

1. PURPOSE OF STANDARD SPECIFICATIONS

The following specifications and accompanying details are made available to private contractors and developers for the use on every utility or street project within the incorporated area of the City of Milford. They are binding and shall be closely observed, any exceptions or alterations must be obtained in writing from the City at least four (4) weeks prior to commencement of the project.

2. DEFINITIONS OF TERMS

- a. Whenever in these specifications, bond and other contract documents, the following terms or pronouns are used, the intent and meaning shall be interpreted as follows:

"Owner" or "City of Milford"

City of Milford, Kent and Sussex Counties, Milford, DE

"Engineer"

Consultant Engineer for City of Milford or his duly authorized representative.

Wherever the word Engineer is referred to in these specifications it can be substituted with the word "Owner" and he can at all times assume the responsibilities of the Engineer.

"Resident Project Representative"

An authorized representative of the Owner or Engineer assigned to make any and all necessary observations of the work performed and materials and/or equipment furnished by the Contractor.

"Developer"

Party(s), where applicable, ultimately responsible for the satisfactory completion of all improvements shown on the construction documents approved by the City. The term "Developer" shall be applicable whenever such party(s) are the owner of record on which the proposed improvements are being made. Wherever "Contractor" is used throughout this document, "Developer" is assumed, where applicable.

"Contractor"

Party responsible for constructing the utility, acting directly or through his agents or employees.

"Subcontractor"

Any individual, firm or corporation who contracts with a contractor to perform part or all of the latter's contract.

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"Shop Drawings"

Drawings, diagrams, illustration schedules, performance charts, brochures and other data which are prepared by the Contractor or any subcontractor, manufacturer, supplier or distributor, and which illustrate some portion of the work.

"Drawings"

All drawings or reproduction of drawings pertaining to the work under the contract, which are furnished or approved by the Engineer.

"Specifications"

The definitions, descriptions, directions, provisions and requirements contained herein, and all written supplements thereto, made or to be made, pertaining to the contract, and the materials, equipment, and workmanship to be furnished under the contract.

"Contract" or "Contract Documents"

All things contained in the specifications, drawings, proposals, agreement and bond, and therein referred to, are to be considered as one instrument forming the contract. Also, any and all supplementary agreements which could reasonably be required to complete the construction contemplated.

"Approved," "As Required," and similar expressions

Meaning shall be construed as "as approved by the Engineer" and "as required by the Engineer."

"Provide"

A direction to the Contractor to furnish all materials, equipment and labor, and make payment for all of these necessary to complete the contract.

"Work"

Any and all things agreed to be furnished or done by or on the part of the Contractor, and which are required in the construction and completion of the project herein contemplated. Includes labor, material and equipment.

"Material" or "Materials"

Unless the context otherwise requires, these words or either of them, shall include equipment.

"Furnish"

A direction to the Contractor to supply and make payment for materials and equipment but not necessarily to install or pay workmen to install, or both of these items.

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"General Conditions"

Provisions that establish and pertain to the legal responsibilities between the parties involved in the work, namely Owner, Engineer and Contractor.

- b. Whenever, in the specifications and upon the drawings, the words DIRECTED, REQUIRED, PERMITTED, ORDERED, DESIGNATED, PRESCRIBED and words of like import are used, it shall be understood that the directions, requirements, permission, order, designation, or prescription of the Engineer or Owner is intended and similarly the words APPROVED, ACCEPTABLE, SATISFACTORY, and words of like import shall mean "approved by, or acceptable or satisfactory to the Engineer or Owner, unless otherwise expressly stated".

