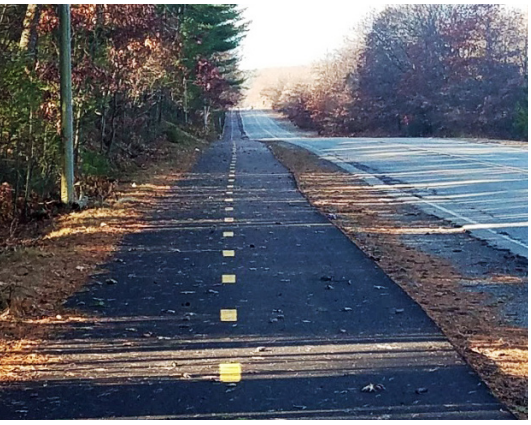


Chapter 90 Program

Municipal Guidance Document







massDOT
Massachusetts Department of Transportation

April 2024

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Chapter 1: Introduction

Authorized through Massachusetts General Laws (M.G.L) Chapter 90, Section 34, the Chapter 90 Program provides funding to municipalities for the implementation of capital improvements on local public ways. Every municipality in the Commonwealth is allocated a portion of total program dollars.

Introduction

The Commonwealth began providing aid to municipalities to assist with local road and bridge costs in 1973 as authorized through M.G.L Chapter 90, Section 34. Over time, this state aid became known as the Chapter 90 Program. The Massachusetts Department of Transportation (MassDOT) administers the Chapter 90 Program under the powers of the department provided in MassDOT's enabling legislation through Chapter 6C.

The purpose of the Chapter 90 Program is to provide municipalities with an annual funding source for improvements to and investments in local transportation networks. The Chapter 90 Program allows municipalities to evaluate their unique transportation needs and goals and allocate funding dollars accordingly. This is a reimbursement program, which means that municipalities pay for approved expenses up-front and receive reimbursement afterwards.

Funding levels for the Chapter 90 Program are established by Massachusetts Legislature and approved by the Governor on an annual basis. Based on the amount approved, each of the Commonwealth's 351 municipalities are allocated a portion of overall Chapter 90 Program dollars each state fiscal year, which runs July 1 through June 30.

The amount of annual funding a municipality receives is based on local road mileage (58.33%), population (20.83%), and employment (20.83%). Local road mileage is gathered from MassDOT's Road Inventory File. Population data is collected using decennial census data from United States Census Bureau. Employment figures are provided by the Massachusetts Department of Unemployment Assistance. This formula was developed by the Legislative Rural Caucus of the Massachusetts Legislature's Transportation Committee in 1972.



It is not uncommon for a municipality's Chapter 90 funding to fluctuate slightly each year. For example, if a town adds a new public roadway, its total lane mileage would increase. In turn, this would increase the town's apportionment the following year, though only by a small amount. On the other hand, if a community lost population over the year, it would observe a slight decrease in funding.

Why do Apportionments Change Annually?

Total program dollars are divided among communities based on the lane miles, population, and employment in each municipality. Since these figures often fluctuate across municipalities, apportionments will vary accordingly each year.

Since there is a finite amount of program dollars to distribute, fluctuations in funding to one municipality correlates to funding changes for all municipalities, respectively. In other words, though nothing may change in one municipality, conditions may change in several others, impacting that municipality's appropriation as a result. However, unless a major change takes place, these fluctuations are generally relatively small. Current and past apportionments can be found on the Chapter 90 Program webpage.

Apportionments are calculated before the start of each fiscal year. MassDOT then sends a letter to each municipality detailing its apportionment for the upcoming fiscal year. However, funds for that fiscal year cannot be reimbursed until funding is formally approved by the Massachusetts Legislature and the Governor and until after the start of the fiscal year.

Only roadways that are reported to MassDOT as locally accepted and owned roads can be factored into the apportionment calculation. Moreover, Chapter 90 funds can only be used on roadways that are locally owned. Therefore, it is crucial that municipalities maintain an accurate record of roadway jurisdiction with MassDOT. Municipalities can view local roadway jurisdiction using MassDOT's Road Inventory File Map. The Road Inventory File can also be viewed as a downloadable table via the Road Inventory Municipal Data Viewer.

Changing or Correcting Roadway Jurisdiction

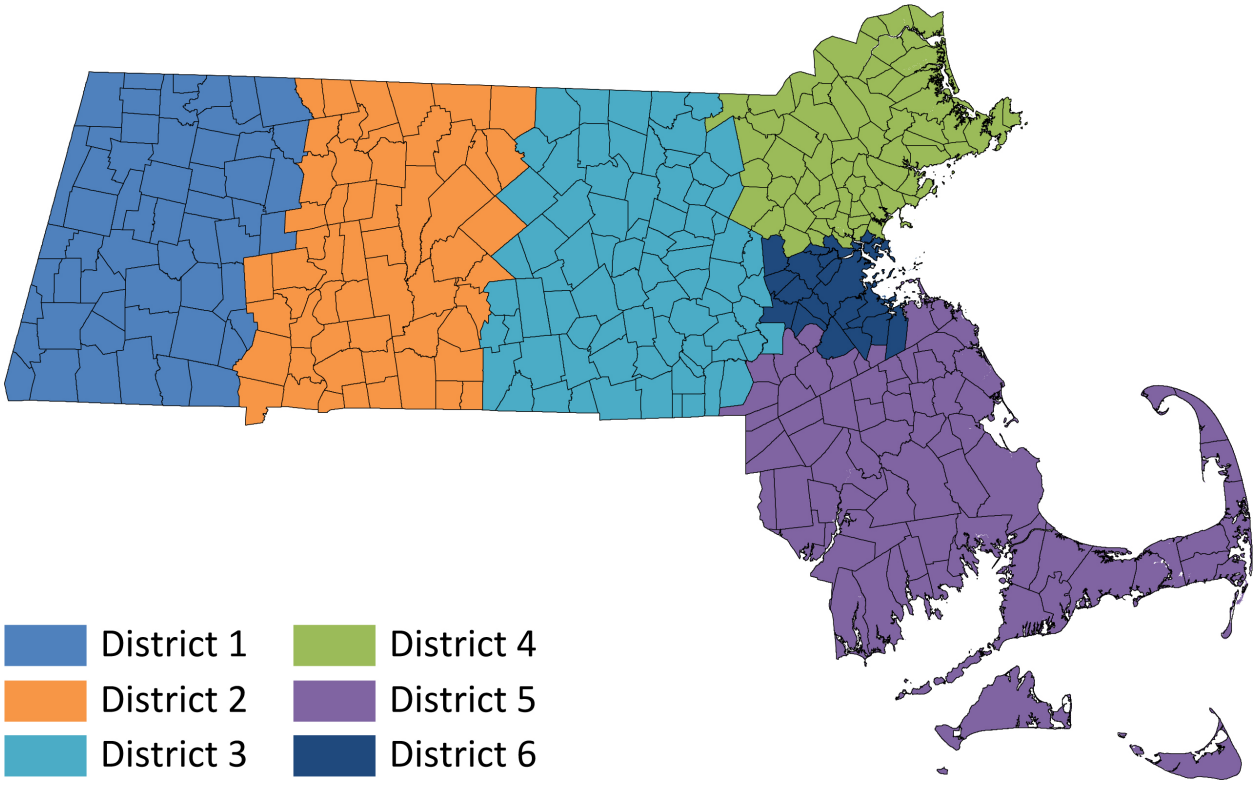
MassDOT understands that sometimes roadway jurisdiction changes at the local level. To request changes or updates to the Road Inventory File, municipalities must use the online Road Inventory Submission Application (RISA) tool.

How the Program is Managed

MassDOT administers the Chapter 90 Program. Each municipality enters into a contractual agreement with MassDOT for the use and disbursement of funds. Given the long horizon of this program, these contracts generally have a duration of ten years. The contract dictates how funds can be spent, rules that must be adhered to, and the process for receiving program funds. While program guidance is provided in this document, municipalities should be familiar with their contract's specific terms.

There are numerous staff across MassDOT that assist in the management of the Chapter 90 Program. Most frequently, municipalities will work with their District State Aid Engineer. There are six MassDOT Districts, and each District has a State Aid Engineer responsible for the administration of the Chapter 90 Program for the communities within that District. Municipalities can find their MassDOT District here, or in Appendix A. An up-to-date list of State Aid Engineers and contact information can be found on the Chapter 90 webpage.

Figure 1. MassDOT Districts



State Aid Engineers are a key local resource for Chapter 90. They review and approve Project Requests and process Reimbursement Requests from municipalities. They also provide local support and guidance as needed throughout the project process, including helping municipalities determine if a proposed expense is eligible to be funded through Chapter 90.

Municipalities are also likely to communicate with other MassDOT departmental staff when conducting Chapter 90 work, including those from MassDOT's Fiscal Department or Contracts and Records Department. Depending on the work being conducted, municipalities may also need to work with the MassDOT Office of Construction Prequalification/Records & Procedures ("Prequalification Unit") to collect lists of construction contractors qualified to perform the proposed work. When a project requires a municipality to advertise and collect bids for a project, they must also correspond with the Prequalification Unit.

Figure 2. Chapter 90 Program Management Roles



MassDOT Roles	Municipal Roles
• Provide program guidance & assistance	• Plan & prioritize projects
• Manage contracts & accounts	• Submit Project Requests
• Confirm eligibility and approve projects	• Hire consultants and contractors
• Supply prequalification/bidding information	• Oversee or perform approved work
• Provide disbursements to municipalities	• Request reimbursements

At the municipal level, there may also be several staff involved with the Chapter 90 Program. Municipalities are in charge of determining how Chapter 90 funds will be spent. They are also in charge of submitting Project Requests, advertising projects, collecting bids, overseeing work or purchases, and submitting Reimbursement Requests. Staff responsible for these tasks typically work in Public Works, Highway, or Planning Departments. In some communities, a Selectboard, Council, or another governing body may be involved. For other communities, Chapter 90 work may be conducted by a sole Town Manager or Administrator.

Chapter 2: Eligible Expenses



Chapter 90 funds may be used for projects and expenditures that create or extend the life of local capital facilities. Projects on private roadways or those otherwise not owned by the municipality (such as those owned by MassDOT) are not eligible to utilize Chapter 90 funding. The specific expenses which are eligible for Chapter 90 funding are set forth by governing legislation through the Massachusetts legislature.

Eligible Chapter 90 costs can be separated into four general categories: Construction, Equipment, Consultant Services, and Other. The following sections list eligible expenses for each category. For items not included in these sections, please contact the appropriate District State Aid Engineer to confirm eligibility.

Is the Roadway Eligible?

Chapter 90 funds may only be used for construction on locally owned, or accepted, roadways. Local roadway jurisdiction can be viewed using MassDOT's Road Inventory File Map or as a downloadable table via the Road Inventory Municipal Data Viewer. To request changes or updates to the Road Inventory File, municipalities must use the online Road Inventory Submission Application (RISA) tool.

Construction

Chapter 90 funds can be used for construction, preservation, and improvement projects that create or extend the life of capital facilities. This includes costs for highway projects and pedestrian and bicycle facilities. Chapter 90 funds may only be used on locally owned roads. Operating costs associated with lighting and traffic signals (such as electrical power) and landscaping outside of the roadway are not eligible. Figure 3 below lists construction costs that are eligible for Chapter 90 funding. All improvements must comply with Manual on Uniform Traffic Control Devices (MUTCD). For elements not included on this list, please contact MassDOT to confirm eligibility. The figures on the following two pages depict common examples of roadway projects that involve eligible Chapter 90 expenses.

Figure 3. List of Construction Activities Eligible for Chapter 90 Funding

Civil	• ADA accessible ramps • Berms and Curbs • Bike Lanes (on-road and separated) • Drainage • Fabric • Flex posts • Graveling	• Guardrails • Rail Trails • Raised Crossings • Rip Rap • Shoulders • Sidewalks • Shared Use/Multi-use Paths
Pavement	• Chip Stone Seal • Crack Sealing • Full Depth Construction • Infrared Repairs (in connection with surface treatments)	• Microsurfacing • Oil and Stone • Pug Mill Mix (cold mix) • Recycled Aggregate Pavement • Resurfacing
Traffic	• Direction and Warning Signs • Pavement Markings • Pedestrian Signal Equipment, Rectangular Rapid Flashing Beacons, Pedestrian Hybrid Beacons, and Crosswalks • Speed Management Equipment such as Speed Humps, Cushions, or Tables • Traffic Signals, Posts, and Mast Arms	
Structures	• Bridges • Culverts	• Footbridges/Pedestrian Bridges • Retaining Walls
Other	• Right of Way Acquisition • Street Lighting (excluding operating costs and decorative enhancements) • Tree Planting/Landscaping in association with a project	

Figure 4. Sample Chapter 90-Eligible Project Costs – Urban Intersection

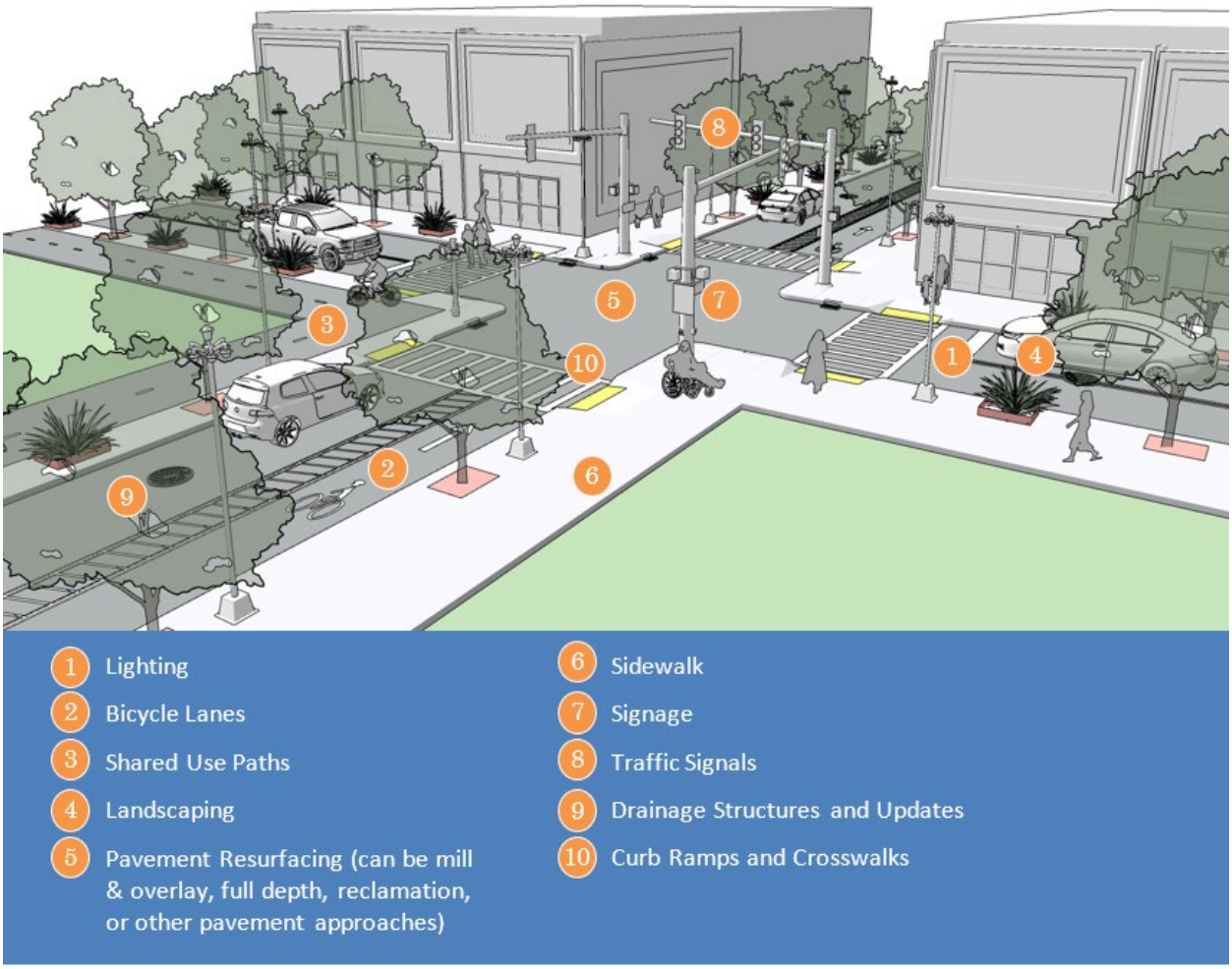
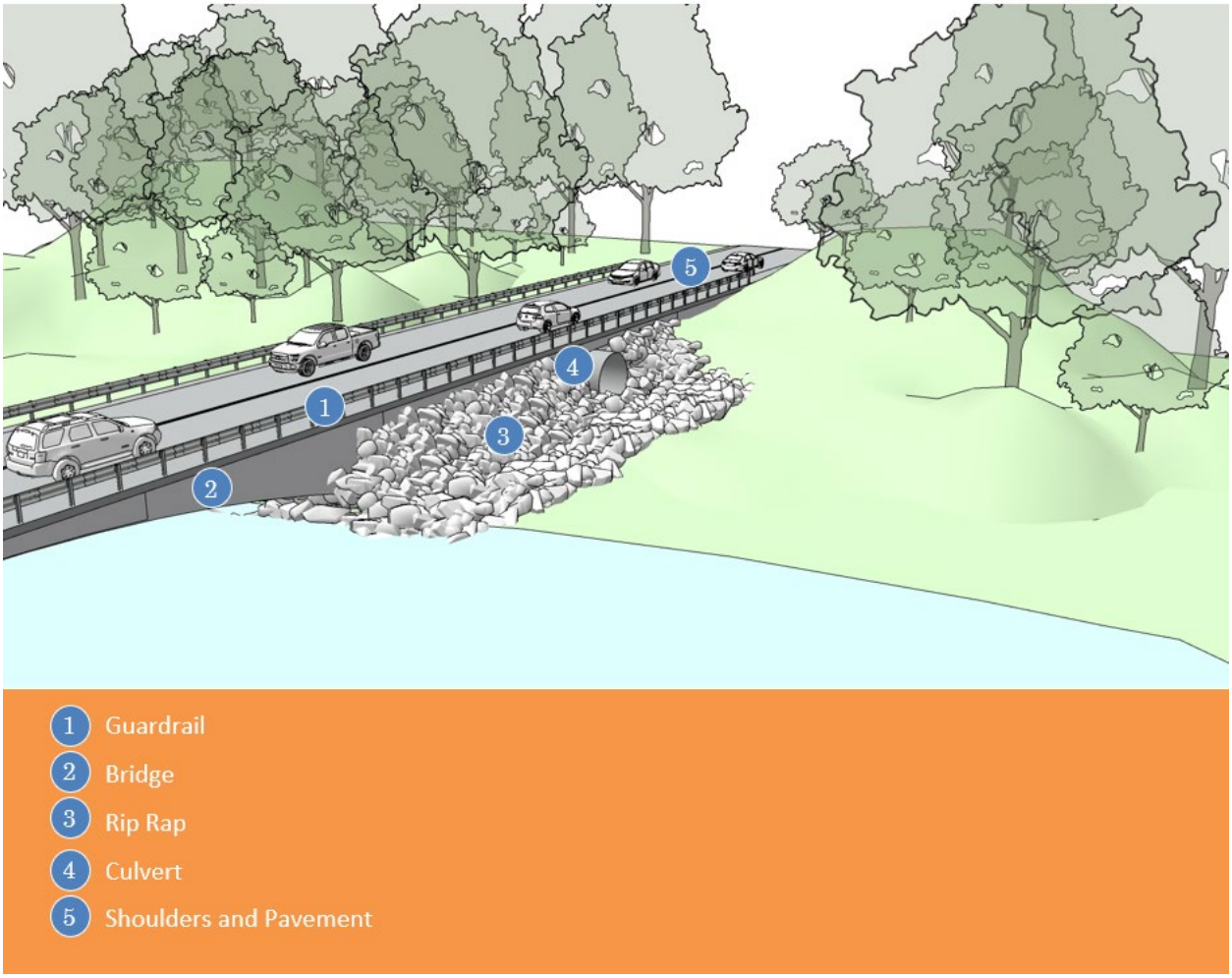


Figure 5. Sample Chapter 90-Eligible Project Costs – Rural/Suburban Roadway



Equipment

Chapter 90 funds may be used for the purchase or long-term lease of road building equipment, machinery, and tools that are specifically related to a Chapter 90 project or benefit Chapter 90 work. Purchased items must remain the property of the municipality. Costs related to the maintenance and storage of the equipment are also eligible but must be specifically related to the purchase. Expenses for the long-term lease of items will be reimbursed once annually.

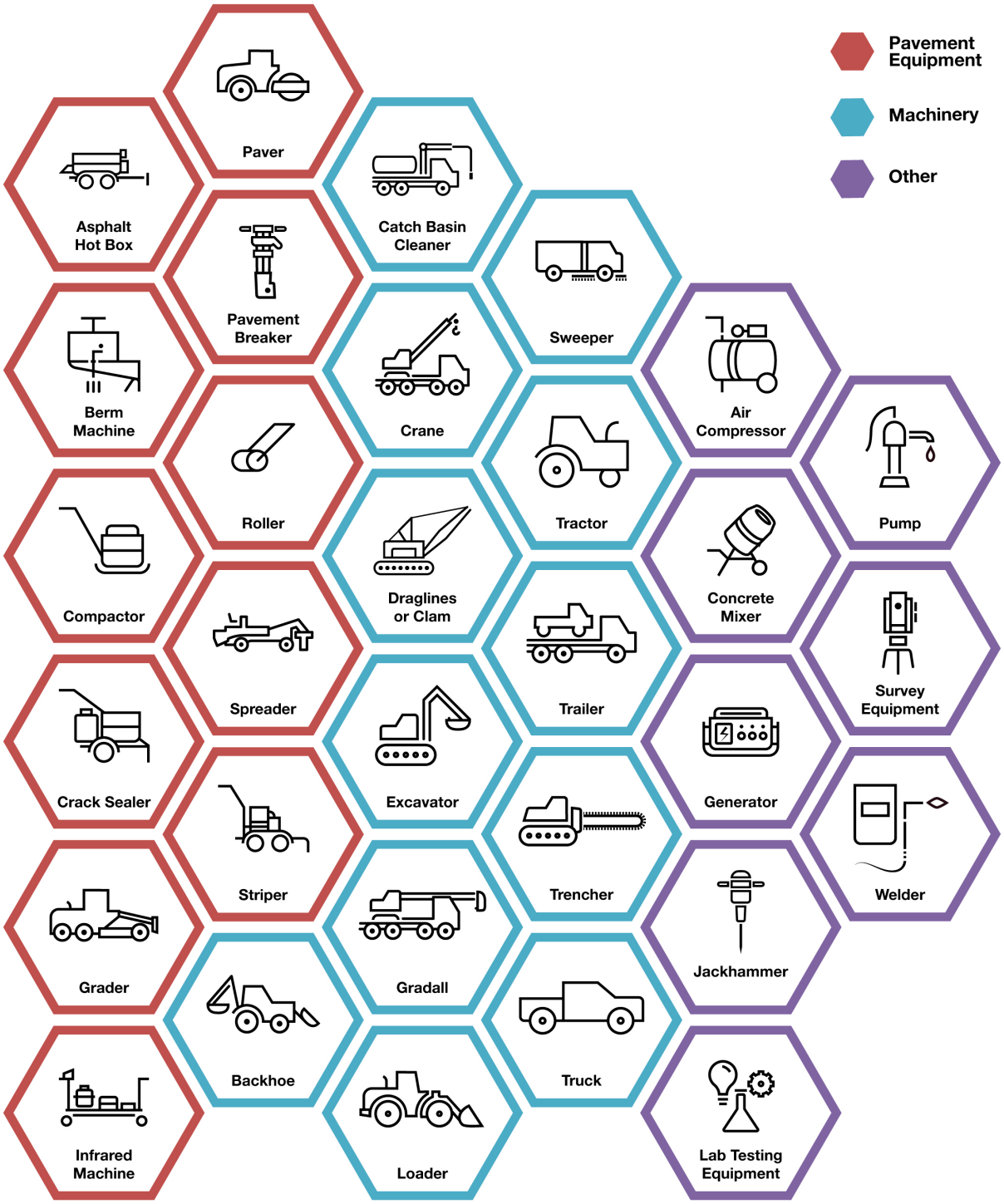
Figure 6 below lists Chapter 90-eligible equipment. Equipment and tools used for seasonal and/or general maintenance such as snowplows, ice equipment, and guardrail mowers are not eligible. For other equipment and tools not included on this list, please contact MassDOT to confirm eligibility. Figure 7 on the following page depicts eligible equipment by type.

Figure 6. List of Equipment Eligible for Chapter 90 Funding

Equipment	• Air Compressor • Asphalt Hot Box • Backhoe • Berm Machine • Catch Basin Cleaner • Compactor • Concrete Mixer • Crack Sealer • Crane • Draglines or Clam • Excavator • Generator • Grader • Gradall • Infrared Machine • Jackhammer	• Lab Testing Equipment • Loader • Pavement Breaker • Paver • Pump • Roller • Spreader (for Chip Seal projects) • Striper • Survey Equipment • Sweeper • Tractor • Trailer • Trencher • Truck (Minimum 13,000 Pounds) • Welder

*New in 2023, the truck weight minimum has been lowered from 26,000 pounds to 13,000 pounds to allow for the purchase of dual rear wheel trucks used to conduct Chapter 90-related work. Any requests for single rear wheel trucks that meet the weight threshold will be considered on a case-by-case basis. Vehicles may not be purchased for the sole use of transportation of personnel.

Figure 7. Equipment and Tools Eligible for Chapter 90 Funding by Type



Consultant Services

Municipalities can use Chapter 90 funding to acquire consultant services to conduct various transportation-related work. Figure 8 below lists typical services that utilize Chapter 90 funds.

Figure 8. List of Consultant Services Eligible for Chapter 90 Funding

Transportation Engineering Design	• Civil engineering • Traffic counts and analysis • Signal design, signal warrant evaluation	• Right-of-way (ROW) plans and easements • Environmental permitting support
Transportation Planning and Analysis	• Analysis or plans such as Needs Assessments or Road Safety Audits (RSAs)	• Development, maintenance, and implementation of Pavement and Asset Management Systems
Other	• Consultant services for inspections and testing	• Land surveying services

Other

Other expenses not yet identified in this guidance may be approved by MassDOT if they will benefit capital transportation assets. Municipalities should confirm eligibility of any expenses not listed as eligible in this guidance with MassDOT.

