

CITY OF NORWICH

DEPARTMENT OF PUBLIC WORKS

STANDARDS

Approved April 2002

Revised July 2010

Revised October 2011

Revised February 2020

CITY OF NORWICH, DEPARTMENT OF PUBLIC WORKS

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January 30,2002

STANDARDS OF WORK IN THE PUBLIC RIGHT-OF- WAY

The City of Norwich public right-of-ways are within neighborhoods and business areas where people work and live. The City has developed these written standards to protect the City's assets and to protect pedestrian and vehicular traffic during and after construction. The City's assets include but are not limited to: sidewalks, water, sewer and storm drain mains, curbing, street pavement, trees and lawn areas.

Work within the public right-of-way is under the City Engineering Office or its designated representative. The City Code provides the city with the authority to issue permits for regulating certain activities within the public right-of-way.

The following are examples of work requiring permits issued by the City Engineer or its designated representative.

Curb Cuts

Installing, replacing or removing street curbing

Utility installation, gas, oil, water, sewer, storm drain, telephone, electric or any type of underground utility requiring street paving cuts.

NO WORK SHALL COMMENCE WITHIN THE CITY'S RIGHT-OF-WAYS UNTIL A PERMIT HAS BEEN ISSUED

New York State Law requires: All work which includes excavating is required to notify Underground Facilities Protection Organization (UFPO) 1-800-962-7962 and any owners not on the UFPO system to request a stake out before excavating.

A permit is issued for each work location. No permit will be issued for multiple work locations.

Applicants must plan for adequate time for Committee Review (if required), Engineering Office review or its designated representative. All public and private utilities, contractors, sub-contractors, schools or any other entity doing work within the Cities right-of-way shall obtain a Permit for such work before work commences.

Engineering Office or designated representative may require the submission of plans, drawings and specifications for the work to be completed within city's right-of-way. Schedule of work shall be submitted with Permit Application. Any modifications to the approved permit including schedule or scope changes must be submitted in writing to the Engineering Office or designated representative before work commences.

Any work performed within the NYSDOT right-of-way within the city will require a permit issued by the NYSDOT and submitted with the Permit application before a City Permit will be issued.

Upon approval, the Permit Applicant submits to the Finance Office permit fees (if required), the amount of security deposit and / or bonds, insurance certificates for Workers Compensation and Disability Insurance and Liability Insurance. An approved Permit will then be issued

SECURITY DEPOSIT

A certified bank check payable to the City of Norwich, Norwich, New York, bonds in a amount designated by the City Engineer or its designated representative or cash is required as a security to assure that permit work is completed in accordance with the Permit issued.

The minimum amount is \$ 1,000.00 however; larger amounts may be required by the City Engineer or its representative depending on the scope of work. The security deposit will not be released until final inspection meets City approval.

INSURANCE CERTIFICATES

Workers Compensation and Disability Insurance:

Coverage to be maintained until completion of the work. The coverage shall cover all operations under the Permit whether performed by the Permit Holders Company or its sub-contractors.

If owner-applicants are performing the work themselves without assistance from company employees or contractor a Workers Compensation / Disability Waiver form must be completed by the owner applicants before the issuance of a Permit.

Bodily Injury and Property Damage Liability Insurance

Permit applicants are required to submit a certificate of liability insurance naming the City of Norwich as an additionally insured for the duration of the Permit Work.

Amounts: See appendix

MAINTENANCE AND PROTECTION OF TRAFFIC

Contractors working within city right-of-ways (street paving, sidewalk areas) shall provide safe travel way for vehicles and pedestrians. A safe travel way shall include but not be limited to these features:

- Work zone delineation devices.

- Flaggers to provide adequate traffic control

- Emergency vehicle access to all properties on a street whether it is closed to traffic or not

Sidewalk areas shall be maintained on at least one side of the street at all times. Signage shall be in place to direct pedestrians at intersections to the designated route. Intersection routes shall enable pedestrians to cross in two directions with ramps for handicap accessibility.

All sidewalks whether temporary or permanent shall be free of tripping hazards, have no obstructions, have a smooth paved walking area of asphalt or concrete and provide proper drainage.

All excavations and hazardous locations shall be adequately protected using barricades and fencing. Barricades and fencing used shall be in good condition and installed in such a fashion as not to create a hazard. Flashers and reflective materials shall be firmly attached to any barricades.

STEEL ROADWAY PLATING

Steel plates manufactured specifically for road plating shall be used where and when required. A minimum of 1 inch thick (or greater when required) shall be used. Plates to be pegged with spikes and ramped with hot mix asphalt only. Cold patch is not a acceptable replacement for hot mix asphalt.

GUARANTEE, TESTING AND FAILURE

All work completed under the permit process shall be guaranteed for two (2) years. The contractor (permit holder) responsible for the work will be required to completely re-excavate, compact, refill, and repave any permanent restoration that fails within the guarantee period.

If the permanent restoration is unacceptable to the City Engineer or its representative the contractor shall make the proper restoration. The contractor shall have 10 days to complete the unacceptable work. If the City shall do the work all cost plus and administrative charge shall be assessed and paid by the contractor. In cases of noncompliance no additional permits will be issued to the contractor until any previous unacceptable work has been properly restored and any invoices and or penalty charges paid.

