

# SECTION 2

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# SECTION 2

## CONTRACTOR AND DEVELOPER RESPONSIBILITIES (CD)

### 2-1

**General** – All improvements within the City of Lincoln will be approved and permitted by the City, and will conform to the City of Lincoln Design Criteria & Procedures Manual. Work in the City’s rights-of-way will be installed in strict accordance with the approved project improvement plans; the City of Lincoln Public Facility Improvement Standards; and certain parts of the latest editions of the Caltrans Standard Plans and Caltrans Standard Specifications.

Should conflicts arise between documents, the approved project improvement plans will govern over these Public Facility Improvement Standards. These Public Facility Improvement Standards will govern over the Caltrans Standard Specifications. In the event of conflict between applicable documents and/or plans, the most restrictive will prevail.

The manufacturer’s guidelines for all materials to be used on the project will be present at the construction site at all times for reference.

Developers and their Contractors or other Contractors working on public works projects, will comply with all applicable City, County, State, and Federal laws and regulations relating to construction of the improvements as required.

If the City Engineer determines that any work on private or public property constitutes a hazard to the health, safety, or welfare of the public; endangers property; adversely affects the safety, use or stability of adjacent property; an overhead or underground utility, or a public way, watercourse or drainage channel; or could adversely affect the air quality; or the water quality of any water bodies or water courses; the City Engineer will issue a stop work notice to the owner of the property upon which the condition is located, or person or agent in control of such property. Upon receipt of such stop work notice, the recipient will, within the period specified therein, stop all work, obtain any necessary permits and conform to the requirements identified in the stop work notice. The City Engineer may require the submission of plans or other reports, detailed construction recommendations, studies, or other engineering data prior to and in connection with any corrective or proposed work or activity.

All constructed improvements within the City of Lincoln will be performed by a contractor licensed in accordance with the California Contractors State License Law, Business and Professions Code Section 7000 et seq.

All persons, firms, partnerships, or corporations doing business of any nature in the City of Lincoln will have a current Business License as stated in Chapter 5.04- License Tax, City of Lincoln Municipal Code. This includes developers, engineers, and contractors.

Refer to the City of Lincoln's Design Criteria & Procedures Manual for design information.

All projects will be in compliance with the State water quality requirements for erosion and sedimentation control at all times.

**2-2**     **DEVELOPER RESPONSIBILITY** – The Developer will be responsible for items designated in the City of Lincoln "Design Criteria & Procedures Manual", latest edition, the work of the Contractors, and these items:

**A. Plans, Special Notices, and Permits** – These plans, notices, and permits will be on site or accomplished prior to beginning any construction on-site.

1. Approved project improvement plans will be identified by placement of the City Engineer's signature on the cover sheet. No construction will be authorized until the project improvement plans are approved in this manner. Any construction prior to approved project improvement plans will be done at the risk of work being rejected and removed.
2. Approval and necessary permits from any and all jurisdictional agencies whose facilities are involved, or whose approval is required. The Developer/contractor will file a request for permit forms. The City Engineer may refer an application to other interested public agencies for their recommendations.
3. If the project area results in the disturbance of one-acre or more of total land area, or is part of a larger common area of development or sale, a copy of the landowner's filed Notice of Intent (NOI) and attached acceptable Storm Water Pollution Prevention Plan (SWPPP) with WDID number will be available on site at all times. The SWPPP will comply with Section A of the Statewide National Pollutant Discharge Elimination System (NPDES) General Permit for Construction Activity.

Regardless of project size, the site-specific SWPPP will be submitted concurrently with the grading plan or project improvement plans, and will be an integral part of the requirements for development. The SWPPP will be implemented and updated at the appropriate level to protect water quality at all times throughout the life of the project. The Developer will

also inform the lot/home buyers of appropriate BMPs after purchase. Refer to the City of Lincoln Design Criteria & Procedures Manual Section 11 Grading 11-5-F Erosion and Sedimentation Control for further information.

4. Application for permit and payment of required fees for sewer taps.
5. Verification of all street names with the City's Community Development Director before ordering street signs.
6. The project's operation will be conducted entirely outside any designated flood plain boundaries and any designated "no grading" areas.
7. A Tree Permit will be onsite.
8. Where work to be done requires issuance of a permit by a State agency, including but not limited to, the State Department of Transportation, Department of Fish and Game, etc.

- B. Engineering and Improvement Plan Revisions During Construction –** The Developer will be responsible for providing all professional engineering services that may be required during construction, the preparation of revised plans for construction changes, and the timely preparation of record drawings upon completion of the construction.

Minor changes not affecting the basic design of the improvements may be made without formally revising the plans. The requested change will be provided to the City Engineer in writing, and approval will be in writing from the City Engineer. These changes will appear in the record drawings. Refer to the City of Lincoln Design Criteria & Procedures Manual for additional information.

