Prepared by
ATEF FARAG, P.E.
AMMANN&WHITNEY

NEW YORK CITY DEPARTMENT OF DESIGN AND CONSTRUCTION

DIVISION OF INFRASTRUCTURE

SCOPS (STANDARD CONSTRUCTION OPERATING PROCEDURES)

1998 - 2003

CITY OF NEW YORK
MICHAEL R. BLOOMBERG, MAYOR

DEPARTMENT OF DESIGN AND CONSTRUCTION
DAVID J. BURNEY, AIA, COMMISSIONER
RICHARD OCKEN, DEPUTY COMMISSIONER
JOHN W. PUSZ, P.E., FIRST ASSISTANT COMMISSIONER
J EVANS DOLEYRES, P.E., ASSISTANT COMMISSIONER
RICHARD ZETTERLUND, P.E., ASSISTANT COMMISSIONER

Rev. DEC. 2003
DDC99-1

NEW YORK CITY DPT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE / CONSTRUCTION SUPPORT

STANDARD CONSTRUCTION OPERATING PROCEDURES "S C O Ps"

INDEX SHEET OF ALL SCOPs

SCOP No.	SUF-FIX	DATE ISSUE	SCOP TITLE	CATEGORY	SUB CATEGORY	SUPER-SEDES	SUPPLE-MENTS
98-001	G	11/10/98	Standard Construction Operating Procedure System - Implementation	Administrative	Scop System	N/A	N/A
98-002	G	11/10/98	Cost Allowance for Contractor-Owned Equipment & Materials ***(superseded by 99-004)***	Change Orders	Cost Estimate	N/A	N/A
98-003	S	11/10/98	As-Builts Records for Sewers Projects - R.E. Responsibility ***(See also 00-005)***	Record Keeping	As-Built	N/A	N/A
98-004	G	11/10/98	Below Cost Bid Items	Record Keeping	Bid Items	N/A	N/A
98-005	G	11/10/98	Delivery of Excess Fill to DOS	Contract Compliance	Excess Fill	N/A	N/A
98-006	G	11/10/98	Pedestrian Ramp As-Built Inventory	Record Keeping	As-Built	N/A	N/A
98-007	G	11/10/98	Substantial Completion Sign-Off - QA Notification	Close-Out	Substantial Completion	N/A	N/A
98-008	G	11/10/98	Contractor's Performance Evaluations and Unsatisfactory QA Ratings	Record Keeping	Contractor Evaluation	N/A	N/A
98-009	G	12/3/98	QA Advance Notice Bi-Weekly project Information ***(superseded by 98-011)***	Administrative	QA Notification	N/A	N/A
98-010	G	12/8/98	Cold Weather Concreting	Construction	Concrete	N/A	N/A
98-011	G	12/30/98	QA Advance Notice Bi-Weekly project Information ***(superseded by 01-004)***	Administrative	QA Notification	98-009 G	N/A
99-001	G	1/5/99	Cold Weather Protection of Water Services ***(superseded by 00-001)***	Construction	Water Services	N/A	N/A
99-002	G	3/2/99	Fixed Asset Reporting	Record Keeping	Fixed Asset	N/A	N/A
99-003	S	4/1/99	Maintenance and Protection of Existing Sewers	Construction	Submittals	N/A	N/A
99-004	G	4/1/99	Cost Allowance for Contractor-Owned Equipment and Materials	Change Orders	Cost Estimate	98-002 G	N/A
99-005	G	4/2/99	Commercial Vehicle Requirements for DDC Haulers	Contract Compliance	Haulers	N/A	N/A
99-006	G	4/2/99	School Construction Embargo for Various Location Contracts	Project Schedule	Schools	N/A	N/A
99-007	G	9/23/99	Protocol for Additional Work Requests on Construction Projects	Administrative	Additional Work	N/A	N/A
99-008	G	10/26/99	Notification of Substantial Completion ***(superseded by 01-002)***	Close-Out	Substantial Completion	N/A	N/A
99-009	G	10/27/99	Site Visitor Sign In	Record Keeping	Visitors	N/A	N/A

Suffix Types: G-General, H-Highway, S-Sewers, W-Water

NEW YORK CITY DPT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE / CONSTRUCTION SUPPORT

STANDARD CONSTRUCTION OPERATING PROCEDURES "S C O Ps"

SCOP No.	SUF-FIX	DATE ISSUE	SCOP TITLE	CATEGORY	SUB CATEGORY	SUPER-SEDES	SUPPLE-MENTS
00-001	G	4/5/00	Cold Weather Protection of Water Services	Construction	Water Services	99-001 G	N/A
00-002	G	2/25/00	Fly Ash in DEP Concrete	Concrete	Fly Ash	N/A	N/A
00-003	G	3/27/00	Sheeting and Bracing - Constructability Review ***(See also 01-007)***	Construction	Submittals	N/A	N/A
00-004	G	3/27/00	Daily Water Main Shutdown Log	Administrative	Water Main Shutdown Log	N/A	N/A
00-005	S	4/5/00	As-Built Records for Sewers Projects - R.E. Responsibility	Record Keeping	As-Built Records	N/A	98-003 S
00-006	G	6/22/00	Catch Basin As-Built Inventory	Record Keeping	As-Built	N/A	N/A
00-007	G	7/27/00	Borough Survey Monuments - Protection and Installation	Construction	Monuments	N/A	N/A
00-008	G	7/27/00	Construction Site Emergency / Accident Notification	Administrative	Notifications	N/A	N/A
00-009	G	10/31/00	Steel Reinforcement - Impalement Prevention	Construction	Safety	N/A	N/A
00-010	S	12/8/00	Catch Basin Connections on SE-CB Projects	Construction	Catch Basins	N/A	N/A
01-001	G	3/12/01	Extended Water Shutdown Notice	Administrative	Water Shutoff Notice	N/A	N/A
01-002	G	2/22/01	Notification of Substantial Completion	Close-Out	Substantial Completion	99-008 G	N/A
01-003	G	3/15/01	Legal Inquiries	Administration	Legal Inquiries	N/A	N/A
01-004	G	3/14/01	QA Advance Daily Project Information Notification	Administrative	QA Notification	98-011 G	N/A
01-005	G	5/2/01	Temporary Processing, Stockpiling and Storage Sites	Administration	Submittals	N/A	N/A
01-006	G	5/29/01	Potential Claims By The Public	Construction	Claims	N/A	00-008G
01-007	G	6/15/01	Shop Drawing Approval	Construction	Shop Drawings	N/A	00-003G
01-008	G	8/2/01	Standard Record Keeping	Record Keeping	Project Records	N/A	N/A
01-009	W	8/9/01	Water Main In-Service Notification	Record Keeping	As-Built	N/A	N/A
01-010	G	8/28/01	Monitoring Structures During Construction	Administrative	Submittals	N/A	N/A
01-011	G	9/17/01	Location of Major Underground Facilities	Construction	Major Under- ground Facilities	N/A	N/A
01-012	G	8/3/01	Material Testing - QA Lab	Construction	Material Testing	N/A	N/A

Suffix Types: G-General, H-Highway, S-Sewers, W-Water

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SCOP No.	SUF-FIX	DATE ISSUE	SCOP TITLE	CATEGORY	SUB CATEGORY	SUPER-SEDES	SUPPLE-MENTS
02-001	G	1/8/01	REI Consultant Final Acceptance	REI Contract	Close-Out	N/A	N/A
02-002	G	1/16/02	Water Service Repair Log	Construction	Water Services	N/A	N/A
02-003	G	4/2/02	Revised Standard Construction Contract	Administrative	Contract	N/A	N/A
02-004	G	1/24/02	Summonses and Fines	Administrative	Summonses	N/A	N/A
02-005	G	3/6/02	Garbage Collection on Project Sites	Administrative	Garbage Pickup	N/A	N/A
02-006	W	1/25/02	Water Main Tap Card	Construction	Water Mains	N/A	N/A
02-007	G	1/28/02	Monthly Pedestrian Ramp Reports	Administrative	Ped Ramps	N/A	N/A
02-008	G	2/4/02	Field Office E-mail	Administrative	E-mail	N/A	N/A
02-009	G	3/27/02	Preconstruction Meeting Agenda	Preconstructio n	Meeting	N/A	N/A
02-010	G	8/1/02	Time Extension for REI Contracts	Administration	Time Extension	N/A	N/A
02-011	G	4/23/02	Type-1 Catch Basins	Construction	Catch Basins	N/A	N/A
02-012	G	4/24/02	NY State DEC Permits	Administrative	Permits	N/A	N/A
02-013	G	4/26/02	Sewer Entry in Manhattan - Special Precautions	Construction	Safety	N/A	N/A
02-014	G	5/6/02	Construction Site Safety Emergency Protocol **(See also 02-016)**	Administrative	Notifications	N/A	00-008G
02-015	G	9/16/02	Critical Traffic Signs Maintenance	Construction	Traffic Signs	N/A	N/A
02-016	G	10/22/02	Safety Policy	Administrative	Safety	N/A	00-008G 02-014G
02-017	G	12/12/02	Safety/Coalition Incidents Policy	Safety	Site Security	N/A	N/A
02-018	G	12/31/02	Mailbox Notices	Administrative	Notifications	N/A	N/A
02-019	G	12/23/02	Alcohol Use on Job Sites	Safety	Policy	N/A	N/A
03-001	G	6/2/03	Patrol of Inactive Projects/Completed Locations	Administration	Construction	N/A	N/A
03-002	G	12/30/03	Contractor/Consultant Performance Evaluations (supersedes 98-008)	Record Keeping	Evaluations	98-008G	N/A
03-003	G	6/12/03	Markouts - Prior Notice Sidewalk contracts	Administration	Construction	N/A	N/A
03-004	G	6/24/03	Site Patrol of Projects by EIC	Administration	Construction	N/A	N/A
03-005	G	10/31/03	Pedestrian Ramp As-Built Inventory (supersedes 98-006)	Record Keeping	As-Built	98-006G	N/A

Suffix Types: G-General, H-Highway, S-Sewers, W-Water

NEW YORK CITY DPT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE / CONSTRUCTION SUPPORT

STANDARD CONSTRUCTION OPERATING PROCEDURES "S C O Ps"

SCOP No.	SUF-FIX	DATE ISSUE	SCOP TITLE	CATEGORY	SUB CATEGORY	SUPER-SEDES	SUPPLE-MENTS
04-001	G	4/26/04	Weekly Status of Pedestrian Ramp And Sidewalk Construction Work	Record Keeping	Construction	N/A	N/A
04-002	G	2/24/04	Public Affairs Communication Protocol	Administrative	Public affairs	N/A	N/A
04-003	G	4/26/04	Pay Telephone Removal	Preconstruction	Utilities	N/A	N/A
04-004	G	4/26/04	Status of Milled Locations	Record Keeping	Construction	N/A	N/A
04-005	G	4/28/04	Parking Meter Removal	Construction	Parking Meters	N/A	N/A
04-006	G	4/30/04	Summer Heat Alert Procedures - Con Edison ***(superseded by SCOP 05-005)***	Construction	Con Ed Utilities	N/A	N/A
04-007	G	5/4/04	Garbage Collection on Projects Sites	Administrative	Garbage Pickup	02-005	N/A
04-008	G	5/10/04	Panda Compaction Test Results	Construction	Compaction	N/A	N/A
04-009	G	10/18/04	Shop Drawing Approval ***(see also SCOP 04-010)***	Construction	Shop Drawings	01-007G	00-003G
04-010	G	6/1/04	Sheeting and Bracing - Constructability Review ***(supersedes SCOP 00-003 & supplements SCOP 04-009)***	Construction	Submittals	00-003G	04-009G
04-011	G	6/1/04	Summer Heat Alert Procedures - LIPA	Construction	LIPA Utilities	N/A	N/A
04-012	G	8/23/04	Daily Water Main Shutdown Log ***(see also SCOP 04-014G)***	Administrative	Water Main Shut-Down Log	00-004G	N/A
04-013	G	9/22/04	Tree Consultant Procurement and Payments	Construction	Tree Consultant	N/A	N/A
04-014	G	5/5/05	Water Shutdown Planning for Holidays and Special Events	Construction	Water Main	N/A	04-012G
04-015	G	12/29/04	Trunk Water Main Shutdown Request	Construction	Water Main Shutdown	N/A	N/A
05-001	G	2/8/05	Community Construction Liaison Selection Procedure	Construction	Community Liaison	N/A	N/A
05-002	G	6/29/05	Substitution of Permanent for Temporary Asphaltic Concrete	Construction	Temporary Asphalt	N/A	N/A
05-003	G	5/10/05	Use of Sewer Television Inspection Items on Trench Restoration Projects	Construction	TV Inspection Trench Restoration	N/A	N/A
05-004	G	10/4/05	Water Shut Down Planning ***(supplements SCOP 04-012 & 05-002)***	Construction	Con Ed Utilities	N/A	04-012G 05-002G
05-005	G	5/11/05	Summer Heat Alert Procedures - Con Edison (Revised 4/7/05) ***(supersedes SCOP 04-006)***	Construction	Con Ed Utilities	04-006G	N/A
05-006	G	5/17/05	DDC Protocol For Working Near Energized Overhead Electrical Distribution Systems	Construction	Utilities	N/A	N/A
05-007	W	6/29/05	Water Main Tap Cards (New) ***(supersedes SCOP 02-006)***	Construction	Water Main	N/A	N/A

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SCOP No.	SUF-FIX	DATE ISSUE	SCOP TITLE	CATEGORY	SUB CATEGORY	SUPER-SEDES	SUPPLE-MENTS
05-008	G	11/16/05	Sewer Connection Assessments	Record Keeping	Assessments	N/A	N/A
05-009	G	6/15/06	QACS Qualification of field Personnel-ID Cards verification	Construction	Material Testing	N/A	01-012G
05-010	G	6/21/05	Catch Basin Type 3 Substitution Request by Utilities	Administrative	Construction	N/A	N/A
05-011	G	10/3/05	Material Release and Shipping Authorization - QACS	Construction	Material Acceptance	N/A	N/A
06-001	W	2/13/06	Protocol for disinfecting and activating Trunk water mains and Appurtenances	Construction	Water Mains	N/A	04-015G
06-002	G	2/14/06	Shop Drawing log Sheet	Construction	Shop Drawings	N/A	01-00G
06-003	W	6/27/06	Use of temporary Construction Valves on Distribution watermains	Construction	Water Mains	N/A	N/A
06-004	G	6/26/06	Tree Consultant Procurement and payment (Revised)	Construction	Tree Consultant	04-013G	N/A
06-005	W	6/26/06	Watermain Field Card	Construction	Water Mains	N/A	N/A
06-006	G	10/17/06	Sewer AsBuilts - Repairs	Construction	As-Built	98-003G; 00 005G	N/A
06-007	G	10/18/06	Storm Water Protection Plan (SWPPP)	Construction	NYSDEC Permit	N/A	N/A
06-008	G	10/27/06	Sidewalks - ADA Compliance	Construction	Sidewalks	N/A	N/A
06-009	G	12/19/06	Street Lighting & Traffic Signals Coordinator	Construction	Street Lighting, Traffic Signal	N/A	N/A
07-001	G	1/12/07	Pedestrian Ramp Installation Guidelines	Construction	Pedestrian Ramps	N/A	02-007, 03-005, 04-001

Suffix Types: G-General, H-Highway, S-Sewers, W-Water

NEW YORK CITY DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE / CONSTRUCTION SUPPORT UNIT (CSU)

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SCOPs KEYWORD INDEX

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STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 98 - 001 G

CATEGORY.. : ADMINISTRATIVE
Subcategory : SCOP SYSTEM

Keywords ..... : SCOP, STANDARD PROCEDURES

SUBJECT: STANDARD CONSTRUCTION OPERATING PROCEDURE SYSTEM - IMPLEMENTATION

Supersedes... : N/A
Supplements.... : N/A
Sheet..... : 1 of 1

APPROVED: _____
Assistant Commissioner William F. Lipski, P.E.

Issue Date..... : November 10, 1998

SCOP SYSTEM: A Standard Construction Operation Procedure (SCOP) system is being implemented by Infrastructure/Construction in order to unify and organize the way in which procedures are distributed to and maintained by field personnel. SCOP's will replace many of the memos, e-mails, and directives issued by the D/C and A/C's regarding a wide variety of Infrastructure/Construction topics and issues. In addition, the SCOP system will identify which previous SCOP's have been superseded or supplemented by each subsequent SCOP, allowing for field personnel to easily locate and refer to the latest applicable procedures. SCOP's will be issued to redistribute previously issued items in order to ensure that everyone has received these items and that new employees, when given a SCOP binder, will have a complete and up to date reference.

FORMAT: Each SCOP will be numbered using the last two digits of the calendar year issued, followed by consecutive numbers starting at one each year, followed by the letter G (General), H (Highway), S (Sewer), or W (Water). Each SCOP will be given a subject, category, and subcategory. The SCOP's superseded or supplemented by the new SCOP will also be listed.

CONTENTS: A listing of SCOP's by issue #, category and suffix will be kept by Construction Support and issued periodically as new SCOP's are issued.

INDEX: An index of the keywords will be maintained by Construction Support and issued periodically as new SCOP's are issued. The SCOP's are maintained in Excel which allows searching for the keywords or other specific words.

BINDER: Each R.E. and the Borough Office will be required to maintain a binder containing current SCOP's with contents and index for reference by all DDC employees at each office.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **COST ALLOWANCE FOR CONTRACTOR-OWNED EQUIPMENT AND MATERIAL**

APPROVED: *Assistant Commissioner William F. Lipski, P.E.*

SCOP.....: 98 - 002 G

CATEGORY..: CHANGE ORDERS
Subcategory : COST ESTIMATES

Keywords .....: EQUIPMENT, MATERIAL, COST ESTIMATE
Supersedes...: N/A
Supplements....: N/A
Sheet.....: 1 of 1

Issue Date.....: November 10, 1998

The attached memo dated June 8, 1992 from the Mayor's Office of Construction and the Comptroller's Office titled "COST ALLOWANCE FOR CONTRACTOR-OWNED EQUIPMENT AND MATERIAL" is to be followed on all change orders to establish costs for contractor owned equipment and material.

SUPERSEDED BY SCOP 99-004 G

SUPERSEDED BY SCOP 99-004 G

JOINT DIRECTIVE NO. 1

TO: ALL CONSTRUCTION AGENCIES

FROM: RUDOLPH J. RINALDI
DIRECTOR, MAYOR'S OFFICE OF CONSTRUCTION

BARBARA S. MEHLSACK
DEPUTY COMPTROLLER FOR CLAIMS AND ADJUDICATIONS

DATE: JUNE 8, 1992

RE: COST ALLOWANCE FOR CONTRACTOR-OWNED EQUIPMENT AND MATERIAL [PPB RULE 9-02(q)(1)]

Section 9-02(q)(1) of the Procurement Policy Board Rules states "Direct cost allowances for contractor-owned equipment shall be at such rates as the Office of Construction and Comptroller may from time to time direct." In order to establish equipment rates related to additional work, the following cost standards for contractor-owned equipment and material are herewith promulgated:

EQUIPMENT

A. Rental rates for on-site equipment provided by the contractor shall be reimbursed at 75% of the monthly rates provided by the appropriate edition of "Rental Rates and Specifications for Construction Equipment Book" ("Green Book") published by Associated Equipment Distributors, prorated hourly for the actual hours used (subject to the restrictions of Paragraph D below).

B. Equipment brought to the site solely for the performance of extra work shall be reimbursed at 75% of the monthly "Green Book" rates, prorated daily for the number of days actually used, plus the reasonable costs of "move in and move out."

SUPERSEDED BY SCOP 99-004 G

C. Equipment brought to the site solely for the performance of extra work when the subject equipment is on "standby" shall be reimbursed at 33 1/3% of the "Green Book" monthly rates, prorated daily, plus the reasonable cost of move in and move out.

D. For multiple shift utilization, reimbursement shall be calculated as follows:

First shift - .75 of "Green Book" rental rates
Second Shift - .60 x first shift rate
Third Shift - .40 x first shift rate

The maximum reimbursement for any twenty-four (24) hour period shall be calculated at twice (2x) the daily rate as calculated in Paragraph A above.

E. The aforementioned reimbursement schedules shall be applicable only to serviceable equipment that is capable of efficiently performing its intended on-site function in accordance with the additional work requirements.

F. The cost of equipment characterized as "small tools" is deemed to be included in the contractor's overhead factor and shall not be eligible for separate reimbursement, whether contractor-owned or leased separately. This type of equipment generally encompasses items that are ordinarily required for the performance of the worker's job function, and includes but is not limited to equipment which ordinarily has no licensing, insurance or substantive storage costs associated with it, such as circular and chain saws, impact drills, threaders, benders, wrenches, socket tools, etc.

MATERIAL

A. In establishing rental payments for materials (e.g. scaffolding, plating or sheeting), consideration may be given to the actual or the estimated life cycle of the material for use on other projects or rental rates may be established on the basis of purchase or salvage value whichever is less.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 98 - 003 S

CATEGORY.. : RECORD KEEPING
Subcategory : AS-BUILTS

Keywords ..... : AS-BUILT, RECORDS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1of 1

Issue Date..... : November 10, 1998

SUBJECT: AS-BUILT RECORDS FOR SEWER PROJECTS - R. E. RESPONSIBILITY

APPROVED: _____
Assistant Commissioner / William F. Lipski, P.E.

In order to eliminate the need for extensive records research by the as-built unit, and to expedite the production of sewer as-built drawings, commencing immediately, all pertinent as-built information must be recorded in the field on a daily or weekly basis by the Resident Engineer or his designee. This as-built information is to be neatly recorded on a copy of the project drawings* in red pen or red pencil. Any information on the design drawing that has not changed in construction, does not have to be re-recorded. The following as-built information, at a minimum, must be recorded:

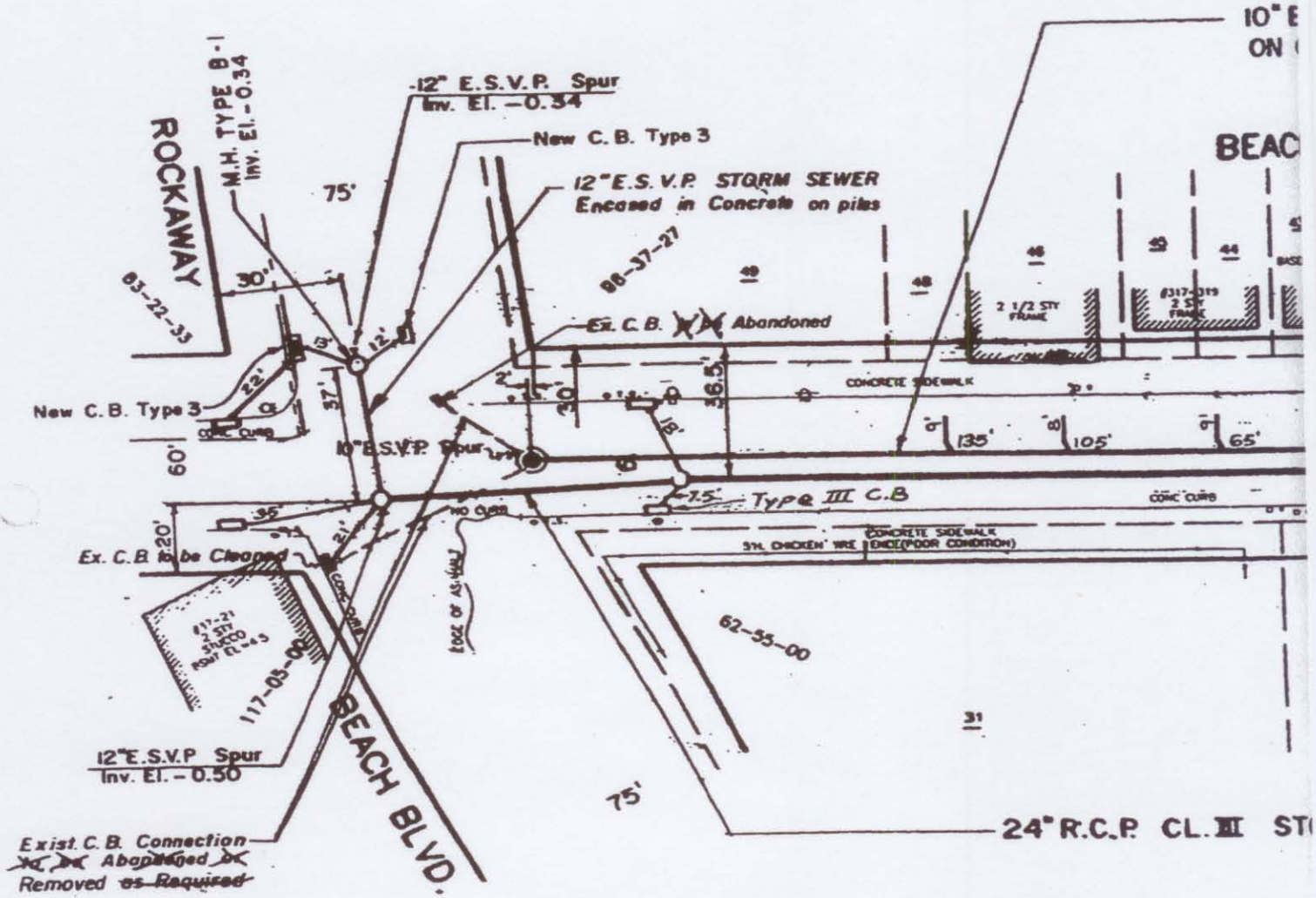
1. All changes to the original contract drawings including changes in pipe material, pipe size, change from cradle to encasement, change order work, etc.
2. Location (if changed) from the centerline of the sewer pipe to the property line.
3. All new house connection and reconnection locations, lengths, sizes, and pipe materials.
4. Changes in manhole type or size. Record if the manhole was precast or cast in place.
5. All catch basin locations and types, basin connection lengths, and catch basins numbers.
6. All pile limits and a profile of pile tip elevations (every 50 feet).
7. Any sheeting left in place.
8. Limits and depth of unsuitable fill (> than 1 foot) removed under the pipe and replaced with stone ballast.
9. Limits of rock excavation with top of rock profile.
10. Any other item that would be important for future construction in the area (e.g. oil-o-static lines, TA facilities, etc.)

General notes should be used with exceptions noted. For example "All manholes are 6' Φ precast unless otherwise noted.

On "In House" Supervised projects do not record the sewer lengths between manholes or the invert or rim elevations. At substantial completion, the as-built drawings must be hand delivered to the Project Close-out Unit (PCU) As-Built Section, or onsite directly to the PCU surveyor. The sewer as-built lengths from manhole to manhole as well as the invert and rim elevations will be obtained by and recorded on the plans by the PCU surveyor.

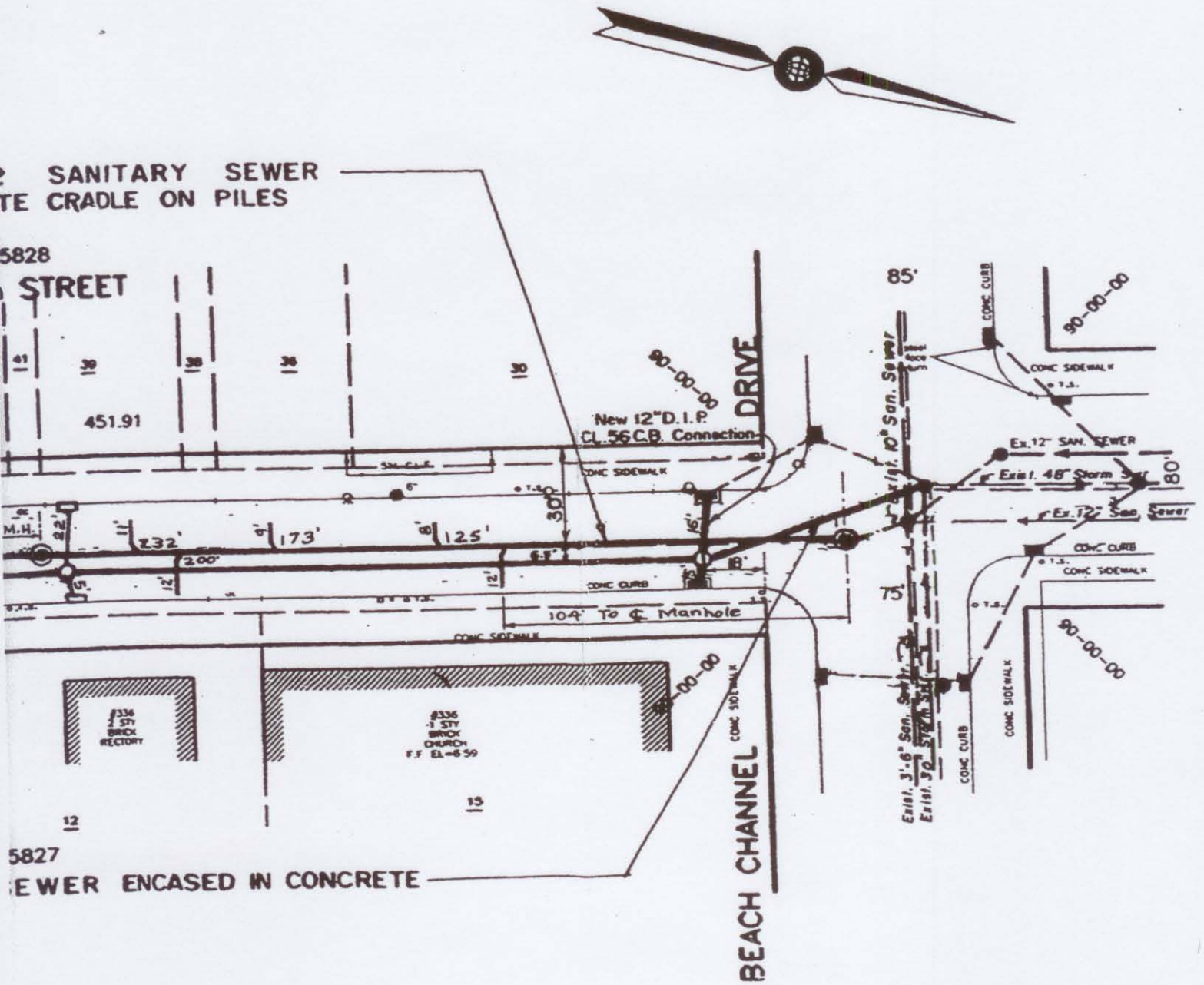
All information must be recorded neatly and legibly so drawings can be transmitted to DEP.

* In the near future, "cleaned up" design drawings, labeled "As-Built" will be furnished at the start of each project for this purpose.



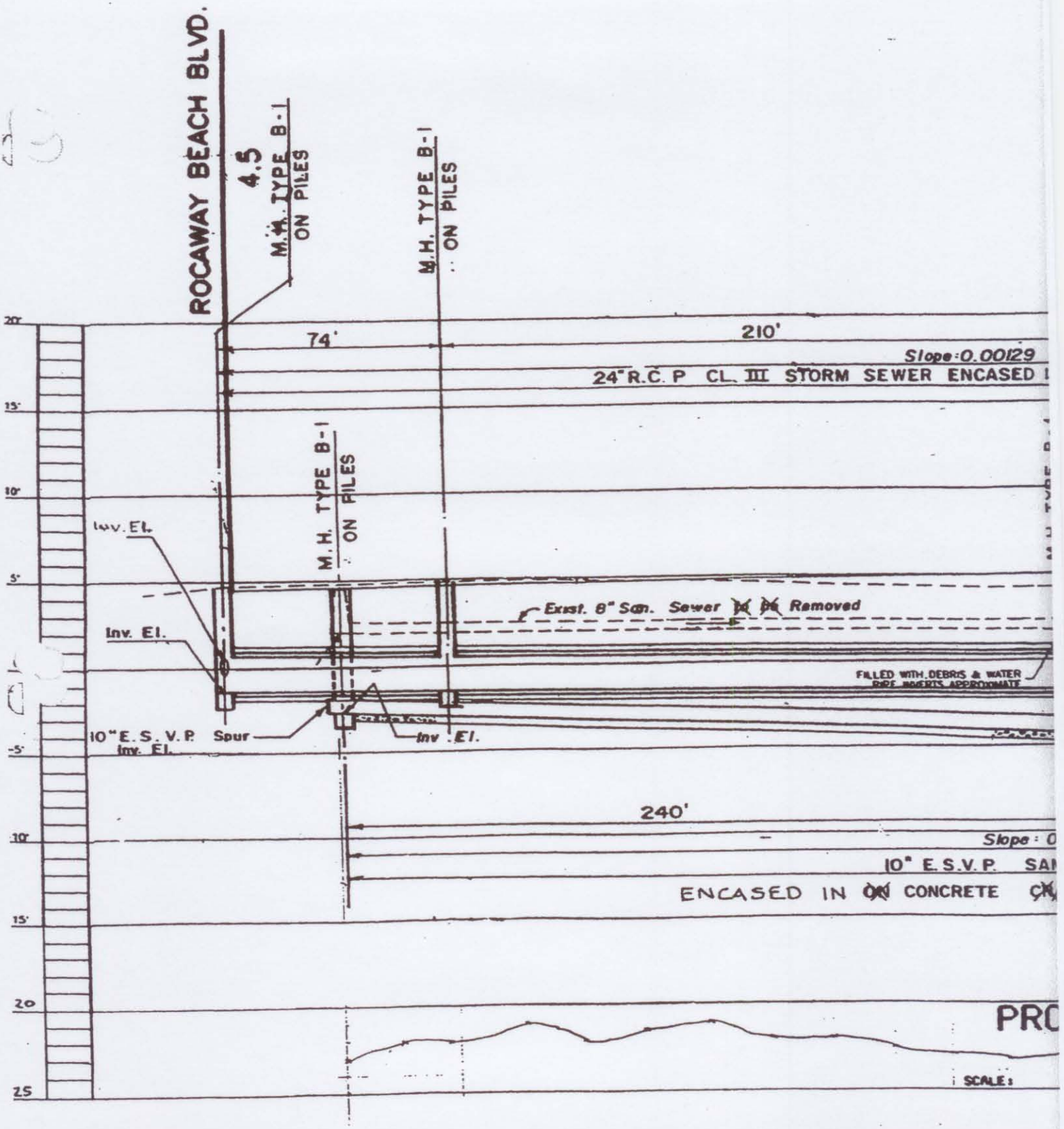
GENERAL NOTES

1. PAYMENT LENGTHS ARE MEASURED FROM INNER FACE TO INNER FACE OF MANHOLES OR CHAMBERS.
2. DISTANCES BETWEEN MANHOLES ARE MEASURED FROM CENTERLINE OF COVER TO CENTERLINE OF COVER. COVERS ARE SHOWN AS SMALL FILLED CIRCLES.
3. HOUSE CONNECTION DISTANCES ARE MEASURED FROM THE CENTER OF THE DOWNSTREAM MANHOLE STRUCTURE.
4. FLOW DIRECTION IS INDICATED BY SHORT ARROWS PARALLEL TO THE SEWER LINE.
5. UNLESS OTHERWISE NOTED:
   a) ALL CATCH BASINS ARE STANDARD TYPE - 2
   b) ALL HOUSE CONNECTIONS ARE 6" E.S.V.P.


