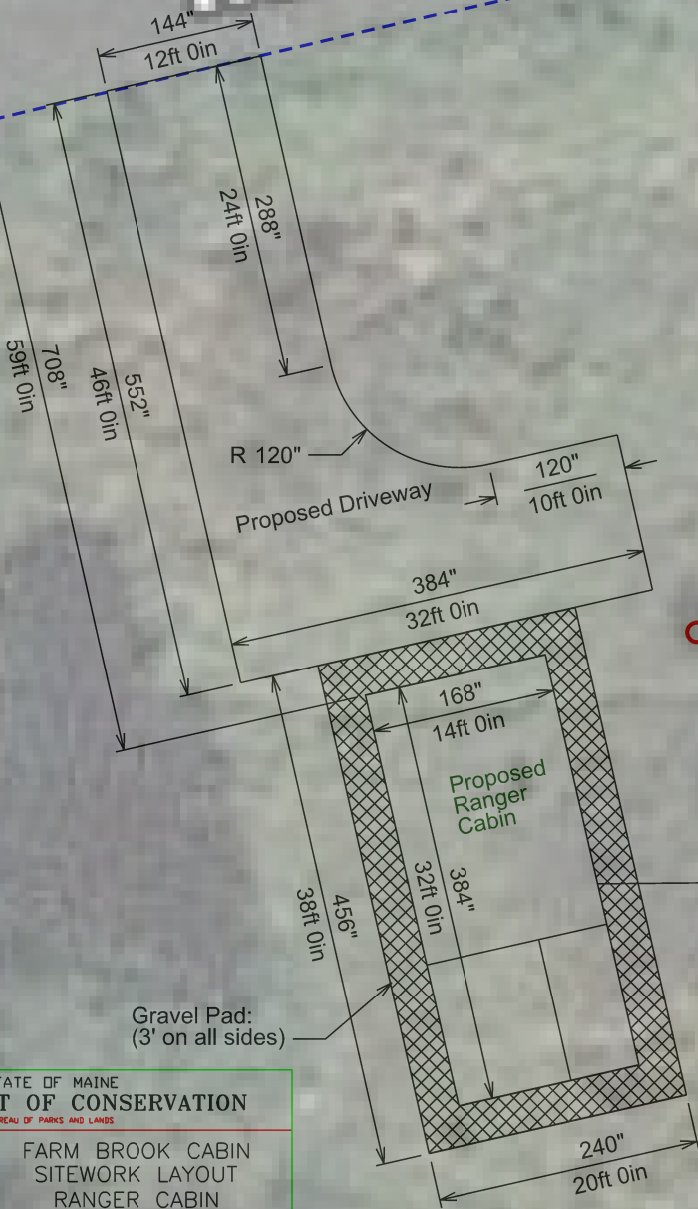
TYPICAL DRIVEWAY & PAD CROSS SECTION



[20] - 18" Dia, Concrete Biscuits  
To be provided with groundwork  
Will be placed by cabin provider upon cabin delivery/construction

TBM#1: Nail and Flag  
3.75' up 6" Spruce Tree  
(46.95280, -69.15358)  
(Not Post Processed)

TBM#2: Nail and Flag  
3.85' up 5" Spruce Tree  
(46.95278, -69.19327)  
(Not Post Processed)



Plan View  
Scale = None

Construct septic system as specified in the HHE-200 sub-surface waste water disposal permit

STATE OF MAINE	
DEPARTMENT OF CONSERVATION	
BUREAU OF PARKS AND LANDS	
DESIGNED BY Sarah Ashley	FARM BROOK CABIN
DRAWN BY RJK	SITWORK LAYOUT
CHECKED BY	RANGER CABIN
DATE 02/08/2022	AWW, T15R11, MAINE
SCALE AS NOTED	
PROJECT NO. TBD	
SHEET 1 OF 2	PLAN VIEW
DIRECTOR, PARKS & LANDS	DIRECTOR, B.G.S.