- C. Record Drawings –** The contractor/developer will keep an accurate record of all approved deviations from the plans before and during construction. One complete set of mylars of the record civil plans will be submitted to the Engineering Department for comment within 30- days of completion of the on-site work. These drawings are then required to have any changes made and be resubmitted to the Engineering Department within 30-days of the filing of the Notice of Completion Departmental Approval Form signifying formal acceptance of the completed improvements. (See Contractor Responsibility below for "As Built" related information.)

Specific information for the requirements for these Record Drawings is available in the City of Lincoln Design Criteria & Procedures Manual.

- D. Change in Consulting Engineer/Staking and Design** – If the Developer elects to have a registered civil engineer or licensed land surveyor, other than the engineer who prepared the plans, provide the construction staking, then the Developer or the contractor will provide the City Engineer the name of the individual or firm, in writing, one week prior to the staking of the project for construction.

In the Developer's notification of a change in the firm providing construction staking, acceptance of responsibility for design changes and "as built" information, and record drawings as noted above will be acknowledged.

- E. Inspection and Other Fees** – The fees will be in accordance with the latest fee schedule as adopted by City Council resolution. Before permits are issued, the Developer will deposit with the City of Lincoln, a check or cash in a sufficient sum to cover the estimated fees for issuance of permits, charges for review of plans, specifications and reports, other engineering services, field investigations, necessary inspection or other work, and routine laboratory tests of materials and compaction.

Should the actual cost of City services exceed the amount of fees on deposit, the Developer will be notified in writing to deposit additional fees necessary to complete the project.

Should the fees on deposit exceed the actual cost of City services, the excess fees will be refunded to the Developer after the one-year warranty period is complete.

If any work is done in violation of any laws or rules, or not performed in accordance with approved permits, plans, or specifications, a fee covering investigation of any violation and inspection and plan checking of work required to correct such violation will be charged to the violator to cover all actual costs and fees.

- F. Overtime Inspection Fees** – If permission is received for any inspection services performed beyond normal working hours, or on weekends or holidays, either at the request of the contractor/developer, or at the discretion of the City Engineer, there will be overtime rates charged for this inspection work. Payment of the overtime charges will be in addition to the normal plan checking and inspection fees. The amount of the additional fees will conform



to the fee schedule for plan checking and inspection fees as adopted by City Council.

If the overtime services are desired, payment will be made at least 48-hours in advance, unless the amount currently on deposit for plan checking and inspection fees is determined to be sufficient by the City Engineer.

**2-3**     **DEVELOPER/CONTRACTOR OR CONTRACTOR RESPONSIBILITY** – The Developer/Contractor or Contractor with a contractual obligation to the City will be responsible for these items:

- A. Plans** – Perform construction as shown on approved project plans, the Design Criteria & Procedures Manual, these Public Facilities Improvements Standards, and any and all laws pertaining to the project work. Any additions, deletions, or changes to the approved plans will be submitted for review and approval prior to construction.
- B. As Built Plans** –An as-built set of plans will be kept on-site and updated at least weekly. These are to be coordinated with the City Engineer's set of plans for preparing a complete and accurate set of record drawings for the permanent records of the City.
- C. Notification/Preconstruction Meeting** - Schedule a preconstruction meeting with the Engineering Department and any other City departments required for reviewing and inspecting the improvements. This meeting will include representatives of any other utility companies and others affected by the project. Without exception, the meeting will take place a minimum of 72-hours prior to the start of construction.
- D. Disposal of Removed Material** - All material removed from a project will be disposed of properly. Special attention will be given to planning for recycling the material, and to the actual recycling process. The written recycling plan will be provided to the City Engineer at the pre-construction meeting.
- E. U.S.A. Markings** - Contact "Underground Service Alert" notification 48 hours before any excavation. Any areas not marked with white paint will not be included in the USA, and these areas will not be excavated. The Contractor will be responsible for any damage resulting from excavation in unmarked areas. The Applicant requesting the USA markings will be responsible for the removal of the USA markings upon completion of the work.

- F. Utility Relocation** - Existing utilities interfering with the approved installation will be removed, reset, relocated, adjusted, or otherwise managed as specified on the approved project improvement plans; the Public Facilities Improvement Standards and appropriate Details for utility crossings and installation; or as directed by the City Engineer; and with direction from the owner of the infrastructure.

No work will occur within the road right-of-way prior to completion of the conflicting utility relocation.

If the utility is the property of a public utility or franchise, such owner will be notified by the City Engineer to relocate the utility within a specified reasonable time. The Contractor will not interfere with such utility until after the expiration of the time specified, and then only with written direction from the City Engineer.

Utilities damaged during construction will be repaired to the satisfaction of the City Engineer and with direction from the owner of the utility. Patching of damaged surface areas will not be allowed, but will be removed and replaced to the satisfaction of the City Engineer.