3. PRE-CONSTRUCTION AND PROGRESS MEETINGS

- a. The Developer/Contractor shall provide written verification that a pre-construction meeting was held with the Soil Conservation District, if the project required District approval, prior to beginning any construction.
- b. The Developer/Contractor shall contact the City for the purpose of scheduling a pre-construction meeting prior to beginning construction. The City will decide if the project warrants a pre-construction meeting and inform the Developer/Contractor accordingly. The City will instruct the Developer/Contractor as to who should attend the meeting and the Developer/Contractor shall schedule the meeting. The City shall record and distribute the minutes from the meeting.
- c. The City shall, at the time of the pre-construction meeting, or at any time during construction, inform the Developer/Contractor of the City's determination that a progress meeting will be necessary. The City may also deem that progress meetings will be required on a regular basis. The City shall schedule all progress meetings. The City shall also record and distribute the minutes from the progress meetings.

4. PERMITS, FEES AND NOTICES

- a. The Contractor shall pay taxes, royalties and fees, and secure licenses and permits that are required during the time of the contract, by local, county, state and federal laws, ordinances, rules, codes and regulations for the legal performance of the contract.
- b. The Contractor shall perform the work in accordance with notices issued by public authorities having jurisdiction over the work, including, but not limited to, Delaware Department of Transportation, Delaware Department of Health, and the Soil Conservation

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District.

- c. If the Contractor performs work, knowingly or ignorantly, contrary to requirements of local, county, state and federal laws, ordinances, rules, codes and regulations, he shall assume full responsibility and therefore, shall bear all costs of suits, actions and damages resulting from his illegal work performance.

5. INDEMNIFICATION OF THE OWNER

- a. The Contractor shall indemnify and hold harmless the Owner and the Engineer, and all who represent them, from and against claims, damages, losses and expenses arising out of the Contractor's performance of the work, provided such claim damage, loss and expense are attributable to:
- (1) Bodily injury, sickness, disease or death, or injury to tangible property, including the loss of use resulting therefrom, and
 - (2) Negligence of the Contractor or his subcontractors and others directly related to the project, or both.

6. COOPERATION OF CONTRACTOR AND REPRESENTATIVE

The Contractor shall give the work his constant attention to facilitate the progress thereof and shall cooperate with the Engineer and Owner. The Contractor shall have at all times a competent and reliable English-speaking representative on the work, authorized to receive orders and act for him.

7. COOPERATION WITH OTHER CONTRACTORS

- a. The Contractor shall cooperate with, and so conduct his operations as not to interfere with, or injure the work of other contractors or workmen employed by the Owner. He shall promptly make good, at his own expense, any injury or damage which may be done by him or his employees or agents on the work.
- b. The Contractor shall suspend such part of the work herein specified, or shall carry on the same in such manner, as may be ordered by the Engineer.

8. AUTHORITY AND DUTIES OF RESIDENT PROJECT REPRESENTATIVE

Resident Project Representative (R.P.R.'s) employed by the Owner or Engineer shall be authorized to observe all work done and materials furnished. Such observation may extend to all or any part of the work and to the preparation or manufacture of the materials to be used. An R.P.R. may be

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stationed on the work to report to the Engineer as to the progress of the work and the manner in which it is being performed; also to report whenever it appears that the materials furnished and work performed by the Contractor fail to fulfill the requirements of these specifications. No inspection, nor any failure to inspect, at any time or place, however, shall relieve the Contractor from his obligation to perform all of the work strictly in accordance with the requirements of the specifications. The R.P.R. shall perform such other duties as are assigned to him. He shall not be authorized to revoke, alter, enlarge, relax or release any requirements of these specifications, nor to approve or accept any portion of work, nor to issue instructions contrary to the drawings and specifications. The R.P.R. shall in no case act as foreman or perform other duties for the Contractor, nor interfere with the management of the work by the latter.

9. DEFECTIVE MATERIALS AND WORK

All materials not conforming to the requirements of these specifications shall be considered as defective, and all such materials whether in place or not, shall be rejected and shall be removed immediately from the work unless otherwise permitted. No material which has been rejected, the defects of which have been corrected or removed, shall be used until approval has been given. All work which has been rejected or condemned shall be remedied, or if necessary, removed and replaced in an acceptable manner by the Contractor at his own expense.