SANITARY SEWER
TE CRADLE ON PILES
5828
STREET
451.91
New 12"D.I.P.
CL. 56 C.B. Connection
DRIVE
BEACH CHANNEL
85'
80'
75'
90-00-00
CONC CURB
CONC SIDEWALK
Ex. 12" SAN. SEWER
Exist. 48" Storm Sewer
Ex. 12" San. Sewer
Exist. 10" San. Sewer
Exist. 3'-6" San. Sewer
Exist. 32" Storm Sewer
M.H.
232'
173'
125'
200'
104' To ℄ Manhole
30'
#336
2 STY
BRICK
RECTORY
#336
2 STY
BRICK
CHURCH
F.F. EL.=8.59
12
13
5827
EWER ENCASED IN CONCRETE

LAN

E: 1" = 30'



NO.	DATE	DESCRIPTIONS	APPR'D
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FOR
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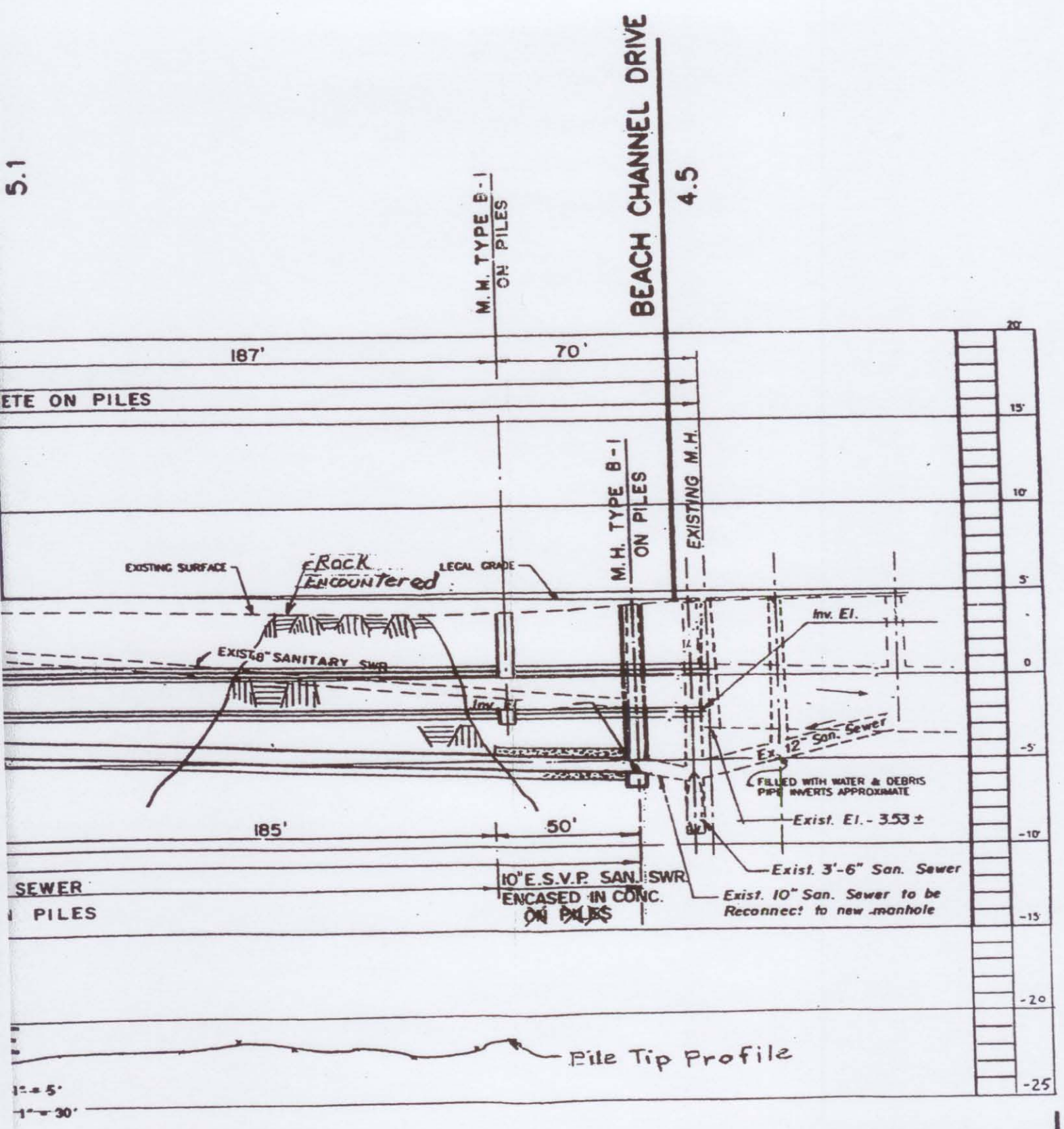


CAPITAL PROJECT SEQ-002363/200249

TRUSTION OF SANITARY AND STORM SEWERS AND APPURTEANCES IN:
AND 38th STREETS BETWEEN ROCKAWAY BEACH BLVD. AND
BEACH CHANNEL DRIVE

PLAN & PROFILE

DATE: AUGUST 1994

SHEET 3

2301

OF 4

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **BELOW COST BID ITEMS**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 98 -004G

CATEGORY.. : RECORD KEEPING
Subcategory : BID ITEMS

Keywords .....: BID ITEMS
RECORDS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : November 10, 1998

Project, payment, certification, and sampling records must be kept for all bid items, even those that are bid below cost (e.g. $0.01/unit). This is to be done even if the contractor has indicated he does not want to pursue payment for these items. Although their cost may be insignificant, the records regarding the use of these items are important and must be kept.

DDC

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP.....: 98 - 005 G

CATEGORY..: CONTRACT COMPLIANCE
Subcategory : EXCESS FILL

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: DELIVERY OF EXCESS FILL TO DOS

Keywords .....: DOS,
EXCESS FILL

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED:

Assistant Commissioner - William F. Lipski, P.E.

Issue Date.....: November 10, 1998

Many projects (except in the Bronx) require that all or some of the suitable excess excavated material be delivered to the DOS Freshkills Landfill. Each Resident Engineer must review the contract specifications and determine if this is a contract requirement. If it is, the contractor must provide and the R.E. must collect and file the DOS delivery ticket-receipts. Throughout the active period of the contract, the R.E. must monitor the contractor's compliance with excess fill requirements and notify the contractor during the contract if the R.E. feels the contractor is not complying with this requirement. Too often, non-compliance has been established after completion of the work when the fill is no longer available for delivery to DOS, resulting in substantial credits being taken.

ATTACHMENTS: NONE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 98 - 006 G

CATEGORY.. : RECORD KEEPING
Subcategory : AS-BUILTS

Keywords ..... : AS-BUILTS, PEDESTRIAN RAMPS

SUBJECT: PEDESTRIAN RAMP AS-BUILT INVENTORY

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED:

Assistant Commissioner / William F. Lipski, P.E.

Issue Date..... : November 10, 1998

Effective immediately, Resident Engineers on all DDC Infrastructure projects will be responsible for completing and submitting the attached "Pedestrian Ramp As-Built Inventory" upon the completion of the pedestrian ramps at a particular intersection. The inventory is to be submitted to the Construction Support Unit, 3rd floor at 30-30 Thomson Ave. From there, the inventory information will be forwarded to DOT who is responsible for maintaining a database of this as-built information.

In order to ensure all as-built information was received and accurately recorded, at or near substantial completion each Resident Engineer is required to submit a final package of "Pedestrian Ramp As-built Inventory" forms, including those previously submitted, with a "Pedestrian Ramp As-built Inventory Substantial Completion Transmittal" form. If no pedestrian ramps were constructed as part of the project, the Resident Engineer must indicate this by checking off that statement on that form.

SCOP 98 006 PED RAMP INVENTORY.xls JP

ATTACHMENTS: PED. RAMP INVENTORY
PED. RAMP SUBST. COMPL. TRANSMITTAL

PEDESTRIAN RAMP AS-BUILT INVENTORY

City of New York Department of Design and Construction

Contract No: _____ *Reg. No:* _____

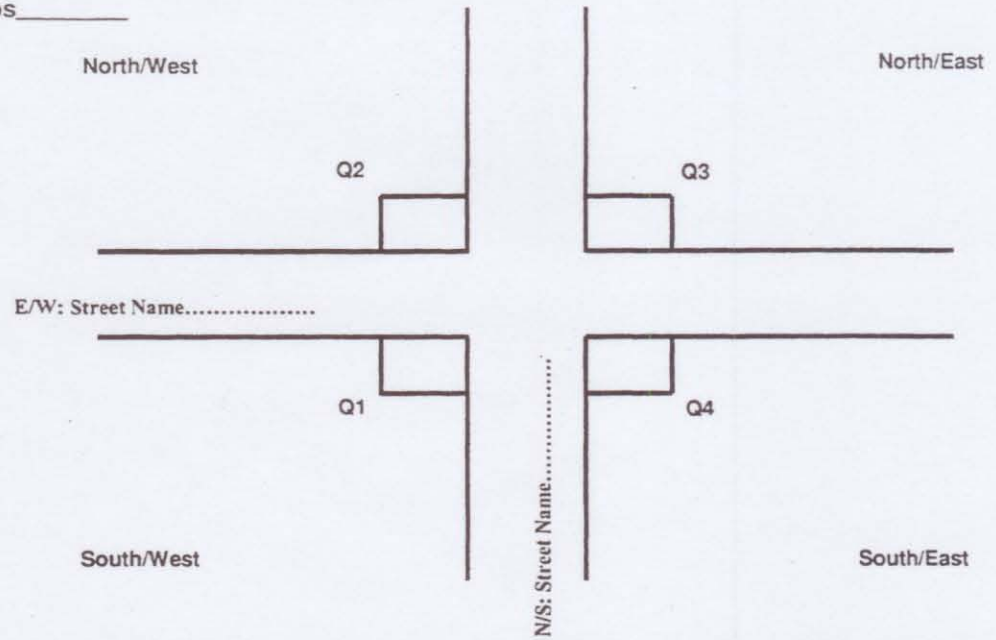
Project Description: _____

Borough: _____

Contractor: _____

Resident Engr.'s Name: _____

Completion Date of Ramps_____



ADDITIONAL NOTES:

INSTRUCTION

Enter Street names in space provided.

Place an "X" in the box to indicate quadrant where new PedRamp was built.

Write any additional notes, if required, in the box.

Upon completion of ramps in each intersection submit this form to the Construction Support Unit, 3rd Floor 30-30 Thomson Ave. LIC. 11101

PEDESTRIAN RAMP AS-BUILT INVENTORY
SUBSTANTIAL COMPLETION TRANSMITTAL

City of New York Department of Design and Construction

Contract No: _____ *Reg. No:* _____

Project Description: _____

Borough: _____

Contractor: _____

Resident Engr.'s Name: _____

CHECK APPROPRIATE STATEMENT:

☐ There were no pedestrian ramps constructed as part of this project

☐ This project is substantially completed. Attached are Pedestrian Ramp As-Built Inventories for all _____ intersections completed as part of this project.
(number)

Prepared by: _____

Reviewed by: _____ _____

Resident Engineer's Signature | Section Engineer's Name | Date

Rvsd: 2/9/99
(PRABISCT.DDC) I.A.

DDC99-1-17

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 98 - 007 G

CATEGORY : Close-out.
Subcategory : Substantial Compl.

Keywords ..... : QA,
SUBS. COMPL. INSPECTION
SUBS. COMPL. PAYMENTS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : November 10, 1998

SUBJECT: SUBSTANTIAL COMPLETION SIGN-OFF - QA NOTIFICATION

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

Commencing immediately, all Resident Engineers are to invite QA to all substantial completion inspections using the attached "QA SUBSTANTIAL COMPLETION SIGN-OFF" memo. At least one week prior to the scheduled substantial completion inspection, the RE is to fax the attached notification/sign-off to QA at (718) 391-2393 and print a fax confirmation for his records. QA will acknowledge receipt of the notification/sign-off and indicate whether or not they will attend by circling "will" or "will not" attend in the first statement, signing the statement, and faxing it back to the RE. If no response is received from QA, the RE will call the Director of Quality Assurance to follow up on the notification/sign-off.

If QA chooses not to attend the substantial completion inspection by circling "will not" and signing the first statement, substantial/final payments may be processed with only this sign-off.

If QA attends the substantial completion inspection, they will participate and report all their findings and punch list items to the RE during the inspection to allow each item's validity to be discussed at that time.

The RE will transmit a copy of the Final Punch List to QA. QA will review the Final Punch List to confirm that all QA items have been included. QA will then sign the last statement on the "QA SUBSTANTIAL COMPLETION SIGN-OFF" and fax it back to the RE.

All substantial completion or final payments for projects substantially completed after November 1, 1998, must include a signed-off copy of the "QA SUBSTANTIAL COMPLETION SIGN-OFF".

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE

QA SUBSTANTIAL COMPLETION SIGN-OFF

BY FAX TO (718) 391-2393

DATE: _____

TO: Simon Sauberman, P.E., Director Bureau of Quality Assurance

FROM: _____ (___)_____ (___)_____
(Resident Engineer's Name) *(RE's Phone #)* *(RE's Fax #)*

SUBJECT: **QA NOTIFICATION**
SUBSTANTIAL COMPLETION INSPECTION / SIGN-OFF

CAPIS ID: _____

Contract Reg. #: _____

Job Description: _____

A Substantial Completion inspection for the subject project has been scheduled. The following information is provided for your use:

DATE: _____ ___/___/___
(Day) *(Date)*

TIME: _____ AM/PM

Borough: _____

Location: _____

[ ] QA acknowledges this invitation and will / will not (circle one) attend.
(**Note:** After signing, QA to fax form to RE at above fax #)

_____ _____ ___/___/___
(Print QA Name) *(QA Signature)* *(Date)*

[ ] QA attended the above joint substantial completion inspection and reported their findings and punch list items to the Resident Engineer. In addition, QA reviewed the substantial completion punch list and all QA punch list items have been included therein.
(**Note:** After signing, QA to fax form to RE at above fax #)

_____ _____ ___/___/___
(Print QA Name) *(QA Signature)* *(Date)*

NOTE: RE must attach this form to the Substantial Completion payment after QA signs the appropriate statements.

c: Section Engineer

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 98 - 008 G

CATEGORY.. : Record Keeping
Subcategory : Contractor Evals.

Keywords ..... : CONTRACTOR EVALUATIONS, UNSATISFACTORY QA RATINGS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... November 10, 1998

SUBJECT: CONTRACTOR'S PERFORMANCE EVALUATIONS AND UNSATISFACTORY QA RATINGS

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

Commencing immediately, prior to submitting the midpoint and final contractor performance evaluations for each project, the Resident Engineer (R.E.) must contact Quality Assurance (QA) to determine if the average QA rating for either the "Construction Quality" or "Safety and Housekeeping" categories are unsatisfactory. If QA has rated a project overall unsatisfactory in either of these categories, the Resident Engineer must take this into consideration in completing the contractor's performance evaluation, especially question # 23 "Quality of contractor's work", # 26 "Quality of site maintenance", and # 27 " Compliance with safety standards". If there is an unsatisfactory QA rating for either of these two categories, the R.E. must document his rating, whether satisfactory or unsatisfactory on these three questions. All other unsastisfactory ratings given by the R.E. must be documented and all remaining responses on the evaluation must be documentable.

Instructions for the contractor's performance evaluation from the Mayor's Office of Construction dated May 6, 1986 are attached. These instructions describe what type of documentation is required as well as other information helpful in the preparation of these evaluations.

NOTE: CURRENT EVALUATION FORMS AND INSTRUCTIONS ARE AVAILABLE ON THE DDC INTRANET SITE UNDER "FORMS AND LETTERHEAD.

DDC99 - 1 - 20

ATTACHMENTS: M.O.C. DIRECTIVE NO. 51 DATED 5/6/86

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
OFFICE OF CONSTRUCTION

52 Chambers Street - Room 205
New York, New York 10007
Telephone: 212/566-3820

ROBERT P. LEMIEUX
Director

May 6, 1986

DIRECTIVE NO. 51

TO: ALL CONSTRUCTION AGENCIES

FROM: Robert P. Lemieux

RE: CONSTRUCTION CONTRACTOR PERFORMANCE EVALUATION

Pursuant to Local Law 94 (1985) which added a new section 13.0 to title A of chapter thirteen of the administrative code of the City of New York, the performance of every construction contractor shall be monitored and information with respect to that performance shall be maintained by the City at a central location.

To develop consistent information and to monitor performance concerning contractors on city construction projects, the City will evaluate on a continuing basis the performance of these contractors for the purpose of assisting agency heads and the Board of Responsibility in their determinations as to whether a contractor is responsible or a poor performer. To accomplish this purpose, each agency shall complete a standard city-wide construction contractor performance evaluation (attachment #1) for all construction contracts (capital or expense) as provided herein or prior to warning a contractor that it is a poor performer.

Evaluations shall be made by the resident engineer and reviewed by the engineer, once upon the vouchering of fifty percent (50%) of the contract price and again at substantial completion. All responses must be supportable by documentation. Each agency shall insert a provision (attachment #2) in its construction contract specifying that an evaluation shall be made of the contractor's performance and that the contractor has an opportunity to comment in writing

subsequent to the evaluation. The written response shall be affixed to and be made part of the evaluation.

In some cases the resident engineer may be a consultant. Accordingly, each agency shall insert a provision (attachment #3) into its consultant contract requiring as a task the preparation of construction contractor evaluations.

The agency shall maintain as part of the contract file a record of the original evaluation form, contractor's responses, and supporting documentation.

Within fifteen (15) calendar days of the contract's attainment of the fifty percent (50%) vouchered and substantial completion levels, a copy of the evaluation (without contractor's response or documentation) shall be sent to the Mayor's Office of Construction which will be a central repository. Until on-line computer access is available, each agency must call the Office of Construction (Re: Contractor Evaluation) prior to awarding a contract to determine whether a contractor has been evaluated. Upon receipt of a contractor's overall evaluation, the agency shall consider this information in determining whether the contractor shall be awarded the contract.

Contractors performing current contracts not substantially complete shall be evaluated as follows:

1. if less than 50% is vouchered then two evaluations are required;

2. in all other cases, one evaluation at substantial completion is required.

This directive is effective immediately.

Instructions for Filling Out "New York City Construction Contractor Performance Evaluation"

I. Introduction

This form is designed for the purpose of evaluating the performance of city-hired contractors doing construction projects. It should be completed by the resident engineer for all prime contracts (capital or expense) and signed off by both the resident engineer and the Engineer. On certain construction projects (highways, sewers, etc.) there is only one (1) contract; on others (buildings), there are multiple contracts. This form is to be used for contracts, not projects. The form shall be completed by the resident engineer for all contracts when they have reached substantial completion. In addition, for all contracts of award value greater than $15,000, an evaluation form shall also be completed by the resident engineer when fifty percent (50%) of the contract's awarded value has been vouchered.

For many contracts, therefore, this form is to be filled out at two (2) points in the contract's history:

a). When fifty percent (50%) of the contract's awarded value has been vouchered (midpoint evaluation): At this point, some questions will be easily and accurately answered; e.g., "Did the agency ever take action against the contractor due to contractor's nonperformance?" Other questions will involve answers containing estimates that will undoubtedly change as the contract progresses; e.g., "Estimated Actual Contract Duration". Whether answerable exactly or requiring estimation respond to all questions when completing the form. At the top of the form, under the title, be sure to check "Midpoint Evaluation." The form should be completed and a copy sent to the Mayor's Office of Construction (address given at the end of this "Introduction") within fifteen (15) calendar days of the contract's attainment of its fifty percent (50%) vouchered level.

b). When the contract has reached substantial completion (final evaluation): The City understands "substantial completion" as the point in the contract's progress when only punch-list work remains. The percentage of the contract's work that has been completed at this point, however, is set at different levels from agency to agency. Conform to your agency's practice. Respond to all questions completely, even if some responses include information given when the evaluation was filled out at

the contract's fifty percent (50%) vouchered level. For example, "Give details (of contractor's delay)" should cover the entire contract's history and should include the responses given at the midpoint evaluation. The evaluation at this point should be for contract's entire history up to this point. At the top of the form, under the title, be sure to check "Final Evaluation." The form should be completed and a copy sent to the Mayor's Office of Construction (address given at the end of this "Introduction") within fifteen (15) calendar days of the contract's attainment of its substantial completion.

Under all of the above conditions, a contractor will be evaluated at least once and possibly twice during the contract. Construction projects as a whole will have therefore from one (1) to over eight (8) contractor performance evaluations completed during their history. Again it is emphasized, however, that this form is to be used for contracts, not projects.

Some of the questions in this form, e.g., "Quality of Contractor's Work," will have answers with a subjective element. To answer these questions the user of the form will rely on a combination of experience and professional and technical standards. However, the number of questions of this sort has been kept to a minimum. The answers to all questions, regardless, should be documentable. This documentation will include such items as are regularly found in a contract's file: memos, directives, minutes, attendance sheets, correspondence, photographs, etc. Any and all documentation supportive of the answers contained in this evaluation must be kept in the file dedicated to the contract and project. Since these evaluation forms may be used to select the lowest responsible bidder after the agency signatories have left governmental employ (or are otherwise not available), it is important that the forms be supportable in the absence of these individuals. Supportive documentation therefore must be complete and available.

The contractor shall be given an opportunity to respond in writing to the evaluation. Accordingly, a copy of the completed evaluation should be sent to the contractor within fifteen (15) calendar days of the contract's midpoint and substantial completions. The contractor will have fifteen (15) calendar days to send a written response to the agency. The agency should affix the response to the evaluation form and keep both in the contract file.

The Office of Construction will be the central city-wide repository of the evaluations. Certain elements from the form will be filed in a computer. Fill out the form legibly and clearly, and in ink. Remember also to sign and date the form.

The agency should keep the original completed form (plus contractor's response and all supporting documentation) and send a copy of the form (without contractor's response or supporting documentation) to:

Mayor's Office of Construction
52 Chambers Street, Room 205
New York, New York 10007
Attn: Contractor Evaluation

Forms are to be kept by the agencies as long as the contract and project files are kept.

II. Liability

The City, pursuant to the General Municipal Law, section 50-k, will defend and indemnify city employees in any civil action arising out of the completion of this form. Completion of the form is within the duties of the resident engineer and Engineer and must be done as part of the management process. The duty to indemnify shall not arise when there is intentional wrongdoing or recklessness by the employee or when the employee is in violation of any rule or regulation of the agency. The user of this form should give documentable responses and where subjective judgment is required should employ reasonable technical and performance standards as applied to identifiable events or conduct. The user of the form should not seek to give expression to personal feelings regarding the contractor's character. The user of the form is to evaluate only the contractor's performance of the contract.

III. Using The Form

The Construction Contractor Performance Evaluation form is composed of forty-eight (48) questions and two (2) signature lines. There are four (4) types of questions:

1. "fill-in-the-blank"
2. "yes-no"
3. "circle the appropriate response"
4. "give details or comments".

The first two types of questions are factual; the latter two sometimes require an informed judgment. All questions should be answered.

Twenty-six (26) questions are of the "circle the appropriate response" variety. There are four (4) possible responses. The users of this form should circle:

E ("Excellent") if the contractor met or surpassed all

contract requirements

S ("Satisfactory") if the contractor substantially met, yet may have occasionally deviated from, contract requirements

U ("Unsatisfactory") if the contractor deviated substantially from contract requirements

NA ("Not Applicable") if the question does not apply to the performance of the contractor.

Although the terms "excellent," "satisfactory," and "unsatisfactory" have subjective connotations, they are defined specifically by reference to contractual requirements. Some questions, however, will have an element of judgment in their answer. For example, "Quality of contractor's work" is not an evaluation which can be made solely on the basis of the contract's contents, but must consider how the contractor performed the contract's provisions. Reference to the contract's specifications concerning the quality of materials required and the timeliness of performance will enter into the answering of this question. But other elements such as "workmanship" will also enter into the picture, and these elements will be evaluated and "factored into" the overall answer based on the evaluator's own experience and considering industry and technical standards. These types of questions have been kept to a minimum, but are important and must be answered. The users of this form are expected to answer such questions in a thoughtful and accurate manner.

When more space is needed to answer a question, use a separate sheet of paper. Give the number of the question being answered, and write in ink. When a copy of the evaluation form is sent to the Mayor's Office of Construction, remember to send a copy of any responses written on the separate sheet of paper as well.

What follows is a question-by-question explanation of the evaluation form.

* * * * * * *

General

1. Contractor Name and Address: e.g., "XYZ Contracting, 123 Construction Row, Brooklyn, New York, 12345"

2. Contract Registration Number and Date: e.g., "XC12345 June 16, 1985"

3. Budget Number: give budget line number and subproject number as found in the capital commitment plan or expense budget; e.g., "HO145(031453255)," or "F175(FC3)," or "BR270(THBC270E)"

4. Project Description: give budget line description and subproject description as found in the capital commitment plan or expense budget; e.g., "Bellevue Hospital, New Building and Mental Health Center - Mental Health Reconstruction - 18th Floor BHC," or "Fire Department Buildings, Improvements -- Reconstruction of Bronx Fire Communication Office," or "Rehabilitation of Brooklyn Bridge - Brooklyn Bridge (#4) (Suspender and Stay Cables)"

5. Project Location: give borough(s); e.g., "Manhattan," "city-wide," etc.

6. IFMIS Number: give agency and project number as found in the capital commitment plan; e.g., "826-646" (which corresponds to the Department of Environmental Protection - Sanitary Sewer in Husson Avenue)

7. Type of Construction: check off "new" if the project is new; check off "rehabilitation" if construction consists of rehabilitation, reconstruction, renovation, resurfacing, etc.

8. Type of Contractor: give contractor's trade; use standard designations; e.g., "general contractor (G.C.)," "heating, ventilation, and air conditioning (HVAC)," "plumber," "electrician," etc.

9. Contracting and Sponsoring Agency: list appropriate bureau or division as well; e.g., "Department of Transportation, Bureau of Highway Operations;" if construction work is undertaken on behalf of a sponsoring agency, give both agencies; e.g., "Department of General Services/Bureau of Public Structures for Department of Correction"

10. Arch./Eng. and C.M./R.E.: if a design and/or construction manager/resident engineer consultant was used, give the name of the architectural or engineering firm which produced the design documents for the contract and the name of the construction management or resident engineering firm that was used; otherwise indicate "in-house;" do not list subconsultants; do not give address; e.g., "Design Inc.," "Manage Inc.," etc.

11. Subcontractors and Trades: give names of subcontractors employed on the job by the prime contractor as well as the trades of said subcontractors; do not give addresses; use separate sheet of paper if more space is needed; e.g., "ABC Co., landscapers," "DEF Co., roofer," etc.

Costs

12. Contract Award Amount: give contract award amount

13. Estimated Final Contract Amount: add all past, present and anticipated change order or overrun approximate amounts (including credits) to award amount of contract (as appears in question #12 above); do not include anticipated claims of any kind, even if they involve extra work done under protest by the contractor

Schedules

14. Original Contract Duration: give contract duration in consecutive calendar days (ccd's) as specified in the contract

15. Estimated Actual Contract Duration: add duration of actual and anticipated delays and extensions thus far, in consecutive calendar days (ccd's), to original contract duration (as appears in question #14 above)

16. Was contractor granted an extension of time?: the extension must be granted in writing

17. Reasons for difference between estimated actual and original contract duration: give reasons for difference between the estimated actual contract duration and the original contract duration, plus durations of delay due to each reason; use separate sheet of paper for response; A RESPONSE TO THIS QUESTION IS REQUIRED

18. Adequacy of CPM charts/progress schedules: evaluate against contract specifications with respect to quality and timeliness of submittals

19. Adequacy of revisions of progress schedules: evaluate against contract specifications with respect to quality and timeliness of submittals

20. Ordering of materials: evaluate against effect on job progress

21. Adherence to manpower schedule: evaluate against progress as affected by sufficiency of workers

22. Submission of subcontractors for approval: evaluate against contract specifications

Quality of Work

23. Quality of contractor's work: evaluate against contract and technical standards; consider, e.g., timeliness, workmanship, care shown, etc.

24. Quality of subcontractors' work: evaluate against contract and technical standards; consider, e.g., timeliness, workmanship, care shown, etc.

25. Quality of supervisory personnel: evaluate against professional and technical standards; consider, e.g., knowledgeableness, aggressiveness, care shown, etc.

26. Quality of site maintenance: evaluate against contract specifications: e.g., debris removal, orderliness of site, material storage, etc.

27. Compliance with safety standards: evaluate against compliance with OSHA and state and local law, taking into account violations or citations issued to the contractor, etc.

28. Responsiveness to agency orders: evaluate timeliness and accuracy of execution

29. Performance of change order work: evaluate against agency orders and/or change order specifications

30. Adequacy of shop drawings: consider, e.g, timeliness, rejections of drawings, modifications required, etc.

31. Prompt notice of discovery of any latent defects in plans: evaluate timeliness of such notifications

32. Has any delay caused by contractor been identified?: indicate "yes" only if delay was clearly contractor's responsibility in whole or in part

32a. If "yes" give details: include the duration and associated reason(s) for each delay; use separate sheet of paper for response; A RESPONSE IS REQUIRED IF THE ANSWER TO QUESTION 32 IS "YES"

Cooperativeness

33. Cooperation/coordination with other on-site contractors and subcontractors: evaluate coordination of work schedules with other contractors and subcontractors, amount of interference with the work of other contractors and subcontractors, etc.

34. Cooperation with agency personnel: evaluate contractor's accessibility, attentiveness, responsiveness to correspondence, etc.

35. Participation in scheduled job meetings: evaluate providing of information, answering of questions, forthrightness of replies, etc.

Record-keeping

36. Adequacy of daily report submissions: evaluate against contract or agency requirements with regard to quality and timeliness

37. Timeliness of payment requisitions: evaluate against contract or agency requirements

38. Compliance with required testing: evaluate against contract specifications; consider, e.g., number of rejections, number of modifications required, etc.

39. Timeliness in obtaining permits: evaluate against job schedule

40. Adequacy of time and material records: evaluate against contract or agency requirements

41. Fulfillment of Locally-Based, Women-Business, and Disadvantaged-Business Enterprise, and Training and Apprenticeship Programs, and other special requirements: evaluate against federal, state and city requirements

42. Giving of notice of any condition which did cause or might have caused delay: evaluate timeliness of notification

Contract Changes

43. Timeliness of change order proposals: evaluate against contract requirements and effect on the progress of the contract

44. Reasonableness in estimating and negotiating change orders: evaluate original prices against final costs

45. Percentage of change order costs that were Time and Material: give as a percentage of the sum of the total estimated change order costs to date plus estimated total anticipated change order costs; e.g., 100% if all change orders were Time and Material, or 50% if half of all change orders were Time and Material and the rest were lump-sum; do not give as a percentage of contract costs

Contract Enforcement

46. Did the agency take action against the contractor due to contractor's nonperformance?: such actions include assessment of

liquidated damages, notification to the bonding company, notification to the contractor regarding nonperformance, designation of the contractor as a "potential poor performer," initiation of default proceedings, default of contractor, etc.

46a. If "yes," give details of actions taken and reasons: cite contract specifications involved and actions taken; use separate sheet of paper for response; A RESPONSE IS REQUIRED IF THE ANSWER TO QUESTION 46 IS "YES"

Performance

47. Rate the contractor's overall performance in fulfilling contractual obligations as "Excellent," "Satisfactory," "Marginal," or "Unsatisfactory": overall performance rating should be chosen as follows:

Excellent:	the contractor consistently met or surpassed all contract requirements
Satisfactory:	the contractor occasionally deviated from contract requirements
Marginal:	the contractor consistently deviated from contract requirements
Unsatisfactory:	the contractor deviated substantially from contract requirements.

48. Additional Comments: give any required additional comments; e.g., information which mitigates or qualifies answers given above, or relevant information not requested on this form, etc.; use separate sheet of paper for response

Signatures:

The "resident engineer" is the agency or consultant engineer overseeing the contract in the field.

The "Engineer" is the person defined in the construction contract as representing the Commissioner and ordinarily is the director of design or construction.

The contracting agency only is to sign this form, regardless of whether work was done on behalf of a sponsoring agency; e.g., the Department of General Services will sign for all work done on behalf of the Department of Correction, or the Fire Department, etc.

ODC-CPE-4/86

NEW YORK CITY CONSTRUCTION CONTRACTOR PERFORMANCE EVALUATION

___Midpoint Evaluation ___Final Evaluation
(check as appropriate)

P L E A S E W R I T E L E G I B L Y !
Agency should keep the original evaluation.
A copy of the completed evaluation should be sent to the "Mayor's Office of the Director of Construction."
Answer all questions, even if only with "Not Applicable."

General Header Information

1. Contractor Name _____
   Employee Identification Number (EIN) _____
   Contractor Address _____
   _____
2. Comptroller's Contract Registration Number _____
   Comptroller's Contract Registration Date ___/___/19___
   Agency Internal Contract Number (if any) _____
3. Project Budget Number (Commitment Plan Number) _____
   Project CAPIS Identification Number _____
4. Project Description _____
   _____
5. Project Location (Boroughs) _____
6. IFMIS Number ____ - ____ (3-number agency code & 3-number project code)
7. Type of Construction: new___ rehabilitation___
8. Type of Contractor (Trade) _____
9. Contracting Agency _____
   Sponsor (Client) Agency (if appl.) _____
10. Designer: in-house _____ (check here if done in-house)
    consultant (firm name) _____
    consultant EIN _____
    Resident/CM: in-house _____ (check here if done in-house)
    consultant (firm name) _____
    consultant EIN _____

11. Subcontractors

Subcontractors	EIN	Trades

(use separate piece of paper if more space is needed)

THIS FORM HAS BEEN RELACED BY THE 8/98 "CONSTRUCTION CONTRACTOR" EVALUATION FORM

Costs

12. Contract Award Amount $_____
13. Estimated Final Contract Amount $_____

Schedules

14. Original Contract Duration _____ ccd
15. Estimated Actual Contract Duration _____ ccd
16. Was contractor granted an extension of time? y___ n___
17. Reasons for difference between estimated actual and original contract duration: (use separate sheet of paper for response)
18. Adequacy of CPM charts/progress schedules E S U NA
19. Adequacy of revisions of progress schedules E S U NA
20. Ordering of materials E S U NA
21. Adherence to manpower schedule E S U NA
22. Submission of subcontractors for approval E S U NA

Quality of Work

23. Quality of contractor's work E S U NA
24. Quality of subcontractors' work E S U NA
25. Quality of supervisory personnel E S U NA
26. Quality of site maintenance E S U NA
27. Compliance with safety standards E S U NA
28. Responsiveness to agency orders E S U NA
29. Performance of change order work E S U NA
30. Adequacy of shop drawings E S U NA
31. Prompt notice of discovery of any latent defects in plans E S U NA
32. Has any delay caused by contractor been identified? y___ n___
    32a. If "yes," give details: (use separate sheet of paper for response)

Cooperativeness

33. Cooperation/coordination with other on-site contractors and subcontractors E S U NA
34. Cooperation with agency personnel E S U NA
35. Participation in scheduled job meetings E S U NA

Record-keeping

36. Adequacy of daily report submissions E S U NA
37. Timeliness of payment requisitions E S U NA
38. Compliance with required testing E S U NA
39. Timeliness in obtaining permits E S U NA
40. Adequacy of time and material records E S U NA
41. Fulfillment of Locally-Based, Women-Business, and Disadvantaged-Business Enterprise, and Training and Apprenticeship Programs, and other special requirements E S U NA
42. Giving of notice of any condition which did cause or might have caused delay E S U NA

Contract Changes

43. Timeliness of change order proposals E S U NA
44. Reasonableness in estimating and negotiating change orders E S U NA
45. Percentage of change order costs that were Time and Material _____% of all change order costs

Contract Enforcement

46. Did the agency take action against the contractor due to contractor's nonperformance? y___ n___
    46a. If "yes," give details of actions taken and reasons:

Performance

47. Rate the contractor's overall performance in fulfilling contractual obligations as "Excellent," "Satisfactory," "Marginal," or "Unsatisfactory":

    _____

48. Additional comments:

Prepared by agency resident engineer:

_____

Name (PRINT) Signature Date

Reviewed by Engineer (agency director of construction or equivalent):

_____

Name (PRINT) Signature Date

ODC-CPE-3/95

Attachment #2

CONSTRUCTION CONTRACTOR EVALUATION PROVISION

The following provision shall be inserted in the information for bidders and in the general conditions of the construction contract:

Construction Contractor Performance Evaluation Provision

The contractor's performance shall be evaluated by the City upon the occurrence of the vouchering of fifty percent (50%) of the contract price and substantial completion. A copy of the evaluation will be sent to the contractor not later than fifteen (15) calendar days after the occurrence of these events and the contractor may respond in writing to the performance report. Such responses shall be submitted to the engineer not later than fifteen (15) calendar days after a copy of the evaluation is sent to the contractor. The response will be affixed to the evaluation. Failure to respond may result in review of contractor's performance when a bid is evaluated without the benefit of contractor's response to the report.