Figure 9. List of Other Expenses Eligible for Chapter 90 Funding

Other	• Garages (construction and additions) for storage of road building equipment • Parking facilities related to mass transportation (a facility with bus or rail transit services)	• Pavement Management Software • Salt storage sheds

Chapter 3: Project Planning

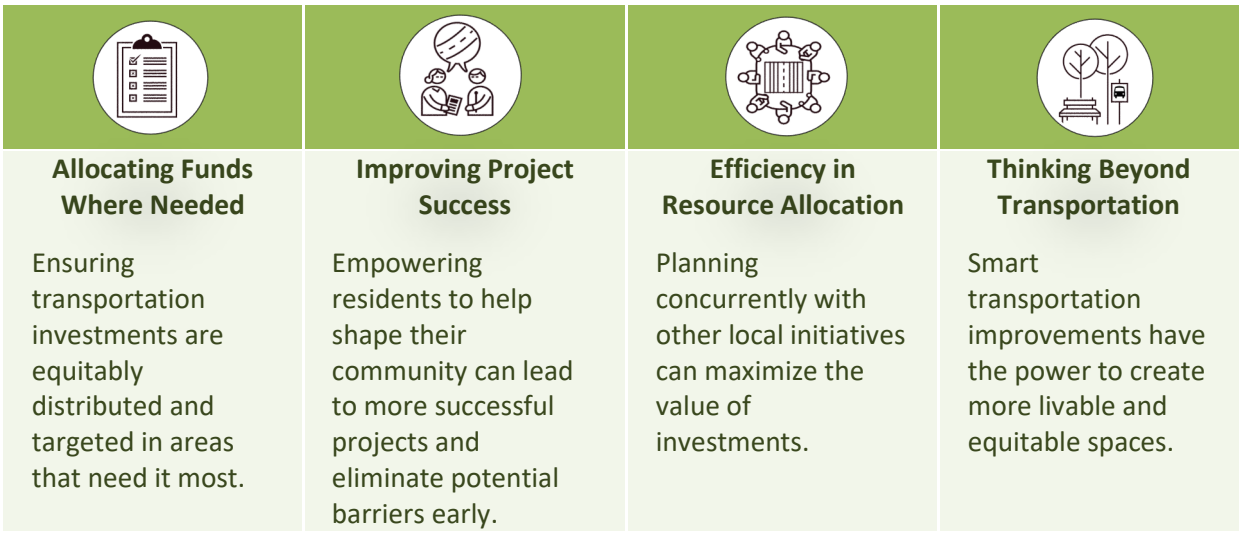
Strategic project planning can help ensure that a municipality's Chapter 90 funds are spent in the most efficient manner. This chapter details several ways that communities can plan transportation investments.

Planning Methods & Strategies

The appropriate strategy for planning Chapter 90 spending will vary in different contexts. In some cases, communities may find that they have accumulated a large amount of Chapter 90 funds in recent years; however, with no comprehensive plan for spending, the funds remain uncommitted, and no improvements are made to the transportation network. Meanwhile, many other municipalities may use their Chapter 90 funds quickly and could benefit from adopting a more long-term approach to project planning.

The Chapter 90 Program does not require municipalities to utilize a certain planning method for the use of program funds. However, doing so is important and encouraged. Chapter 90 funds may be used to develop many of the planning methods and strategies described in this chapter.

Figure 10. The Importance of Planning



Thinking critically about how to spend Chapter 90 funds begins with an understanding of the current status of transportation facilities, local priorities, the needs of residents, and more. Municipalities may also consider additional local and regional data already available to them. Taken together, this data can then be used to develop a comprehensive plan for transportation

investments. Some examples of plans, studies, or analyses used by municipalities to inform the programing of funds are listed in Figure 11 below, with some of the most common methods described in detail on the following pages.

During the development of any plan, study, or analysis, the public should be engaged to receive input on the users of the facilities that are being evaluated. More information on Public Engagement can be found on page 21.

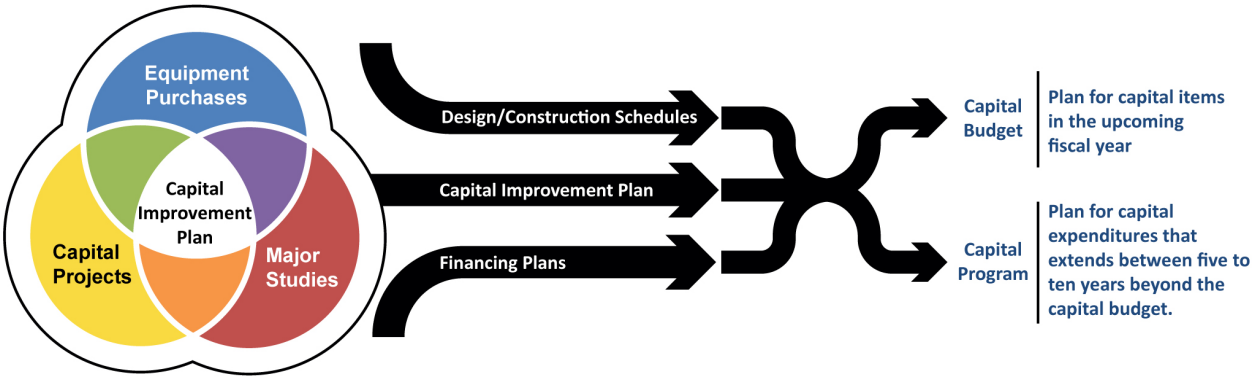
Figure 11. Common Methods for Identifying Investments

Plans	• Capital Improvement Plans (CIP) • Comprehensive Plans • Long Range Transportation Plans • Master Plans • Prioritization Plans (including Complete Streets Prioritization Plans) • Roadway Maintenance or Repaving Plans
Studies	• ADA Transition Plans/Assessments • RSAs including Bike/Pedestrian Audits
Analyses	• Asset Management Programs • Crash Reports, Highway Safety Improvement Program (HSIP) Crash Clusters and Segments • Needs Assessments • Network Gap Analyses • Pavement Management Programs

Capital Improvement Plans

A Capital Improvement Plan (CIP) contains all the capital projects, equipment purchases, and major studies that a municipality plans to undertake. The CIP is developed in cooperation with design and construction schedules, and in conjunction with any financing plans. The plan provides a working outline for maintaining and improving the community's infrastructures. It coordinates strategic planning, financial capacity, and physical development into one document. The development of the CIP can pull data from many of the sources listed in Figure 11 and works across a municipality's Planning, Finance, and Public Works Departments.

Figure 12. Capital Improvement Plan Components



Typically, a CIP has two main components: a capital budget and a capital program. The capital budget spending plan is for capital items in the upcoming fiscal year. Meanwhile, the capital program is a plan for capital expenditures that extends between five to ten years beyond the capital budget. This helps communities think about a strategic plan for spending beyond the current fiscal year.

Road Safety Audits

Road safety audits (RSAs) are a cost effective and proactive safety improvement tool that identifies potential safety issues and opportunities for safety improvements that Chapter 90 projects can address. An RSA is a formal safety review of an existing or planned road or intersection conducted by a multidisciplinary team. The aim of an RSA is to answer the following questions:

Did You Know?

Chapter 90 funds can be used to procure consultant services to conduct assessments such as an RSA or Network Gap Analysis and plans such as Asset Management Programs.

- What elements of the road present a safety concern?
    - To what extent, to which road users, and under what circumstances?
- What opportunities exist to eliminate or mitigate identified safety concerns?

There are several tools available to assist municipalities in identifying safety issues and proposed counter measures. The Federal Highway Administration's (FHWA) Road Safety Audit Guidelines provide guidance for developing RSA policies and procedures when conducting RSAs within their jurisdiction. These guidelines are also helpful for RSAs conducted on local roadways. Often it is helpful to analyze crash history prior to conducting an RSA. MassDOT's IMPACT Tool can be used to engage with crash-related data on a user-friendly interface.

RSAs are a requirement for Massachusetts high-crash locations that fall under MassDOT's Highway Safety Improvement Program (HSIP). If a project is HSIP-eligible, an RSA is required for 25% design plans. MassDOT's RSA report template and guidelines can be found here.

FHWA's 2020 Pedestrian and Bicyclist Road Safety Audit (RSA) Guide and Prompt List provide residents, local officials, transportation agencies, and RSA teams with a better understanding of the needs of pedestrians and bicyclists in the transportation system.

Think Beyond Vehicles!

Be sure to make safety considerations for bicyclists, pedestrians, and transit users as appropriate when conducting an RSA.

Asset Management Programs

In addition to larger assets such as a pavement network, municipalities are responsible for the maintenance of their other key assets which can include utilities, sidewalk, curb ramps, guardrail, traffic signals, signage, and more. A robust Asset Management Program can help municipalities strategize their spending to maintain their vital assets before expanding their infrastructure. An Asset Management Program should:

- Accurately inventory the assets maintained or owned by the municipality
- Quantitatively rank the need to repair assets based on life expectancy, safety, importance, or other metrics
- Strategically plan how to incorporate asset replacement or repair into other capital projects
- Justify the need of existing assets and identify where new assets are required

Network Gap Analysis

A Network Gap Analysis is another helpful tool for understanding transportation needs. A Network Gap Analysis considers the needs of all users of a roadway – bicyclists, pedestrians, transit users, vehicles, and more. Communities can use limited resources to develop a holistic street network that emphasizes critical connections around key destinations.

A critical first step in a Network Gap Analysis is evaluating existing accommodations and then overlaying land use, demographics, safety, and usage statistics. This will identify gaps in each of the modal networks (such as pedestrian, bicyclist, or transit) in a community. By overlaying the transportation networks, a municipality can identify missing or inadequate modal connections between destinations. The results of this analysis can inform transportation investments.

Municipalities should tailor the analysis to local needs and priorities. As part of MassDOT's Statewide Pedestrian Plan and Statewide Bicycle Plan, several tools were developed to help communities assess latent demand for walking and biking in their communities. For example, the Potential for Everyday Walking Tool uses trip length, land use, transit access, socio-demographic data, and other factors to identify areas that are well-suited to walking and biking for short, everyday trips to work, shops, appointments, and other local destinations. Other elements evaluated for Network Gap Analyses are listed in Figure 13.

Figure 13. Elements Included in a Network Gap Analysis

Transportation Facilities	Sidewalks and Paths, Bike Facilities, Marked Crosswalks, Public Transit, Transit Ridership, Transit Routes/Frequency, Roadway Centerline, Number of Lanes, Curb line, Right-of-Way
User Counts	Pedestrian Counts, Bicycle Counts, Average Annual Daily Traffic (AADT)
Safety	Posted Speed Limit, Traffic Control Device, Crash Data
Destinations	Land Use (Zoning Classifications); Community/Senior Centers; Parks; Elementary, Middle, and High Schools (Public and Private); Universities and Community Colleges; Employment Centers/Employees
Community Characteristics	Population, Demographics (Census Data), Feasibility, Jurisdiction Boundaries, Topography

The network gap analysis can be completed by one or several of these methods:

- Utilizing a multimodal travel demand model to assess desire lines based on land use
- Developing a geodatabase using GIS analysis tools
- Interviewing key stakeholders
- Conducting a site walk with advocacy groups, district/chamber of commerce, neighborhood associations, or other local groups

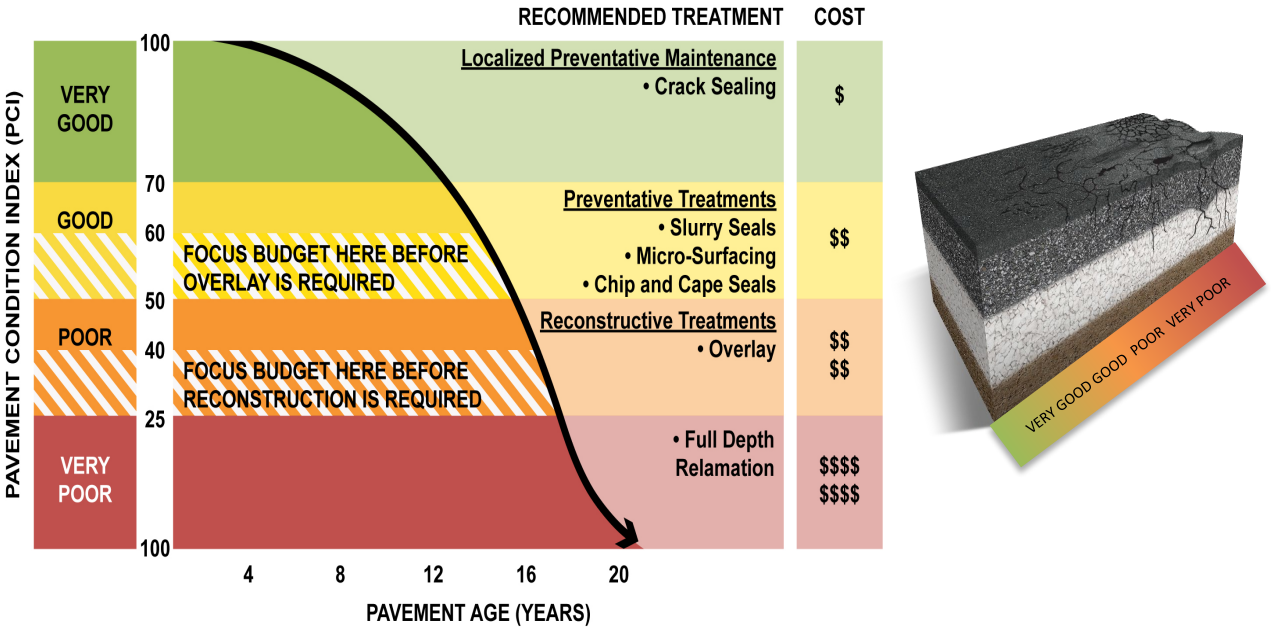
Stakeholders

Stakeholders are people, businesses, or organizations that have an interest in the project. Stakeholders may be abutters, residents, a city- or town-elected official, a business owner, a representative from a neighborhood association, or a representative from a special interest group.

Pavement Management Programs

In many municipalities, the most valuable local asset is often the roadway network. As such, maintaining the existing network can be equally or even more important than adding new roads. Pavement investments based on pavement management principals and strategies ensure that roadway conditions are maximized within an allowable budget. As an underlying principle, a pavement management strategy should place an emphasis on low-cost maintenance and preservation as a means to keep pavement in good condition and prevent more expensive pavement reconstruction.

Figure 14. Pavement Management Condition and Treatment Costs Over Time



Most municipalities already participate in some form of pavement management, and the key elements include:

- Assessment of current network condition
- Definition of network goals
- Development of metrics of success
- Identification of community needs
- Strategizing maximum return on investment
- Displaying road network data in GIS format

Project Prioritization

Regardless of the planning method used to develop potential transportation projects or expenditures, sometimes limited funds may require the prioritization of spending. It can be helpful to use a quantitative or qualitative method to prioritize potential projects to determine which one should be funded first.

Figure 15 provides an example of a prioritization matrix used to rank projects. Prioritization criteria are used to organize a municipality's list of potential projects into a ranked list. The process of prioritizing projects will be unique to each community and the prioritization criteria should be tailored to local goals and community initiatives.

Figure 15. Sample Prioritization Matrix

Prioritization Matrix	Project Readiness	Asset Need	Mobility	Economics	Equity	Environment	Cost Effectiveness	Total
Project/ Weighted Score	5	20	25	10	15	15	10	100
Sample Project 1								
Sample Project 2								
Sample Project 3								

Any prioritization criteria selected by the municipality should be clearly defined and measurable. Public conversations about what criteria to use for project prioritization may also help ensure the prioritization process results in projects that reflect community priorities. Potential criteria are listed in Figure 16.

Figure 16. Example Prioritization Criteria

Safety Benefits	Number of traffic calming elements, addresses a pedestrian, bicycle, and/or vehicle high crash location or other safety issue
Mobility Improvements	New sidewalk or bicycle connections (separated, on-road), improvements on existing facilities
Transit Operations and Access improvements	Improve transit travel time, bus stop improvements, new public transit services
Community Support	Public meeting was held, demonstrated support from the public
Equity	Project serves an Environmental Justice Community, minority populations, Title VI, low-income populations, Housing Choice
Environmental and Health Benefits	Number of new street trees, reduction in travel lanes or anticipated reduction in traffic
Compatibility with Local or Regional Goals	Projects that complement or catalyze a local initiative listed in a local or regional master plan
Project Progress or Anticipated Schedule	Projects with existing momentum from a public meeting, has completed design plans or is “Shovel Ready”
Cost or External Funding Opportunities	Funding availability for design or construction through other sources
Constructability	Minimal utility risk, traffic delays, or right-of-way impacts expected

Once prioritization criteria have been selected, all potential projects can be evaluated using the established criteria. To do this, a variety of prioritization methodologies may be considered. Several methods are provided in this document; however, community conversations and specific municipal goals should factor strongly into the selected method. The Chapter 90 Planning Toolkit, described later in this chapter, provides a template for prioritization matrices.

Unweighted Prioritization

This simple prioritization method assumes all prioritization criteria are equally important. Projects are evaluated by applying the selected prioritization criteria to each project with highest scoring projects ranked as number one, and so on.

UNWEIGHTED PRIORITIZATION SAMPLE		Asset Need	Mobility	Equity	TOTAL SCORE	RANKING
PROJECT	Rating	/10	/10	/10	-	#
Sample Project 1	Rating/10	4	8	10	22	1
Sample Project 2	Rating/10	10	4	4	18	2
Sample Project 3	Rating/10	8	5	4	17	3

Weighted Prioritization

This prioritization method considers some prioritization criteria more strongly than others. For each prioritization criteria, a weight must be established, allowing the municipality to emphasize criteria that best align with their key goals. Once weights have been assigned to each prioritization criteria, projects are scored using the weighted criteria to develop a prioritized project list. The tables above show how three projects would rank differently when prioritized using an unweighted or weighted matrix.

WEIGHTED PRIORITIZATION SAMPLE		Asset Need	Mobility	Equity	TOTAL SCORE	RANKING
PROJECT	Scoring	50%	35%	15%	/10	#
Sample Project 1	Rating/10	4	8	10		
	Score	2.00	2.80	1.50	6.3	3
Sample Project 2	Rating/10	10	4	4		
	Score	5.00	1.40	0.60	7	1
Sample Project 3	Rating/10	8	5	4		
	Score	4.00	1.75	0.60	6.35	2

Two-Step Rank with Top Criteria (Binary)

For communities interested in the more nuanced approach offered by weighted criteria, but with a clear vision for specific project criteria that outweigh all others, this two-step approach may be useful. To begin, projects are ranked based on weighed prioritization criteria, as described above. As a second step, all projects are examined through the lens of one top criteria, for which all projects are given a binary score. Projects that meet the top criteria are moved to the top of the project list and then prioritized based on their weighted score. The top criteria used in the second step should reflect a strong municipal goal or policy objective. A wide range of top criteria are possible, including:

- Project Cost (such as whether the project cost per linear/square foot is below an established threshold)
- Targeted Geography (such as whether the project is within a high-priority area such as a town center, recreation area, or near a school)
- Equity (such as whether the project is within a census tract with most people below the statewide median income)

Two-Step Rank with Top Criteria (Categorical)

For communities that are committed to certain categorical criteria – for example, ensuring at least one project from every neighborhood is prioritized – this two-step approach may be useful. To begin, projects are ranked as described on the prior page. As a second step, all projects are grouped into categories based on project characteristics. The top projects from each category are then moved to the top of the project list and then prioritized based on their weighted score. This allows one project from each category to be prioritized near the top of the list. Examples of categorical criteria include:

- Geography (such as whether one project from every defined neighborhood/ward/council district is prioritized near the top of the list)
- Mode (such as whether one project from each modal emphasis category (transit, biking, or walking) is prioritized near the top of the list)

MassDOT Chapter 90 Planning Toolkit

MassDOT understands that municipalities have different needs and abilities when it comes to developing a plan for Chapter 90 spending. As a part of this guidance document, MassDOT created a Chapter 90 Planning Toolkit to provide municipalities with basic resources to program their Chapter 90 funds. Download the Planning Toolkit from the Chapter 90 webpage. The Planning Toolkit is an Excel document that provides a template of the following:

- Annual Chapter 90 Checklist
- Asset Condition List
- Bridge Inventory List
- Infrastructure Budget
- Project Planning Table
- Project Prioritization Matrix (unweighted and weighted)

Instructions for each template are included within the Excel document and are detailed here.

The **Annual Chapter 90 Checklist** provides a list of steps that a municipality may take on an annual basis to prepare for funding decisions related to Chapter 90. These include meetings with municipal staff and the public, updating inventory

	Annual Chapter 90 Checklist
	Update inventory of pavement condition on roadways to see if any are a priority for repair - consult pavement management plan
	Check off the light-blue shaded cell when the task has been completed as a part of the annual planning process for Chapter 90.
	f roadway bridges based on latest inspection reports by MassDOT
	inventory of culverts and locally-owned pedestrian bridges
	epartment for reports of congestion or crashes that may require addressing
	ilities to determine major infrastructure needs
	Check with Town Planner about economic developments or initiatives
	Check Municipal Vulnerability and Preparedness Plan (MVP) for FEMA Vulnerability Improvements
	Check Complete Streets Prioritization Plan to see if any upcoming projects require design or supplemental construction funding
	Check Master Plans and Capital Improvement Plans for potential projects
	Host a public meeting to hear community needs

logs, and checking planning documents for potential projects. Items on the checklist can be added, edited, and deleted as desired.

The **Asset Condition List** and **Bridge Inventory List** can be used to comprehensively track the condition of transportation assets, as well as their potential for repair needs. The Asset Condition list can be used for a wide range of assets, spanning from signage to pavement to drainage. The template includes information on how old the asset is, when it was last inspected, its recent condition, and its monetary value. This information may help a municipality prioritize repair work. The Bridge Inventory List functions similarly but provides additional fields to summarize key data from Bridge Inspection Reports. For both templates, fields can be added or deleted to suit a municipality's specific needs.

The **Infrastructure Budget** and **Project Planning Table** can be used independently or in partnership with existing budgeting tools that a municipality may already have. The budget template can be used at the beginning of each fiscal year to compile anticipated revenue from various funding sources, as well as anticipated uses of funds. Municipalities may need to add rows for additional funding sources or expenditures depending on their individual needs. The Project Planning tab is meant as a more long-term planning tool and allows municipalities to list all potential projects and assign them anticipated construction years, thereby projecting how Chapter 90 funds will be carried over and utilized to meet future needs.

The **Project Prioritization Matrices** (weighted and unweighted) are project prioritization templates that allow municipalities to rank projects against each other as described in earlier in this chapter. Both templates prompt the municipality to add projects and set criteria by which the projects will be prioritized. The **Unweighted Matrix** will rank the projects based on all set criteria evenly, while the **Weighted Matrix** allow the user to input percent-weights to each category and then rank accordingly. Both the Weighted and Unweighted Matrix templates' cells are prepopulated with the necessary mathematic formulas to conduct the specified ranking; municipalities only need to fill in the blanks and add/hide rows or columns as desired.

The intent of the Chapter 90 Planning Toolkit is to provide municipalities with a basic resource for planning. The Planning Toolkit may be used as a guide for planning as deemed appropriate by the municipality. It should be noted that altering the Excel document from its template form may undermine any preset formulas and conditions of the cells, thereby potentially resulting in mathematical errors. Municipalities should verify that all work is accurate. The Planning Toolkit does not replace any required local, state, or federal planning methods or approvals.

Public Engagement

Public participation is a key part of any planning process and is crucial to project success. Whether collecting data, developing plans, or constructing a project, public engagement should be a part of the process. Municipalities can engage the public to identify local issues or needs, understand what is important to their residents, develop preferred project solutions or alternatives, and more. While MassDOT does not have requirements for public engagement related to Chapter 90, principles for effective engagement are detailed on the following pages.

Figure 17. Stages of Local Public Engagement



Seek Diverse Representation

Public engagement efforts should include representatives from vulnerable and marginalized groups and should be demographically representative of the community it represents.

Engage Throughout the Entire Process

Public engagement should occur throughout the development and implementation of a project. Strive to be explicit about goals, process, and timeline. Letting the public know what decisions they can influence and how final decisions are made keeps everyone on the same page. Provide regular and timely updates on decisions.

Utilize Partnerships

Partner with community leaders or community organizations to make public input more accessible among their constituents. Request help in reaching members and presenting materials. Consider ways to compensate community leaders or organizations for their time.

Offer Multiple Avenues for Participation

Consider providing ways to provide input both in-person and online to work around time constraints and offer more options for engagement. Offering different times of the day and week will allow people with different work schedules to participate. Consider cultural and religious holidays when selecting dates and ensure meetings do not conflict with other public meetings.

Remove Barriers to Participation

Time, access, language, and caretaking responsibilities are just a few barriers that people may face in participating in a public meeting. By addressing specific barriers to participation, municipalities will make it possible for a broader range of people to participate in the development of policies and projects and reduce risks and blind spots associated with low community engagement.

How Can Municipalities Engage?

- Add discussion items to agendas of recurring public meetings
- Create committees or Working Groups for specific topics
- Host informational sessions
- Hold open houses or interactive workshops
- Provide sufficient public comment periods on documents
- Attend local group meetings to solicit feedback and ideas
- Distribute surveys via email or social media outlets
- Offer stories or announcements to local news outlets
- And much more!

Project Design

Design consultant services, in support of a transportation project, are eligible for reimbursement through the Chapter 90 program. Communities can use Chapter 90 funds to design projects that will also be constructed using Chapter 90 funds or other funding sources, including federal aid or other Commonwealth grant programs like the MassDOT Complete Streets Funding Program.

Per Chapter 303 of the Acts of 2008, when acquiring design services using Chapter 90 funds, municipalities must use an architectural or engineering firm that is prequalified by the MassDOT Architects and Engineers Review Board (A & E Board). The A & E Board maintains a database of prequalified architectural and engineering firms. Municipalities can use this database to search for firms that are prequalified by MassDOT for a particular discipline. More information on prequalification is provided in the following chapter.

In 2006, MassDOT released its Project Development and Design Guide, which contains extensive information regarding design standards that municipalities must adhere to for state-funded projects. In addition to MassDOT's Project Development and Design Guide, projects should follow design standards as set forth in the latest version of the following documents:

- Manual on Uniform Traffic Control Devices (MUTCD)
- MassDOT Separated Bike Lane Planning and Design Guide
- Public Rights of Way Accessibility Guidelines (PROWAG)
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- 521 CMR
- The American Association of State Highway and Transportation Officials (AAHSTO) Policy on Geometric Design of Highways and Streets (Green Book)

Utilizing Other Funding Sources

When planning future projects, a municipality should consider other funding sources that could supplement their Chapter 90 funds. Chapter 90 funds can easily be combined with other funding sources to maximize the amount of work that can be completed at a given time. For example, a municipality may obtain $400,000 in grant funding from MassDOT's Complete Streets Funding Program and combine that with Chapter 90 funds to expand a project's scope or complete a large project that otherwise would be infeasible.

MassDOT administers various transportation grant programs that municipalities can take advantage of to supplement their usual transportation budget, such as the Complete Streets Funding Program and the Municipal Small Bridge Program. A full list and description of these programs can be found online here. There are also numerous grant programs outside of MassDOT, such as the MassWorks Infrastructure Program, that offer funding opportunities for transportation-related projects.

Timing is Everything!

When considering supplementing Chapter 90 funds with grant funding, be sure to pay attention to any application and implementation deadlines. Many grant programs have parameters for when the funds must be spent, so project schedules will need to be coordinated accordingly.

