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## APPENDIX A - CONSTRUCTION OBSERVATION TASKS AND GUIDELINES

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These are the preferred Construction Observation tasks and guidelines for the construction of City accepted improvements. The Senior Project Manager will determine to what extent observation is necessary to ensure construction of improvements comply with the approved Contract Documents. This is not a comprehensive list, and the Senior Project Manager may need to add additional inspection requirements as prescribed by the approved plans.

Project Observer should complete the following tasks, if relevant to the development:

- Confirm installation of erosion and sediment control measures prior to site activities that have potential to cause erosion or sediment movement.
- Confirm that materials delivered meet requirements of the construction documents. The Engineer of Record may conduct field tests of material and request copies of manufacturers' certifications to verify that material at the construction site meets requirements of the construction documents.
- Confirm acquisition of required permits.
- Observe compliant subgrade conditions before placing work bearing on the subgrade, including, but not limited to compaction testing or proof rolling as appropriate required by City Standards. See Appendix B
- Observe placement of bedding or base materials.
- Review test results from Contractor-provided testing including: density tests on fill materials, such as bedding, backfill, and road base, and asphaltic concrete paving. Perform additional density tests to verify in-place densities. The *ODOT Manual of Field Test Procedures (MFTP)* describes test procedures for density testing.
- Observe backfill methods for placement, lifts, and compaction.
- Confirm measurement for payment on unit price contracts if a City Contract.
- If a traffic control plan is required, Observer should provide periodic site visits to observe implementation of the approved traffic plan or any required corrections.
- Observe topsoil and landscaping placement as specified.
- Verify that work meets requirements of the construction documents for irrigation and maintenance of landscaping materials during the specified maintenance period.
- Observe project start-up and commissioning activities.
- Observe and document required testing of equipment.
- Check grades of buried pipe.
- Observe final installation of buried structures prior to backfill
- Observe all boot bands are tight.
- Verify all pipe connections are grouted inside and out when applicable.
- Verify manhole channeling smooth and follows direction of flow.

For Waterline construction perform the following inspections and record date of each:

- Confirm notifications of residents of temporary shutdowns required to perform the work.
- Observe fire hydrant installation, assuring proper installation of the hydrant brace, gravel placed around drain ports, installation of the fire hydrant branch restraining devices, the hydrant and isolation valve operate properly, and the valve box is free of debris.
- Observe operation of valves from fully open to fully closed and verify that no debris remains within the valve box.

- Verify valve is in the position required for system operations.
- Coordinate with the City Observer and fire department for marking of hydrants that are to remain out of service.
- Check joint type is per specifications and joint assembly practices.
- Observe pipe restraints and verify that restrained lengths match those shown in the construction documents.
- Check line and grade to verify straightness of pipe installation before covering. The Standard Specifications define acceptable pipe deflection and deviations from line and grade.
- Before placing pipe observe whether pipe has been stored properly, made in the US per specifications, is undamaged, and is clean of pests and debris.
- Ensure tracer wire installed above pipe; taped to top of pipe when weather allows.
- Check for pipe location with respect to easements.
- Observe bedding procedures and verify that bell holes are provided.
- Observe pressure test and verify that leakage is within acceptable limits specified by American Water Works Association (AWWA) for the joint type and pipe material.
- Observe flushing and disinfection and verify that chlorinated water is disposed of following state and federal regulations. Done in coordination with City Water Crew.
- Verify test results of bacteria test sampling and verify written test reports from a certified laboratory demonstrate samples passed the testing.
- Obtain from Contractor test reports from all new backflow preventers.
- Check meters, pressure gauges, and other instruments for proper operation.
- Observe thrust block framing and pouring.

For sanitary sewer pipe systems construction perform the following inspections and record date of each:

- Gravity sewer pipe
  - Confirm that the sewer pipe has been stored properly.
  - Check pipe for damage either prior to or as Contractor commences excavation for pipe placement.
  - Check joint type is per specifications and joint assembly practices.
  - Ensure tracer wire installed above pipe; taped to top of pipe when weather allows.
  - Make a line and grade check before covering.
  - Make sure excavation provides for projecting bells.
  - Check lateral connections for proper installation.
  - Perform pressure testing as specified.
  - Check for pipe location with respect to easements (if any).
  - Ensure crews perform television inspection of pipes to confirm condition, no presence of debris, and pipe invert vertical sags and deflection compliance.
  - Review TV test results with City staff; confirm contractor addressed any deficiencies.
  - Confirm mandrel test.
- Pressure sewer pipe and sewer force-mains
  - Confirm that the sewer pipe has been stored properly.
  - Check each piece of pipe for damage before lowering into the trench.
  - Make a line and grade check before covering (minimum cover and location of high points in pressure sewer).
  - Make sure excavation provides for projecting bells.
  - Check lateral connections, and check valves for proper installation.
  - Perform pressure testing as specified.

- Check pipe pigging facilities (if present), including valves, drains, foundation supports, linings and coatings, and appurtenances.
- Check for pipe location with respect to easements (if any).
- Check manhole installations
  - Confirm inverts formed and grouted per construction documents.
  - Confirm manhole materials (including lining, gaskets, castings, ladders/steps) as required by specifications.
  - Confirm gasket installation as required.
  - Confirm manhole exterior coating and exterior joint seals as required (possible for high groundwater areas).
  - Verify that sample manhole (even if not in public ROW), meets design and construction standards.
  - Verify Cast-in-place manholes follow City Standard Drawing.
- Observe placement of cut-off walls, if part of the design.
- For flexible pipe (for example, PVC), observe specified mandrel test to verify that deflection of flexible pipe does not exceed limits allowed by the Standard Specifications.
- Verify that video of pipe installation meets requirements.
- Observe a hydrostatic or low-pressure air test on pipe system and manhole as specified. Low-pressure air test shall conform to the requirements of Uni-Bell B-6-90, *Recommended Practice for Low Pressure Air Testing of Installed Sewer Pipe*.
- Equipment - Pump Stations
  - Verify hydrostatic testing of wet well.
  - Follow procedures identified in Supplemental Specifications, including Equipment Testing and Facility Startup.
  - Confirm equipment nameplate data versus approved submittals.
  - Perform functional and performance testing per equipment specifications.
  - Obtain copies of sign-offs for all required building permits.
  - Test each unit process (pumps, chemical feed systems, odor control systems, etc.) independently, and then as complete system.
  - Inspect all hardware to ensure nuts, bolts, chains and all other fasteners and hardware are made of the appropriate grade of stainless steel.
  - Inspect guiderails for proper alignment, installation, and material.
  - Inspect all components of the facility against approved submittal from Contractor / vendor / supplier.
- Equipment - Engine Generator and Automatic Transfer Switch
  - Follow procedures identified in Supplemental Specifications, including Equipment Testing and Facility Start-up.
  - Confirm equipment nameplate data versus approved submittals.
  - Perform functional and performance testing per equipment specifications.
  - Simulate power failure and test system operation.
  - Test auxiliary power connection and transfer switch with portable generator, as applicable.

For Stormwater construction perform the following inspections and record date of each:

- Observe construction site erosion controls, sediment controls, and pollution prevention devices. These are required items by City standards, and intended to be included on the approved construction plans for all CIP and Development projects.

- Confirm erosion and sediment control plan (ESCP) is submitted and approved.
- Confirm implementation of ESCP providing erosion and sediment control protection for existing drainage facilities.
- Observe construction of catch basins.
  - Observe excavation.
  - Observe placement of rebar.
  - Observe concrete pours and check mix age, temperature, mix composition and slump to determine compliance with specifications in accordance with ODOT MFTP.
  - Check pipe wall thickness for compliance with plan.
  - Check castings for compliance with specifications.
  - Check for proper protection bars, if required.
  - Confirm all interior joints grouted per specifications (lid to base).
- Observe construction of manhole installations.
  - Confirm inverts formed per construction documents.
  - Confirm manhole materials (including lining, gaskets, castings, ladders/steps, riser ring shims) as required by specifications.
  - Confirm gasket installation as required.
  - Confirm manhole exterior coating and exterior joint seals as required (possible for high groundwater areas).
- Check pipe installation.
  - Check for proper pipe orientation.
  - Check for connection of laterals.
  - Check outlet location and invert from all structures.
  - Ensure tracer wire installed above pipe; taped to top of pipe when weather allows.
  - Check for pipe location with respect to easements.
  - Confirm sealing of manhole interior joints per specification.
  - Confirm channel inverts are smooth and properly aligned.
  - Confirm mandrel test.
- Check treatment facility installation.
  - Check grading versus plan to confirm placement as designed (ie, within ROW or within established private easements.)
  - Verify swale or other facility dimensions
  - Verify swale infiltration, if swales provided
  - Check plantings, if provided, against specifications.
- Check underground injection control (drywell).

For street construction perform the following inspections and record date of each:

- Subgrade and Base
  - Check all prior construction requirements for completion; for example, utilities, sewers, water pipe, electrical and communication conduit, curb and gutter work.
  - Verify manholes and valve boxes are at finish grade.
  - Check soil foundation preparation and stabilization completed per specifications.
  - Check density, moisture, and thickness of base and subbase meet specifications.
  - Check for protection and setting of hubs by the Contractor. Confirm grade stakes are established.

- Review requirements and procedures with the Contractor, including sources of base and subbase, soil stabilization method, material tests and approvals, and compaction tests.
- Check for soil movement under rollers and hauling equipment to locate soft spots.
- Confirm backfilled trenches are sufficiently dry and ready for base and subbase construction.
- Sample base and subbase materials and confirm results are satisfactory.
- Collect delivery tickets for tonnage payment from certified Weighmaster.
- Test for compacted density of subbase and base.
- Check Contractor's provisions for protecting finished subgrade. Do not permit subgrade to dry out prior to covering with finished surfacing.
- Paving
  - Check plans and specifications for pavement type, thickness, method of payment, number of courses, and other project-specific paving requirements.
  - Check pavement material comply with specified requirements.
  - Review procedures and requirements with Contractor.
  - Check all detours for proper setup and signage placement.
  - Observe whether pavement placement and finishing are meeting specifications.
  - Check Contractor's preparations, source of paving material, and condition of equipment.
  - Check subgrade meets grade, cross-section, and compaction requirements.
  - Check subgrade is frost-free.
  - Check all underground construction for completion.
  - Check manholes and valve box location markings.
  - Check contact surfaces and joints have been clean and prepared.
  - Check asphalt cut edges are straight.
  - After milling, check all grindings have been swept clean from surface.
  - Check asphalt temperature is acceptable for correct for rolling.
  - Check ambient temperature is warm enough for paving.
  - Check compaction tests are representative and in accordance with the specifications.
  - Check tack placement; nozzles have even spray, cuts are tacked.
  - Check joints for smoothness.
  - Check rolling at curb for tightness and no gaps.
  - Check valve cans and structures have been lifted to finish grade.
  - Verify no valve cans and structures have been left under asphalt.
  - Check catch basins remain free from asphalt falling inside basin.
  - Check all erosion control materials; nothing buried under asphalt.
  - Check catch basins for compacted slopes around basin and water flow.
  - Check cleanup operations are adequate, including removal of all temporary signage.
  - Check cold joints have been tacked and sanded.
- Sidewalks
  - Verify that Contractor has notified nearby property occupants and potential users about the work to be performed and established accessible detour routes.
  - Check to see that subgrade meets specified requirements.
  - Check grades for proper slopes to meet City and ADA requirements.
  - Check that all vault, meter boxes, and pull boxes are set to grade, oriented parallel with curb, and located in appropriate horizontal position per Standard Drawing G-020 (ie. not in sidewalk, except where approved).
  - Check tree well blocked outs.

- Check joint sawing operation.
- Check concrete mix meets specified requirements.
- Check installation of required reinforcement meets specifications.
- Check rebar ties are pushed flat.
- Check cut ends of rebar are a minimum of two-inch (2") from forms with minimum two-inch (2") concrete cover.
- Check Spacer layout to insure continuous rebar support.
- Check edging.
- Check surface texture meets specified requirements.
- Check broomed finish for uniformity.
- Check application of curing compound if required.
- Check application of joint sealing compound if required.
- Check for properly barricaded and protected work while the concrete pour cures.
- Check for properly blanketed concrete to protect pour during freezing weather.
- Check for cracks in new concrete after curing.
- ADA Ramps with two (2) foot and four (4) foot levels for ADA compliant grades
  - Cross slope
  - Running slope
  - Landing
  - Truncated Dome placement and direction of domes.
- Curbs and Gutters
  - Check radius of curb returns are per plan.
  - Check driveway and ADA ramp depressions are located and marked properly.
  - Check if keys, dowels, or performed joint filler (PJF) are required for adjoining sidewalk (if required, provide per specifications and standard detail).
  - Check curb grades.
  - Check alignment for compliance to plans and smoothness.
  - Check broomed finish for uniformity.
  - Check for installation of expansion board.
  - Check batter for correct angle.
  - Check TOC drains to street, especially with curb machines.
  - Check curb inlet tie-ins.
  - Verify drainage slopes.
- Transit Facilities
  - Complete inspection for other features as specified (sidewalks, signage)
  - The Engineer of Record will complete US Access Board ADAAG Form 29a: Transportation Facilities -- Bus Stops.

The intent of this checklist is to confirm that the constructed facility meets design standards.