Inn Rd

Inn Rd

Inn Rd

Inn Rd

56ft

38ft

20ft

- New 1 Foot Deep for Waterline to be dug  
- Approximately 400 feet  
- Contractor is not responsible for water line installation

445ft

Trail to Michaud Farm

Michaud Farm  
Ranger Station

STATE OF MAINE	
DEPARTMENT OF CONSERVATION	
BUREAU OF PARKS AND LANDS	
DESIGNED BY	Sarah Ashley
DRAWN BY	RJK
CHECKED BY	
DATE	02/08/2022
SCALE	AS NOTED
PROJECT NO.	TBD
SHEET	2 OF 2
FARM BROOK CABIN SITEWORK LAYOUT RANGER CABIN AWW, T15R11, MAINE	
PLAN VIEW	
DIRECTOR, PARKS & LANDS	DATE
DIRECTOR, B.G.S.	DATE

# SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Maine Dept. Health & Human Services  
Div of Environmental Health, 11 SHS  
(207) 287-5672 Fax: (207) 287-4172

<b>PROPERTY LOCATION</b>		<b>&gt;&gt; CAUTION: LPI APPROVAL REQUIRED &lt;&lt;</b>	
City, Town, or Plantation	T15 R11	Town/City _____	Permit # _____
Street or Road	1A Old Farm Road	Date Permit Issued ___/___/___	Fee: \$ _____ Double Fee Charged [ ]
Subdivision, Lot #		Local Plumbing Inspector Signature _____	L.P.I. # _____
<b>OWNER/APPLICANT INFORMATION</b>		Owner _____ Town _____ State _____	
Name (last, first, MI)	Allagash Wilderness Waterway (Kevin Brown) <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Applicant	The Subsurface Wastewater Disposal System shall not be installed until a Permit is issued by the Local Plumbing Inspector. The Permit shall authorize the owner or installer to install the disposal system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.	
Mailing Address of Owner/Applicant	45 Radar Road Ashland, ME 04732		
Daytime Tel. #	207-768-6894		
<b>OWNER OR APPLICANT STATEMENT</b>		<b>CAUTION: INSPECTION REQUIRED</b>	
I state and acknowledge that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Department and/or Local Plumbing Inspector to deny a Permit.		I have inspected the installation authorized above and found it to be in compliance with the Subsurface Wastewater Disposal Rules Application.	
Signature of Owner or Applicant _____ Date _____		Local Plumbing Inspector Signature _____ (1st) date approved _____ Local Plumbing Inspector Signature _____ (2nd) date approved _____	

PERMIT INFORMATION		
<b>TYPE OF APPLICATION</b> <input checked="" type="checkbox"/> 1. First Time System <input type="checkbox"/> 2. Replacement System Type replaced: _____ Year installed: _____ <input type="checkbox"/> 3. Expanded System <input type="checkbox"/> a. <25% Expansion <input type="checkbox"/> b. >25% Expansion <input type="checkbox"/> 4. Experimental System <input type="checkbox"/> 5. Seasonal Conversion	<b>THIS APPLICATION REQUIRES</b> <input checked="" type="checkbox"/> 1. No Rule Variance <input type="checkbox"/> 2. First Time System Variance <input type="checkbox"/> a. Local Plumbing Inspector Approval <input type="checkbox"/> b. State & Local Plumbing Inspector Approval <input type="checkbox"/> 3. Replacement System Variance <input type="checkbox"/> a. Local Plumbing Inspector Approval <input type="checkbox"/> b. State & Local Plumbing Inspector Approval <input type="checkbox"/> 4. Minimum Lot Size Variance <input type="checkbox"/> 5. Seasonal Conversion Permit	<b>DISPOSAL SYSTEM COMPONENTS</b> <input checked="" type="checkbox"/> 1. Complete Non-engineered System <input type="checkbox"/> 2. Primitive System (graywater & alt. toilet) <input type="checkbox"/> 3. Alternative Toilet, specify: _____ <input type="checkbox"/> 4. Non-engineered Treatment Tank (only) <input type="checkbox"/> 5. Holding Tank, _____ gallons <input type="checkbox"/> 6. Non-engineered Disposal Field (only) <input type="checkbox"/> 7. Separated Laundry System <input type="checkbox"/> 8. Complete Engineered System (2000 gpd or more) <input type="checkbox"/> 9. Engineered Treatment Tank (only) <input type="checkbox"/> 10. Engineered Disposal Field (only) <input type="checkbox"/> 11. Pre-treatment, specify: _____ <input type="checkbox"/> 12. Miscellaneous Components
<b>SIZE OF PROPERTY</b> 1,998 +/- <input type="checkbox"/> SQ. FT. <input checked="" type="checkbox"/> ACRES	<b>DISPOSAL SYSTEM TO SERVE</b> <input type="checkbox"/> 1. Single Family Dwelling Unit, No. of Bedrooms: _____ <input type="checkbox"/> 2. Multiple Family Dwelling, No. of Units: _____ <input checked="" type="checkbox"/> 3. Other: <u>Recreational/Sporting Camp</u> (specify) Current Use <input type="checkbox"/> Seasonal <input type="checkbox"/> Year Round <input checked="" type="checkbox"/> Undeveloped	<b>TYPE OF WATER SUPPLY</b> (Existing/Shared) <input checked="" type="checkbox"/> 1. Drilled Well <input type="checkbox"/> 2. Dug Well <input type="checkbox"/> 3. Private <input type="checkbox"/> 4. Public <input type="checkbox"/> 5. Other
<b>SHORELAND ZONING</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