WINTER OPERATIONS

a) Temporary Restoration: Temporary restorations will be allowed during the months that the Asphalt Plant is closed. High Performance Asphalt Cold Patch Compound shall be used for temporary restorations. Street cutting permit holder shall be responsible for maintaining a smooth and hard surface on temporary restorations until permanent restoration has taken place. Twenty four hours (24) after notification by city officials repairs to temporary restorations shall be completed.

b) All temporary restorations shall be permanently restored within thirty days (30) after asphalt plant has open in the spring time but no later than June 1 of the following year.

c) Extension for permanent restoration may be granted by the City Engineer or its designated representative when a written repair schedule giving reason for extension and dates of when permanent repair will be made.

TEMPORARY RESTORATIONS

Temporary repairs during periods when asphalt plant is open for material.

a) Excavations may be temporary repaired when permanent restoration would interfere with utility operations. All temporary restorations shall have a minimum of two (2) inches of Type 3 binder compacted hot asphalt mix installed in the excavation and be flush with existing grades.

b) All temporary restorations shall be permanently repaired within 45 days of permit issuance.

PERMANENT RESTORATION

Backfill material shall be installed in no greater than one (1) foot lifts with compacted density of ninety five percent (95 %). Backfill material to be as outlined in detailed sheets.

All street cuts shall be saw cut. Saw cutting shall take place before excavating begins. All ragged edges shall be saw cut before permanent restoration takes place. Permanent restoration shall be as per detailed sheets. Permit holder will be held responsible for all subcontracted work.

Permit holder to coordinate street work with the City's DPW. Streets to be resurfaced under city work will require a minimum of six (6) inches of hot asphalt mix installed flush with existing paving after compacting. Compacting shall be done by machine rolling. Any seams between existing and restoration work shall be sealed with NYSDOT specification crack seal. Only the area disturbed by construction needs to be restored on city streets being repaved during the same year as construction.

Tack Coat shall be applied whenever new asphalt is laid on existing asphalt or concrete surface. New asphalt shall be laid upon a clean, dry, prepared subsurface. Immediately after the asphalt has been spread, raked and surface irregularities adjusted it shall be thoroughly and uniformly compacted.

Excavations in city streets not scheduled to be resurfaced during the construction period shall be saw cut curb to curb, no less than four (4) feet wide in the area not disturbed by construction, milled to a depth of no less than two (2) inches and permanent restoration completed as per detailed sheets.

All street cut permits issued by November 1 shall be permanently restored before the winter season.

SAW CUTTING

The entity whether it be the Permit holder or a subcontractor shall saw cut at full depth existing concrete, brick and / or asphalt pavements. Saw cutting will be to full depth and along straight lines. Care shall be taken not to disturb existing curbs, pavement or other utilities not within the construction area.

Edges of broken pavement shall be squared off, backfilled if required and trimmed to straight lines. Breaking of the pavement with ramming or falling objects shall not be permitted outside the saw cut area.

The utility requesting more than one (1) street cut shall enter into an agreement with the City to have the City mill and pave the entire street curb to curb within twenty four (24) months at a percentage of the Bid Price. Utility work under this agreement shall be submitted to the City twelve (12) months before the work is scheduled to start. The City of Norwich Common Council shall retain the right to accept or reject any street submitted under this section. The City of Norwich Common Council shall set the percentage, now set at 25%.

In the event that a utility provider has a franchise agreement with the City of Norwich, the terms of said agreement shall supersede the provisions of this section.

Any utility rejected under this section shall be able to move forward with their project with the full understanding that they shall be required to pave the street curb to curb when the work has been completed.

No street shall be considered for complete re-pavement (curb to curb) under this section that has been repaved by the City within the last ten (10) years.

EXEMPTIONS

The following maintenance procedures are exempt from the City's Curb to Curb requirements.

- a) Manhole repair
- b) Valve Box repair
- c) Catch Basin repair
- d) North & South Broad Street
- e) East Main Street

The City Engineer or its representative may require the above exemptions to be required to comply with the curb to curb requirement if repair will involve additional street pavement removal.

Excavations of newly paved streets shall be approved for emergency repairs only, additionally there shall be no other excavations for a period of three (3) years after paving has been completed.

APPENDIX

Insurance Coverage:

STANDARD DETAILS: Drawings

Trench Detail (In Non-NYSDOT Areas)

Open Cut - Trench Section Detail NYSDOT Paved Road Areas

Manhole Details

Interior Drop Manhole Detail

Reconnecting To Existing Manhole Detail

Sanitary Lateral Detail

Standard 2 x 3 Catch Basin Detail

Thrust Block Detail

Typical Water / Sewer Crossing Details

New Water Service Detail

Hydrant Detail

Existing Street Reconstruction Details With Asphalt Base

Existing Street Reconstruction Details With Concrete Base

Typical Curb Section & Curb Cut Detail

Driveway Apron Detail

Street Box-Out Pavement Detail

Handicap Ramp Details Type 1, 2 & 3

Minimum Turning Paths

Horizontal Directional Boring

Concrete Sidewalk Detail

Insurance Coverage:

1. Personal Injury Liability Insurance will have limits of \$1,000,000.00 (per occurrence)/ \$2,000,000.00 (aggregate).

2. Property Damage Liability Insurance will have limits of \$1,000,000.00 (per occurrence)/ \$2,000,000.00 (aggregate).