## APPENDIX B - COMPACTION REQUIREMENTS

### STRUCTURAL LOT FILL:

|   |   |
|---|---|
| Minimum percent compaction required               | 90%                                     |
| Test method required to determine maximum density | T-180                                   |
| Frequency of density testing in lots              | 8" lifts 3 test for each 2 feet of fill |

### ROAD SECTION – EMBANKMENT:

|   |                                   |
|---|-----------------------------------|
| Minimum percent compaction required                 | 90% below                         |
|   | 3' of subgrade                    |
|   | 95% within 3' of subgrade         |
| Test method required to determine maximum density   | T-99 or T-180                     |
| Frequency of density testing of embankment 8" lifts | 3 tests for each 2' of embankment |

### ROAD SECTION – SUBGRADE:

|   |             |
|---|-------------|
| Minimum percent compaction required                     | 95%         |
| Percent compaction required to what dept below subgrade | 1 foot      |
| Test method required to determine maximum density       | AASHTO T-99 |
| Frequency of density testing of subgrade                | As needed   |

### ROAD SECTION – AGGREGATE BASE:

|  |                     |
|--|---------------------|
| Minimum percent compaction required                | 95%                 |
| Test methods required to determine maximum density | OSHD TM 106 or T-99 |
| Frequency of density testing of aggregate base     | As needed           |

### ROAD SECTION – ASPHALT PAVEMENT:

|   |                                  |
|---|----------------------------------|
| Minimum percent compaction required                 | 92%                              |
| Test method required to determine maximum density   | OSHD TM 306                      |
| Frequency of density testing of aggregate base      | 5 tests minimum* average density |
| Full time inspection or spot-checking of compaction | Spot                             |

### UTILITY TRENCH BACKFILL: (Beneath pavement or sidewalk)

|   |      |
|---|------|
| Minimum percent compaction required for bedding     | 90%  |
| Minimum percent compaction required for pipe zone   | 90%  |
| Minimum percent compaction required above pipe zone | 95%  |
| Test method required to determine maximum density   | T-99 |
| Different Requirement for PVC                       | No   |
| In landscape area                                   | 85%  |

### ADDITIONAL INFORMATION/COMMENTS:

\*When using nuclear gauge, two readings at each site, the second at right angles to the first.  
Average the two readings to obtain test density.

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## APPENDIX C – SITE PLAN SUBMITTAL CHECKLIST

Development: \_\_\_\_\_ Approved Y / N \_\_\_\_\_

Review Date: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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All ROW applications submitted to the City of Newport must include a Site Plan.

The following checklist breaks down minimum information required on Level 1 and Level 2 submittals. Submittals that do not address all required items listed below will be deemed incomplete and returned without a review.

Submitted plans must meet the minimums set forth in the checklist and placed in a logical order. See Sections 1 for required CAD Standards and Section 2 for required construction information. Provide the following plan sheets/set listed below (as required):

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Coversheet               <ol style="list-style-type: none"> <li>a) Vicinity Map (Max Scale 1" = 1000');</li> <li>b) Index of Sheets;</li> <li>c) Legend of symbols and line types.</li> </ol> </li> <li>2. Existing Condition Plans               <ol style="list-style-type: none"> <li>a) Existing topography, public and private utilities stormwater flow patterns and tree removal or protections.</li> </ol> </li> <li>3. Grading Plans               <ol style="list-style-type: none"> <li>a) Proposed finished grading contours and slopes;</li> <li>b) Stage earthwork plan.</li> </ol> </li> <li>4. Building improvements plans.</li> <li>5. Landscaping plans (as required)               <ol style="list-style-type: none"> <li>a) Plans view;</li> <li>b) Plant List and quantities;</li> <li>c) Irrigation plans and schematics;</li> </ol> </li> <li>6. Utility plans               <ol style="list-style-type: none"> <li>a) Stormwater;</li> <li>b) Sanitary;</li> <li>c) Municipal water;</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>7. Erosion Control Plans (Follow DEQ guidelines for 1200-C)               <ol style="list-style-type: none"> <li>a) Mass Grading;</li> <li>b) Road and utility;</li> <li>c) Vertical Construction (as required);</li> <li>d) Final Stabilization (Landscape plans can be used).</li> </ol> </li> <li>8. Roadway improvement plans               <ol style="list-style-type: none"> <li>a) Roadway plan and profile;</li> <li>b) Driveway Details;</li> <li>c) ADA details.</li> </ol> </li> <li>9. Stormwater Plans – Quality and quantity (as required)               <ol style="list-style-type: none"> <li>a) Plan, profile and cross section views;</li> <li>b) Include connection pipes;</li> <li>c) Grading and water level elevations;</li> <li>d) Bypass or overflow details;</li> <li>e) Other details.</li> </ol> </li> <li>10. Signing and Striping Plans               <ol style="list-style-type: none"> <li>a) Plan View;</li> <li>b) Sign Table.</li> </ol> </li> <li>11. Standard Drawing and Details .</li> </ol> |
|---|---|

**LEVEL 1: No Licensed Professional Engineer Stamped Plan Required** – examples:

Small Level 1 projects require only a Site Plan, and do not require the plan to be stamped by a Professional Engineer. ROW improvements impact a single-family residence.

- Curb cuts – driveway approach.
- Sidewalk construction.
- Excavation for purpose of installing utility service lines only.
- Landscaping within the public right-of-way (ROW).
- ROW grading for construction of one single family dwelling that does not result in elevation changes exceeding two feet (2') on any portion of the site.
- Tree planting, pruning, and/or removal in the public ROW.

Level 1 plans require the following plan sets as listed above: 1 through 6. See Standard Drawing G-020.

**Site Plan Checklist Level 1**

|   | COMPLETED BY SUBMITTING PARTY (Circle Y, N, N/A as appropriate) |   |     | COMPLETED BY CITY  |   |
|---|---|---|-----|--|---|
| 1 | Y   | N | N/A | Adequate detail to allow confirmation that calculations meet design criteria outlined in <i>Engineering Design and Construction Standards Manual</i> . | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 2 | Y   | N | N/A | North arrow on all plan view sheet.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 3 | Y   | N | N/A | Bar scale (Horizontal 1" = 20' Vertical 1" = 2')   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 4 | Y   | N | N/A | Accurate narrative on each sheet   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 5 | Y   | N | N/A | Surveyed property lines with dimensions.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 6 | Y   | N | N/A | Tax Lot Number, Area (in Square Feet) and address  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 7 | Y   | N | N/A | Existing building locations, lot coverage (sq ft).   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 8 | Y   | N | N/A | Proposed building locations, lot coverage (sq ft).   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 9 | Y   | N | N/A | Any overhangs impacting ROW.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |

|    |   |   |     |   |   |
|----|---|---|-----|---|---|
| 10 | Y | N | N/A | Label existing roads, existing curbs, gutter flow lines, sidewalk width, existing driveway locations.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 11 | Y | N | N/A | Locations and dimensions of proposed public structures, roads, curbs, gutters, sidewalks, driveways.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 12 | Y | N | N/A | Locations and dimensions proposed private structures, decks, porches, or retaining walls impacting ROW.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 13 | Y | N | N/A | Depiction and dimensions of proposed driveway, <i>including</i> : <ul style="list-style-type: none"> <li>elevations showing ADA cross-slope on driveway walkway;</li> <li>a profile from street to garage driveway location in relation to Clear Zone Area and 30ft setback from corner.</li> </ul> | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 14 | Y | N | N/A | Show existing significant trees and/or vegetation in ROW to be removed, replacement trees, and tree protection measures. See Tree Permit for requirements.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 15 | Y | N | N/A | Locations and dimensions of existing City/Public structures: <ul style="list-style-type: none"> <li>curb inlets</li> <li>manholes</li> <li>water main</li> <li>sewer main</li> <li>storm main</li> </ul>  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 16 | Y | N | N/A | Show proposed private service laterals: <ul style="list-style-type: none"> <li>Size</li> <li>Material</li> <li>Length</li> <li>Location</li> <li>Connection to Main</li> </ul>  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| 17 | Y | N | N/A | Easement(s): 1) Proposed and existing; 2) location and dimensions; 3) purpose of easements.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |

### LEVEL 2: Licensed Professional Engineer Stamped Plan Required

A Civil Engineering Plan is required when any of the conditions listed below apply to a permit application or as determined by the City Engineer. A Civil Engineering Plan typically ~~requires~~ a Professional Engineer. The Engineering Department recommends scheduling a pre-design meeting PRIOR to submittal if you project falls into this category. A Level 2 plan set will be submitted through the Community Development Dept prior to needing a ROW permit. Requirements of Level 1 plans must also be met.

- Excavation or fill that will result in elevation changes exceeding two feet (2') on any portion of the site excluding landscaping on developed property.
- Construction of facilities, including grading, that may impact stormwater runoff or downstream water

quality.

- 3,000 square feet, or more, of new impervious surface will be added to the site (i.e. new parking lots, structures, or other impervious surfaces that individually or in combination replace 3,000 square feet, or more, of existing pervious surface).
- A combination of 6,000 square feet, or more, of impervious area will be added and/or reconstructed (i.e. 4,000 square foot of existing building reconstructed with the addition of a new 2,000 square foot parking lot, structure, or other impervious surface OR reconstruction of 6,000 square feet, or more, of existing impervious surface).
- One (1) acre or more of land will be disturbed or when a DEQ 1200-C permit is required.
- Dedication of public ROW.
- Infrastructure will be constructed and dedicated to the City.
- Construction and/or removal of retaining walls located within or impacting the ROW.
- Demolition of significant surfaces or structures located within or impacting the ROW.
- Proposed development on corner lots, lots without curb and gutter, streets not meeting City Standard (as shown in the Newport Municipal Code).

Items listed in the checklist are minimums. Applicant must provide other required information and details on plans necessary to confirm that the proposed work is consisting with the requirement of the City, State and Federal codes and standards, as determined by the applicable City department. Additional details may be required. See Section 2 of the *Engineering Design and Construction Standards Manual*.

Applicant must also provide the estimated cost of the proposed work when the work occurs within the public right-of-way or easements and provide a bond for the proposed ROW work.

Level 2 plans require the following plan sets as listed above: 1 through 11.

**Site Plan Checklist Level 2**

| COMPLETED BY SUBMITTING PARTY<br>(Circle Y,N, N/A as appropriate) |   |     | COMPLETED BY CITY   |
|---|---|-----|---|
| <b>Basemap/ Existing Condition Plans</b>                          |   |     |   |
| Y   | N | N/A | Size/location of existing manholes, catch basins, clean outs, laterals, fire hydrants, meter boxes, valves, tees or wyes; existing public and private utilities obtained via utility locates or as-builts.  |
|   |   |     | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:   |
| Y   | N | N/A | Location of existing cross walks, mail boxes, signs, bike racks, utility poles, pole anchors, utility splice boxes, transformers or vaults, etc.; location of existing public and private utilities shall be obtained via utility locates or as-builts. |
|   |   |     | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:   |
| Y   | N | N/A | Existing storm water drainage flow paths.   |
|   |   |     | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:   |

|   |   |     |  |   |
|---|---|-----|--|---|
| Y   | N | N/A | Include dimensions that clearly define sizes of existing City utility lines and connecting City owned structures; location of public and private utilities obtained via utility locates or as-builts.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y   | N | N/A | Include dimensions that clearly define lengths and distances:<br>*between buildings or structures to ROW facilities,<br>*lengths of street cuts,<br>*distances between all ROW and private utilities; location of public and private utilities shall be obtained via utility locates or as-builts.               | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| <b>Erosion Control Plan ≤ 1 Acre of disturbance</b> |   |     |  | <input type="checkbox"/> N/A  |
| Y   | N | N/A | Plans views showing accurate locations and layout BMP to be installed prior to land clearing and soil disturbance. Perimeter control, erosion and sediment control measures, inlet and outfall protections, construction entrances, truck washed, concrete cleanouts etc. Additional protection may be required. | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y   | N | N/A | Plans views showing accurate locations and layout BMP to be installed during and after earthwork and soil disturbance. Show each stage of earthwork.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y   | N | N/A | Area of disturbance and estimated earthwork volumes.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y   | N | N/A | General notes, inspection intervals, location of equipment staging, solid waste storage etc.. Provide a legend of all symbols and line types used.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| <b>Erosion Control Plan ≥ 1 Acre of disturbance</b> |   |     |  | <input type="checkbox"/> N/A  |
|   |   |     | Refer to Oregon DEQ guidance and checklist for 1200-C.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |

| Building Improvement Plans |   |     |   |
|----------------------------|---|-----|---|
| Y                          | N | N/A | Proposed grade elevations at building corners, finished floor and transition to ROW (sidewalk, driveway, door frames, etc).<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:  |
| Utility Plans              |   |     |   |
| Y                          | N | N/A | Size and location of proposed public and private water, sanitary sewer, storm sewer utilities (including lateral lines, pump systems). City water staff will locate water meters for new lines.<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:  |
| Y                          | N | N/A | Proposed stormwater drainage flows<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:   |
| Y                          | N | N/A | Proposed grade elevations at building corners, finished floor and transition to ROW (sidewalk, driveway, door frames, etc). Provide cross-section/profiles.<br><input type="checkbox"/> Meets Requirements<br><input type="checkbox"/> Does not meet Requirements<br>Comments:  |
| Y                          | N | N/A | Proposed contours when cuts/fills have potential to impact neighboring properties or when grading is an integral part of the stormwater site drainage. Use two (2) foot, maximum (one (1) foot contours preferred), contour intervals unless otherwise approved. Indicate direction of stormwater flows.<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y                          | N | N/A | Any other requirements or details necessary to confirm that the proposed work is consistent with the requirements of City, State, and Federal codes and standards, as determined by the applicable City Department.<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:  |
| Roadway Improvement Plans  |   |     |   |
| Y                          | N | N/A | Designed ADA complaint sidewalks and curb ramps. Provide dimension and elevation details to meet US Access Board PROWAG minimum standards.<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:   |
| Y                          | N | N/A | Estimated cost of the proposed work when cuts in existing city streets are required.<br><input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments:   |



|  |   |     |   |   |
|--|---|-----|---|---|
| Y  | N | N/A | Proposed roadway or roadside improvement in plans. Provide the existing or proposed center alignment. Provide tangent bearing, points of curvature, points of tangency and proposed centerline radii. Provide dimensions to demonstrate the proposed widths of the travel area, bike facility, parking and pedestrian pathways. Roadways must meet City Code and/or AASHTO standards. | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Proposed roadway or roadside improvement in profile. Provide the existing or proposed center alignment. Provide location of vertical intersection and vertical curves. Roadways must meet City Code and/or AASHTO standards.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide typical sections of proposed roadway or full/half- street improvement. Include all width dimensions and all proposed types and depths of materials.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide dimensions and elevation details for residential and commercial driveways. Driveway with pedestrian pathways must meet the US Access Board PROWAG minimum standards.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| <b>Stormwater Plans (as required)</b> <input type="checkbox"/> N/A |   |     |   |   |
| Y  | N | N/A | Provide plan, profiles and cross sections for all stormwater quality or quantity facilities. Provide all dimensions, slopes and critical elevation.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide pipe size, location and slope for pipe connection to proposed facilities.   | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide design water depths for treatment or detention depths and 50-year storm events. Provide calculated retention time and detention volumes.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |

|  |   |     |  |   |
|--|---|-----|--|---|
| Y  | N | N/A | Provide by-pass or overflow outlet details.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide manufacture details for all proprietary water quality or quantity facilities. Detail must include information specified above. | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| <b>Landscaping Plans (as required) <input type="checkbox"/> N/A</b>          |   |     |  |   |
| Y  | N | N/A | Provide planting, seeding construction notes as require in the City Code.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide plant list and installed quantities. Provide plan views of plant location and a legend of symbols.                             | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide irrigation layout plan schematics, piping and backflow locations.  | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements<br>Comments: |
| Y  | N | N/A | Provide location of all protected trees or vegetation.   | <input type="checkbox"/> Meets Requirements<br><input type="checkbox"/> Does not meet Requirements<br>Comments: |
| Y  | N | N/A | Provide location and detail for street trees.  | <input type="checkbox"/> Meets Requirements<br><input type="checkbox"/> Does not meet Requirements<br>Comments: |
| <b>Signing and Striping Plans (as required) <input type="checkbox"/> N/A</b> |   |     |  |   |
| Y  | N | N/A | Signage and striping must meet the latest edition of the MUTCD and any applicable standard drawing.                                    | <input type="checkbox"/> Meets Requirements<br><input type="checkbox"/> Does not meet Requirements<br>Comments: |
| Y  | N | N/A | Provide locations, dimensions for proposed striping and signage.   | <input type="checkbox"/> Meets Requirements<br><input type="checkbox"/> Does not meet Requirements<br>Comments: |
| Y  | N | N/A | Plan view or list of sign locations, dimensions and MUTCD sign designation.  | <input type="checkbox"/> Meets Requirements<br><input type="checkbox"/> Does not meet Requirements<br>Comments: |

