

## Technical Specification 004.01

### SPECIAL PROJECT PROCEDURES

#### 1.0 General

- a) It is the intent of this specification to provide general information on special project procedures and County policy on making taps on mains, water for flushing and pressure testing, etc.
- b) For a Brunswick County Capital Improvement Program (CIP) project, this specification shall be subordinate to the County Construction Documents Project Manual for that CIP project as if fully incorporated herein.
- c) Any areas covered in this specification but not covered in the County Construction Documents Project Manual for a CIP project shall be fully in force for either a developer installed project or a County CIP project. An example of this would be the County policy for not allowing a new tap on a main on Fridays or the day before a scheduled County holiday.
- d) Contact Brunswick County Engineering and /or Public Utilities staff with any questions about special project procedures.

#### 2.0 Excavation and Trenching Plan

- a) Prior to initiating any excavation or trenching operations the utility contractor shall prepare a detailed excavation and trenching plan for the safety of his employees. This plan shall indicate the intended procedures to be used by the contractor to comply with all OSHA requirements. Such plan should further identify a competent person that will work with each crew. A copy of said plan shall be available for review at the job site at all times.

#### 3.0 Removal of Pipe

- a) Any pipeline placed outside of public rights-of-way and/or utility easements as shown on the approved plans will be removed and reinstalled at the correct location at the contractor's expense.

#### 4.0 Water for Flushing and Pressure Testing

- a) The utility contractor shall coordinate with County staff prior to operating any County water system valve, or obtaining County water for any purpose.

#### 5.0 Taps on Existing County Mains

- a) County staff must be present at all wet taps to existing County water and sewer mains. No new connections will be conducted on Fridays or the day before a scheduled County holiday. Taps will not be allowed later than 1pm. The contractor shall deliver the coupon removed from the main to County staff.

**6.0 Project Videotape**

- a) For all County capital improvement program (CIP) projects the utility contractor shall provide a preconstruction project videotape on a DVD to County Engineering or Public Utilities. The playback speed and quality of recording must be acceptable to the County. For all projects the utility contractor shall comply with all NCDOT requirements for a project videotape in accordance with all project conditions in the issued right-of-way Encroachment Agreement.

**7.0 Drainage**

- a) The utility contractor shall maintain drainage ways to a condition at least equal to preconstruction conditions. Positive drainage shall be provided at all times.

**8.0 Traffic Signs**

- a) Street signs and markers which are temporarily removed shall be protected and reinstalled within the same workday in which they are taken down.

**9.0 Other Contractors and Subcontractors**

- a) The utility contractor is responsible for coordinating work with that of other contractors working within the same area, and also for the scheduling and oversight of any subcontractors working for the prime contractor. On County capital improvement projects no more than 50% of the project can be subcontracted in accordance with the Contract Documents.

**10.0 Temporary Storage Areas**

- a) The utility contractor is responsible for obtaining and maintaining storage areas for materials and equipment. For County capital improvement projects (CIP) any agreements made with private property owners shall be documented in writing and a copy of the agreement provided to County Engineering and / or Public Utilities. Maintenance shall include grass cutting, positive drainage, regular clean-ups, final clean-up, and restoration.

**11.0 Notification to Residents**

- a) The utility contractor shall notify local residents of construction activity at least seven days prior to beginning work in the project area.

**12.0 Clean-up and Restoration**

- a) Clean-up and restoration shall be performed at the earliest possible time. Within seven (7) days of completion of backfilling, clean-up shall be complete for all backfilled construction areas. Within thirty (30) days of completion of backfilling, final restoration shall be complete. If final clean up and restoration of the areas are not completed within thirty (30) days, a stop work order may be given and efforts will be made to restore those areas. No claim for extra time will

be allowed as a result of stop work orders for clean up and restoration.

### **13.0 Pavement Restoration**

- a) Minimum thickness for restoration pavement shall be equal to the originally disturbed pavement (or thicker if so specified elsewhere). Minimum thickness for restoration of aggregate base course shall be equal to the originally disturbed aggregate base course (or thicker if so specified elsewhere).

### **14.0 Repair of Existing Dirt and Gravel Roads**

- a) The utility contractor is responsible to repair and re-grade all dirt and gravel roads that have been disturbed by construction operations in the project area. Each road shall be re-graded as required prior to final completion and acceptance of the project by the County.

### **15.0 Contractor Work Force**

- a) For County Capital Improvement Program (CIP) projects, the contractor shall not bid with the intent to, nor will be permitted to, subcontract more than fifty (50) percent of the total dollar value of the total contract as determined from the breakdown of unit prices contained in the proposal. This provision will be interpreted to mean that the on-site labor and materials associated with the construction of those items of work which total at least fifty (50) percent of the total dollar value of the total contract must be provided by the contractor's own personnel and equipment (owned and rented).

### **16.0 Permits and Pre-Construction Conference**

- a) The utility contractor shall not begin work on the project before the Pre-Construction Conference (Pre-Con) conducted by County staff. This required meeting will not be scheduled until all applicable water, sewer, stormwater, NCDOT encroachment, or other required permits have been issued by the appropriate regulatory agencies. The utility contractor is responsible for understanding and obeying all local, state, and federal government laws and ordinances pertaining to the project work.
- b) For work in the public ROW where a NCDOT encroachment permit is required the contractor will, if NCDOT does not attend the scheduled Pre-Construction Conference at County Engineering, schedule a separate meeting with NCDOT as required prior to commencement of any work activities in the public right-of-way.

### **17.0 Private Property Encroachments**

- a) The utility contractor is forbidden to work off the right-of-way or public utility easement without written permission of the adjoining property owner. If it comes to the attention of the County or Engineer that the contractor has so encroached, it will be cause for suspension of work until such written permission is obtained. In the case of permanent easements, the contractor is to ascertain that such

easements have been acquired and recorded prior to commencing construction. The contractor is advised to confirm with County staff that any temporary construction easements shown on the approved plans have been obtained from the affected property owner prior to accessing that private parcel. County staff will assist the utility contractor with confirming properly recorded public utility easements and temporary construction easements if so requested.