10. FAILURE TO REMOVE AND RENEW DEFECTIVE MATERIALS AND WORK

Should the Contractor fail or refuse to remove and renew defective materials used or work performed previously or to make any necessary repairs in an acceptable manner, and in accordance with the requirements of these specifications, within the time indicated in writing, the Engineer shall have the authority to cause the unacceptable or defective materials or work to be removed and renewed or such repairs to be made at the Contractor's expense.

11. LAWS TO BE OBSERVED

The Contractor shall observe and comply with federal, state, county, and local laws, ordinances, rules, regulations, decrees and orders that are in effect and applicable to the work during the time of construction; and he shall see that his subcontractors likewise meet this requirement. He shall indemnify, and hold harmless, the Owner and his representatives against claims and liability arising from Contractor and subcontractor violations of such laws, ordinances, rules, regulations, decrees, and orders, whether such violations be by the Contractor or any Subcontractor, or any of their agents and/or employees.

12. LINES, GRADES AND ELEVATIONS

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- a. The Contractor shall be responsible for layout of the lines, grades, and elevations of the work and shall conform his work thereto.
- b. The Contractor shall furnish the Engineer, at least five (5) days prior to the start of construction, two (2) record copies of line and grade stakeout data as well as cut sheets for approval. The furnishing of such record data shall in no way release the Contractor from his responsibility for the completeness and accuracy of stakeout work necessary for construction.
- c. All survey and stakeout work shall be done by qualified personnel subject to the approval of the Engineer.
- d. All proposed manholes, catch basins, etc., shall be field located by the Contractor prior to the start of construction. Notice shall be given to the Engineer to observe the location and make any adjustments deemed necessary.

13. SANITARY PROVISIONS

The Contractor shall provide and maintain in a neat and sanitary condition such sanitary conveniences and accommodations for the use of his employees as may be necessary to comply with the requirements and regulations of the Department of Health or of other bodies or tribunals having jurisdiction thereof. He shall commit no public nuisance.

14. PUBLIC CONVENIENCE AND SAFETY

- a. The Contractor shall conduct the work in a manner that will minimize obstruction to traffic in the area. The safety and convenience of the general public and of the residents and occupants of property along and adjacent to the work shall be provided in an adequate and satisfactory manner. Footways and portions of highways and streams adjoining the work shall not be obstructed more than absolutely necessary. In no case shall any traveled thoroughfare be closed without permission of the Owner.
- b. Fire hydrants on or adjacent to the work shall be kept accessible to fire apparatus at all times, and no obstructions shall be placed within fifteen (15) feet of hydrant.
- c. Gutters and storm drain inlets shall be kept unobstructed at all times.

15. BARRICADES. DANGER. WARNING. AND DETOUR SIGNS

The Contractor shall provide, erect, and maintain all necessary barricades, suitable and sufficient

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lights, danger signals and signs, provide a sufficient number of watchmen and take all necessary precautions for the protection of the work and safety of the public. Highways closed to traffic shall be protected by effective barricades, on which shall be placed acceptable warning signs. The Contractor shall detour traffic and shall furnish and maintain all detour signs required to direct traffic over the entire route of the detour. Costs for maintaining traffic shall be the responsibility of the Contractor.

16. WORK AFFECTING DELAWARE D.O. T. JURISDICTION

- a. All materials and construction methods for work affecting Delaware Department of Transportation jurisdiction shall be done in complete accordance with permit and/or franchise stipulations or directives issued by same. All costs for such work shall be the responsibility of the Contractor.
- b. Maintenance of traffic shall be accomplished in full accordance with the Delaware DOT publication, "Traffic Controls for Street and Highway Construction and Maintenance Operations", latest edition. Work in DOT Right-of-Way shall not commence without an approved Maintenance of Traffic (MOT) plan.