- G. Staking** – The Consulting Engineer will notify the City Engineer when the Contractor first calls for grades and staking and will provide the City Engineer with a copy of all cut sheets.
- H. Construction Safety** - Maintain a safe work site. Construction safety within the City of Lincoln will be governed by the Construction Safety Orders of the Occupational Safety and Health Standards of Title 8 of the California Code of Regulations.
- I. Materials Approved/Submittals** – To illustrate conformance with the plans and these Public Facilities Improvement Standards, the Contractor will provide the City Engineer with formal submittals for any materials planned to be used that are not specifically listed in the latest Public Facilities Improvement Standards as approved materials; and for all aggregate, concrete and asphalt concrete. For native soil and rock trench backfill, the laboratory tests requested may include, but will not be limited to: ASTM D422 Gradation, D2419 Sand Equivalent, D4318 Atterberg Indices, D1557 Modified Proctor Curve, and D2844 R-Value.

The submittals will be delivered to the City Engineer a minimum of 2 weeks prior to the pre-construction conference. The City will review the submittals within 7 calendar days. Any comments on the returned submittals will be addressed by the Contractor, to the satisfaction of the City Engineer, prior to the delivery and installation of submitted materials.

The Contractor will submit a mix design for asphalt concrete materials to be use on the project at least 10 calendar days prior to use of the material.

- J. **Maintenance, Remedial Work, and Warranty Repairs** - The plan and materials will be submitted for review and written approval by the City Engineer prior to beginning any repairs. Written approval and/or signed plans will be onsite during all work of this nature.
- K. **Trenching Permit** - For trenches 5-feet and deeper, a copy of the Contractor's annual CALOSHA trenching permit, and a copy of the Contractor's letter informing CALOSHA of the work location with the date and time the trenching is commencing will be submitted to the City Engineer prior to beginning excavation of trenches. The project's designated "competent person" will be present during all trench work.
- L. **Preservation of Property** - The project's property boundaries will be clearly delineated by the use of orange temporary construction fencing. Where work is being done in an off-site easement, the property owner will be notified 48- hours prior to beginning any work. Extreme care will be taken to protect both the existing project site and all adjacent improvements from damage. The Contractor will provide and install suitable safeguards approved by the City Engineer to protect objects from injury or damage. Any damage resulting from the construction will be repaired or replaced in a timely manner at the Contractor's expense. (Refer to Caltrans Standard Specifications Section 7)

Flood plain boundaries will be clearly delineated in the field prior to construction by the use of black silt fence. All "no grading" areas will be clearly delineated by the use of orange temporary construction fencing on site.

Where plans call for the retention of trees within a project, proper screening and flagging will be placed around the trees in accordance with the Lincoln Municipal Code.

- M. **Preservation of Survey Information** – All existing monuments and/or other survey markers will be protected, and the Contractor will notify the City Engineer of any damaged or removed private, City, County, State, or Bureau of Land Management monuments.
- N. **Access** - At no time will any occupant be restricted from access to their property. This requirement includes access by emergency and law enforcement personnel, the United States Post Office; the City's refuse collection department,

and other applicable utilities as necessary for their business operations. Any deviation requires written permission from the City Engineer and applicable affected entity. This written permission will be available on site at all times.

- O. Interruption to Public Parking Areas** – Obtain a City Encroachment Permit where parking needs to be interrupted by construction work. The Contractor will place Type II barricades with "No Parking" notices behind the curb, adjacent to the respective parking area, a minimum of 24-hours prior to the start of construction. Information on the notice will include the date and times that parking is prohibited and will be legible from a distance of 25 feet. Barricades/notices will be placed at a minimum interval of one for each parking space. Fire Lane access, at a width of 20', will be maintained at all times for emergency services personnel (Police, Fire, and Ambulance).
- P. Weather** – Be certain that construction work will not commence or progress when the weather jeopardizes the safety of the public, a safe working environment; stormwater, erosion and sediment control; air quality, and/or the quality of the project in any manner.
- Q. Storm Water Pollution Prevention Plan (SWPPP)/Sediment and Erosion Control Measures** – The SWPPP will be implemented at the appropriate level to protect water quality at all times throughout the life of the project. Non-stormwater BMPs must be implemented throughout the year. The dynamic nature of construction allows for, and may require, changes to the SWPPP based on the particular nature of the storm should the Plan not be effective. Any deviation from the approved SWPPP will be reported in writing to the project Developer so the appropriate notice can be sent to the Regional Water Quality Control Board and a copy sent to the City Engineer.
- R. Fluid Discharge** – Utilizing the City's storm water drainage system for residual discharge from boring equipment, flushing, or other operations without the required measures is prohibited. This discharge is a violation of the Clean Water Act. Discharge will not be allowed into an open area without the written approval of the property owner, or into a wetlands or creek area prior to approval by the California State Department of Fish and Game.

All activities generating fluids will include adequate measures to mitigate muddy or other fluid discharge as directed by the project's SWPPP. Acceptable mitigation is pumping the fluid into a tanker and hauling it away.

Other mitigation measures should be presented to the City Engineer in writing if they deviate from the acceptable SWPPP. Removal of any residual material is the responsibility of the contractor.

- S. **Concrete Truck Washout Areas** – The contractor will use BMPs as precautions and/or devices for the protection of wetlands, vernal pools and sensitive open space areas, which may border the project, and to assure compliance with the SWPPP.
  