Attachment #3

CONSULTANT CONTRACTOR EVALUATION PROVISION

The following provisions shall be inserted in the consultant contract:

The consultant shall evaluate the performance of the prime construction contractors on this project by completing the City's construction contractor performance evaluation form. A form shall be completed when fifty percent (50%) of the contract is vouchered and at substantial completion. The form shall be submitted to the engineer no later than fifteen (15) calendar days after the occurrence of these events.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 98 - 009 G

CATEGORY : ADMINISTRATIVE
Subcategory : QA NOTIFICATION

Keywords .....: QA NOTIFICATION

SUBJECT: QA ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED 12-3-98
Assistant Commissioner - John Pusz, P.E.

Issue Date..... : December 3, 1998

Effective Immediately, all Section Engineers will be responsible for completing and submitting the attached "Advance Notice Bi-weekly Project Information - Stage of Construction" form. All projects assigned to the Section Engineer are to be listed by project number and description on one form. An "X" is to be placed in the project's row under the appropriate column for all construction activities planned for the upcoming two-week period. If work is planned within one block of a school over the next two weeks, list the school and it's location. The Section Engineer and/or Resident Engineer must meet with the School Principal before work commences to ensure that the needs of the school are addressed.

The completed forms are to be faxed by 3 PM on the Friday of every payweek to QA at (718) 848-7985, and Construction Support at (718) 391-2386.

SUPERSEDED BY SCOP 01-004G

ATTACHMENT: ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION

Advance Notice Bi-Weekly Project Information - Stage of Construction

To be Completed by Section Engineer and Faxed to Richard Zetterlund (718) 391-2386 & QA (718) 848-7985

On Friday of Each Pay Week for the Upcoming Two Week Period

Date: _____

Bi-Weekly Period: From: _____ To: _____

City of New York Department of Design and Construction

Borough: _____

Section Eng.: _____

Project Number	Description	Sewer and Watermain Work			Earth Work / Soils				Concrete Work					Asphalt Work			
		Sewer	CB / Chute	Water Main	Road Base	Sidewalk Foundation	Trench	Backfill	Cradle	Structures	Curbs	Side Walks	Road Base	Temp. Trench Restoration	Permanent Trench Rest. Binder	Permanent Trench Rest. Top	Curb to Curb Resurfacing Binder / Top

Remarks:

Any Work Near School? If Yes List Schools and Locations:

Remarks:

Any Work Near School? If Yes List Schools and Locations:

SUPERSEDED BY SCOP 01-004G

Remarks:

Any Work Near School? If Yes List Schools and Locations:

Remarks:

Any Work Near School? If Yes List Schools and Locations:

Remarks:

Any Work Near School? If Yes List Schools and Locations:

Remarks:

Any Work Near School? If Yes List Schools and Locations:

Instructions: Place an "x" in box Indicating each type of work to be performed in the next two week period for each of your projects

DDC00-1-00

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 98 - 010 G

CATEGORY.. : CONSTRUCTION
Subcategory : CONCRETE

Keywords ..... : COLD WEATHER, CONCRETE

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 OF 1

Issue Date..... : December 8, 1998

SUBJECT: COLD WEATHER CONCRETING

APPROVED: *Assistant Commissioner - John Pusz, P.E.*

ROADWORK (CONCRETE BASE, CURBS AND SIDEWALKS):

Concrete for roadwork can be placed when the air temperature (in the shade) is 38° F and on the rise, and the subbase is not frozen.

For air temperatures below 38° F, approval from the Borough Director is required prior to any concrete placement for roadwork on all projects. The Borough Director's approval must be noted in the Resident Engineer's diary.

When the air temperature is expected to fall below 35° F anytime during the concrete's curing period, a sufficient supply of straw, hay or other blanketing material shall be provided at the work site prior to concrete placement. Once the concrete is placed, if the temperature is expected to fall below 32° F the temperature of the concrete must be maintained at a minimum of 50° F for a minimum of 72 hours after placement by use of cold weather protection methods approved by the Resident Engineer.

SEWER / WATER WORK:

For sewer and water concrete work, refer to the DEP General Specification 11-Concrete, Chapter 12, Section 12.5 "Temperature, Wind and Humidity".

ALL CONCRETE WORK:

Whenever cold weather protection measures are required, the concrete temperature shall be monitored by the R.E./Inspector with a surface thermometer three times during the work day, early morning, midday, and at the end of the work day. The temperatures are to be recorded in the Inspector's report.

Concrete damaged by cold weather shall be removed and replaced at the contractor's expense.

Individual contract specifications shall govern if they call for more restrictive requirements.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: QA ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION

APPROVED: 12/30/98
Assistant Commissioner - John Pusz, P.E.

SCOP..... : 98 - 011 G

CATEGORY...: ADMINISTRATIVE
Subcategory : QA NOTIFICATION

Keywords .....: QA NOTIFICATION

Supersedes... : 98 - 009 G
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 30, 1998

Effective Immediately, all Section Engineers will be responsible for completing and submitting the attached "Advance Notice Bi-weekly Project Information - Stage of Construction" form. All projects assigned to the Section Engineer are to be listed by project number and description on one form. An "X" is to be placed in the project's row under the appropriate column for all construction activities planned for the upcoming two-week period. If work is planned within one block of a school over the next two weeks, list the school, it's location and the estimated date work will begin within 1 block of the School. The Section Engineer and/or Resident Engineer must meet with the School Principal before work commences to ensure that the needs of the school are addressed.

The completed forms are to be faxed by 3 PM Thursday of every payweek to QA at (718) 848-7985, and Construction Support at (718) 391-2386.

This SCOP Supercedes SCOP 98 - 009 G. Please discard all previous versions of Bi-Weekly Form.

SUPERSEDED BY SCOP 01-004G

ATTACHMENT: ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION

Advance Notice Bi-Weekly Project Information - Stage of Construction

To be Completed by Section Engineer and Faxed to Richard Zetterlund (718) 391-2384 & QA (718) 848-7985

On Thursday of Each Pay Week for the Upcoming Two Week Period

City of New York Department of Design and Construction

Date: _____

Bi-Weekly Period: From: _____ To: _____

Borough: _____

Section Eng.: _____

Project Number	Description	Sewer and Watermain Work			Earth Work / Soils				Concrete Work					Asphalt Work			
		Sewer	CB / Chute	Water Main	Road Base	Sidewalk Foundation	Trench	Backfill	Cradle	Structures	Curbs	Side Walks	Road Base	Temp. Trench Restoration	Permanent Trench Rest. Binder	Permanent Trench Rest. Top	Curb to Cu Resurfacin Binder

Remarks:

Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date: EST. START DATE

SUPERSEDED BY SCOP 01-004G

Remarks:

Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date: EST. START DATE

Remarks:

Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date: EST. START DATE

Remarks:

Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date: EST. START DATE

Remarks:

Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date: EST. START DATE

Instructions: Place an "x" in box indicating each type of work to be performed in the next two week period for each of your projects.

DDC99-1-41

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: COLD WEATHER PROTECTION OF WATER SERVICES

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 99 - 001 G

CATEGORY.. : CONSTRUCTION
Subcategory : WATER SERVICES

Keywords ..... : COLD WEATHER, INSULATION, WATER SERVICES

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : January 5, 1999

TEMPORARY PROTECTION:

When the air temperature is expected to fall below 35° F anytime during construction operations, and water services are left exposed, the contractor must provide and install sufficient insulation on the exposed services to prevent them from freezing.

PERMANENT PROTECTION:

The Water Supply Rules and Regulations, referred to in the Water General Specifications, require that all water services with less than 3.5 feet of cover must be permanently insulated. Until a standard insulating procedure is finalized, contractors must submit their method of insulating for approval.

Resident Engineers must ensure that these requirements are carried out and recorded in inspection reports.

SUPERSEDED BY SCOP 00-001G

FIXED ASSET SUMMARY

PAGE____OF____

BOROUGH	DATE COMPLETED	PROJECT NUMBER	COMP. REG. NO.	C.S.D. NUMBER

LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS

PREPARED BY: _____ APPROVED BY (R.E./S.E): _____ DATE APPROVED: _____

_____ **WATER**
_____ **SEWER**
(CHECK ONE)

_____ WATER MAIN ONLY PROJECT
_____ SEWER ONLY PROJECT
(CHECK IF APPROPRIATE)

_____ THERE WERE NO WATER MAINS RETIRED
_____ THERE WERE NO SEWERS RETIRED
(CHECK IF APPROPRIATE)

FIXED ASSET SUMMARY INSTRUCTIONS

GENERAL - Submit all fixed assets (sewer installations and retirements and water main installations and retirements) for each project at one time. All fixed assets are due one month from substantial completion. Water main and sewer fixed assets are to be listed on separate sheets. Indicate water or sewer by checking off the appropriate line on the bottom left of the form. If the project includes only water main or sewer work, check off the appropriate statement on the bottom center of the form. Different transactions (installations or retirements) must also be listed on separate sheets. If there are no water main or sewer retirements check off the appropriate line on the bottom right of the form. If a project includes removal and replacement of both water mains and sewers, there will be four sets of fixed asset summaries.

PAGE __ OF__ - Assign page numbers sequentially based on the total number of pages in the complete fixed asset submittal (i.e. 1 of 7, 2 of 7, ...)

BOROUGH – Enter borough where work took place.

DATE COMPLETED – Enter the substantial completion date.

PROJECT NUMBER – For example QED 987 or HWK 952

COMP. REG. NUMBER – Enter Comptroller's registration number (e.g. 9875582).

C.S.D NO. – Enter the Community Board number where the work took place.

LINE NO. – Enter sequential numbers for each line (i.e. 1, 2, 3...). A line is either a block of sewer or a water main or the appurtenances associated with that pipe. New transaction forms should start over with line 1. All sewers, water mains or associated appurtenances that are the same size, material and type within that block are added together. Different sizes and types of pipe are listed on separate lines. The pipe is to be listed first followed by its associated appurtenances.

LOCATION – The location is the street block name along with the street names at each end of the block. All three of these must be given. If the block ends at something other than a street (e.g. body of water), the name of that point must be listed. For example "Beach 135th St. between Rockaway Beach Blvd. and Atlantic Ocean" or "Main St. between 1st Ave. and 2nd Ave".

DESCRIPTION – Enter the appropriate description code from the fixed asset code listing (e.g. P, M, OO, O1).

DIAMETER – For round pipe, enter pipe diameter in inches. For all non-pipe items and hydrant branches enter the mainline pipe diameter. For non-round pipe, enter the equivalent diameter in inches from the following chart. In order to calculate the pipe's equivalent diameter, calculate the pipe's area and then look up the pipe area closest to but not exceeding the calculated area on the conversion chart that follows. The maximum diameter for any entry is 99 inches. Any sewer with an area of 7693.8 square inches or

greater must therefore must be listed as 99 inches. Some typical pipe shapes and sample calculations follow.

1. Rectangular Sewers:
Area = width x height.
Example: Area for 11' x 6' box sewer.
Area = 11ft. X 6ft. = 132 inches x 72 inches = 9504 square inches. Since this exceeds the maximum area of 7693.8 square inches, enter 99 as the diameter.

2. Elliptical sewers:

Area = pi x (width/2) x (height/2) = 3.14 x (width/2) x (height/2)

Example: Area for 53" x 34" elliptical sewer.
Area = 3.14 x (53"/2) x (34"/2) = 1414.6 square inches

The conversion chart is then used to determine the equivalent diameter for this area. The closest area to, but not exceeding, 1414.6 is 1385.4 square inches, therefore, based on the conversion chart the closest equivalent diameter is 42".

CONVERSION CHART

AREA (SQ. INCHES)	EQUIVALENT DIAMETER (INCHES)
78.5	10
176.6	15
254.3	18
452.1	24
706.5	30
1017.4	36
1384.7	42
1808.6	48
2289.1	54
2826.0	60
3419.5	66
4069.4	72
4775.9	78
5539.0	84

6358.5	90
7693.8 AND GREATER	99

QUANTITY – Enter the corresponding linear footage for this line for pipe items and hydrant branches. Enter the number of "each" installed for items like manholes, hydrants, etc.

MAT'L - Enter the appropriate material code from the fixed asset code listing (e.g. O1, O2, 1,2).

SYSTEM - Enter the appropriate system code from the fixed asset code listing (e.g. O, 1,a, b).

FUNCT. - Enter the appropriate function code from the fixed asset code listing (e.g. 1,2,3,5). (Sewers only).

TRANS. - Enter the appropriate transaction code from the fixed asset code listing (e.g. 1,2,3).

SEWER AND WATER MAIN FIXED ASSET CODES

SEWER FIXED ASSET DESCRIPTION	CODE
COLLECTION SEWER	P
MANHOLE	M
CHAMBER	R
GUNITE	L
POLY / LINING	U
REGULATOR	R
INTERCEPTOR SEWER	C
INTERCEPTOR MANHOLE	H
INTERCEPTOR REGULATOR	R
INTERCEPTOR TIDE GATE	T
INTERCEPTOR DIVERSION CHAMBER	D
INTERCEPTOR JUNCTION CHAMBER	J

WATER MAIN FIXED ASSET DESCRIPTION	CODE
PIPE	OO
OLD STANDARD HYDRANTS	O1
ACCESS MANHOLES*	O2
VAULTS, CHAMBERS*	O3
REGULATOR VALVES*	O4
CHECK VALVES*	O5
BLOW-OFFS*	O6
ROUNDABOUTS*	O7
VENTURI METERS*	O8
AIR VENTS/COCKS USING TAPS*	O9
VALVES (EXCEPT 6" HYDRANT VALVES)	12
HYDRANT BRANCHES	14
BREAKAWAY HYDRANTS	20
* USUALLY TRUNK MAIN ITEMS	

SEWER SYSTEM	CODE
GRAVITY	0
FORCED	1

WATER MAIN SYSTEM	CODE
HIGH PRESSURE	a
STANDARD	b

SEWER MATERIAL	CODE
NON-PIPE ITEMS (MANHOLES, ETC.)	OO
CAST IRON	O1
REINFORCED CONCRETE	O2
VITRIFIED PIPE	O3
E.S.V.P.	O4
TILE	O5
LUMBER	O6
CLAY	O7
BRICK	O8
DUCTILE IRON	O9
CORRUGATED IRON PIPE	10
CEMENT PIPE	11
POLY / LINING	12
GUNITE	13

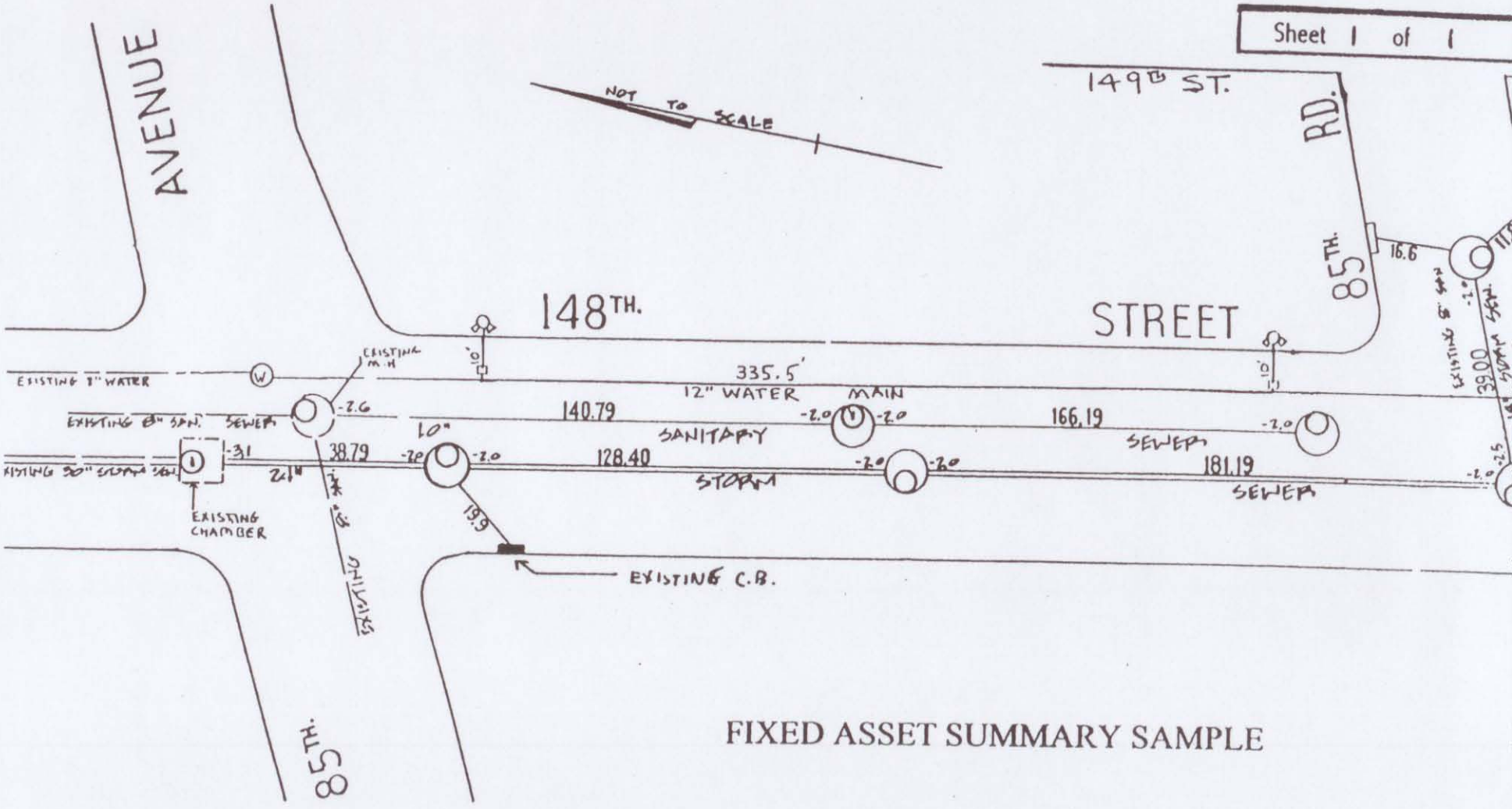
WATER MAIN MATERIAL	CODE
NON-PIPE ITEMS (VALVES, HYDRANT, ETC.)	O
STEEL	1
DUCTILE IRON	2
CONCRETE LINED CAST IRON	3
REINFORCED CONCRETE	4
NON-CEMENT LINED CAST IRON	5
POLYETHYLENE PIPE	6

SEWER FUNCTION	CODE
COMBINED	1
STORM SEWER	2
SANITARY SEWER	3
INTERCEPTOR	5

WATER MAIN FUNCTION CODE	_
NOT APPLICABLE	_

SEWER TRANSACTION	CODE
INSTALLED	1
RETIRED AND REMOVED	2
RETIRED LEFT IN PLACE/ABANDONED	3

WATER MAIN TRANSACTION	CODE
INSTALLED	1
RETIRED AND REMOVED	2
RETIRED LEFT IN PLACE/ABANDONED	3



FIXED ASSET SUMMARY SAMPLE

SEQ-200243/002375 87TH ROAD AS-BUILT CONDITION

FIXED ASSET SUMMARY

BOROUGH	DATE COMPLETED	PROJECT NUMBER	COMP. REG. NO.	C.S.D. NUMBER
QUEENS	6/11/98	SEQ-200243/ SEQ-002375	9698556	7

LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS
1	148TH ST. BETWEEN 85TH AVE. & 85 RD.	P	10"	298.38'	04	0	3	1
2		M	10"	2	00	0	3	1
3		P	24"	335.28'	02	0	2	1
4		M	24"	3	00	0	2	1
5	85TH RD. BETWEEN 148TH ST. & 149TH ST.	P	18"	34.5'	04	0	2	1
6		M	18"	1	00	0	2	1

PREPARED BY: P. LA CHERE APPROVED BY (R.E./S.E.): [signature] DATE APPROVED: 6/30/98

____ WATER
__✓__ SEWER
(CHECK ONE)

____ WATER MAIN ONLY PROJECT
____ SEWER ONLY PROJECT
(CHECK IF APPROPRIATE)

____ THERE WERE NO WATER MAINS RETIRED
____ THERE WERE NO SEWERS RETIRED
(CHECK IF APPROPRIATE)

FIXED ASSET SUMMARY

BOROUGH	DATE COMPLETED	PROJECT NUMBER	COMP. REG. NO.	C.S.D. NUMBER
QUEENS	6/11/98	SEQ-200243 SEQ-002375	9698556	7

LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS
1	148TH ST. BETWEEN 85TH AVE & 85TH RD.	P	8"	298.38'	04	0	3	2
2	↓ ↓	M	8"	2	00	0	3	2

PREPARED BY: P LACHERE APPROVED BY (R.E./S.E): [signature] DATE APPROVED: 6/30/98

____ WATER
_✓_ SEWER
(CHECK ONE)

____ WATER MAIN ONLY PROJECT
____ SEWER ONLY PROJECT
(CHECK IF APPROPRIATE)

____ THERE WERE NO WATER MAINS RETIRED
____ THERE WERE NO SEWERS RETIRED
(CHECK IF APPROPRIATE)

FIXED ASSET SUMMARY

BOROUGH	DATE COMPLETED	PROJECT NUMBER	COMP. REG. NO.	C.S.D. NUMBER
QUEENS	6/11/98	SEQ-200243/ SEQ-002375	9698556	7

LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS
1	148TH ST BETWEEN 85TH AVE. & 85TH RD	00	12	335.5	2	b	–	1
2	148TH ST BETWEEN 85TH AVE & 85TH RD	20	12	2	0	b	–	1
3	148TH ST. BETWEEN 85TH AVE & 85TH RD	14	12	20	2	b	–	1
4	148TH ST BETWEEN 85TH AVE & 85TH RD	12	12	2	0	b	–	1

PREPARED BY: R. Zetterlund APPROVED BY (R.E./S.E.): RWJ DATE APPROVED: 6/30/99

✓ WATER
____ SEWER

____ WATER MAIN ONLY PROJECT
____ SEWER ONLY PROJECT

____ THERE WERE NO WATER MAINS RETIRED
____ THERE WERE NO SEWERS RETIRED

FIXED ASSET SUMMARY

BOROUGH	DATE COMPLETED	PROJECT NUMBER	COMP. REG. NO.	C.S.D. NUMBER
QUEENS	6/11/98	SEQ-200243/ SEQ-002375	9698556	7

LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS
1	148TH ST. BETWEEN 85TH AVE. & 85TH RD.	00	8	335.5	5	b	-	3
2	148TH ST. BETWEEN 85TH AVE. & 85TH RD.	01	8	1	0	b	-	2
3	148TH ST BETWEEN 85TH AVE & 85TH RD	14	8	10	5	b	-	3
4	148TH ST. BETWEEN 85TH AVE & 85TH RD.	12	8	2	0	b	-	2

PREPARED BY: R. Zetterlund APPROVED BY (R.E./S.E.): RWZ DATE APPROVED: 6/30/98

✓ WATER
____ SEWER
(CHECK ONE)

____ WATER MAIN ONLY PROJECT
____ SEWER ONLY PROJECT
(CHECK IF APPROPRIATE)

____ THERE WERE NO WATER MAINS RETIRED
____ THERE WERE NO SEWERS RETIRED
(CHECK IF APPROPRIATE)

DEPARTMENT OF DESIGN AND CONSTRUCTION
INFRASTRUCTURE
FIXED ASSET SUMMARY
ROUTE SLIP

PROJECT No. _____

Number of sheets attached _____

Transmitted herewith are all required Fixed Asset Summary reports for the referenced project.

ROUTE	TITLES & NAMES	INITIALS	DATE
1	**RESIDENT/OFFICE ENGINEER** **NAME** _____		
2	**SECTION ENGINEER** **NAME** _____		
3	**CONSTRUCTION SUPPORT** **NAME :** **30/30 THOMSON**		

NOTES: _____

_____

_____

_____

FIXED ASSET ROUTE SLIP.xls

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 99 - 003 S

CATEGORY : CONSTRUCTION
Subcategory : SUBMITTALS

Keywords ... : MAINTAINING EXISTING SEWERS, FLUMING, CLEANING SEWERS
Supersedes : N/A
Supplements : N/A
Sheet..... 1 OF 2

Issue Date.... : April 1, 1999

SUBJECT: **MAINTENANCE AND PROTECTION OF EXISTING SEWERS**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

There have been several recent incidents where inadequate or unacceptable construction practices have resulted in existing sewers backing up or construction debris and silt entering downstream sewers. These incidents have adversely affected both area residents and downstream DEP facilities.

The standard sewer specifications, section 1.06.12 FLOW OF SEWERS AND DRAINS, ETC. INTERRUPTED requires maintaining flow from all existing sewers, drains and watercourses interrupted during the work. On all projects that include sewer work or that affect the flow in existing sewers, the contractor must submit for approval his method for maintaining existing flows, **including** wet weather flow. This submittal must also include the method proposed for preventing debris, silt, and grease from migrating downstream during any cleaning or construction operations. If fluming or bypass pumping is required, a fluming diagram in accordance with subsection (3) EXISTING FLOW must also be included in this submittal.

No sewer work is to be allowed until the contractor's methods for maintaining all existing flows in sewers that will be interrupted as a result of construction, and for preventing debris and silt from entering downstream sewers, are submitted and approved by the Deputy Borough Director.

In order to ensure that the above requirements are met, when a Resident Engineer is assigned to a project, he/she must carefully review the project plans to identify all existing sewers or watercourses that may be disrupted or affected by construction. The R.E. and S.E. must discuss the above requirements with the contractor at the preconstruction meeting and must review the contractor's submissions regarding maintenance and protection of existing sewers to ensure that they completely address the impact that the planned work will have on the existing sewer system. Once the R.E. and S.E. are satisfied that the contractor's submittals are complete and acceptable, they are to be forwarded to the Deputy Director for review and final approval. During construction, the R.E. must ensure that the approved procedures are followed and that they are effective. This will require the R.E. to inspect the sewers during and after each different construction operation to ensure that the methods in place are working properly. The R.E. must also ensure prior to storms and/or at the end of the day that all required and approved steps have been taken to ensure maintenance of flow.

MAINTENANCE OF FLOW - KEY FACTORS: There are several key factors to keep in mind to determine if a contractor's proposed method of maintaining flow is acceptable. The main goal is to prevent any sewer backups or flooding. Acceptable methods must be capable of either handling peak storm flow without causing sewer backups or flooding, or be removable in the event of a storm and/or at the end of each work day. Anything that restricts flow that must be left in place at the end of the day (e.g. form work) must be removed as soon as possible after it is no longer a necessity. However, the need to have form work in place does not preclude the requirement that flow be maintained. Inspections, both upstream and downstream, prior to, during and after rain events should be made to ensure the contractor's methods are working properly.

DDC

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 99 - 003 S

CATEGORY : CONSTRUCTION
Subcategory : SUBMITTALS

Keywords ... : MAINTAINING EXISTING SEWERS, FLUMING, SEWER CLEANING

Supersedes : N/A
Supplements : N/A
Sheet..... 2 OF 2

Issue Date.... : April 1, 1999

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **MAINTENANCE AND PROTECTION OF EXISTING SEWERS**

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

PROTECTION OF DOWNSTREAM SEWERS - KEY FACTORS: There are several key factors to keep in mind to determine if a contractor's proposed method of protecting downstream sewers and facilities is acceptable. The main goal is to prevent construction material, silt or debris from entering downstream sewers. To prevent solid construction materials or debris (e.g. wood) that fall into the sewer from washing downstream, depending on the flow and nature of the work, a bar screen may be required to be temporarily installed at the downstream end of the work. Typically, any work involving platforms and piping inside the sewer, such as in gunite operations, which could dislodge during a storm or other times of high flow will require bar screen type protection. The bar screen openings must be of sufficient size to allow normal solid waste to pass through without building up, and will require monitoring and maintenance. To prevent silt from entering downstream sewers, settling basins or filter mediums for silt laden water created by construction operations (e.g. trench sump pumping) must be provided. Should silt laden water be discharged into the downstream sewers, cleaning of any settled solids will be required. During any cleaning operations in either new or existing sewers, the R.E. is to ensure that the operations are such that silt and debris is not merely moved downstream into the existing sewer but removed from the sewer system.

Any questions regarding the adequacy of the contractor's means and methods for meeting the above contract requirements should be discussed with the Borough Director.

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP.....: 99 - 004 G

CATEGORY : CHANGE ORDERS
Subcategory : COST ESTIMATE

Keywords .....: EQUIPMENT COSTS, MATERIAL COSTS, COST ESTIMATES
Supersedes...: 98 - 002 G
Supplements...: N/A
Sheet.....: 1 of 1

Issue Date.....: April 1, 1999

SUBJECT: **COST ALLOWANCE FOR CONTRACTOR-OWNED EQUIPMENT AND MATERIAL**

APPROVED:

Assistant Commissioner - William F. Lipski, P.E.

The attached memo dated March 1, 1999, from the Mayor's Office of Construction and the Comptroller's Office titled "COST ALLOWANCE FOR CONTRACTOR-OWNED EQUIPMENT " must be followed on all change orders and all time and material contracts for which no equipment rates are otherwise specified, in order to establish costs for contractor owned equipment and material.

This directive supercedes the previous directive on this subject issued with SCOP 98-002G.

ATTACHMENTS: JOINT DIRECTIVE NO. 1 6/8/92

DEPARTMENT OF DESIGN AND CONSTRUCTION
1999 MAR -3 A 11:53

THE CITY OF NEW YORK

Joint Directive No. 1, Amendment 1

Date: March 1, 1999

To: All Construction Agencies

From: Gary Geiersbach
Director, Mayor's Office of Construction

Michael P. Rennard, P.E.
Comptroller's Chief Engineer

Re: Cost Allowance for Contractor-Owned Equipment

****

This Joint Directive is issued pursuant to the powers granted to the Mayor's Office of Construction and the Comptroller's Office as found in the NY City Charter and the Procurement Policy Board Rules. Equipment costs under Time and Material (T&M) contracts and change orders for which no equipment rates are otherwise specified will be paid as prescribed in this Directive.

EQUIPMENT

A. Time and Material contracts shall provide reimbursement for contractor owned equipment at 75% of the monthly rates provided by the appropriate edition of "AED Green Book, Rental Rates and Specifications for Construction Equipment" ("Green Book") published by PRIMEDIA Information Inc., prorated daily for the number of days actually used (subject to the restriction of Paragraph E below). Reasonable costs for move in and move out may be allowed if the utilization period is one week or less.

B. Change Orders shall provide reimbursement for contractor owned on-site equipment at 75% of the monthly rates provided by the appropriate edition of the "Green Book" prorated hourly for the actual hours used (subject to the

restriction of Paragraph E below).

C. Change Orders shall provide reimbursement for contractor owned equipment brought to the site for the performance of extra work at 75% of the monthly "Green Book" rates prorated daily for the number of days actually used (subject to the restrictions of Paragraph E below). Reasonable costs of move in and move out may be allowed if the utilization period is one week or less.

D. Time and Material contracts and change orders shall provide reimbursement for contractor owned standby equipment at 33 1/3 of the "Green Book" monthly rates, prorated daily. Reasonable costs for move in and move out may be allowed if the utilization period is one week or less.

E. For multiple shift utilization, reimbursement shall be calculated as follows:

First shift - .75 of "Green Book" rental rates
Second shift - .60 x first shift rate
Third shift - .40 x first shift rate

The maximum reimbursement for any twenty-four (24) hour period shall be calculated at twice (2X) the daily rate as calculated in Paragraph A, B, or C above, whichever is appropriate.

F. The aforementioned reimbursement schedules shall be applicable only to serviceable equipment that shall be capable of efficiently performing its intended on-site function in accordance with the work requirements.

G. The cost of equipment characterized as "small tools" is deemed to be included in the contractor's overhead factor and shall not be eligible for separate reimbursement whether contractor-owned or leased separately. This type of equipment generally encompasses items that are ordinarily required for the performance of the worker's job function, and includes but is not limited to equipment which ordinarily has no licensing, insurance or substantive storage costs associated with it; such as circular and chain saws, impact drills, threaders, benders, wrenches, socket tools, etc.

H. If a particular piece of equipment is not listed in the "Green Book", the "Blue Book", (Rental Rate Blue Book for Construction Equipment by PRIMEDIA Information Inc.), rental rates may be substituted, subject to the restrictions of the above paragraphs, i.e. 75% of the stated rates, etc. (Blue Book operating costs are not allowable).

I. Time and Material contracts and change orders providing reimbursement for contractor owned equipment shall limit the amount reimbursed to the purchase price of a machine of equal or comparable capacity

J. Fuel costs will be reimbursed based on actual costs. In the absence of auditable figures, the following formula shall be applied:

Fuel cost per operating hour = .035 x HP rating x Fuel cost/gal.

K. Fuel costs for pickup trucks will be $6.00 per shift per pickup truck.

MATERIAL

A. In establishing rental payments for materials (e.g. scaffolding, plating or sheeting), consideration may be given to the actual or the estimated life cycle of the material for use on other projects or rental rates may be established on the basis of purchases or salvage value whichever is less.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP.....: 99 - 005 G

CATEGORY : Contract Compliance
Subcategory Haulers

Keywords ..... : Haulers, Trucks, DOS

SUBJECT: COMMERCIAL VEHICLE REQUIREMENTS FOR DDC HAULERS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED _____ 4/5/99
Assistant Commissioner - John W. Pusz, P.E.