17. PRESERVATION AND RESTORATION OF PROPERTY

- a. Contractor shall not enter private property without permission.
- b. The Contractor shall take necessary measures to preserve public and private property, including paving and lawns outside the required excavation lines, adjacent to the property. He shall not permit monuments to be moved until an authorized agent has referenced their locations, and until directed to move them. The Contractor shall pay all expenses for replacing property markers disturbed. Replacement shall be by a Surveyor licensed in the State.
- c. The Contractor shall be responsible for damages to property, whether caused by himself, his subcontractors, or as a result of negligent construction methods. Contractor shall provide restoration of damaged property to its original condition, or better, at no additional cost to the Owner. If Contractor fails to restore such property, the Owner may, upon 48-hours notice, have property restored at the Contractor's expense.

18. CONTRACTOR'S RESPONSIBILITY FOR WORK

Until the final acceptance of all the work shall be indicated in writing by the Engineer, the work shall be under the charge of and care of the Contractor. He shall take every precaution against

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destruction of, injury, or damage to the work, or to any part thereof from any other cause whatsoever. The Contractor shall rebuild, repair, restore, and make good, at his own expense, all destruction of, injuries, or damage to the work or any of the above causes before its final completion and acceptance shall be indicated in writing by the Engineer.

19. TEST OF SAMPLES OF MATERIALS

Tests of materials shall be made at the Contractor's expense, by a certified testing laboratory, in accordance with the officially approved methods as described or designated. The Owner reserves the right to conduct verification testing at his own expense. The Contractor shall cooperate with and assist the Owner in taking samples and packing them for shipment to a laboratory.

20. STORAGE OF MATERIALS

Materials shall be stored so as to insure the preservation of their quality and fitness for the work. When considered necessary, they shall be placed on wooden platforms or other hard clean surfaces, and not on the ground, and shall be placed under cover when directed. Stored materials shall be located so as to facilitate prompt inspection. Lawns, grass plots, or other private property shall not be used for storage purposes without written permission of the owner or lessee.

21. QUALITY OF MATERIALS AND WORKMANSHIP

- a. Materials and workmanship shall be of best possible quality and feasibility for the intended purpose, whether or not a brand name is specified. Materials shall be new and unused.
- b. Representative preliminary samples of materials may be requested by the Engineer for examination or testing, or both. Materials, for which samples are submitted to Engineer, shall not be ordered by Contractor until Engineer furnishes written approval of said samples. Materials may be further inspected by the Engineer during preparation and construction of the work; and materials found to be substandard will be rejected.
- c. Mechanical equipment which is designed as part of the improvements, to service the general needs of the site, shall be screened from view. Screening may be architectural or by means of landscaping. The long-term maintenance of the screening shall be the responsibility of the Developer or the homeowners association.

22. CLEAN UP

- a. The Contractor shall, at his own expense, keep the sites of his operations clean during construction and remove all rubbish as it accumulates.

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- b. Upon failure of the Contractor to keep the sites of his operations clean to the satisfaction of the Owner, the Owner may, upon 24-hours notice to the Contractor, remove rubbish, as is deemed necessary, and charging the cost thereof to the Contractor.
- c. On or before the completion of the work, the Contractor shall, without charge therefore, tear down and remove all his buildings and temporary structures built by him, shall remove all rubbish of all kinds from any grounds which he has occupied, and shall leave the site of the work in a clean and neat condition.

23. TEMPORARY SUSPENSION OF WORK

The Engineer shall have the authority to suspend the work, wholly or in part, for such period or periods as he may deem necessary, due to unsuitable weather, or such other conditions as are considered unfavorable for the suitable execution of the work, or for such time as is necessarily due to the failure on the part of the Contractor to carry out orders given or perform any or all provisions of the contract. If it should become necessary to stop work for an indefinite period, the Contractor shall store all materials in such manner that they will not obstruct or impede the traveling public unnecessarily nor become damaged in any way, and he shall take every precaution to prevent destruction, damage or deterioration of the work performed, provide suitable drainage by opening ditches, shoulder drains, etc., and erect temporary structures where necessary. The Contractor shall not suspend the work without authorization. Neither the failure of the Engineer to notify the Contractor to suspend the work on account of bad weather or other unfavorable conditions, nor permission by the Engineer to continue work during bad weather or other unfavorable conditions, shall be a cause for the acceptance of any work which does not comply in every respect with the contract and specifications.