Other Considerations

Regular Maintenance

Maintaining infrastructure is a key part of transportation investment planning. Some of the planning documents described earlier in this chapter, such as Asset or Pavement Management Programs, can help municipalities plan maintenance work. While maintenance work is not eligible for Chapter 90 funding, hiring a consultant to develop these plans is an eligible expense.

Seasonal Maintenance

The seasonal maintenance related to transportation facilities such as clearing vegetation, trimming grass, or cleaning out culverts are not eligible Chapter 90 expenses, but should not be overlooked. Consider these maintenance costs early-on to avoid surprises.

Sidewalks and Snow…

They just don't mix! Facilities such as sidewalks, bicycle lanes, and transit stops should be included in a municipality's snow and ice removal plans.

It is critical to have a plan for how all transportation facilities (including pedestrian and bicycle accommodations) will be maintained before, during, and after a weather event. Many municipalities have found adopting an official local policy regarding snow removal to be very helpful in maintaining their assets in the winter months.

Planned or Emergency Utility Maintenance

Regularly scheduled and emergency utility maintenance often necessitates tearing up roadway infrastructure. Coordinating roadway and utility maintenance whenever possible saves resources. For example, if a roadway scheduled for repaving will also soon require underground utility work, plan to accomplish both tasks at the same time. On the other hand, if a pipe suddenly bursts under a roadway that already needed sufficient repairs, consider shifting project priorities to accomplish both tasks concurrently.

Buying Equipment?

When purchasing equipment for a Chapter 90 project, think about how often it will be used during its operational life. Renting the equipment may be a better option.

Regular Inspections

Priorities may change as new inspections are conducted on facilities such as bridges or culverts. Inspections may reveal problems that need to be addressed sooner than originally planned.

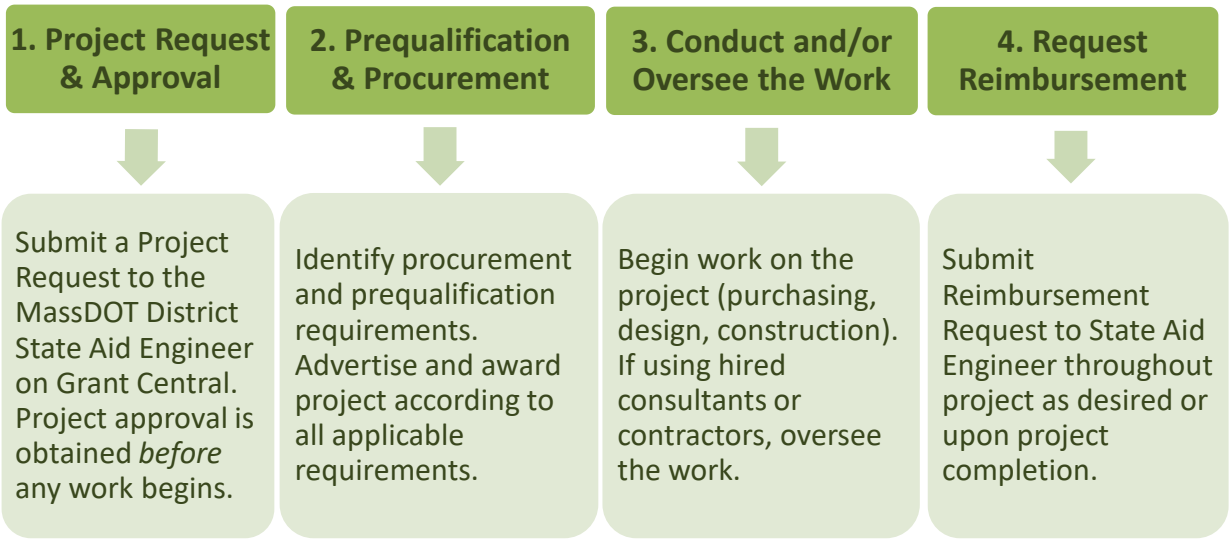
Chapter 4: Project Implementation

When utilizing Chapter 90 funds, municipalities must follow the established process and conform to all applicable state regulations. This chapter details what communities need to know when implementing a Chapter 90 project.

Project Implementation Process

The general process for implementing a Chapter 90 project is shown below. Each step is detailed further in the following sections.

Figure 18. Chapter 90 Project Implementation Process



1. Project Request and Approval

Project Requests

When a municipality has identified a project or expense for which it would like to utilize Chapter 90 funds, the first step is to submit a Project Request to MassDOT. Project Requests are made through an online form that gathers general information about the proposed project, including scope of work, location, cost, and environmental data. The Project Request allows MassDOT to confirm that the proposed project is located on an eligible roadway and that the project components are eligible for the use of Chapter 90 funds.

Project Requests should contain only one project and will fall into one of four categories: Construction, Consultant Services, Equipment, and Other. These categories are detailed in Chapter 2. Depending on the project type, the information required for approval differs slightly. As such, municipalities should submit separate Project Requests for projects of different types. For example, a single Project Request should not propose to both purchase a tractor and resurface a roadway. Similarly, projects which are the same project type but are still different projects should be submitted on separate Project Requests. For example, a Project Request that proposes constructing sidewalks on one roadway and repaving on another should be split into two separate requests. Conversely, a project that proposes the same treatment on various roadways such as town-wide pothole filling, can be submitted on one Project Request.

Chapter 90 Project Requests are submitted online via Grant Central. In the past, Project Requests were submitted via physical paperwork that was mailed to the MassDOT District State Aid Engineer. Migration of Chapter 90 Project Requests to Grant Central has streamlined and simplified the process for both municipal and MassDOT staff. The Grant Central Chapter 90 Project Request workflow guides the user through various steps to collect all necessary information depending on project type.

Step-by-step instructions for using Grant Central can be found in **Appendix B**.

If a project changes substantially in cost or scope after project approval, an amendment or a new project request may be required. Since these circumstances are handled on a case-by-case basis, municipalities must contact their State Aid Engineer to determine what is necessary.

Project Approval

Once submitted through the Grant Central, Project Requests are automatically routed to the appropriate MassDOT District State Aid Engineer for review. See Appendix A for a list of municipalities by District and visit the Chapter 90 Program page on Grant Central for the most accurate State Aid Engineer contact information by District. The State Aid Engineer will assess the submittal for completeness, ensure that any proposed improvements are located on local roadways, and confirm eligibility of the project components. If necessary, the State Aid Engineer may ask the municipality to provide any missing or additional information.

Project approval generally takes between one and three weeks. Once the Project Request has been approved, the municipality will receive automatic notification of approval through Grant Central. This final step indicates official project approval and work on the project may commence. If the proposed project is deemed ineligible, the State Aid Engineer cannot approve

the request and will communicate the approval status with the municipality. If a project changes substantially in cost or scope after project approval, municipalities must contact their State Aid Engineer to determine whether an amendment or new project request is required.

2. Procurement and Prequalification

Procurement

Municipalities will often advertise Chapter 90 projects or purchases to solicit bids from firms and vendors who wish to provide services. Depending on the type and estimated value of a project or purchase, several Massachusetts General Laws (M.G.L) require that certain procedures be followed. These laws do not just apply to Chapter 90 projects but govern all public construction contracts, construction materials procurement, public works design services, and the procurement of supplies and services. The intent of these regulations is to ensure that the process of selecting a firm or vendor is conducted fairly while avoiding favoritism, unnecessary public spending, or the hiring of unqualified contractors. Generally, all Chapter 90 work is applicable to one of the following:

- M.G.L. c. 149: Building Construction Contracts
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B: Public Works (Non-Building) Construction Contracts (with labor)
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B: Construction Materials Procurements (without labor)
- M.G.L. c. 7C, §§ 44-58: Design Services for Public Building Contracts: Cities, Towns, Regional School Districts and Horace Mann Charter Schools
- M.G.L. c. 30B: Procurement of Supplies and Services

For each of these laws and the categories of work pertaining to them, procurement and advertisement procedures vary by total estimated project or purchase cost. In 2018, the Massachusetts Office of the Inspector General created charts summarizing procurement requirements for each of the above laws for local officials to more easily determine the public procurement procedures that apply to a particular project or purchase. These charts are provided in Appendix C and can be downloaded here.

Consider Local Regulations

While M.G.L sets forth statewide procurement regulations, municipalities may establish additional requirements that must be followed. Contact your municipality's chief procurement officer or legal counsel for advice on local procurement rules.

Municipalities must consult these charts to determine what advertising rules apply to their Chapter 90 project based on project type and estimated value. The charts also provide important details such as who a contract may be awarded to, whether Prevailing Wage Rates are applicable, and whether using Operational Services Division (OSD) statewide contracts or blanket contracts are an option. These charts also reflect updates corresponding to regulatory changes that became effective on June 15, 2018, pursuant to the passage of Chapter 113 of the Acts of 2018, *An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth*. While the regulations described in this guidance are accurate at the time of its publication, municipalities are solely responsible for adhering to the most recent applicable state regulations.

Collective Purchasing

Also referred to as cooperative purchasing or a consortium, collective purchasing can maximize the value of a procurement through "teaming up" with other public entities. This requires approval from the Operational Services Division (OSD). Learn more here.

When a municipality is required to solicit bids pursuant to the laws described above and in Appendix C, advertisements are required to be posted in several places, including the Central Register and/or COMMBUYS. The Central Register provides information about state, county and municipal contracts being put out to bid for the design, construction, and reconstruction of public facilities in the Commonwealth. The Central Register is updated on a weekly basis.

Central Register advertisements may be submitted to the Secretary of the State's Office online. The submission deadline is 4:00 p.m. each Thursday for publication the following Wednesday.

When procuring supplies and services, pursuant to M.G.L. c. 30B, advertisement in the Goods and Services Bulletin may be required. The Goods and Services Bulletin is a weekly publication containing solicitations for the procurement of commodities and services. Submissions may be submitted to the Secretary of the State's Office online. The submission deadline is 4:00 p.m. on Wednesday for publication the following Monday.

COMMBUYS, the Commonwealth's online procurement platform, links awarding authorities in search of products and services with vendors who can provide them. Bid posting, submission, and award, as well as purchase order activity and vendor email notifications, can all be managed through COMMBUYS. Even if not required, municipalities may choose to advertise projects or purchases on COMMBUYS. Postings may be completed online.

A note on COMMBUYS

Any bid solicitation which is required to be advertised in the Central Register or the Goods & Services Bulletin but is placed only on COMMBUYS is illegal and could be subject to a challenge.

Prequalification

Prequalification refers to whether an architectural and engineering firm or a horizontal construction contractor is qualified to perform specific activities. When using Chapter 90 funds, utilizing a prequalified consultant or contractor for the proposed work is often required. The use of prequalified firms and contractors helps assure MassDOT and the municipality that a project is awarded to a qualified bidder. Even when prequalification is not required, the use of prequalification standards is still recommended to ensure minimum capabilities and quality of work for materials or services that include a labor component.

Engineering Services

The MassDOT A & E Board is responsible for determining the rules and regulations related to the prequalification of architectural and engineering firms, and routinely prequalifies firms to provide services in various discipline categories. The A & E Board maintains a database of prequalified architectural and engineering firms. Municipalities can use this database to search for firms that are prequalified by MassDOT for a particular discipline. Per Chapter 303 of the Acts of 2008, municipalities must use a prequalified A & E firm if State funds (including Chapter 90 funds) are used to pay for architectural and engineering work, including surveying services.

Construction Services

While the A & E board determines the qualifications of architectural and engineering firms, MassDOT's Prequalification Unit manages the prequalification of horizontal construction contractors for roadway and bridge projects. The use of a prequalified horizonal construction contractor is required if any of the following criteria apply:

- The project is partially or 100% funded by state funds (such as Chapter 90) and the total project estimate is over $50,000;
- The project includes work on state numbered roads and/or highways, regardless of roadway ownership or project funding source;
- The project requires MassDOT Prequalification as a condition for State Funding Reimbursement; or
- The municipality chooses to require it.

Given that most roadway projects funded through the Chapter 90 Program will exceed $50,000, municipalities are almost always required to use a prequalified horizontal construction contractor for Chapter 90 projects. In instances where a community advertises a project with the intention of using a different funding source but then later decides to utilize Chapter 90 funding, approval of the project is still required by the District State Aid Engineer and the municipality will need to show proof that the project was properly advertised.

Municipalities must consider any prequalification requirements in addition to the procurement requirements described in the previous section. Municipalities are solely responsible for complying with all state regulations, and requirements. Failure to follow correct procedures may result in an inability to obtain funding reimbursement.

When an advertised project requires prequalification, municipalities must request a list of prequalified bidders from MassDOT's Prequalification Unit. This list contains all firms that are qualified to bid for the class of work and the total project value at the time of bid opening. When applicable, MassDOT will also provide a waiver list, listing firms that are not prequalified for the total project value but have received a waiver to bid after Prequalification Unit review. Waivers must be obtained *prior* to the opening of the bid.

What is a Class of Work?

A class of work is a specific discipline in which a horizontal contractor is qualified to perform work. MassDOT determines the appropriate class of work for a project after reviewing the scope of work provided by the municipality. For projects requiring prequalification, only firms prequalified in that class of work may submit a bid.

Once a municipality has determined that their work requires the use of a prequalified firm, several steps must be taken. While the prequalification process as it relates to Chapter 90 is described in this guidance, the Prequalification Unit provides information further detailing these steps for all projects requiring prequalification, including all required forms, which can be found here. When a Chapter 90 project requires prequalification, the municipality must submit to the Prequalification Unit the following information:

- City/Town or OAA Prequalification Form
- Engineer's Bid Estimate Item List
- Detailed Scope of Work
- Approved Chapter 90 Project Request

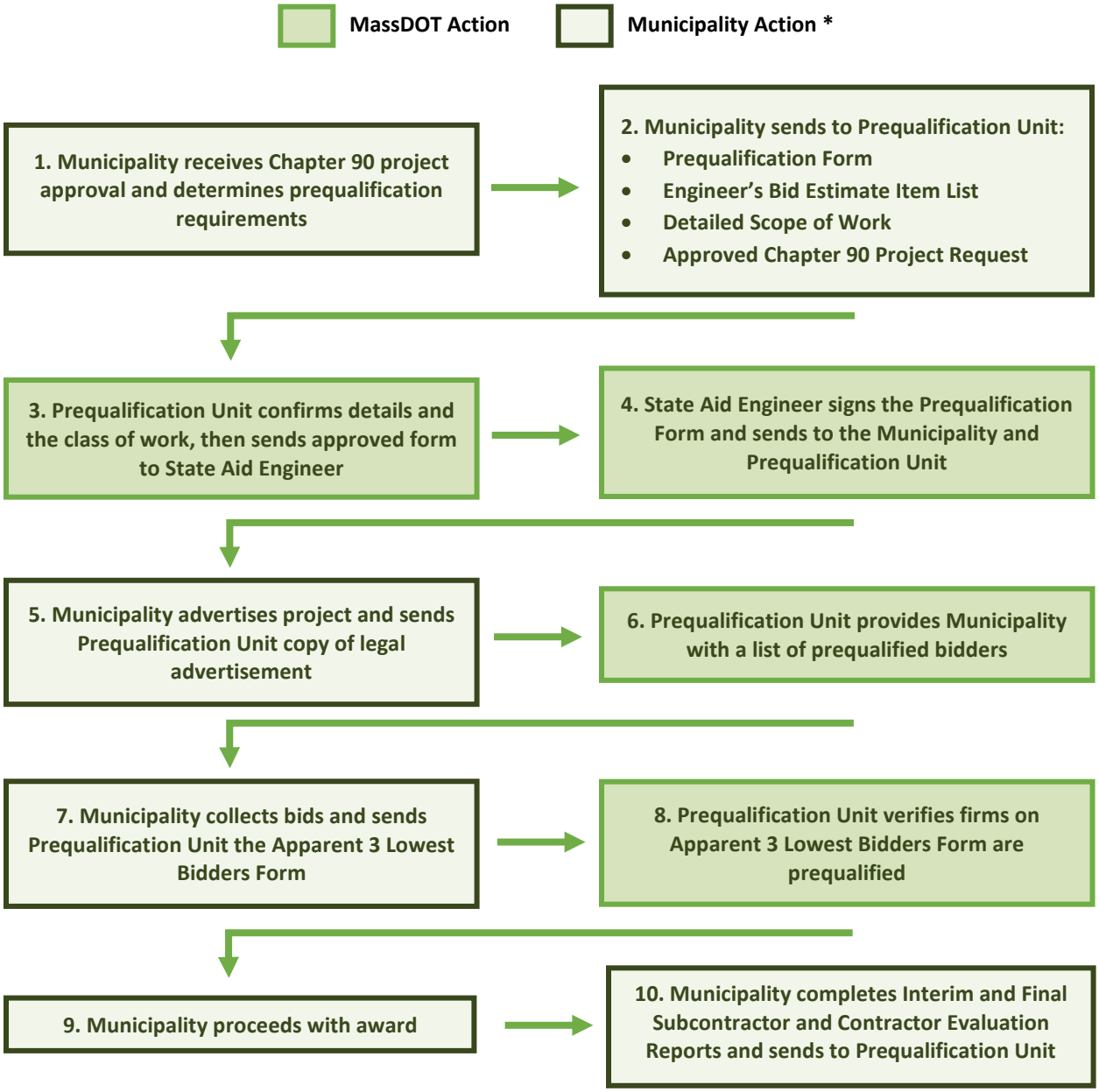
Contacting MassDOT's Prequalification Unit

Email: prequal.r109@dot.state.ma.us

The **City/Town or OAA Prequalification Form** provides basic information about the project and its proponent. Both the Prequalification Unit and the State Aid Engineer will review this document. The **Engineer's Bid Estimate Item List** provides an estimate for the total value of the project. The Prequalification Unit will use this document to determine the total value of all work to be performed. This list does not need to be completed by an engineer. The Item List is not the same document as the cost estimate provided to MassDOT for Chapter 90 Project Approval. In some cases, the Item List may be quite different. For example, a municipality may receive approval for the use of Chapter 90 funds for a project, but the municipality will solicit bids for additional project components to be

funded through a different source. Both the Prequalification Form and Item List are available on the Prequalification Unit's webpage.

Figure 19. MassDOT Horizontal Construction Prequalification Process



*For consortiums and City/Town or Other Awarding Authority (OAA) Annual Class of Work Bids, see page 36 forprequalification instructions.

The **Detailed Scope of Work** explains the project in its entirety. The Prequalification Unit will use this information to determine the class of work. Since Chapter 90 projects must already be approved by the State Aid Engineer before submission to the Prequalification Unit and before advertisement, the **approved Chapter 90 Project Request** must also be provided. If Alternate or Optional Extension contracts are being considered, municipalities must indicate this as well. Finally, if a prequalification list is being requested for work on a state numbered road, a **MassDOT Highway Access Permit** to perform the work should also be provided.

Once all of the necessary information has been provided to the Prequalification Unit, the Prequalification Form may be approved. The State Aid Engineer will provide the municipality with the approved and signed Prequalification Form, which indicates that the municipality may advertise the project.

Buying Materials or Supplies?

Purchasing supplies such as equipment, tools, or machinery does not require prequalification. However, the purchase is applicable to the procurement regulations set forth in M.G.L. c. 30B, M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5.

Upon advertising the project, the municipality must send a copy of the legal advertisement to the Prequalification Unit in order to receive a list of firms that are qualified to bid. If at any time after theproject is advertised there are changes to the project including the bid opening date, themunicipality needs to email the addendum with the change to the Prequalification Unit.

Municipalities should not provide firms with their bid documents nor open bids from firms that are not on the list of prequalified contractors. After the bidding window closes, municipalities must send the Prequalification Unit a list of the three lowest bidders using the **Apparent 3 Lowest Bidders Form**. Upon receiving this form, MassDOT verifies that the listed firms are eligible. Once verified, the municipality may proceed with award.

Prequalification & Optional Extensions

Municipalities sometimes opt to provide in their vendor contracts an option to extend the contract for one or two additional 12-month terms. For the purposes of prequalification, municipalities must inform MassDOT that an options contract will be used to ensure the project is valued accordingly. Only firms that are prequalified to provide services for that total contract value may bid unless a waiver is provided.

Firms must renew their prequalification certificates at least every 12 months to remain eligible to bid on projects. Municipalities should not accept copies of a construction firm's prequalification certification as evidence of their current prequalification status. Municipalities should always refer to MassDOT's official bidders list and never assume that a contractor has retained its prequalified status.

Consortiums and City/Town or Other Awarding Authority (OAA) Annual Class of Work Bids

Consortiums allow municipalities to "team up" with each other to maximize the value of a procurement. Prequalification requirements are still applicable to consortiums, though the process is slightly different. Consortiums must still request a list of prequalified bidders from the MassDOT Prequalification Unit before advertisement by submitting the Prequalification Request Form to the Prequalification Unit. The supporting documents provided along with the form must identify all municipalities that may issue a contract for each class of work.

The Prequalification Unit will review the Prequalification Request Form and supporting materials submitted by the consortium. Once approved, the documents are sent to the State Aid Engineer for secondary approval. Then the fully approved and signed Prequalification Form will be returned to the consortium and advertisement may be conducted. If contracts may be issued in more than one MassDOT District, a Prequalification Request Form must be submitted for each District. The State Aid Engineer in each applicable District will approve the Prequalification Form. Municipalities must still submit a Chapter 90 Project Request through the Grant Central to receive District approval of the project before work commences. In Grant Central, the scope of work must include the Item Number previously approved by the Prequalification Unit.

3. Conduct and/or Oversee the Work

While MassDOT is always available for assistance, municipalities are responsible for conducting and/or overseeing the implementation of their Chapter 90 projects. This includes project scheduling, communicating with contractors and stakeholders, ensuring compliance with state and federal regulations, managing invoicing and billing, and ensuring quality control by inspecting all materials and workmanship.

Responsible project management requires creating and maintaining accurate and organized project records and contract files. This is important not only to ensure proper reimbursement for Chapter 90 projects, but also to avoid other problems and ensure the work gets done as agreed upon.

4. Request Reimbursement

Chapter 90 is a reimbursement-based program, which means municipalities are reimbursed for approved costs *after* expenses are incurred. Municipalities can request reimbursement at any time during project implementation. Some municipalities request reimbursements at various milestones throughout a project, while others prefer to wait until the end of a project to submit one single request. Reimbursements are processed by the State Aid Engineer assigned to the municipality's MassDOT District. Reimbursements from MassDOT are sent electronically to a municipality's financial account set up solely for this purpose.

Beware of Fraud!

Municipalities should look out for common construction fraud schemes:

- Bid rigging or splitting
- Charges for personal purchases
- Double billing
- False or vague claims on invoices
- Overbilling/defective pricing
- Payment diversion
- Phantom vendors
- Product substitution
- Time overcharging

The Reimbursement Request collects basic project information, as well as how much money was approved, how much has been spent to date, and how much is currently being requested for reimbursement. This form must be signed by the appropriate municipal staff.

Reimbursement Requests are submitted through Grant Central. Step by step instructions to request reimburesment can be found in Appendix D. There are various forms that may need to be submitted with the request. These forms are listed below. Some may not always be necessary depending on the work performed. All forms should include the municipality's Chapter 90 contract number and can be downloaded on Grant Central. **Appendix E** contains a completed sample of each of these forms and they are further detailed below:

- List of Materials (HED 454) – Excel Document
- Payroll Form (HED 600) – Excel Document
- Summary of Bids Form – Excel Document

The **List of Materials (HED 454)** is a detailed list of materials purchased for the project. This must accompany the reimbursement request. The municipal employee completing the form must also sign at the bottom to verify that the purchases are not in conflict with Chapter 779 of the Acts of 1962. The **Payroll Form (HED 600)** is used to record personnel time on Chapter 90 projects. This form only needs to be used if the municipality is requesting reimbursement for municipal employee labor costs.

When applicable, the municipality will also provide the **Summary of Bids Form**. In addition to these forms, municipalities will also need to submit **invoices or receipts** for the costs incurred as applicable. For this reason, it is very important to maintain organized records of work performed or materials purchased during project implementation.