- T. **Dust Control** - Control dust resulting from the performance of the work, either inside or outside the City's right-of-way. No dust will leave the project site at any time. Appropriate measures such as watering exposed earth surfaces during clearing, grading, earth moving, other site preparation, and project activities will be taken throughout the day to minimize dust and provide appropriate air quality. Work will be curtailed when wind exceeds 15-miles per hour, and at the direction of the City Engineer if adequate air quality cannot be maintained.

In addition to meeting the requirements of the City Engineer, the project will be in compliance with the Placer County Air Pollution Control District.

Prior to using any chemical additives for dust control, or for the use of any dust palliative, written approval from the City Engineer through the submittal process will be obtained. The City Engineer will consider only products whose performance has been certified by the California Air Resources Board for approval. (Refer to Caltrans Standard Specifications Sections 17 and 18 for additional information.)

If non-potable or reclaimed water is used for dust control, copies of applicable permits or waivers from the Regional Water Quality Control Board will be given to the City Engineer and available on-site at all times. All tanks and conveyances will be properly labeled with warnings and have appropriate cross connection measures in place and used at all times pursuant with the State of California Administrative Code, Title 17-Public Health entitled "Regulations Relating to Cross-Connections".

- U. **Working Hours** - Be knowledgeable of the City of Lincoln's noise ordinance that regulates the hours of project construction which will be limited to:

Normal Work Hours:	7:00AM to 7:00 PM
Normal Work Days:	Monday through Friday

Work between 8:00 AM to 5:00 PM on Saturday, Sunday and Holidays requires a written request to the City Engineer 72-hours, 3 full regular working, days prior to the desired construction. If work is allowed outside regular work hours, the Contractor will have a copy of the written approval available at the work site. Work is defined as having equipment engines running, however, workers will not

be on site more than 1/2-hour before and after work times, and will be performing work related functions.

Any deviation to the above working hours has special requirements and needs written permission of the City Engineer.

There may be additional limitations placed on working hours specified on the project's approved plans, conditions of approval, special provisions, or encroachment permit.

- V. Cultural Resources** - Stop construction immediately if cultural resources are discovered during excavation operations. It is possible that previous activities have obscured surface evidence of cultural resources. If signs of an archeological site, such as any unusual amounts of stone, bone or shell are uncovered during grading or other construction activities, work will be immediately halted within 100 feet of the find. The City of Lincoln Community Development Department (CDD) will be notified immediately. The City CDD will consult a qualified archaeologist for an on-site evaluation. The City will collect additional fees based on actual cost incurred for the archaeologist. The archaeologist may require additional mitigation.
  
- W. Hazardous Materials** - Immediately contact the City of Lincoln Fire Department should construction operations uncover hazardous materials, or materials, which the Contractor believes may be hazardous waste, as, defined in Section 25117 of the Health and Safety Code. This material is required to be removed to a Class I, Class II or Class III disposal site in accordance with provisions of existing law. The area containing the hazardous material will be marked and securely protected until an investigation by a member of the Fire Department is conducted.
  
- X. Work Zone Traffic Control** - Provide a traffic control plan whenever traffic flow is impacted by the project, or as required by the Police Department or City Engineer. The traffic plan will receive approval from the Police Department and the City Engineer prior to being in effect.

In preparation of the Traffic Control Plan, the Contractor is referred to the State of California Standard Plans, or Chapter 6 of the Caltrans Manual on Uniform Traffic Control Devices (MUTCD) (latest edition), and the Work Area Traffic Control Handbook (WATCH Manual) published by BNi Books, a division of Building News Inc. For situations detailed in different manuals, the Caltrans Standard Plans, and then Chapter 6 of the MUTCD will take precedence.

A copy of the approved traffic control plan and any required permits will be maintained on-site at all times during traffic control measures. In addition to the manuals, these measures will apply.

- 1. Start of Construction** - Construction within City rights-of-way will not begin until all equipment required on the approved traffic control plan has been erected, all required permits from other agencies have been obtained, and the Contractor has obtained approval from the Police Department and City Engineer. Parties not obtaining prior approval will be subject to a Stop-Work Order from the City. If at any time it appears to the Police Department or City Engineer that the approved traffic control plan is not effective, or unsafe, modifications will be made immediately.
- 2. Lane Changes and Closures** - Lanes will be closed using metal sign stands (each including all three flags), delineators or cones, or barricades, as shown on the approved traffic control plan.

A lighted arrow board may be employed as an additional lane change measure. Barricades placed in the excavation section adjacent to a traffic lane will be placed at a maximum of 50-foot intervals. Warning signs attached to a barricade are not acceptable.

Lane closures are permitted from 9:00 AM to 3:00 PM unless otherwise noted on the approved traffic plan or approved by the City Engineer.