DESIGN DETAILS (SYSTEM LAYOUT SHOWN ON PAGE 3)			
<b>TREATMENT TANK</b> <input checked="" type="checkbox"/> 1. Concrete <input checked="" type="checkbox"/> a. Regular <input type="checkbox"/> b. Low Profile <input type="checkbox"/> 2. Plastic <input type="checkbox"/> 3. Other: _____ CAPACITY: <u>1000</u> GAL.	<b>DISPOSAL FIELD TYPE &amp; SIZE</b> <input checked="" type="checkbox"/> 1. Stone Bed <input type="checkbox"/> 2. Stone Trench <input type="checkbox"/> 3. Proprietary Device <input type="checkbox"/> a. cluster array <input type="checkbox"/> c. Linear <input type="checkbox"/> b. regular load <input type="checkbox"/> d. H-20 load <input type="checkbox"/> 4. Other: _____ SIZE: <u>350</u> <input checked="" type="checkbox"/> sq. ft. <input type="checkbox"/> lin. ft.	<b>GARBAGE DISPOSAL UNIT</b> <input checked="" type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes <input type="checkbox"/> 3. Maybe If Yes or Maybe, specify one below: <input type="checkbox"/> a. multi-compartment tank <input type="checkbox"/> b. _____ tanks in series <input type="checkbox"/> c. increase in tank capacity <input type="checkbox"/> d. Filter on Tank Outlet	<b>DESIGN FLOW</b> 100 _____ gallons per day BASED ON: <input type="checkbox"/> 1. Table 4A (dwelling unit(s)) <input checked="" type="checkbox"/> 2. Table 4C (other facilities) SHOW CALCULATIONS for other facilities <b>45GPD + 2 bunks @25GPD</b> <input type="checkbox"/> 3. Section 4G (meter readings) ATTACH WATER METER DATA
<b>SOIL DATA &amp; DESIGN CLASS</b> PROFILE CONDITION <u>3</u> / <u>C</u> at Observation Hole # <u>TP-1</u> Depth <u>36</u> " of Most Limiting Soil Factor	<b>DISPOSAL FIELD SIZING</b> <input type="checkbox"/> 1. Medium--2.6 sq. ft. / gpd <input checked="" type="checkbox"/> 2. Medium--Large 3.3 sq. ft. / gpd <input type="checkbox"/> 3. Large--4.1 sq. ft. / gpd <input type="checkbox"/> 4. Extra Large--5.0 sq. ft. / gpd	<b>EFFLUENT/EJECTOR PUMP</b> <input checked="" type="checkbox"/> Not Required (Pending internal <input type="checkbox"/> May Be Required plumbing and <input type="checkbox"/> Required tank elevation) Specify only for engineered systems: DOSE: _____ gallons	<b>LATITUDE AND LONGITUDE</b> at center of disposal area Lat. <u>46</u> d <u>57</u> m <u>29</u> s Lon. <u>67</u> d <u>11</u> m <u>36.4</u> s if g.p.s, state margin of error: <u>30'</u> +/-