## APPENDIX D – CONSTRUCTION NOTES FOR PRIVATE DEVELOPMENT IN ROW

### GENERAL NOTES:

1. PERMIT HOLDER SHALL PROVIDE TO CITY REPRESENTATIVE, IN WRITING, THE NAME AND TWENTY-FOUR (24) HOUR EMERGENCY TELEPHONE NUMBER OF ONE (1) PERSON WHO HAS AUTHORITY TO RESOLVE PROBLEMS, TAKE CORRECTIVE ACTION AND, IN GENERAL, BE RESPONSIBLE IN CASE OF ANY EMERGENCY. THE PERMIT HOLDER SHALL NOTIFY THE CITY REPRESENTATIVE, IN WRITING, OF ANY/ALL ASSIGNMENT CHANGES.
  2. CONTRACTOR IS RESPONSIBLE TO VISIT SITE AND VERIFY ALL EXISTING CONDITIONS BEFORE START OF WORK. CONTRACTOR SHALL TAKE NECESSARY FIELD MEASUREMENTS AND OTHERWISE VERIFY ALL DIMENSIONS AND EXISTING CONSTRUCTION CONDITIONS INDICATED AND SHOWN ON THE PLANS. SHOULD ANY ERROR OR INCONSISTENCY EXIST, CONTRACTOR SHALL NOT PROCEED WITH AFFECTED WORK UNTIL REPORTING DISCREPANCY TO CITY FOR CLARIFICATION OR CORRECTION.
  3. CONTRACTOR IS RESPONSIBLE TO OBTAIN ROW PERMIT(S) FROM CITY OF NEWPORT ENGINEERING DEPT PRIOR TO ANY WORK IN EXISTING ROW.
  1. CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL (TCP) IN ACCORDANCE WITH OREGON TEMPORARY TRAFFIC CONTROL HANDBOOK AND IN ACCORDANCE WITH JOB SPECIFIC LIMITATIONS. SUBMIT TCP WITH ROW APPLICATION FOR APPROVAL. APPROVED TRAFFIC CONTROL PLAN. A COPY OF APPROVED TRAFFIC CONTROL PLAN SHALL BE AVAILABLE AT WORK AREA. CONTRACTOR SHALL PROVIDE AND
- MAINTAIN ADEQUATE TRAFFIC CONTROL ALONG EXISTING ROADS AS REQUIRED BY CITY.
4. CITY RESERVES THE RIGHT TO MODIFY TRAFFIC CONTROL REQUIREMENTS TO IMPROVE TRAFFIC CONTROL AND ASSURE PUBLIC SAFETY.
  5. OBTAIN WRITTEN APPROVAL FROM CITY TWO WEEKS PRIOR TO CLOSING ANY PUBLIC ROADWAY. ROW PERMIT HOLDER IS RESPONSIBLE TO PROVIDE TIMELY NOTIFICATION OF TRAFFIC FLOW DISRUPTIONS TO AREA WIDE EMERGENCY SERVICES (NEWPORT POLICE DEPARTMENT, NEWPORT FIRE DEPARTMENT), PACIFIC WEST AMBULANCE, NEWPORT SCHOOL DISTRICT. ETC.).
  6. CONTRACTOR SHALL PLACE ADVANCE NOTIFICATION SIGNS AT EACH END OF THE CONSTRUCTION AREA SEVENTY-TWO (72) HOURS (MIN.) BEFORE INITIATION OF CONSTRUCTION WORK. TRAFFIC CONTROL DEVICES, FLAG PERSONS, ETC., SHALL BE IN PLACE PRIOR TO INITIATION OF CONSTRUCTION WORK AND SHALL BE EFFECTIVELY MAINTAINED.
  7. MAINTAIN ACCESS TO EXISTING PROPERTIES AT ALL TIMES, INCLUDING NORMAL DELIVERY SERVICE AND MAIL SERVICE.
  8. NO WORK MAY BE PERFORMED IN ROW OUTSIDE 7 AM TO 7 PM, ON WEEKENDS, OR HOLIDAYS WITHOUT PRIOR WRITTEN CITY APPROVAL. SUBMIT VARIANCE REQUESTS SEVENTY-TWO (72) HOURS PRIOR TO CHANGE IN SCHEDULE.
  9. MINIMUM VEHICLE TRAVEL LANE WIDTH

- SHALL BE TEN (10) FEET; PROVIDE FOUR (4) FOOT MINIMUM PEDESTRIAN ACCESS.
10. BEFORE INITIATING ANY CONSTRUCTION ACTIVITY, PERMIT HOLDER SHALL CONTACT CITY REPRESENTATIVE TO ESTABLISH A PLACE, TIME, AND DATE FOR A PRE-CONSTRUCTION MEETING.
  11. PERMIT HOLDER OR CONTRACTOR SHALL NOTIFY CITY REPRESENTATIVE: FORTY-EIGHT (48) HOURS PRIOR TO COMMENCING WORK, FORTY-EIGHT (48) HOURS PRIOR TO ANY REQUIRED SITE REVIEW, AND AFTER COMPLETING WORK COVERED BY PERMIT.
  12. A COPY OF ROW PERMIT, WITH ALL ATTACHMENTS, AND A COPY OF APPROVED CONSTRUCTION PLANS, AND ALL AMENDMENTS, SHALL BE AVAILABLE AT WORK AREA AT ALL TIMES. ALL WORK IN ROW SHALL CONFORM TO CITY APPROVED PERMIT TERMS, CONDITIONS AND PROVISIONS, ANY APPROVED PLAN AMENDMENTS, THESE GENERAL CONSTRUCTION NOTES AS WELL AS CITY STANDARDS AND SPECIFICATIONS. CITY MUST GIVE PRIOR APPROVAL TO ANY WORK CHANGES.
  13. CITY STRICTLY PROHIBITS THE SPREADING OF MUD, DEBRIS, STORAGE OF MATERIALS OR EQUIPMENT OF ANY KIND ON PUBLIC ROADWAYS. VIOLATION SHALL BE CAUSE FOR IMMEDIATE CANCELLATION OF PERMIT. CITY MAY AT ANY TIME ORDER IMMEDIATE CLEANUP AND STOPPAGE OF WORK TO ACCOMPLISH CLEANUP.
  14. PERMIT HOLDER RESPONSIBLE TO MAINTAIN WORK AREA AND APPROACH ROADS IN CLEAN CONDITION FREE FROM OBSTRUCTIONS AND HAZARDS. A COPY OF PERMIT HOLDER'S CERTIFICATE OF INSURANCE SHALL BE AVAILABLE AT WORK AREA.
  15. EFFECTIVE ROW DRAINAGE CONTROL IS REQUIRED. CONTRACTOR SHALL CONTROL DRAINAGE WITHIN THE WORK SITE. ROUTE DRAINAGE SO ADJACENT PRIVATE PROPERTY, PUBLIC PROPERTY, AND THE RECEIVING SYSTEM ARE NOT ADVERSELY IMPACTED.
  16. NO OPEN TRENCHES ARE ALLOWED IN ROW. ALL TRENCHES SHALL BE PLATED OR BACKFILLED BY END OF WORK DAY. CONTRACTOR SHALL ENSURE BACKFILL LEVELS ARE FLUSH WITH EXISTING UNDISTURBED SURFACE. CONTRACT REQUIRED TO MAINTAIN ROCK LEVEL IN COMPACTED CONDITION UNTIL FINAL SURFACE INSTALLED. PERMIT HOLDER RESPONSIBLE FOR, AND LIABLE FOR, HAZARDS OR DAMAGE RESULTING FROM LACK OF MAINTENANCE OF TRENCH SURFACE.
  17. WORK PROVIDED FOR UNDER ROW PERMIT SHALL INCLUDE REPAIR OF EXISTING FACILITIES (ROADS, DITCHES, ETC.) AS MAY BE NECESSARY, IN THE CITY REPRESENTATIVE'S OPINION, TO OVERCOME DETERIORATION OF DRAINAGE WHICH OCCURS IN CONJUNCTION WITH WORK AUTHORIZED BY PERMIT. CONTRACTOR SHALL COMPLETE CORRECTIVE WORK AT PERMIT HOLDER'S EXPENSE.
  18. CONTRACTOR SHALL MAINTAIN ONE (1) COMPLETE SET OF APPROVED PLANS ON SITE AT ALL TIMES. CONTRACTOR WILL RECORD ALL APPROVED DEVIATIONS ON APPROVED CONSTRUCTION DRAWINGS, INCLUDING LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES ENCOUNTERED DURING CONSTRUCTION. CONTRACTOR SHALL KEEP FIELD RECORD DRAWINGS UP TO DATE AT ALL TIMES. RECORD DRAWINGS SHALL BE AVAILABLE FOR INSPECTION BY CITY REPRESENTATIVE UPON REQUEST.

19. UPON COMPLETION OF CONSTRUCTION OF ALL NEW FACILITIES, CONTRACTOR SHALL SUBMIT A CLEAN SET OF FIELD RECORD DRAWINGS CONTAINING ALL AS-BUILT INFORMATION TO CITY AS PART OF PROJECT CLOSE-OUT. ALL INFORMATION ON CONTRACTOR'S FIELD RECORD DRAWINGS SHALL BE SUBJECT TO VERIFICATION. IF SIGNIFICANT ERRORS OR DEVIATIONS ARE NOTED, A REGISTERED PROFESSIONAL LAND SURVEYOR SHALL COMPLETE A STAMPED AS-BUILT SURVEY AT CONTRACTOR'S EXPENSE.
20. CITY REPRESENTATIVE MAY, AT CITY ENGINEER'S DISCRETION, REQUIRE PROVISION OF TESTS AND OR REPORTS FROM PERMIT HOLDER, PERMIT HOLDER'S ENGINEER, OR CONTRACTOR. PERMIT HOLDER SHALL BEAR EXPENSE OF SUCH TESTS/REPORTS.
21. PROTECT ALL EXISTING MONUMENTS, PROPERTY CORNERS, AND SURVEY MARKERS. REPLACEMENT SHALL BE AT CONTRACTOR'S EXPENSE.
22. CONTRACTOR REMAINS OBLIGATED TO PERFORM WORK IN COMPLIANCE WITH APPLICABLE CODES, REGULATIONS, CITY AND OSHA SAFETY STANDARDS, ENGINEERING PLANS, AND PROJECT CONTRACT DOCUMENTS REGARDLESS OF ANY INSPECTION/OBSERVATION DONE BY DESIGN ENGINEER OR CITY REPRESENTATIVE.
23. CITY OF NEWPORT SPECIFICATIONS AND STANDARDS, WHICH INCORPORATE THE OREGON STANDARD SPECIFICATIONS (OSS), CURRENT EDITION, FOR CONSTRUCTION, APPLY TO PUBLIC STREET, WATER SYSTEM, SANITARY SEWER AND STORMWATER CONSTRUCTION AS WELL AS EROSION CONTROL.
24. CONTRACTOR SHALL PROTECT AND MAINTAIN OPERATION OF ALL EXISTING UTILITIES WITHIN ROW CONSTRUCTION AREA DURING CONSTRUCTION PROCESS. CONTRACTOR RESPONSIBLE FOR REPLACEMENT OF ALL DISTURBED EXISTING UTILITIES. CONTRACTOR SHALL COORDINATE ALL WORK ON UTILITIES WITH THE VARIOUS OWNERS.
25. CONTRACTOR SHALL HOLD TO A MINIMUM DOWNTIME OF ANY CITY INFRASTRUCTURE AND PROVIDE TEMPORARY BYPASS, WHERE REQUIRED, TO MAINTAIN PROPER CITY SERVICES.
26. CONTRACTOR SHALL BE RESPONSIBLE FOR ARRANGEMENTS WITH CENTRAL LINCOLN PUD TO CONNECT THE STREET LIGHTING SYSTEM TO LOCAL POWER DISTRIBUTION SYSTEM.
27. CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO COMPLETE PROJECT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS INCLUDING SUCH INCIDENTALS AS MAY BE NECESSARY TO MEET THE INTENT OF PROJECT CONTRACT DOCUMENTS, APPLICABLE AGENCY REQUIREMENTS, AND OTHER WORK NECESSARY TO PROVIDE A COMPLETE PROJECT.
28. NOTIFY CITY OF ALL CONSTRUCTION MODIFICATIONS IN ROW. CITY MUST PROVIDE PRIOR AUTHORIZATION BEFORE CONTRACTOR INITIATES ROW MODIFICATIONS OF APPROVED DESIGN.
29. CITY RESERVES THE RIGHT TO ADJUST GRADES OR ALIGNMENT TO ACCOMMODATE OTHER CITY UTILITIES AS REQUIRED; SUCH ADJUSTMENTS OR REVISIONS SHALL BE REVIEWED AND APPROVED BY CITY PRIOR TO COMMENCEMENT OF WORK.
30. CONTRACTOR SHALL COORDINATE WITH

PRIVATE UTILITY COMPANIES FOR TIMING OF INSTALLATION OF POWER, TELEPHONE, CABLE, TV, AND GAS. POWER, TELEPHONE, CABLE, AND TV TRENCHING. CONTRACTOR SHALL INSTALL PULL STRINGS PER UTILITY COMPANY REQUIREMENTS. VERIFY CONDUIT SIZE AND TYPE WITH UTILITY COMPANY PRIOR TO CONSTRUCTION.