List of Links

- Grant Central: https://madothway.my.site.com/GrantCentral/
- MassDOT's Road Inventory File: https://gis.massdot.state.ma.us/roadinventory/
- United State Census Bureau: https://www.census.gov/
- Massachusetts Department of Unemployment Assistance: https://www.mass.gov/orgs/department-of-unemployment-assistance
- Chapter 90 Program and State Aid Engineer Contact Info: https://www.mass.gov/chapter-90-program
- Road Inventory Municipal Data Viewer: https://gis.massdot.state.ma.us/dataviewers/rimunicipal/
- Road Inventory Submission Application (RISA) Tool: https://www.mass.gov/service-details/submit-road-inventory-updates
- MassDOT District: https://www.mass.gov/service-details/find-your-highway-district-office
- FHWA's Road Safety Audit Guidelines: https://safety.fhwa.dot.gov/rsa/guidelines/
- MassDOT's IMPACT Tool: https://apps.impact.dot.state.ma.us/cdp/home
- MassDOT's RSA Report Template: https://www.mass.gov/service-details/road-safety-audits
- FHWA's 2020 Pedestrian and Bicyclist Road Safety Audit (RSA) Guide and Prompt List: https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa20042.pdf
- MassDOT's Statewide Pedestrian Plan: https://www.mass.gov/service-details/pedestrian-plan
- MassDOT's Statewide Bicycle Plan: https://www.mass.gov/service-details/bicycle-plan
- Potential for Everyday Walking Tool: https://geo-massdot.opendata.arcgis.com/datasets/potential-for-walkable-trips/explore
- Architects and Engineers Review Board Database: https://hwy.massdot.state.ma.us/webapps/MHDConsultants/MHD_Consultants.asp

- Project Development and Design Guide: https://www.mass.gov/doc/2006-project-development-and-design-guide/download
- Manual on Uniform Traffic Control Devices (MUTCD): https://mutcd.fhwa.dot.gov/index.htm
- MassDOT Separated Bike Lane Planning and Design Guide: https://www.mass.gov/lists/separated-bike-lane-planning-design-guide
- Public Rights of Way Accessibility Guidelines (PROWAG): https://www.access-board.gov/prowag/
- Americans with Disabilities Act Accessibility Guidelines (ADAAG): https://www.access-board.gov/ada/
- 521 CMR: https://www.mass.gov/law-library/521-cmr
- MassWorks Infrastructure Program: https://www.mass.gov/service-details/massworks-infrastructure-program
- Charts on Procurement Procedures: https://www.mass.gov/doc/charts-on-procurement-procedures-effective-june-15-2018/download
- Operational Services Division Website: https://www.mass.gov/info-details/overview-of-the-operational-services-division
- Central Register: https://www.sec.state.ma.us/spr/cenreg.htm
- Secretary of the State's Office – Submit Bids and Notices: https://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm
- Goods and Services Bulletin: https://www.sec.state.ma.us/spr/goodsserv.htm
- Secretary of the State's Office – Submit Advertising Bid: https://www.sec.state.ma.us/sprpublicforms/GSSubmissionform.aspx
- COMMBUYS: https://www.commbuys.com/bso/
- MassDOT's Prequalification Unit: https://www.mass.gov/how-to/citytown-and-other-awarding-authorities-prequalification-process
- Chapter 90 Forms: https://www.mass.gov/lists/chapter-90-forms

Appendix A: Municipalities by MassDOT District

Find your Highway District Office in the charts below, or here:

Municipality	District
Abington	5
Acton	3
Acushnet	5
Adams	1
Agawam	2
Alford	1
Amesbury	4
Amherst	2
Andover	4
Aquinnah	5
Arlington	4
Ashburnham	3
Ashby	3
Ashfield	1
Ashland	3
Athol	2
Attleboro	5
Auburn	3
Avon	5
Ayer	3
Barnstable	5
Barre	2
Becket	1
Bedford	4
Belchertown	2
Bellingham	3
Belmont	4
Berkley	5
Berlin	3
Bernardston	2
Beverly	4
Billerica	4
Blackstone	3
Blandford	1
Bolton	3
Boston	6
Bourne	5

Municipality	District
Boxborough	3
Boxford	4
Boylston	3
Braintree	6
Brewster	5
Bridgewater	5
Brimfield	2
Brockton	5
Brookfield	3
Brookline	6
Buckland	1
Burlington	4
Cambridge	6
Canton	6
Carlisle	4
Carver	5
Charlemont	1
Charlton	3
Chatham	5
Chelmsford	4
Chelsea	6
Cheshire	1
Chester	1
Chesterfield	1
Chicopee	2
Chilmark	5
Clarksburg	1
Clinton	3
Cohasset	5
Colrain	1
Concord	4
Conway	1
Cummington	1
Dalton	1
Danvers	4
Dartmouth	5
Dedham	6

Municipality	District
Deerfield	2
Dennis	5
Dighton	5
Douglas	3
Dover	6
Dracut	4
Dudley	3
Dunstable	3
Duxbury	5
East Bridgewater	5
East Brookfield	3
East	2
Eastham	5
Easthampton	2
Easton	5
Edgartown	5
Egremont	1
Erving	2
Essex	4
Everett	4
Fairhaven	5
Fall River	5
Falmouth	5
Fitchburg	3
Florida	1
Foxborough	5
Framingham	3
Franklin	3
Freetown	5
Gardner	3
Georgetown	4
Gill	2
Gloucester	4
Goshen	1
Gosnold	5
Grafton	3
Granby	2

Municipality	District
Granville	1
Great Barrington	1
Greenfield	2
Groton	3
Groveland	4
Hadley	2
Halifax	5
Hamilton	4
Hampden	2
Hancock	1
Hanover	5
Hanson	5
Hardwick	2
Harvard	3
Harwich	5
Hatfield	2
Haverhill	4
Hawley	1
Heath	1
Hingham	5
Hinsdale	1
Holbrook	5
Holden	3
Holland	2
Holliston	3
Holyoke	2
Hopedale	3
Hopkinton	3
Hubbardston	3
Hudson	3
Hull	5
Huntington	1
Ipswich	4
Kingston	5
Lakeville	5
Lancaster	3
Lanesborough	1
Lawrence	4
Lee	1
Leicester	3
Lenox	1
Leominster	3
Leverett	2

Municipality	District
Lexington	4
Leyden	2
Lincoln	4
Littleton	3
Longmeadow	2
Lowell	4
Ludlow	2
Lunenburg	3
Lynn	4
Lynnfield	4
Malden	4
Manchester-by-	4
Mansfield	5
Marblehead	4
Marion	5
Marlborough	3
Marshfield	5
Mashpee	5
Mattapoisett	5
Maynard	3
Medfield	3
Medford	4
Medway	3
Melrose	4
Mendon	3
Merrimac	4
Methuen	4
Middleborough	5
Middlefield	1
Middleton	4
Milford	3
Millbury	3
Millis	3
Millville	3
Milton	6
Monroe	1
Monson	2
Montague	2
Monterey	1
Montgomery	1
Mount	1
Nahant	4
Nantucket	5

Municipality	District
Natick	3
Needham	6
New Ashford	1
New Bedford	5
New Braintree	2
New	1
New Salem	2
Newbury	4
Newburyport	4
Newton	6
Norfolk	5
North Adams	1
North Andover	4
North	5
North Brookfield	3
North Reading	4
Northampton	2
Northborough	3
Northbridge	3
Northfield	2
Norton	5
Norwell	5
Norwood	5
Oak Bluffs	5
Oakham	3
Orange	2
Orleans	5
Otis	1
Oxford	3
Palmer	2
Paxton	3
Peabody	4
Pelham	2
Pembroke	5
Pepperell	3
Peru	1
Petersham	2
Phillipston	2
Pittsfield	1
Plainfield	1
Plainville	5
Plymouth	5
Plympton	5

Municipality	District
Princeton	3
Provincetown	5
Quincy	6
Randolph	6
Raynham	5
Reading	4
Rehoboth	5
Revere	4
Richmond	1
Rochester	5
Rockland	5
Rockport	4
Rowe	1
Rowley	4
Royalston	2
Russell	1
Rutland	3
Salem	4
Salisbury	4
Sandisfield	1
Sandwich	5
Saugus	4
Savoy	1
Scituate	5
Seekonk	5
Sharon	5
Sheffield	1
Shelburne	1
Sherborn	3
Shirley	3
Shrewsbury	3
Shutesbury	2
Somerset	5
Somerville	4
South Hadley	2
Southampton	2
Southborough	3

Municipality	District
Southbridge	3
Southwick	2
Spencer	3
Springfield	2
Sterling	3
Stockbridge	1
Stoneham	4
Stoughton	5
Stow	3
Sturbridge	3
Sudbury	3
Sunderland	2
Sutton	3
Swampscott	4
Swansea	5
Taunton	5
Templeton	2
Tewksbury	4
Tisbury	5
Tolland	1
Topsfield	4
Townsend	3
Truro	5
Tyngsborough	4
Tyringham	1
Upton	3
Uxbridge	3
Wakefield	4
Wales	2
Walpole	5
Waltham	4
Ware	2
Wareham	5
Warren	2
Warwick	2
Washington	1
Watertown	6

Municipality	District
Wayland	3
Webster	3
Wellesley	6
Wellfleet	5
Wendell	2
Wenham	4
West Boylston	3
West	5
West Brookfield	2
West Newbury	4
West Springfield	2
West	1
West Tisbury	5
Westborough	3
Westfield	2
Westford	3
Westhampton	2
Westminster	3
Weston	6
Westport	5
Westwood	6
Weymouth	6
Whately	2
Whitman	5
Wilbraham	2
Williamsburg	1
Williamstown	1
Wilmington	4
Winchendon	2
Winchester	4
Windsor	1
Winthrop	6
Woburn	4
Worcester	3
Worthington	1
Wrentham	5
Yarmouth	5

Appendix B: Step-by-step Grant Central Instructions

massDOT
Grant Central
Municipality User Reference Guide



Grant Central: How to Apply for a Grant Program

Guide Overview

Grant Central is used by municipalities to apply for grant programs during an active grant round. Each grant program has criteria specific to its application process. In this guide, we use the example of the Local Bottleneck Reduction Program to demonstrate steps of the application process in Grant Central. The functionality is similar for other programs, but questions and program criteria vary.

Please note that any registered user associated with a municipality can submit a grant application. Please ensure you coordinate with other registered users in your municipality when applying. Other signatories may be required for contracts and other documentation further along in the project.

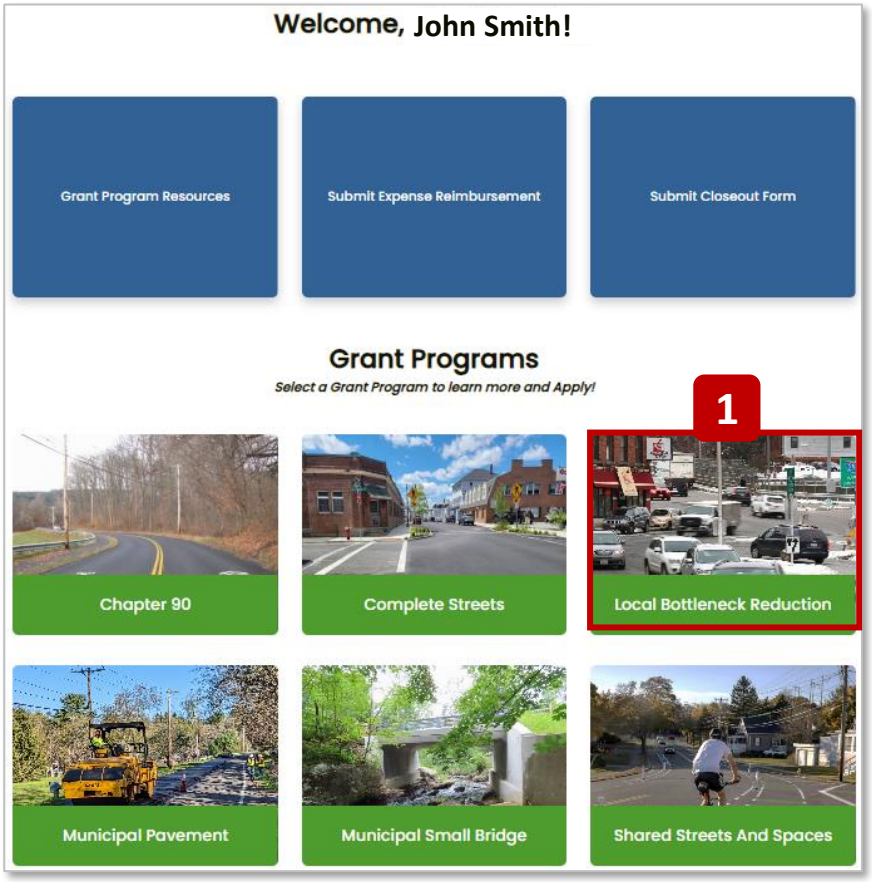
If you see any inaccuracies in the applicant information listed in Grant Central, please reach out to MassDOTGrantCentral@dot.state.ma.us to correct it.

This user reference guide shows the steps for how to apply to a MassDOT Highway Division Grant Program.

Section 1 – Submit a Grant Application

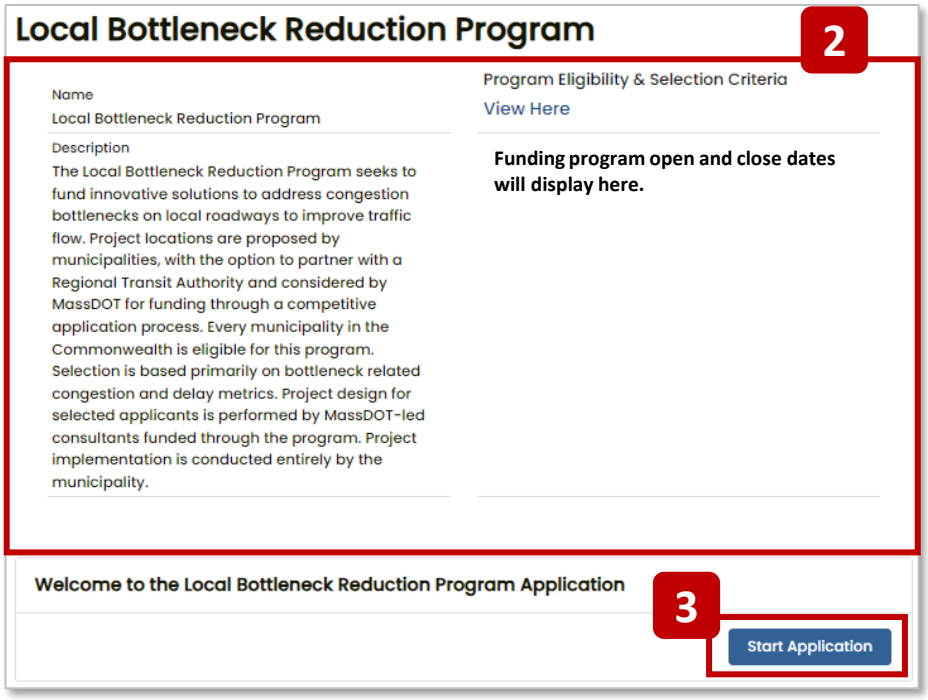
1 After logging in as a registered user on Grant Central, **click on the grant program tile** that you would like to apply to. The example provided here uses Local Bottleneck Reduction to demonstrate the process.

Note: Use the grant quiz to help locate an appropriate grant program for your municipality.



2 Program information and funding dates are provided at the top of the page.

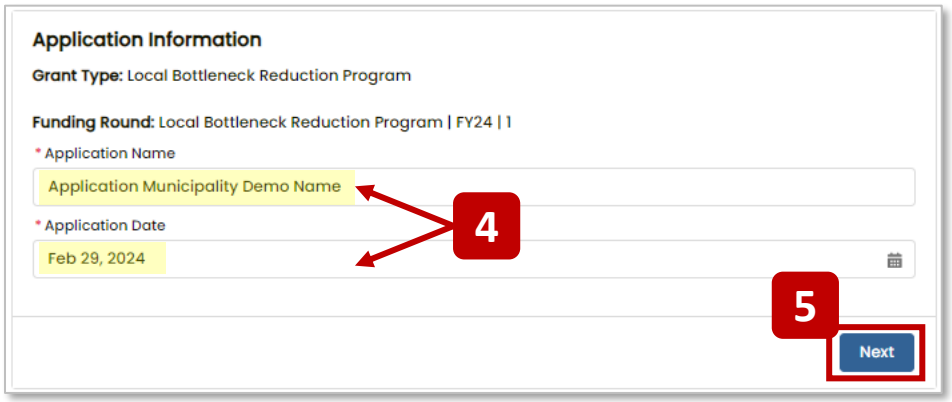
3 **Click Start Application**.



Section 1 – Submit a Grant Application cont.

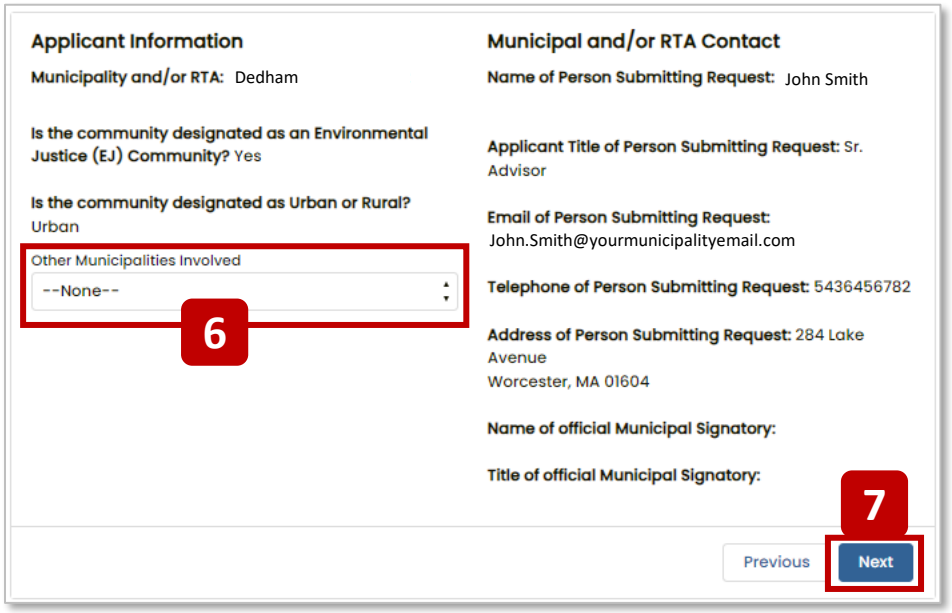
4 Enter a name for your application and select today's date as your application date.

5 **Click Next.**



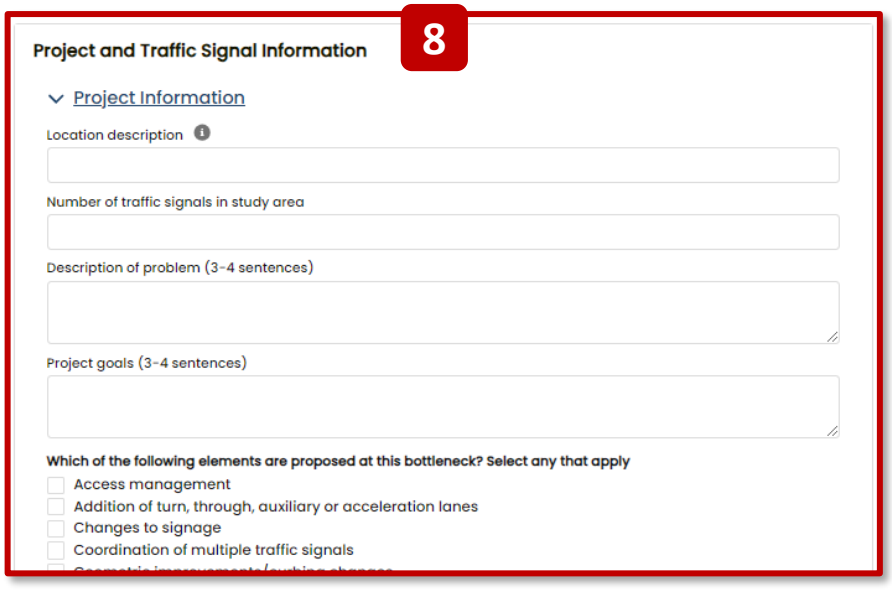
6 Use the drop-down menu under **Other Municipalities Involved** to indicate if there is a joint partnership for the grant request.

7 **Click Next.**



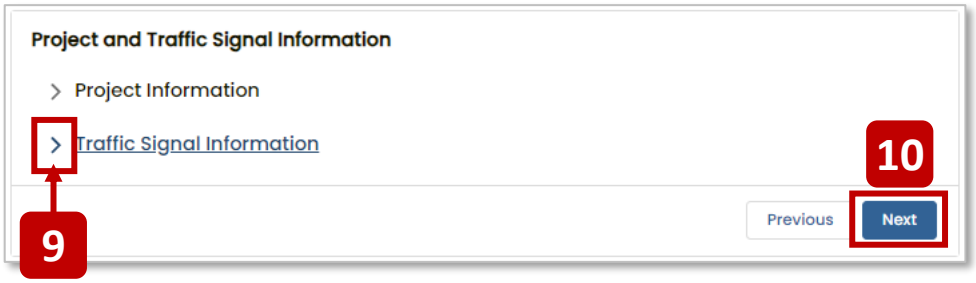
8 Each grant program has criteria specific to its application process. **Please complete all fields on the application form.** You can start the application process to review what information is required, save, and then return to update later.

Note: Saved applications can be viewed under My Applications by anyone from your municipality with Grant Central access.



9 *Optional:* On the application form, click on the arrow icon to collapse any section if needed.

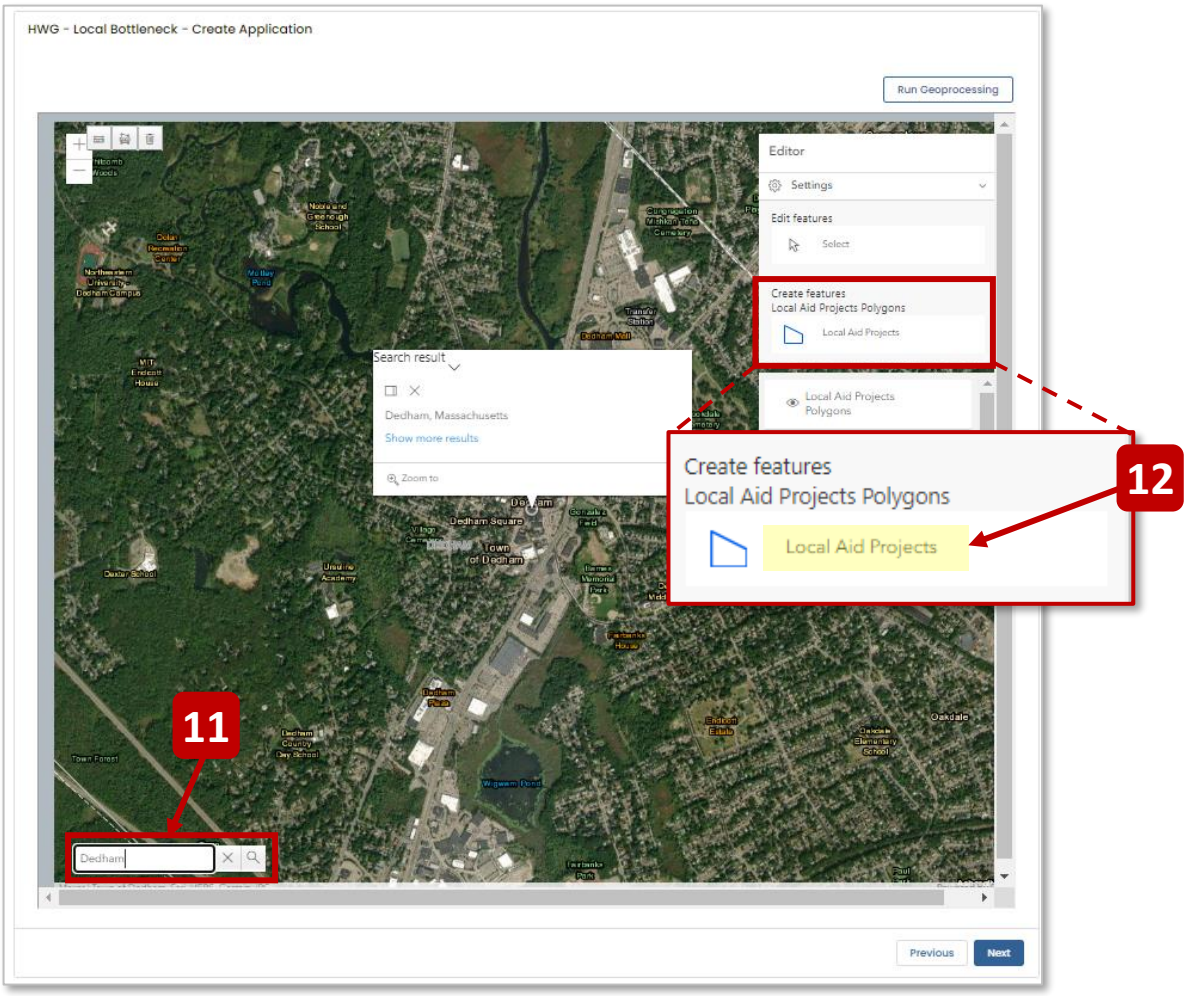
10 **Click Next**.



11 The Map Tool is used to highlight where the requested project will take place. Start by using the **search feature at the bottom left** to search for the town and/or project site. **Press enter after entering the search criteria.**

Note: The Map Tool may not be available with every grant program application and is not required for submission.

12 Use the tool to draw an outline around the project site. **Click on Local Aid Projects in the menu on the right to start drawing.**

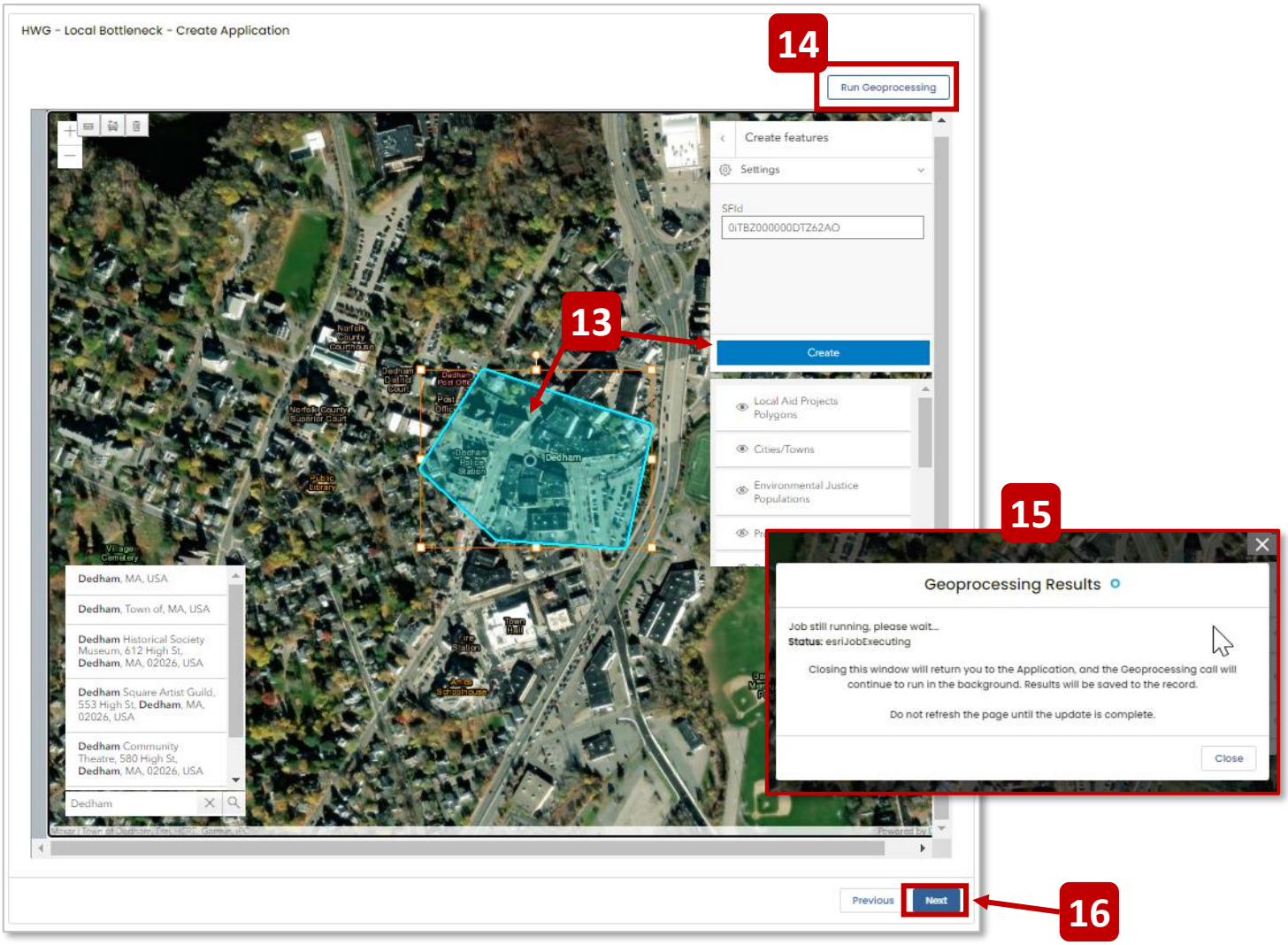


13 Zoom in as needed and use your mouse's left click button to create the shape around the project site. Each mouse button click will mark the map with a corner of the polygon. Clicking twice on the last point will close the polygon. Please be as accurate as possible and **then click Create.**

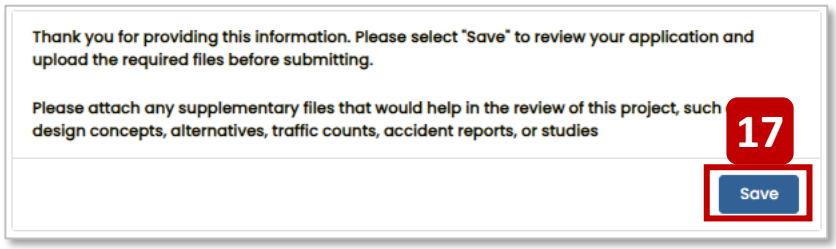
14 **Click Run Geoprocessing**.