SITE EVALUATOR STATEMENT		
I certify that on <u>7/27/21</u> (date) I completed a site evaluation on this property and state that the data reported are accurate and that the proposed system is in compliance with the State of Maine Subsurface Wastewater Disposal Rules (10-144A CMR 241).		
_____ Site Evaluator Signature Sarah Ashley Site Evaluator Name Printed	#408 SE # 207-231-4349 Telephone Number	8/2/21 Date sarah@sashengineering.com E-mail Address

**SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION**

Department of Human Services  
 Division of Health Engineering  
 (207) 287-5672 Fax: (207) 287-3165

Town, City, Plantation

Street, Road, Subdivision

T15 R11

A1 Old Farm Road

Owner's Name  
 Allagash Wilderness Waterway  
 (Kevin Brown)

**SITE PLAN**

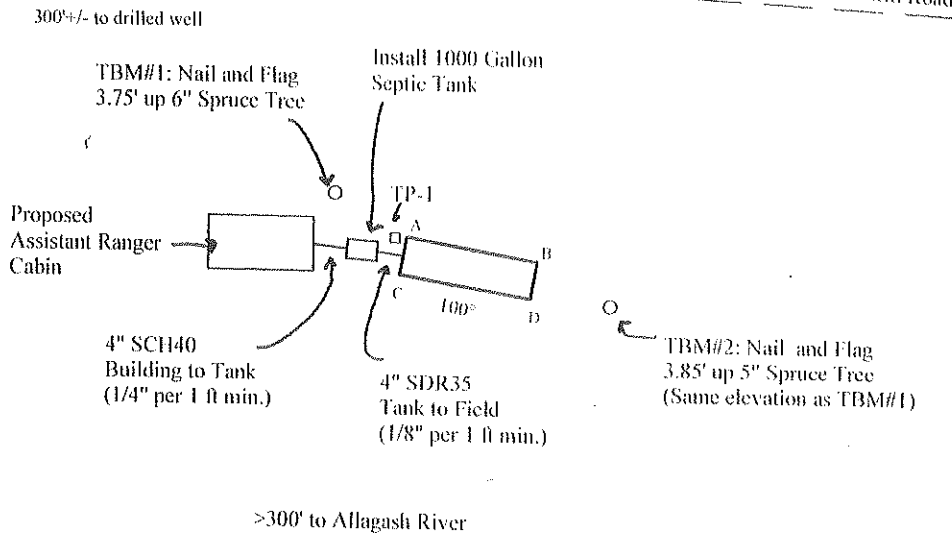
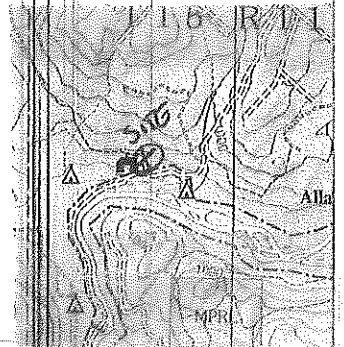
Scale 1" = 50 ft. or as shown

↑  
 Approx.  
 Mag. N

Install 10' x 35'  
 Stone and Pipe  
 Disposal Bed

Dimensions:	CORNER			
	A	B	C	D
TBM#1	22.3'	-	27.4'	58.3'
TBM#2	56.6'	22.7'	56.5'	21.4'

**SITE LOCATION PLAN**



**Notes:**

- 1- Review and comply with attached Septic System User & Construction Notes.
- 2- Divert surface runoff away from Disposal Field.
- 3- Septic Tank may be field located min. of 8 feet from building.
- 4- No woody vegetation within 15 feet of disposal field.

**SOIL DESCRIPTION AND CLASSIFICATION (Location of Observation Holes Shown Above)**

Observation Hole TP-1 (elev. -50")  Test Pit  Boring  
 3" Depth of Organic Horizon Above Mineral Soil

Depth Below Mineral Soil Surface (inches)	Texture	Consistency	Color	Mottling
	0	LOAM	FRIABLE	DARK YELLOWISH BROWN
10				
20	GRAVELLY SANDY LOAM			
30				
40	BOTTOM OF TEST PIT AT 36"			
50				