31. CONTRACTOR SHALL LOCATE EXISTING PIPE CONFLICTS PRIOR TO CONSTRUCTION (POTHOLE & VIDEO AS NECESSARY).
32. CONTRACTOR SHALL NOTIFY CITY REPRESENTATIVE IF UNKNOWN PIPES ARE UNCOVERED DURING CONSTRUCTION. CONTRACTOR SHALL CREATE A PLAN TO CONNECT ANY FUNCTIONING PIPE SYSTEM TO NEW PIPE SYSTEM IN AN APPROPRIATE MANNER AND SUBMIT TO CITY FOR APPROVAL PRIOR TO COMMENCING WORK. CONTRACTOR SHALL NOTE DISCOVERED PIPE ON AS-BUILT RECORD DRAWINGS.

SPECIFICATIONS (OSS) REQUIREMENTS.

4. REMOVE AND DISPOSE OF ALL ORGANIC AND/OR UNSUITABLE MATERIALS, INCLUDING TREES, STUMPS, ROOTS, BRUSH, AND GRASS IN SUCH A MANNER TO MEET ALL APPLICABLE REGULATIONS. SITE PREPARATION MUST INCLUDE THE REMOVAL OF VEGETATION, NON-COMPLYING FILL, TOPSOIL OR OTHER UNSUITABLE MATERIAL PRIOR TO PLACEMENT OF FILL.
5. CONSULT CITY ENGINEER TO IDENTIFY REMOVAL OF UNSUITABLE ROW MATERIAL.
6. MATERIAL IN SOFT SPOTS WITHIN PROPOSED BUILDING, PAVED, SIDEWALK AREAS SHALL BE REMOVED TO THE DEPTH REQUIRED (AS DIRECTED BY CITY ENGINEER) TO PROVIDE A FIRM FOUNDATION; REPLACE EXCAVATION WITH SUITABLE BACKFILL CONSTRUCTED IN HORIZONTAL LIFTS NOT TO EXCEED EIGHT INCHES (8") LOOSE MEASURE. COMPACT ENTIRE SUBGRADE TO NINETY-FIVE PERCENT (95%) PER AASHTO T-180 UNDER PAVED AREAS; 92% UNDER LANDSCAPING AREAS.
7. ENGINEERED FILL SHALL BE COMPACTED IN HORIZONTAL LIFTS NOT EXCEEDING EIGHT INCHES (8") (UN-COMPACTED DEPTH) USING STANDARD COMPACTION EQUIPMENT.
8. NO CUT OR FILL SHALL EXCEED A GRADE OF 2H:1V UNLESS APPROVED BEFOREHAND BY CITY ENGINEER.
9. ANY FILL USED FOR SITE GRADING MUST BE OBSERVED AND APPROVED BY THE PROJECT GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT. UPON COMPLETION OF GRADING, CONTRACTOR SHALL PROVIDE COPIES OF ALL INSPECTION REPORTS TO CITY FOR THEIR FILES.

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### GRADING NOTES:

1. CONTRACTOR RESPONSIBLE FOR COORDINATING WITH CITY REPRESENTATIVE FOR SITE OBSERVATION, COMPACTION TESTING, AND FOR SUBMITTING TEST RESULTS TO CITY FOR REVIEW.
2. CONTRACTOR SHALL USE APPROVED TESTING LABORATORY FOR ALL COMPACTION TESTS AND REPORTS. CITY ENGINEER SHALL DETERMINE TEST FREQUENCY. TAKE ONE TEST FOR EVERY FIVE HUNDRED (500) CUBIC YARDS PLACED OR TWO (2) VERTICAL FEET, WHICHEVER IS LESS. TESTING TO COMMENCE WITH FILL ACTIVITIES.
3. ALL GRADING IN ROW SHALL CONFORM TO CURRENT OREGON STANDARDS AND

10. APPROPRIATE BENCHING OF TRENCHES IS REQUIRED FOR FILLS OVER FIVE (5) FEET IN HEIGHT ON SLOPES IN EXCESS OF 5H:1V IF NOT USING SPECIALIZED SHORING.
11. CONTRACTOR SHALL COORDINATE WITH CITY REPRESENTATIVE FOR REQUIRED REVIEWS AT THE FOLLOWING STAGES OF CONSTRUCTION:
  - A. REVIEW CLEARING AND GRUBBING IN THE ROW PRIOR TO FILL PLACEMENT;
  - B. PREPARATION OF BENCH CONSTRUCTION PRIOR TO FILL PLACEMENT;
  - C. FOLLOWING PLACEMENT OF EACH FIVE HUNDRED (500) YARDS OF FILL;
  - D. FOLLOWING COMPLETION OF “ROUGH” GRADE PRIOR TO FINAL GRADING;
  - E. COMPLETION OF FINAL GRADING;
  - F. DURING FINAL GRADING PRIOR TO BASE ROCK AND PAVEMENT CONSTRUCTION.
12. ROW GRADING LIMITS SHALL BE WITHIN PROJECT BOUNDARY AND/OR STREET ROW, UNLESS OTHERWISE SHOWN ON PLANS. CONDUCT NO GRADING IN WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREAS UNLESS SPECIFICALLY SHOWN ON APPROVED PLANS.
13. GRADE SITE TO ELEVATIONS SHOWN ON DRAWING WITH NECESSARY ADJUSTMENTS TO ACCOMMODATE FINISHED GRADES AS SPECIFIED. SHAPE AREAS TO SUBGRADE ELEVATION THAT ACCOMMODATES FUTURE BASE ROCK AND PAVING.
14. FINISH GRADES ARE TO DRAIN AS INDICATED ON PLANS. FINISH ROUGH GRADING BY BLADING AND RAKING TO SMOOTH CONTOURS WITH GENTLE TRANSITIONS.
15. CONTRACTOR SHALL PROTECT ALL TREES OVER SIX (6) INCH DBH NOT SPECIFICALLY SHOWN FOR REMOVAL ON APPROVED PLANS. ALL TREES TO BE PRESERVED SHALL BE FENCED WITH STANDARD FOUR (4) FOOT ORANGE CONSTRUCTION FENCING.
16. IF CONTRACTOR ENCOUNTERS A SPRING OR GROUNDWATER DURING CONSTRUCTION, CONTRACTOR SHALL NOTIFY CITY REPRESENTATIVE OF CONDITIONS FOUND AND COORDINATE ACTIVITIES IN A MANNER THAT ALLOWS TIME TO REVIEW SITUATION AND PREPARE WATER MITIGATION PLAN.

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#### CURB AND SIDEWALK CONSTRUCTION NOTES:

2. ALL CONCRETE FLATWORK AND MATERIALS SHALL CONFORM TO APPROVED PLANS, APPLICABLE REQUIREMENTS OUTLINED ON CITY OF NEWPORT STANDARD DRAWINGS, AND ALL APPLICABLE SECTIONS OF THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (OSS), CURRENT EDITION.
3. BASE ROCK SHALL BE COMPACTED TO NINETY-FIVE (95) PERCENT OF MODIFIED PROCTER PER AASHTO T-180 (ASTM 01557).
4. ADJUST ALL MANHOLE LIDS, VALVE BOXES, AND MONUMENT BOXES TO FINISH GRADE. SEE CITY OF NEWPORT STANDARD DRAWINGS S-260 FOR MANHOLE LID ADJUSTMENTS; W-200 AND W-205 FOR VALVE CAN ADJUSTMENT.
5. SAWCUT STRAIGHT LINES TO CREATE BUTT JOINT BETWEEN EXISTING AND NEW CONCRETE POURS.

6. A REQUIRED PROOF-ROLL TEST IS IN ADDITION TO REQUIRED COMPACTION TESTING. DEFLECTION TESTING SHALL BE ACCOMPLISHED ACCORDING TO ODOT TM158. USE A FULLY LOADED TEN (10) YARD DUMP TRUCK TO CHECK SUBGRADE DEFLECTION. COMPLETE DEFLECTION TEST PRIOR TO PLACEMENT OF ROCK SUBBASE, AT COMPLETION OF BASE ROCK PLACEMENT, PRIOR TO PLACEMENT OF CURB, AND PRIOR TO PAVING FIRST LIFT OF ASPHALT.
7. PLACE DRY UTILITY CROSSINGS PRIOR TO PROOF ROLL TEST FOR CURB INSTALLATION. PRIVATE UTILITY CARRIERS SHALL SPECIFY NUMBER OF CROSSINGS, EXACT LOCATION, DEPTH, SIZE OF CONDUIT, ETC. CONTRACTOR SHALL COORDINATE. SEE CITY OF NEWPORT STANDARD DRAWING G-052 FOR REQUIRED CLEARANCE WHEN CROSSING PUBLIC UTILITIES.
8. ALL ELECTRICAL EQUIPMENT SHALL CONFORM TO CURRENT STANDARDS OF THE NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA) AND THE UNDERWRITERS LABORATORIES, INC. (UL) IN ADDITION TO REQUIREMENTS LISTED IN THE PLANS AND STANDARD SPECIFICATIONS. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE CURRENT REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE (NEC), THE NATIONAL ELECTRICAL SAFETY CODE, STANDARDS OF THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI), AND ANY LOCAL ORDINANCES THAT MAY APPLY.
9. STAMP ALL NEW CURBS TO INDICATE WHERE EACH WATER SERVICE, SANITARY LATERAL, STORM LATERAL, AND IRRIGATION LINE CROSSES BENEATH CURB LINE. STAMPED IMPRESSIONS SHALL BE AS FOLLOWS: WATER SERVICE—"W", SANITARY LATERAL—"S", STORM LATERAL—"D", AND IRRIGATION LINES—"IR". IMPRESSIONS SHALL BE TWO (2) INCH HIGH, ON TOP OF THE CURB, AND SHALL ACCURATELY LOCATE SERVICE BELOW STAMP.
10. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF SIDEWALK AND ADA RAMPS TO MEET ADA AND JURISDICTIONAL REQUIREMENTS. SEE CITY OF NEWPORT STANDARD DRAWING T-211 AND T-212.
11. GUTTER PAN CROSS SLOPE TO BE FIVE (5) PERCENT MAXIMUM. SEE CITY OF NEWPORT STANDARD DRAWING T-301.
12. ALL SIDEWALKS SHALL HAVE A MAXIMUM CROSS SLOPE OF ONE-AND-ONE-HALF (1½) PERCENT. SEE CITY OF NEWPORT STANDARD DRAWING T-210.

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#### ASPHALT CONCRETE PLACEMENT (ACP) NOTES:

1. THE AGGREGATE BASE SHALL HAVE A DENSITY OF NOT LESS THAN NINETY-FIVE (95) PERCENT OF MODIFIED PROCTOR PER AASHTO T-180 (ASTM 01557). SEE CITY OF NEWPORT STANDARD DRAWINGS T-050 AND T-050B FOR STREET CONSTRUCTION.
2. PLACING ASPHALT CONCRETE WILL BE PERMITTED ONLY DURING DRY WEATHER WHEN AMBIENT TEMPERATURE IS RISING, EQUAL TO, OR GREATER THAN 45<sup>o</sup> REQUIREMENT.
3. PLACE ASPHALT CONCRETE ON DRY PREPARED SURFACE.
4. APPLY TACK COAT AGAINST FACE EDGE OF CURB & AROUND MANHOLE CASTING & OTHER EXPOSED STRUCTURES BEFORE PAVING.
5. SAW CUT STRAIGHT MATCH LINES WHERE



EXISTING PAVEMENT MEETS NEW PAVEMENT. AFTER PLACING ASPHALT CONCRETE, TACK AND SAND ALL CUT EDGES. SEE CITY OF NEWPORT STANDARD DRAWING G-105

6. ALL PAVEMENT MARKINGS REMOVED OR DAMAGED DURING CONSTRUCTION SHALL BE REPLACED IN KIND, PAINTED IN CONFORMANCE WITH OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (OSS), CURRENT EDITION CHAPTERS 00850 AND 00860.

LANDSCAPE AREAS PER AASHTO T-180. CITY SHALL CONSIDER ANY SUBSEQUENT SETTLEMENT OF TRENCH DURING WARRANTY PERIOD A RESULT OF IMPROPER COMPACTION; CONTRACTOR SHALL PROMPTLY CORRECT SETTLEMENT AT NO EXPENSE TO CITY.

5. CONTRACTOR SHALL AT ALL TIMES PROVIDE AND MAINTAIN AMPLE MEANS AND DEVICES TO REMOVE AND DISPOSE OF ALL WATER ENTERING TRENCH EXCAVATION DURING PROCESS OF LAYING PIPE. WATER AND DEBRIS SHALL NOT ENTER INTO CITY'S STORM AND SEWER SYSTEMS. DISPOSE OF WATER AND DEBRIS IN APPROVED MANNER.