Issue Date.....: April 2, 1999

The Department of Sanitation (DOS) recently conducted a spot check of trucks being used on DDC projects and discovered that many did not possess the required licenses, permits, or tax stamps needed to legally operate as commercial hauling vehicles. These licenses, permits and tax stamps are detailed on the attached Commercial Vehicle Requirements chart, and include but are not limited to the following; Highway Use Tax Stamp (HUT), NYC Motor Vehicle (MV) Tax Stamp, International Fuel Tax Agreement (IFTA), Overweight Permit, and a Consumer Affairs License.

DDC contracts require that contractors and subcontractors adhere to all applicable rules and regulations. Furthermore, contracts requiring delivery of excess suitable fill to the Fresh Kills landfill contain specific vehicle documentation requirements associated with this activity.

Resident Engineers are to discuss these requirements with the contractor now on current projects and from now on at all preconstruction meetings. Attached is a handout for all contractors summarizing these requirements. Give this to the contractor now and at all preconstruction meetings, along with the Commercial Vehicle Requirements chart and direct the contractor to review these requirements with his subcontractors.

If any trucks on your projects are observed to be deficient in any of the requirements, you are to notify the contractor and subcontractor if applicable, in writing. If non-compliance continues after written notification, the contractor and/or subcontractor's evaluation should reflect this and they will be subject to removal from approved list.

City of New York Department of Design and Construction

Luis M. Tormenta, P.E.
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.ci.nyc.ny.us/buildnyc

NOTICE TO:
DDC Contractor:
DDC Trucking Subcontractor:

Re: Commercial Vehicle Requirements
For DDC Haulers

Dear Contractor/Subcontractor:

The Department of Sanitation (DOS) periodically conducts a spot checks of trucks being used on DDC projects and finds that some do not possess the required licenses, permits, or tax stamps needed to legally operate as commercial hauling vehicles.

These licenses, permits and tax stamps, which are detailed on the attached Commercial Vehicle Requirements chart, include but are not limited to the following:

- Highway Use Tax Stamp (HUT).
- NYC Motor Vehicle (MV) Tax Stamp.
- International Fuel Tax Agreement (IFTA).
- Overweight Permit.
- Consumer Affairs License.

City contracts require that contractors and subcontractors adhere to all applicable rules and regulations. Furthermore, contracts requiring delivery of excess suitable fill to the Fresh Kills landfill contain specific vehicle documentation requirements associated with this activity. You are advised to review these requirements and ensure all trucks you or your subcontractors are using on DDC projects meet all of the above applicable requirements. Failure to do so will result in action by the appropriate authorities and possible unsatisfactory contractor or subcontractor performance evaluations, as well as removal from the approved subcontractors list.

Should you have any questions please contact the Borough Director.

COMMERCIAL VEHICLE LICENSING, PERMIT AND STAMP REQUIREMENTS

Type of Stamp/Permit/License	*Issuing Agency*	*Enforcement Responsibility*	*Sticker*	*Comment*
Highway Use Tax (HUT)	NY State Dept. of Finance	State & Local Police, NYSDOT Weigh Stations & Tax Enforcement Unit	Red w/ Black lettering affixed to bumper	Issued in 3 year blocks
International Fuel Tax Agreement (IFTA)	NY State Dept. of Finance	State & Local Police	Red w/ white lettering affixed to each door	Issued yearly, required on vehicles over 26,000 # vehicles leaving the State only.
N.Y.C. Motor Vehicle Tax (MV)	N.Y.C. Dept. of Finance	State & Local Police	White w/ letters M.V. affixed to ride side windshield	Issued yearly, expires May 31
Overweight	N.Y.C. Dept. of Transportation	State & Local Police	Permits are blue	Permits carried with vehicle registration. Permits haven't been issued for past 8 years; permits can change hands with new owners
Consumer Affairs License	Trade Waste Commission	Trade Waste Commission	Plates are white & black lettering affixed to passenger side of vehicle	For transporting refuse only

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: SCHOOL CONSTRUCTION EMBARGO FOR VARIOUS LOCATION CONTRACTS

APPROVED 4/5/99
Assistant Commissioner - John W. Pusz, P.E.

SCOP..... : 99 - 006 G

CATEGORY : PROJECT SCHEDULE
Subcategory : SCHOOLS

Keywords ..... : Schools, Various Location Work

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 OF 1

Issue Date..... : April 2,1999

Effective immediately, no work shall be allowed in front of schools on various location milling, sidewalk, pedestrian ramp, catch basin, seepage basin or resurfacing projects. This work is to be performed during non-school hours.

Resident Engineers are to check the listing of schools previously distributed and physically inspect all project locations to determine if the work will be in front of a school. As work locations that will be subject to a school embargo are identified, the Resident Engineer must meet with the contractor in order to agree upon an acceptable work schedule for these locations. This process must be repeated as new project locations are added.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 99 - 007G

CATEGORY.... : ADMINISTRATIVE
Subcategory : ADDITIONAL WORK

Keywords ..... : ADDITIONAL WORK, SCOPE INCREASE-NON-MATERIAL

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 OF 1

Issue Date..... : September 23, 1999

SUBJECT: **PROTOCOL FOR ADDITIONAL WORK REQUESTS ON CONSTRUCTION PROJECTS**

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

The following protocol must be followed whenever an increase in a project's scope is requested by local officials or residents, or non-material scope change work is added to a project in the construction phase for any reason:

1. If an official or resident inquires about additional work they must be informed that they have to make a written request regarding the addition of work to the project. This written request should be made directly to DEP or DOT whichever is applicable, with a copy sent to DDC. If a written request happens to be received directly by DDC, it must be forwarded to Program Management which will then forward it to DEP or DOT. DDC's representatives must not comment as to the feasibility of the request since this may put DEP or DOT in an awkward position.

2. DEP or DOT will analyze all additional work requests and respond directly to DDC's Program Management who will forward a copy of the written approval to Construction and coordinate the preparation of the contract plans by DDC Design. Program Management will forward the plans to Construction when they are completed. If the request is denied, Program Management will forward the denial to the Design and Construction Bureaus. Program Management will also coordinate with the client agency to ensure that the requester (local official or resident) is notified of the final determination.

3. Construction will prepare a contract change order or overrun as necessary upon receipt from Program Management of DEP's or DOT's written approval of, or request for additional work, and any additional information required to negotiate. In general, non-material scope changes should be paid via change orders, using applicable unit bid prices where possible. The 125% overrun bid price renegotiation applies regardless of whether items are paid via an overrun or a change order.

4. Design will send a copy of the approved plans to all affected utilities. Construction will schedule a utility meeting between the contractor and affected utilities upon receipt of the plans and prior to the start of work.

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 99 - 008G

CATEGORY... : CLOSEOUT
Subcategory : SUBSTANTIAL COMPLETION
Keywords ..... : SUBSTANTIAL COMPLETION

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : October 26, 1999

SUBJECT: **NOTIFICATION OF SUBSTANTIAL COMPLETION**

APPROVED: W. F. Lipski

Assistant Commissioner - William F. Lipski, P.E.

Substantial Completion of a project occurs when all original contract and change order work is completed, with the exception of the punch list work, seasonal work where allowed under the contract, and incidental contract work when approved by the E.I.C. This is a major milestone on DDC projects, and it is important that certain DDC personnel be notified when a project is substantially completed. Therefore, each Resident Engineer must complete the attached Substantial Completion memo **within one week** of the Substantial Completion of their project, and distribute it to the listed personnel.

SUPERSEDED BY SCOP 01-002G

ATTACHMENT :SUBSTANTIAL COMPLETION MEMO

City of New York **Department of Design and Construction**

Memo

DATE:

TO: Richard Zetterlund, P. E.
Director of Construction Support

FROM: Resident Engineer

SUBJECT: **SUBSTANTIAL COMPLETION**

CAPIS ID No. _____

CONTRACT REGISTRATION NO. _____

PROJECT DESCRIPTION: _____

Please be advised that the work on the above referenced project was

SUBSTANTIALLY COMPLETED

on

_____
Month/ Day/Year

SUPERSEDED BY SCOP 01-002G

Resident Engineer: _____ _____
Print Name Signature

Attachment: Schedule "A" (to original only)

c: Deputy ACCO - Contract Administration, Director of OCO - D. Pope, A/C Lipski *or* Pusz, A/C Cowan, A/C Ng, D/A/C Saia, Dir. L. Martinez, QA – S. Sauberman, Construction - Borough Director, Program Management – Borough Director, L. Pena-Franco, V. Jones, Engineer-in-Charge, File

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 99 - 009G

CATEGORY.. : RECORD KEEPING
Subcategory : VISITORS

Keywords ..... : VISITORS

SUBJECT: SITE VISITOR SIGN IN

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Issue Date..... : October 27, 1999

As per DDC Policy and Procedures Memorandum # 99-3 (Operational), each field employee must record the date, arrival time, departure time, and name of all DDC and other City employees who visit the project site. This information must be noted in the Inspector's Report and/or Resident Engineer's Diary.

ATTACHMENT: DDC POLICY MEMO # 99 - 3

City of New York Department of Design and Construction

Luis M. Tormenta, P.E.
Commissioner

Kenneth Holden
First Deputy Commissioner

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1591
Fax 718 / 391-3480
www.ci.nyc.ny.us/buildnyc

DDC Policy and Procedures Memorandum -- #99 – 3 (Operational)

TO: Michael Burton
Richard Ocken
Mark Canu

FROM: Kenneth Holden

SUBJECT: Site Visitor Sign In Procedure

DATE: September 14, 1999.

Documenting the visits of DDC and other City employees to a job site is an essential project management task. Therefore, I am requiring that each DDC field employee maintain a record of the date, arrival time, departure time and identity of all DDC and other City employees who visit the job site.

For Structures projects, this information should be maintained in the Project Manager's Log Book.

Infrastructure personnel should note this information in the Inspector's Daily Report and/or the Resident Engineer's Diary.

For projects invoiving asbestos abatement, the HAZMAT consultants should include the required information as part of the monthly report package they submit to DDC.

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP.....: 00 - 001G

CATEGORY.: CONSTRUCTION
Subcategory: Water Services

Keywords .....: COLD WEATHER, INSULATION, WATER SERVICES

Supersedes...: 99-001G

Supplements.....: N/A

Sheet.....: 1 of 1

Issue Date....: April 5, 2000

SUBJECT: **COLD WEATHER PROTECTION OF WATER SERVICES**

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

TEMPORARY PROTECTION:

When the air temperature is expected to fall below 35 °F anytime during construction operations that cause water services to be left exposed, the contractor must provide and install sufficient insulation on the exposed services to prevent them from freezing. Insulation shall be FOAMGLAS cellular glass insulation manufactured in accordance with ASTM C552 "Standard Specification for Cellular Glass Thermal Insulation", by Pittsburgh Corning Corporation, or approved equal.

In addition, Resident Engineers must ensure that the attached "Water Service Notice" is distributed to all homeowners when their water service is left exposed.

PERMANENT PROTECTION:

The Water Supply Rules and Regulations, referred to in the Water General Specifications, require that all water services with less than 3.5 ' of cover must be permanently insulated. Permanent insulation shall be FOAMGLAS cellular glass insulation manufactured in accordance with ASTM C552 "Standard Specification for Cellular Glass Thermal Insulation", by Pittsburgh Corning Corporation, or approved equal. All permanent insulation shall be factory jacketed with PITWRAP SS Jacketing - a 70 mil (1.7 mm) thick self sealing high polymer asphaltic membrane with an integral glass scrim and aluminized Mylar film on the surface or approved equal.

Resident Engineers must ensure that this requirement is carried out and recorded in inspection reports.

ATTACHMENT: WATER SERVICE NOTICE

City of New York Department of Design and Construction

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.ci.nyc.ny.us/buildnyc
OCKENR@ddclan.cn.ci.nyc.ny.us

DATE _____/_____/_____

RE: Project No.: _____
Contract No.: _____
Project Description: _____

Water Service Notice

Dear Sir or Madam:

Due to the excavation work in front of your home, it was necessary to leave your water service pipe temporarily exposed to the cold air. To help prevent the water in the service from freezing, we have installed insulation around the exposed water service pipe. However, in order to further help prevent your water service from freezing, until the excavation is backfilled, when the outside temperature is, or will be, below 32° F it is recommended that you:

- Open a faucet slightly in a sink or bathtub to allow a moderate stream of water to run continuously.
- To avoid accidental sink/tub overflow while water is running unattended, please make certain that there is nothing blocking the drain.

If you have any questions please contact me at _____.
(RE PHONE NUMBER)

If your water service is interrupted after work hours, please call the DDC's 24-hour emergency number, (718) 391-1000.

We apologize for any inconvenience and appreciate your patience.

Sincerely,

_____
Resident Engineer

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: FLY ASH IN DEP CONCRETE

APPROVED: _____

Assistant Commissioner - William F. Lipski, P. E.

SCOP.....: 00-002G

CATEGORY..: CONCRETE
Subcategory : FLY ASH

Keywords ..... : CONCRETE, FLY ASH

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date.....: February 25, 2000

Section D3.3 of the DEP concrete specification requires that all concrete mixes include fly ash (ASTM C618). The DDC Infrastructure Design Division has waived the fly ash requirement for concrete sewer cradles. This waiver is at the contractors option, who must submit for approval the appropriate concrete mix.

Recognizing that there are other incidental uses of concrete delivered for cradle (manhole inverts, type 3 catch basin throats, etc.) such incidental use will be permitted.

However, concrete for all structures including poured in place manholes, box culverts, chambers, etc. must use the DEP specified mix.

All concrete design mixes must be submitted to and approved by DDC QA prior to use.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 00 - 003G

CATEGORY.. : CONSTRUCTION
Subcategory : SUBMITTALS

Keywords ..... : SHEETING, BRACING
SHOP DRAWINGS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 OF 1

Issue Date..... : March 27, 2000

SUBJECT: **SHEETING AND BRACING - CONSTRUCTABILITY REVIEW**

APPROVED: 4-7-2000

Assistant Commissioner - John W. Pusz, P.E.

All sheeting and bracing drawings must be reviewed by the appropriate Borough Construction staff for constructability prior to transmittal to Design for approval. The sheeting and bracing design should be applicable to and judged against the anticipated actual field conditions.

Some of the constructability issues that must be considered include: 1) Comparing the proposed toe versus the anticipated soil hardness, (i.e. can the sheeting be driven to the required depth?), 2) Will the method of driving the sheeting have an adverse affect on surrounding facilities or structures? 3) Ensuring that the installation of the sheeting and bracing won't require work below a depth of five feet without proper protection for workers, 4) Checking that the proposed bracing won't interfere with the installation of the pipe, 5) Ensuring that provisions are made for fluming existing sewer house connections, 6) Ensuring that provisions are made for existing utility interference, 7) Reviewing road width versus trench width to ensure maintenance of traffic requirements can be met, and 8) On frame and steel plate designs, that the method of supporting the frame is clearly indicated.

Attached is a transmittal to be used for submitting sheeting and bracing shop drawings to DDC Design.

ATTACHMENT: SHEETING TRANSMITTAL

City of New York Department of Design and Construction

Memo

DATE: / /

To: _____

_____

_____

_____

Attn: _____

Re: _____

_____

_____

_____

_____

SELECT ONE

Attached please find the following for your: [ ] Review and approval

[ ] Information and coordination

1. _____

2. _____

3. _____

COMMENTS:

_____

_____

_____

_____

All sheeting designs transmitted to Design for approval have been reviewed for constructability and are acceptable to Construction for use on this project except as noted:

SELECT ONE

[ ] In the comments section

[ ] On the sheeting drawing

Very truly yours,

_____

Name/Title

C: _____ _____

_____ _____

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 00 - 004G

CATEGORY.. : ADMINISTRATIVE
Subcategory : WATER MAIN SHUT-DOWN LOG
Keywords ..... : Water main, Shutdown

SUBJECT: DAILY WATER MAIN SHUTDOWN LOG

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1of 1

APPROVED: 3/30/2000
Assistant Commissioner - John W. Pusz, P.E.

Issue Date..... : March 27, 2000

The Resident Engineer on projects with water main shutdowns (by Noon on the day of the shutdown) will be responsible to provide the Borough Office with the project ID, shutdown time, water main size, shutdown location and limits, work location and limits, contractor, emergency contact name and phone number, EIC's name, and the inspector's name and phone number.

The Borough Director will designate a person to receive the above information from the Resident Engineers, summarize the Borough information on the "Daily Water Main Shutdown Log" and e-mail this form to their Assistant Commissioner by 1PM each day. If there are no shutdowns in the Borough, the Borough designee must state this in the e-mail to the Assistant Commissioner.

ATTACHMENT DAILY WATER MAIN SHUTDOWN LOG

City of New York Department of Design and Construction

DAILY WATER MAIN SHUTDOWN LOG

BOROUGH:	DATE:	DAY OF WEEK:	DEP YARD PHONE #

PROJECT ID	SHUTDOWN TIME	WM SIZE	SHUTDOWN LOCATION / LIMITS	CONTRACTOR / EMERGENCY CONTACT NAME AND PHONE #	EIC NAME / INSPECTOR NAME AND PHONE #

BOROUGH TO E-MAIL THIS LOG DAILY TO THE D/C AND THEIR A/C BY 1PM EACH DAY. **SHEET __ OF __**

Water main log 2000 rz

DDC99-1-76

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 00 - 005 S

CATEGORY RECORD KEEPING
Subcatego: AS-BUILT RECORDS

Keywords .... AS-BUILT, RECORDS

SUBJECT: **AS-BUILT RECORDS FOR SEWER PROJECTS - R.E. RESPONSIBILITY**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Supersedes...: N/A
Supplements..: 98-003 S
Sheet.....: 1 of 1

Issue Date.: April 5, 2000

As per SCOP 98-003 S, all pertinent as-built information must be recorded during the progress of the work on a daily or weekly basis by the Resident Engineer or their designee. The as-built information is to be neatly recorded on a copy of the project drawings in red pen or pencil. A set of "cleaned up" project drawings with miscellaneous design information removed is available for this purpose from the Construction Support As-Built Unit. In addition to the as-built information required by SCOP 98-003 S, the following additional information must be recorded:

1. All lining types, locations, limits, and lengths.
2. All new water main locations, limits, and sizes (on projects registered in FY 2000 and beyond only). All existing water main information that remains unchanged, is to remain on the as-built drawing.

On "In-House" supervised projects, Construction Support's Survey Unit will provide final sewer measurements and the sewer manhole rim and invert elevations. However, catch basin chute lengths and gunite/lining limits and lengths must be recorded by the Resident Engineer. As-builts for gunite/lining work do not require as-built rim and invert elevations. At substantial completion, the marked-up as-built drawings must be hand delivered to Construction Support's As-Built Section, or given directly to the Survey Unit's surveyor onsite.

For projects completed prior to the issuance of SCOP 98-003 S, Construction Support's As-built Unit is available to draw As-Builts directly from the project records. In this case, contact the As-Built Unit to arrange delivery of the required files.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **CATCH BASIN AS-BUILT INVENTORY**

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

SCOP..... : 00 - 006 G

CATEGORY.. : RECORD KEEPING
Subcategory : AS-BUILTS

Keywords ..... : AS-BUILTS, CATCH BASINS

Supersedes... N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 22, 2000

Effective immediately, Resident Engineers on all DDC Infrastructure projects must complete and submit the attached Catch Basin As-Built Inventory and sketch utilizing the "Substantial Completion Transmittal" and associated "Catch Basin As-Built Inventory" and "Catch Basin As-Built Sketch" forms. In order to ensure all as-built information is received, the "Substantial Completion Transmittal" form must indicate the total number of catch basins installed, modified, cleaned, or removed as part of the project. If no catch basins were constructed, modified, cleaned, or removed, the Resident Engineer must indicate this by checking off that statement on the form. The completed inventories are due at substantial completion on every project. The inventories are to be submitted to the Construction Support Unit, 3rd floor at 30-30 Thomson Ave. where they will be logged and forwarded to DEP.

SKETCH INSTRUCTIONS:

1. Provide the required information using the attached blank "Catch Basin As-Built Sketch" form, the project location map, or similar sketch of your own making.
2. Label each street and indicate the north direction.
3. By using the appropriate symbol, draw and sequentially number each catch basin that is either new - where no basin previously existed, new - replacing an existing basin, an existing basin that has been removed and not replaced, an existing basin that has been modified, an existing basin that was only cleaned, or an existing basin that was not worked on.
4. Draw all new catch basin connections and connection manholes.
5. For mid-block locations, indicate the house or building number that the catch basin fronts. In order to identify house numbers, precede them with the # symbol.

INVENTORY INSTRUCTIONS:

New basins where no basin previously existed - check "new", circle the type, and record the date it was substantially completed.

New basins that replace an existing basin - check "new replacing existing", record the DEP tag # of the replaced basin, circle the type, and record the date it was substantially completed.

Existing basin removed and not replaced - For basins that are removed and not replaced, check "existing removed", record DEP tag #, and record the date it was removed.

Existing basin modified or cleaned - Check "existing modified or cleaned", record date modifications or cleaning was substantially completed, and record modification or work performed (e.g. hood installed, basin cleaned, etc.).

No. - Number each catch basin sequentially starting with one. No two catch basins on a project should have the same number.

DEP tag # - Record the DEP tag number stamped on the grate for existing basins that were removed, modified or cleaned. The six digit DEP tag number begins with 1 in Manhattan, 2 in the Bronx, 3 in Queens, 4 in Brooklyn, and 5 in Staten Island. If the basin is not stamped, or the tag number is not known, write "N/A".

TYPE - Circle 1, 2, 3 or DB for double, or SB for seepage basin

ATTACHMENTS: Subst. Compl. Transmittal, Catch Basin Inventory, Catch Basin Sketch, Sample Inventory Form, Sample Sketches

DEPARTMENT OF DESIGN AND CONSTRUCTION
INFRASTRUCTURE
SUBSTANTIAL COMPLETION CATCH BASIN INVENTORY
ROUTE SLIP

PROJECT No. _____

REGISTRATION No. _____

Number of sheets attached _____

Transmitted herewith are all required Catch Basin Inventory forms for the referenced project. A total of _____ catch basins were either installed, modified, cleaned, or removed as part of this project. An additional _____ existing catch basin are reported that had no work performed on them. If no catch basin work was performed on this project, enter zero above and submit only this form.

ROUTE	TITLES & NAMES	INITIALS	DATE
1	**RESIDENT/OFFICE ENGINEER** **NAME** _____		
2	**ENGINEER IN CHARGE** **NAME** _____		
3	**CONSTRUCTION SUPPORT** **30/30 THOMSON 3RD FLOOR**		

NOTES: _____

_____

_____

_____

CATCH BASIN A' JILT INVENTORY

Sheet __ ___

Contract No.: _____ Registration No.: _____ Community Board No.: _____

Project Description: _____ Borough: _____

Resident Engineer: _____ Contractor: _____

Draw and label each catch basin and for each fill in the required / applicable information.

No.	New	New Replaced Existing *Enter Existing Tag #*	Existing Removed *Enter Existing Tag #*	Existing Modified or Cleaned *Enter Existing Tag #*	Type DB DOUBLE, SB SEEPAGE	Date Completed	Modification *or* Work Performed
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____
	☐	☐ _____	☐ _____	☐ _____	1 2 3 DB SB	_____	_____

CATCH BASIN AS-BUILT SKETCH

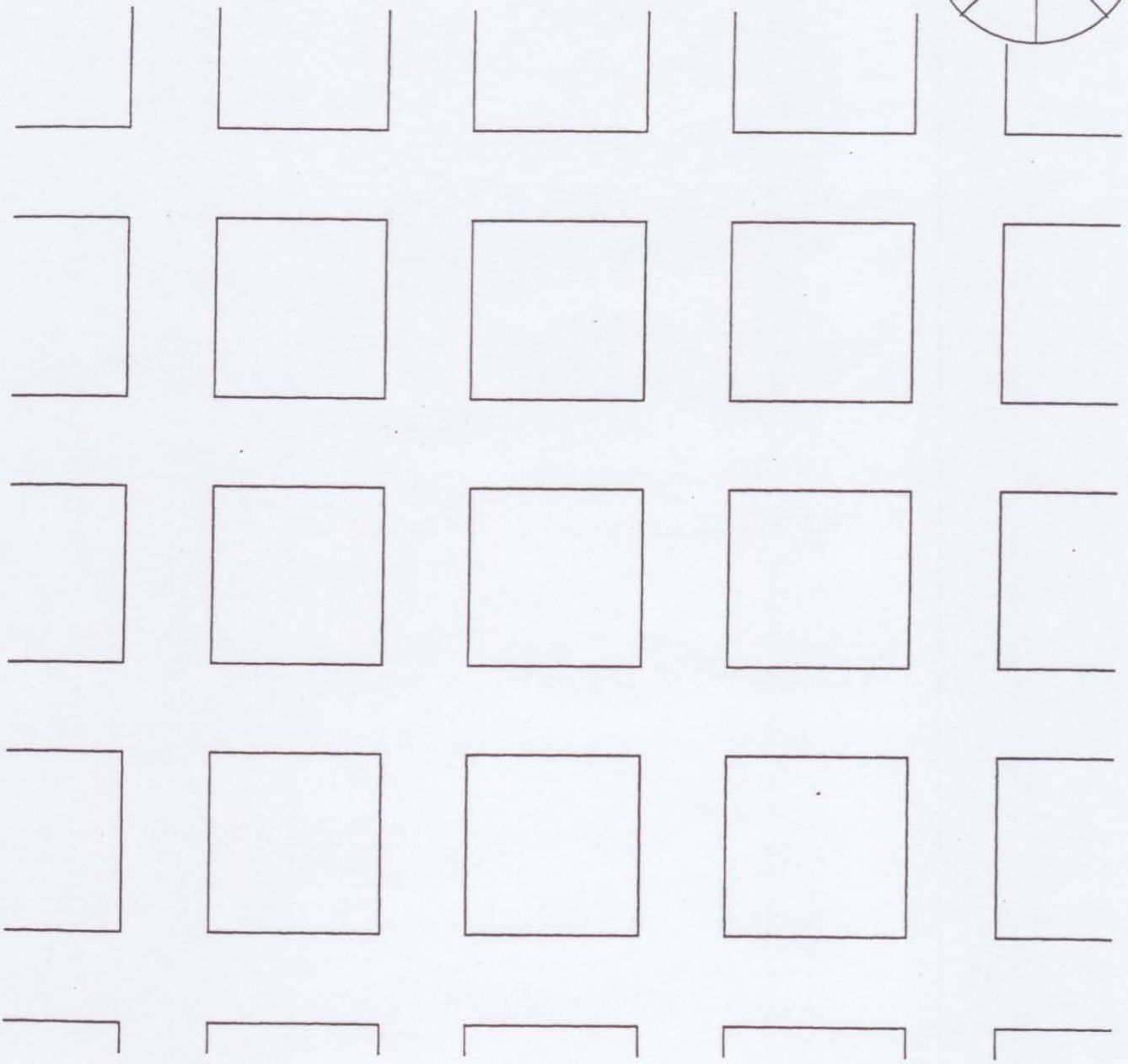
Sheet___of___

INDICATE NORTH

Contract No.: _____ Registration No.:_____ Community Bd. No. ____

Project Description: _____ Borough: _____

Resident Engineer: _____ Drawn By: _____



○ MANHOLE

□ NEW BASIN ▬ NEW REPLACING EXISTING BASIN ☒ BASIN REMOVED

▨ MODIFIED BASIN [C] EXISTING BASIN CLEANED ■ EXISTING BASIN

BLANK CB SKETCH

99-1-81

SAM :

CATCH BASIN A' UILT INVENTORY

Sheet 1 1

Project No.: SER20037 Registration No.: 99C8745 Community Board No.: 3

Project Description: Sewers in Nugent Ave Borough: Staten Island

Resident Engineer: R. Williams Form Completed By: R. Williams

Draw and label each catch basin and for each fill in the required / applicable information.

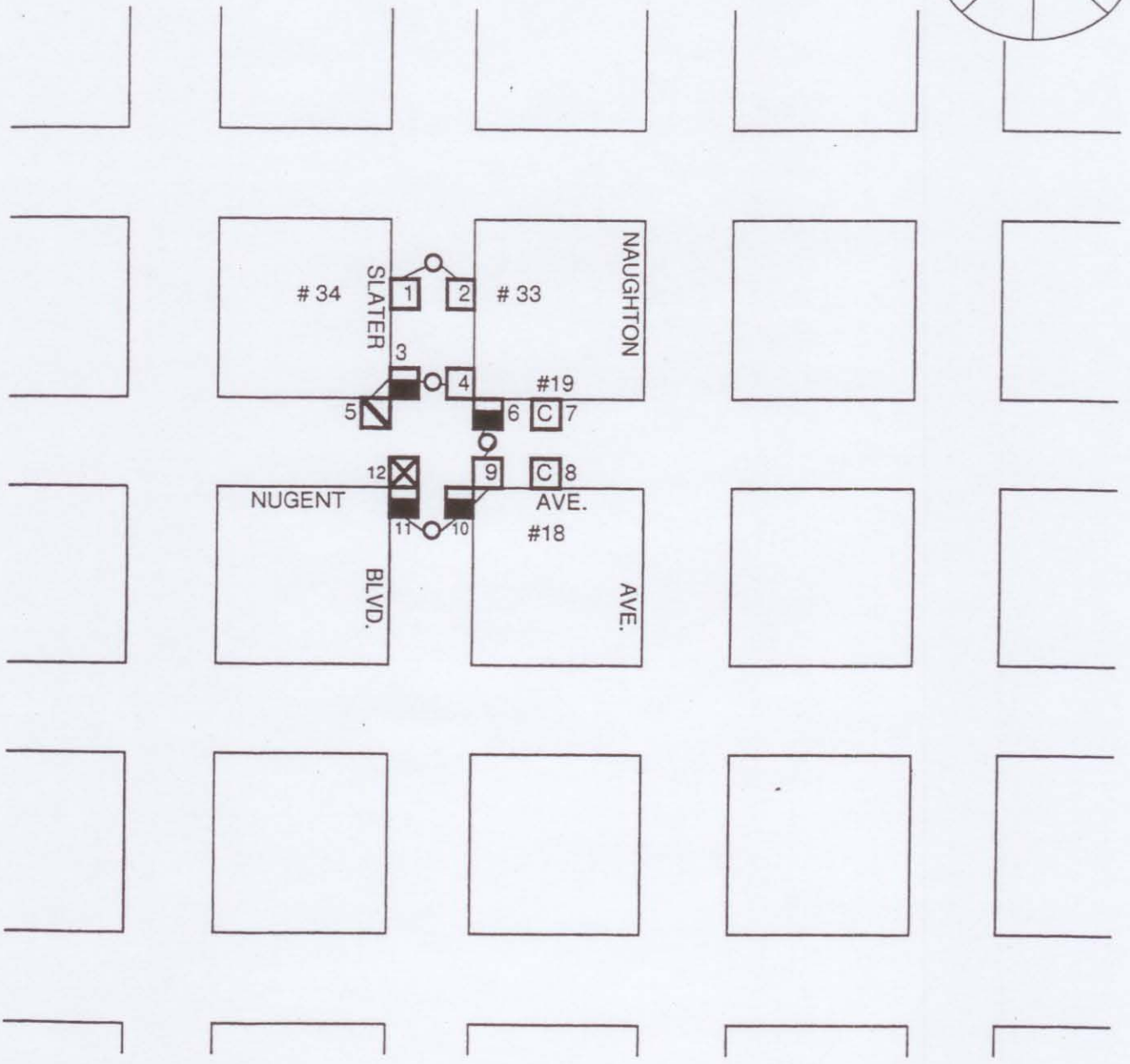
No.	New	New Replaced Existing *Enter Existing Tag #*	Existing Removed *Enter Existing Tag #*	Existing Modified or Cleaned *Enter Existing Tag #*	Type DB DOUBLE, SB SEEPAGE	Date Completed	Modification *or* Work Performed
1	☒	☐	☐	☐	1 [2] 3 DB SB	4/21/00	
2	☒	☐	☐	☐	1 [2] 3 DB SB	4/21/00	
3	☐	☒ 523458	☐	☐	1 [2] 3 DB SB	4/22/00	
4	☒	☐	☐	☐	1 [2] 3 DB SB	4/22/00	
5	☐	☐	☐	☒ 523459	1 2 [3] DB SB	4/22/00	HOOD INSTALLED
6	☐	☒ 523460	☐	☐	1 [2] 3 DB SB	4/22/00	
7	☐	☐	☐	☒ 523461	[1] 2 3 DB SB	4/22/00	CLEANED
8	☐	☐	☐	☒ N/A	[1] 2 3 DB SB	4/22/00	CLEANED
9	☒	☐	☐	☐	1 [2] 3 DB SB	4/22/00	
10	☐	☒ 523463	☐	☐	1 [2] 3 DB SB	4/22/00	
11	☐	☒ 523464	☐	☐	1 [2] 3 DB SB	4/22/00	
12	☐	☐	☒ N/A	☐	[1] 2 3 DB SB	11/2/99	
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		
	☐	☐	☐	☐	1 2 3 DB SB		

SAMPLE

CATCH BASIN AS-BUILT SKETCH

Project No.: SER20037 Registration No.: 99C8745 Community Bd. No. 3
Project Description: Sewers in Nugent Ave. Borough: Staten Island
Resident Engineer: R. Williams Drawn By: R. Williams

INDICATE NORTH



MANHOLE

NEW BASIN — NEW REPLACING EXISTING BASIN — BASIN REMOVED

MODIFIED BASIN — C EXISTING BASIN CLEANED — EXISTING BASIN

99-1-83

SAMPLE

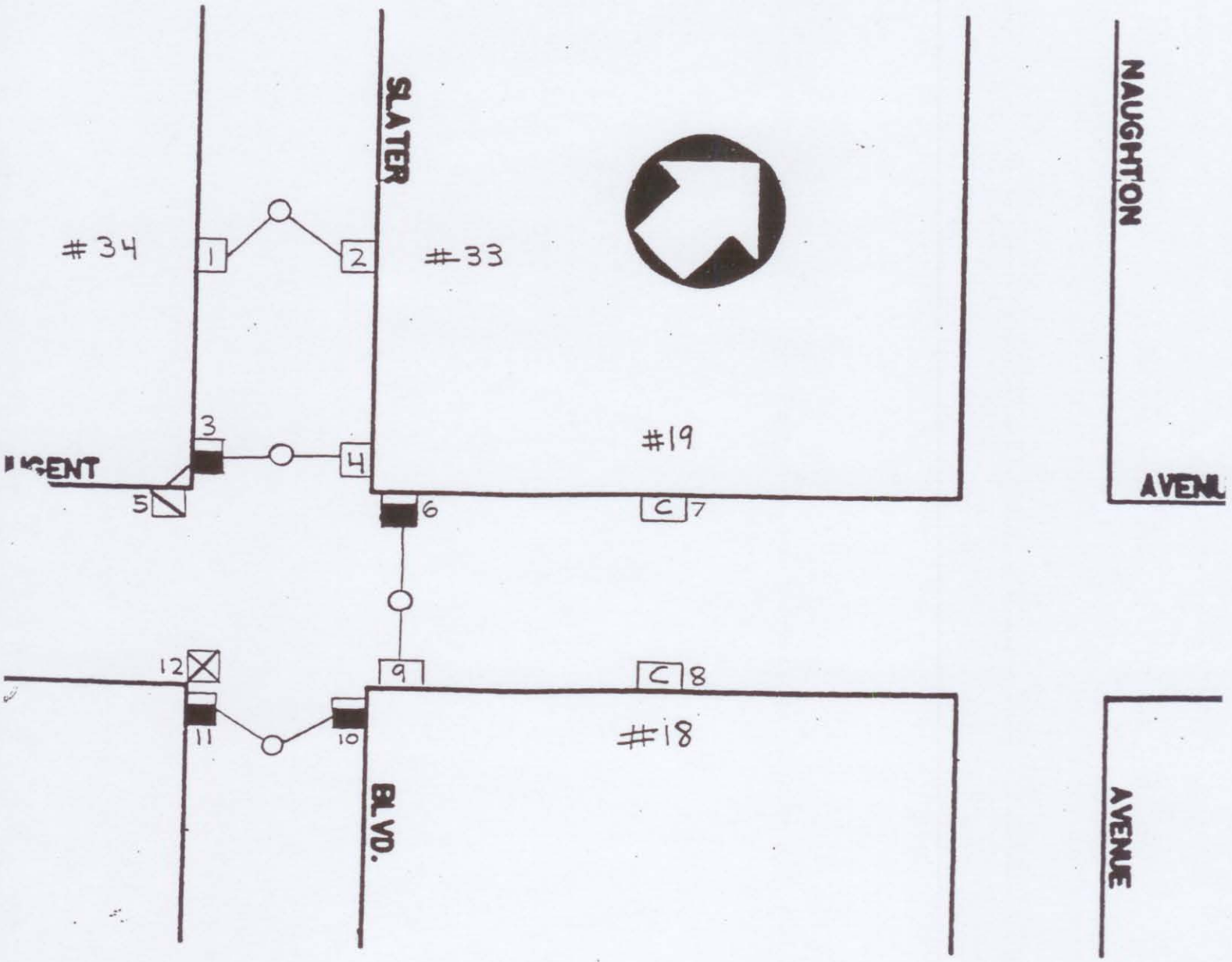
CATCH BASIN AS-BUILT SKETCH

Sheet 1 of 1

Contract No.: SER20037 Registration No.: 99C8745 Community Bd. No. 3

Project Description: Sewers in Nugent Ave. Borough: Staten Island

Resident Engineer: R. Williams Drawn By: R. Williams



- MANHOLE
- NEW BASIN
- NEW REPLACING EXISTING BASIN
- BASIN REMOVED
- MODIFIED BASIN
- C EXISTING BASIN CLEANED
- EXISTING BASIN

99-1-84

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 00 - 007G

CATEGORY : Construction
Subcategory : Monuments

Keywords ..... : Survey Monuments

SUBJECT: **Borough Survey Monuments - Protection and Installation**

APPROVED _____ 8/10/00
Assistant Commissioner - John Pusz, P.E.