24. PARTIAL AND FINAL COMPLETION

- a. The City shall consider a project to be at partial completion when the following conditions have been satisfied.
 - 1. All water and sewer infrastructure has been installed and tested to the satisfaction of the City. This shall include all sewer lateral and water meter pit frames and covers being set to the proper grade. In the case of a phased project, this shall include all of the above water and sewer infrastructure which has been installed and tested to the satisfaction of the City that is essential for the satisfactory operation of the water and sewer infrastructure within the current phase.
 - 2. All stormwater pipe and associated structures have been installed to the satisfaction of the City and the Conservation District. This shall include any

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stormwater pond(s) and swale(s). In the case of a phased project, this shall include all of the above which are necessary for the operation of the infrastructure within the current phase.

3. The installation of all curbing (if required) and base coat of hot mix asphalt to the satisfaction of the City. In the case of a phased project, this shall include all of the above within, and to the full extent of the current phase, as described on the approved construction documents.
 4. The installation of all street signage within the current phase.
 5. The City shall inspect each of the above items and generate a punch list. The Contractor shall contact the City when all the items on the punch list have been addressed. The City will then re-inspect the above items. After the reinspection, the City will either re-issue a punch list or declare that all of the above items have been satisfactorily complete.
 6. The Owner shall submit a maintenance bond to the City after the project, or the current phase of the project has been partially accepted by the City. The bond shall be equivalent to 10% of the material and installation costs of all items included in number 1 through 4 above. The Owner shall substantiate the amount of the bonds by submitting an itemized breakdown, or invoices, provided by the Contractor. The term of the bond shall be one (1) year from the date of its acceptance by the City.
 7. No certificate of occupancy shall be issued until a project, or the current phase of a project, has been partially accepted by the City, and until a maintenance bond has been submitted.
- b. The City shall consider a project to be at final completion when the project has previously been deemed partially complete and:
1. All top coat of hot mix asphalt has been installed to the satisfaction of the City. In the case of a phased project, this shall include all of the top coat of hot mix asphalt within and to the full extent of the current phase (or phases) as shown on the approved construction documents.

Note: No hot mix asphalt top coat shall be installed until 75% of the housing structures planned for the entire project have been completed.

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2. All utilities proposed for the project have been installed and the entire site has been graded and stabilized to the satisfaction of the City and the Conservation District. In the case of a phased project, this shall include all of the above within and to the full extent of the current phase (or phases).
3. Submission and approval of the record (“as-built”) drawings as described within Item 39 of these General Conditions. In the case of a phased project, the record drawings shall include all required items within the area being considered for final completion.
4. The City shall inspect the items above. The City shall generate a punch list which shall detail deficiencies in any of the above items, including any deficiencies which may exist in items associated with partial acceptance, provided the maintenance bond submitted at the time has not expired. The Owner/Contractor shall contact the City when all items on the punch list have been addressed. The City will then re-inspect the above items. After the re-inspection the City will either re-issue a punch list or deem that all of the above items have been satisfactorily completed.
5. The Owner shall submit a maintenance bond to the City after the project, or current phase of the project has been fully accepted by the City. The amount of the bond shall be 10% of the costs for the materials and installation of the top coat of asphalt. The Owner shall substantiate the amount of the bond by submitting an itemized cost breakdown, or invoices, provided by the Contractor. The term of the bond shall be one (1) year from the date of its acceptance by the City.

25. TERMINATION OF MAINTENANCE PERIOD(S)

- a. It shall be the Contractor’s responsibility to notify the City prior to the termination of any one (1) year maintenance period.
- b. Upon being notified that any maintenance period is near the termination point, the City shall perform an inspection of the items for which the bond may apply. The City shall, if necessary, generate a punch list and provide a copy to the Contractor. When all items are acceptable to the City, the maintenance bond, or its unused portion, shall be surrendered to the Contractor by the City.