15 **Click Close on the popup window.**

16 Please wait for the Geoprocessing Results to complete before moving forward. **Click Next after Geoprocessing has been completed.**

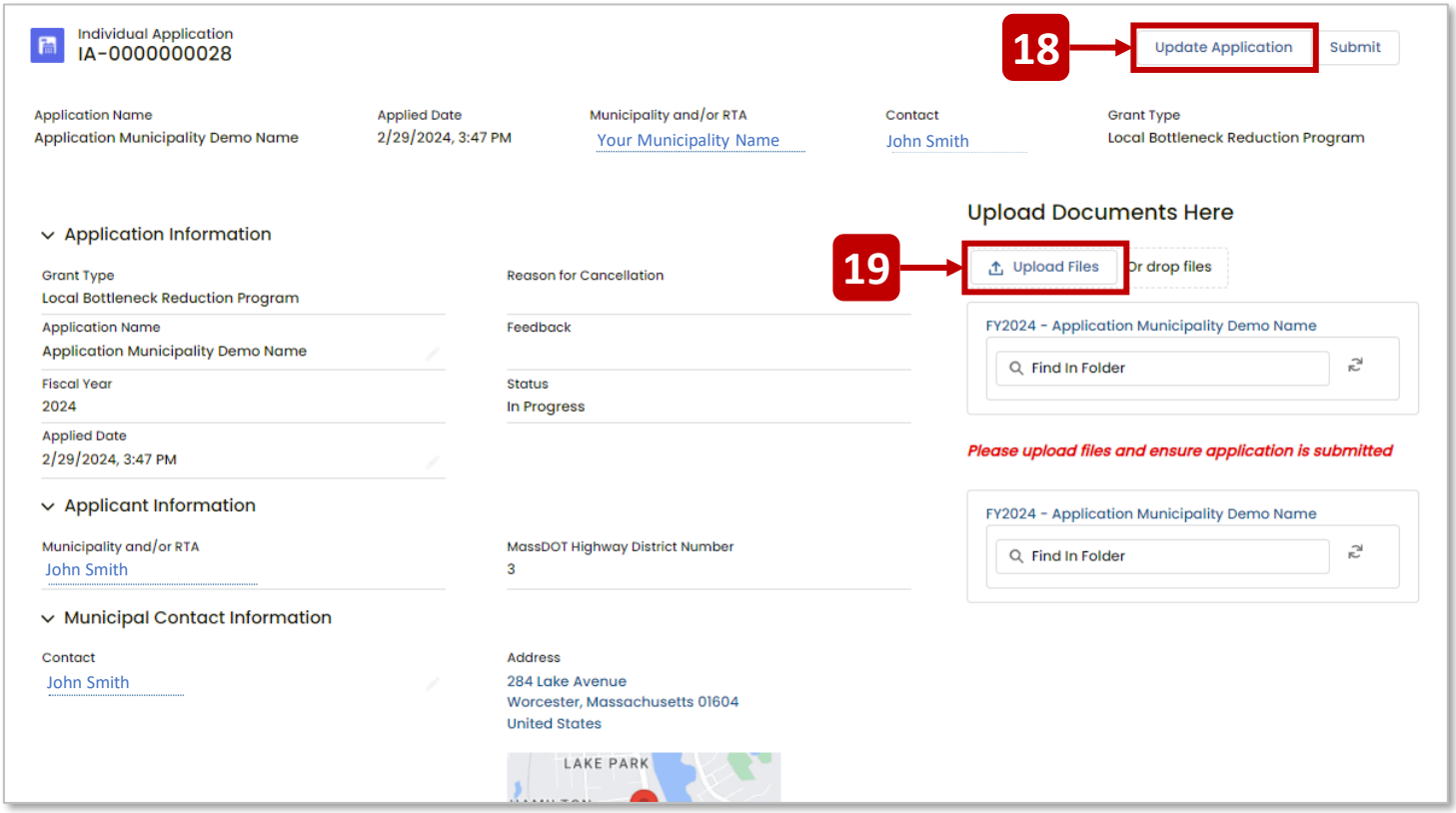


17 **Click Save**. Your application will now be saved under My Applications in Grant Central and be viewable by others in your municipality with access.

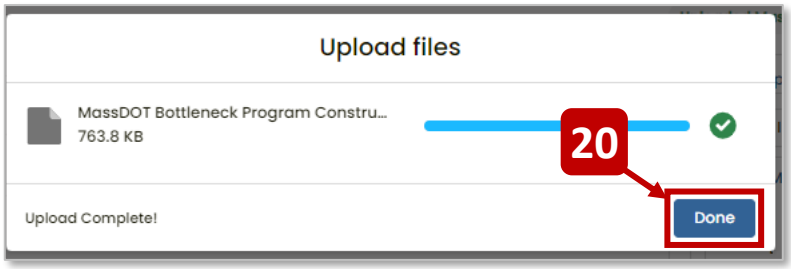


18 *Optional:* Click **Update Application** to go back in and update any section of the application.

19 Most applications require supporting documents to be uploaded. Reference the application form for documentation required with each application. **Click on Upload Files** to upload supporting documentation and forms.

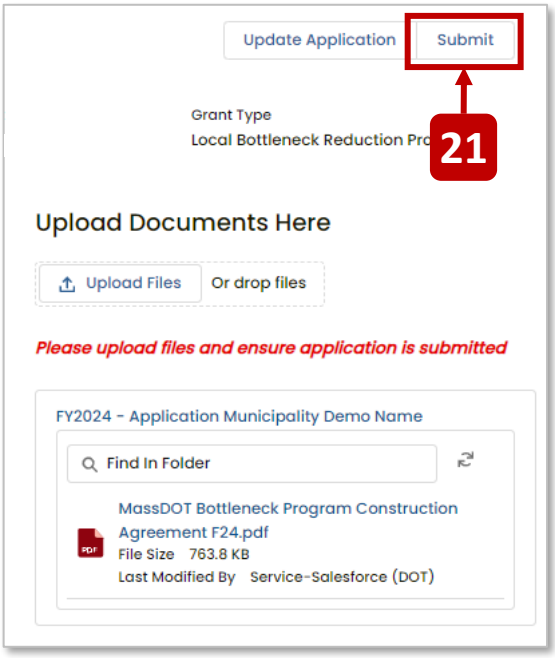


20 After uploading files **click done.**



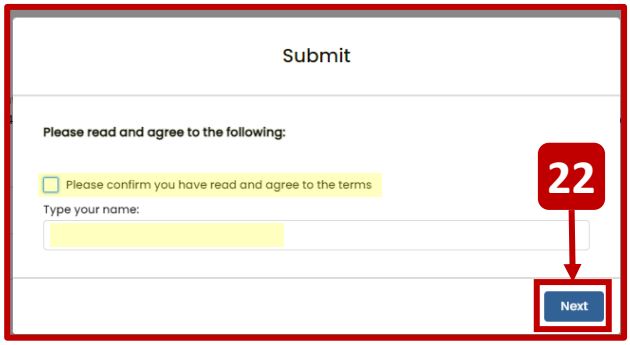
21 After you have reviewed all information on the application and uploaded required documents, **click Submit.**

Note: An error message will display if you have not completed all required fields on the application form.

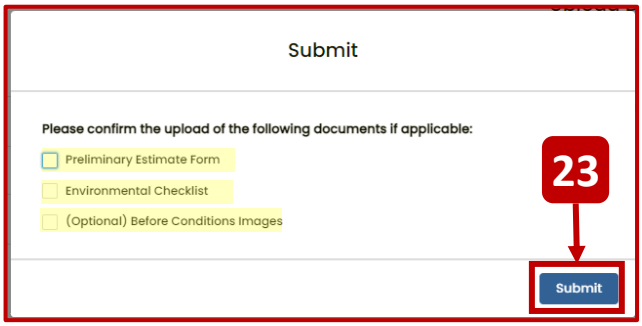


22 **Check the box and type your name** to confirm you have read and agree to the terms. **Click Next.**

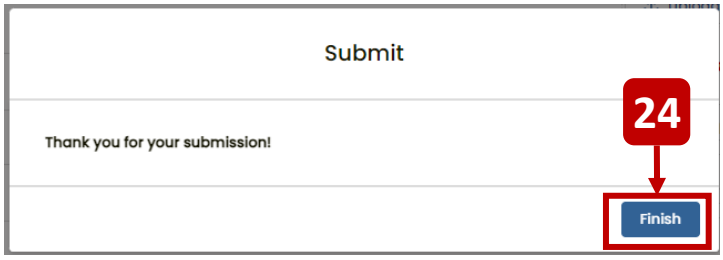
Note: One registered user in a municipality can sign off for and submit a grant application. Others are no longer required.



23 The final step before submission requests you to confirm that you have uploaded the appropriate documentation (these vary by program). **Check each box if you have uploaded an item and then click Submit.**



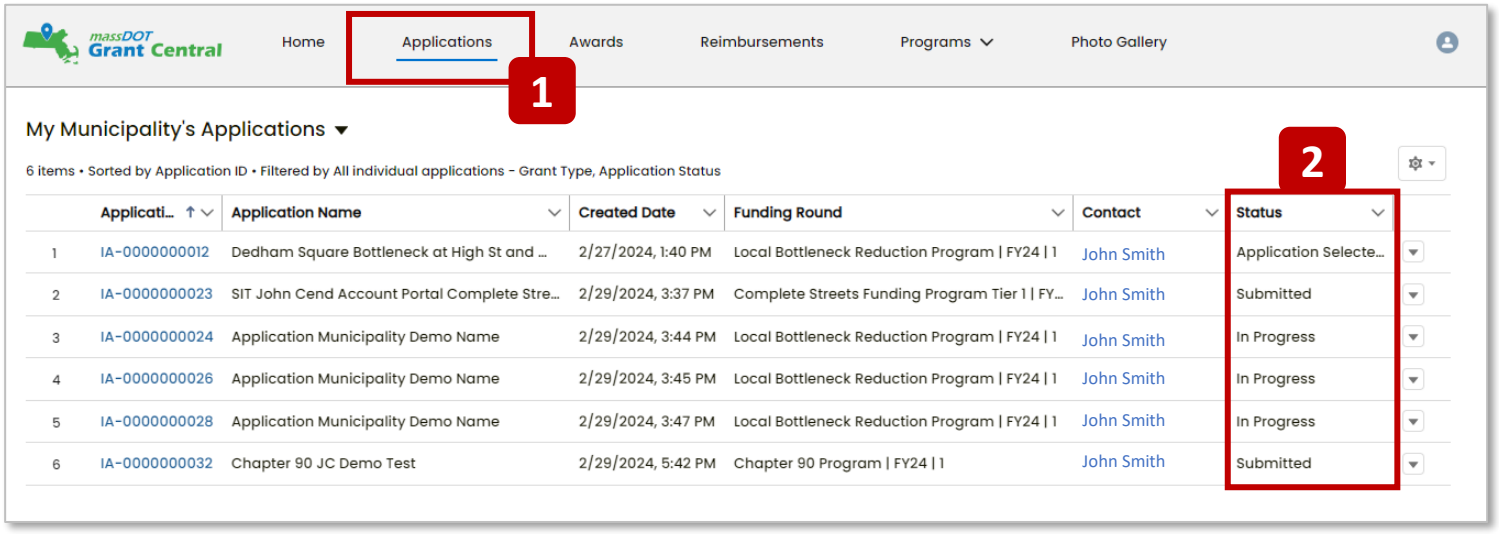
24 After submitting you will see a confirmation. **Click Finish.**



Section 2 – Review Submitted Application

1 To review a submitted (or saved) application, click the Applications link from the bar at the top of Grant Central.

2 **The status for each application will be visible under the status column.**



Appendix C: Procurement Regulation Charts for Local Officials, 2018

GLENN A. CUNHA
INSPECTOR GENERAL

The Commonwealth of Massachusetts
Office of the Inspector General

John W. McCormack
State Office Building
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Room 1311
Boston, MA 02108
Tel: (617) 727-9140
Fax: (617) 723-2334

July 2018

Dear Local Official:

The Office of the Inspector General (Office) created the following charts for local officials to use as a quick guide on public procurement procedures that must be followed pursuant to the Massachusetts General Laws. Your local rules may establish stricter or additional requirements that you must follow. Contact your chief procurement officer or legal counsel for advice on your local rules and procurement procedures.

The Office updated the charts with changes that are effective June 15, 2018, pursuant to the passage of Chapter 113 of the Acts of 2018, *An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth*. The charts highlight particular compliance requirements depending on the cost or the nature of your procurement. For example, the charts highlight, where applicable, the requirement for a ten-hour course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA). The charts are meant to provide a general overview of the principal public procurement statutes, and are not a substitute for reviewing the statute or obtaining the advice of legal counsel.

The charts include:

- M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS (WITH LABOR)
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)
- M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS: Cities, Towns, Regional School Districts and Horace Mann Charter Schools
- M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Any suggestions for the charts or questions concerning Chapter 30B (M.G.L. c. 30B) may be directed to this Office by calling (617) 722-8838. Questions concerning M.G.L. c. 149, M.G.L. c. 30, § 39M, and M.G.L. c. 7C may be directed to the Office of the Attorney General by calling (617) 963-2371 or your legal counsel.

Additional information is available from the following sources:

- Prevailing wage rate sheets may be requested online at http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/ or by calling the Department of Labor Standards at (617) 626-6953.
- *Central Register* advertisements may be submitted to the Secretary of the State's Office online at http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm. The submission deadline is 4:00 p.m. on Thursday for publication the following Wednesday.
- *Goods and Services Bulletin* advertisements may be submitted the Secretary of the State's Office online at http://www.sec.state.ma.us/sprpublicforms/GSSubmissionform.aspx. The submission deadline is 4:00 p.m. on Wednesday for publication the following Monday.
- COMMBUYS postings may be completed at www.commbuys.com.

My Office is committed to helping procurement officials comply with the state's procurement laws and make responsible purchasing decisions. Please do not hesitate to contact our Chapter 30B hotline if we can be of further assistance. Thank you.

Sincerely,



Glenn A. Cunha
Inspector General

M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount	Under $10,000	$10,000 to $50,000	Over $50,000 to $150,000	Over $150,000	Over $10,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2).[1]	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids (using M.G.L. c. 30, § 39M).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the *Central Register*; and 4) in a conspicuous place near your office.[2]	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the *Central Register*; 3) in a newspaper; and 4) on COMMBUYS.[3]	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the *Central Register*; 3) in a newspaper; and 4) on COMMBUYS.[4]	Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the *Central Register*; and (3) on COMMBUYS.[5]
DCAMM Certification	No.	No.	No.	Yes. General bidders if more than $150,000 and filed sub-bidders if more than $25,000.	Yes. General bidders if more than $150,000 and filed sub-bidders if more than $25,000.
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
Prequalification	No.	No.	No.	Optional.[6]	Yes.
Filed Sub-bids	No.	No.	No.	Yes, if more than $25,000.	Yes, if more than $25,000.
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.
Payment Bond	No.	50% payment bond if contract is >$25,000.[7]	50% payment bond.	100% payment bond.	100% payment bond.
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
Contractor Evaluation	No.	No.	No.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.

[1] M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

[2] M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.

[3] M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

[4] M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

[5] The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUYS listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over $150,000 apply.

[6] If you decide to use the optional prequalification process for projects over $100,000, follow the procedures listed in the "Over $10,000,000" column. (Note: The prequalification threshold was not raised in 2016.)

[7] M.G.L. c. 149, § 29.

M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS (WITH LABOR)

Estimated Contract Amount	Under $10,000	$10,000 to $50,000	$50,000 or less	Over $50,000
	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option[1]	M.G.L. c. 30, § 39M
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2).[2]	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.[3]	Sealed bids.	Sealed bids.
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the *Central Register*; and 4) in a conspicuous place near your office.[4]	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the *Central Register*.[5]	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the *Central Register*; 3) in a newspaper; and 4) on COMMBUYS.[6]
OSHA Training	No.	Yes.	Yes.	Yes.
Prequalification	No.	No.	No.	Maybe.[7]
Bid Deposit	No.	No.	No.	5% of the value of the total bid.
Payment Bond	No.	50% payment bond if contract is more than $25,000.[8]	50% payment bond if contract is more than $25,000.[9]	50% payment bond.
Performance Bond	No.	No.	No.	No.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.

[1] Authorized by M.G.L. c. 30, § 39M(d).

[2] M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

[3] M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

[4] M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

[5] M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.

[6] M.G.L. c. 149, § 44J.

[7] Although M.G.L. c. 30, § 39M, does not mandate a contractor prequalification process, prequalification of bidders by the Massachusetts Department of Transportation is required for contracts of $50,000 or more (1) if the awarding authority receives State Aid funds under M.G.L. c. 90, § 34; or (2) the work is on a state road, regardless of whether the awarding authority receives State Aid funds under M.G.L. c. 90, § 34.

[8] M.G.L. c. 149, § 29.

[9] M.G.L. c. 149, § 29.

M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)

Estimated Contract Amount	Under $10,000	$10,000 to $50,000	Over $50,000	Any Amount
	M.G.L. c. 30, § 39M	**M.G.L. c. 30, § 39M**	**M.G.L. c. 30, § 39M**	**M.G.L. c. 30B, § 5 Option**[1]
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2).[2]	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids.	Sealed bids.
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the *Central Register*; and 4) in a conspicuous place near your office.[3]	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the *Central Register*; 3) in a newspaper; and 4) on COMMBUYS.[4]	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the *Central Register*.[5]
OSHA Training	No.	No.	No.	No.
Prequalification	No.	No.	No.	No.
Bid Deposit	No.	No.	5% of the value of the total bid.	No.
Payment Bond	No.	50% payment bond if contract is more than $25,000.[6]	50% payment bond.	50% payment bond if contract is more than $25,000.[7]
Performance Bond	No.	No.	No.	No.
Prevailing Wage	No.	No.	No.	No.
OSD Option	Yes.	Yes.	Yes.	No.
Blanket Contract Option	Yes.	Yes.	No.	No.

[1] Authorized by M.G.L. c. 30, § 39M(d).

[2] M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

[3] M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

[4] M.G.L. c. 149, § 44J.

[5] M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A. (Note: If the procurement will exceed $100,000, and the materials will be purchased for the purpose of stockpiled inventory and will not be used in conjunction with a specific project, at least two weeks before bids or proposals are due, publish in the *Goods and Services Bulletin*.)

[6] M.G.L. c. 149, § 29.

[7] M.G.L. c. 149, § 29. (Note: If the materials will be purchased for the purpose of stockpiled inventory and will not be used in conjunction with a specific project, you do not need to obtain a payment bond.)

M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS:
Cities, Towns, Regional School Districts and Horace Mann Charter Schools[1]

Estimated Design Fee (EDF)/Estimated Construction Cost (ECC)	EDF less than $30,000 or ECC less than $300,000	EDF $30,000 or more and ECC $300,000 or more
Procurement Procedure	None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise in the *Central Register* **and** your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board[1]	No.	No – adopt selection procedure in writing.[2,3]
Designer Application	No.	Yes. See Designer Selection Procedures for Municipalities. Use "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)"
Designer Evaluation (Submit to DCAMM and Designer Selection Board)	No.	Yes. See Designer Evaluation Forms & Information for Municipalities and Agencies
Registration	Yes.	Yes.
Insurance	No.	At a minimum, the lesser of $1 million or 10% of the project's estimated cost of construction.[4]
Prevailing Wage	No.	No.

[1] Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is $30,000 or more and the estimated construction cost is $300,000 or more.

[2] Cities, towns, school districts and Horace Mann charter schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c. 7C, §§ 44 – 58, and noted herein. See this Office's *Model Designer Selection Procedures for Municipalities and Other Local Public Agencies*.

[3] Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

[4] M.G.L. c. 7C, § 51.

M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount	Under $10,000	$10,000 to $50,000	Over $50,000
Procurement Procedure	Sound business practices.[1]	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service.[2]	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).
Notice/Advertising Requirements	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed $100,000, at least two weeks before bids or proposals are due, publish in the *Goods and Services Bulletin*.
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible[3] and responsive[4] bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required[5]	No. Keep written records as a best practice.	Yes.	Yes.
Maximum Contract Term[6]	Three years, unless majority vote authorizes longer.		
OSD Option	Yes.		

[1] M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

[2] M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

[3] M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

[4] M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

[5] M.G.L. c. 30B, § 17(a), states "All contracts in the amount of $10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

[6] M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."

Appendix D: Step-by-step Reimbursement Instructions

massDOT
Grant Central
Municipality User Reference Guide



Grant Central: How to Submit an Expense Reimbursement

Guide Overview

A municipality that receives grant funding from MassDOT Highway Division should use Grant Central to submit expense reimbursements for eligible grant program expenses.

In this guide, we use the example of the Local Bottleneck Reduction Program to demonstrate the steps of this process in Grant Central. The functionality will be similar for other programs, but steps may vary depending on the forms associated with the program.

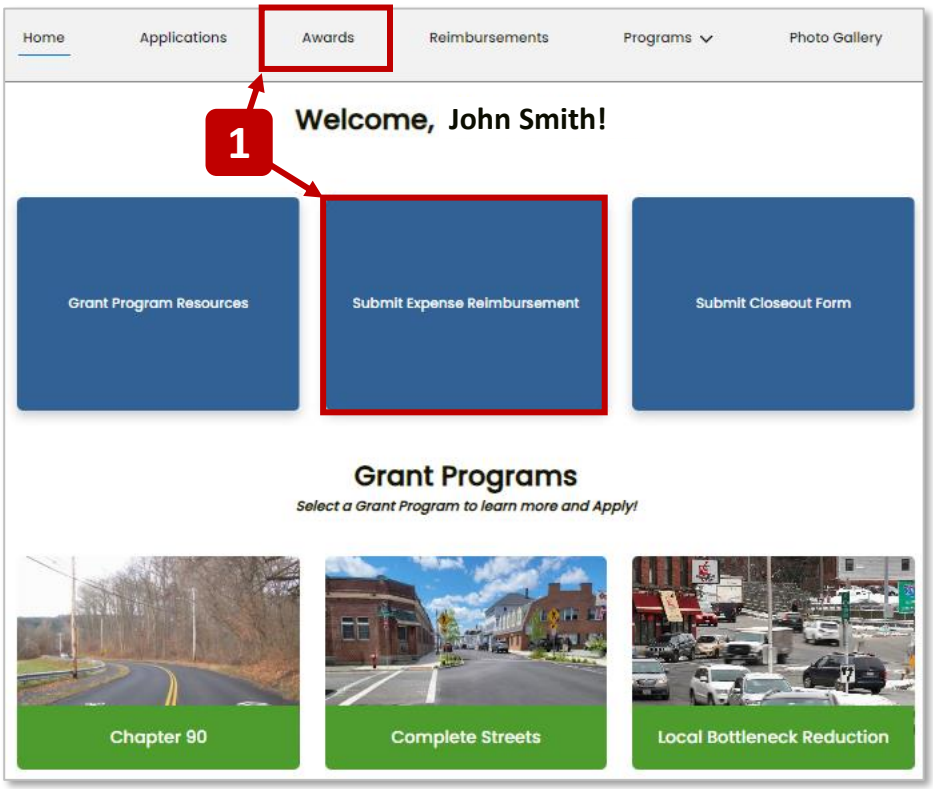
Please note that any registered user associated with a municipality can submit an expense reimbursement request. Please ensure you coordinate with other registered users in your municipality. Other signatories may be required for contracts and other documentation further along in the project.

If you see any issues with the information contained in your funding award, please reach out to MassDOTGrantCentral@dot.state.ma.us.

This user reference guide shows the steps for how to submit an expense reimbursement against an existing funding award from the MassDOT Highway Division Grant Program.

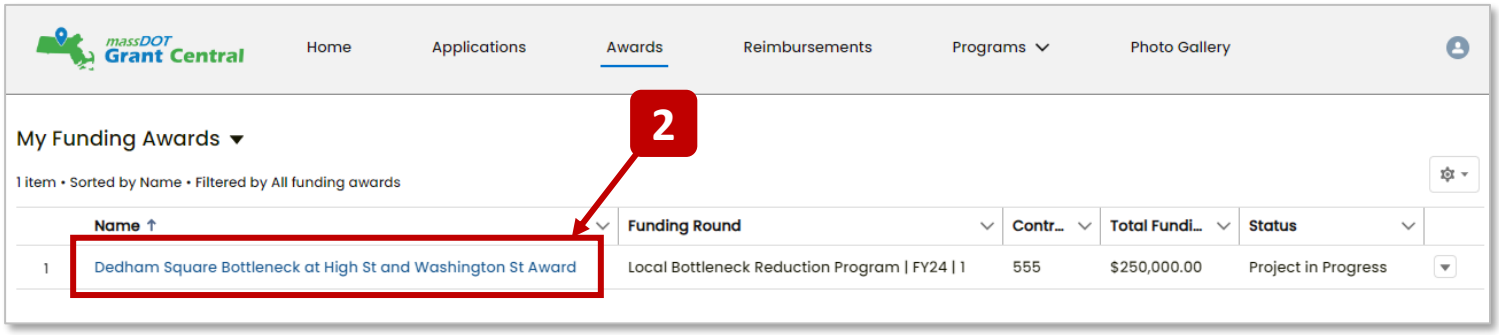
Section 1 – Submit an Expense Reimbursement

1 **Click on the Awards link** at the top of the page or **click the Submit Expense Reimbursement tile** to open your municipality's funding awards.