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : July 27, 2000

Prior to the start of construction, the Resident Engineer must ensure that the Borough President's Topographical Unit has been notified of the project limits and has provided DDC with a listing of all existing Borough survey monuments in the project area. The Resident Engineer shall inspect the monuments and notify the Borough President's Topographical Unit of any discrepancies. The contractor is required to either preserve or replace all existing survey monuments affected by the construction.

For contracts containing items for the installation of survey monuments, the Resident Engineer must ask the Borough President's Topographical Unit if the installation of any additional survey monuments in the project area is necessary, and ensure that any monuments requested are installed as part of the project.

Within one month of Substantial Completion, the Resident Engineer must obtain a survey from the contractor indicating any survey monuments installed or replaced as part of the project, and transmit this survey to the Borough President's Topographical Unit as well as DDC's Topographical Unit - 5th Floor 30-30 Thomson Ave.

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 00 - 008 G

CATEGORY : ADMINISTRATIVE
Subcategory : NOTIFICATIONS

Keywords ..... : ACCIDENT, INJURIES SAFETY

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : July 27, 2000

SUBJECT: **CONSTRUCTION SITE EMERGENCY/ ACCIDENT NOTIFICATION**

APPROVED _____

Assistant Commissioner - William F. Lipski, P.E.

The attached Site Safety Emergency Response Protocol issued by DDC's Environmental, Health and Safety Services Unit is to be adhered to. This protocol requires that the "Site Safety Emergency Protocol" form (attached) be completed and posted conspicuously in the Engineer's field trailer. If a site safety emergency occurs, the Resident Engineer is responsible for ensuring that the protocol is followed. All incidents that result in injury or property damage must be reported in writing. Attached is the DDC Construction Accident Report form that must be completed and submitted within 24 hours of the incident.

ATTACHMENTS: SITE SAFETY EMERGENCY RESPONSE PROTOCOL
SITE SAFETY EMERGENCY PROTOCOL POSTER
DDC CONSTRUCTION ACCIDENT REPORT

City of New York Department of Design and Construction

Kenneth Holden
Commissioner

Mark A. Canu
Assistant Commissioner
Technical Support

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1391
Fax 718 / 391-1651
www.ci.nyc.ny.us/buildnyc
CANUM@ddclan.cn.ci.nyc.ny.us

Site Safety Emergency Response Protocol #EHSS052000A

Internal Notification Process

At every job site the Resident Engineer or Project Manager (RE/PM) must post a Site Safety Emergency Protocol (see attached). The RE/PM is responsible for ensuring that the name and contact numbers for the appropriate Project Director/Borough Director and Assistant Commissioner are included.

In the event of a Site Safety emergency, the following actions must be taken. Telephone calls must result in personal contact; voice mail or messages left with office staff are not sufficient and do not comply with the intent of this protocol.

For purposes of this protocol, a site safety emergency is defined as follows:

- Any injury to a member of the general public or property damage caused by construction work;
- Any construction worker fatality;
- Any serious injury to a worker requiring hospitalization; or
- Any collapse or other catastrophic failure of a building structure, trench, roadway or construction equipment regardless of injuries.

In the event of a site safety emergency the RE/CM will:

- Call 911 (if Police, Fire or EMS assistance is required)
- Notify the Program Director / Borough Director
- Notify the Office of Site Safety at 718-391-1911 (After hours call 718-391-1000)
- Where applicable, submit a completed agency Accident Report to the Office of Site Safety.

The Program Director or Borough Director will call:

- The Assistant Commissioner responsible for that Unit
- The Deputy Commissioner responsible for that Division
- The Quality Assurance Bureau to request the Mobile Command Vehicle

The Office of Site Safety will determine the following:

- The nature and current status of the emergency
- The extent of personal injury and/or property damage
- Existing / potential threat to other facilities, staff and the general public
- The need to notify Enforcement or Regulatory Agencies
- Dispatch a DDC Site Safety Inspector to the location
- Request the Mobile Command Vehicle
- Contact the Commissioner, Assistant Commissioner for Public Affairs and the Assistant Commissioner of Technical Support.
- Contact the Mayors Office of Emergency Management if applicable
- Initiate and document all response actions, notifications, and begin Safety Investigation Process.

There will be a Site Safety inspector on call 24 hours a day, 7 days a week to respond to emergencies.

The Director of Environmental Health and Safety Services can be reached at 718-391-1284 (office); 917-939-6744 (cellular) or 917-252-0359 (digital pager) or 800-800-7759 (message paging).

Public Notification

Emergency Situations are reported to DDC from the public by the emergency contact number that is posted on most job sites (718-391-1000).

During Business Hours (8am-5pm)

Calls are received by the DDC reception desk where they are forwarded to the appropriate unit for response. Calls are usually routed to either the Structures or Infrastructure Division. If staff who handle these calls determine that there is a site safety emergency, they will initiate contact with the Site Safety Office.

After Business Hours (5pm-8am)

The original call is received by an answering service. The service will take down specific information from the caller including name, phone number, location, nature of problem, job location, job name. With this information, the service will notify the appropriate staff in each division (depending on the nature of the call). The service uses home phone numbers and pagers to contact people. The Director of Site Safety will be notified by the agency answering service directly of any off -hour emergency calls.

Once the Director of Site Safety is notified an emergency, he/she will follow the procedure listed above to determine appropriate response.

Site Safety Emergency Protocol
Infrastructure Division

The Resident Engineer, Construction Manager or Consultant on an Infrastructure Division Project shall make the following calls (be sure you make personal contact, no voice mail) in a site safety emergency:

1) **911 (if police, fire or medical assistance is required)**

2) **Borough Director**
   (Name) _____
   Office ( )
   Beeper (917)

   Borough Director shall call:
   a) **His or Her Assistant Commissioner**
      Office (718) 391-
      Beeper (917)

   b) **Deputy Commissioner Richard Ocken**
      Office (718) 391-2254
      Beeper (917) 469-7106

3) **Director of Env. Health & Safety, Robert Adams**
   Office **(718) 391-1911 (or 718-391-1284)**
   Pager **(800) 800-7759**
   Cell Phone **(917) 939-6744**

The Director will consult with the RE, CM or Consultant RE and will make recommendations on the appropriate response actions required to mitigate the safety concern.

The Director shall call:
a) Commissioner Holden
b) Assistant Commissioner Monahan
c) NYC Office of Emergency Management

Division of Technical Support
Environmental Health & Safety Services
Office of Site Safety

Mark A. Canu
Assistant
Commissioner

DDC99-1-89

CONSTRUCTION ACCIDENT REPORT
(REPORT OF BODILY INJURY/PROPERTY DAMAGE)

In case of a construction site accident, all DDC employees (or their designated representatives) are to follow the DDC Site Safety Emergency Protocol posted at your job site. This form is to be filled out by the RE/CPM and faxed (or hand delivered) to ACCO's IRMU, (fax: 718-391-1687) and to DDC's Site Safety Unit (fax: 718-391-1499) *within 24 hours of any accident on a construction site.* The submission of this form is in no way a substitute for the RE/CPM informing someone at the construction site of the name and address of the contractor's insurance company.

1. CONTRACT REG. NO	CAPIS ID:	PROJECT BOROUGH:	PROJECT STREET ADDRESS:
2. CONTRACTOR'S NAME:		CONTRACTOR'S TELE. NO.	
3.SITE OF ACCIDENT:			
4. NAMES OF PERSONS ALLEGEDLY INJURED (IF ANY):****		OCCUPATIONS OF ALLEGEDLY INJURED PERSONS: (Please indicate DDC employee, contractor employee, visitor, or public)	
5. HOME ADDRESS AND TELE. NO. OF ALLEGEDLY INJURED PERSONS:			
6. DATE OF OCCURRENCE:		TIME OF OCCURRENCE:	DAY OF THE WEEK:
7.BRIEF DESCRIPTION OF ACCIDENT INCLUDING ANY AND ALL DAMAGE TO PROPERTY:****			
8.WITNESS: A_____ B._____			
9.PROPERTY/EQUIPMENT INVOLVED:****		TYPE:	BLDG. DEPT.CERTIFICATE NO. DATE: / /
PROPERTY/EQUIPMENT CAUSE OF DAMAGE: [ ]FIRE [ ] THEFT[ ] VANDALISM [ ] OTHER. Explain:			
10. PICTURES TAKEN?		TAKEN BY:	
11. POLICE DEPT. ON SCENE?	PRECINCT NO.	NAMES & BADGE NUMBERS:	
12. REPORTED TO: [ ] OFFICE OF AGENCY'S CHIEF CONTRACTING OFFICER TIME: DATE: [ ] RE/CPM's PROGRAM/BOROUGH/SECTION DIRECTOR TIME: DATE: [ ] SITE SAFETY UNIT TIME: DATE:			
13. REPORTED BY: (NAME & TITLE)	DIVISION:	SIGNATURE*	TELE.NO. BEEPER NO. FAX NO.

* IF CM/REI SIGNATURE. PLEASE PRINT NAME OF DDC EMPLOYEE_____
**** ATTACH ADDITIONAL PAGES IN THE EVENT OF COMPLEX OCCURRENCES.

C: [ ] Original to IRMU (within 7ccds); [ ] Hard Copy to Site Safety Unit (within 7ccds);[ ] In case of bodily injury: D/C (Infra),F/A/C (Structures), A/C (Technical Support); [ ] Central Files (by IRMU) c/ /accident.wpd DDC99-1-90

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 00 - 009G

CATEGORY..: Construction
Subcategory : Safety

Keywords ..... : Steel Reinforcement, Impalement

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : October 31, 2000

SUBJECT: Steel Reinforcement - Impalement Prevention

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

All construction personnel are to ensure compliance with OSHA standard 29 CFR 1926.701(b) regarding steel reinforcement impalement prevention which states that: "All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement." This can be accomplished by covering protruding vertical reinforcing steel in all poured in place manholes, chambers, box culverts, etc. with temporary wood guards, or capping the reinforcing bars in an acceptable manner to prevent such accidents.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 00 - 010S

CATEGORY.. : Construction
Subcategory : Catch Basins

Keywords ..... : Catch Basins, Basin Connections

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 8, 2000

SUBJECT: Catch Basin Connections on SECB Projects

APPROVED: _____
Assistant Commissioner - John Pusz, P.E. 8/27/01

Prior to removing and replacing catch basins on catch basin replacement (SE-CB) projects, the existing basin connection must be inspected. Upon inspection via lamping, any existing E.S.V.P. or D.I.P. basin connections found to be in good condition shall be left in place. Existing E.S.V.P. connections in good condition are acceptable and do not need to be replaced with D.I.P. The new basin is to be reconnected to the existing basin connection using in-kind connection material. Any existing basin connections that have structural defects or that are not on a proper line and grade are to be replaced with a new D.I.P. basin connection.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: EXTENDED WATER SHUTDOWN NOTICE

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 01 -001G

CATEGORY.... : ADMINISTRATIVE
Subcategory : WATER SHUTOFF NOTICE
Keywords ..... Water Main, Shutdown

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : March 12, 2001

When a water main shutdown is expected to extend beyond 5 PM, due to unforeseen circumstances, the Resident Engineer or their staff must notify the following DDC Infrastructure Construction personnel: The Deputy Commissioner (D/C), the First Assistant Commissioner (F/A/C), the Assistant Commissioner (A/C), and the Borough Director.

Notification shall be made by calling the message center at 1-800-800-7759 and providing the names of the above DDC personnel and asking that they be given a text message containing the Project Identification Number, Project Name, the shutdown location and Borough, the message: "Shutdown extended to ___PM", and the name and phone/pager number of the field engineer or inspector on site.

Note: All water main shutdown notices must clearly indicate the Project Identification Number. In addition, the recorded message on the field office answering machine must include the Project Identification Number, Project Name and the Borough of work.

Sample Message:
SE-738A, Netherland Avenue Project, Staten Island
On Walker Street between Simonson Avenue and Lake Avenue
Shutdown extended to 9PM
Jane Jones (718) 555-1234

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 01-002G

CATEGORY... : CLOSEOUT
Subcategory : SUBSTANTIAL COMPLETION
Keywords ..... : SUBSTANTIAL COMPLETION

Supersedes... : 99-008G
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : February 22, 2001

SUBJECT: **NOTIFICATION OF SUBSTANTIAL COMPLETION**

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

Substantial Completion of a project occurs when all original contract and change order work is completed, with the exception of the punch list work, seasonal work where allowed under the contract, and incidental contract work when approved by the E.I.C. This is a major milestone on DDC projects, and it is important that certain DDC personnel be notified when a project is substantially completed. Therefore, each Resident Engineer must complete the attached Substantial Completion memo **within one week** of the Substantial Completion of their project, and distribute it to the listed personnel.

The Resident Engineer is also to indicate, by checking the appropriate boxes, if each of the listed closeout tasks apply to the project. The information provided will be used to update the closeout database.

ATTACHMENT :SUBSTANTIAL COMPLETION MEMO

City of New York **Department of Design and Construction**

Memo

DATE:

TO: Richard Zetterlund, P. E.
Director of Construction Support

FROM: _____
Resident Engineer

SUBJECT: **SUBSTANTIAL COMPLETION**

CAPIS ID No. _____

CONTRACT REGISTRATION NO. _____

PROJECT DESCRIPTION: _____

Please be advised that the work on the above referenced project was

SUBSTANTIALLY COMPLETED

on _____
(Date)

Please complete the following statements for this project by denoting the correct response.

There [ ] **are** [ ] **are no** Real Property Funds (sewer house connection charges) chargeable to any property owners on this project.

There [ ] **are** [ ] **are no** sidewalk assessments chargeable to any property owners on this project.

There [ ] **were** [ ] **were no** sewer fixed assets installed on this project.

There [ ] **were** [ ] **were no** water fixed assets installed on this project.

There [ ] **were** [ ] **were no** catch basins installed on this project.

There [ ] **were** [ ] **were no** pedestrian ramps installed on this project.

Attached is a copy of Schedule "A" showing the applicable Maintenance and Guarantee requirements.

Resident Engineer: _____ _____
Print Name Signature

Attachment: Schedule "A"

c: Deputy ACCO - Contract Administration, A/C Lipski *or* Pusz, A/C Cowan, A/C Ng, D/A/C Saia, Dir. L. Martinez, QA – S. Sauberman, Construction - Borough Director, Program Management – Borough Director, L. Ledesma, V. Jones, EIC, File

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: LEGAL INQUIRIES

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 01 -003G

CATEGORY.... : ADMINISTRATION
Subcategory : LEGAL INQUIRIES

Keywords ..... LITIGATION, LEGAL, FOIL

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : March 15, 2001

All litigation-related inquiries regarding construction projects or activities including FOIL (Freedom of Information Law) requests must be promptly referred to the DDC Legal division, prior to rendering any technical assistance. After the referral is made, the Legal division will then authorize any direct contact or information releases. All calls/correspondence must be referred to Gregory Hunt, Attorney-In-Charge of Litigation, at (718) 391-1810 or his assistant, Zalina Rahman at (718)391-1714.

This policy applies to all inquiries including those from the NYC Corporation Counsel, outside law firms representing the City, and private Law Firms. This procedure ensures timely responses to litigation matters and the control of information that leaves the Agency.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **QA ADVANCE DAILY PROJECT INFORMATION NOTIFICATION**

APPROVED: 3/14/01
Assistant Commissioner - John Pusz, P.E.

SCOP..... : 01 -004G

CATEGORY...: ADMINISTRATIVE
Subcategory : QA NOTIFICATION

Keywords ..... : QA

Supersedes... : 98 - 011 G
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : March 14, 2001

All Engineers-In-Charge (EIC's) are responsible for notifying QA daily of testable activities (i.e., backfilling, concrete and asphalt work) on each of their assigned projects, as well as any work near schools.

This notice to QA will be in the form of telephone calls, made one (1) day prior to the testable activities, between the hours of 8AM to 4PM, detailing the time and location of the testable activities, and/or work near schools, on the Projects. These calls should be made to the QA central dispatcher at the telephone number 718-848-1515. The following rules will apply, depending on the status of the projects:

Active Projects: (Inactivity period on all assigned projects less than one (1) week): EIC must provide complete information on testable activities and work near schools on all applicable projects. Also, advise QA about new project assignments and substantial completions. Document all QA call-ins by recording the applicable call reference number provided by the QA dispatcher.

Inactive Projects: (Inactivity period on all assigned projects greater than one week): EIC must e-mail the QA dispatcher and QA Director and QA Deputy Director with copies to Construction Support and their Borough Supervisors, about the nature and duration of the inactivity on all their projects. This written notification must be updated weekly for inactivity period of less than one month, and monthly for longer periods (i.e., winter shutdown, etc.). Weekly notice must be made on Friday or Monday prior to the period of in activity. Monthly notice must be made just prior to the month of inactivity period.

NOTE: If an EIC is scheduled to be absent on any given day they must assign someone to call QA in their absence.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 01 -005G

CATEGORY.... : ADMINISTRATION
Subcategory : SUBMITTALS

Keywords ..... Stockpile, Storage, DOS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : May 2, 2001

Attached please find the procedure and associated forms for the approval of temporary processing, stockpiling and storage sites for Infrastructure construction projects. The project's Engineer-in-Charge must ensure that the attached procedures are followed.

Attachments: Procedures, Temporary Stockpile Location Checklist, Route Slip, DOS Notification Letter, Inspection Form, Stockpile Status Memo, DOS Closing Letter

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE

PROCEDURES FOR THE APPROVAL OF TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES ON INFRASTRUCTURE PROJECTS

SUMMARY OF CHANGES

- An information and location database of all approved temporary processing, stockpiling and storage sites for infrastructure projects will be centralized utilizing a designated DOS liaison.
- The procedures outlined herein must also be followed for temporary stockpiling on the project site, including any undeveloped City Right of Way.
- All sites must be restored and signed-off under the previous project before a new project can utilize the site as a temporary processing, stockpiling and storage area. There is no guarantee that permission will be granted for subsequent projects.
- Only the Assistant Commissioner will be authorized to approve and notify DOS of the temporary processing, stockpiling and storage sites.

1. PRELIMINARY INVESTIGATION

- Check proposed site versus the current database. For the latest list call the DOS liaison. If a site has been previously used it should not be used again. However if a site is isolated, etc., the Borough Director may recommend reuse. In general it is not acceptable to permit multiple projects (same contractor) to use the same site. However if in the Borough Director's opinion it is the best option he may recommend it.
- The contractor must provide a map of the proposed stockpile site showing all surrounding properties and structures within an 800 feet radius. The current use of all properties / structures must be indicated (i.e. residential, school, park, wooded lot, etc.) and the access route must by shown on the map.
- The proposed stockpile site must be surveyed by the Engineer-In-Charge for "sensitive receptors" in the surrounding area. (e.g. schools, public parks, hospitals, places of worship, homes, etc.)

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE

PROCEDURES FOR THE APPROVAL OF TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES ON INFRASTRUCTURE PROJECTS

- A sealed statement, from a licensed P. E. retained by the contractor, is required stating that the proposed stockpile site is not within or adjacent to a NY State DEC Wetland or Adjacent Area. In addition, if the proposed stockpile site may affect a nearby NY State DEC Wetland or Adjacent Area a Wetland Protection Plan must be submitted for review.

- If the Engineer-in-Charge determines that the proposed stockpile site is acceptable based on the above, the borough will send the DOS liaison the Temporary Stockpile Location – Checklist Form completed through Phase I. The DOS liaison will check the central database for information regarding the current use of the site and notify the Engineer-in-Charge of the acceptability of the site by returning the form completed through Phase II.

- After obtaining the acceptability of the proposed stockpile site from the DOS liaison, the Engineer-in-Charge shall proceed with Phase III of the Temporary Stockpile Location – Checklist Form.

2. PROCESS AND REQUIREMENTS FOR SITE APPROVAL

- Contractor required action/submittals (after preliminary investigation is completed).

    - Photos of the original condition (prior to use).
    - A copy of the lease, or permit/agreement if public land to be provided (shows agreement and indicates party responsible for maintaining location).
    - A survey of the existing topography (elevations) employing a 50ft grid system.
    - The above to be submitted to the Engineer-in-Charge, who will review and recommend approval, and submit to the Borough Director for approval.

- Engineer-in-Charge and Borough required action for Site approval.

    - The Engineer-in-Charge, after receiving the submittals from the contractor, will ensure that all required submittals were received and complete the Temporary Stockpile Location – Checklist Form Phase III.

PROCEDURES FOR THE APPROVAL OF TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES ON INFRASTRUCTURE PROJECTS

- The Engineer-in-Charge, once satisfied, will recommend approval and submit the Temporary Stockpile Location – Checklist Form to the Borough Director for approval. (A copy should be kept for the project files.)
- The Borough Director will review and visit the proposed stockpile site. Once satisfied, the Borough Director will submit the approved Temporary Stockpile Location – Checklist Form and DOS letter for the Assistant Commissioner's signature to the DOS liaison. If sites not fully meeting all requirements are forwarded for approval, a listing of the issues and Borough's associated recommendations must be included with the submission. (A copy of the approval should be kept in the project files.)

- DOS Liaison required action for Site approval.

  - The DOS liaison after receiving the approved Temporary Stockpile Location – Checklist Form and DOS letter will submit the letter to the Assistant Commissioner for signature. The DOS liaison will transmit the signed DOS letter to DOS. The DOS liaison will maintain a central file and database of all pertinent information regarding each temporary stockpile site. Once the site has been approved it will be monitored and tracked until final sign-off is transmitted to DOS.

3. SITE PREPARATION

- Install fencing as determined necessary by the Borough Director. (Installation shall be at minimum 6 ft high chain link fence with fabric or slats.)

- Install any necessary wetland or adjacent area protection.

4. MONITORING THE STOCKPILE SITE

- The project staff will be required to inspect the temporary stockpile site at a minimum biweekly. At the time of inspection the conditions must be recorded on the inspection form and faxed or e-mailed to the DOS liaison. The DOS liaison will track the activity of the temporary stockpile site through the receipt of the inspection forms, and monitor the Borough for compliance.

PROCEDURES FOR THE APPROVAL OF TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES ON INFRASTRUCTURE PROJECTS

5. SIGNING OFF OF THE TEMPORARY STOCKPILE SITE

- Contractor required action prior to sign-off.
    - Photos of the final existing condition (no further use of the staging area for this project).
    - A survey of the final topography (elevations) employing a 50ft grid system.
- Engineer-in-Charge and Borough required action for sign-off.
    - The Engineer-in-Charge will review photos and survey making field visits to the temporary stockpile site when necessary to certify that the site was restored as required.
    - The Engineer-in-Charge, once satisfied, will inform the Borough Director of the requested sign-off. The Borough Director will notify (letter, fax, e-mail) and submit the survey and photos to the DOS liaison for DOS sign-off.
- Central Liaison required action for DOS sign-off.
    - The DOS liaison will inform DOS (via letter) that the stockpile location is no longer being used and the site has been satisfactory cleaned and restored.

TEMPORARY STOCKPILE LOCATION - CHECKLIST FORM

CAPIS ID: _____ **Contract Registration No.:** _____

Project Description: _____

Managing Borough: ☐ BX-QN ☐ BK ☐ MN ☐ QS ☐ SI

Contractor: _____

PROPOSED LOCATION: ☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island

Block / Lot(s): _____ / _____

Street Boundary: _____

PHASE I - Preliminary Investigation

Location Map: Received ☐ Yes Date Received from Contractor _____

Reviewed ☐ Yes Date Reviewed by Resident Engineer _____

Sensitive Receptors: Surveyed by EIC for nearby sensitive receptors ☐ **A.** Site ☐ **B.** Access Route

Justification Required ☐ Yes If yes, attach justification ☐ No

Wetland Statement: by Contractor's Licensed P. E. Date Received _____

BASED ON THE PRELIMINARY INVESTIGATION, THIS LOCATION IS ACCEPTABLE

Engineer-in-Charge _____ *Print Name* _____ *Signature* _____ *Date*

NOTE: If proposed location fails Phase I, then a new proposed location is required.
(A copy of this form must be submitted to the DOS Liaison at completion of Phase I.)

PHASE II - DOS LIAISON SIGN-OFF

Location is: ☐ Accepted ☐ Accepted as noted ☐ **Rejected**

DOS Liaison _____ *Print Name* _____ *Signature* _____ *Date*

IF ALL ITEMS IN PHASE I & II ARE COMPLETED AND ARE ACCEPTABLE THEN DOCUMENTATION FOR DOS APPROVAL CAN BEGIN.

PHASE III - SUBMITTALS FOR DOS NOTIFICATION

Contractor Submittals:

Location Site Photos: Date Received _____

Copy of the Lease: Date Received _____

Topo Survey for Location: Date Received _____

Wetland Protection Plan, if required Date Received _____

I certify that I have received and reviewed the submittals from the contractor; have performed an inspection of the proposed staging area location; and the proposed location has met the current requirements.

Reviewed by: *Engineer-in-Charge* _____ *Print Name* _____ *Signature* _____ *Date*

Approved by: *Borough Director* _____ *Print Name* _____ *Signature* _____ *Date*

Original to be filed with project records.
c: DOS Liaison (with attachments), Borough Director, Deputy Director, EIC

CITY OF NEW YORK
DEPARTMENT OF DESIGN & CONSTRUCTION
Bureau of Infrastructure

STOCKPILING AND STORAGE SITE
ROUTE SLIP

Contract # _____ Registration #

ROUTE	TITLES & NAMES	INITIALS	DATES
1.____	ENGINEER-IN-CHARGE		
2.____	DEPUTY BOROUGH DIRECTOR		
3.____	DIRECTOR		
4.____	DOS LIAISON		
5.____	ASSISTANT COMMISSIONER		
6.____	DOS LIAISON		

REMARKS:

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.nyc.gov/buildnyc

DATE

Department of Sanitation
Bureau of Waste Disposal
125 Worth Street
New York, NY 10013

Attn: Martin Bellew, Director

Re: CAPIS ID:
Contract Reg. #:
Project Description:

Notification of Temporary Processing, Stockpiling and Storage Site

Dear Mr. Bellew:

The New York City Department of Design and Construction (DDC) has awarded a construction contract to *(contractor)* (the "Contractor") for work to be performed on the referenced project.

DDC has approved the following location to be used by the contractor for the temporary processing stockpiling and storage of construction materials excavated from the construction site or intended for the construction site:

Stockpile Location:

Block: _____ Lot: _____

Street Boundaries: _____

_____

DDC will ensure that the stockpile site is returned to its original condition. In addition, DDC personnel will monitor the use of the site and upon project completion DDC will ensure that the location is restored to its original condition. The anticipated start of the contract work is _____ and the scheduled duration of the contract is _____ consecutive calendar days.

If you have any questions please contact the project's Engineer-in-Charge, (name), at (phone).

Very truly yours,

William Lipski, P.E. / John Pusz, P.E.
Assistant Commissioner
Infrastrucuture/Construction

c: Thomas Milora, Director (DOS), Borough Director, DOS Liaison, E.I.C., file

TEMPORARY STOCKPILE SITE - INSPECTION FORM

CAPIS ID: _____ **Contract Registration No.:** _____

Project Description: _____

Managing Borough: ☐ BX-QN ☐ BK ☐ MN ☐ QS ☐ SI

Contractor: _____

LOCATION: ☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island

Block / Lot(s): _____ / _____

Street Boundary: _____

INSPECTION:

Date of Inspection: ____ / ____ / ____ **Inspected by:** _____ *(Print Name)*

Stockpile Operation:

Describe materials observed at the stockpile location: _____

_____

_____

Were the materials intended for *or* from the project site? *(i.e. roof shingles, plaster, etc.)*

☐ NO ☐ YES *If yes, then list:* _____ _____

_____ _____

Is fencing in acceptable condition?

☐ NO ☐ YES *If **NO**, then state condition of fencing.* _____

State Dust control measures being utilized: _____

_____

State condition of mud tracking system used at entrance/exit: _____

_____

Were there any field orders issued to the contractor due to the inspection:

☐ NO ☐ YES *If yes, attach field orders.*

The conditions of the temporary stockpile location described above are true and accurate and are in conformance with DOS requirements.

_____ Reviewed by: _____ _____ _____

Inspector's Signature *Resident Engineer* *Print Name* *Signature* *Date*

Original to be filed with project records.
c: DOS Liaison

City of New York **Department of Design and Construction**

Memo

DATE:

TO: _____
Deputy Director

FROM: _____
Engineer-in-Charge

SUBJECT: CAPIS ID: _____
Contract Reg. #: _____
Project Description: _____
DOS STOCKPILE STATUS

CHECK ONE:

☐ I inspected the stockpile location approved under Interpretive Memo #2 as listed below on _(Date)_. The contractor has satisfactorily cleaned and restored the stockpile location.

☐ The stockpile location approved under Interpretive Memo #2 as listed below has been submitted for use on another active project, Capis ID, Reg. No. (attach copy of letter notifying DOS of stockpile transfer). All debris and other unsuitable materials have been removed. Only clean fill to be used on the subsequent approved project remains on site.

Stockpile Location:

Block: _____ Lot: _____

Street Boundaries: _____

_____

c: Borough Director, EIC, RE, DOS Liaison, file

DDC99-1-108

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.nyc.gov/buildnyc

DATE

Department of Sanitation
Permit and Inspection Unit
137 Centre Street, Room 104
New York, NY 10013

Attn: Thomas Milora, Director

Re: CAPIS ID:
Contract Reg. #:
Project Description:

Closing of Temporary Processing, Stockpiling and Storage Site

Dear Mr. Milora:

The following location has been used as a temporary processing, stockpiling and storage site on the subject project in accordance with Interpretive Memo #2. This project has been completed and the listed location has been satisfactorily cleaned and restored. Therefore, this location is no longer being used for this project. Pre and post construction photos are on file.

Stockpile Location:

Block: _____ Lot: _____

Street Boundaries: _____

_____

If you have any questions please contact the project's Engineer-in-Charge, (name), at (phone).

Very truly yours,

DOS Liaison

c: Martin Bellew, Director (DOS), Borough Director, DOS Liaison, E.I.C., file DDC99-1-109

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: POTENTIAL CLAIMS BY THE PUBLIC

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 01 -006G

CATEGORY.... : CONSTRUCTION
Subcategory : Claims

Keywords ..... : Claims, Insurance, Property Damage, Accident

Supersedes... : N/A
Supplements..... : 00-008G
Sheet..... : 1 of 1

Issue Date..... : May 29, 2001

When a Potential Claim from the public of any kind (i.e., accident, property damage, etc.) becomes evident to the Resident Engineer, Community Construction Liaison, or other project staff, the attached Property Damage/Claim Notice updated with the project information must be completed by the Complainant and submitted to the Resident Engineer, except as noted below. (If a site safety emergency occurs, please refer to SCOP00-008G *Construction Site Emergency/Accident Notification* for further information.)

The Contractor must be promptly informed of the details of all potential claims and their response documented along with other details regarding the potential claim in the Project Complaint Log. The Claimant must be advised to contact the Contractor directly regarding their claim. On REI Managed projects, the Community Construction Liaison should provide assistance to the Claimant and try to resolve the minor issues. In all cases, except as noted below, the Claimant must also be advised that if the Contractor has not satisfactorily resolved their claim in 10 days, then they are to write the Borough Engineer and provide the details of their claim.

Upon receipt of a letter detailing the claim from the Claimant, the Borough Director's letter of response along with the appropriate NYC Comptroller's Claim Form/Instructions and the Contractor's insurance information will be forwarded to the Claimant. Forward a copy of the Borough Director's response to DDC's Insurance Risk Management Unit.

If the claim involves water service or sewer house connection damages, the Engineer-In-Charge must be informed promptly. Potential damages which are subsequently repaired privately should be witnessed by the field staff and documented with photos, sketches and in writing so that a determination as to whether the contractor caused the damage can be made if possible. The Contractor should also be invited to witness the repair.