26. UNLIMITED LIABILITY OF CONTRACTOR

It is understood and agreed that any and all of the duties, liabilities and/or obligations imposed upon or assumed by the Contractor by or under these specifications, shall be taken and construed to be

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cumulative, and that the mention of any specific duty, liability or obligation imposed upon or assumed by the Contractor under these specifications shall not be taken or construed as a limitation or restriction upon any or all of the other duties, liabilities and/or obligations imposed upon or assumed by the Contractor.

27. WORK HOURS

Work is permitted between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday and between the hours of 8:00 a.m. and 4:00 p.m. on Saturdays. Written permission from the City is required prior to performing work outside of these limits.

28. LEGAL HOLIDAYS

- a. The Contractor will not be permitted to work on Sundays or days which are legal holidays in the state of Delaware, except in cases of emergency. An emergency is defined as “any occurrence or set of circumstances involving actual or imminent physical trauma or property damage demanding immediate attention,” as taken from city code.
- b. In case he desires to work upon any Sunday or legal holidays, he shall notify the Owner in writing at least two (2) days in advance of such Sunday or holiday that he desires to work, stating the place where the said work will be conducted.

29. GUARANTEE

The Contractor hereby guarantees all of the work for a period of one (1) year after the date of partial and final acceptance thereof by the Owner as follows:

- a. Against all faulty materials and against all imperfect, careless, and unskilled workmanship.
- b. That the entire equipment and each and every part thereof shall operate (with proper care and attention) in a satisfactory and efficient manner, and in accordance with the requirements of the construction documents and the specifications contained herein.
- c. The Contractor agrees to replace, with proper workmanship and materials, and to reconstruct, correct, or repair, without cost to the Owner, work which is improper, imperfect, does not operate in a satisfactory manner, or fails to perform as specified, or all of these.
- d. The guarantee obligations assumed by the Contractor under these documents shall not be held or taken to be in any way impaired because of any specification errors, indication or

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approval by or on behalf of the Owner of articles, materials, means, combinations or things used in the construction, performance and completion of the work or any part thereof, or all of these.

- e. No use acceptance by the Owner of the work or any part thereof, nor any failure to use the same, nor any repairs, adjustments, replacements or corrections made by the Owner due to the Contractor's failure to comply with his obligations under the contract documents, shall impair in any way the guarantee obligations assumed by the Contractor under these documents.
- f. A maintenance bond shall be required by the City. See Item 24, Partial and Final Completion.

30. SHOP DRAWINGS

- a. The Contractor shall furnish shop drawings for any fabricated construction materials required for the work, unless otherwise directed by the Engineer. Furnish six (6) copies of each shop drawing for Engineer's approval. The Contractor shall not order materials until receiving shop drawing approval.
- b. Regardless of corrections made in or approval given to shop drawings by the Engineer, the Contractor will nevertheless be responsible for the accuracy of such drawings and for their conformity to the plans and specifications, unless he notifies the Engineer in writing of any deviation at the time he furnishes such drawings. Only drawings bearing the approval stamp of the Engineer shall be used for ordering materials or for construction.

31. SCHEDULE OF CONSTRUCTION

The Contractor shall complete the installation of utilities according to a schedule of construction as submitted by the Contractor and approved by the Owner. Submit three copies for approval.

32. CITY ELECTRIC UTILITY INSTALLATION

- a. The City Electric Department will install the electric utilities, except that all conduit for street crossings shall be installed by the Developer. The cost of the electric utility installation shall be paid by the Developer.
- b. The electric utilities shall not be installed until the following have been completed:
 - 1. Curbing and stone sub-base shall be installed in the roadways within the project,

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or within the current phase of the project.

2. The site has been graded to within six (6) inches of final grade ten (10) feet beyond and including the right-of-way and in all other locations where electric utilities may be installed.
3. All property corners and proposed locations of electric utility equipment shall be staked out by the Developer.

33. ISSUANCE OF BUILDING PERMIT(S)

No building permit shall be issued until the curbing, where applicable, and stone sub-base have been installed within the project, or within the current phase of the project.