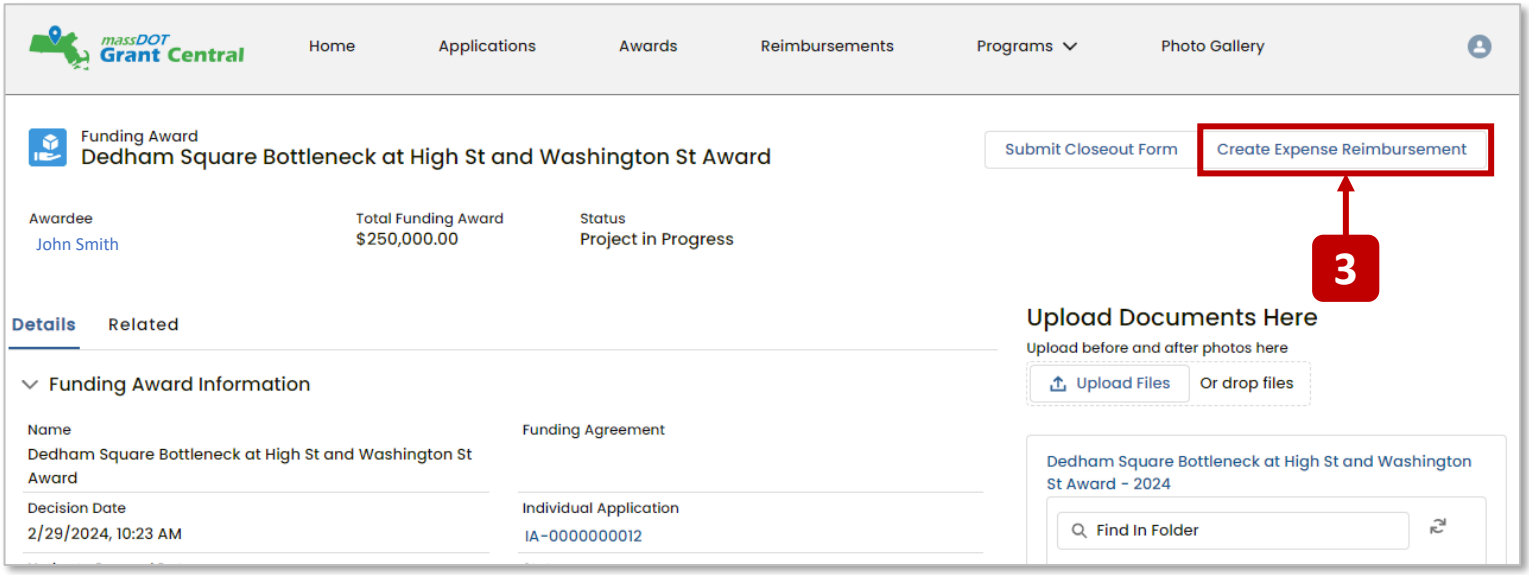


2 **Click on an award name** from the list of available funding awards.

Note: The example used in this request is not an actual reimbursement request, only an example to highlight steps of the process. In addition, funding awards are created by the MassDOT Grants Team or Local Aid Officials after your program application has been selected and approved.

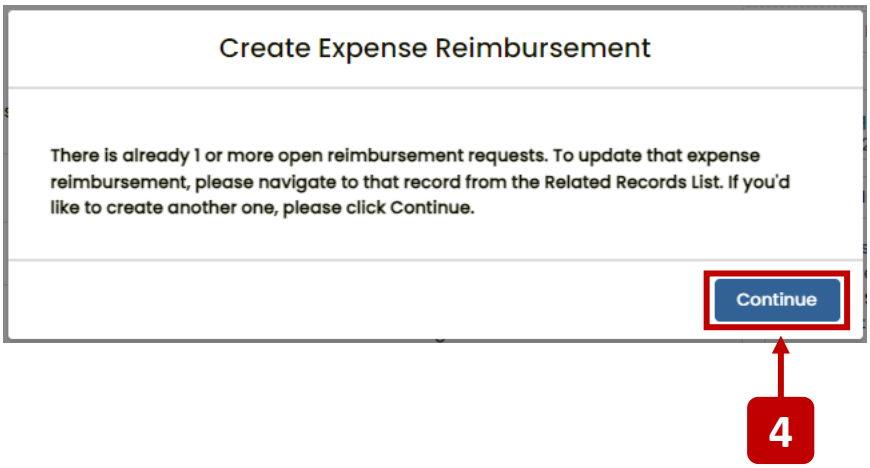


3 Click Create Expense Reimbursement.



4 Click Continue.

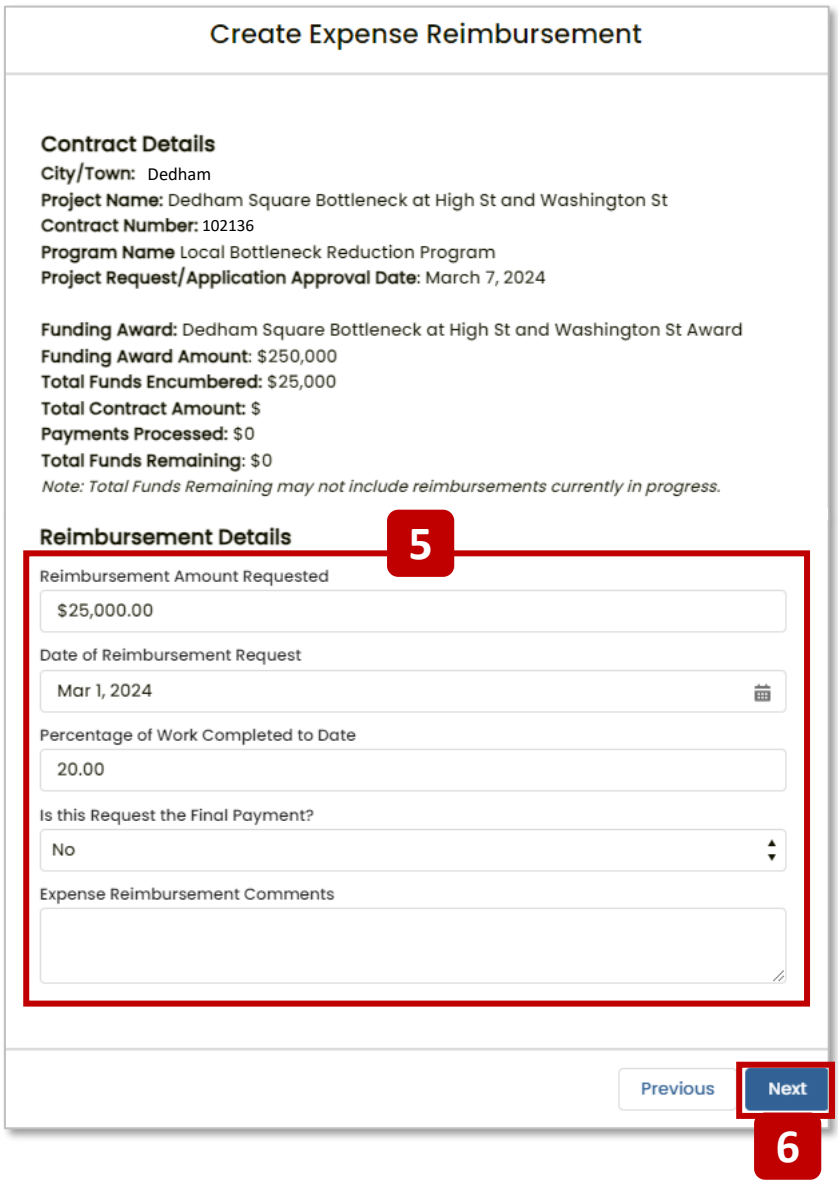
Note: You can have more than one expense reimbursement for a funding award. This message is only a notification.



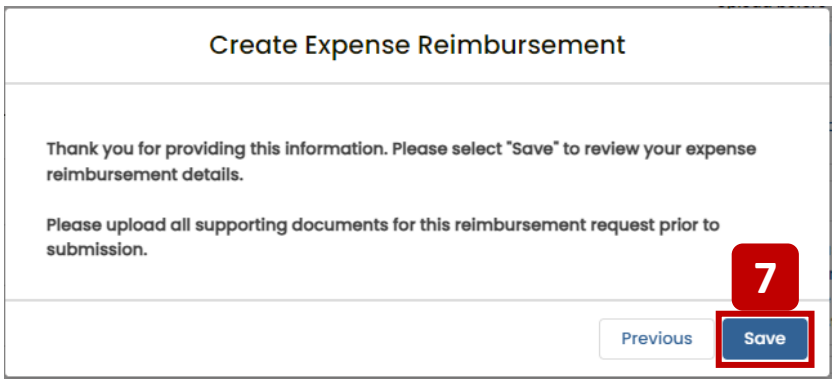
5 **Enter required information on the form. All fields are required.**

Use **Expense Reimbursement Comments** to send a message to your Local Aid Office Official responsible for approving your municipality's expenses.

6 **Click Next.**



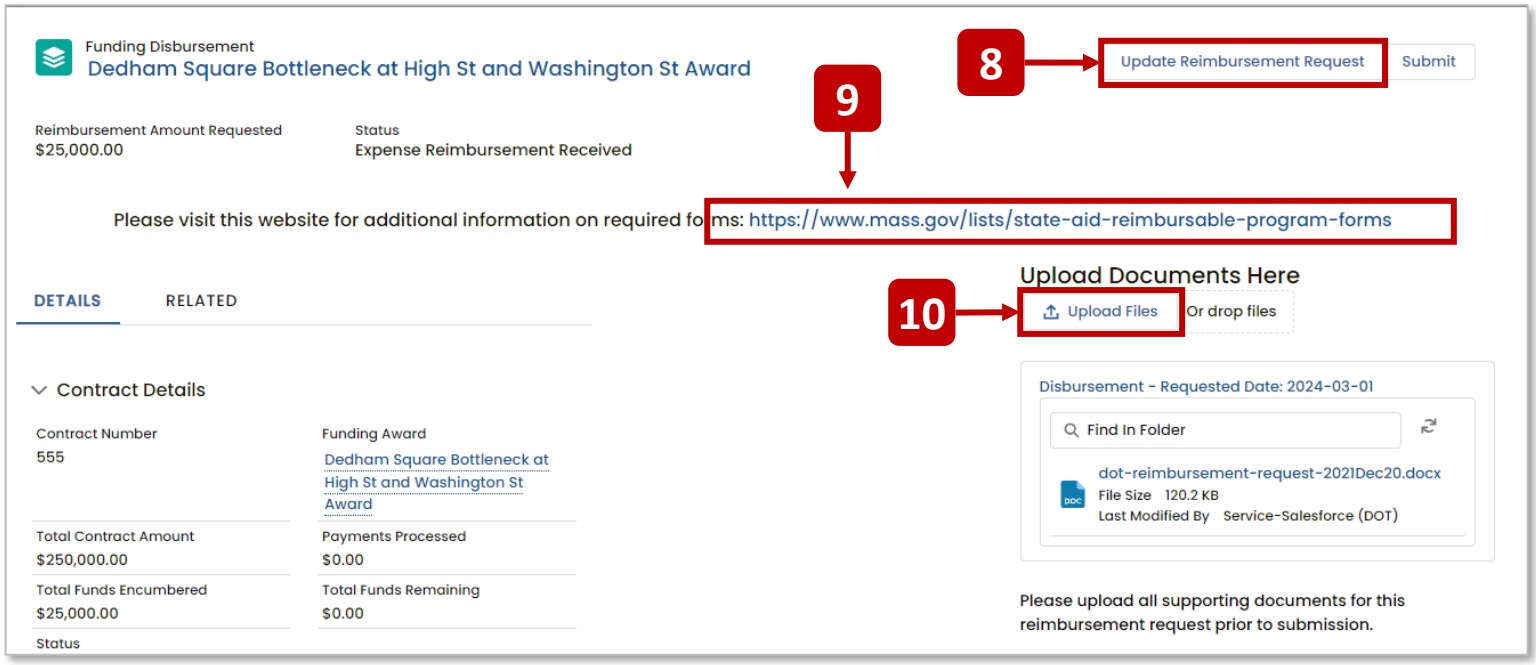
7 **Click Save.**



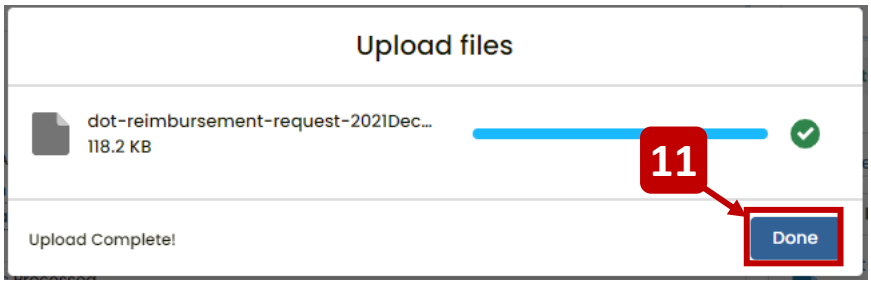
8 *Optional:* Click **Update Reimbursement Request** to go back in and update any section of your request.

9 To locate relevant forms, see Grant Program Resources from the Quick Links section on the home page. If you have any questions about the correct forms, or which forms apply to your project, please contact your Local Aid Office (see Important Contacts under the Quick Links section with information on who to contact for each office).

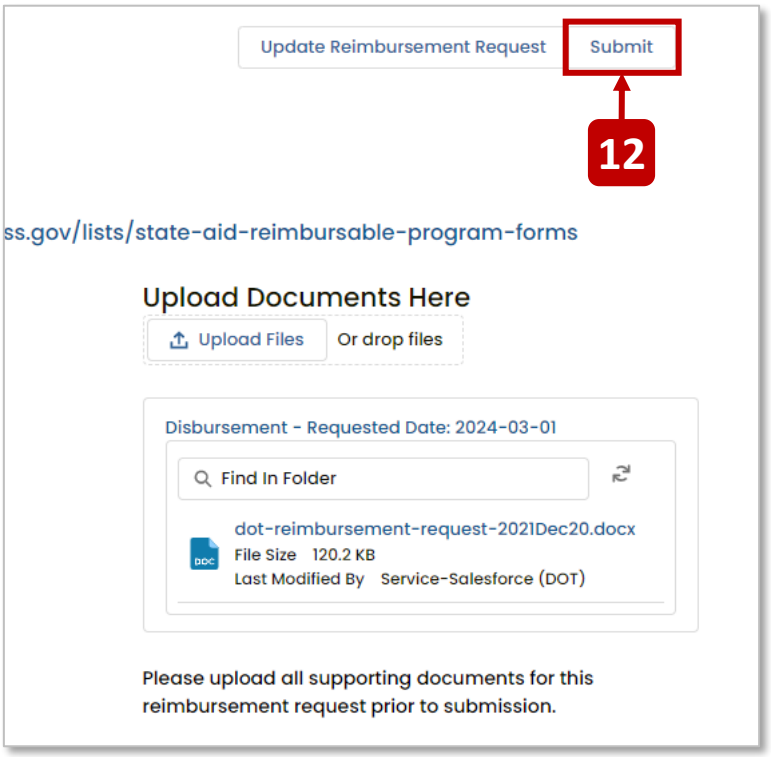
10 Each expense reimbursement request will require supporting documents to be uploaded. **Click on Upload Files** to upload supporting documentation and forms.



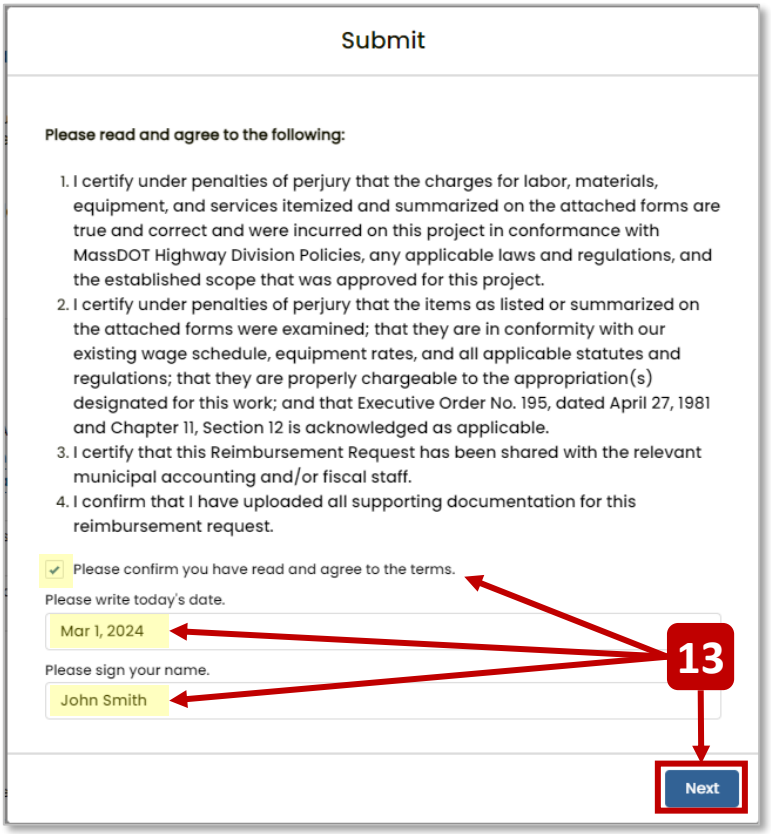
11 After uploading files **click done.**



12 After you have reviewed all information on the reimbursement request and uploaded required documents, **click Submit.**

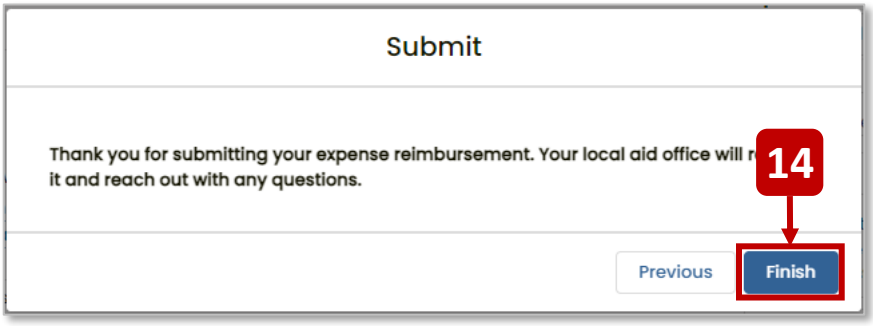


13 **Check the box, enter today's date, and type your name** to confirm you have read and agree to the terms. **Click Next**



14 After selecting Next, you have one final step to complete the reimbursement request. **Click Finish to complete the process.**

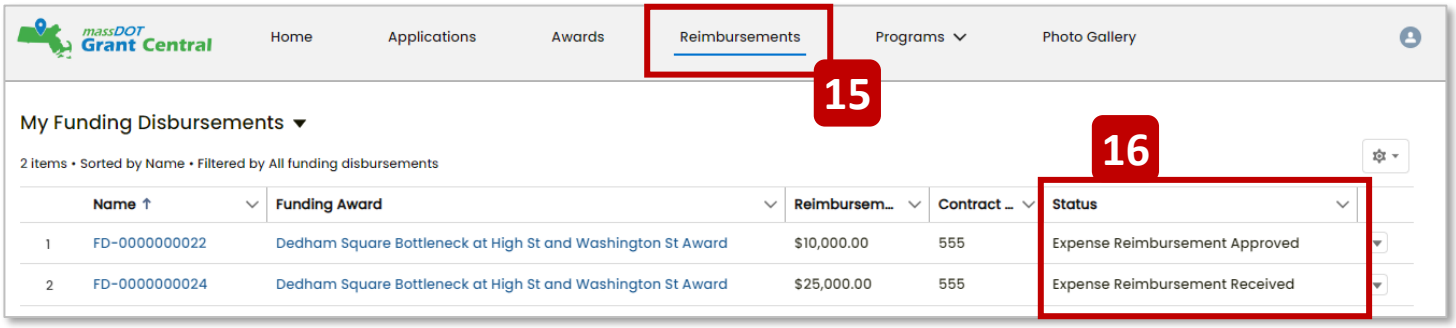
Note: An email notification is only sent when your expense reimbursement has been approved or rejected.



15 To review a submitted (or saved) reimbursement request, click the Reimbursements link from the bar at the top of Grant Central.

16 **The status for each reimbursement request will be visible under the status column.** Reimbursement Statuses:

1. **Expense Reimbursement Received**: Request was submitted by the Municipality.
2. **Expense Reimbursement Under Review**: Request is being reviewed by your Local Aid Office.
3. **Expense Reimbursement Approved**: Request has been approved and reimbursement will be processed in PINFO/MARS
4. **Expense Reimbursement Rejected**: Request was rejected by your Local Aid Office. Open your Reimbursement Request and review Expense Reimbursement Comments see the reason provided.

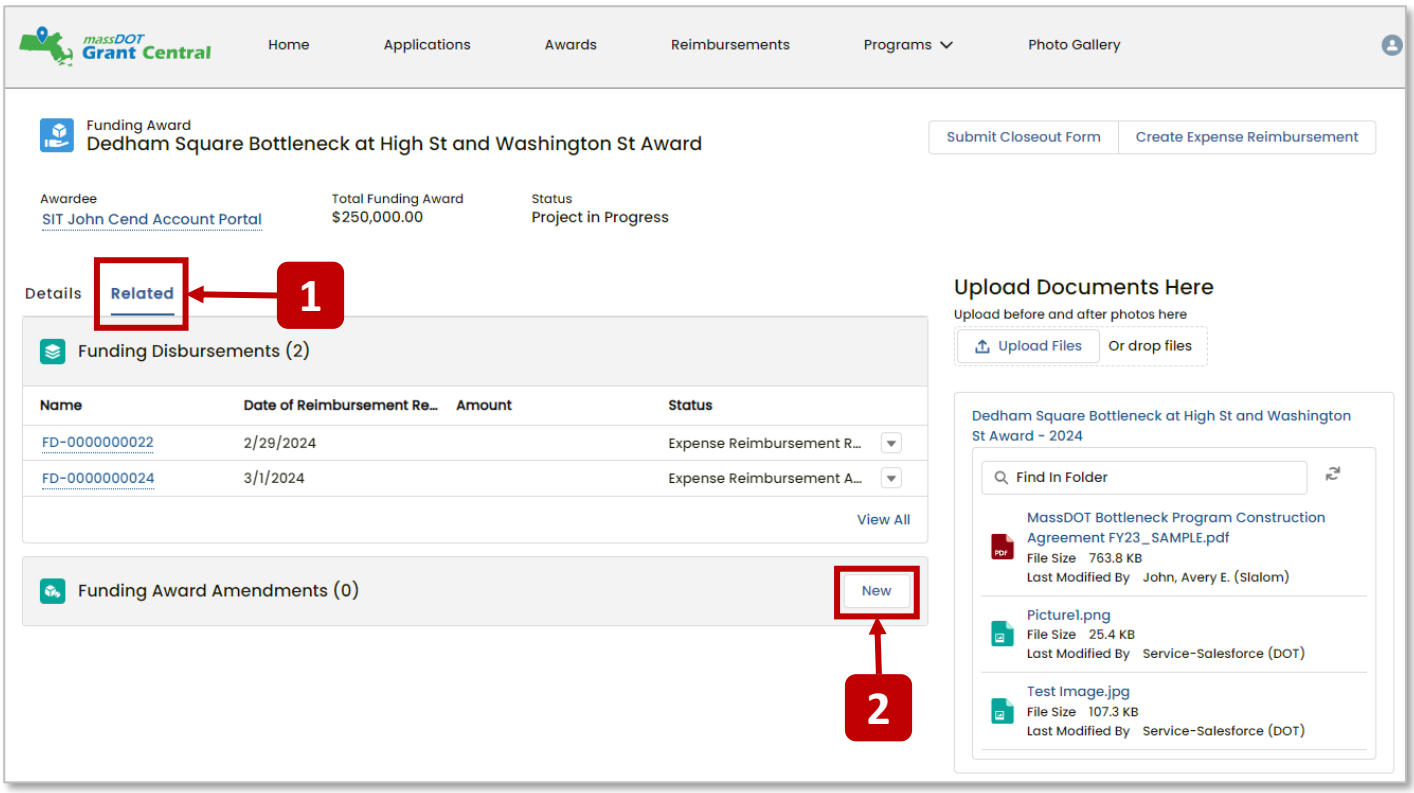


Expense Reimbursement Rejections may be a result of several factors. If your reimbursement request was rejected, **do not submit a new reimbursement request for the same expense**. Review the comments provided for the rejection and click Update Reimbursement Request to edit the original request and resubmit it.

Section 2 – Funding Award Amendment

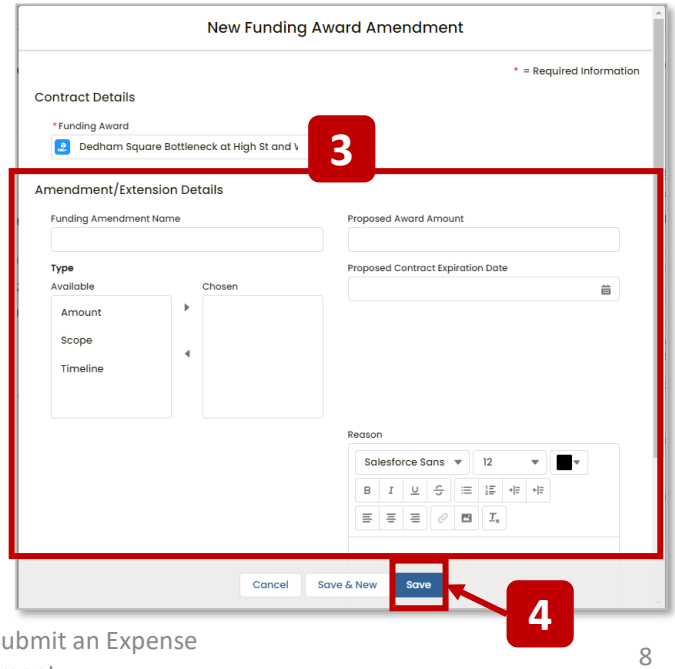
1 To request an Amendment to an existing Funding Award, **click the tab title Related from the Funding Award page**.

2 Next to Funding Award Amendment **click New.**



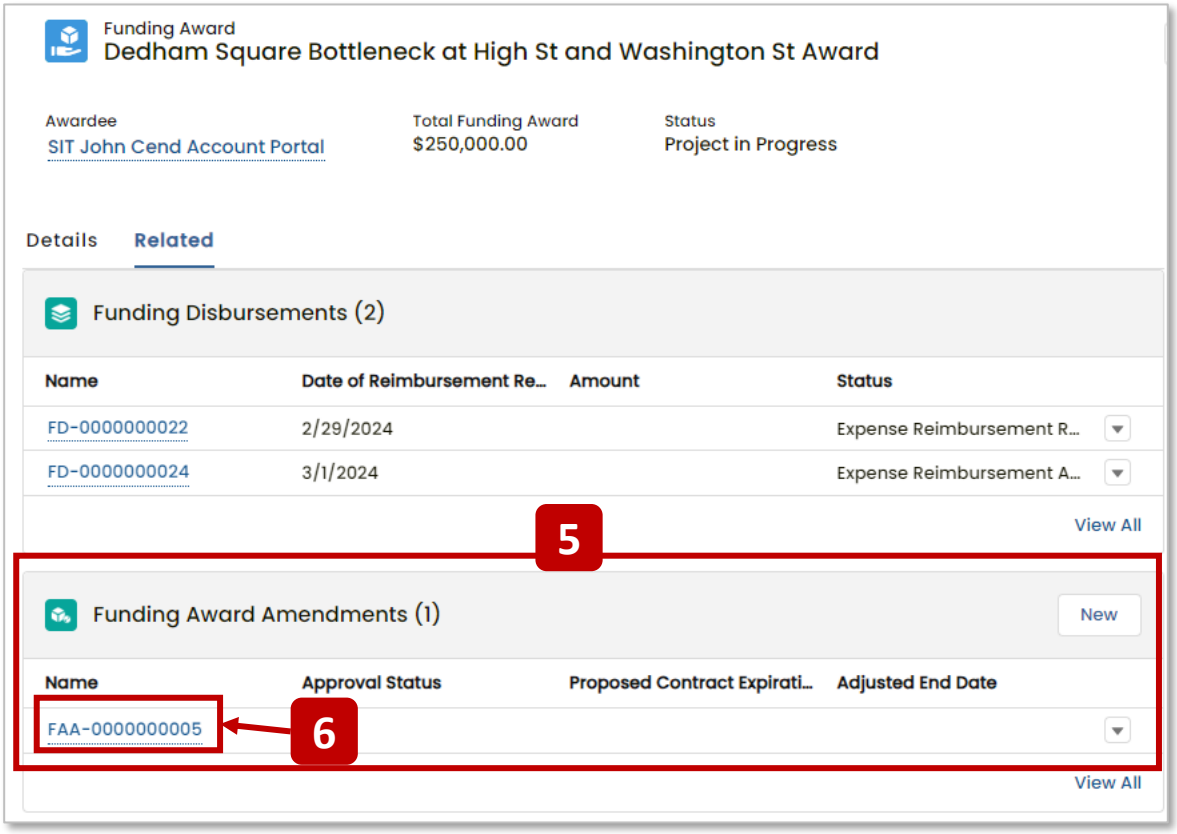
3 **Enter the Amendment/Extension Details** and complete all fields.