If the complaint involves sidewalks, curbs, and/or grass areas, and the corrective work will be done as part of the project, document the complaint but explain that the restoration work is typically performed upon completion of other contract work. Add the complaint to the Project Complaint Log and to the Punchlist. Inform the complainant that restoration of these areas is a contract requirement and in most cases not an insurance claim issue. It isn't necessary to complete the Property Damage/Claim Notice for this type of complaint. However, if the corrective work isn't required under the contract, or there is any doubt as to whether the contractor is responsible to perform the corrective work, have the complainant complete the Property Damage/Claim Notice as noted above.

Attachments: Property Damage/Claim Notice, Sample Director's Letter, Comptroller's Claim Forms

DDC

PROPERTY DAMAGE/CLAIM NOTICE

City of New York Department of Design and Construction

Contract No.: _____ Reg. No.: _____

Project Description: _____

Borough: _____

Contractor: _____

Date: _____

COMPLAINANT

COMPLAINANT'S NAME: _____

COMPLAINANT'S ADDRESS: _____

COMPLAINANT'S PHONE: AM ( )_____, PM ( )_____

NATURE OF PROPERTY DAMAGE/CLAIM: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

DDC

Under the terms of the contract, the Contractor is responsible for the repair of any proven property damage and restoration of the construction area, including sidewalks and curbs, to at least the condition that existed prior to the start of construction.

As a protection for the City of New York and the property owners along the route of the construction, preconstruction photographs are taken. The contract requires the Contractor to maintain property damage and liability insurance coverage until the completion of all work.

You are advised to inform the Contractor and the Resident Engineer in the first instance of any property damage claim you may have, and if the Contractor fails to respond within 10 days, you should inform the DDC Borough Director in writing.

Important: If you intend to file a damage claim against the City, you must do so within 90 days of the occurrence with the New York City Comptroller's Office.

Contractor's Contact Name: _____

Contractor's Contact Phone Number: _____

Contractor's Name: _____

Contractor's Address: _____

Borough Director's Name: _____

Borough Director's Address: _____

_____

Copy To: Complainant, Contractor, Borough Director, D.D., E.I.C., R.E.

PDN 5/22/01

DDC99-1-111

City of New York Department of Design and Construction

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.nyc.gov/buildnyc

DATE

MR/MS 1ST NAME LAST NAME
STREET ADDRESS
CITY, STATE ZIP

RE: FMS ID:
Contract Reg. #:
JOB DESCRIPTION
Borough:

Dear *Mr./Ms. (Complainant Name)*:

We are in receipt of your letter dated *(date)* asserting damages arising from work performed by the contractor *(contractor name),* under the above referenced contract. Since the contractor has not resolved this issue to your satisfaction, and since the contract between the City of New York and the Contractor obliges the Contractor to indemnify and hold the City of New York harmless from any property damage claims, any claims must be a matter of adjustment between you and the Contractor's insurance company. The Contractor's insurance company is:

Insurance Company Name
Insurance Company Address
Insurance Company Phone Number

Although Contractors are held responsible for all damage caused by their work, you may also wish to file a claim against the City of New York. We have enclosed the appropriate forms. Please be advised that any claim against the City must be filed within 90 days of the occurrence of the incident in dispute.

If you have any further questions, please contact *(name),* Deputy Director for this project at *(phone number).*

Very truly yours,

(Name)
Director, *Borough*
Infrastructure/Construction

C: Insurance Risk Management Unit (4th fl), Community Outreach Unit, D.D., E.I.C., R.E.

PC Director Letter

DDC99-1-112

INSTRUCTIONS FOR FILING TORT CLAIMS

Under Section 50-e of the General Municipal Law, all tort claims against the City of New York should be filed with:

The Comptroller of the City of New York
Municipal Building - Room 1225
1 Centre Street
New York, New York 10007

The Notice of Claim should be in writing on the enclosed forms or in a similar format. The Notice of Claim must be Notarized and served Personally or by Certified Mail within ninety (90) days from the date of the occurrence.

Mailed claims should be in duplicate. Personal service claims should be in triplicate.

PLEASE NOTE:

1. Tort Claims against the following authorities should NOT be filed with the Comptroller's Office.

N.Y.C. Transit Authority,

Triboro Bridge & Tunnel Authority,

Operating Authority (MABSTOA)

New York Housing Authority,

Board of Higher Education

N.Y.C. School Construction Authority

Manhattan & Bronx Surface Transit Port Authority

Battery Park City Authority

Tort Claims against any of the above authorities must be filed directly with the authority involved.

2.Local Law No. 82 of 1979 provides, in part:

"No Civil action shall be maintained against the City for damage to property or injury to person or death sustained in consequence of any street or sidewalk...being out of repair... unless it appears that written notice was actually given to the commissioner of transportation or any person or department authorized by the commissioner to receive such Notice (Department of Transportation, Canal Street Station, P.O. Box 465, New York, N.Y. 10013) or where there was previous injury to person or property as a result of the existence of the defective, unsafe, dangerous or obstructed condition, and written notice thereof was given to a city agency, or there was written acknowledgment from the City of the defective condition.....and there was a failure to neglect within fifteen days after receipt of such Notice to repair or remove the defect.....or the place otherwise made reasonable safe."

CLAIM AGAINST THE CITY OF NEW YORK

PROPERTY DAMAGE OR LOSS

To the Comptroller of the City of New York: I herewith present my claim against the City of New York for Property Damage.

Name of PROPERTY OWNER	LAST	FIRST	SS#	HOME PHONE	BUSINESS PHONE

ADDRESS OF PROPERTY OWNER	NUMBER & STREET	CITY (Borough)	STATE	ZIP	DATE DAMAGE OCCURRED	Mo.	Day	Yr.

EXACT LOCATION WHERE DAMAGE OCCURRED

DESCRIBE EXACTLY HOW DAMAGE OCCURRED

DESCRIPTION AND COST OF DAMAGE OR LOSS OF BUSINESS:

Description	Damage Cost	Description	Damage Cost

Total Amount of Damages Claimed $

CERTIFICATION:

DATE SIGNATURE OF CLAIMANT X

STATE OF NEW YORK

COUNTY OF SS:

(Print Name) _____ being duly sworn depose and say that I have read the foregoing NOTICE OF CLAIM and know the contents thereof; that same is true to the best of my own knowledge, except as to the matters therein stated to be alleged upon information and belief, and as to those matters, I believe them to be true.

SIGNATURE OF CLAIMANT X

IF CLAIM IS NOT SETTLED, YOU MUST START LEGAL ACTION WITHIN ONE YEAR AND 90 DAYS FROM DATE OF ACCIDENT.

NOTARY PUBLIC STAMP

Sworn to before me this_____

day of _____, 19__

_____

Signature of Notary Public

DDC99-1-114

INSTRUCTIONS FOR FILING THIS CLAIM

This claim must be filed either in person or by registered or certified mail within 90 days from the date of damage at the Office of the Comptroller, Municipal Building, Rm. 1225, 1 Centre Street, New York, New York 10007.

IMPORTANT--TO SPEED THE EVALUATION OF YOUR CLAIM

ATTACH COPIES OF : *Itemized statements of estimates of damage

*Itemized paid bills, cancelled checks, etc., as proof of payment for repair of damage

*Photographs of damage, if available

Pursuant to State and Federal Law, the Comptroller's Office is authorized to obtain social security numbers for tax reporting purposes and for the collection of liens held by the City and State.

CLAIM AGAINST THE CITY OF NEW YORK
AUTOMOBILE PROPERTY DAMAGE
READ AND FOLLOW INSTRUCTIONS ON PAGE 3

To the Comptroller of the City of New York: I herewith present my claim against the City of New York for automobile or vehicle property damage.

TYPE OR PRINT INFORMATION

VEHICLE OWNER AND DRIVER INFORMATION

Owners Name: Last | First | SS# | Business Phone

Home Address: Number & Street | City (Boro) | Zip | Home Phone

Vehicle Plate Number: Year | Make | Model | Mileage | Color | License

Drivers Name: Last | First | Home Phone | Business Phone

Home Address: Number & Street | City (Boro) | Zip

Do you have Collision Insurance [ ]Yes [ ]No | Did you report accident to your Insurance Co.? [ ]Yes [ ]No | Were you paid by your Insurance Co.? [ ]Yes [ ]No | Amount of Deductible?_____

Name of Insurance Company | Policy #

Address

ACCIDENT INFORMATION

Date of Occurrence | Month | Day | Year | Time

Accident Location

Accident Description (in detail)

Tow-Away

Date of Tow: | Receipt # | Voucher #

Vehicle Towed From | Picked up at Location

CONDITIONS AND DESCRIPTION OF ACCIDENT LOCATION

CHECK ACTIONS OF VEHICLES BEFORE ACCIDENT

Your	NYC	Your	NYC	Your	NYC
[ ]	[ ] Going Straight Ahead	[ ]	[ ] Slowing or Stopping	[ ]	[ ] Overtaking
[ ]	[ ] Making Right Turn	[ ]	[ ] Stopped in Traffic	[ ]	[ ] Merging
[ ]	[ ] Making Left Turn	[ ]	[ ] Entering Parked Position	[ ]	[ ] Backing
[ ]	[ ] Making U Turn	[ ]	[ ] Parked	[ ]	[ ] other
[ ]	[ ] Starting from Park	[ ]	[ ] Avoid Object in roadway	[ ]	[ ] Changing Lanes
[ ]	[ ] Starting in Traffic				

ROADWAY SURFACE CONDITION

[ ] Dry [ ] Snow/Ice
[ ] Wet [ ] Slush
[ ] Muddy [ ] Other
[ ] Construction (man-made cut)
[ ] Pothole (wear and tear condition)

WEATHER

[ ] Clear [ ] Snow
[ ] Sleet/Hail/Freezing Rain
[ ] Rain
[ ] Other [ ] Fog/Smog/Smoke

TRAFFIC CONTROL

[ ] None [ ] Yield Sign
[ ] Red-Green [ ] Other
[ ] Red-Yellow-Green
[ ] Stop Sign [ ] Flashing light
[ ] Person directing traffic
[ ] Not working

ACCIDENT DIAGRAM: NUMBER THE VEHICLES
(YOUR VEHICLE IS #1 AND NYC IS #2)

DESCRIBE DAMAGE TO YOUR VEHICLE

Did Police Investigate Accident ? [ ] Yes [ ] No Police Officer's Name Police Accident # Shield # Pct.

LIST OF DAMAGES AND COST

DESCRIPTION	COST	DESCRIPTION	COST

TOTAL AMOUNT

CITY OF NEW YORK VEHICLE AND DRIVER INFORMATION

Name of City of N.Y. Driver: Last First License Plate #

Home Address: Number Street City(Boro) State Zip

Employed by Towed Away No [ ]

AUTHORIZATION TO INSPECT AND APPRAISE VEHICLE DAMAGE

Kindly complete and sign the authorization to allow us to inspect and appraise the vehicle.

Make/Model of Vehicle _____ Year _____ License Plate # _____

Vehicle I.D. Number _____ Mileage _____

Location where vehicle may be seen _____

Signature X _____

INSTRUCTIONS FOR FILING THIS CLAIM

IMPORTANT

Claims must be filed within 90 days from the date of the accident at the Office of the comptroller, Municipal Building, Rm. 1225 1 Centre Street, New York, New York 10007. Complete the boxes on both sides of the claim form which apply to your claim.

Attach Copies of:

* ITEMIZED STATEMENTS OF ESTIMATES OF DAMAGES.
* ITEMIZED PAID BILLS, CANCELLED CHECKS, ETC. AS PROOF OF PAYMENT OFR REPAIR OF DAMAGE.
* PHOTOGRAPHS OF DAMAGED VEHICLE, IF AVAILABLE.
* PHOTOGRAPHS OF DEFECTIVE STREET OR ROADWAY, IF AVAILABLE.
* NOTARIZED WITNESS STATEMENT, IF AVAILABLE.

NOTARY CERTIFICATION

Date Signature of Claimant X

State of New York } ss:
County of

_____ Being duly sworn deposes and says that I have read the foregoing NOTICE OF CLAIM
(PRINT NAME)

and know the contents thereof; that same is true to the best of my own knowledge, except as t the matters therein stated to be alleged upon information and belief, and as t those matters. I believe them to be true.

Signature
Of Claimant X _____

IMPORTANT: IF CLAIM IS NOT SETTLED, YOU MUST START LEGAL ACTION WITHIN ONE YEAR AND 90 DAYS FROM DATE OF ACCIDENT.

NOTARY PUBLIC STAMP

Sworn to before me this _____

Day of _____ 19 _____

_____

Signature of Notary Public

DDC99-1-118

PROPERTY DAMAGE
CLAIM AGAINST THE CITY OF NEW YORK
FOR WATER DAMAGE OR LOSS

TO THE COMPTROLLER OF THE CITY OF NEW YORK:
I HEREWITH PRESENT MY CLAIM AGAINST THE CITY OF NEW YORK FOR PROPERTY DAMAGE.

_____ Telephone # ( )_____ /( )_____
Print Name Home Business

I reside at _____
Number Street City State Zip

My damaged property
is located at _____
Number Street City State Zip

and was damaged on __/__/__. Describe in detail how property was damaged_____
_____
_____

Did the damage occur because of a broken N.Y.C. water main? Yes [ ] No [ ]

Did damage occur because of a sewer pipe overflow? Yes [ ] No [ ]

Did damage occur because of street flooding? Yes [ ] No [ ]

Did you report the incident to the Department of Environmental Protection? Yes [ ] No [ ]

Date reported _____.
Check box below which describes your property: The damaged property is an
Apt. Building [ ] Retail Store [ ] Private House [ ] Commercial Building [ ]
Other [ ] Describe _____.

Any previous history of water damage? Yes [ ] No [ ].
If answer is yes, give date of previous water damage__/__/__. City Claim#_____

Was it raining at the time of the water damage? Yes [ ] No [ ].

Indicate how the water entered the property:
Basement Trap [ ]Toilet [ ]Sink [ ]Bathtub [ ]Foundation [ ] Walls [ ] Sidewalk Gratings
[ ] Cellar Door [ ] Other [ ] DESCRIBE BELOW

_____

How high was water in premises? _____

How was water removed? _____How long was water in premises? _____

Was there any structural damage to the property? Yes [ ] No [ ] If yes,

Describe in detail _____

Was any of the damaged property sold at salvage? Yes [ ] No [ ]
*If answer is yes, amount received $*_____.

*Did your Insurance cover the water damage? Yes [ ] No [ ] If yes, state the amount paid $*_____. *Claim Pending [ ]*

Name and Address of your Insurance Company _____
_____

Witness(es) _____

*AMOUNT OF CLAIM AGAINST NEW YORK CITY $*_____

CERTIFICATION

Date _____ *Signature of Claimant X*_____

_____ *being duly sworn depose and say that I read the foregoing NOTICE OF CLAIM and know the contents thereof; that same is true to the best of my own knowledge, except as to the matter therein stated to be alleged upon information and belief, and to those matters, I believe it to be true.*

*SIGNATURE OF CLAIMANT X*_____

IMPORTANT: IF CLAIM IS NOT SETTLED, YOU MUST START LEGAL ACTION WITHIN ONE (1) YEAR AND 90 DAYS FROM THE DATE OF OCCURRENCE.

NOTARY PUBLIC STAMP.

*SWORN TO BEFORE ME THIS*_____

*DAY OF*_____ *19*__

_____
SIGNATURE OF NOTARY PUBLIC

INSTRUCTIONS FOR FILING THIS CLAIM

This claim must be filed in duplicate either in person or by Registered or Certified Mail within 90 days from the date of damage at the Office of Comptroller, Municipal Building, Room 1225S, 1 Centre Street, New York, NY 10007.

NOTICE: DAMAGED PROPERTY SHOULD BE KEPT UNTIL INSPECTED.
IF PROPERTY MUST BE DISPOSED OF, A CLEAR PHOTOGRAPH OF EACH ITEM IS REQUIRED.

LIST OF DAMAGES AND COSTS

DETAILED DESCRIPTION OF DAMAGED ARTICLES	*DESCRIBE NATURE AND EXTENT OF DAMAGES*	*DATE OF PURCHASE*	*WHERE PURCHASED*	*COST AT TIME OF PURCHASE*	*AMOUNT CLAIMED*

ATTACH ADDITIONAL SHEETS IF NECESSARY.

PLEASE USE THE SAME FORMAT.

TOTAL AMOUNT CLAIMED AS DAMAGED: $ _____

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: SHOP DRAWING APPROVAL

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

SCOP..... : 01 -007G

CATEGORY.... : CONSTRUCTION
Subcategory : SHOP DRAWINGS

Keywords ..... Approvals, Shop Drawings, Submittals

Supersedes... : N/A
Supplements..... : SCOP 00-003G
Sheet..... : 1 of 1

Issue Date..... : June 15, 2001

The Contractor must prepare and submit shop drawings for various items of work as required by the contract specifications. All shop drawings are to be submitted to the Resident Engineer (R.E.) who will process them in accordance with the following guidelines:

Consultant Managed (R.E.I.) Projects: In general, all shop drawings, except for trench sheeting and some specialized items below, must be reviewed and approved by the Consultant. Consultant P.E.'s responsible for reviewing and approving submittals must be approved by DDC.

In-house Projects: In general, on projects supervised by an In-house R.E. all shop drawings, except as noted below, are to be reviewed by the R.E. and E.I.C. and forwarded to the Design Director for approval.

Specialized Items:

1) Standard Details: Shop drawings are not required for standard items which are preapproved by Design as Standard Details.

2) Trench Sheeting Shop Drawings: All shop drawings for sheeting on both In-house and R.E.I. managed projects must be reviewed by the R.E. for constructability as per SCOP 00-003G, and then forwarded to the DDC Design Director for approval.

3) Drill Sheets: Precast manhole drill sheets must be approved by the R.E. on R.E.I. managed projects and by the R.E. and/or the E.I.C. on In-house projects. These drill sheets shall note all pipes connected to the manholes, their elevations, sizes and angles of entry into the manholes, final elevation, etc.

4) Trunk Water Main: The geometry and fabrication drawings for trunk mains on both R.E.I. managed and In-house projects must be reviewed and approved by the Resident Engineer in consultation with the E.I.C. and the Deputy Director.

5) Traffic Signals and Street Lighting Shop Drawings: All traffic signals and street lighting shop drawings on both R.E.I. managed and In-house projects must be reviewed for completeness by the R.E. and forwarded to the DOT Assistant Chief - Signal Construction or Director of Street Lighting, as appropriate, for review and approval. The R.E. must forward five (5) copies of these shop drawings to DOT and one (1) to the Director of Technical Services - Design. Each drawing must be stamped with the contract information and proper item numbers.

6) Shop Drawings for Box Culverts and Chambers: The Consultant must review and approve these on R.E.I. managed projects. On In-house projects, these must be forwarded to the Design Director for review and approval.

7) Water Main Specialty Items: The following procedures apply to both R.E.I. managed and In-house projects.
A) Water Main Mechanical and Electrical items: (i.e., regulator valves, butterfly valves, Venturi meters, gauges, etc.) must be preliminarily reviewed by the R.E., in consultation with the E.I.C., and then forwarded to the DEP Deputy Director of Field Operations, Bureau of Water and Sewer Operations (BWSO), for approval.
B) Cathodic Protection: Three copies of all cathodic protection drawings are to be forwarded to the Chief of Metallurgical Engineering and Quality Assurance Division at the DEP BWSO for review and approval. Furthermore, when a Cathodic Protection System has been installed and completed, the R.E. must arrange a final inspection with the Chief of Metallurgical Engineering and Quality Assurance Division to verify the proper functioning of the system.

8) Misc. Architectural Items (color, texture, aesthetics, etc.): On R.E.I. managed and In-house projects, all architectural items are to be forwarded to the appropriate Agency for approval (i.e. Parks Dept., Landmarks, etc.). A copy of the transmittal is to be sent to the DDC Design Director.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **STANDARD RECORD KEEPING**

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

SCOP.....: 01 -008G

CATEGORY..: RECORD KEEPING
Subcategory : PROJECT RECORDS

Keywords .. RECORDS, DIARY, REPORTS

Supersedes.. : N/A
Supplements... : N/A
Sheet..... : 1 of 1

Issue Date.... : August 2, 2001

The latest version of the Infrastructure Standard Record Keeping Instructions and Forms have been issued in booklet form which is currently available through the Construction Support Unit. These instructions and forms are to be utilized on every Infrastructure/Construction project. Copies of the forms with preprinted project information can currently be obtained from your Borough Office, however, soon the forms and instructions will be available on the Intranet.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : **01 -009W**

CATEGORY.... : **RECORD KEEPING**
Subcategory : **AS-BUILTS**

Keywords ..... : Water Mains, As-Builts

SUBJECT: **WATER MAIN IN-SERVICE NOTIFICATION**

APPROVED: 8/9/01
Assistant Commissioner John Pusz, P.E.

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : August 9, 2001

The importance of DEP receiving water main In-Service Notifications upon the installation of new water mains is critical to the operation of the water supply system. The timely submission of these notifications (which include in-service sheets) by DDC to the appropriate DEP Water Maintenance Supervisor and Distribution Engineer for the borough, and the centralized Mapping and Records Unit is extremely important. This will ensure that DEP can maintain the water system with a high level of service.

In-service sheets are block-by-block sketches which show the size and location of new water mains including valves and hydrants, and must be prepared upon the completion of the water main work on every block on the project. When a large project is done in phases, In-Service Notifications are to be submitted at the completion of the water main work in each phase (not to exceed a 10 block area). When a project is scheduled to be shutdown for an extended period of time, then In-Service Notifications are to be submitted at the beginning of the shutdown period. On short-term projects, In-Service Notifications are to be submitted upon completion of the water main work. If the work on a block is delayed, and the work includes the installation of new valves, then a partial block In-Service Notification must be prepared and submitted.

Attached is an In-Service Notification to be used for the submission of in-service sheets to the appropriate DEP personnel as well as a sample in-service sheet. Each Borough Office must maintain a centralized log of all In-Service Notifications transmitted to DEP for each project.

ATTACHMENTS: DEP TRANSMITTAL LETTER, SAMPLE IN-SERVICE SHEET

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

William Lipski, P.E.
Assistant Commissioner- Infrastructure
Brooklyn/Staten Island/Construction
Support Unit

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1901
Fax: 718 / 391-2384

www.nyc.gov/buildnyc

CERTIFIED MAIL WITH RETURN RECEIPT

(DATE)

(NAME)
Water Maintenance Supervisor
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

Re: FMS (CAPIS) ID: _____
JOB DESCR. _____
Contract Reg. #: _____
Contractor: _____
IN-SERVICE NOTIFICATION

Dear Mr./Ms. *(NAME):*

Enclosed please find the In-Service Sheet(s) for the water mains constructed on the subject project at the following location(s):

(ENTER STREET(S) AND LIMITS)

The main were flushed, and samples taken. Main Test Results: _____

(Include the following statements when appropriate)

All valves on the new water main work were left open. DEP can now open all valves previously closed as part of the shutdown associated with this work.

REMARKS: *(Note any special conditions)*_____

Very truly yours,

(NAME)
Engineer-in-Charge

C: Borough File, Resident Engineer, Construction Support

COPY TO:

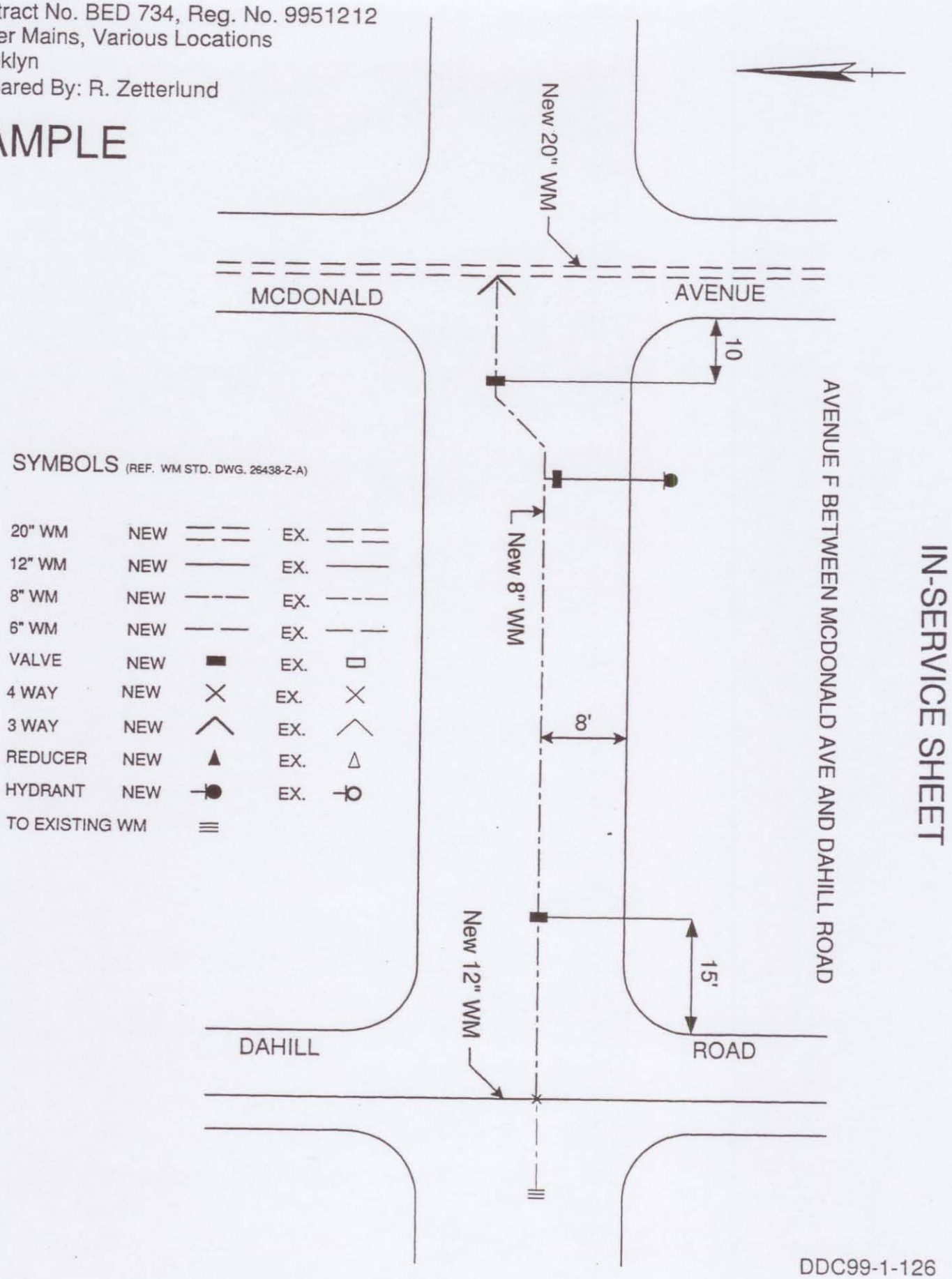
(NAME)
Central Mapping and Records Unit Chief
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

(NAME)
Distribution Engineer
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

DC99-1-125

Contract No. BED 734, Reg. No. 9951212
Water Mains, Various Locations
Brooklyn
Prepared By: R. Zetterlund

SAMPLE



IN-SERVICE SHEET

DDC99-1-126

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 01 -010G

CATEGORY....: ADMINISTRATIVE
Subcategory : Submittals

Keywords ..... : Vibration, Settlement, Structures

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : August 28, 2001

SUBJECT: MONITORING STRUCTURES DURING CONSTRUCTION

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

Infrastructure contracts may contain a specification (Contract Section 30.720 - Pre-Construction Report and Monitoring of Structures) that requires the Contractor to retain the services of a qualified firm to prepare a pre-construction report and to monitor the effects of construction activities on buildings and other structures within the defined influence line of the contract work. This is to ensure that the contractor's construction methods do not create or aggravate any potentially dangerous conditions or cause structural damage. The following procedure must be followed regarding the work to be done under this contract section.

Approval of firm:
Prior to commencing any work, unless otherwise permitted under the contract, the contractor must submit the name, qualifications and proof of insurance for the firm proposed to provide the engineering services required by this contract section to the Resident Engineer who will forward it to the Design Director for approval.

Pre-Construction Report:
After receiving Design approval of the proposed firm and prior to construction, the contractor must submit to the Resident Engineer six (6) copies of the pre-construction report incorporating the approved firm's findings and recommendations as described in the contract. The Resident Engineer will review the report and forward it to the Design Director for approval. No construction work is permitted to proceed until the pre-construction report is approved by the Design Director.

During Construction:
The Resident Engineer must ensure that all construction activities and monitoring are performed in accordance with the approved pre-construction report recommendations. The approved firm is required to perform monitoring during construction activity as specified and is to submit copies of all readings on the day they are taken. The Resident Engineer must be cognizant of the readings during the work day and take the steps necessary to modify construction activities as necessary if readings exceed acceptable levels. Construction reports, as outlined in the contract, are to be submitted to the Resident Engineer on a weekly basis. For vibration monitoring, the reports must indicate the specific construction activity (i.e., pile driving), the monitoring distance from the activity, and the readings. The firm is required to notify the Resident Engineer immediately if any of the criteria set forth in the pre-construction report are exceeded and the contractor must immediately stop and modify his construction operations in order to bring the readings below the pre-construction report limits. In addition, if the horizontal or vertical movement limit is exceeded, the contractor must immediately take steps to rectify the situation and prevent further movement of the structure. The Resident Engineer must immediately report any excessive horizontal or vertical movement of structures to the Borough Director.

Post-Construction Reports:
Within 30 days of the completion of all work which necessitated the monitoring, the firm shall submit a post construction reports as outlined in the contract to the Resident Engineer who will review it and forward it to the Design Director for approval.

Post-Construction Settlement Monitoring:
Settlement monitoring shall continue for five (5) months following the completion of work for buildings or structures within the defined radius of influence. Should there be an unusual event, such as abnormal flooding or a water main break, monitoring shall be performed within 24 hours of the event.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 01 -011G

CATEGORY.... : CONSTRUCTION
Subcategory : Major Underground Facilities
Keywords ..... Tie-in, Connection, Shaft, Pump Station

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : September 17, 2001

SUBJECT: LOCATION OF MAJOR UNDERGROUND FACILITIES

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

The location and elevation of major existing underground facilities (e.g. force mains, pump stations, shaft connections, etc.) that are to be tied into as part of our contract work must be determined using test pits based on the project plans or as-built information from the managing agency of the other work.

When our contract work will be tied into in the future by others, the proposed location and elevation of those facilities to be installed in the future under a separate project and tied into our work must be confirmed with the other managing agency by the Resident Engineer prior to the start of our construction work. This confirmation is required to verify the exact proposed location and elevation of the future tie-in/connection. The location of such tie-in's must never be scaled off from the contract drawings, and must be verified in all cases.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **MATERIAL TESTING - QA LAB**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 01 -012G

CATEGORY.... : CONSTRUCTION
Subcategory : MATERIAL TESTING

Keywords ..... QA Laboratory, Testing, Samples

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : August 3, 2001

All samples transmitted to the Quality Assurance Laboratory by project personnel must be transmitted with a completed QA Chain of Custody form. It is important that all required fields on the form are completed, especially the type of test required and the specification number for the material.

In addition to the above required form, concrete and asphalt core samples must be accompanied by the QA core report which must include the date of placement and the required thickness. Asphalt core samples must include the date of placement, rice value (maximum theoretical density) and the required thickness.

Attached please find a summary of typical samples to be submitted to QA for testing. The Resident Engineer should modify this list in accordance with the latest applicable specifications in their projects.

ATTACHMENTS: Chain of Custody Form, Core Report Form, Testing Summary

City of New York Department of Design and Construction – Technical Support Division
Quality Assurance Bureau – Material Testing Unit

Kenneth Holden
Commissioner

Mark A. Canu
Assistant Commissioner

CHAIN OF CUSTODY

RE Completes:
CLIENT:DDC **CONTACT NAME:** _____ **PH#:** (___)_____

CONTRACT ID#: _____ **NUMBER OF SAMPLES:** _____ **SPEC:**_____

DATE OF SAMPLING: ___/___/___ **SAMPLED BY:** _____ **of** _____

QA Completes:
LAB#:_____
DELIVERED BY: _____ **on** ___/___/___ **RECEIVED BY:** QA LAB **DATE:** ___/___/___

RECEIVED BY: _____ **of** _____ **DATE:** ___/___/___

QA	RE COMPLETES			
SAMPLE ID #	**QUANTITY**	**DESCRIPTION**	**SAMPLE LOCATION**	**TYPE OF TEST/ METHOD # SPEC**

REMARKS:

TESTED BY:_____ **DATE TESTED:** _____
(QA) (QA)

RESULTS RECEIVED BY QA _____**(Date)**
RESULTS INPUT INTO THE SYSTEM _____**(Date)** (QA)

Telephone # (718) 848-7869

88-20 Pitkin Avenue
Ozone Park, NY 11417
www:ci.nyc.us/buildnyc

Fax # (718) 848-7985

FILE COPY
(2)

New York City Department of Design and Construction
Division of Technical Support
Bureau of Quality Assurance

Agency: _____ Contact # _____

Agency Contact: _____ Name _____

Phone: _____ Page _____ of _____

CORE SUBMITTAL WORKSHEET

NOTE: Samples will not be accepted unless all fields are complete.

CORE		DATE	FIELD MEASUREMENTS		DATE and LOT PLACED			REQUIRED				Plant DATA	
								Thickness			PSI		
Number	Location	Cored	Asphalt	Concrete	Top	Binder	Concrete	Top	Binder	Concrete	Concrete	Top	Binder
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

Cored by:	Witnessed by:	Office Engineer:	Resident Engineer:	Provided by:

Remarks: _____

QMS USE	Full Length	Concrete	Asphalt
LAB#			
COUNT			

DDC99-1-131

New Yor ity Department of Design and Construction
Division of Technical Support
Bureau of Quality Assurance

Agency: _____ Contact # _____

Agency Contact: _____ Name _____

Phone: _____ Page _____ of _____

CONCRETE CYLINDERS SUBMITTAL WORKSHEET

NOTE: Samples will not be accepted unless all fields are complete.

