



**City of Sanford, Maine**  
**Public Works Department**  
156 School Street, Sanford, Maine 04073  
(207) 324-9135 (FAX (207) 324-9133)



April 9, 2018

**RE: SANFORD PUBLIC WORKS DEPT. – PREQUALIFIED EXCAVATORS**

As part of revising the Road Opening/Excavation Permitting process for the City of Sanford, the Department of Public Works desires to establish a list of pre-qualified excavation companies that may be solicited by the permit seeker in order to repair roadway and shoulder excavations. Your name and contact information will be supplied as part of the permit once prequalified.

The process to be prequalified is that an authorized representative for your company agree to:

1. Prior to excavation, the pavement shall be saw-cut to provide straight clean vertical joints.
2. Any undermining of existing pavement shall require an additional saw cut back to a point where the existing pavement is fully-supported by existing materials.
3. Use subgrade backfill material (common borrow) compacted up to two feet below the existing surface elevation that is consistent with the existing subgrade material.
4. Use a well-graded gravel box material similar to the existing box materials for the 18” to 21” of fill directly below the pavement.
5. Unless otherwise permitted by the Director of Public Works, backfilling and compaction of roadway and sidewalk subgrade materials shall conform to MaineDOT Standard Specification 304.03 in order to prevent future settling of roadway materials: The maximum compacted thickness of any base or subbase course layer shall not exceed twelve (12) inches...The material as spread shall be well mixed with no pockets of either fine or course material. Segregation of large or fine particles will not be allowed.
6. Common borrow materials shall conform to MaineDOT Standard Specification 703.18 preventing frozen materials, perishable rubbish, peat, and other unsuitable materials from being present in excavation backfill.
7. Should the Contractor wish to route Public traffic over completed aggregate subbase course, permission must be granted by the Director of Public Works. (207) 324-9135. Should permission be granted, the aggregate subbase course shall be constructed with a minimum one (1) inch surcharge over finished pavement grade and signed with a



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“BUMP” (W8-1) sign(s). The Contractor shall bear full responsibility for and make all necessary repairs to the subbase course until the repair is paved. When the surcharge is removed, it may be placed in adjacent gravel shoulders. Removal of the surcharge shall be followed immediately in succession by the fine grading of the aggregate subbase and construction of the paving course.

8. Pavement compaction shall be accomplished using a mechanical vibratory compactor. Using best practices, compaction of each layer of base and subbase shall continue until a density of approximately 95% of the maximum density has been achieved for the full width and depth of the layer.
9. Adhere to the traffic control plan as submitted (and provided to you) by the applicant.
10. The Contractor shall have a current and valid Certificate of Insurance (COI) on file with the City of Sanford as submitted to the Department of Public Works.
11. The Contractors shall have attended training for excavation on or around gas mains or document experience and/or qualifications in order to do so. This training is available through Unitil Gas Co. in coordination with:

Sam Murray  
 Unitil Damage Prevention Supervisor  
 376 Riverside Industrial Parkway  
 Portland, Maine 04103

Office: (978) 423-8534  
 Cell: (207) 541-2528

The Department realizes that the denial of excavation permitting privileges is an extreme but necessary measure in order to provide adequate construction permitting oversight and consequently maintain Public Safety.

Company Name (Print)	Address
Authorized Representative (Print)	Telephone
Authorized Representative (Signature)	Date