4 **Click Save** when you are finish.



5 The proposed amendment that was saved will display under the Funding Award Amendments section.

6 **Click on the blue hyperlink** under Name to open the amendment and view approval status.



Appendix E: Sample Reimbursement Forms

STATE AID REIMBURSABLE PROGRAMS - MATERIALS - HED 454 FORM

Updated 12/2017

City/Town of: Townsville

PROJECT NAME: Main Street Corridor Improvements

PROGRAM TYPE: ☑ Chapter 90 ☐ Municipal Bridge ☐ Complete Streets ☐ Other *(check one)*

MATERIALS for period beginning 7/20/2020 and ending 5/7/2021
both inclusive, on account of Contract No. 123456 with MassDOT Highway Division,

VENDOR NAME	*ITEM #*	*QTY.*	*UNIT*	*UNIT PRICE* $	*AMOUNTS* $	*CHECK #*	*REMARKS*
Consultants, Inc.					$ 28,495.00	100000	Inv. # 1
Consultants, Inc.					$ 5,010.00	100001	Inv. # 2
Consultants, Inc.					$ 16,645.00	100002	Inv. # 3
Consultants, Inc.					$ 13,970.00	100003	Inv. # 4
Consultants, Inc.					$ 12,820.00	100004	Inv. # 5
Consultants, Inc.					$ 4,860.00	100005	Inv. # 6
Consultants, Inc.					$ 21,060.00	100006	Inv. # 7
Consultants, Inc.					$ 6,120.00	100007	Inv. # 8
Consultants, Inc.					$ 3,570.00	100008	Inv. # 9
Consultants, Inc.					$ 1,650.00	100009	Inv. # 10
Consultants, Inc.					$ 11,000.00	100010	Inv. # 11
Consultants, Inc.					$ 25,025.00	100011	Inv. # 12
Consultants, Inc.					$ 21,450.00	100012	Inv. # 13
Consultants, Inc.					$ 10,725.00	100013	Inv. # 14
Quality Contractors					$ 294,369.20	200000	Pay Application 1
Quality Contractors					$ 192,762.76	200001	Pay Application 2
Quality Contractors					$ 15,383.11	200002	Pay Application 3
Quality Contractors					$ 10,255.41	200003	Pay Application 4
TOTAL					$ 695,170.48		

"To the best of my knowledge the purchases of materials or services appearing on this sheet are not in conflict with Chapter 779 of the Acts of 1962. Signed under the penalty of perjury."

Mohammed Rafi — 6/21/2021
Supervisor / Foreman — Date

Jane Smith — 6/21/2021
Town Accounting Approval — Date

HED-454 (R)

massDOT
Massachusetts Department of Transportation
Highway Division

STATE AID REIMBURSABLE PROGRAMS - MATERIALS - HED 454 FORM

Updated 12/2017

City/Town of: Townsville

PROJECT NAME: Main Street Corridor Improvements

PROGRAM TYPE: ☑ Chapter 90 ___ Municipal Bridge ___ Complete Streets ___ Other *(check one)*

MATERIALS for period beginning 7/20/2020 and ending 5/7/2021
both inclusive, on account of Contract No. 123456 with MassDOT Highway Division,

VENDOR NAME	*ITEM #*	*QTY.*	*UNIT*	*UNIT PRICE* $	*AMOUNTS* $	*CHECK #*	*REMARKS*
Consultants, Inc.	Inv. # 1				$ 28,495.00	100000	
Consultants, Inc.	Inv. # 2				$ 5,010.00	100001	
Consultants, Inc.	Inv. # 3				$ 16,645.00	100002	
Consultants, Inc.	Inv. # 4				$ 13,970.00	100003	
Consultants, Inc.	Inv. # 5				$ 12,820.00	100004	
Consultants, Inc.	Inv. # 6				$ 4,860.00	100005	
Consultants, Inc.	Inv. # 7				$ 21,060.00	100006	
Consultants, Inc.	Inv. # 8				$ 6,120.00	100007	
Consultants, Inc.	Inv. # 9				$ 3,570.00	100008	
Consultants, Inc.	Inv. # 10				$ 1,650.00	100009	
Consultants, Inc.	Inv. # 11				$ 11,000.00	100010	
Consultants, Inc.	Inv. # 12				$ 25,025.00	100011	
Consultants, Inc.	Inv. # 13				$ 21,450.00	100012	
Consultants, Inc.	Inv. # 14				$ 10,725.00	100013	
Quality Contractors	Pay Application 1				$ 294,369.20	200000	
Quality Contractors	Pay Application 2				$ 192,762.76	200001	
Quality Contractors	Pay Application 3				$ 15,383.11	200002	
Quality Contractors	Pay Application 4				$ 10,255.41	200003	
TOTAL					$ 695,170.48		

"To the best of my knowledge the purchases of materials or services appearing on this sheet are not in conflict with Chapter 779 of the Acts of 1962. Signed under the penalty of perjury."

Mohammed Rafi — 6/21/2021
Supervisor / Foreman — Date

Jane Smith — 6/21/2021
Town Accounting Approval — Date

HED-454 (R)

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

7/31/2019

INVOICE NO. 1

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
July 1, 2019 to July 31, 2019				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00		$ 9,400.00
Task 2 - Geotechnical Engineering & Reporting	60%	$ 28,800.00		$ 17,280.00
Task 3 - Hydrologic & Hydraulic Analysis	0%	$ 16,000.00		$ -
Task 4 - Preliminary Engineering	5%	$ 18,300.00		$ 915.00
Task 5 - Final Design	0%	$ 32,400.00		$ -
Task 6 - Wetland Delineation & Environmental Permitting	15%	$ 6,000.00		$ 900.00
Task 7 - Construction Administration	0%	$ 33,000.00		$ -
		Balance Due	JS	**$ 28,495.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

8/31/2019

INVOICE NO. 2

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
August 1, 2019 to August 31, 2019				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	70%	$ 28,800.00	$ 17,280.00	$ 2,880.00
Task 3 - Hydrologic & Hydraulic Analysis	0%	$ 16,000.00	$ -	$ -
Task 4 - Preliminary Engineering	15%	$ 18,300.00	$ 915.00	$ 1,830.00
Task 5 - Final Design	0%	$ 32,400.00	$ -	$ -
Task 6 - Wetland Delineation & Environmental Permitting	20%	$ 6,000.00	$ 900.00	$ 300.00
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 5,010.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

9/30/2019

INVOICE NO. 3

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
September 1, 2019 to September 30, 2019				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 20,160.00	$ 8,640.00
Task 3 - Hydrologic & Hydraulic Analysis	10%	$ 16,000.00	$ -	$ 1,600.00
Task 4 - Preliminary Engineering	50%	$ 18,300.00	$ 2,745.00	$ 6,405.00
Task 5 - Final Design	0%	$ 32,400.00	$ -	$ -
Task 6 - Wetland Delineation & Environmental Permitting	20%	$ 6,000.00	$ 1,200.00	$ -
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 16,645.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

10/31/2019

INVOICE NO. 4

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
October 1, 2019 to October 31, 2019				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	30%	$ 16,000.00	$ 1,600.00	$ 3,200.00
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 9,150.00	$ 9,150.00
Task 5 - Final Design	5%	$ 32,400.00	$ -	$ 1,620.00
Task 6 - Wetland Delineation & Environmental Permitting	20%	$ 6,000.00	$ 1,200.00	$ -
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 13,970.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

11/30/2019

INVOICE NO. 5

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
November 1, 2019 to November 30, 2019				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 4,800.00	$ 11,200.00
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	10%	$ 32,400.00	$ 1,620.00	$ 1,620.00
Task 6 - Wetland Delineation & Environmental Permitting	20%	$ 6,000.00	$ 1,200.00	$ -
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 12,820.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

12/31/2019

INVOICE NO. 6

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
December 1, 2019 to December 31, 2019				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	25%	$ 32,400.00	$ 3,240.00	$ 4,860.00
Task 6 - Wetland Delineation & Environmental Permitting	20%	$ 6,000.00	$ 1,200.00	$ -
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 4,860.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

1/31/2020

INVOICE NO. 7

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
January 1, 2020 to January 31, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	90%	$ 32,400.00	$ 8,100.00	$ 21,060.00
Task 6 - Wetland Delineation & Environmental Permitting	20%	$ 6,000.00	$ 1,200.00	$ -
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 21,060.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

2/29/2020

INVOICE NO. 8

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
February 1, 2020 to February 29, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	95%	$ 32,400.00	$ 29,160.00	$ 1,620.00
Task 6 - Wetland Delineation & Environmental Permitting	95%	$ 6,000.00	$ 1,200.00	$ 4,500.00
Task 7 - Construction Administration	0%	$ 33,000.00	$ -	$ -
		Balance Due	JS	**$ 6,120.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

4/30/2020

INVOICE NO. 9

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
April 1, 2020 to April 30, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	100%	$ 32,400.00	$ 30,780.00	$ 1,620.00
Task 6 - Wetland Delineation & Environmental Permitting	100%	$ 6,000.00	$ 5,700.00	$ 300.00
Task 7 - Construction Administration	5%	$ 33,000.00	$ -	$ 1,650.00
		Balance Due	JS	**$ 3,570.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

6/30/2020

INVOICE NO. 10

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
June 1, 2020 to June 30, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	100%	$ 32,400.00	$ 32,400.00	$ -
Task 6 - Wetland Delineation & Environmental Permitting	100%	$ 6,000.00	$ 6,000.00	$ -
Task 7 - Construction Administration	10%	$ 33,000.00	$ 1,650.00	$ 1,650.00
		Balance Due	JS	**$ 1,650.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

7/31/2020

INVOICE NO. 11

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
July 1, 2020 to July 31, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	100%	$ 32,400.00	$ 32,400.00	$ -
Task 6 - Wetland Delineation & Environmental Permitting	100%	$ 6,000.00	$ 6,000.00	$ -
Task 7 - Construction Administration	20%	$ 71,500.00	$ 3,300.00	$ 11,000.00
		Balance Due	JS	**$ 11,000.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

8/31/2020

INVOICE NO. 12

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
August 1, 2020 to August 31, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	100%	$ 32,400.00	$ 32,400.00	$ -
Task 6 - Wetland Delineation & Environmental Permitting	100%	$ 6,000.00	$ 6,000.00	$ -
Task 7 - Construction Administration	55%	$ 71,500.00	$ 14,300.00	$ 25,025.00
		Balance Due	JS	**$ 25,025.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

9/30/2020

INVOICE NO. 13

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
September 1, 2020 to September 30, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	100%	$ 32,400.00	$ 32,400.00	$ -
Task 6 - Wetland Delineation & Environmental Permitting	100%	$ 6,000.00	$ 6,000.00	$ -
Task 7 - Construction Administration	85%	$ 71,500.00	$ 39,325.00	$ 21,450.00
		Balance Due	JS	**$ 21,450.00**

INVOICE

Consultants, Inc.

Consultants, Inc.
1 Engineer Street
Cityville, MA 10101

10/30/2020

INVOICE NO. 14

BILL TO

Jane Smith
Townsville Director of Finance and Accounting
123 Plain Street, Townsville, MA 01010

SITE / LOCATION

Main Street Corridor Improvements

DESCRIPTION	% COMPLETE	FEE	PREVIOUS	TOTAL
October 1, 2020 to October 31, 2020				
Task 1 - Existing Conditions Survey	100%	$ 9,400.00	$ 9,400.00	$ -
Task 2 - Geotechnical Engineering & Reporting	100%	$ 28,800.00	$ 28,800.00	$ -
Task 3 - Hydrologic & Hydraulic Analysis	100%	$ 16,000.00	$ 16,000.00	$ -
Task 4 - Preliminary Engineering	100%	$ 18,300.00	$ 18,300.00	$ -
Task 5 - Final Design	100%	$ 32,400.00	$ 32,400.00	$ -
Task 6 - Wetland Delineation & Environmental Permitting	100%	$ 6,000.00	$ 6,000.00	$ -
Task 7 - Construction Administration	100%	$ 71,500.00	$ 60,775.00	$ 10,725.00
		Balance Due	JS	**$ 10,725.00**

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISOR EDITION

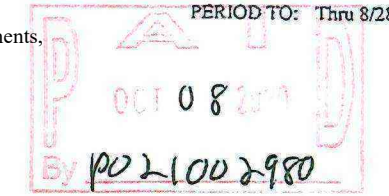
CONTRACTOR: Quality Contractors
5 Star Road
Statesville, MA 00110

SUBCONTRACTOR:

CONTRACT FOR: Main Street Corridor Improvements, Townsville

PROJECT:
Main Street
Corridor Improvements,
Townsville

APPLICATION NUMBER: 001
PERIOD TO: Thru 8/28/2020



VIA Owner:
VIA ARCHITECT:

Distribution to:
[X] OWNER
[ ] CONSTRUCTION MANAGER
[ ] ARCHITECT
[ ] CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1.	ORIGINAL CONTRACT SUM		$495,000.00
2.	EWO 1		$3,152.15
3.	CONTRACT SUM TO DATE	(Line 1 +2)..... $	498,152.15
4.	TOTAL COMPLETED & STORED TO DATE..... (Column K on G703)		$309,852.32
5.	RETAINAGE:		
a.	5% % of Completed Work (Columns G & I on G703)	$15,493.12	
b.	5% % of Stored Material (Column J on G703)		
	Total Retainage (Line 5a + 5b or Total in Column N of G703)		$15,493.12
6.	TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)		$294,369.20
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$0.00
8.	CURRENT PAYMENT DUE		$294,369.20
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 203,782.95	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR:

BY: Erica Mustermann DATE: 8-28-20

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... $ 294,369.20 JS
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified).

CONSTRUCTION MGR:
By: Maria Rossi Date: 9/1/2020

ARCHITECT:
By: Wei Lee Date: 9/1/2020

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification is attached
In tabulations below, amounts are stated to the nearest dollar
Use column I on Contracts where variable retainage for line items may apply

APPLICATION NO 1
APPLICATION DATE
PERIOD TO
ARCHITECT'S PROJECT NO

A	B	C	D	E	F	G	H	I	J	K	L	M	N
ITEM NO	DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (G=I)	WORK COMPLETED THIS PERIOD QTY	WORK COMPLETED THIS PERIOD $ (E*H)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (G+I+J)	% (K/F)	BALANCE TO FINISH (F-K)	RETAINAGE
102.51	Individual tree protection	EACH	3	$400.00	$1,200.00	$0.00	3.000	$1,200.00		$1,200.00	100%	$0.00	$60.00
102.52	Temporary tree protection fence	FOOT	150	$6.00	$900.00	$0.00	150.000	$900.00		$900.00	100%	$0.00	$45.00
103	Tree removed - under 24 inches	EACH	5	$1,000.00	$5,000.00	$0.00	5.000	$5,000.00		$5,000.00	100%	$0.00	$250.00
114.1	Demolition of superstructure of Bridge No. N-25-025	LS	1	$68,920.00	$68,920.00	$0.00	1.000	$68,920.00		$68,920.00	100%	$0.00	$3,446.00
120.1	Unclassified excavation	CY	600	$6.00	$3,600.00	$0.00	240.000	$1,440.00		$1,440.00	40%	$2,160.00	$72.00
140	Bridge excavation	CY	200	$16.00	$3,200.00	$0.00	200.000	$3,200.00		$3,200.00	100%	$0.00	$160.00
143	Channel excavation	CY	90	$80.00	$7,200.00	$0.00	90.000	$7,200.00		$7,200.00	100%	$0.00	$360.00
151.01	Gravel borrow - type C	CY	50	$40.00	2,000.00	$0.00	0.000	$0.00		$0.00	0%	$2,000.00	$0.00
151.2	Gravel borrow for backfilling structures and pipes	CY	380	$40.00	15,200.00	$0.00	0.000	$0.00		$0.00	0%	$15,200.00	$0.00
151.22	Gravel borrow for sidewalks	CY	35	$40.00	1,400.00	$0.00	0.000	$0.00		$0.00	0%	$1,400.00	$0.00
156	Crushed stone	TONS	50	$20.00	1,000.00	$0.00	0.000	$0.00		$0.00	0%	$1,000.00	$0.00
220	Drainage structure adjusted	EACH	4	$240.00	$960.00	$0.00	0.000	$0.00		$0.00	0%	$960.00	$0.00
270.081	8" water main removed and replaced	LS	1	$12,000.00	$12,000.00	$0.00	0.330	$3,960.00		$3,960.00	33%	$8,040.00	$198.00
281.5	Dumped stone lining (waterways)	SY	130	$75.00	$9,750.00	$0.00	130.000	$9,750.00		$9,750.00	100%	$0.00	$487.50
415.3	Pavement micromilling	SY	220	$6.00	$1,320.00	$0.00	0.000	$0.00		$0.00	0%	$1,320.00	$0.00
450.23	Superpave surface course - 12.5 (SSC-12.5)	TON	55	$105.00	$5,775.00	$0.00	0.000	$0.00		$0.00	0%	$5,775.00	$0.00
450.31	Superpave Intermediate course - 12.5 SIC -12.5)	TON	25	$105.00	$2,625.00	$0.00	0.000	$0.00		$0.00	0%	$2,625.00	$0.00
450.42	Superpave base course - 37.5 (SBC-37.5)	TON	50	$105.00	$5,250.00	$0.00	0.000	$0.00		$0.00	0%	$5,250.00	$0.00
452	Asphalt emulsion for tack coat	GALL	40	$8.00	$320.00	$0.00	0.000	$0.00		$0.00	0%	$320.00	$0.00
482.3	Sawcutting asphalt pavement	FOOT	110	$1.00	$110.00	$0.00	0.000	$0.00		$0.00	0%	$110.00	$0.00
504	Granite curb type VA4 - straight	FOOT	200	$28.00	$5,600.00	$0.00	0.000	$0.00		$0.00	0%	$5,600.00	$0.00
620.13	Guardrail, TL-3 singles faced)	FOOT	100	$32.00	$3,200.00	$0.00	0.000	$0.00		$0.00	0%	$3,200.00	$0.00
627.1	Trailing anchorage	EACH	1	$1,700.00	1,700.00	$0.00	0.000	$0.00		$0.00	0%	$1,700.00	$0.00
627.83	Guardrail tangent end treatment, TL-3	EACH	1	$4,000.00	4,000.00	$0.00	0.000	$0.00		$0.00	0%	$4,000.00	$0.00
669	Fence removed and stacked	FOOT	200	$15.00	3,000.00	$0.00	50.000	$750.00		$750.00	25%	$2,250.00	$37.50
697	Sedementation fence	FOOT	180	$12.00	2,160.00	$0.00	180.000	$2,160.00		$2,160.00	100%	$0.00	$108.00
697.2	Floating sedimentation fence	FOOT	30	$75.00	$2,250.00	$0.00	30.000	$2,250.00		$2,250.00	100%	$0.00	$112.50
698.4	Geotextile fabric for permanent erosion	SY	1300	$3.00	$3,900.00	$0.00	90.000	$270.00		$270.00	7%	$3,630.00	$13.50
748	Mobilization	LS	1	$14,000.00	$14,000.00	$0.00	1.000	$14,000.00		$14,000.00	100%	$0.00	$700.00
751	Loam borrow	CY	30	$50.00	$1,500.00	$0.00	0.000	$0.00		$0.00	0%	$1,500.00	$0.00
765	Seeding	SY	200	$2.00	$400.00	$0.00	0.000	$0.00		$0.00	0%	$400.00	$0.00
767.8	Bales of hay for erosion control	EACH	60	$20.00	$1,200.00	$0.00	60.000	$1,200.00		$1,200.00	100%	$0.00	$60.00
769	Pavement milling mulch under guardrail	FOOT	150	$4.00	$600.00	$0.00	0.000	$0.00		$0.00	0%	$600.00	$0.00
852	Safety signing for traffic management	SF	325	$36.00	$11,700.00	$0.00	0.000	$402.17		$402.17	3%	$11,297.83	$20.11
853.22	Temporary barrier removed and stacked	FOOT	60	$8.00	$480.00	$0.00	0.000	$0.00		$0.00	0%	$480.00	$0.00
866.106	6 inch reflectorized white line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$0.00	0.000	$0.00		$0.00	0%	$1,040.00	$0.00
867.106	6 inch reflectorized yellow line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$0.00	0.000	$0.00		$0.00	0%	$1,040.00	$0.00
960.1	Structural steel - coated steel	Pound	350	$20.00	$7,000.00	$0.00	0.000	$0.00		$0.00	0%	$7,000.00	$0.00
983	Dumped rip rap	TON	50	$50.00	$2,500.00	$0.00	0.000	$0.00		$0.00	0%	$2,500.00	$0.00
983.3	Riprap removed and relaid	CY	100	$50.00	$5,000.00	$0.00	0.000	$0.00		$0.00	0%	$5,000.00	$0.00
992.1	Alteration to Bridge Structure No N-25-025 (96F) 1	LS	1	$55,000.00	$55,000.00	$0.00	0.300	$16,500.00		$16,500.00	30%	$38,500.00	$825.00
992.321	Temporary supports for utilities	LS	1	#########	200,000.00	$0.00	0.800	$160,000.00		$160,000.00	80%	$40,000.00	$8,000.00
999	Police detail	ALLO	1	$20,000.00	20,000.00	$0.00	0.380	$7,608.00		$7,608.00	38%	$12,392.00	$380.40
	SWO 1	LS	1	$3,152.15	3,152.15	$0.00	1.000	$3,152.15		$3,152.15			$157.61
PAGE TOTALS				CO	$498,152.15 $0.00	$0.00	1232.810	$309,862.32	$0.00	$309,862.32	62%	$188,289.83	$15,493.12

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISOR EDITION

CONTRACTOR: Quality Contractors
5 Star Road
Statesville, MA 00110

SUBCONTRACTOR:

CONTRACT FOR: Main Street Corridor Improvements, Townsville

PROJECT:
Main Street
Corridor Improvements,
Townsville

APPLICATION NUMBER: 2
PERIOD TO: Thru 10/22/2020

Distribution to:
[X] OWNER
[ ] CONSTRUCTION MANAGER
[ ] ARCHITECT
[ ] CONTRACTOR

VIA Owner:
VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1.	ORIGINAL CONTRACT SUM		$495,000.00
2.	EWO 1		$3,152.15
	EWO 2		$12,521.85
3.	CONTRACT SUM TO DATE	(Line 1 +2).....	$510,674.00
4.	TOTAL COMPLETED & STORED TO DATE..... (Column K on G703)		$512,770.48
5.	RETAINAGE:		
a.	5% % of Completed Work (Columns G & I on G703)	$25,638.52	
b.	5% % of Stored Material (Column J on G703)		
	Total Retainage (Line 5a + 5b or Total in Column N of G703)		$25,638.52
6.	TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)		$487,131.96
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$294,369.20
8.	CURRENT PAYMENT DUE		$192,762.76
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 23,542.04	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR:

BY: Erika Mustermann DATE: 10-22-20

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... $ 192,762.76 JS
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified).