CONCRETE CLASS/TYPE:
PLANT:

ADMIXTURES:
TESTED BY:

CYL ID	LOCATION	DATE CAST	DATE TESTED	AGE (DY)	TEMP (F)	SLUMP (IN)	AIR (%)	LOAD (LBS)	CORR FACT	STRENGTH (PSI)

Office Engineer:
Resident Engineer:
Provided By:

Remarks: _____

DDC99-1-132

HIGHWAY SPECIFICATIONS (JUNE, 1986)

Filling and Back-filling Materials

- **Regular Fill (Section 4.11.3A)**
- **Select Granular Fill (Section 4.11CC)**

SUBBASE MATERIAL FOR ROADWAY

- **Sub-base Course, Select Granular Material (Section 6.67.3A)**
- **Open-Graded Stone Base (Section 7.17)**
- **Dense-Graded Stone Base (Section 6.46.3)**

SIDEWALK FOUNDATION MATERIAL (Section 4.13.3A)

- **Broken Stone or Gravel**
- **Broken Concrete (Recycled)**
- **Other approved Granular Material (sand, cinders, etc.)**

MISCELLANEOUS MATERIALS

- **Asphalt, liquid (Tack Coat, Grade RC-70) (Section 2.03)**
- **Asphalt, emulsified (Tack Coat, Type RS-1) (Section 2.04)**
- **Asphalt Cement (Grade AC-20) (Section 2.05)**
- **Curing Materials (Section 2.14)**
- **Expansion Joint, Preformed (Section 2.15)**
- **Steel Bars for Concrete Reinforcement (Section 2.23)**
- **Topsoil (Section 2.26)**
- **Tack Coat (Section 6.58.2)**

ASPHALT CORES AND CONCRETE CORES

- **Asphalt Top and Asphalt Binder samples in bags.**
- **Asphalt Plug samples**

DDC STANDARD SEWER SPECS. (DECEMBER, 1996)

Material for Back-filling (Section 4.06.2)

- **Select Granular Fill**
- **Approved Excavated Suitable Fill**
- **Clean Fill**
- **Processed Fill**
- **Crushed Stone Bedding for Sewers (Section 4.12.2)**

Telephone # (718) 391-2220

30-30 Thomson Avenue, 3rd Floor
Long Island City, NY 11101
www:ci.nyc.us/buildnyc

Fax # (718) 391-2393

- **Back-filling Trench (Section 5.13)**

ASTM SPECIFICATIONS

- **Sewer and Manhole Brick (C32)**
- **Filter Fabric**

Telephone # (718) 391-2220

30-30 Thomson Avenue, 3rd Floor
Long Island City, NY 11101
www:ci.nyc.us/buildnyc

Fax # (718) 391-2393

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **REI CONSULTANT FINAL ACCEPTANCE**

APPROVED:

Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 02 -001G

CATEGORY.. : REI CONTRACT
Subcategory : CLOSEOUT

Keywords ..... Consultant Acceptance, REI

Supersedes... : N/A
Supplements.... : N/A
Sheet..... : 1 of 1

Issue Date..... : January 8, 2001

Attached is the Consultant "REI (Resident Engineering and Inspection) Final Acceptance Letter" for Task Orders and REI Contracts which is required for all REI Final Payments (including retainage releases). Prior to issuing Final Acceptance on a task order or contract, the EIC must ensure that all required work has been completed by the Consultant. The attached "REI Final Acceptance Checklist" and associated "Approved Final Inventory and Condition Report" for items purchased by the Consultant are to be completed by the EIC prior to the preparation of the REI Final Acceptance letter. Signed copies of both are to be to included as attachments to the Final Acceptance letter to be signed by the A/C.

In addition, in order to assure timely completion of closeout tasks on REI Consultant managed projects, the consultants are to be informed of the closeout tasks that they are required to complete at the start of the project so that tasks can be worked on as the project progresses. At Substantial Completion, the Consultants are to be reminded that all closeout work (except Final Payment) is to be completed within two months of Substantial Completion. In addition, if any consultants do not complete closeout tasks in a timely manner, the attached "Overdue Closeout Tasks" letter is to be sent to them.

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.nyc.gov/buildnyc

NOTE: Remove all italicized items from the final version of this letter and attachments.

Final Acceptance Letter to REI Consultant

DATE

MR/MS 1ST NAME LAST NAME
TITLE
CONSULTANT
STREET ADDRESS
CITY, STATE ZIP

Re: **REI Final Acceptance**
REI CAPIS ID:
REI Contract Reg. No.:
Task Order No.: (*if applicable*)
Project CAPIS ID:
Project Description:

Dear MR/MS LAST NAME:

SELECT ONE

Please be advised that all work under the subject (REI contract or task order) has been completed. The Department of Design and Construction has received and acknowledges acceptance of all required submittals.

SELECT ONE

Therefore, all work under this (REI Contract or task order) is accepted as of ____/____/____.

At this time you may submit a final payment request including release of

SELECT ONE

retainage for this (REI Contract or task order).

Very truly yours,

(Name)
Assistant Commissioner

Attachments: Signed REI Final Acceptance Checklist, Signed Approved Final Inventory And Condition Report

C: Borough Director, EIC, Construction Support, Program Management Borough Director

City of New York **Department of Design and Construction**

Memo

DATE:

TO: _____, Borough Director

FROM: _____, EIC

SUBJECT: REI Contract Project No., REI CAPIS ID, REI Firm, REI Compt. Reg. No., Project Capis ID, Project Description
REI Final Acceptance Checklist, TASK ORDER No. (*if applicable*)

SELECT ONE

All work under the subject REI (contract or task order) has been completed. The final completion date (*last submittal approval date below*) was ____/____/____.

The following required submittals (please indicate N/R if not required) have been received, reviewed, approved and forwarded to the appropriate Agency:

	DATE APPROVED	EIC INITIALS
1. Contractor's final payment package.		
2. Comptroller's claim report (if applicable).		
3. Complete project records (including the following:).		
• RE Diary and Inspector's Reports.		
• Preconstruction and progress photographs.		
• Material certifications and test results.		
• Payment records including backup sheets.		
• All other miscellaneous project records.		
• All sidewalk violation, PIR and construction reports sorted by Bock/Lot #.		
4. Sewer fixed assets.		
5. Water fixed assets		
6. Sewer as-builts.		
7. Highway as-builts (including two microfilm copies).		
8. Water as-builts (in-service sheets, tap and field cards).		
9. Catch basin inventory.		
10. Pedestrian ramp inventory.		
11. Sewer connection assessments.		
12. Sidewalk assessments.		
13. Contract closeout report. *		
14. City purchased equipment returned. (Attach Approved Final Inventory and Condition Report)		

Final Payment and release of all retainages can be made.

_____
EIC Signature / Date

* See REI Contract section 6.4.39 (b) or 5.4.37 (b) "Engineer's Responsibilities for Contract Close-out and Finalization"

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
INFRASTRUCTURE

Sheet ____ of ____

APPROVED FINAL INVENTORY AND CONDITION REPORT

This document must be completed by the EIC and submitted with the "REI Final Acceptance Checklist" on all REI Managed contracts. For Requirements Contracts, submit with each task order's "REI Final Acceptance Checklist". Include all items, including equipment and non-consumable supplies, purchased and/or leased with a cost greater than $150.00. The Consultant is required to return to the City all non-consumable items purchased through this contract. This form must be completed even if no applicable items were purchased or leased under this contract.

REI CONTRACT REG. NO. _____ PROJECT CAPIS ID NO. _____ REI FIRM _____ TASK ORDER NO. _____
TYPE OF CONTRACT: [ ] REI Manage [ ] Requirements REI Manage Task Order

DESCRIPTION OF ITEM (If none – check statement below)	SERIAL NUMBER	ORIGINAL COST	DATE OF PURCHASE	FINAL DISPOSITION/ ASSIGNEE	CONDITION (Good, Fair, Poor)

[ ] There were no items, including equipment and non-consumable supplies, purchased and/or leased with a cost greater than $150.00 under this contract.

By:

_____ _____ _____
(Print EIC name) (Signature) (Date)

Approved by:

_____ _____ _____
(Print Deputy Director name) (Signature) (Date)

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-2254
Fax 718 / 391-2390
www.nyc.gov/buildnyc

DATE

ATTN: Name
Consultant
Address

Re: FMS (CAPIS) ID:
PROJECT DESCR.
REI Contract Reg. #:

Overdue Closeout Tasks

Dear Mr./Ms.:

Please be advised that the above referenced project was substantially completed over 60 days ago. Your contract calls for the submission of the following items that are now overdue (check all that apply):

{ } Sewer fixed assets.
{ } Water fixed assets
{ } Sewer as-builts.
{ } Highway as-builts (including two microfilm copies).
{ } Water as-builts (in-service sheets, tap and field cards).
{ } Catch basin inventory.
{ } Pedestrian ramp inventory.
{ } Sewer connection assessments.
{ } Sidewalk assessments.
{ } Contract closeout report.

Please complete and submit these items as soon as possible. Failure to submit these items in a timely manner may be reflected on your Performance Evaluation. If you have any further questions concerning this matter, please contact *(EIC Name)* at *(Phone number)*.

Very truly yours,

Name
Title
Infrastructure/Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **WATER SERVICE REPAIR LOG**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP.....: 02 -002G

CATEGORY..: CONSTRUCTION
Subcategory : WATER SERVICES

Keywords .. Water Service,
Record Keeping

Supersedes.. : N/A
Supplements... : N/A
Sheet..... : 1 of 1

Issue Date.... : January 16, 2002

In order to ensure that all damaged water services are properly repaired, all water services damaged by the Contractor during construction (including those temporarily removed for convenience) shall be recorded daily in the attached Water Service Repair Log. The Resident Engineer shall ensure that prior to project completion, all water services are satisfactorily repaired and that the date of the repair is recorded in the Water Service Repair Log.

Note: All contracts now require damaged water services (including services damaged due to temporary removal) to be replaced from the water main to the farthest point of damage.

City of New York **Department of Design and Construction**

WATER SERVICE REPAIR LOG

Contract No: _____ Reg. No: _____
Project Description: _____
Borough: _____
Contractor: _____
Resident Engineer:

DATE	ADDRESS	DESCRIPTION OF DAMAGE		REPAIR DESCRIPTION	DATE OF REPAIR

SHEET __ OF __

RE Signature_____

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 02 -003G

CATEGORY..: Administrative
Subcategory : Contract

Keywords ...: Revised Contract

SUBJECT: **REVISED STANDARD CONSTRUCTION CONTRACT**

Supersedes.. : N/A
Supplements... : N/A
Sheet.....: 1 of 1

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Issue Date.... : April 2, 2002

A new Standard Construction Contract is now in effect. Attached is a summary of significant changes that were made to the contract. Please review your contracts to determine if the new version of the Standard Construction Contract is included, and if so comply with the new language. The old version of the Standard Construction Contract will still apply to those projects in which it is included.

Regarding the attached revisions, please note the following:

1. The old Article 17 *Occupation or Use Prior to Completion* is now Article 16. When issuing Occupation or Use Prior to Completion Acceptance letters, ensure that the correct article for your contract is referenced.

2. Article 26 *Methods of Payment for Extra Work* has been revised. The overhead and profit on non-contractor-owned equipment has been revised to 5%. Until such time that the DDC change order forms are revised, non-contractor-owned equipment can be treated the same way that subcontractors are on the change order estimate forms.

3. Article 26 *Methods of Payment for Extra Work* also states that insurances required by schedule A are to be included in the overhead. However, DDC has issued an amendment to this that states that workers compensation insurance will be paid for and is not included in the overhead.

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

MEMORANDUM

TO: All Construction Agencies

FROM: Gary Geiersbach
Director, Mayor's Office of Construction

Dan Muller
Chief, Division of Contracts and Real Estate
New York City Law Department

DATE: August 28, 2000

SUBJECT: Revised Standard Construction Contract

Revisions to the Standard Construction Contract have been completed. The new edition, titled **CITY OF NEW YORK STANDARD CONSTRUCTION CONTRACT, OCTOBER 2000**, is to be used in all construction contract solicitations advertised after October 1, 2000. It has been provided in both hard copy and on disc in Microsoft Word 97.

Agencies may not make any changes to the text of this edition, but are invited to forward any suggested changes to the Law Department and the Mayor's Office of Construction. Periodic changes will be accomplished via supervening addenda, numbered, dated and referenced to the current edition of the Standard Contract following review and approval by the Law Department and the Mayor's Office of Construction. These addenda will then be incorporated into the bid documents directly in front of the Standard Contract. New editions of the Standard Contract will be issued whenever the number of addenda becomes unwieldy or when it becomes advantageous to issue one.

If an agency wishes to modify any portion of the Standard Contract for a particular solicitation, the agency must obtain the prior approval of the Law Department.

Also attached is a summary of significant changes made to the document.

If you have any questions, please contact either office.

DDC99-1-143

OFFICE OF THE MAYOR
OFFICE OF CONSTRUCTION

75 Park Place • 7th Floor
New York, NY 10007
Telephone: (212) 788-2502
Fax: (212) 788-2519/2597

GARY GEIERSBACH
Director

MEMORANDUM

TO: ALL CONSTRUCTION AGENCIES

FROM: GARY GEIERSBACH

DATE: AUGUST 28, 2000

RE: REVISED STANDARD CONSTRUCTION CONTRACT
SUMMARY OF CHANGES

The City's Standard Construction Contract has been revised after extensive discussions between the Mayor's Office of Construction, the Law Department, the Comptroller's Office, and Mayoral Agencies. The following is a summary of significant changes that have been made.

If you have any questions, please contact my office.

Article 1. The Contract

- Consolidates a list of documents that are deemed part of the agreement.
- Should any conflict occur between the drawings and specifications, the Contractor shall be deemed to have estimated the most expensive way of doing the work.

Article 2. Definitions

- Adds the following definitions: "Agency Chief Contracting Officer," "City Chief Procurement Officer," "Contract," "Days," "Engineering Audit Officer," "Federal-Aid Contract," "Final Approved Punch List," Payroll Taxes," "Procurement Policy Board," and "Substantial Completion."
- Revises definition of "Laws" to include common law and revises definition of "Work" to provide greater specificity.
- All words defined in Article 2 are boldfaced and the first letter of the word capitalized throughout the document.

Article 5. Compliance With Laws

- The Contract is subject to the PPB Rules in effect at the time of bid opening and not the PPB Rules in effect on August 1, 1990.

Article 6. Inspection

- Clarifies that corrective work is contract work and not "extra work."

Article 7. Protection of Work and of Persons and Property

- Ensures that the City does not waive partial indemnification if the City is precluded from receiving full indemnification.
- The contractor is obligated to assume the cost of the defense of the City with regard to all claims.

Article 9. Progress Schedules

- Approval by the City of a progress schedule which is shorter than the time allotted under the contract shall not create any liability for the City if the approved project schedule is not met.
- The contractor will not be paid until the progress schedule is submitted ~~and approved~~.

Article 11. Notice of Conditions Causing Delay and Documentation of Damages Caused by Delay

- Clarifies and reinforces the requirement that a contractor must document delay claims.

Article 12. Coordination with Other Contractors

- Ensures that the City does not waive partial indemnification if the City is precluded from receiving full indemnification.
- Prohibits the contractor from making claims against the City for damages relating to any action or non-action of any contractor, or any direction or lack of direction given by the City regarding coordination.

Article 14. Completion and Final Acceptance of the Work

- New article includes the provision that substantial completion will not be issued until the punch list has been approved.

Article 16. Occupation or Use Prior to Completion

- Clarifies existing language that gives the Commissioner the ability to takeover, use, occupy, or operate any part of the work prior to final acceptance.

Article 17. Subcontracts; Article 20. Payment Guarantee

- Accommodates situations where performance and payment bonds are not required.

Article 21. Retained Percentages

- Requires 10% retainage on contracts where payment and performance bonds are not required and the awarded price is less than $250,000.
- On contracts where payment and performance bonds are not required and the awarded price exceeds $250,000, the Commissioner shall set the amount of retainage, not to exceed 10%.

Article 22. Insurance

- Requires that the City, as additional insured, be covered for any bodily injury or property damage.
- Requires contractor to provide one copy of the Certificate of Insurance, for each policy required under the Contract, to the Commissioner within 10 days of award. Conforms to ODC/Comptroller Directive No. 2 requiring agencies to submit copies of certificates when submitting the contract package for registration.
- Requires a broker warranty on the certificates.

Article 25. Changes

- Adds language alerting the Contractor to the pre-audit of change order payments by the EAO and post-audit by the Comptroller.
- Eliminates language regarding the recoupment of costs if an audit reveals that the contractor's costs were inaccurately stated.
- Increases the change order threshold for approval by ODC to conform to the recent PPB Rule amendment.

Article 26. Methods of Payment for Extra Work

- Revises list of items which are included within overhead.
- Incorporates ODC Directive 61 with respect to overruns of unit price items. Currently, a copy of the Directive is in the contract, most likely in the Information for bidders. This can now be removed.
- On fixed price change orders, the price to be paid shall be the fair and reasonable cost of the items listed in 26.2
- Eliminates payments for the types of insurance required by Article 22 and Schedule A, which is included in overhead.
- Adds item to pay for insurance which is different than the types required by Article 22 and Schedule A.
- Eliminates language regarding payments to be made to labor organizations, and adds "supplemental benefits" to the direct labor item, to conform to language in Labor Law 220.
- Eliminates "gas, oil, coal, etc." to be paid on plant and equipment rental.
- Eliminates the entire section on "Cost and Pricing Data."
- Provides for 5% overhead and profit on rental of non-contractor-owned plant and equipment.

Article 27. Resolution of Disputes

- Conforms to recent changes in the PPB Rules.

Article 28. Record Keeping for Extra or Disputed Work

- Title changed from "Performance of Extra or Disputed Work" to more accurately reflect the purpose of the Article.

Article 29. Omitted Work

- Revises the formula for calculating the amount of the credit to the City for omitted work. Under the new formula, the value of the credit is based upon a pro rata portion of the bid price and includes the contractor's overhead and profit.

Article 30. Notice and Documentation of Costs and Damages; Production of Financial Records

- Requires documentation of damages for any dispute resolution procedure.

Article 36. No Discrimination

- Eliminates language referring to trainee requirements on federally funded projects.

Article 37. Labor Law Requirements

- Requires contractor to pay for the cost of any investigation conducted that discovers a failure to pay prevailing wages.
- Deletes outdated references to Administrative Code Section 6-109.

Article 38. Payroll Reports

- Allows the Commissioner, the ACCO, the EAO, and the Comptroller to require contractors and subcontractors to submit original payrolls or transcripts.

Article 40. Contract Price

- Title changed from "Awarded Price"

Article 41. Bid Breakdown on Lump Sum

- No partial payment shall be made until contractor submits bid breakdown accepted by Resident Engineer.

Article 44. Substantial Completion Payment

- Requires that a copy of Final Approved Punch List be submitted with substantial completion payment request.

Article 48. Commissioner's Right to Declare Contractor in Default

- Provides additional ground for default

Article 49. Exercise of the Right to Declare Default

- Article 78 proceeding to be the sole remedy for contractor to challenge a default determination.

Article 56. Claims and Actions Thereon

- Reduces time for bringing lawsuit not subject to dispute resolution from 12 to 6 months from the date of certain milestones set forth in contract.

Article 64. Termination by the City

- Revises the payment to be made by the City in the event of a termination.

7. Refer to Page 143, Article 1.06.35.(O);
Change in 7th line, "with Art. 40 of the Agreement" to "with Art. 41 of the Contract".

8. Refer to Page 143, Article 1.06.35.(P);
Change in 4th line, "pursuant to Article 41 or Article 42 of the Agreement" to "pursuant to Article 42 or Article 45 of the Contract".

9. Refer to Page 147, Article 1.06.44.(G);
Change in 8th line, "pursuant to Article 49 of the Agreement" to "pursuant to Article 52 of the Contract".

10. Refer to the Contract, Article 26.2 entitled "Extra Work": Article 26.2 is amended to provide that (1) the price to be paid for Extra Work shall include the cost of workers compensation insurance, and (2) the cost of such insurance shall not be deemed included in the 10% for overhead.

In computing the price to be paid for Extra Work, the cost of workers' compensation insurance shall be based upon the average rate for such insurance for the applicable classes of labor, in accordance with the most recent schedule promulgated by the New York State Workers' Compensation Board. The cost of workers' compensation insurance shall not be subject to any percentage for overhead and/or profit.

CITY C YORK
DEPARTMENT OF DI ND CONSTRUCTION
DIVISIONS OF STRUCTURES AND TECHNICAL SUPPORT

PART D: CHANGE ORDER ESTIMATE SUMMARY

SHEET _____ OF _____

(This form must be attached to the Contract Change Form. Attach DDC Estimate [if applicable] and Contractor's Cost Proposal.)

PROJECT NAME _____ CONTRACT REG. NO _____ VENDOR'S NAME _____ C.O. NO. _____

A. ITEM NO.μ	C. ITEM DESCRIPTION	D. DDC ESTIMATE	E. VENDOR'S PROPOSAL	F. FINAL COST & TYPE**			
				TYPE	COST (1)	TYPE	COST (2)

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISIONS OF STRUCTURES AND TECHNICAL SUPPORT

DDC CHANGE ORDER ESTIMATE (2)

SHEET ____ O

(Use this form for items that do not include overhead & profit and prime contractor's profit in their cost calculations. Attach to the Contract Change Form for all C. O.'s > $25,000)

PROJECT NAME _____ CONTRACT REG. NO _____ VENDOR'S NAME _____ C.O. NO.

A. ITEM NO.μ	B. ITEM DESCRIPTION	C. QTY	D. UNIT	E. LABOR		F. MATERIAL (INCLUDING EQUIPMENT)		G. DDC ESTIMATE (E.2. + F.2.)
				1. UNIT COST	2. TOTAL (E.1. X C)	1. UNIT COST	2. TOTAL (F.1. X C)	

PREPARED BY:

		SUBTOTALS (THIS SHEET)	$
		OVERHEAD & PROFIT @ ____ %	$
(Print name)	(Title)	NON-CONTRACTOR-OWNED EQPT. + SUBCONTRACTORS' SUBTOTAL: $ _____ (X) 5%	$
		SHEET TOTAL	$
(Signature)	(Date)	**GRAND TOTAL** (LAST SHEET)	$

NOTES: 1. μ Identify all items to be subcontracted with a star.

2. Detailed back-up documentation, as required, must be available at the site for auditing purposes for all costs shown above.

3. All insurance increases that are the result of contract change work shall be processed on a separate change order. Use Version (2) estimate forms to include Overhead & Profit. Check contract for % allowed!

4. Evidence of all insurance increases and subcontracted work must be submitted at time of payment.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 02 -004G

CATEGORY..: Administrative
Subcategory : Summonses

Keywords .. Summons, Fine

SUBJECT: SUMMONSES AND FINES

Supersedes.. : N/A
Supplements... : N/A
Sheet..... : 1 of 1

APPROVED: _____ 1/24/02
Assistant Commissioner - John Pusz, P.E.

Issue Date.... : January 24, 2002

DDC and its representatives are not authorized to accept summonses from any individual or organization, with the intent to have the summons dismissed by the issuing agency or by the agency authorized to collect fines (i.e. Division of Parking Violations, Dept. of Sanitation, Buildings Dept., Health Dept., etc.). Summonses must be addresses directly by the individual or organization who receives them.

If the DDC Engineer-in-Charge (EIC) believes a summons was issued in error or there are mitigating circumstances regarding a summons that are project related, the EIC may issue a letter stating the facts surrounding the issue and provide a copy to the individual or organization for their use.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 02 -005G

CATEGORY.... : ADMINISTRATIVE
Subcategory : Garbage Pickup

Keywords ..... : Sanitation Department, Garbage, Recycling

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : March 6, 2002

SUBJECT: GARBAGE COLLECTION ON PROJECT SITES

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

The Resident Engineer shall be aware of the impact various construction activities may have on Department of Sanitation (DOS) pickups in their project area and ensure that the Contractor provides proper access to DOS trucks so that household wastes are picked up as scheduled. During construction, if for any reason a pickup is missed, the Resident Engineer must call the appropriate Borough Office in DOS. If two pickups are missed, the Borough Director is to follow up with DOS, and notify the appropriate DDC Assistant Commissioner.

Language is being added to new contracts under Maintenance of Site that states "Where access to regularly scheduled private and/or public sanitation pickups, such as garbage and recycled materials, is blocked due to the Contractor's operations, the Contractor shall coordinate a schedule for collection of said materials, and/or he shall collect and transport garbage and recycled materials to collection points, as directed by the Engineer, for disposal by public or private collections, as appropriate." There are many instances when construction activities may cause garbage collection issues. In these cases the Resident Engineer is to ensure that the above specification is followed.

DOS pickup schedules are available online at the DOS website. You can access the DOS site by going to www.nyc.gov and selecting the DOS link.

The DOS Bureau of Cleaning and Collection Borough Office addresses and phone numbers are:

Manhattan - 427 E. 87th St. 10028, Ph. (212) 360-3520
Bronx - 800 E. 176th St. 10460, Ph. (718) 901-1295
Brooklyn South - 1824 Shore Pkwy. 11214, Ph. (718) 714-2704
Brooklyn North - 465 Hamilton Ave. 11232, Ph. (718)768-7719
Queens East - 120-15 31st Ave. 11356, Ph. (718)321-6400/09
Queens West - 52-35 58th St. 11377, Ph. (718) 334-9183
Staten Island - 2500 Richmond Ave. 10314, Ph. (718) 370-5400

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 02 -006W

CATEGORY....: CONSTRUCTION
Subcategory : Water Mains

Keywords ..... : Water Mains, Taps

SUBJECT: WATER MAIN TAP CARDS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Issue Date..... : January 25, 2002

Tap cards shall be completed by the Resident Engineer/Inspector for all taps, including wet connections, corporation stops and plugs, installed on all water mains constructed under capital projects supervised by DDC. Tap cards must also be filled out for taps or wet connections abandoned, and/or not transferred. Tap cards along with the detailed summary listing and transmittal sheet, must be submitted to the DEP Tapping Division within one month of the completion of the water main work on all capital construction contracts.

The tap card shall contain all required information including: plumber's name and license number, contractor, building address, block, lot, size of tap, size of main, date, location of tap (usually from building line of premises), location of main (from curb), depth of main at tap, type of service (domestic, fire, commercial, or dual type), and any other pertinent information, such as type and condition of the existing service pipe, etc.

If there are two (2) services to the same building, two separate tap cards must be prepared and labeled 1 of 2 and 2 of 2, respectively. If there is one tap servicing multiple buildings, it should be noted on the tap card.

All unusual or potentially illegal connections or conditions should be promptly reported to the DEP Tapping Division and noted accordingly on the tap card.

Attachments: Sample Tap Card, Transmittal Letter, Summary Listing

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

William Lipski, P.E.
Assistant Commissioner- Infrastructure
Brooklyn/Staten Island/Construction
Support Unit

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1901
Fax: 718 / 391-2384

www.nyc.gov/buildnyc

CERTIFIED MAIL WITH RETURN RECEIPT

(DATE)

(NAME)
Tapping Division
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

Re: FMS (CAPIS) ID: _____
JOB DESCR. _____
Contract Reg. #: _____
Contractor: _____
Transmittal of Tap Cards

Dear Mr./Ms. *(NAME):*

Enclosed please find tap cards (house service orders) for the water mains constructed on the subject project at the following location(s):

(ENTER STREET(S) AND LIMITS)

Very truly yours,

(NAME)
Engineer-in-Charge

C: Borough File, Resident Engineer, Construction Support

DDC99-1-154

SAMPLE COMPLETED "House Service Order" (Tap Card) Front Side

(Use blank 4"X6" cards available from your Borough Office)

WS 129 Rev. B(9-81)

CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER SUPPLY

SEC.	BLOCK	LOT
WARD	**DIST.**	**PLOT**

BOROUGH Bronx

HOUSE SERVICES ORDER
DDC Project
PERMIT NO.
HED - 550
INSP. NO.

LOCATION #250 Middle Street (E/side)

INSERT 3/4" TAP ON 12" MAIN. READY 3:20 P. M.

INSERT ____ PLUG ON ____ MAIN. READY ____ M.

INSPECT SERVICE PIPE ____ READY ____ M.

SPECIAL ORDERS New Main - Transfer From 6" main

OWNER ____ ADDRESS ____

PLUMBER A-Z Construction Co. ADDRESS Contractor's Address
Plumber's Name + License No.

BUILDING { STORIES ____ FT. FRONT ____ FT. DEEP ____

SAMPLE COMPLETED "House Service Order" (Tap Card) Back Side

REPORT August 1 2001 ____ M

LOCATION #250 Middle Street ~~ST. AVE~~

West SIDE 60 FT. South OF Upper Avenue ~~ST. AVE~~

SIZE OF TAP 3/4" PLUG — MAIN 12" DEPTH 3.5'

LOCATION IS 3 FT. South OF North BUILDING LINE OF #250 Middle Street AND 9.0 FT. FROM East/West CURB LINE

KIND AND SIZE OF SERVICE PIPE { ~~OLD~~ NEW 1" Copper

NEW SERVICE LENGTH 7.0' IS CURB COCK AND BOX SET ? ____ KIND AND MAKE ____

OPENING SIDEWALK OR ROADWAY Roadway FOR BUILDING PURPOSES ____

VIOLATIONS ____ RE-EXAMINED ____ VIOL. REMOVED ____

REMARKS: Connected to existing 3/4" Lead service

I CERTIFY THAT THE ABOVE REPORT IS CORRECT. TAPPER/INSPECTOR

PENALTY FOR FALSIFICATION

Falsification of any statement made herein is an offense punishable by a fine or imprisonment or both. (N.Y.C. Adm. Code, Sec. 1151-9.0)

Print: ____

Sign: Inspector's Signature

DDC99-1-155

TAP RECORDS - CONTRACT # _____

DATE	LIMITS	ADDRESS	BLOCK	LOT	TRANSFER/ NEW	SIZE		TAP CARD COMPLETED
						MAIN	TAP	

TAP RECORDS - CONTRACT # XXX-XXX

DATE	LIMITS	ADDRESS	BLOCK	LOT	TRANSFER/ NEW	SIZE		TAP CARD COMPLETED
						MAIN	TAP	
01/02/2002	Liverpool Ave	499 College Ave	391	382	TRANSFER	12 "	3/4"	✓
		495 College Ave	391	381	TRANSFER	12 "	3/4"	✓
		491 College Ave	391	379	NEW	12 "	3/4"	✓
		489 College Ave	391	378	TRANSFER	12 "	3/4"	✓
		485 College Ave	391	376	TRANSFER	12 "	3/4"	✓
		481 College Ave	391	374	TRANSFER	12 "	3/4"	✓
	TO	477 College Ave	391	449	TRANSFER	12 "	3/4"	✓
		473 College Ave	391	447	TRANSFER	12 "	3/4"	✓
		469 College Ave	391	446	TRANSFER	12 "	3/4"	✓
		465 College Ave	391	443	TRANSFER	12 "	3/4"	✓
		461 College Ave	391	441	TRANSFER	12 "	3/4"	✓
		453 College Ave	391	203	TRANSFER	12 "	3/4"	✓
	Clinton Ave	447 College Ave	391	201	TRANSFER	12 "	3/4"	✓
01/02/2002	Liverpool Ave	499 College Ave	391	382	TRANSFER	12 "	3/4"	✓
		495 College Ave	391	381	TRANSFER	12 "	3/4"	✓
		491 College Ave	391	379	TRANSFER	12 "	3/4"	✓
		489 College Ave	391	378	TRANSFER	12 "	3/4"	✓
		485 College Ave	391	376	TRANSFER	12 "	3/4"	✓
		481 College Ave	391	374	TRANSFER	12 "	3/4"	✓
	TO	477 College Ave	391	449	TRANSFER	12 "	3/4"	✓
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		469 College Ave	391	446	TRANSFER	12 "	3/4"	✓
		465 College Ave	391	443	TRANSFER	12 "	3/4"	✓
		461 College Ave	391	441	TRANSFER	12 "	3/4"	✓
		453 College Ave	391	203	TRANSFER	12 "	3/4"	✓
	Clinton Ave	447 College Ave	391	201	TRANSFER	12 "	3/4"	✓
01/02/2002	Liverpool Ave	499 College Ave	391	382	TRANSFER	12 "	3/4"	✓
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		491 College Ave	391	379	TRANSFER	12 "	3/4"	✓
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	Clinton Ave	447 College Ave	391	201	TRANSFER	12 "	3/4"	✓
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		469 College Ave	391	446	TRANSFER	12 "	3/4"	✓
		465 College Ave	391	443	TRANSFER	12 "	3/4"	✓
		461 College Ave	391	441	TRANSFER	12 "	3/4"	✓
		453 College Ave	391	203	TRANSFER	12 "	3/4"	✓
	Clinton Ave	447 College Ave	391	201	TRANSFER	12 "	3/4"	✓

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 02 -007G

CATEGORY..: ADMINISTRATIVE
Subcategory : PED RAMPS

Keywords .. Ped Ramps

SUBJECT: **MONTHLY PEDESTRIAN RAMP REPORTS**

APPROVED: 1/28/02
Assistant Commissioner - John Pusz, P.E.

Supersedes.. : N/A
Supplements... : N/A
Sheet.....: 1 of 1

Issue Date.... : January 28, 2002

DOT has requested monthly electronic updates of the pedestrian ramps installed on each of the pedestrian ramp projects. The procedure is as follows:

1) At the start of each pedestrian ramp project, the Resident Engineer (RE) will e-mail Shawn Rae and Chris Quinn of DOT's Pedestrian Ramp Unit and request an electronic copy of the pedestrian ramps planned for their project. Their e-mail addresses are srae@dot.nyc.gov, and cquinn@dot.nyc.gov respectively. Shawn Rae can be contacted at (212) 487-8451.

2) DOT will e-mail the proposed pedestrian ramp listing in an Excel spreadsheet and include the blank fields that DOT requires the DDC RE to complete (i.e. date completed, and field notes).

3) The RE will update the required fields and return the spreadsheet via e-mail to: cquinn@dot.nyc.gov, and srae@dot.nyc.gov at the end of every month, reflecting the work completed to date.

4) The project's Engineer-in-Charge (EIC) will also be copied on all transmittals to DOT.

5) When the project is substantially completed, the e-mail should so indicate. Copy DDC Construction Support at: zetterlu@ddc.nyc.gov on the substantial completion e-mail transmittal.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : **02 -008G**

CATEGORY.... : **ADMINISTRATIVE**
Subcategory : e-mail

Keywords ..... : e-mail, Computer

SUBJECT: **FIELD OFFICE E-MAIL**

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Issue Date..... : February 4, 2002

All projects that require computers to be provided also require internet e-mail through an internet service provider as per Contract Section 5.35 ENGINEER'S FIELD OFFICE. Once an e-mail address is established, the Resident Engineer (RE) must e-mail DDC Information Technology Services (ITS) (Michael Trager at tragerm@ddc.nyc.gov) and request that the address be added to the DDC e-mail address book. Questions regarding this procedure can be directed to the ITS Helpdesk at 718/391-3477. The field office e-mail address can be in any format, but ITS must be requested to add the address under the Infrastructure standard format which the RE has to provide to them. The standard format is "Field Office fld_Borough Initial_FMS ID". The Borough initials are x - Bronx, k - Brooklyn, q - Queens, m - Manhattan, r - Staten Island. For example if your e mail address is bed756@aol.com and your project name is BED 756 you would request that ITS add bed756@aol.com to the DDC address book under "Field Office fld_k_bed756".

At the end of the project, the Resident Engineer is to send ITS an e-mail requesting that the project e-mail address be removed from the DDC address book.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 02 -009G

CATEGORY..: PRECONSTRUCTION
Subcategory : MEETINGS

Keywords .. MEETING, PRECONSTRUCTION

SUBJECT: **PRECONSTRUCTION MEETING AGENDA**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Supersedes.. : N/A
Supplements... : N/A
Sheet.....: 1 of 1

Issue Date.... : March 27, 2002

The preconstruction meeting is an important part of a successful project start. Attached is a standard preconstruction meeting agenda for use on your projects. In general, all listed items should be covered, however, you may add or remove items as you deem appropriate for your specific project.