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### SANITARY AND STORM PIPE CONSTRUCTION NOTES:

1. ALL CONSTRUCTION AND MATERIALS SHALL COMPLY WITH APPROVED PLAN SPECIFICATIONS, APPLICABLE REQUIREMENTS OF CITY STANDARD DRAWINGS, AND THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (OSS), CURRENT EDITION.
2. CONTRACTOR SHALL ABIDE BY APPLICABLE OSHA SAFETY RULES AT ALL TIMES, IN PARTICULAR THOSE PERTAINING TO ADEQUATE SHORING AND TRENCH PROTECTION.
3. CONTRACTOR SHALL FLUSH ENTIRE STORM SYSTEM ON COMPLETION OF PIPE LINES AND VIDEO INSPECT ALL PIPE. SUBMIT COPY OF REPORT AND VIDEO TO CITY. PIPE MATERIALS SHALL BE DEFLECTION-TESTED BY PULLING AN APPROVED MANDREL THROUGH COMPLETED PIPE LINE.
4. AFTER PLACING BACKFILLS THROUGH PIPE ZONE AS REQUIRED, BACKFILL BALANCE OF TRENCH IN ONE (1) FOOT LIFTS, MECHANICALLY COMPACTING EACH LAYER TO NINETY-FIVE (95) PERCENT IN PAVING AREAS AND NINETY (92) PERCENT IN

6. TEST SANITARY SEWER PIPE AND APPURTENANCES FOR LEAKAGE IN ACCORDANCE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (OSS), CURRENT EDITION. LEAK TESTS INCLUDE AIR TESTING OF SEWER MAINS AND SERVICE CONNECTIONS AND VACUUM TESTING OF MANHOLES. EXCAVATE, REPAIR, OR REALIGN, ANY PORTION OF PIPE THAT FAILS TO PASS TESTS; RETEST. IN ADDITION TO HYDROSTATIC OR AIR TESTING, SANITARY SEWERS CONSTRUCTED OF PVC SEWER PIPE SHALL BE DEFLECTION TESTED AFTER COMPLETING TRENCH BACKFILL AND COMPACTION. CONDUCT TEST BY PULLING APPROVED SOLID POINTED MANDREL THROUGH PIPELINE MANHOLE TO MANHOLE. VIDEO SEWER MAIN TO CHECK FOR DEFLECTION. SUBMIT COPY OF REPORTS AND VIDEO TO CITY.
7. UNLESS OTHERWISE SPECIFIED ON PLANS OR DIRECTED BY CITY ENGINEER, LAY EACH SERVICE CONNECTION IN A SEPARATE TRENCH ON A STRAIGHT LINE AND GRADIENT FROM TEE TO END OF SERVICE CONNECTION.
8. MANHOLES CONSTRUCTED OVER EXISTING SANITARY SEWERS SHALL CONFORM TO

THE REQUIREMENTS OF OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (OSS), CURRENT EDITION 490.41, MANHOLES OVER EXISTING SEWERS. DO NOT BREAK OUT EXISTING PIPE UNTIL AFTER THE COMPLETION OF THE MANHOLE TEST.

BE APPROVED BY CITY ENGINEER PRIOR TO COMMENCING WORK. WHERE SANITARY SEWER LINES CROSS ABOVE OR WITHIN EIGHTEEN (18) INCHES VERTICAL SEPARATION A PUBLIC WATER LINE, SEWER MAINS AND/OR SERVICE LATERALS SHALL BE EITHER REPLACED WITH A FULL LENGTH OF C900 PVC PIPE (DR 18) CENTERED AT THE CROSSING OR ENCASED IN CONCRETE IN ACCORDANCE WITH OAR 333-061-050. SEE CITY OF NEWPORT STANDARD DRAWING G-052

### WATER CONSTRUCTION NOTES:

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL APPLICABLE CITY CODES AND STANDARDS, OREGON STATE HEALTH DIVISION ADMINISTRATION RULES, AWWA STANDARDS, APWA STANDARDS, THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (OSS), CURRENT EDITION, AND CITY OF NEWPORT STANDARD DRAWINGS.
2. DRAWINGS INDICATING EXISTING UTILITY LOCATIONS ARE APPROXIMATE AND BASED ON AVAILABLE INFORMATION. CONTRACTOR SHALL FIELD VERIFY DEPTH AND LOCATION OF EXISTING UTILITIES PRIOR TO CONSTRUCTION AND INFORM CITY REPRESENTATIVE OF ANY DISCREPANCIES IN THE PLANS. IF AN ELEVATION BREAK IS FOUND APPROVED PLANS MAY NEED TO BE REDESIGNED TO OVERCOME CHANGE IN ELEVATION.
3. ALL VALVE-OPERATING NUTS SHALL BE WITHIN THIRTY-SIX (36) INCH OF FINISHED GRADE, OTHERWISE VALVE OPERATING NUT EXTENSIONS WILL BE REQUIRED. SEE CITY OF NEWPORT STANDARD DRAWING W-205.
4. WHENEVER POSSIBLE THE BOTTOM OF PUBLIC WATER LINES SHALL BE ONE-AND-ONE-HALF (1.5) FEET OR MORE ABOVE TOP OF SANITARY SEWER LINES AT CROSSINGS WITH ONE FULL LENGTH OF WATER LINE CENTERED AT CROSSING. VARIANCES MUST
5. JOINT DEFLECTION OF CITY INFRASTRUCTURE ALLOWED ONLY WITH APPROVAL OF CITY ENGINEER.
6. CONTRACTOR SHALL NOTIFY CITY OF NEWPORT A MINIMUM OF FORTY-EIGHT (48) HOURS PRIOR TO CONSTRUCTION AND PRIOR TO REQUESTED TESTING. NOTIFICATION TIME DOES NOT INCLUDE WEEKENDS AND HOLIDAYS.
7. CITY REPRESENTATIVE SHALL MONITOR HYDROSTATIC TESTS; TESTS SHALL CONFORM TO ALL APPLICABLE CODES.
8. CONTRACTOR TO PROVIDE CITY WITH DISINFECTION AND PRESSURE TEST RESULTS, FLUSHING RATES/QUANTITIES, AND AWWA STANDARD CHLORINE DOSING.
9. DISINFECTION: PIPELINES SHALL BE FLUSHED AND DISINFECTED AFTER PERFORMING HYDROSTATIC TESTING AND BEFORE PLACING INTO SERVICE. DISINFECTION SHALL CONFORM TO ALL APPLICABLE CODES. DO NOT DISCHARGE HIGHLY CHLORINATED WATER USED FOR DISINFECTION INTO SURFACE WATERS. FOLLOW APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS CONCERNING DISCHARGE. TESTING AND INSPECTION SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CODES. CITY WATER DEPARTMENT SHALL BE PRESENT DURING CHLORINATION AND TESTING.

10. CITY OF NEWPORT WILL REVIEW RESULTS OF OREGON STATE HEALTH DIVISION BACTERIOLOGICAL TESTS. CONTRACTOR MUST MAINTAIN AN AIR GAP BETWEEN PROPOSED AND EXISTING SYSTEM. OLD AND NEW SYSTEMS SHALL NOT BE CONNECTED UNTIL NEW WATER SYSTEM PASSES BACTERIA TESTING AND IS APPROVED BY CITY.
11. PRIOR TO TAPPING INTO OR CONNECTING TO EXISTING WATER MAINS, CONTRACTOR WILL CONTACT CITY TO COORDINATE PRESENCE OF CITY WATER STAFF DURING HOT TAP.
12. ALL JOINTS (TEES, ELBOWS, BENDS, AND BLOW OFFS) TO BE MECHANICALLY RESTRAINED FOR CHANGES IN PIPE DIRECTION MORE THAN TEN (10) DEGREES. FIELD LOK GASKETS ALONE ARE INSUFFICIENT TO MEET THIS REQUIREMENT. USE THRUST BLOCKING WHEN DIRECTED BY CITY ENGINEER, CITY REPRESENTATIVE, OR WHERE SHOWN ON DRAWINGS. SEE CITY OF NEWPORT STANDARD DRAWING W-700
13. IN THE EVENT OF CONFLICTS OR CHANGES IN CONDITIONS, CITY RESERVES THE RIGHT TO MAKE FIELD ADJUSTMENTS TO LOCATIONS OF WATER LINES AND APPURTENANCES AS REQUIRED FOR CONSTRUCTION OF CITY INFRASTRUCTURE.
14. ALL DAMAGE CAUSED BY THE CONTRACTOR SHALL BE RESTORED TO AN “AS GOOD OR BETTER” CONDITION AS DETERMINED BY CITY.
15. WATER MAIN SHUT-OFFS SHALL BE COORDINATED THROUGH CITY WATER DEPARTMENT REPRESENTATIVES. REQUIRED SHUT-OFFS SHALL BE COORDINATED WITH CITY WATER DEPARTMENT SEVEN (7) DAYS PRIOR TO SHUTOFF. NOTIFICATION TO USERS SHALL BE NO LATER THAN FORTY-EIGHT (48) HOUR IN ADVANCE FOR RESIDENTS AND SEVENTY-TWO (72) HOURS FOR COMMERCIAL OR INDUSTRIAL PROPERTIES. FAILURE TO PERFORM WORK WITHIN THE GIVEN TIME WILL REQUIRE RE-NOTIFICATION.
16. A MINIMUM OF THREE LENGTHS OF PIPE SHALL BE RESTRAINED AT ALL WATER SYSTEM DEAD-ENDS.
17. TEN (10) GAUGE COPPER TRACER WIRE REQUIRED ON ALL SERVICE LINES BETWEEN WATER MAIN AND METER.

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## APPENDIX E – PRE-CONSTRUCTION MEETING AGENDA FOR PRIVATE DEVELOPMENT

### Pre-Construction Conference Meeting Agenda

Project: [Project Name]                      Date/Time: \_\_\_\_\_

ATTENDANCE: See attached Attendance Sign-in Sheet.

DISTRIBUTION: Sent to all attendee emails that were provided at the pre-construction meeting.

PRE-CONSTRUCTION MEETING FOR: [Project Name]

1. Public Improvements Permits and Insurance.
  - A. Insurance Certs
    - 1) Contractor shall name the City of Newport and \_\_\_\_\_ as additional insured.
  - B. Bonds
    - 1) Performance bond
    - 2) Maintenance bond
  - C. Permits and licenses
    - 1) City of Newport business license,
    - 2) City of Newport ROW permit (observation requirements)
    - 3) City of Newport bulk water permit and meter
    - 4) Oregon DEQ 1200-C permit (if applicable)
  
2. Building/ Permits.
  - A. The Contractor is responsible for obtaining all required permits for any building, electrical, mechanical or plumbing required for this project and obtaining all required associated inspections.
  
3. Construction Drawings & Specifications. The construction drawings for this project consist of \_\_\_\_\_ Sheets. Although half-size drawings are provided for reference and the convenience of the Contractor, the utility companies and the Owner’s representative, the official construction drawings are the full-size drawings. *Special provisions for this project are included in this pre-construction agenda document.* The technical specifications consist of the drawing notes and Standards for the City of Newport, which incorporate the most current edition of the *Oregon Standard Specifications for Construction*, all sections. If there is a conflict between this agenda and either the City of Newport standard drawing details or the *Oregon Standard Specifications for Construction*, Contractor is responsible to request a clarification before proceeding with work.
  
4. Street & Public Utility Owner. City Newport, Oregon
  1. City Hall 541-574-0603 Office phone
  2. Public Works Engineering 541-574-3366 Office phone
 The primary contact for public utility issues will be \_\_\_\_\_, Assistant City

Engineer (Public Works).

5. Project Engineer. \_\_\_\_\_  
The primary contact will be \_\_\_\_\_

6. Contractor. \_\_\_\_\_  
The Contractor must designate one person as primary project superintendent to be on site, to oversee and coordinate construction. For this project, the superintendent will be \_\_\_\_\_ . The project foreman will be \_\_\_\_\_ .

7. Emergency Contacts and Telephone Numbers. The Contractor must provide the names and telephone numbers of at least one (1) person who can be contacted after hours in case of emergencies. These afterhours contact numbers are as follows:

Contractor

- 1) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone
- 2) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone
- 3) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone

City of Newport

- 1) \_\_\_\_\_, Asst. City Engr. 541 574-3370 Office phone
- 2) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone
- 3) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone

ENGINEER

- 1) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone
- 2) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone
- 3) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ \_\_\_\_\_ phone

8. Private Utility Companies & Private Utility Construction and/or Relocation

A. Utility Locates. The Contractor shall be responsible for ensuring that current utility locates are performed prior to the commencement of construction activities. All utilities and the City are on the one-call system.

The Contractor is responsible for maintaining locate markings once they have been established by the utility companies. Relocates should be requested when/if the marks are disturbed.

B. New or Relocated Franchise Utilities. The detailed design of proposed new franchise utilities and relocated franchise utilities are not shown on the construction documents. It is the Contractor’s responsibility to coordinate this work in accordance with utility company requirements. Franchise utility work includes but may not be limited to the following.

- 1) Power: \_\_\_\_\_
- 2) Telephone: \_\_\_\_\_
- 3) Gas: \_\_\_\_\_
- 4) TV/Cable: \_\_\_\_\_

C. Private Utility Easements: There are proposed ten (10) foot Private Utility Easements (PUEs)

along the street frontages. Except at crossings, all franchise utilities shall be installed within the PUEs where they are available except as otherwise noted.

- D. Unity Trench: All franchise utilities shall be installed in a common trench where those utilities follow a common alignment. Maintain all mandatory utility separation requirements during utility placement.
- E. Utility Company Comments. The franchise utility companies were notified regarding the pre-construction conference. Franchise utility discussions included the following:
- 1) NW Natural Gas - Representative was/was not present.
    - a. \_\_\_\_\_ is the contact person. Contact numbers are as follows:
      - i. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Mobile phone
      - ii. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office phone
    - b. The Contractor shall coordinate directly with the utility company for service related work or conflicts.
  - 2) Power (Central Lincoln PUD) - Representative was/was not present.
    - a. \_\_\_\_\_ is the contact person. Contact numbers are as follows:
      - i. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Mobile phone
      - ii. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office phone
    - b. The Contractor shall coordinate directly with the utility company for service related work or conflicts.
  - 3) Telephone (CenturyLink) - Representative was/was not present.
    - a. \_\_\_\_\_ is the contact person. Contact numbers are as follows:
      - i. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Mobile phone
      - ii. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office phone
    - b. The Contractor shall coordinate directly with the utility company for service related work or conflicts.
  - 4) Cable TV (Charter Communications) - Representative was/was not present.
    - a. \_\_\_\_\_ is the contact person. Contact numbers are as follows:
      - i. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Mobile phone
      - ii. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office phone
    - b. The Contractor shall coordinate directly with the utility company for service related work or conflicts.