Soil Classification	Slope	Limiting Factor	<input type="checkbox"/> Ground Water
3 C	1 %	36"	<input type="checkbox"/> Restrictive Layer
Profile Condition			<input type="checkbox"/> Bedrock
			<input checked="" type="checkbox"/> Pit Depth

Observation Hole \_\_\_\_\_  Test Pit  Boring  
 " Depth of Organic Horizon Above Mineral Soil

Depth Below Mineral Soil Surface (inches)	Texture	Consistency	Color	Mottling
	0			
10				
20				
30				
40				
50				

Soil Classification	Slope	Limiting Factor	<input type="checkbox"/> Ground Water
Profile Condition	%	"	<input type="checkbox"/> Restrictive Layer
			<input type="checkbox"/> Bedrock
			<input type="checkbox"/> Pit Depth

*Sarah Osley*  
 Site Evaluator Signature

#408  
 SE #

8/2/21 / rev. 8/10/21  
 Date

**SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION**

Department of Human Services  
 Division of Health Engineering  
 (207) 287-5672 Fax: (207) 287-3165

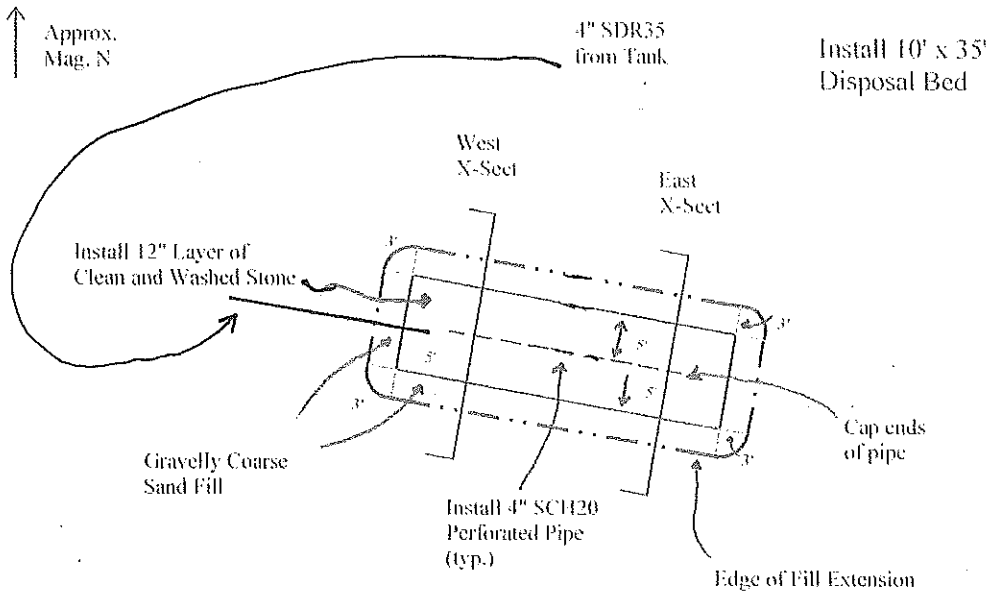
Town, City, Plantation  
**T15 R11**

Street, Road, Subdivision  
**A1 Old Farm Road**

Owner's Name  
**Allagash Wilderness Waterway  
 (Kevin Brown)**

**SUBSURFACE WASTEWATER DISPOSAL PLAN**

SCALE: 1" = 20 FT.