- 3. Flagpersons** - Flagpersons will be equipped as required in the governing manual with bright colored or fluorescent vests or clothing, flags, and/or stop/slow paddles and other equipment as needed. During darkness, clothing will be reflectorized and will be visible for one thousand feet, and the flag person will be equipped with a flashlight with an orange cone.
- 4. Adjacent Roadway Excavation** - Where excavation adjacent to an existing roadway results in an elevation difference of greater than 0.16- foot, the excavated area will be filled with compacted aggregate base (3/4-inch minus), flush with the adjacent roadway at a slope not to exceed 4:1 (horizontal to vertical) prior to the end of each workday. Native fill may only be used with the approval of the City Engineer.
- 5. Steel Trench Plates** - Steel trench plates will not be used over open trench areas without the approval of the City Engineer. All steel plates will be adequately restrained to eliminate shifting. Steel plates do not eliminate the need for shoring. Temporary asphaltic plant mix ("cut-back") at least one-foot in width will be used for a transition on each edge of the plate. "Rough

Road" or "Bump" signs will be installed 200-feet on each side before the steel plate. The sign will only be mounted to an operable, lighted barricade for a maximum of 24 hours. The sign will be mounted to a 4-inch x 4-inch post if the placement exceeds 24-hours.

- 6. Sidewalk Removal** - The removal of sidewalk and/or curb and gutter requires the use of lighted barricades with construction ribbon placed in a secure manner. Wooden lath with flagging or cones will not be allowed. Signs indicating "Sidewalk Closed" will be installed at the ends of construction areas.
- Y. Street Cleaning** - Monitor the public streets and sidewalks for dirt or mud that is tracked onto the public rights of way. All dirt and/or mud will be picked up, and not washed into the existing storm drain. The Contractor will clean the streets daily, or more often if so directed by the City Engineer. If the Contractor fails to keep the streets clean, the City may elect to clean the areas and charge the costs to the appropriate company.
- Z. Construction Water** - All construction water will be metered and paid for by the Developer or Contractor. The Contractor will obtain a hydrant meter permit from the City Finance & Administration Services Department for the use of construction water. If the Contractor desires to use their own hydrant meter, that hydrant meter will be brought to Finance & Administration Services to register the serial number and reading. All meters will be read by the Contractor, and the usage reading given monthly to the Engineering Department Construction Manager. Prior to project completion, the construction meter will be brought to the Support Services Department – Utilities Billing for a final reading and payment of all charges in full.
- AA. Water Valve Operation** - After the water system has been tied-in to the City of Lincoln water system, only City of Lincoln personnel will operate water valves. The only exception is when the Contractor has obtained written permission from the City Engineer. Due to the possible health and safety risks, extreme caution will be taken by the Contractor to be certain that no water valves in the active system are operated.
- BB. Pavement Milling Requirements** - All milled edges perpendicular and diagonal to the traveled way will be temporarily transitioned with temporary pavement ("cut-back"). A W8-8 "Rough Road" or W8-1 "Bump" sign will be installed 200-feet before the pavement milled location. The sign may be mounted to a metal flag tree stand for a maximum of 24-hours. If the sign is to be in place for longer than 24-hours, it will be mounted to a 4" x4" post.



**CC. Blasting and Explosive Requirements** - Prior to any and all blasting operations within the limits of the City of Lincoln, the Contractor will have written approval of these items:

1. A detailed blasting safety plan including existing structure and utility locations; type of explosives to be used including storage and security plan; the location, depth and drill/placement pattern; the peak particle and sonic velocity limitations; and the flyrock protection plan.
2. A valid California State Blasting License issued from the State of California Department of Industrial Relations, Occupational Safety and Health Administration.
3. A current City of Lincoln Business License.
4. City of Lincoln "Explosives Application/Permit" issued by the City's Fire Department the current required insurance documents as established by the Risk Manager on file in the Risk Manager's Office
5. Notify these City Departments 24 hours in advance of blasting: Police Dispatch: (916) 645-4040; Public Information Office: (916) 434-2492 (City Clerk) (916) 434-2493; Public Services: (916) 434-2450.
6. A complete and accurate blasting record for each blast completed including location of blasts with depth and number of drill holes, explosive used, quantity and location of seismographs, and all other information necessary to provide a complete record, which will be provided to City Engineer within 24-hours after blasting operations.

Copies of all required items will be on site and available to the City Engineer or law enforcement prior to and during any blasting activity.

**DD. Personnel** - Retain only personnel competent in the particular trade undertaken to be employed for the construction work.

**EE. Contractor Employee Vehicle Parking** - Inform the employees that parking will be limited to designated areas on-site, and will not encroach into designated wetland areas, tree protected zones, or any other areas protected by jurisdictional boundaries, Conditions of Approval, or City ordinances.

**FF. Trailer and Material Storage** - Obtain an Encroachment Permit from the Engineering Department prior to placing any dumpsters, construction materials, or equipment in the City of Lincoln right-of-way. Use of the City right-of-way will

not be approved if there is adequate storage space on-site. Construction offices or material trailers will not be placed within the City right-of-way. A copy of the Encroachment Permit will be visible at all times on the object(s) placed in the City right-of-way. The Permit posting may be placed on a lath and placed on the material.