#### PARTY RESPONSIBILITY

9. Owner. The City of Newport is the governing jurisdiction and Owner of all public utility improvements. The City will own and operate these facilities upon acceptance. The City also operates existing valves, pump stations, etc. Responsibilities of the City include but are not limited to operating existing valves, providing construction observation, and representing the City's interests during construction of the work. The City does not "supervise" the contractor's employees, equipment, work safety or operations, and will work with the prime contractor if subcontractor work needs to be corrected.
10. Project Engineer. \_\_\_\_\_. Responsibilities of the Engineer include but are not limited to interpreting plans and specifications, answering questions, and addressing changes in the scope of work. The Engineer does not "supervise" the contractor's employees, equipment, work safety or operations.

11. Contractor: \_\_\_\_\_. Responsibilities of the Contractor include but are not limited to completing the work within the contract time per plans and specifications, providing submittals in a timely manner, and coordinating with the City for construction observation, any impacts to traffic, or the operation of existing systems. Further, Contractor shall coordinate traffic control, utility locates, etc.
12. Field Record Drawings & As-builts. Contractor shall always maintain one clean set of up-to-date field record drawings. The drawings shall be kept current with the work as it progresses. A clean set of marked up construction drawings must be submitted *to the City Engineer* prior to substantial completion.
13. Subcontractors. The general contractor is responsible for coordinating and verifying all work performed by subcontractors. Attached is a list of the primary subcontractors provided by the Contractor. The following is a list of subcontractors that are anticipated for the project:
- Civil Sitework:
  - Underground:
  - Curbs:
  - Sidewalks:
  - AC pavement grinding:
  - AC pavement:
  - Base-rock source:
  - Compaction testing lab:
  - Sewer & storm mandrel testing:
  - Sewer TV Inspection:
  - Waterline Hot Tapping:
  - Street light installation:
  - 1200-C Erosion Control Inspection:
14. Safety.
- A. The Contractor is responsible for conforming to OSHA & other safety requirements. City and Engineer are not acting as safety inspectors on the project. However, if unsafe conditions are noted, the Contractor will be requested to correct the situation. Failure to conform to safety regulations may result in notification of OSHA.
  - B. All trenches in existing ROW or easements are to be backfilled or covered with steel plates at the end of each working day. Plywood sheets are not acceptable.
15. Erosion and Sediment Control Plan (ESCP). The Contractor is responsible for ensuring that adequate erosion control is in place at all times until construction is complete and approved, including establishment of vegetation and/or landscaping. Adequate ESCP shall be in place to prevent mud and/or sediment-laden water from leaving the site during rainy events. Water from trench dewatering shall not carry sediment into City storm systems or adjacent watercourses.
16. Dust/Mud Abatement.
- A. The Contractor shall be responsible for watering the site as required to prevent dust from leaving the site during dry weather.



- B. The Contractor shall be responsible for ensuring that all City streets remain free and clear of mud, debris, dirt, etc. Any mud or debris tracked onto City streets shall be cleaned up at the end of each work day.

GENERAL CONTRACT ITEMS

17. Construction Schedule:

- A. Overall Project Schedule: Prior to beginning construction, the Contractor must submit a document showing the projected overall construction schedule, including the general sequence in which the grading, utilities and street improvements are to be constructed.
- B. Weekly Work Schedule: Every three weeks, a proposed work schedule for the following three weeks must be submitted to the City. Failure to submit this schedule may result in the issuance of a stop work order at the City’s discretion until the schedule is submitted. This schedule is especially critical when testing requires observation by a City representative.
- C. Community Events & other Coordination Construction Dates:
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
- D. Hours of Work: The City limits construction work to the hours of 7 AM to 7 PM, Monday through Friday. Any work beyond these hours must be approved by the City Engineer. City personnel are available for construction observation between 8:30 AM and 4:30 PM weekdays with forty-eight (48) hour advanced scheduling. The City expects the Contractor to respect project property owners and maintain good relations.

- 18. Changes: If there are changes to the scope of the work, these items will be addressed by the Engineer, City and Contractor.

GENERAL DISCUSSION ITEMS

- 19. Lines of Communication. Design engineer will be the point of contact regarding any design questions. Direct questions regarding existing City utilities and overall construction coordination to the Assistant City Engineer. Other City staff may be included in the conversation at the Assistant City Engineer’s discretion. The City will maintain correspondence with the project manager and will not have direct correspondence with construction crews without involving the project manager.
- 20. Coordination Meetings. The Contractor may request coordination meetings on site at any time when there are questions or clarifications required which cannot be resolved on the phone. The Contractor will be responsible for coordinating with all franchise utilities.
- 21. Submittals.
  - A. All submittals must come from and be stamped or signed by the general contractor. Submittals directly from subcontractors or suppliers will not be accepted.
  - B. The Contractor shall coordinate with the City regarding submittal procedures, including the submittal report form. Submittals not conforming to the requirements of that section or the

- submittal report form may be returned without review.
- C. The Contractor shall review submittal requirement with supplier(s) regarding the format and content for the submittal packets, particularly to highlight applicable information/options or cross out nonapplicable information/options). It is acceptable to submit all the waterline materials under a single submittal report, as with storm materials and sanitary sewer materials, respectively.
  - D. Submittals for alternate materials or equipment that will require changes to the design must include detailed information on all changes or modifications required to adapt the proposed equipment to the design. All variances to the specifications or differences from the specified equipment must be noted on the submittals.
22. Traffic Control & Maintaining Access.
- A. The Contractor shall submit a traffic control and/or pedestrian control plan to the city for approval. A copy of the approved plans shall be available at work area.
  - B. The Contractor shall erect and maintain barricades, warning signs, and traffic cones per City and ODOT requirements in accordance with the MUTCD (including Oregon amendments). All traffic and pedestrian control measures shall be approved and in place prior to any construction activity.
  - C. Access to existing driveways and buildings shall be maintained at all times for residential, mail, delivery, fire, and emergency vehicles.
  - D. Contractor shall provide a minimum of seventy-two (72) hours (three (2) work days), not including weekends or holidays, notice prior to any work that will impact vehicular traffic, particularly emergency vehicles and school buses.
  - E. Contractor shall place advance notification signs at each end of the construction area seventy-two (72) hours (minimum) before initiation of construction work.
  - F. The City reserves the right to modify traffic control requirements to improve traffic control and assure public safety.
23. Project Observation & Testing.
- A. The City will conduct regular observations to ensure that this project is being constructed in accordance with project drawings and City standards.
  - B. The Contractor should contact Newport Engineering Dept for observations, etc. a minimum of forty-eight (48) hours prior to the requested observation. The contact phone number for observation requests is 541-574-3366.
  - C. As outlined in the drawing construction notes, materials testing is to be performed by an independent laboratory retained by the Contractor. Re-tests will be at Contractor's expense. An assigned member of City staff shall be on hand to witness all testing or City will not accept test results regardless of vendor or tester experience.
  - D. Trench Bedding & Backfill. A minimum of six (6) inches of three-quarter inch minus ( $\frac{3}{4}$ "-0) granular bedding is required under all water, sewer, and storm drain piping, regardless of

pipe type. See Standard Drawing G-100 for details.

- 1) Where soft subgrade is encountered in trench bottoms, or where open trenches are left exposed with standing water, the trench base shall be over-excavated to firm subgrade and additional base-rock installed to provide a firm base for the utility pipelines.
  - 2) After backfilling pipe zone of trench, contractor shall backfill balance of trench in one (1) foot layers, mechanically compacting each layer to ninety-five (95) percent in public ROW. Compaction tests shall be witnessed by City representative.
  - 3) Compaction testing shall occur as the trench is being backfilled.
  - 4) **NOTE:** Some testing agencies will not test in trenches deeper than five feet.
- E. Site grading/lot fills. Following completion of the site grading and fill work, submit to the City a written soils certification (from the geotechnical engineer/testing lab) that the street fills and areas within the building envelopes of all lots conform to compaction requirements.

All fills shall be engineered, tested and certified by or under the authority of the project geotechnical engineer prior to final approval of the project.

- F. Streets. The City shall be notified of the schedule for testing & proofrolling for subgrade and base-rock, as well as curb stringline and AC pavement placement. Written results for all tests shall be submitted to the City.
- 1) The Contractor shall provide compaction testing services by an independent testing laboratory.
  - 2) The subgrade for all streets must be approved by the project geotechnical engineer prior to placement of base-rock. The compaction standard for subgrade is both a proofroll and compaction to ninety-five (95) percent of AASHTO T-180 or equivalent.
  - 3) Written base-rock compaction results must be received by the project geotechnical engineer and City prior to paving, including new streets or trench cuts in existing streets. Copies of the current proctor curves for the rock used shall be submitted to the City for review with the compaction results.
  - 4) Written pavement compaction results for AC pavement must be received by the City prior to final approval of the project. The compaction standard is ninety-two (92) percent of maximum density as determined by the Rice Standard Method for pavement.
  - 5) All sidewalk, driveway and other concrete forms shall be approved by the City prior to concrete placement. It is the Contractor's responsibility to relay this information on to his flatwork crews or subcontractor.
  - 6) The need for temporary trench patching will depend on the staging of the construction work within the ROW. It is not acceptable to have gravel trenches exposed in paved streets for extended periods. However, if the trench work is followed immediately by the street reconstruction, temporary trench patching obviously may not be required.
- G. Storm Drainage. All storm system tests shall be witnessed by the City and all results shall be submitted on standard testing forms. The Contractor shall be responsible for completing the test forms prior to testing and submitting the completed forms to the City.

Storm system tests required include mandrel tests for all mainlines, followed by cleaning and TV inspection of all mainlines. Copies of all inspection reports shall be submitted to the City.

- H. Sanitary Sewer. All sanitary sewer system tests shall be witnessed by the City and all results shall be submitted on standard testing forms. The Contractor shall be responsible for completing the test forms prior to testing and submitting the completed forms to the City.

Sanitary sewer system tests required include mandrel tests for all mainlines; air tests for pipelines and laterals prior to paving; mandrel and video inspection of all mainlines; vacuum tests for manholes after paving; and air tests for pipelines and laterals after backfilling trenches. Copies of the inspection reports and TV tapes shall be submitted to the City.

- I. Water System. All water system tests shall be witnessed by the City and all results shall be submitted on standard testing forms. The Contractor shall be responsible for completing the test forms prior to testing and submitting the completed forms to the City.

Water system tests required include pressure tests for all main pipelines and services, as well as chlorination and bacteriological tests per OHA and City requirements.

#### 24. Existing Utilities & Systems

- A. Damage to Existing Utilities. The Contractor shall be responsible for all damage to existing equipment or utilities caused by construction activities or equipment.
- B. Survey Monuments. The Contractor shall be responsible for locating and marking all existing survey monuments of record (including but not limited to property and street monuments) prior to construction. If any survey monuments are removed, disturbed or destroyed during construction of the project, the Contractor shall retain and pay for the services of a Registered Professional Surveyor licensed in the State of Oregon to reference and replace all such monuments prior to final payment. The monuments shall be replaced within a maximum of 90 days, and the County Surveyor shall be notified in writing as required by per ORS 209.150.
- C. Maintain Service. Water service is to be maintained to all structures and users. Contractor shall notify the City and all affected customers a minimum of 48 hours prior to any interruption of service.
- D. Operation of Existing Valves. All existing water valves (including hydrants) are to be operated by City staff only.

25. Construction Staking and Advance Notification: Construction staking will be by \_\_\_\_\_ . The Contractor shall provide a minimum of 10 days' advance written notice when requesting staking.

26. Potholing Existing Utilities: Contractor is responsible to pothole existing utilities far enough in advance and notify Engineer of any conflicts or discrepancies without delaying the work.

27. Staging Area: Use of any private property for staging or storage areas outside of the property must be coordinated between the Contractor and the private property owners.

28. Work Area and Cleanup. Cleanup shall closely follow the work as it progresses.

29. Final Acceptance of Work: All test reports, record drawings, final inspection certificates, etc. must be submitted and accepted by the City prior to final acceptance of the work.

30. Construction Access. Fill dirt and rock trucks need to be routed \_\_\_\_\_.

31. Standard Notes & Details: The standard details on the drawings include the following items that are particularly noted:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

32. Additional Items

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_
- J. \_\_\_\_\_
- K. \_\_\_\_\_
- L. \_\_\_\_\_
- M. \_\_\_\_\_
- N. \_\_\_\_\_

33. ATTACHMENTS:

- A. Pre-Conference Meeting Attendance Sign-Up Sheet

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## APPENDIX F – PROJECT COMPLETION REQUIREMENTS FOR MAINTENANCE STATUS FOR PRIVATE DEVELOPMENT

PROJECT \_\_\_\_\_

DATE: \_\_\_\_\_

The following items shall be complete prior to placing a project onto the one-year maintenance period, and prior to issuance of Certificate of Occupancy:

- Sanitary sewer installed, air, mandrill, and TV inspections complete and approved. \_\_\_\_\_
- Storm sewer installed, mandrill and TV inspections complete and approved. \_\_\_\_\_
- Water mains installed, tests complete and passed, and services installed. \_\_\_\_\_
- Curbs installed with 2 weep holes per lot. \_\_\_\_\_
- Streets complete through first lift of asphalt. \_\_\_\_\_
- Site grading and compaction complete per plan. \_\_\_\_\_
- Power trench and franchise utility installation complete (power, gas, telephone, cable TV), backfilled and compacted. \_\_\_\_\_
- Bike paths and maintenance access roads installed per plan. \_\_\_\_\_
- General clean up, post construction erosion control installed as necessary. \_\_\_\_\_
- Sidewalks, wheel chair ramps, and mailbox bubble outs installed per plan. \_\_\_\_\_
- Streetlights installed per plan and ready to be energized.. \_\_\_\_\_
- All easements and dedications recorded, including plat at Lincoln County. \_\_\_\_\_
- Check print of as-builts submitted for review and approval. \_\_\_\_\_
- Water quality/detention facility installed and complete per plan. \_\_\_\_\_
- Final report from Geotechnical Engineer submitted for review and approval, in accordance with UBC Appendix Chapter 33. \_\_\_\_\_
- A completion report from the private Engineer, including a Certificate of Compliance (City form), in accordance with the Developer-Engineer Agreement. \_\_\_\_\_
- Mailboxes installed per plan. \_\_\_\_\_
- Street signs and barricades installed per plan. \_\_\_\_\_
- Maintenance bond submitted (City form). \_\_\_\_\_

W \_\_\_\_\_

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## APPENDIX G – PROJECT CLOSEOUT CHECKLIST FOR PUBLIC IMPROVEMENT PROJECTS

### PROJECT COMPLETION REQUIREMENTS FOR MAINTENANCE STATUS CHECKLIST


PROJECT \_\_\_\_\_


The following items shall be complete prior to placing a project onto the one-year maintenance period. Submit checklist with request for Substantial Completion letter.