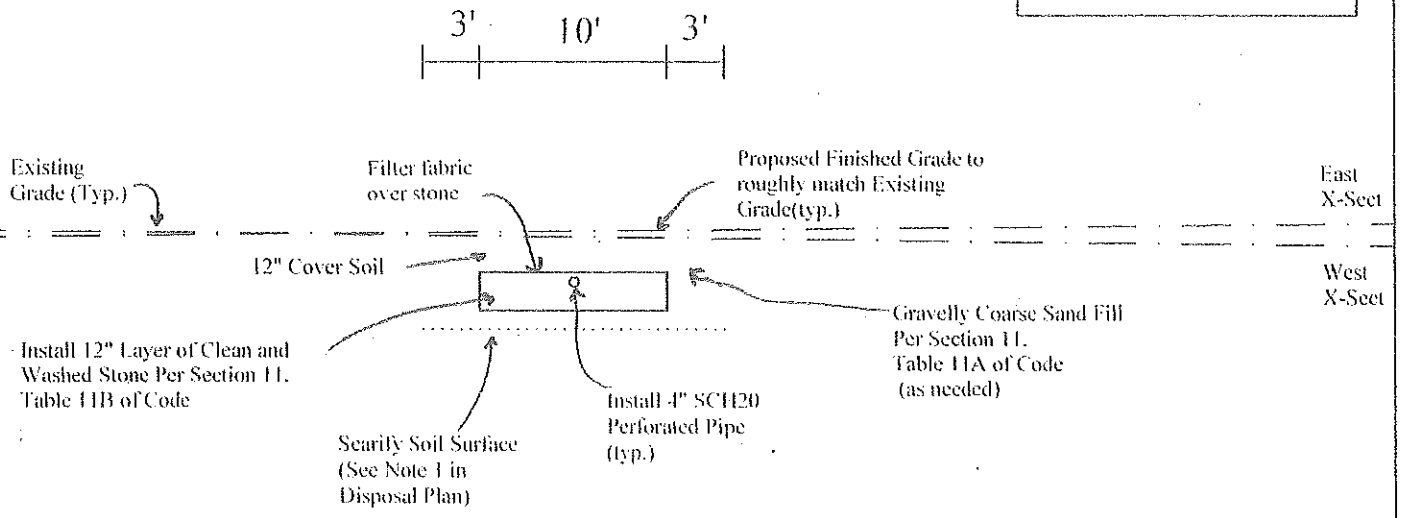
- Notes:
- 1 - Scarify soil surface under disposal field. Mix Gravelly Coarse Sand into upper 6" of soil.
  - 2 - Lime, fertilize, seed and mulch all disturbed areas.
  - 3 - Distribution line to be level.
  - 4 - Properly protect all pipes and Septic Tank from freezing or crushing.

FILL REQUIREMENTS		CONSTRUCTION ELEVATIONS		ELEVATION REFERENCE POINT
W	E			Location & Description: TBM#1: Nail and Flag 45" up 6" Spruce Tree
Depth of Fill (Upslope)	0"	Finished Grade Elevation	-50"	Reference Elevation: <u>0"</u>
		Top of Distribution Pipe or Proprietary Device	-63"	
Depth of Fill (Downslope)	1"	Bottom of Disposal Area	-74"	

- Notes:  
 1 - Cover Soil includes 4" loamy cap.

**DISPOSAL AREA CROSS SECTION**

Scale  
 Horizontal 1" = 10 ft.  
 Vertical 1" = 5 ft.



*Sarah Osley*  
 Site Evaluator Signature

#408  
 SE #

8/2/21  
 Date

## Construction Notes

(less than 1,000 GPD)

### 1 – Minimum Offsets: (Without Variance Request)

	Septic Tank	Disposal Field
Private Well	50 ft	100 ft
Property Line	10 ft	10 ft
Major Water Body	100 ft	100 ft
Minor Water Body	50 ft	50 ft
Foundation	8 ft	20 ft
Slab-on-grade	8 ft	15 ft
Slopes greater than 3:1	-	10 ft
Drainage ditch	25 ft	25 ft

2 – Properly protect all pipes, tanks and D-box (if needed) from freezing and crushing.

3 – Divert all surface runoff away from disposal field.

4 – Trees within 20 feet of disposal field should be removed.

5 – Disposal field should not be constructed during heavy rain, nor when the ground is saturated or frozen.

6 – Disposal field should be constructed either by hand, or with tracked equipment reaching from outside disposal field area (including fill extensions.)