**GG. Oversize and Overweight Permit Loads** - Obtain a Transportation Permit from the City Engineer should it be necessary to move oversized/overweight loads within the City of Lincoln. (County and State permits may also be necessary.)

**2-4** **CONTRACTOR RESPONSIBILITY** – In addition to the Standards previously stated, Contractor with contracts and agreements with the City will be responsible for these items:

**A. Inspection Requirements** - Inspection will be required for any improvement constructed to the City Public Facilities Improvement Standards, and for which it is intended that the City will assume maintenance responsibility.

1. The City requires a pre-construction meeting 72-hour prior to start of work. There are no exceptions to this requirement.
2. Each phase of construction will be inspected and approved prior to proceeding to subsequent phases.
3. Adequate access to the site for inspection will be provided at all times during the construction phase and for a minimum period of one year after completion of the work.
4. Private on-site grading and drainage will be inspected during construction by the City Engineer.
5. Test all constructed utilities in accordance with these Public Facilities Improvement Standards and manufacturer's and industry standards as specified. Any test data generated by the City Engineer, the Developer, or the Contractor will be immediately provided to all parties.
6. Any improvements constructed without inspection as provided above, or constructed contrary to the order or instructions of the City Engineer, will be deemed as not complying with the City Public Facilities Improvement Standards, and will not be accepted by the City. Written notice of non-compliance will be given to the developer and the contractor. All non-compliant work will be at the Developer's and/or Contractor's risk, and subject to rejection and removal. When the City Engineer deems the

improvements may proceed, a written notice will be provided by the City Engineer.

7. Within ten days after receiving the request for final inspection, the City Engineer will inspect the work. A written notice will be provided to the Contractor, Consulting Engineer, and Developer listing any particular defects or deficiencies that must be remedied. The Contractor will proceed to correct any such defects or deficiencies at the earliest possible date.
8. When the work has been completed, a second inspection will be made by the City Engineer to determine if the previously mentioned defects have been repaired, altered, and completed in accordance with the plans. After the City Engineer approves the work and accepts the work for the City, the Contractor, Consulting Engineer, and Developer will be notified in writing of the date of final approval and acceptance.
9. On assessment districts and projects where the City participates in the costs, quantities will be measured in the presence of the City Engineer, Consulting Engineer, and Contractor and witnessed accordingly.

**B. Saturday Inspection Services** – The Contractor will request Saturday inspection services in writing to City Engineer at least 48-hours prior to the time the inspection is needed using the Saturday Inspection form. Granting the request to provide Saturday inspection will be at the sole discretion of the City Engineer and will be subject to the availability of inspection personnel. If permission is received for any inspection services performed on Saturdays, either at the request of the contractor/developer, or at the discretion of the City Engineer, there will be overtime charged for this inspection work. If the Saturday services are desired, payment will be made at least 48-hours in advance, unless the current amount on deposit for plan checking and inspection fees is determined to be sufficient by the City Engineer.

## **2-5 MINIMUM REQUIREMENTS FOR MODEL HOME BUILDING PERMITS –**

Model home building permits may be issued when these items are completed and verified:

- A. Pad Grades** - The pad grades for the model home lots have been certified by a currently registered Civil Engineer, or a currently licensed Land Surveyor, and approved by the City Engineer.
- B. Property Corners** – All property corners for each of the model home lots will be staked to the satisfaction of the City Engineer. If curb and gutter and

sidewalk have been placed at the time model home permits are applied for, the front property corners will be marked as shown on appropriate detail presented in Section 2-10.

- C. Utilities** - All utilities, utility crossings and utility extensions to each lot, located within the roadway, will be installed except as provided for in the development agreement. Utilities include, but are not limited to, natural gas, electric, cable, telephone, water, sewer, and storm drain.
- D. Fire Protection** – An approved fire protection and access plan by the Fire Chief.
- E. Streets** – Construction of model homes will meet the following street conditions to the satisfaction of the City Engineer:
  - 1. Construction of model homes between May 1 and September 14 of each year will meet the following requirements:
    - a. All streets in the subdivision providing access to the model homes will have a minimum 20-foot wide road with a minimum 4-inch road base, compacted to withstand the imposed load of 75,000 pounds.
    - b. All model homes will have continuous street access from a maintained public street.
    - c. The public streets will be clean at all times.
    - d. The approved project Storm Water Pollution Prevention Plan (SWPPP) will be on site and be able to be in place within 12 hours.
  - 2. Construction of model homes between September 15 and April 30 of each year will meet the following requirements:
    - a. All streets in the subdivision providing access to the model homes will be paved with a minimum 2-inch thick asphalt concrete (AC) layer.
    - b. All streets will be connected to a maintained public road
    - c. The public streets will be clean at all times.
    - d. The approved project Storm Water Pollution Prevention Plan (SWPPP) will be on site and be able to be in place within 12 hours.
  - 3. If the Developer intends to obtain an alternative access to the model homes from an adjacent maintained public street, then the developer will obtain an encroachment permit from the City Engineer.

4. The Director of Community Development will require all construction work of any type on the model homes to cease immediately until all, or additional portions, of the subdivision improvements are finished, if necessary to protect the health, safety and/or welfare of the public and its workers.