- Check print of as-builts submitted for review and approval. \_\_\_\_\_
- Site grading and compaction complete per plan. \_\_\_\_\_
- Final report from Geotechnical Engineer submitted for review and approval \_\_\_\_\_
- General clean up, post construction erosion control installed as necessary. \_\_\_\_\_
- Power trench and franchise utility installation complete (power, gas, telephone, cable TV), backfilled, compacted, and resurfaced. \_\_\_\_\_
- Streetlights installed per plan and ready to be energized. \_\_\_\_\_
- Sanitary sewer installed; air, mandrill, and TV inspections complete and approved. \_\_\_\_\_
- Storm sewer installed; mandrill and TV inspections complete and approved. \_\_\_\_\_
- Water mains installed; tests complete and passed; services installed. \_\_\_\_\_
- Water quality/detention facility installed and complete per plan. \_\_\_\_\_
- Curbs installed. \_\_\_\_\_
- Sidewalks, wheel chair ramps, and mailbox(es) installed per plan. \_\_\_\_\_
- Bike paths and maintenance access roads installed per plan, if any. \_\_\_\_\_
- Streets complete with striping. \_\_\_\_\_
- All easements and dedications recorded, including plat at Lincoln County. \_\_\_\_\_
- Mailboxes installed per plan. \_\_\_\_\_
- Street signs and barricades, if any, installed per plan. \_\_\_\_\_
- Final Walk-Thru Completed \_\_\_\_\_
- Electronic as-builts submitted with corrections, if any, from City review. \_\_\_\_\_
- Punch List completed. \_\_\_\_\_
- Request for Letter of Substantial Completion \_\_\_\_\_

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## APPENDIX H – ROW APPLICATION AND DOCUMENTATION

|  |   |  |  |                         |  |
|--|---|--|--|-------------------------|--|
|   | <p><b>City of Newport</b><br/> <b>Right-of-Way Permit Application</b><br/> <b>Permit # _____</b></p> <p style="color: red; font-weight: bold;">Allow Up to Three (3) Weeks for Application Processing</p> | <p>Newport Engineering<br/>         Dept.<br/>         169 SW Coast Hwy<br/>         Newport, OR 97365<br/>         541-574-3366</p> |  |                         |  |
| <p><b>Call Before You Dig: dial 811, or go to <a href="http://digsafelyoregon.com">digsafelyoregon.com</a> for online locate requests</b><br/> <b>Inspection Requests (48 hrs notice): 541-574-3366 or <a href="mailto:rightofwaypermits@newportoregon.gov">rightofwaypermits@newportoregon.gov</a></b></p>  |   |  |  |                         |  |
| Address/Location of work:  |   |  |  |                         |  |
| <p><b>*SITE PLAN:</b><br/>         Application will not be processed without a completed check list with attached drawing.</p>   | <p><b>WORK:</b></p>   | Water  | Gas  | Street Cut              | One Land Closure   |
|  |   | Sewer  | Comm.  | Paving                  | Site Specific TCP<br><i>(Attach Plan)</i>                        |
|  |   | Storm  | Electric   | Landscaping             | Site Specific<br>Pedestrian Control<br>Plan <i>(Attach Plan)</i> |
|  |   | Trenching  | Boring   | Staging in ROW          |  |
|  |   | Sidewalk /<br>Driveway   | Tree Trim /<br>Removal**   | Block Public<br>Parking |  |
|  | <p><b>TYPE OF SERVICE</b></p>   | Single Family  | Commercial   | Motel                   | NO. & SIZE OF SERVICE  |
| Duplex   |   | Retail/Service   | Municipal  | Water/Sewer             |  |
| Triplex  |   | Restaurant   | Church   | Service Size            |  |
| Fourplex   |   | Fish Plant   | Public /   | Water Only              |  |
| Apartments   |   |  | Institutional  | Hydrant Meter           |  |
| <p>**Complete Tree Trimming/Removal Checklist (attach to application)</p>  |   |  |  |                         |  |
| Part of Community Development Building Permit  |   |  | Building Permit Number:  |                         |  |
| Expected start date:   |   |  | Expected project duration:   |                         |  |
| <b>Contractor Information</b>  |   |  | <input type="checkbox"/> <b>Primary Contact for questions and fees</b> |                         |  |
| Business Name:   |   | Business Contact:  |  |                         |  |
| Address:   |   | City:  | State:   | Zip:                    |  |
| 24-hr Emergency Phone:   |   | Email:   |  |                         |  |
| Main Phone (if different):   |   |  |  |                         |  |
| CCB License #:   |   | City of Newport Business License #:  |  |                         |  |
| <b>Property Owner Information</b>  |   |  | <input type="checkbox"/> <b>Primary Contact for questions and fees</b> |                         |  |
| Property owner name:   |   |  |  |                         |  |
| Address:   |   | City:  | State:   | Zip:                    |  |
| Phone:   |   | Email:   |  |                         |  |
| <b>Applicant's Declarations</b>  |   |  |  |                         |  |
| <p>1. *Drawings, plans, &amp; specifications submitted with application comply with all applicable technical codes, rules, &amp; regulations.</p> <p>2. I have reviewed, understand, and agree to comply with standard permit requirements posted with this application.</p> <p>3. Fees must be paid prior to application review.</p> <p>4. <span style="color: red; font-weight: bold;">Work cannot commence until application is reviewed, approved, and returned by the City of Newport.</span></p> |   |  |  |                         |  |
| Applicant<br>(print name):   |   |  | Signature:   |                         |  |
|  |   |  | Date:  |                         |  |
| Property owner<br>(print name):  |   |  | Signature:   |                         |  |
|  |   |  | Date:  |                         |  |

|  |                      |  |    |                  |                  |  |                      |
|--|----------------------|--|----|------------------|------------------|--|----------------------|
|   |                      | <p align="center"><b>City of Newport</b><br/> <b>Right-of-Way Permit Application</b><br/> <b>Permit # _____</b><br/> <b>Allow Up to Three (3) Weeks for Application Processing</b></p> |    |                  |                  | <p align="center">Newport Engineering Dept.<br/> 169 SW Coast Hwy<br/> Newport, OR 97365<br/> 541-574-3366</p> |                      |
| <b>APPLICATION REVIEW FEES</b>   |                      |  |    |                  |                  | <b>FEE</b>   | <b>EXTENSION</b>     |
| Application Fee  |                      |  |    |                  |                  | \$100.00   |                      |
| Expedited Review (3 Calendar Days)   |                      |  |    |                  |                  | \$100.00   |                      |
| Submittal Date:  |                      |  |    |                  |                  | Total:   |                      |
| Applicant Signature:   |                      |  |    |                  |                  | ROW Fees to 701-3110-46480   |                      |
| <b>PERMIT SERVICE FEES</b>   | <b># OF SERVICES</b> | <b>CHECK SIZE OF SERVICE</b>   |    |                  |                  | <b>FEE</b>   | <b>EXTENDED COST</b> |
| Water/ Sewer   |                      | 3/4"   | 1" | 1-1/2"           | 2"               |  |                      |
| Water (Irrigation Meter)   |                      | 3/4"   | 1" | 1-1/2"           | 2"               |  |                      |
| Meter  |                      | 3/4"   | 1" | 1-1/2"           | 2"               |  |                      |
| Sewer Lateral Inspection   |                      | Sewer Fees to 602-3490-48001   |    |                  |                  | 200.00   |                      |
| Storm Review Fee   |                      | Storm fees to 603-3790-48001   |    |                  |                  | 50.00  |                      |
| Asphalt Cut  | Length: X            | Area =   |    |                  |                  |  |                      |
| Service Charge   |                      |  |    |                  |                  |  |                      |
| Submittal Date:  |                      |  |    |                  |                  | Total:   |                      |
| Applicant Signature:   |                      |  |    |                  |                  | Water Fees to 601-3390-45503   |                      |
| <b>PERMIT EXTENSION AND OTHER FEES</b>   |                      |  |    |                  |                  |  |                      |
| Permit Extension for 60Days  |                      |  |    |                  |                  | \$   | 100.00               |
| Working Without A ROW Permit - \$500.00 / Date Work Occurs   |                      |  |    |                  |                  | Day: X \$500.00 =  |                      |
|  |                      |  |    |                  |                  | Total:   |                      |
|  |                      |  |    |                  |                  | Receipt Number   |                      |
| Approval Date:   |                      |  |    |                  |                  | Expiration Date  |                      |
| Applicant Acknowledgement:   |                      |  |    |                  |                  |  |                      |
| ROW Permit must be closed to insure no further fees attached to permit. Applicant is responsible to arrange final inspection with City for permit close-out.     |                      |  |    |                  |                  |  |                      |
| Applicant Signature  |                      |  |    |                  |                  | ROW Fees to 701-3110-46480   |                      |
| <b>PERMIT CLOSEOUT</b>   |                      |  |    |                  |                  |  |                      |
| Complete Drawing Provided: <input type="checkbox"/> Yes <input type="checkbox"/> N/A    Bond Attached: <input type="checkbox"/> Yes <input type="checkbox"/> N/A |                      |  |    |                  |                  |  |                      |
|  |                      |  |    |                  |                  | Bond #:  |                      |
| Approved by:   |                      | Approval Date:   |    |                  | Expiration Date: |  |                      |
|  |                      |  |    |                  |                  |  |                      |
| As-Built Drawing Submitted: Y N  |                      | Date:  |    | Fees Paid Y / NA |                  | Receipt #:   |                      |
| Final Inspection Approved by:  |                      |  |    | Date             |                  |  |                      |
| Comments:  |                      |  |    |                  |                  |  |                      |

Note: Permit Requirements Attached.

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## APPENDIX I – RIGHT-OF-WAY PERMIT REQUIREMENTS

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1. Applicant shall attach the following to the Right-of-Way Permit Application:
  - A. Plans, drawings, and specifications in sufficient detail to demonstrate:
    - 1) That all work will be performed and any facilities will be constructed in accordance with all applicable codes, rules, and regulations.
    - 2) If applicant is a franchise or a contractor working on behalf of a franchise, that all work will be performed, and any facilities will be constructed, in accordance with the franchise agreement.
    - 3) The location, route, and description of all of applicant's new facilities to be installed, as well as their relation to streets, curb, sidewalk, rights-of-way (ROW), and all existing utilities in the construction area.
    - 4) The construction methods to be employed for protection of existing structures, fixtures, and facilities, and a description of any improvements that the applicant proposes to temporarily or permanently remove or relocate.
  - B. A written construction schedule, including a deadline for completion. The construction schedule is subject to approval by the City Engineer or the City Engineer's designated representative (designee). Schedules shall follow those outlined in the *Oregon Standards and Specifications for Construction*, (OSS), current edition.
2. Comply with all applicable laws, rules, regulations, codes, and standards, including but not limited to:
  - A. Oregon Standard Specifications for Construction Manual, (OSS); current edition.
  - B. City of Newport Municipal Code (NMC) – available at City Hall or on the City website at <http://newportoregon.gov/dept/adm/documents/NewportMunicipalCode.pdf>.
  - C. Oregon Temporary Traffic Control Handbook
  - D. Rules adopted by the Oregon Utility Notification Center. Call for locates at 811 or 503-232-1987.
  - E. City of Newport Standard Details- available at City Hall or on the City website.
3. All construction shall be in accordance with the permit and approved plans and specifications. Any changes must be approved by the City Engineer or designee prior to proceeding with work.
4. Provide, upon request, any information needed by the City Engineer to determine compliance with applicable requirements.
5. Keep a copy of the approved permit and plans on-site and available upon request by any City representative.
6. Notify the City Engineer not less than two working days prior to any excavation or construction in the ROW.
7. All permittees shall make a good faith effort to coordinate their construction schedules with those of the City and other users of the ROW.
8. The City Engineer may impose conditions regulating the time, place, and manner of performing the work, such as specifying a time period within which all work must be performed and/or require coordination of construction activities.
9. The City Engineer or designee shall be provided access to the work site and the opportunity to inspect any work in the ROW.

10. Use suitable traffic control, barricades, signs, and other measures as required for safety of the general public and protection of property.
11. Any obstruction or excavation in the ROW shall be properly safeguarded by suitable barricades, and lighting at night (see NMC 9.10.120 for complete requirements). Promptly remove any obstructions when no longer needed.
12. Restore the ROW to good order and condition as existed prior to the work being undertaken, unless otherwise directed by the City Engineer or designee.
13. Final asphalt restoration must be with ACP (asphalt concrete pavement hot mix). If ACP isn't available at the time of restoration, then a temporary cold mix patch may be used and replaced with ACP within 30 days.
14. Upon completion, notify the City Engineer or designee for final review of the work.
15. All work that does not comply with permit requirements shall be corrected or removed at the sole expense of the permittee.
16. All work must be completed within 60 days of permit issuance unless an extension or alternate schedule has been approved by the City Engineer.
17. Provide City with one complete sets of utility as-built plans showing the location of the new water, sewer, and storm infrastructure facilities. Level 1 projects may submit a hardcopy; level 2 project shall submit an electronic .dwg or .dxf file.
18. Promptly remedy any defects that appear, for two years after completion.
19. City may require a financial security to assure restoration of ROW and other property (see NMC 9.10.140 for complete requirements).
20. Contractors shall work to keep debris out of the right-of-way during construction and hauling of material (see NMC 6.35.035 for complete requirements).
21. Permittee holds the City and its employees harmless against any contaminated waste cleanup, injury, damage, or other claim resulting from work under this permit.