**Septic Soils:**

**Gravelly Coarse Sand:**

Sieve Size	Percent Passing by Weight
3"	100
#4	75-100
#10	50-100
#60	10-50
#100	2-20
#200	2-8
Clay Fraction	0-2

**Crushed Stone:**

Sieve Size	Percent Passing by Weight	
	1 1/2" Stone	3/4" Stone
2"	100	100
1 1/2"	95-100	100
3/4"	0-40	90-100
1/2"	0-20	0-55
3/8"	0-8	0-25
#4	0-5	0-10
#200	0-2	0-2

**Specified Sand (Eljen System) -ASTM C33 sand specification:**

Sieve	Sieve Square Opening Size	Specification Percent Passing (Dry Sieve)
0.375"	9.5 mm	100.0 – 100.0
#4	4.75 mm	95.0 – 100.0
#8	2.36 mm	80.0 – 100.0
#16	1.18 mm	50.0 – 85.0
#30	600 µm	25.0 – 60.0
#50	300 µm	10.0 – 30.0
#100	150 µm	< 10.0
#200	75 µm	< 5.0

While the above gradation for Specified Sand is preferred, if it is unavailable, the following material may be substituted:

**Gravelly Coarse Sand** with the following additional specifications:

Sieve	Percent Passing
1"	100%
#4	75%
#100	<10%
#200	<5%

## Septic System User Notes

1. The septic system has been designed to meet requirements of the State of Maine Subsurface Wastewater Disposal Rules, 10-144A CMR241. Site evaluators are not notified when local ordinances are enacted which exceed state requirements, therefore it is the septic system owners responsibility to ensure that this septic system design (HHE-200 form) is in compliance with applicable local ordinances. This can be done by contacting your Local Plumbing Inspector and asking about local ordinances which differ from those required in the Rules.

It is the septic system owner's responsibility to obtain any local, state, or federal permit(s) that may be required for the installation of this septic system (work within or adjacent to a wetland may require a state and/or federal permit.) Contact the Maine Department of Environmental Protection at 287-2111 and the Army Corps of Engineers at 623-8367 if you have any questions.

2. It is the homeowner's responsibility to assure the proper soil stabilization of all areas disturbed during the septic system installation. Once disturbed areas have been seeded, limed, fertilized, and mulched, make sure they are watered so that the seeds may germinate and establish vegetation. Once stabilized, light limited activity is acceptable. Avoid uses which will kill vegetation and create bare soils.

3. The use of a garbage grinder/disposal with a septic system is not recommended. Depending on use patterns, they can contribute a significant amount of particulate matter and grease to the system. Excessive use may result in premature failure. If a disposal is to be used, additional tank capacity or a multi-compartment septic tank is required, and/or more frequent septic tank pumping is recommended. Composting is the preferred option for disposing of your organic garbage type wastes.

4. For new construction, it is recommended that the septic system owner install low volume toilets (1 ½ gallons per flush or less) and other flow reducing fixtures such as low volume shower heads and faucets to minimize water consumption. A reduction in water usage will generally result in extended life of your septic system.

5. It is the septic system owner's responsibility to limit water consumption and wastewater generation so that the septic system design capacity (design flow on the HHE-200 form) is not exceeded on any day. Activities which generate large amounts of wastewater should be spread out over several days where possible. Excessive use of a septic system on any day can cause the system to fail even though your use, averaged over a week or month is below design volume. Systems are designed so that it takes about 48 to 72 hours for water to pass through a septic tank from the time it enters the tank. The faster the water moves through your tank, the less settling time there is as higher velocities of water can carry larger particles of solid matter. Larger particulates will clog soil pores faster, thereby decreasing the life span of your disposal field.

6. Do not connect floor or roof drains to a septic system. Your septic system is not designed to handle this water and it will likely cause premature failure.

7. Do not dispose of backwash from water softeners or water treatment devices in your septic system. Large amounts of water can be generated from these devices which can overload a septic system. In addition, chemicals used in these devices may be harmful to the biologic organisms which are important to the proper function of your system.

8. Do not dispose of any hazardous or toxic substances in a septic system such as paint thinner, paints, varnishes, photographic solutions, pesticides, insecticides, organic solvents or degreasers, and drain openers. Septic systems depend on living organisms to function properly. Toxic or hazardous material can, in effect, kill the system and are a threat to pollute subsurface or groundwater resources. Instead of using a commercial degreaser or drain opener, which can be toxic, use one of the following:

A - A plunger or mechanical snake,

B - Pour one handful of baking soda and ½ cup of white vinegar down the drain pipe and cover tightly for one minute. Repeat as necessary, or

C - Pour ½ cup of salt and ½ cup baking soda down the drain followed by 6 cups of boiling water. Let sit for several hours or overnight, then flush with water.