## **2-6      MINIMUM REQUIREMENTS FOR PRODUCTION HOME BUILDING PERMITS**

Production home building permits may be issued once the subdivision has been verified to be substantially complete. The City Engineer will deem the subdivision substantially complete when these items are completed or verified, except as provided for in the specific Development Agreements:

- A. Roadways** – All surface street improvements (sidewalks, curbs, gutters, ramps, driveways and street paving) are installed.
- B. Wet Utilities** - All water, sewer and storm drainage components will be tested, approved and operational. This includes conformance to the City of Lincoln Fire Department's minimum flows for all fire hydrants. All manholes, water valves, and appurtenances are raised to grade and paved.
- C. Dry Utilities** - All underground gas, electric, telephone and TV cable facilities installed and backfill of trenches completed.
- D. Lighting** – Street lighting system tested and accepted.
- E. Pad Grades** – The pad grades for the building lots have been certified by a currently registered Civil Engineer, or a currently licensed Land Surveyor, and approved by the City Engineer.
- F. Property Corners** – The lot corners in the City sidewalk or curb and gutter and at the back of lots are marked to the satisfaction of the City Engineer and as shown on Standard Detail H-26 and Section 3-7P of these Improvement Standards.
- G. Storm Water Plan** - The approved project Stormwater Pollution Prevention Plan (SWPPP) will be on site and in place at all times.
- H. Signing and Striping** – Street name signs, traffic signs, and one-coat striping and markings.

- I. **Walls** - All common lot retaining walls detailed on the approved project improvement plans, and sound walls at lots for which permits are applied.
- J. **Recorded Map** - Final subdivision map is recorded.

**2-7      MINIMUM REQUIREMENTS FOR SUBDIVISION NOTICE OF COMPLETION (N.O.C.) –**

Prior to the acceptance of public improvements, these items will be completed and verified by the City Engineer:

- A. **Final Inspection** – The Contractor will request final inspection of construction improvements from all required City departments. Following this final inspection of the project, the City departments will issue the Contractor a final punch list. The Contractor will complete all items on the punch list and arrange for re-inspection as necessary.
- B. **Sound walls** – On all City owned and/or maintained sound walls the developer is required to submit acceptable written certification that an anti-graffiti paint coat has been placed on the sound walls.
- C. **Temporary Fencing** - Temporary fencing erected to enclose the frontage of model home areas will be removed from the City right-of-way.
- D. **Landscaping** – All required irrigation and landscaping will be in place and accepted.
- E. **Fees** – The Developer will have paid all outstanding plan check, inspection, and other fees due to the City.
- F. **Pad Certificates** – Lot pad elevation and compaction certifications will be forwarded to the City Engineer and Building Department and accepted by these Departments.
- G. **Bond** – The Developer will have posted a Maintenance Bond to cover the one-year construction maintenance warranty period. The Maintenance bond is to be 20% of final construction cost for public improvements only.

- H. **Record Drawings** – The Project Design Engineer will submit one complete set of mylars and one set of prints of the Record Drawings to the Engineering Department, prior to final acceptance of the completed improvements and filing of the Notice of Completion (NOC). There will be no exceptions permitted. Refer to the City Design Criteria & Procedures Manual Section 2-18.
- I. **NOC** – The developer will obtain sign-off of the “Notice of Completion Department Approval Form” from all required departments and deliver completed form to the PWD for processing the NOC.

**2-8 RESIDENTIAL OCCUPANCIES DURING SUBDIVISION BUILDING –**

Prior to the occupancy of one or more homes, the occupant(s) will have a safe, clean, unobstructed travel-way, including sidewalks, to access their home. This applies to newly constructed streets within the subdivision and extends to the closest existing street. These minimum standards are to be met:

- A. **Street Cleaning** – Streets will be thoroughly cleaned, from the back of walk to the opposite back of walk, which includes the streets, at the end of each workday.
- B. **Debris** – No building materials, portable toilets or construction equipment will be stored within the street right-of-way without a valid Encroachment Permit. Waste material including windblown debris, will be disposed of properly.
- C. **Landscape Materials** - Piles of landscaping related materials (such as cobbles, bark or gravel) may be staged in the streets for immediate use only with an Encroachment Permit. If stored overnight, a lighted barricade will be placed to each side of the pile, toward traffic. In no event will the pile extend into the street from the curb farther than the width of a parked car.
- D. **Barricades** - Unoccupied cul-de-sacs or other sections of streets for which there is no public access necessary will be barricaded. Barricades will be Type III (or fencing as approved by the City Fire Department), subject to the approval of the Engineering Department.
- E. **Temporary Fencing** - Temporary fencing erected to enclose the model home areas will not be placed further into the street than the top of the City curb. The fencing will not be anchored into the sidewalk, curb or gutter. The

fencing will be removed prior to issuance of a Notice of Completion. Fencing will maintain a minimum 3-foot clearance around fire hydrants.