CONSTRUCTION MGR:
By: Maria Rossi Date: 10/22/2020

ARCHITECT:
By: Wei Lee Date: 10/22/2020

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
ITEM NO.	DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (G+I)	WORK COMPLETED THIS PERIOD QTY	WORK COMPLETED THIS PERIOD $ (E*H)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (G+I+J)	% (K/F)	BALANCE TO FINISH (F-K)	RETAINAGE
102.51	Individual tree protection	EACH	3	$400.00	$1,200.00	$1,200.00	0.000	$0.00		$1,200.00	100%	$0.00	$60.00
102.52	Temporary tree protection fence	FOOT	150	$6.00	$900.00	$900.00	0.000	$0.00		$900.00	100%	$0.00	$45.00
103	Tree removed - under 24 inches	EACH	5	$1,000.00	$5,000.00	$5,000.00	0.000	$0.00		$5,000.00	100%	$0.00	$250.00
114.1	Demolition of superstructure of Bridge No. N-25-025	LS	1	$68,920.00	$68,920.00	$68,920.00	0.000	$0.00		$68,920.00	100%	$0.00	$3,446.00
120.1	Unclassified excavation	CY	600	$6.00	$3,600.00	$1,440.00	334.000	$2,004.00		$3,444.00	96%	$156.00	$172.20
140	Bridge excavation	CY	200	$16.00	$3,200.00	$3,200.00	0.000	$0.00		$3,200.00	100%	$0.00	$160.00
143	Channel excavation	CY	90	$80.00	$7,200.00	$7,200.00	0.000	$0.00		$7,200.00	100%	$0.00	$360.00
151.01	Gravel borrow - type C	CY	50	$40.00	2,000.00	$0.00	50.000	$2,000.00		$2,000.00	100%	$0.00	$100.00
151.2	Gravel borrow for backfilling structures and pipes	CY	380	$40.00	15,200.00	$0.00	380.000	$15,200.00		$15,200.00	100%	$0.00	$760.00
151.22	Gravel borrow for sidewalks	CY	35	$40.00	1,400.00	$0.00	45.000	$1,800.00		$1,800.00	129%	($400.00)	$90.00
156	Crushed stone	TONS	50	$20.00	1,000.00	$0.00	50.000	$1,000.00		$1,000.00	100%	$0.00	$50.00
220	Drainage structure adjusted	EACH	4	$240.00	$960.00	$0.00	4.000	$960.00		$960.00	100%	$0.00	$48.00
270.081	8" water main removed and replaced	LS	1	$12,000.00	$12,000.00	$3,960.00	0.330	$8,040.00		$12,000.00	100%	$0.00	$600.00
281.5	Dumped stone lining (waterways)	SY	130	$75.00	$9,750.00	$9,750.00	130.000	$0.00		$9,750.00	100%	$0.00	$487.50
415.3	Pavement micromilling	SY	220	$6.00	$1,320.00	$0.00	334.000	$2,004.00		$2,004.00	152%	($684.00)	$100.20
450.23	Superpave surface course - 12.5 (SSC-12.5)	TON	55	$105.00	$5,775.00	$0.00	55.000	$5,775.00		$5,775.00	100%	$0.00	$288.75
450.31	Superpave Intermediate course - 12.5 SIC -12.5)	TON	25	$105.00	$2,625.00	$0.00	25.000	$2,625.00		$2,625.00	100%	$0.00	$131.25
450.42	Superpave base course - 37.5 (SBC-37.5)	TON	50	$105.00	$5,250.00	$0.00	87.150	$9,150.75		$9,150.75	174%	($3,900.75)	$457.54
452	Asphalt emulsion for tack coat	GALL	40	$8.00	$320.00	$0.00	40.000	$320.00		$320.00	100%	$0.00	$16.00
482.3	Sawcutting asphalt pavement	FOOT	110	$1.00	$110.00	$0.00	110.000	$110.00		$110.00	100%	$0.00	$5.50
504	Granite curb type VA4 - straignt	FOOT	200	$28.00	$5,600.00	$0.00	215.000	$6,020.00		$6,020.00	108%	($420.00)	$301.00
620.13	Guardrail, TL-3 singles faced)	FOOT	100	$32.00	$3,200.00	$0.00	100.000	$3,200.00		$3,200.00	100%	$0.00	$160.00
627.1	Trailing anchorage	EACH	1	$1,700.00	1,700.00	$0.00	1.000	$1,700.00		$1,700.00	100%	$0.00	$85.00
627.83	Guardrail tangent end treatment, TL-3	EACH	1	$4,000.00	4,000.00	$0.00	1.000	$4,000.00		$4,000.00	100%	$0.00	$200.00
669	Fence removed and stacked	FOOT	200	$15.00	3,000.00	$750.00	150.000	$2,250.00		$3,000.00	100%	$0.00	$150.00
697	Sedementation fence	FOOT	180	$12.00	2,160.00	$2,160.00	0.000	$0.00		$2,160.00	100%	$0.00	$108.00
697.2	Floating sedimentation fence	FOOT	30	$75.00	$2,250.00	$2,250.00	0.000	$0.00		$2,250.00	100%	$0.00	$112.50
698.4	Geotextile fabric for permanent erosion	SY	1300	$3.00	$3,900.00	$270.00	675.000	$2,025.00		$2,295.00	59%	$1,605.00	$114.75
748	Mobilization	LS	1	$14,000.00	$14,000.00	$14,000.00	0.000	$0.00		$14,000.00	100%	$0.00	$700.00
751	Loam borrow	CY	30	$50.00	$1,500.00	$0.00	30.000	$1,500.00		$1,500.00	100%	$0.00	$75.00
765	Seeding	SY	200	$2.00	$400.00	$0.00	200.000	$400.00		$400.00	100%	$0.00	$20.00
767.8	Bales of hay for erosion control	EACH	60	$20.00	$1,200.00	$1,200.00	0.000	$0.00		$1,200.00	100%	$0.00	$60.00
769	Pavement milling mulch under guardrail	FOOT	150	$4.00	$600.00	$0.00	150.000	$600.00		$600.00	100%	$0.00	$30.00
852	Safety signing for traffic management	SF	325	$36.00	$11,700.00	$402.17	391.000	$14,076.00		$14,478.17	124%	($2,778.17)	$723.91
853.22	Temporary barrier removed and stacked	FOOT	60	$8.00	$480.00	$0.00	60.000	$480.00		$480.00	100%	$0.00	$24.00
866.106	6 inch reflectorized white line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$0.00	986.040	$3,944.16		$3,944.16	379%	($2,904.16)	$197.21
867.106	6 inch reflectorized yellow line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$0.00	1550.600	$6,202.40		$6,202.40	596%	($5,162.40)	$310.12
960.1	Structural steel - coated steel	Pound	350	$20.00	$7,000.00	$0.00	350.000	$7,000.00		$7,000.00	100%	$0.00	$350.00
983	Dumped rip rap	TON	50	$50.00	$2,500.00	$0.00	50.000	$2,500.00		$2,500.00	100%	$0.00	$125.00
983.3	Riprap removed and relaid	CY	100	$50.00	$5,000.00	$0.00	100.000	$5,000.00		$5,000.00	100%	$0.00	$250.00
992.1	Alteration to Bridge Structure No. N-25-025 (96F) 1	LS	1	$55,000.00	$55,000.00	$16,500.00	0.300	$38,500.00		$55,000.00	100%	$0.00	$2,750.00
992.321	Temporary supports for utilities	LS	1	$200,000.00	200,000.00	$160,000.00	0.800	$40,000.00		$200,000.00	100%	$0.00	$10,000.00
999	Police detail	ALLOW	1	$20,000.00	20,000.00	$7,608.00	0.000	$0.00		$7,608.00	38%	$12,392.00	$380.40
	EWO 1	LS	1	$3,152.15	3,152.15	$3,152.15	0.000	$0.00		$3,152.15	100%		$157.61
	EWO 2	LS	1	$12,521.85	12,521.85	$0.00	1.000	$12,521.85		$12,521.85	100%		$626.09
PAGE TOTALS				CO	$510,674.00 $0.00	$309,862.32	6656.220	$202,908.16	$0.00	$512,770.48	100%	($2,096.48)	$25,638.52

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISOR EDITION

CONTRACTOR: Quality Contractors
5 Star Road
Statesville, MA 00110

SUBCONTRACTOR:

CONTRACT FOR: Main Street Corridor Improvements, Townsville

PROJECT:
Main Street
Corridor Improvements,
Townsville

APPLICATION NUMBER: 3
PERIOD TO: Thru 10/22/2020

Distribution to:
[X] OWNER
[ ] CONSTRUCTION MANAGER
[ ] ARCHITECT
[ ] CONTRACTOR

VIA Owner:
VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1.	ORIGINAL CONTRACT SUM		$495,000.00
2.	EWO 1		$3,152.15
	EWO 2		$12,521.85
3.	CONTRACT SUM TO DATE	(Line 1 +2).....	$510,674.00
4.	TOTAL COMPLETED & STORED TO DATE..... (Column K on G703)		$512,770.48
5.	RETAINAGE:		
a.	3% % of Completed Work (Columns G & I on G703)	$15,383.11	
b.	5% % of Stored Material (Column J on G703)		
	Total Retainage (Line 5a + 5b or Total in Column N of G703)		$15,383.11
6.	TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)		$497,387.37
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$502,515.07
8.	CURRENT PAYMENT DUE		$15,383.11
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 13,286.63	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR:

BY: Erika Mustermann DATE: 12-31-20

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... $ 15,383.11 JS
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified).

CONSTRUCTION MGR:
By: Maria Rossi Date: 1/29/2021

ARCHITECT:
By: Wei Lee Date: 1/29/2021

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use column I on Contracts where variable retainage for line items may apply

APPLICATION NO 1
APPLICATION DATE.
PERIOD TO
ARCHITECT'S PROJECT NO

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ITEM NO	DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (G=I)	WORK COMPLETED THIS PERIOD QTY	WORK COMPLETED THIS PERIOD $ (E*H)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (G+I+J)	% (K/F)	BALANCE TO FINISH (F-K)	TOTAL INITIAL RETAINAGE (5.0%)	RETAINAGE REMAINING AFTER PAY REQ #3 (2.0%)
102.51	Individual tree protection	EACH	3	$400.00	$1,200.00	$1,200.00	0.000	$0.00		$1,200.00	100%	$0.00	$60.00	$24.00
102.52	Temporary tree protection fence	FOOT	150	$6.00	$900.00	$900.00	0.000	$0.00		$900.00	100%	$0.00	$45.00	$18.00
103	Tree removed - under 24 inches	EACH	5	$1,000.00	$5,000.00	$5,000.00	0.000	$0.00		$5,000.00	100%	$0.00	$250.00	$100.00
114.1	Demolition of superstructure of Bridge No. N-25-025	LS	1	$68,920.00	$68,920.00	$68,920.00	0.000	$0.00		$68,920.00	100%	$0.00	$3,446.00	$1,378.40
120.1	Unclassified excavation	CY	600	$6.00	$3,600.00	$3,444.00	0.000	$0.00		$3,444.00	96%	$156.00	$172.20	$68.88
140	Bridge excavation	CY	200	$16.00	$3,200.00	$3,200.00	0.000	$0.00		$3,200.00	100%	$0.00	$160.00	$64.00
143	Channel excavation	CY	90	$80.00	$7,200.00	$7,200.00	0.000	$0.00		$7,200.00	100%	$0.00	$360.00	$144.00
151.01	Gravel borrow - type C	CY	50	$40.00	2,000.00	$2,000.00	0.000	$0.00		$2,000.00	100%	$0.00	$100.00	$40.00
151.2	Gravel borrow for backfilling structures and pipes	CY	380	$40.00	15,200.00	$15,200.00	0.000	$0.00		$15,200.00	100%	$0.00	$760.00	$304.00
151.22	Gravel borrow for sidewalks	CY	35	$40.00	1,400.00	$1,800.00	0.000	$0.00		$1,800.00	129%	($400.00)	$90.00	$36.00
155	Crushed stone	TONS	50	$20.00	1,000.00	$1,000.00	0.000	$0.00		$1,000.00	100%	$0.00	$50.00	$20.00
220	Drainage structure adjusted	EACH	4	$240.00	$960.00	$960.00	0.000	$0.00		$960.00	100%	$0.00	$48.00	$19.20
270.081	8" water main removed and replaced	LS	1	$12,000.00	$12,000.00	$12,000.00	0.000	$0.00		$12,000.00	100%	$0.00	$600.00	$240.00
281.5	Dumped stone lining (waterways)	SY	130	$75.00	$9,750.00	$9,750.00	0.000	$0.00		$9,750.00	100%	$0.00	$487.50	$195.00
415.3	Pavement micromilling	SY	220	$6.00	$1,320.00	$2,004.00	0.000	$0.00		$2,004.00	152%	($684.00)	$100.20	$40.08
450.23	Superpave surface course - 12.5 (SSC-12.5)	TON	55	$105.00	$5,775.00	$5,775.00	0.000	$0.00		$5,775.00	100%	$0.00	$288.75	$115.50
450.31	Superpave intermediate course - 12.5 SIC -12.5)	TON	25	$105.00	$2,625.00	$2,625.00	0.000	$0.00		$2,625.00	100%	$0.00	$131.25	$52.50
450.42	Superpave base course - 37.5 (SBC-37.5)	TON	50	$105.00	$5,250.00	$9,150.75	0.000	$0.00		$9,150.75	174%	($3,900.75)	$457.54	$183.02
452	Asphalt emulsion for tack coat	GALL	40	$8.00	$320.00	$320.00	0.000	$0.00		$320.00	100%	$0.00	$16.00	$6.40
482.3	Sawcutting asphalt pavement	FOOT	110	$1.00	$110.00	$110.00	0.000	$0.00		$110.00	100%	$0.00	$5.50	$2.20
504	Granite curb type VA4 - straight	FOOT	200	$28.00	$5,600.00	$6,020.00	0.000	$0.00		$6,020.00	108%	($420.00)	$301.00	$120.40
620.13	Guardrail, TL-3 singles faced)	FOOT	100	$32.00	$3,200.00	$3,200.00	0.000	$0.00		$3,200.00	100%	$0.00	$160.00	$64.00
627.1	Trailing anchorage	EACH	1	$1,700.00	1,700.00	$1,700.00	0.000	$0.00		$1,700.00	100%	$0.00	$85.00	$34.00
627.83	Guardrail tangent end treatment, TL-3	EACH	1	$4,000.00	4,000.00	$4,000.00	0.000	$0.00		$4,000.00	100%	$0.00	$200.00	$80.00
669	Fence removed and stacked	FOOT	200	$15.00	3,000.00	$3,000.00	0.000	$0.00		$3,000.00	100%	$0.00	$150.00	$60.00
697	Sedementation fence	FOOT	180	$12.00	2,160.00	$2,160.00	0.000	$0.00		$2,160.00	100%	$0.00	$108.00	$43.20
697.2	Floating sedimentation fence	FOOT	30	$75.00	$2,250.00	$2,250.00	0.000	$0.00		$2,250.00	100%	$0.00	$112.50	$45.00
698.4	Geotextile fabric for permanent erosion	SY	1300	$3.00	$3,900.00	$2,295.00	0.000	$0.00		$2,295.00	59%	$1,605.00	$114.75	$45.90
748	Mobilization	LS	1	$14,000.00	$14,000.00	$14,000.00	0.000	$0.00		$14,000.00	100%	$0.00	$700.00	$280.00
751	Loam borrow	CY	30	$50.00	$1,500.00	$1,500.00	0.000	$0.00		$1,500.00	100%	$0.00	$75.00	$30.00
765	Seeding	SY	200	$2.00	$400.00	$400.00	0.000	$0.00		$400.00	100%	$0.00	$20.00	$8.00
767.8	Bales of hay for erosion control	EACH	60	$20.00	$1,200.00	$1,200.00	0.000	$0.00		$1,200.00	100%	$0.00	$60.00	$24.00
769	Pavement milling mulch under guardrail	FOOT	150	$4.00	$600.00	$600.00	0.000	$0.00		$600.00	100%	$0.00	$30.00	$12.00
852	Safety signing for traffic management	SF	325	$36.00	$11,700.00	$14,478.17	0.000	$0.00		$14,478.17	124%	($2,778.17)	$723.91	$289.56
853.22	Temporary barrier removed and stacked	FOOT	60	$8.00	$480.00	$480.00	0.000	$0.00		$480.00	100%	$0.00	$24.00	$9.60
866.106	6 inch reflectorized white line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$3,944.16	0.000	$0.00		$3,944.16	379%	($2,904.16)	$197.21	$78.88
867.106	6 inch reflectorized yellow line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$6,202.40	0.000	$0.00		$6,202.40	596%	($5,162.40)	$310.12	$124.05
960.1	Structural steel - coated steel	Pound	350	$20.00	$7,000.00	$7,000.00	0.000	$0.00		$7,000.00	100%	$0.00	$350.00	$140.00
983	Dumped rip rap	TON	50	$50.00	$2,500.00	$2,500.00	0.000	$0.00		$2,500.00	100%	$0.00	$125.00	$50.00
983.3	Riprap removed and relaid	CY	100	$50.00	$5,000.00	$5,000.00	0.000	$0.00		$5,000.00	100%	$0.00	$250.00	$100.00
992.1	Alteration to Bridge Structure No. N-25-025 (96F) 1	LS	1	$55,000.00	$55,000.00	$55,000.00	0.000	$0.00		$55,000.00	100%	$0.00	$2,750.00	$1,100.00
992.321	Temporary supports for utilities	LS	1	$200,000.00	200,000.00	$200,000.00	0.000	$0.00		$200,000.00	100%	$0.00	$10,000.00	$4,000.00
999	Police detail	ALLOW	1	$20,000.00	20,000.00	$7,608.00	0.000	$0.00		$7,608.00	38%	$12,392.00	$380.40	$152.16
	EWO 1	LS	1	$3,152.15	3,152.15	$3,152.15	0.000	$0.00		$3,152.15	100%		$157.61	$63.04
	EWO 2	LS	1	$12,521.85	12,521.85	$12,521.85	0.000	$0.00		$12,521.85	100%		$626.09	$250.44
PAGE TOTALS				CO	$510,674.00 $0.00	$512,770.48	0.000	$0.00	$0.00	$512,770.48	100%	($2,096.48)	$25,638.52	$10,255.41

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISOR EDITION

CONTRACTOR: Quality Contractors
5 Star Road
Statesville, MA 00110

SUBCONTRACTOR:

CONTRACT FOR: Main Street Corridor Improvements, Townsville

PROJECT:
Main Street
Corridor Improvements,
Townsville

RECEIVED
MAY 20 2021
By PO21002980

APPLICATION NUMBER: 4
PERIOD TO: Thru 10/22/2020

Distribution to:
[X] OWNER
[ ] CONSTRUCTION MANAGER
[ ] ARCHITECT
[ ] CONTRACTOR

VIA Owner:
VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1.	ORIGINAL CONTRACT SUM		$495,000.00
2.	EWO 1		$3,152.15
	EWO 2		$12,521.85
3.	CONTRACT SUM TO DATE	(Line 1 +2).....	$510,674.00
4.	TOTAL COMPLETED & STORED TO DATE..... (Column K on G703)		$512,770.48
5.	RETAINAGE:		
	a. 0% % of Completed Work (Columns G & I on G703)	$10,255.41	
	b. 5% % of Stored Material (Column J on G703)		
	Total Retainage (Line 5a + 5b or Total in Column N of G703)		$10,255.41
6.	TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)		$502,515.07
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$502,515.07
8.	CURRENT PAYMENT DUE		$10,255.41
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 8,158.93	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR:

BY: Erika Mustermann DATE: 5-7-21

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... $ 10,255.41 JS
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified).

CONSTRUCTION MGR:
By: Maria Rossi Date: 5/7/2021

ARCHITECT:
By: Wei Lee Date: 5/7/2021

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 4
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
ITEM NO.	DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (G+I)	WORK COMPLETED THIS PERIOD QTY	WORK COMPLETED THIS PERIOD $ (E*H)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (G+I+J)	% (K/F)	BALANCE TO FINISH (F-K)	RETAINAGE
102.51	Individual tree protection	EACH	3	$400.00	$1,200.00	$1,200.00	0.000	$0.00		$1,200.00	100%	$0.00	$0.00
102.52	Temporary tree protection fence	FOOT	150	$6.00	$900.00	$900.00	0.000	$0.00		$900.00	100%	$0.00	$0.00
103	Tree removed - under 24 inches	EACH	5	$1,000.00	$5,000.00	$5,000.00	0.000	$0.00		$5,000.00	100%	$0.00	$0.00
114.1	Demolition of superstructure of Bridge No. N-25-025	LS	1	$68,920.00	$68,920.00	$68,920.00	0.000	$0.00		$68,920.00	100%	$0.00	$0.00
120.1	Unclassified excavation	CY	600	$6.00	$3,600.00	$3,444.00	0.000	$0.00		$3,444.00	96%	$156.00	$0.00
140	Bridge excavation	CY	200	$16.00	$3,200.00	$3,200.00	0.000	$0.00		$3,200.00	100%	$0.00	$0.00
143	Channel excavation	CY	90	$80.00	$7,200.00	$7,200.00	0.000	$0.00		$7,200.00	100%	$0.00	$0.00
151.01	Gravel borrow - type C	CY	50	$40.00	2,000.00	$2,000.00	0.000	$0.00		$2,000.00	100%	$0.00	$0.00
151.2	Gravel borrow for backfilling structures and pipes	CY	380	$40.00	15,200.00	$15,200.00	0.000	$0.00		$15,200.00	100%	$0.00	$0.00
151.22	Gravel borrow for sidewalks	CY	35	$40.00	1,400.00	$1,800.00	0.000	$0.00		$1,800.00	129%	($400.00)	$0.00
156	Crushed stone	TONS	50	$20.00	1,000.00	$1,000.00	0.000	$0.00		$1,000.00	100%	$0.00	$0.00
220	Drainage structure adjusted	EACH	4	$240.00	$960.00	$960.00	0.000	$0.00		$960.00	100%	$0.00	$0.00
270.081	8" water main removed and replaced	LS	1	$12,000.00	$12,000.00	$12,000.00	0.000	$0.00		$12,000.00	100%	$0.00	$0.00
281.5	Dumped stone lining (waterways)	SY	130	$75.00	$9,750.00	$9,750.00	0.000	$0.00		$9,750.00	100%	$0.00	$0.00
415.3	Pavement micromilling	SY	220	$6.00	$1,320.00	$2,004.00	0.000	$0.00		$2,004.00	152%	($684.00)	$0.00
450.23	Superpave surface course - 12.5 (SSC-12.5)	TON	55	$105.00	$5,775.00	$5,775.00	0.000	$0.00		$5,775.00	100%	$0.00	$0.00
450.31	Superpave Intermediate course - 12.5 SIC -12.5)	TON	25	$105.00	$2,625.00	$2,625.00	0.000	$0.00		$2,625.00	100%	$0.00	$0.00
450.42	Superpave base course - 37.5 (SBC-37.5)	TON	50	$105.00	$5,250.00	$9,150.75	0.000	$0.00		$9,150.75	174%	($3,900.75)	$0.00
452	Asphalt emulsion for tack coat	GALL	40	$8.00	$320.00	$320.00	0.000	$0.00		$320.00	100%	$0.00	$0.00
482.3	Sawcutting asphalt pavement	FOOT	110	$1.00	$110.00	$110.00	0.000	$0.00		$110.00	100%	$0.00	$0.00
504	Granite curb type VA4 - straignt	FOOT	200	$28.00	$5,600.00	$6,020.00	0.000	$0.00		$6,020.00	108%	($420.00)	$0.00
620.13	Guardrail, TL-3 singles faced)	FOOT	100	$32.00	$3,200.00	$3,200.00	0.000	$0.00		$3,200.00	100%	$0.00	$0.00
627.1	Trailing anchorage	EACH	1	$1,700.00	1,700.00	$1,700.00	0.000	$0.00		$1,700.00	100%	$0.00	$0.00
627.83	Guardrail tangent end treatment, TL-3	EACH	1	$4,000.00	4,000.00	$4,000.00	0.000	$0.00		$4,000.00	100%	$0.00	$0.00
669	Fence removed and stacked	FOOT	200	$15.00	3,000.00	$3,000.00	0.000	$0.00		$3,000.00	100%	$0.00	$0.00
697	Sedementation fence	FOOT	180	$12.00	2,160.00	$2,160.00	0.000	$0.00		$2,160.00	100%	$0.00	$0.00
697.2	Floating sedimentation fence	FOOT	30	$75.00	$2,250.00	$2,250.00	0.000	$0.00		$2,250.00	100%	$0.00	$0.00
698.4	Geotextile fabric for permanent erosion	SY	1300	$3.00	$3,900.00	$2,295.00	0.000	$0.00		$2,295.00	59%	$1,605.00	$0.00
748	Mobilization	LS	1	$14,000.00	$14,000.00	$14,000.00	0.000	$0.00		$14,000.00	100%	$0.00	$0.00
751	Loam borrow	CY	30	$50.00	$1,500.00	$1,500.00	0.000	$0.00		$1,500.00	100%	$0.00	$0.00
765	Seeding	SY	200	$2.00	$400.00	$400.00	0.000	$0.00		$400.00	100%	$0.00	$0.00
767.8	Bales of hay for erosion control	EACH	60	$20.00	$1,200.00	$1,200.00	0.000	$0.00		$1,200.00	100%	$0.00	$0.00
769	Pavement milling mulch under guardrail	FOOT	150	$4.00	$600.00	$600.00	0.000	$0.00		$600.00	100%	$0.00	$0.00
852	Safety signing for traffic management	SF	325	$36.00	$11,700.00	$14,478.17	0.000	$0.00		$14,478.17	124%	($2,778.17)	$0.00
853.22	Temporary barrier removed and stacked	FOOT	60	$8.00	$480.00	$480.00	0.000	$0.00		$480.00	100%	$0.00	$0.00
866.106	6 inch reflectorized white line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$3,944.16	0.000	$0.00		$3,944.16	379%	($2,904.16)	$0.00
867.106	6 inch reflectorized yellow line (thermoplastic)	FOOT	260	$4.00	$1,040.00	$6,202.40	0.000	$0.00		$6,202.40	596%	($5,162.40)	$0.00
960.1	Structural steel - coated steel	Pound	350	$20.00	$7,000.00	$7,000.00	0.000	$0.00		$7,000.00	100%	$0.00	$0.00
983	Dumped rip rap	TON	50	$50.00	$2,500.00	$2,500.00	0.000	$0.00		$2,500.00	100%	$0.00	$0.00
983.3	Riprap removed and relaid	CY	100	$50.00	$5,000.00	$5,000.00	0.000	$0.00		$5,000.00	100%	$0.00	$0.00
992.1	Alteration to Bridge Structure No. N-25-025 (96F) 1	LS	1	$55,000.00	$55,000.00	$55,000.00	0.000	$0.00		$55,000.00	100%	$0.00	$0.00
992.321	Temporary supports for utilities	LS	1	#########	200,000.00	$200,000.00	0.000	$0.00		$200,000.00	100%	$0.00	$0.00
999	Police detail	ALLOW	1	$20,000.00	20,000.00	$7,608.00	0.000	$0.00		$7,608.00	38%	$12,392.00	$0.00
	EWO 1	LS	1	$3,152.15	3,152.15	$3,152.15	0.000	$0.00		$3,152.15	100%		$0.00
	EWO 2	LS	1	$12,521.85	12,521.85	$12,521.85	0.000	$0.00		$12,521.85	100%		$0.00
PAGE TOTALS					$510,674.00	$512,770.48	0.000	$0.00	$0.00	$512,770.48	100%	($2,096.48)	$0.00

CHAPTER 90 - PAYROLL - HED 600 FORM

City/Town of TOWNSVILLE

PAYROLL for period beginning 6/14/2021 and ending 6/20/2021

both inclusive, on account of Contract No. 123456 with MassDOT Highway Division,

under Section 34, Clause 2(a). of Chapter 90 of the General Laws.

EMPLOYEE NAME	***CLASSIFICATION***	***TIME***								***RATE***	***AMOUNTS***	***CHECK #***
		Days							***Total Hrs.***			
		S	***M***	***T***	***W***	***T***	***F***	***S***		***$***	***$***	
Michaila Souza			8	8		8	8		32.00	$ 24.31	$ 777.92	110025
Dahlia Johnson			8	8		8	8		32.00	$ 26.43	$ 845.76	110028
Susie Vo							8		8.00	$ 20.99	$ 167.92	110035
Tim Pena			8	8		8	8		32.00	$ 30.63	$ 980.16	110042
Reese Dias				8.5	2				10.50	$ 36.47	$ 382.94	110050
									-		$ -	
									-		$ -	
									-		$ -	
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									-		$ -	
									-		$ -	
									-		$ -	
*Overtime									-		$ -	
TOTAL											$ 3,154.70	

"To the best of my knowledge, the payroll or the rental of hired or municipally owned equipment appearing on this sheet is not in conflict with Chapter 779 of the Acts of 1962. Signed under the penalty of perjury".

Supervisor / Foreman Date

Town Accounting Approval Date

HED-600 (R)

massDOT Massachusetts Department of Transportation Highway Division

CHAPTER 90 SUMMARY OF BIDS

City/Town: Townsville **Date:** May 1, 2020 **Material to be used for:** Speed Signs

Bidder		Material	Approx Quantity	Bid Unit	Price at Plant	Delivered	Plant Location or Source of Supply	Contract Awarded To
Name	Address							
HL2 Systems, Inc.	1245 South Street East Town, AZ 80004	speed signs	2	$12,000.00	$12,485.00	$14,485.00	Arizona	
Traffic Safety Factory	PO Box 9999 Cityton, IL 60002	speed signs	2	$12,000.00	$8,745.00	$9,595.00	Illinois	
Traffic Calming Company	5678 Drive Way, New Township, ID 80001	speed signs	2	$12,000.00	$8,168.60	$9,137.60	Idaho	X

Prepared by:_____

Highway Official/Title **Date**