9. Do not dispose of any inert or non-biodegradable materials in your septic system such as disposable diapers, cat box litter, coffee grounds, cigarette filters, sanitary napkins, tampons, facial tissues, or paper towels. They will not decompose and will therefore build up in your septic tank quickly. Some may pass through to your leachfield and result in plugging it up. Also, minimize the use of toilet paper (which is a solid material) and use National Sanitation Foundation recommended paper which breaks down quickly.

10. Do not dispose of fats or greases in your septic system (except for normal dish washing) unless your system has been specifically designed to handle them (an external grease trap.) It is also recommended that greasy dishes be wiped before being washed to cut down on the amount of grease and fat entering the septic system. Generally, an internal grease trap is inadequate to handle any large amounts of greases or fats.

11. Do not add any septic tank cleaner or additive to your septic system to improve its function or prolong its useful operating life (this includes yeast, horse manure or commercial products such as Rid-X.) No effective product or material is recognized by State or National authorities, and in fact, some of these products can actually cause your septic system to fail prematurely. They add large amounts of organisms to your septic tank, which cause accelerated breakdown of solids, turning the sludge into a slurry which can then leave the tank and enter the disposal field, plugging it up. Chemical additives are prohibited for use in Maine.

12. Maintain your septic system by regularly having the septic tank pumped. Some biological breakdown of solids and grease occurs in septic tanks but the rate of accumulation virtually always exceeds the rate of biological breakdown. If your septic tank is not pumped often enough, solids and greases may build up to the point where there is insufficient storage and retention time for wastewater in the tank. When that happens, more solids leave the tank than are supposed to, resulting in the clogging of your disposal field and premature failure.

I recommend having your septic tank pumped or inspected after one year of use. The pumper/inspector can advise you of how often you need to have the tank pumped based on what they find at this initial inspection. Typically, a septic tank will need to be pumped every two to five years. Keep in mind that you will need to adjust pumping frequency to coincide with changes in the way you use your system. The more your system is used, the more frequently the tank should be pumped. When having your septic tank pumped or inspected, have the baffles inspected. It is particularly important to have the outlet baffle inspected as it is responsible for keeping greases and fats from moving into the disposal field. Baffles that are missing or in need of repaired should be tended to immediately.

13. Do not drive (including ATV's) over, or store heavy materials on any part of your septic system unless it is specifically designed to handle heavy loads (H-20 components.) Otherwise, crushed components and system failure may be the result.

14. Divert all surface water away from the septic tank and disposal area. Roof areas which contribute runoff water to the septic system site should have gutters installed to divert that water to another location.

15 – PLEASE – If you have any questions about your septic system or how to use it, call me (231-4349) and ask for advice. You can also call the State Agency responsible for regulating septic systems. The plumbing program in the Division of Health and Human Services, at 287-2070.

**Small Construction Project Bid Form**

**Farm Brook Cabin Site Work**

BGS project number 3346

Bid Form submitted by: *email only to email address below*

Bid Administrator:

*Robert Gurney*  
Bureau of General Services  
111 Sewall Street, Cross State Office Building, 4th floor  
77 State House Station  
Augusta, Maine 04333-0077

BGS.Architect@Maine.gov

The undersigned, or *Bidder*, having carefully examined the form of contract and bid solicitation dated 03/04/2022, prepared by Ryan Kerr for Farm Brook Cabin Site Work, as well as the premises and conditions relating to the work, proposes to furnish all labor, equipment, and materials necessary for and reasonably incidental to the construction and completion of this project for the **Base Bid** amount of:

\$ \_\_\_\_\_ .00

Alternate Bids **are not included** on this project.

The Bidder acknowledges receipt of the following addenda to the specifications and drawings:

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

1. The Bidder agrees, if the Owner offers to award the contract, to provide any and all bonds and certificates of insurance, as well as Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers if required by the Owner, and to sign the designated Construction Contract within six calendar days after the date of notification of such acceptance, except if the sixth day falls on a State of Maine government holiday or other closure day, or a Saturday, or a Sunday, in which case the aforementioned documents must be received before 12:00 noon on the first available business day following the holiday, other closure day, Saturday, or Sunday.

This bid is hereby submitted by:

Signature: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

Company name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_