# Construction Specifications, Standard Details and Inspection Requirements

The following construction specifications and standard detail drawings are attached:

|   |
|---|
| <ul style="list-style-type: none"><li>• <b>WATER</b><ul style="list-style-type: none"><li><input type="checkbox"/> Construction specifications (___ pages) <input type="checkbox"/> Standard detail drawings: _____</li><li><input type="checkbox"/> Notes: _____</li></ul></li><li><b>INSPECTIONS</b><ul style="list-style-type: none"><li><input type="checkbox"/> Water tap (observe all work) <input type="checkbox"/> Other: _____</li><li><input type="checkbox"/> Water service (prior to backfilling) <input type="checkbox"/> Other: _____</li><li><input type="checkbox"/> Final inspection</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>• <b>SEWER</b><ul style="list-style-type: none"><li><input type="checkbox"/> Construction specifications (___ pages) <input type="checkbox"/> Standard detail drawings: _____</li><li><input type="checkbox"/> Notes: _____</li></ul></li><li><b>INSPECTIONS</b><ul style="list-style-type: none"><li><input type="checkbox"/> Sewer tap (observe all work) <input type="checkbox"/> Other: _____</li><li><input type="checkbox"/> Sewer lateral (prior to backfilling) <input type="checkbox"/> Other: _____</li><li><input type="checkbox"/> Final inspection</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>• <b>STORM</b><ul style="list-style-type: none"><li><input type="checkbox"/> Construction specifications (___ pages) <input type="checkbox"/> Standard detail drawings: _____</li><li><input type="checkbox"/> Notes: _____</li></ul></li><li><b>INSPECTIONS</b><ul style="list-style-type: none"><li><input type="checkbox"/> Final inspection</li></ul></li></ul>   |
| <ul style="list-style-type: none"><li>• <b>SIDEWALK/DRIVEWAY</b><ul style="list-style-type: none"><li><input type="checkbox"/> Construction specifications (___ pages) <input type="checkbox"/> Standard detail drawings: _____</li><li><input type="checkbox"/> Notes: _____</li></ul></li><li><b>INSPECTIONS</b><ul style="list-style-type: none"><li><input type="checkbox"/> Concrete formwork (prior to pouring) <input type="checkbox"/> Other: _____</li><li><input type="checkbox"/> Final inspection</li></ul></li></ul>   |
| <ul style="list-style-type: none"><li>• <b>STREET CUT</b><ul style="list-style-type: none"><li><input type="checkbox"/> Construction specifications (___ pages) <input type="checkbox"/> Standard detail drawings: _____</li><li><input type="checkbox"/> Notes: _____</li><li><input type="checkbox"/> Prepared base rock (prior to paving) <input type="checkbox"/> Other: _____</li><li><input type="checkbox"/> Final inspection</li></ul></li></ul>  |

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## APPENDIX J – TREE REMOVAL CHECKLIST

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### TREE TRIMMING OR REMOVAL REQUIREMENTS

#### Right-of-Way Permit Application Checklist

The following information must be submitted with a City of Newport Right-of-Way (ROW) Permit Application for Tree Pruning or Removal:

- 1. A description of the number, diameter and species of tree(s) requested to be pruned or removed.
  
- 2. A site plan identifying the size, location and species of the tree(s) to be pruned or removed, including property lines, North arrow and adjacent streets. Applicants may use aerial maps as a site plan.
  
- 3. For pruning, a statement from a tree care professional indicating that the proposed pruning measures will not foreseeably lead to death or permanent damage to the tree(s).

For removals:

- 4. Reasons justifying the removal, referencing the criteria in Newport Municipal Code (NMC) Section 9.10.025.
  
- 5. If the application is being made on the criteria in NMC Section 9.10.025(A)(1-4), a formal report from a tree care professional establishing that one or more of the criteria for removal are being met may be required by the Public Works Department, in the case that the Department is unable to make its own determination.
  
- 6. For removals that are being referred to the Tree Board, a list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within two hundred (200) feet of the subject property.

7. Photograph(s) of the tree(s) to be removed wherein tree(s) to be removed are clearly marked with brightly colored tape.
8. A description of proposed tree replacement, including planting details specifying the number, size, species, cost and proposed replacement location(s). If approval criteria in NMC Section 9.10.025(A)(1-4) apply, then one (1) mitigation tree is required for each tree that is removed. All other tree replacements shall be in accordance with the table below:

| DBH OF TREE TO BE REMOVED<br>(INCHES IN DIAMETER 4.5'<br>ABOVE THE GROUND) | NUMBER OF<br>MITIGATION TREES<br>TO BE PLANTED |
|--|--|
| <4" (City planted)   | 1  |
| 4" to 6"   | 1  |
| >6" to 12"   | 2  |
| >12" to 18"  | 3  |
| >18" to 24"  | 4  |
| >24" to 30"  | 5  |
| >30"   | 8  |

In lieu of replacing trees, the applicant may propose to pay into the City tree fund an amount equivalent to the value of the mitigation trees after installation, as detailed in NMC Section 9.10.055(E).

9. All contractors performing tree pruning or removals must be licensed, bonded and insured. Contractors shall provide a certificate of insurance, with the City of Newport named as an additional insured.

*If permission for tree removal is granted, all costs of removal, cleanup and replacement shall be borne by the person requesting the removal. Trees are to be removed at least flush with ground level, and all debris is to be removed.*

*Decisions of the Tree Board may be appealed to the City Council in writing within 10 calendar days of the date of the decision. If it is not appealed, a decision of the Tree Board becomes final 10 business days after the decision is issued.*

## APPENDIX K – CONTRACTING & BIDDING PROCESSES

Below is a brief explanation of the bidding process, contracts, and when the varied contracts are used.

### DEFINITIONS

Advertisement to Bid – The public notice inviting submission of Bids for the work.

Bid Solicitations – A competitive, sealed procurement method intended to create a transparent, open, and fair environment.

Local Contract Review Board (LCRB) – Newport City Council.

Public Contracting Rules – Rules by which the City of Newport makes purchases; based on Oregon Regulatory Statutes.

Quotes – Smaller purchasing contracts that do not require public advertisement; completed by requesting a minimum of three quotes to complete work.

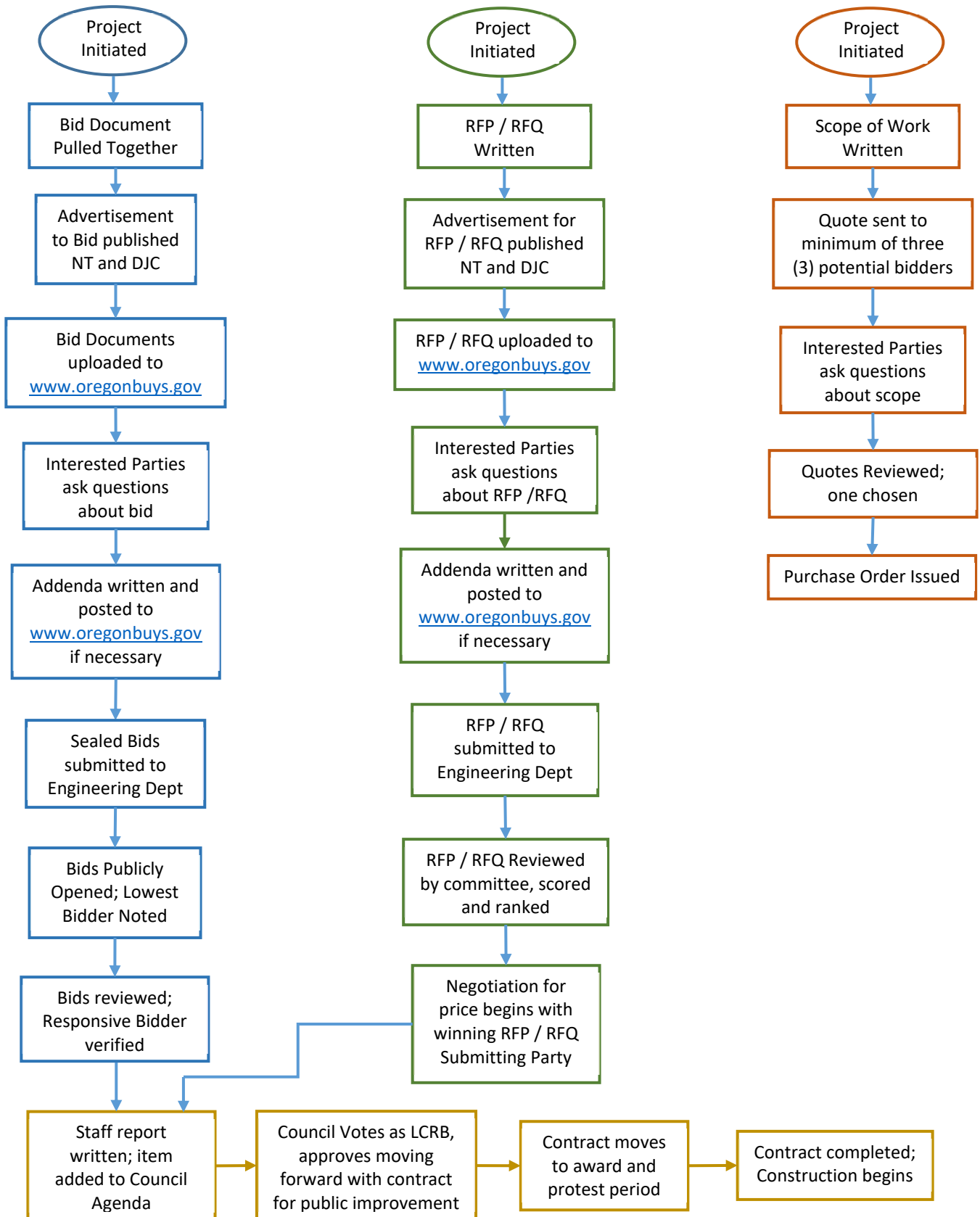
Request for Qualifications – Request for professional services capable of completing a specific work.

Request for Proposal – Specific requirements where bidder designs an adequate solution to the problem.

### CONTRACT TYPES

| PUBLIC CONTRACTING / PURCHASE TYPE            | LIMITS                        | PROCESS  | APPROVAL   |
|---|-------------------------------|--|--|
| <b>GOOD AND SERVICES</b>                      |                               |  |  |
| Small Procurement<br>137-047-0265             | \$25,000 or less              | Direct Solicitation / Award  | Dept Head if direct purchase or purchase order used                                    |
| Intermediate Procurements<br>137-047-0270     | \$25,001 to \$250,000         | Solicit three (3) quotes.  | City Manager<br>Local Contract Review Board if total contract amount exceeds \$150,000 |
| Large Procurements                            | \$250,001 or greater          | Formal Procurement   | Local Contract Review Board  |
| <b>CONSULTANT SECTION</b>                     |                               |  |  |
| Direct Appointment<br>137-048-0200            | \$100,000 or less             | Direct Appointment / Selection   | City Manager   |
| Informal Selection<br>137-048-0210            | \$100,000 or less             | Process described on pages 39-41 of Purchasing Rules.  | Local Contract Review Board  |
| Formal Selection<br>137-048-0220              | \$250,001 or greater          | Process described on pages 41-44 of Purchasing Rules   | Local Contract Review Board  |
| <b>CONSTRUCTION SERVICE</b>                   |                               |  |  |
| Direct Award<br>Purchase Order(?)             | Less than \$25,000            | Direct Award   | Dept Head  |
| Intermediate Procurements<br>137-049-0160     | \$25,001 to \$100,000         | Three (3) verbal / written quotes for \$50,000 or less. \$50,000 or greater prevailing wage. | City Manager   |
| Formal Procurements<br>137-049-0200 (Section) | \$100,001 or greater          | Process described on pages 52-71 of Purchasing Rules   | Local Contract Review Board  |
| <b>PERSONAL SERVICES</b>                      |                               |  |  |
| Direct Award<br>Purchase Order(?)             | \$25,000 or less per annum    | Direct Award   | Department Head  |
| Intermediate Contracts                        | \$25,001 or greater per annum | Solicit proposals from three (3) prospective contractor.                                     | City Manager Local Contract Review Board if total contract amount exceeds \$150,000    |

BIDDING PROCESS



## APPENDIX L – DEVELOPER/ENGINEER AGREEMENT

### CITY OF NEWPORT ENGINEERING DEPARTMENT DEVELOPER/PROJECT ENGINEER AGREEMENT

By this agreement, \_\_\_\_\_ (Owner/Developer) and \_\_\_\_\_ (Engineer) agree to provide the following professional engineering services associated with the development \_\_\_\_\_ (Name of project identified by City Planning File: \_\_\_\_\_.) This agreement is not transferable. Breach of this Agreement may be reason for the City of Newport to issue a “Stop Work” order.

1. Prepare construction plans and provide documents required to obtain approval for the development in accordance with the City of Newport *Engineering Design and Construction Standards Manual* (Manual) and obtain approvals from other governing agencies when necessary.
2. Attend a pre-construction meeting.
3. Prior to work in the right-of-way (ROW), apply for a ROW permit, which will include a second, deeper plan review. All ROW Permit requirements are included in this agreement by reference once permit is issued.
4. City shall approve and review materials/workmanship for work in right-of-way/easement areas as required by approved plans, specifications, material submittal checklists, and inspection checklists.
5. Arrange for City observation for project work in ROW to ensure materials and construction meets City of Newport specifications for construction and adhere to the City minimum guidelines for observation (see *Manual*, Appendix A), construction of public improvements, and work in the right-of-way/easements. In person observation by City Staff is required for all testing and any items stated on the minimum inspection checklists. City Engineer may give written notice that all work be stopped until the City Engineer is satisfied that materials and workmanship conform to the applicable specifications. The Engineer and Owner/Developer understand that a “Stop Work” order may be issued by the City of Newport if the quality of observed materials and workmanship do not conform to this agreement or work in the right-of-way is occurring without notice given to the City and on-site observation arranged.
6. Process design changes mandated by field conflict to approved plans and submit modification requests to the City of Newport for approval.
7. Provide copies of all test results and inspection logs for acceptance and approval by the City of Newport.
8. Submit completed *Private Development Project Completion Requirements for Maintenance Status* checklist.
9. Provide “As-Built/Record” Drawings per City of Newport Standards as required.
10. Notify the City of Newport immediately if there is a change in Owner/Developer or if the Engineer is unable to perform the above duties.
11. Report summarizing completion of work in the right-of-way.
12. Repeated violation of this agreement may result in a citation being issued against Developer/Engineer.

Engineer: \_\_\_\_\_ Owner/Developer: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Authorized Representative of Owner/Developer: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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