34. ISSUANCE OF CERTIFICATE(S) OF OCCUPANCY

No certificate(s) of occupancy (CO) shall be issued until the project or the current phase of a project has received acceptance of partial completion from the City. See Item 24 of this section.

The City shall also perform an inspection of the site at the time of the request for a CO. The Developer/Contractor shall be required to repair any damage to curb, sidewalk, sewer lateral cleanouts, water meter pits, and the frames and covers of the latter. The specific site grading shall be required to be complete and free of any ponding areas. All utility pedestals, transformers, and frames and covers shall be set to the proper grade.

35. PAYMENT FOR RESIDENT PROJECT REPRESENTATIVE (RPR)

Fees for RPR inspection shall be paid by the Developer/Contractor. Contact the City for details concerning RPR inspection fees prior to commencing construction.

36. LOCATION OF EXISTING UTILITIES

- a. The Contractor shall contact "Miss Utility" at (800) 282-8555 at least 48-hours prior to digging in the vicinity of existing underground utilities, to have utilities located and marked. It shall then be the Contractor's responsibility to verify these utilities, by test pits, a minimum of fifteen (15) days in advance of actual construction operations in the vicinity of the utilities.
- b. The failure to show on the contract documents any existing utilities shall not relieve the Contractor of his responsibilities of determining the location of these utilities, and any damage to the utilities or interruption of service shall be repaired by the Contractor

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according to the city or utility company specifications. The Owner shall be notified of any damage to any utilities.

37. WATER SUPPLY

The Contractor shall at his own cost provide such quantities of clean water as may be required for any and all purposes under the contract. He shall supply sufficient drinking water to all his employees.

38. RECORD (“AS-BUILT”) DRAWINGS

The Contractor shall keep one copy of the contract documents at the site in good order, and provide mark-up to show all changes made during construction. These mark-up drawings shall be available to the Owner upon request. Upon completion of the project, the Contractor shall submit a complete set of record drawings. The record drawings must also be submitted as an electronic file. The electronic file shall be in AutoCAD format (version 2004 or older). The record drawings and file shall contain any information below that is applicable:

- G A written and graphic scale. Scale shall be sufficient to show detail.
- G A prominent north arrow shall be drawn on every sheet.
- G A description of the bearing reference system shall be stated on the cover sheet.
- G All monuments, found or set shall be shown and described on the plan.
- G All physical evidence along a boundary line, including fences, walls or buildings.
- G Identify all public and private right-of-ways, including widths.
- G Locate all permanent improvements including, but not limited to:
 - Water mains, valves, bends, fire hydrants, meter pits, pipe and valve sizes, capped stubs, and blow-off valves.
 - Sewer mains, manholes, cleanouts, air release valves, manhole invert elevations, manhole rim elevations, and pipe sizes (including laterals).
 - Storm sewer pipe and size, catch basins, manholes, invert elevations, and grate and/or manhole rim elevations.
- G Location of all signage on the property.
- G Location of all sidewalks and curb cuts.
- G Location of all dumpster pads, including information on screening.
- G Location of any satellite and/or tower equipment.
- G Location of any electric transformers.
- G Location of any meter boxes.
- G Location of any secondary electric boxes.
- G Location of any utility poles on site.
- G Location of any underground equipment, including private irrigation service.

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- G Location of any free standing lighting.
- G Location of any gas lines.
- G Location and as-built survey of all storm water management ponds and structures, including swales and direction of flow.
- G Location of turn-off valve for gas line.
- G Location of bus shelter(s), including proposed advertising located on structure wall(s).
- G Identify all utility and/or drainage easements provided to the City.
- G Identify the location of all landscaping in the area of City utilities.
- G Label all open space, including any recreation equipment.
- G Location of any telephone utility improvements.
- G Location of any cable utility improvements.

The record drawings shall be reviewed by the City and the Contractor shall be informed as to whether they are acceptable within ten (10) working days.

END OF SECTION

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