**F. Other Requirements** – All other requirements within the Subdivision Ordinance and Building Division regulations for approval of occupancy will apply.

**2-9** **GUARANTEE AND WARRANTY** – The Contractor will guarantee and warrant all materials supplied as being fit for the purposes intended, and that all work performed as having been accomplished in a proper and workman-like manner.

Should any failure of materials and/or work occur within the warranty period, the Contractor will promptly make the needed repairs at the Contractor's own expense. Should such failure of work result in excessive maintenance by the City, or, in the opinion of the City, the failure is best left unrepaired, the Contractor will incur the additional maintenance cost. The cost will be equal to the annual maintenance cost divided by the current prime rate.

Should the Contractor not make or undertake the necessary repairs within 30-days of having received written notification from the City Engineer, the City may make the repairs, and the Contractor will pay the entire cost. If, in the opinion of the City Engineer, delay would cause a serious hazard to the public, or serious loss or damages, the repairs may be made without prior notice to the Contractor, and the Contractor will pay the entire cost. An immediate and reasonable attempt will be made to notify the Contractor of this emergency repair problem.

The procedure for review, repair and release of guarantee and warranty obligations will be:

**A. Subdivision Improvements & Encroachment Permit Improvements** – The guarantee and warranty will continue for a period of one-year after Notice of Completion for all work installed under a Subdivision Agreement or Encroachment Permit. The appropriate Subdivision Agreement or Encroachment Permit will be binding in its entirety.

This procedure will be followed for the completion of the guarantee and warranty period for the improvements:

- 1. City's Responsibility** – The City Engineer will notify all necessary City departments to complete their guarantee and warranty inspections during the tenth or eleventh month following the Notice of Completion. Each department will prepare and deliver a final punchlist to the City Engineer for delivery to the Contractor by the end of the eleventh month.



2. **Final Punch List** – Within 30-days of receiving the final punch list (during the eleventh or twelfth month), the Contractor will repair or address all items indicated. The City Engineer will notify all City departments that issued an original punchlist to re-inspect listed repairs.
3. **Legal Action** – Upon the City’s approval of the repairs, the maintenance bond will be allowed to expire, at the conclusion of one-year following the Notice of Completion. If the Contractor does not complete the required work by the end of the twelfth month, the list of repairs will be referred to the City Attorney’s office for further management.

**B. Underground Warranty Work within City Street Right-of-Way** – All Underground work done for repair, or as a result of the one-year warranty inspection, will comply with these requirements:

1. **Pavement Cutting** – Any cutting in City right-of-way will be requested to and approved in writing by the City Engineer. Restoration will be directed by the City Engineer and may include a complete road overlay of 0.2-foot minimum after the trenching and repair, or a complete road reconstruction to match existing surface. The restoration will depend on the extent of asphalt concrete patching necessary and the quality of the road surface. In no event will less than a slurry seal over the entire street width, in the area of the patches, be required.
2. **Backfill** – All backfill in City streets will be two-sack, concrete slurry per CalTrans Standard Specification 19-3.02E.
3. **Patching** – The asphalt concrete patch will conform to Standard Detail H-25.
4. **Closed Circuit TV and Mandrel Pipe Testing** – All main line and services lateral pipes for storm drain will be tested in accordance with Section 6-9 prior to acceptance of subgrade.

**2-10 CONTRACTOR AND DEVELOPER DETAILS** – Refer to Detail CD-1 for the required signature block detail information.

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<b>CITY OF LINCOLN DEPARTMENT OF PUBLIC WORKS</b>				
CITY ENGINEER APPROVAL:			DATE:	
STREETS	GRADING	SEWER	WATER	DRAINAGE

**IMPROVEMENT PLANS**

<b>CITY OF LINCOLN DEPARTMENT OF PUBLIC WORKS</b>		
APPROVED	_____	_____
	STREET LIGHTS	DATE

**SUBDIVISION STREET LIGHT PLANS**

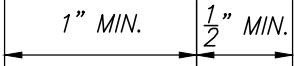
APPROVED BY:	
_____	_____
WATER	DATE

**SUBDIVISION WATER DISTRIBUTION PLANS  
(ADD TO WATER PLANS ONLY)**

REVISIONS	NO.	DESCRIPTION	CITY APPROVAL	
			APPROVED BY	DATE

<b>CITY OF LINCOLN DEPARTMENT OF PUBLIC WORKS</b>		
APPROVED	_____	_____
	ENCROACHMENT	DATE

**ENCROACHMENT PLANS**



**PLAN REVISION**

**NOTES:**

1. TO BE PLACED ADJACENT TO SIGNATURE BLOCK ON TITLE SHEET.
2. TO BE PLACED ON ALL SHEETS WHICH INCLUDE THE REVISION.

<b>CITY OF LINCOLN ENGINEERING DEPARTMENT</b>	
<b>SIGNATURE BLOCKS</b>	

REVISIONS:	DATES:	APPROVED:
		CITY ENGINEER      DATE

SCALE: NONE  
DATE: SEPTEMBER 2019  
DRAWN BY: C.G.

CD-1