

## **SECTION 100**

### **INTRODUCTION AND PROCEDURE**

#### **100.00 GENERAL INFORMATION**

The Design, Construction, and Materials Specification Handbook applies to all construction on City-owned property within the public right-of-way or easement, as well as privately owned service lines connected to a public utility, and all construction which the City has, or will assume, maintenance responsibility.

Unless modified, deleted, replaced, or otherwise changed by requirements contained herein, or contained in the City of Fairfield Standard Construction Drawings, construction requirements and material specifications shall conform to the current edition of the “State of Ohio Department of Transportation – Construction and Material Specifications”, “State of Ohio Department of Transportation – Standard Construction Drawings”, and other manuals/reference materials included herein.

Unless modified, deleted, replaced, or otherwise changed by requirements contained herein, items pertaining to traffic control shall conform to the most current edition of the “Ohio Manual of Uniform Traffic Control Devices” and “State of Ohio Department of Transportation – Standard Sign Design Manual.”

Plans are approved subject to compliance with all applicable laws, rules, regulations, and standards. An approval of plans by the City of Fairfield does not constitute a waiver of such compliance.

The proposed construction project may be constructed only in accordance with approved plans. There will be no deviation from the approved plans without the expressed, written approval of the City of Fairfield.

Approval of plans does not constitute an assurance that the proposed project will properly function, operate, or meet compliance with Federal, State, or City laws and regulations.

#### **101.00 DESIGN**

It is not the intent of this document to eliminate responsibility of the design engineer for the technical adequacy of his or her design or freedom to use their engineering judgment and discretion in the practice of their profession. It is recognized that matters of engineering design cannot be fully covered in every situation. Any design methods or

criterion different than those listed herein will be given due consideration provided the proposed variances are submitted in writing to the City of Fairfield.

The City will, at any time during design or construction, have the authority to require the modification of any engineering or construction detail, whenever necessary, for the protection of the public interests. Such modification does not relieve the design engineer of his or her responsibility.

## **102.00 INSPECTION OF CONSTRUCTION**

At least 2 working days prior to the start of any construction, the Developer or Contractor shall notify the Construction Services Division at (513) 867-4200 of their intent to commence work. Inspection services shall be provided by the City of Fairfield Construction Services Division for all construction projects including public work projects, subdivisions, or any project which will be maintained in the future with public funds. When the extent of work in any project so justifies, the Public Works Director may provide for a full-time inspector. When a project does not require full-time inspection, the Public Works Director may provide for intermittent inspection and may use the inspector for more than one such project.

The City shall send a monthly bill to the contractor for the time spent for inspection. Fees for inspection will be billed at the hourly rate paid to the inspectors by the City, plus 30 percent, with a minimum billing of 1/2 hour. If inspection is required at a time when the inspector is designated to receive overtime pay, the charge shall be at the overtime rate paid the inspector, plus 30 percent, with a minimum billing of 1/2 hour. The City reserves the right to request testing on any material (e.g., concrete, asphalt, subgrade, or trench backfill, etc.) at any time it deems necessary. Fees for outside inspection and testing will be billed to the Contractor at 1.5 times the cost. All fees must be paid in full prior to the work being accepted by the City.

The work is under the control and supervision of the Developer or Contractor until written acceptance is given by the Public Works Director and/or the Public Utilities Director. The City inspector shall check periodically as the work progresses and shall call to the attention of the person in charge of the work any deviations, omissions, or unsatisfactory work as noted. However, no acceptance of any portion of the work is to be inferred by the action or lack of action of the inspector.

### **103.00 AS-BUILT PLANS**

At the completion of construction, the plans shall be revised, as necessary, to provide as-built plans. This work shall be done by the Contractor's engineer who was responsible for setting grades and the staking for improvements. As-built plans containing any changes to elevations, major drainage ditches/swales, structures, retention/detention basins, water lines and appurtenances, sewer lines and appurtenances, and buffering landscape mounds shall be submitted to the Public Works Director and/or the Public Utilities Director for review and approval. The following note shall be included on the as-built drawing:

“The planned contour lines on this grading plan do not necessarily reflect the final grading conditions for each individual lot. Please refer to ballooned spot elevations and individual plot plans for as-built data.”

As-built plans shall be provided on reproducible sheets measuring 24 inches by 36 inches and sealed and signed by the engineer to certify that the as-builts are per field conditions, along with an accepted electronic format.

### **104.00 PROCEDURE FOR ACCEPTANCE**

The procedure for acceptance of public improvements that will be dedicated to and accepted for future maintenance by the City of Fairfield is as follows:

1. Subdivision improvements shall be dedicated and accepted in accordance with the Codified Ordinances of Fairfield, Ohio relative to subdivisions of land. The provisions for inspection of construction and as-built plans shall apply to subdivisions and related public improvements.
2. Other non-subdivision public improvements must meet City specifications for materials and construction methods and must have been inspected by City inspectors/staff during construction as provided herein.
3. The City of Fairfield shall require a performance bond in an amount and with surety satisfactory to the Law Director to assure completion of a public improvement prior to issuance of a permit or permission to construct the public improvement. The City shall also require a one year maintenance bond for such improvement in an appropriate amount, generally 10 percent of the cost of the public improvement.
4. The City of Fairfield will provide a punch list of any items requiring repairs prior to final acceptance and release of the maintenance bond.

5. As-built plans will be provided to the City within 30 days after the public improvement becomes operable in accordance with the requirements.
6. The City of Fairfield may take immediate action to correct any defect in materials, methods, or workmanship which jeopardizes the public health, safety, or welfare in the construction and/or maintenance of a public improvement. The installer of the public improvement shall be responsible for reimbursement to the City of costs incurred.
7. The installer of the public improvement shall be responsible for the preparation, proper execution, and recording of all legal documents necessary for the dedication of right-of-way, easements, or other conveyances/ legal title in conjunction with the public improvement, subject to the approval of the Law Director.

This procedure does not apply to public improvements performed under formal contract awarded by the City of Fairfield, the conditions for acceptance of which shall be specified in the contract documents.

#### **105.00 COST RECOVERY**

The City reserves the right to recover from responsible parties any and all costs associated with or related to damages to public infrastructure, including but not limited to: roadways, drinking water systems, storm water and sanitary sewer systems. Cost recovery is authorized regardless of whether the damage was intentional or unintentional. Costs may be recovered for any efforts associated with the mitigation of the damaged infrastructure, including but not limited to: City staff time, after-hour call-outs, materials, equipment, contractor services.

#### **106.00 RESTORATION**

Any person performing work within and/or adjacent to the road right of way shall fully restore the area to original conditions within 2 weeks of work completion. Restoration may include but is not limited to: road, driveway apron, and/or sidewalk restoration, trench backfilling, site grading, topsoil application, seeding, and straw application.