ATTACHMENT: PRECONSTRUCTION MEETING AGENDA

City of New York **Department of Design and Construction**

PRECONSTRUCTION MEETING AGENDA

PROJECT DESCRIPTION: _____

_____

PROJECT NO.: _____ **CONTRACT NO.:** _____

BOROUGH: Brooklyn / Bronx / Manhattan / Queens / Staten Island

MEETING DATE: _____ **TIME:** _____

LOCATION: _____

PROJECT CONTACTS:	**NAME**	**TELEPHONE NO.**
Contractor: ----------	_____	_____
Borough Director: ----------	_____	_____
Deputy Director: ----------	_____	_____
Engineer-in-Charge: ----------	_____	_____
Resident Engineer/REI Firm: --------	_____	_____
Community Construction Liaison: --	_____	_____
Project Manager: ----------	_____	_____
Design Engineer: ----------	_____	_____

OTHER INVITEES:

☐ Community Outreach, ☐ DDCQA, ☐ DEP Water Supervisor, ☐ DOT Traffic & Street Lighting, ☐ DOT HIQA, ☐ Dept. of Parks and Recreation, ☐ N.Y.S. Public Service Commission (Mr. Kumar @ (212) 290-4387), ☐ Fire Dept., ☐ Community Board #___, ☐ Con Edison, ☐ Keyspan, ☐ Time Warner, ☐ Verizon, ☐ TA (Surface), ☐ TA (Subway), ☐ Other (List Below):

_____

_____

PROJECT DATA:

Bid Date: ---------- _____

Award Date: ---------- _____

Registration Date: ---------- _____

Contract Time: ---------- _____

Commence Work Date: ---- _____

Scheduled Completion Date: _____

Contract Amount: ---------- _____

Federal/State Funds -------- ☐ Yes ☐ No

Holiday Embargo _____

Other Embargos _____

MEETING OUTLINE:

PART A - GENERAL ISSUES/OPEN MEETING

GENERAL ITEMS:

- Introduction of Attendees
- Brief Description of Project Type/Limits
- Construction Schedule Overview
- Project Staffing - Chain of Command

PRECONSTRUCTION ISSUES:

- Community Board Issues/Meeting
- Community Outreach Issues
- Construction Notice to Residents
- Construction Notice to City agencies, MTA, etc.
- Block Meetings
- DEP Water Issues
- DOT Traffic & Street Lighting Issues
- Fire Department Issues
- NYS Public Service Commission Issues
- OCMC (Traffic) Meeting/ MPT Requirements
- Utilities – Status of Relocations
- Parks Department Issues
- Surface (Bus) Transit Authority Issues
- Subsurface (Subway) Transit Authority Issues
- Approved Field Office (Proposed Location, Size, Equipment, etc.)
- Proposed Location of Temporary Storage Yard
- Other Attendees' Issues
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

PART B – CONSTRUCTION DETAILS

(Note: Attendees Other Than Contractor and Construction Personnel May Leave the Meeting at This Time.)

PRECONSTRUCTION SUBMITTALS

- All Submittals to R.E./E.I.C. (Except as Noted - Then Copy R.E./E.I.C.)
- Submit Construction Progress Schedule for Approval and Monthly Updates
- Preconstruction Photos (Including Access Route)
- Preconstruction Reports
- Survey Monument Report - Contractor Must Maintain/Replace all Existing Survey Monuments
- Submit Material Testing Laboratory for Approval
- Submit Vendors for Approval to: DDC Director of Quality Assurance (3rd Floor 30-30 Thomson)
  - Asphalt, Brick, Castings, Clean Fill, Concrete, Filter Fabric, Piles, Precast Products, Pipe, Select Fill, Steel (Reinforcing and Structural), Stone, Water Main Fittings and Valves, etc.
- Submit Design Mixes for Approval to: DDC Director of Quality Assurance (3rd Floor 30-30 Thomson)
  - Asphalt, Concrete
- Submit Subcontractor Approval Requests to: DDC Attn: Celina Reynolds (3rd Floor 30-30 Thomson)
  - Electrical, Lathing, Lining, Pavement Markings, Paving, Piles, Plumbing, Restoration, Surveying, Tree Services/Landscaping, TV Inspection & Cleaning, Water Mains, Rodent Control, etc.
  - LBE Requirements
  - Maximum Subcontract % as per Schedule "A"
- Shop Drawings for Approval (Sheeting & Bracing, Drill Sheets, etc.)
- Existing Street Sign/Street Hardware Survey
- MPT Plan
- _____
- _____
- _____

CONSTRUCTION ISSUES – GENERAL

- Permits (Street Opening, Storage, Trailer Connections, Dewatering/Discharge (DEP/DEC))
- Project Signs (Type and Location)
- Storage on Private/Public Property (Lease/Permits Required)
- DOS Temporary Stockpile Approval Requirements
- Transportation for Engineer
- Progress and Critical Phase Meetings to be Held
- Contractor Must Provide Experienced Superintendent
- Respond Promptly to R.E./DDC Directives
- Workforce/Equipment Must be Sufficient to Complete Project on Schedule
- Contractor Must Provide Daily Reports of Work Performed (Personnel, Equipment, Materials)

- Review Project Specific Specifications/Details (List)
- _____
- _____
- _____
- _____
- Project Layout
- Submit Requests for Information Regarding Plans/Specification in Writing
- Submit Requests to Change Locations of Sewers, Water Mains and Appurtenances in Writing
- All Substitutions Must be Approved and are Subject to Credit
- Extra/Disputed Work – Notify DDC in Writing, Submit Daily T&M Records
- Hours of Work (No Work Prior to 7AM)
- Labor Law/Prevailing Wage Requirements
  - Post Notices, Daily Sign-in Sheets, Distribute Notices, ID Badges, Subcontractors Must Comply
- Contractor's 24 Hour Emergency Phone Numbers – Two Required
- Role of DDC Quality Assurance (QA)
- Material Samples/Testing to be Provided as Required
- Materials to be Inspected by R.E. Rejected Materials to be Marked/Removed From Site
- DOS Stockpile Location/Approval
- Delivery of Excess Suitable Fill to Sanitation Landfill (if Applicable)
- Commercial Vehicle Requirements for DDC Haulers (SCOP 99-005G)
- Construction Waste to be Properly Disposed of (Contractor to Provide Affidavit at Project Completion)
- Haulers Must Have Proper Permit and Licenses
- Hydrant Locks Will be Removed by DEP if Requested by DDC
- Review NYS DEC Wetlands Map for Proximity to Project
- Sanitation Pickups to be Coordinated, Contractor to Assist if Necessary

CONSTRUCTION ISSUES – SAFETY

- OSHA Requirements
- Designation of Competent Person (Submit in Writing)
- Air Monitors – Hazardous Atmospheres
- Manhole Ventilation/No Smoking
- No Work in Trenches Without Approved Sheeting and Bracing
- Hardhats to be Worn
- Lifting Equipment Must Have Valid Inspection Certificate
- Tight Fencing Required (Around all Excavations and Other Potentially Hazardous Areas)
- Materials to be Safely and Neatly Stored
- Rodent Control
- Traffic/Street Lighting to be Maintained
- Notify Fire Dept. Immediately if the Fire Communication System is Damaged
- Discuss Restrictions (if any) and Precautions for Work Near Schools
- DDC Emergency Protocol

CONSTRUCTION ISSUES – MAINTENANCE AND PROTECTION OF TRAFFIC (MPT)

- Review Contract Requirements/Stipulations
- All Street Opening/Storage Permits to be Posted, Copies to R.E.
- No Stipulation Changes Allowed Without DDC/OCMC Approval
- No Work Prior to Setting up MPT
- MPT to be Inspected and Maintained Daily
- Roadway Plates to be Ramped and Spiked
- Business Access to be Maintained
- Special Access Requirements
- Payment Deductions Made for Non-Compliance
- Sidewalks to be Kept Clear and Open (5' Minimum Width), or properly closed if permitted
- Closed Crosswalks to be Properly Fenced and Signed
- Pedestrian Bridges to be Installed as Required
- Temporary Pavement to be Installed as Required and Maintained on Roadways and Sidewalks
- Use of Pedestrian Fencing to be Strictly Enforced

CONSTRUCTION ISSUES – MAINTENANCE OF SITE (MOS)

- Review Contract Requirements
- Debris to be Promptly Removed From Site
- Sweeping/Dust Control
- MOS to be Inspected and Performed Daily
- Payment Deductions Made for Non-Compliance

CONSTRUCTION ISSUES – UTILITIES

- Gas work (EP-7)
- Section "U"
- "Order Out" Notices Must be Requested in Writing with Sufficient Justification

CONSTRUCTION ISSUES – TRENCHING

- Utility Notification – Industrial Code Rule 53 (16NYCRR Part 753) Notify One Call Center at 1(800) 272-4480
- Sawcutting of Pavements Required
- Maximum Trench Widths
- Pilot Cut – Five foot Max.
- Approved Sheeting and Bracing Shop Drawings Must be Followed
- Sheeting Required Over and Under Utilities and Service Crossings
- Steel Plates for Sheeting not Permitted Unless Shown on Approved Drawings
- Backfill Required Behind Sheeting
- Adequate Soil Dewatering and Sufficiently Dry Sub-grade Required

- No Personnel Permitted in Areas not Properly Sheeted and Braced
- Competent Person to Monitor Sheeting and Bracing
- Ladder Access – OSHA Compliance
- Fire Hydrant Access to be Maintained
- Pedestrian Bridges to be Installed as Required

CONSTRUCTION ISSUES – BACKFILLING

- Existing Fill Material Must be Approved for Backfill
- Ordered "Clean Backfill" Must be Approved
- Approved Method/Lifts/Equipment to be Utilized
- Approved Lab Personnel Must Provide Soil Compaction Testing as Required at Locations Designated by the RE

CONSTRUCTION ISSUES – WATER MAINS

- Water Service Work to be Performed by Licensed Plumbers Only
- Licensed Plumber Must Submit Names of Personnel Authorized to Perform Work on Water Services
- Water Services Repairs, Whether Due to Work Operations or Working Convenience to be Made From Main to Furthest Repair Point (1 Coupling Maximum)
- Contractor Must Request Shut-downs by Noon for the Following Day (by Wednesday for Weekend Work)
- Contractor Must Distribute Shut-down Notices to all Affected Consumers the Day Prior to Shut-down
- Failure to Notify Affected Consumers of Shut-down will Result in Shut-down Cancellation
- Water Must be Restored to all Consumers by 5PM Each Day
- Flushing is Required to Help Eliminate Brown Water
- All Blocks Within the Shutdown to be Checked for Water After Restoring Water Service
- Exposed Water Services Must be Insulated to Prevent Freezing When Temperatures of 35°
- New Water Services With Less Than 3.5 Feet of Cover Must be Permanently Insulated With Approved Materials
- All Abandoned Water Mains to be Properly Capped and Filled as required
- Critical Phase Water Main Meeting to be Held Prior to Start of Water Main Work

CONSTRUCTION ISSUES – SEWERS

- Contractor to Submit Trap Survey Prior to Work, Noting any Reconnection/Future Connection Problems
- Contractor Must Submit Sealed Cut Sheets Prior to Work
- Flow in all Sewers and Sewer Connections Must be Maintained During Construction
- Contractor Must Submit Fluming Diagram for Approval
- Trench Cannot be Used as Flume
- Sub-grade to be Compacted and Tested Prior to Pipe Installation
- Reconnections Must be Made Using In-Kind Material
- All Abandoned Sewers to be Properly Capped and Filled as Required

- No Bulkheads Permitted Without Written Authorization
- Contractor to Prevent Construction Debris, Soils, etc. From Entering Sewers
- Critical Phase Sewer Meeting to be Held Prior to Start of Sewer Work

CONSTRUCTION ISSUES – ROADWAYS

- Contractor Must Submit Asphalt/Concrete Mix Designs for Approval to DDC Director of QA
- Required Surveys/Cross Sections
- Review Effect of Proposed Grades on Existing Properties (Walkways, Driveways, Entrances, Vaults)
- Any Work Done Prior to Approval of Final Grades (Catch Basins, Hydrants, etc.) will have to be Reset/Replaced to Match Final Approved Grades at the Contractor's Expense
- Proper Concrete Curing Compound to be Applied in Timely Manner
- All Temporary Pavements Must be Removed, Unless Approval is Granted Prior to Installing Temp.
- Critical Phase Highway Meeting to be Held Prior to Start of Highway Work

CONSTRUCTION ISSUES – TREE PROTECTION

- Permits Required for Tree Pruning/Removal
- Installation of Tree Guards Required Prior to Starting Work
- Tree Consultant/Parks Dept. Must Oversee Work Adjacent to Trees

CONSTRUCTION ISSUES – PILES

- Design Blow Calculations to be Submitted by P.E.
- Approved Pile Rig With Certificate of Operation to be Used
- Pile Limits on Plans are Approximate, Actual Limits to be Determined Based on Field Conditions
- Piles to Start and End at Manholes

PAYMENTS

- Hand Out/Review Contractor's Payment Package
- Certified Payrolls Required for Contractor and Subcontractors
- All Material Certifications Must be Submitted Prior to Payment
- Percentage (%) Breakdown of Complex Items Must be Requested in Writing
- 125% Overruns Subject to Renegotiation
- Approved Partial Time Extension Required Prior to Payment Past Original Completion Date

OTHER MISCELLANEOUS/BOROUGH SPECIFIC ISSUES (List)

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PRECONSTRUCTION MEETING

PROJECT NO.: _____
PROJECT DESCRIPTION/BOROUGH:
DATE/TIME OF MEETING:
MEETING LOCATION:

Attendees:

Name	Affiliation	Phone #	Fax #

C: All Attendees

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 02 -010G

CATEGORY.... : ADMINISTRATION
Subcategory : TIME EXTENSION

Keywords ..... REI, Consultants, Time Extension

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : August 1, 2002

SUBJECT: TIME EXTENSION FOR REI CONTRACTS

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

Time Extensions for the two different types of Resident Engineering Inspection (REI) services contracts are only required under certain circumstances as follows:

STANDARD REI CONTRACTS

Time Extensions for standard REI contracts are only required when the term of the contract as defined under Article 8, *Time Provisions,* section 8.1, is exceeded. The contract states that the term of contract commences on the date set forth in the "notice to proceed" and continues for the period which terminates two(2) months after the final acceptance date of the construction work. The anticipated time period listed in Exhibit A of the contract is an estimate for budgetary and proposal purposes and does not define the contract term.

If it is necessary to provide REI services beyond the two (2) month period after the final acceptance date (i.e. beyond the REI contract term), a time extension must be requested by the REI consultant in accordance with Article 8, *Time Provisions* , section 8.2 of the contract documents.

The REI contract term expires two months beyond the final acceptance date of the construction work regardless of whether this term is more or less than the anticipated time (listed in Schedule A), or whether a balance of staffing or expense funding remains. When the Capital Budget Unit gets a time extension on a construction contract, they will determine if there is an associated REI contract. If so, they will automatically extend in FMS the completion date of the REI contract to be 60 days past the projected completion of the construction contract.

REQUIREMENTS (TASK ORDER) CONTRACTS

REI Requirements Contracts have a set duration as noted in Article 7 - *Term of Contract.* Task orders may be issued at any time throughout the term of the contract, including the last day. If any task order or supplemental task order issued during the term of the contract specifies a time frame for completion which extends beyond the original contract term, the term of the contract is automatically extended through the date specified for completion in that task order. The duration of individual task orders are extended via supplemental task orders.

If it is necessary to provide REI services beyond the final contract term, a time extension must be requested by the REI consultant in accordance with Article 8, *Extension of Time* of the contract documents. Time extensions on REI Requirements Contracts are processed via no-cost change orders. Note that the ACCO must approve all change orders on a Requirements Contract.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 02 - 011G

CATEGORY.. : Construction
Subcategory : Catch Basins

Keywords ..... : Catch Basins

SUBJECT: TYPE-1 CATCH BASINS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

Issue Date..... : April 23, 2002

Prior to removing and replacing Type-1 catch basins with Type-2 catch basins as is typically called for on the project plans, the need to replace the Type-1 catch basin is to be evaluated by the Resident Engineer. If the replacement is required due to the installation of pedestrian ramps or for other construction related reasons, the catch basin should be replaced with a Type-2 as called for on the plans. However, if there is no construction related reason to replace the Type-1, it should be inspected and if found to be constructed of concrete, in good structural condition, and at the correct location, it should be left in place. If a Type-1 catch basin to be left in place requires repairs or replacement of the curb piece, casting, and/or hood installation this should be done and paid for via a contract change order.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP.....: 02 -012G

CATEGORY..: Administrative
Subcategory : Permits

Keywords .. DEC, Wetlands, Dewatering, Permits

Supersedes.. : N/A
Supplements... : N/A
Sheet.....: 1 of 1

Issue Date.... : April 24, 2002

SUBJECT: **NY STATE DEC PERMITS**

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

The NY State Department of Environmental Conservation (DEC) requires that permits be obtained for: 1) All work performed in or within 100 feet of a freshwater wetland, 2) Work performed in or within, in general, 150' of a tidal wetland, or 3) To install dewatering wells that pump in excess of 45 gallons per minute in Brooklyn or Queens. The following procedures apply to these permits.

1. DEC wetlands and dewatering permits are normally applied for during the design phase by the Design Bureau with the exception of those involving Staten Island Blue Belt work which are handled by the Department of Environmental Protection. In general the permit application will be signed by the Deputy Commissioner.

2. Design will include the applicable specifications regarding the permit requirements and reference the permit application number in the contract.

3. The specifications require that the contractor hire a Wetland Specialist (for wetlands permits) and/or Environmental Scientist (for dewatering permits) to complete the permit application process. The Wetland Specialist and/or Environmental Specialist utilized to perform this work must be submitted to the DDC Borough Director for approval and must have prior experience in applying for and successfully receiving DEC permits of the type required for the project. Prior to proceeding, DDC must notify DEC of the name of the firm that will be completing the permit application on DDC's behalf via the attached letter to DEC.

4. A DEC Liaison has been established in the Program Management Bureau. Copies of all DEC related correspondence and submittals are to be sent to the attention of the DEC liaison who will maintain a file for each project and also track the status of each permit application.

ATTACHMENT: DESIGNATION OF NEW DEC PERMIT APPLICANT

City of New York **Department of Design and Construction**

Kenneth Holden
Commissioner

William F. Lipski, P.E.
Assistant Commissioner-Infrastructure
Brooklyn/Staten Island/Construction
Support Unit

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718/391-1901
Fax: 718/391-2384

www.nyc.gov/buildnyc

DATE

Name
Regional Permit Administrator
Division of Environmental Permits
NYS Department of Environmental Conservation
One Hunters Point
47-40 21st Street
Long Island City, NY 11101-5407

Re: FMS (CAPIS) ID:
REGISTRATION NO.:
PROJECT DESCR.:
NYSDEC PERMIT APPLICATION #:

Dear MR/MS LAST NAME:

Please be advised that *(Name of Wetlands Specialist or Environmental Scientist)* has been retained to complete the subject NYSDEC permit application on behalf of DDC.

If you have any further questions concerning this matter, please contact me at (*Phone Number)*

Very truly yours,

Name
Original Applicant

c: A/C Construction, A/C Design, DEC Permit Liaison, D/D, EIC, RE

DDC99-1-173

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 02 -013S

CATEGORY..: Construction
Subcategory : Safety

Keywords .. Steam Traps, Con Edison, Manhattan
Supersedes.. : N/A
Supplements... : N/A
Sheet..... : 1 of 1

Issue Date.... : April 26, 2002

SUBJECT: SEWER ENTRY IN MANHATTAN - SPECIAL PRECAUTIONS

APPROVED: 5-1-02
Assistant Commissioner - John Pusz, P.E.

Throughout the Borough of Manhattan, Con Edison has steam traps discharging into the sewer system. These traps can discharge steam at any time. Therefore, before entering any sewer in Manhattan, the Con Ed steam dispatcher must be contacted to determine if there are steam traps in the sewer to be entered. If a steam trap exists it must be isolated prior to anyone entering the sewer.

Trap Identification and Isolation

For the identification and isolation of traps fax (646) 654-3098 twenty-four (24) hours prior to the start of work. The Dispatcher will need the following information:

1) Location of sewer.
2) Name and affiliation of the person requesting the identification/isolation.
3) Contact (call and fax back) phone numbers.
4) Date/time of planned entry and estimated time of completion.

The Dispatcher will fax a notice back confirming either that any existing traps have been isolated or that none exist at this location. The Dispatcher desk is a 24 hour, 7 days a week operation and you can call the dispatcher if necessary at (212) 338-4470. Please be aware that the desk is a single person desk, if there is no one available to answer an answering machine will pick up. Leave a message and the Dispatcher will get back to you.

NO ONE IS TO ENTER THE SEWER UNTIL IT IS CONFIRMED VIA FAX THAT EITHER THERE ARE NO STEAM TRAPS OR THAT ALL EXISTING STEAM TRAPS HAVE BEEN ISOLATED.

After all work is completed the person who requested the isolation is responsible to notify the dispatcher of the completion of work.

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 02 - 014 G

CATEGORY..: ADMINISTRATIVE
Subcategory : NOTIFICATIONS

Keywords ..... : ACCIDENT, INJURIES, EMERGENCY, SAFETY

Supersedes... : N/A

Supplements..... : 00-008G

Sheet..... : 1 of 1

Issue Date..... : May 6, 2002

SUBJECT: **CONSTRUCTION SITE SAFETY EMERGENCY PROTOCOL**

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

The DDC Site Safety Emergency Protocol previously distributed as part of SCOP 00-008G has been updated. Attached is the latest version of the protocol as well as a memorandum from the Commissioner stressing the importance of safety at our construction sites and noting that everyone in DDC Construction needs to be fully aware of and comply with the Site Safety Emergency Protocol.

ATTACHMENTS: DDC POLICY AND PROCEDURES MEMORANDUM - #02-1
SITE SAFETY EMERGENCY PROTOCOL

City of New York Department of Design and Construction

Kenneth Holden
Commissioner

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1580
Fax 718 / 391-1893
www.nyc.gov/buildnyc

DDC Policy and Procedures Memorandum -- #02-1 (Operational)

TO: Rich Ocken
Anne Papageorge

FROM: Kenneth Holden

RE: Safety Protocol

DATE: April 22, 2002

Ensuring the safety of DDC employees, contractors, and neighborhood residents in the vicinity of DDC construction sites is a major agency mandate. Towards that end the Technical Support Unit has developed an Emergency Response Protocol that must be followed by all DDC personnel. That protocol is attached.

It is the responsibility of all your construction staff to be fully aware of and to comply with the requirements detailed in the protocol.

c: Mark Canu
Robert Adams

City of New York Department of Design and Construction

Kenneth Holden
Commissioner

Mark A. Canu
Assistant Commissioner
Technical Support

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1391
Fax 718 / 391-1651
www.nyc.gov/buildnyc

Emergency Response Protocol

In the event of an environmental health or safety emergency (see page 2 for definitions) on a DDC project site, the following protocol must be implemented:

Internal Notification Process
At every job site the Site Safety Emergency Protocol must be posted (see Attachment 1). The Resident Engineer or Construction Project Manager is responsible for ensuring that the name and contact numbers for the appropriate Program Director/Borough Director and Assistant Commissioner are included.

In the event of an environmental, health, or safety emergency, the following actions should be taken. Telephone calls must result in personal contact; voice mails or messages left with office staff are not sufficient and do not comply with the intent of this protocol.

The RE/CM will call:
- 911, if police, fire, or EMS assistance is required.
- Program Director / Borough Director
- DDC – EHSS Emergency Number **718 – 391 – 1911** or Office of Site Safety at **718 – 391 – 1198**
- Director of Site Safety at **646 – 772 – 3984** (cellular) or **917 – 458 – 6285** (pager)

The Program Director or Borough Director will call:
- The Assistant Commissioner responsible for that Unit
- The Deputy Commissioner responsible for the Division

Public Notification Process
Emergency situations are reported to the DDC from the public by the emergency contact number that is posted on job sites (718 –391 – 1000).

During Business Hours (Monday through Friday 8am – 5pm)
Calls are received by the DDC reception desk where they are forwarded to the appropriate unit for response. Calls are usually routed to either Structures or Infrastructures Division. If the staff that handles these calls determines there is an

environmental, health, or site safety emergency, they will initiate contact with the Office of Site Safety.

After Business Hours (Saturday, Sunday, Holidays, and Weekdays 5pm – 8 am)
The original call is received by an answering service. The service will take down specific information from the caller including name, telephone number, location, nature of the problem, job location, and job name. With this information, the service will notify the appropriate staff in each division (depending on the nature of the call). The service uses home telephone numbers and pagers to contact people (Attachment – 2 list used by answering service). The Director of Site Safety will be notified by the agency answering service directly of any off-hour emergency calls.

Technical Support – EHSS Process
Upon receipt of an emergency report, the Director of Site Safety will determine the following:

- The nature and current status of the emergency;
- The extent of personal injury and / or property damage;
- Existing/ potential threat to other facilities, staff and the general public;
- The need to notify Enforcement or Regulatory Agencies;
- The need to dispatch DDC – EHSS staff to the location;
- The need to use the Mobile Command Vehicle;
- The need to contact the Commissioner, Assistant Commissioner for Public Affairs and the Assistant Commissioner of Technical Support;
- The need to contact the Mayor's Office of Emergency Management.

The Director of Site Safety will:

- Document all response activities and notifications
- Initiate an investigation process.

Emergency Events Covered By This Protocol
Emergency events are typically severe and present risks to the safety and health of site personnel and/or the general public. The following emergencies are covered by this protocol.

- Accident or event resulting in a fatality.
- Accident or event resulting in a serious injury requiring immediate hospitalization.
- Accident or event resulting in the injury of three or more people.
- Accident or event resulting in an injury to the general public.
- Accident or event resulting in substantial damage to private property (e.g., structural damage to a building or total loss of a motor vehicle).
- Release of a hazardous substance to the environment (e.g., fuel oil spill).
- Release of a hazardous substance that may cause a public health threat (e.g., asbestos).
- Release of a substance of any kind that results in immediate adverse health effects requiring hospitalization.
- Release of a substance into a work environment that results in an evacuation of the job site.

City of New York Department of Design and Construction

KENNETH HOLDEN
Commissioner

Site Safety Emergency Protocol
Infrastructure Division

The Resident Engineer, Engineer in Charge, Consultant RE on an Infrastructure Division project shall make the following calls (be sure you make personal contact, no voice mail) in a site safety emergency:

1) **911 (if police, fire or medical assistance is required)**

2) **Borough Director**
   (Name) _____
   Office ( )
   Beeper ( )

   Borough Director shall call:
   a) **His or Her Assistant Commissioner**
      Office (718) 391-
      Beeper ( )

   b) **Deputy Commissioner Richard Ocken**
      Office (718) 391-2254
      Beeper (917) 469-7106

3) **Director of Site Safety, Bruce Rottner**
   Office (718) 391-1911 (or 718-391-1198)
   Pager (917) 458-6285
   Cell Phone (646) 772-3984

The Director will consult with the RE, EIC or Consultant RE and will make recommendations on the appropriate response actions required to mitigate the safety concern.

The Director shall call:
a) Commissioner Holden
b) Assistant Commissioner Monahan
c) NYC Office of Emergency Management

Division of Technical Support
Environmental Health & Safety Services
Office of Site Safety

Mark A. Canu
Assistant Commissioner

4/22/2002

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: CRITICAL TRAFFIC SIGNS MAINTENANCE

APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*

SCOP..... : 02 -015G

CATEGORY....: CONSTRUCTION
Subcategory : Traffic Signs

Keywords ..... Stop, Yield, Do Not Enter, One Way Signs

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : September 16, 2002

The Resident Engineer must insure that all critical regulatory signs are installed and maintained by the contractor during all phases of construction. These signs include Stop signs, Yield signs, One Way signs, and Do Not Enter signs.

These critical traffic signs, which control traffic flow through the intersection, must be adequately supported to withstand adverse weather conditions (i.e., ice, wind, and storm damage).

All existing regulatory signs designated to be removed and replaced with new or temporary signs shall remain in place until immediately prior to their replacement. No intersection shall remain unsigned for any period of time when vehicular traffic is allowed through the intersection. (ref: DDC Contract Specification, Supplementary Data, section 6.82B)

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: SITE SAFETY POLICY

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 02 -016G

CATEGORY....: ADMINISTRATIVE
Subcategory : SAFETY

Keywords ..... SAFETY, DANGEROUS CONDITION

Supersedes... : N/A
Supplements..... : 00-008G, 02-014G
Sheet..... : 1 of 1

Issue Date..... : October 22, 2002

DDC' s Site Safety Policy (attached) requires all jobsite personnel (Contractors, Consultants, and DDC staff) to take responsibility for immediately correcting imminently dangerous conditions whenever they are discovered. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached policy and that it is reviewed at all preconstruction meetings.

Attachment: Site Safety Policy DDC-99-1-181

City of New York **Department of Design and Construction**

Memo

From: Holden, Kenneth (via e-mail)
Sent: October 01, 2002 3:25 PM
To: T_EXEC; T_HAZMAT; T_QUALAS; T_SITE; T_SITE_SAFETY; T_SUBSUR; T_TOPO; Structures; INFRAS
Subject: Site Safety Policy

I am committed to ensuring site safety and environmental responsibility at every project managed by DDC. To that end I am establishing a policy whereby all jobsite personnel -- construction managers, contractors, consultants, and DDC staff -- must take responsibility for immediately correcting imminently dangerous conditions whenever they are discovered. Such conditions may include, but are not necessarily restricted to:

- Any condition that puts a member of the general public at risk for immediate harm, such as material stored on a parapet, open trenches and excavations that are not barricaded or chemical spills or releases;
- Any condition that puts the contracting workforce at risk for immediate harm, such as work from elevated platforms and scaffolds without fall protection, unshored trenches or hazardous electrical installations; or
- Any condition that could result in a catastrophic structural failure or substantial damage to property or infrastructure including environmental releases.

DDC's Environmental Health and Safety Services Bureau routinely audits construction sites. Should EHSSB discover such imminently dangerous conditions, they have been directed to take whatever action is needed to see that such conditions are rectified immediately or to shut down the dangerous activity, and, if necessary, the entire project. All DDC staff, including resident engineers, engineers in charge and construction project managers, are required to cooperate fully with the EHSS staff as they carry out their duties. **Please inform all construction managers, consultants and contractors of this policy and let them know that I expect them to cooperate with DDC and immediately correct imminently dangerous conditions.**

City of New York **Department of Design and Construction**

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DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 02 -017G

CATEGORY....: SAFETY
Subcategory : SITE SECURITY

Keywords ..... SAFETY, COALITION INCIDENTS, SITE SECURITY

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 12, 2002

SUBJECT: SAFETY/COALITION INCIDENTS POLICY

APPROVED: _____

Assistant Commissioner - William F. Lipski, P.E.

DDC' s Site Safety/Coalition Policy requires all jobsite personnel (Contractors, Consultants, and DDC staff) to follow the Mayor's Office of the Director of Construction (ODC) procedures (attached) for dealing with Safety/Coalition incidents on sites. This previously issued ODC memorandum is still in effect except that the ODC's phone number has changed to **(646) 252-2129**. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached policy and that it is reviewed at all preconstruction meetings.

Attachment: ODC Procedures DDC-99-1-183

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
OFFICE OF CONSTRUCTION

52 Chambers Street - Room 205
New York, New York 10007
Telephone: (212) 788-2502
312-8100

RECEIVED
92 MAY 28 PM 2:21
BWS & WWC-ADMIN.
DEPUTY CHIEF. SEWERS

RUDOLPH J. RINALDI, Director

DANIEL J. KRYSTON, First Deputy Director

MEMORANDUM

TO: Distribution

FROM: Donald E. Marshall D. E. M.
Deputy Director

DATE: July 10, 1992

RE: SITE SECURITY AND ACCESS - PROCEDURES

The recent increase in picketing and the activities of various groups (Coalitions) at City construction sites has threatened the safety of personnel and property. While we are cognizant of the rights of individuals and groups to petition government and present their grievances, activities which disrupt or stop construction activities or threaten life or property will not be allowed. You must be tolerant of peaceful picketing and deem each complaint made as worthy of review and appropriate response. Of particular concern is the need to respond to demands by individuals for jobs on City construction projects.

To respond to these activities, the following guidelines shall be implemented immediately:

1. Where possible, a separate entrance shall be designated and appropriately marked as the construction entrance to be used for construction site access only. Establish a separate entrance designated for access by operating personnel, visitors and other.

2. All gates controlled by security guards under a requirement contract, separate construction contracts or City personnel shall be kept closed and opened only for access by employees or others on legitimate business as set forth above.

3. In case of picketing by either a labor organization or other group, the plant/site supervisors and the security guards shall notify the local police precinct and request police presence at the site. Field engineers or personnel in charge of the construction site shall contact the local police precinct commander to establish a contact person who will be notified in the event of picketing or other occurrences. At the same time, notify agency personnel responsible for implementation of these procedures.

4. Notify the Mayor's Office of the Director of Construction (ODC) and the Mayor's Community Assistance Unit (CAU) of incidents at construction sites.

5. In case of trespass on City property or construction sites by unauthorized persons, call the Police emergency number 911 and emphasize that you are calling from a construction site and that the activities you complain of involve a "coalition group" and assistance is requested to maintain the peace, prevent physical confrontation and to take appropriate action against the trespassers.

The unlawful acts which normally would require recourse to 911 would include threats of violence, property destruction or actual physical assaults. In the event of threats, you should not wait until they materialize into action. Act immediately when any member of the group threatens property damage or physical injury. Similarly, where the coalition members engage in any acts of violence, however minimal, involving damage to property or assaults on a person, call 911 immediately.

When you call 911, identify yourself, give your title and report succinctly the substance of your complaint. Then ask for immediate assistance. For example, if 20 coalition members visit your job site, knock down a section of "protection" in order to get onto the site and begin to threaten construction workers on the site, call 911 and state:

> My name is John Smith. I am the Resident Engineer, etc. for the City of New York at a construction site at 42nd Street and Broadway. We have a coalition demonstration in progress, and these people are destroying property and threatening construction workers. Please send several radio cars as quickly as possible. The exact address is 1500 Broadway; it is in the north/ west corner of the intersection.

You should then send a person to the nearest intersection to wait for the police and guide them to the site. In addition, you should monitor the activities of the coalition members and take notes.

6. Upon arrival of Police, a verbal request to arrest the trespassers shall be made to the police officer in charge by the agency through its previously designated person present at the site. No formal signed complaint is necessary at this time.

7. Identify as promptly as possible eye witnesses to any violence perpetrated by coalition members on your job site.

   In order to make a lawful arrest for illegal conduct which the police themselves do not witness and in order for the district attorney to successfully prosecute a lawful arrest in court, <u>eyewitnesses to the illegal activities must be prepared to sign complaints, execute affidavits and appear as witnesses in judicial proceedings.</u> The Resident Engineer should make an immediate effort to identify potential eyewitnesses by name, the actual victims of the attack and persons who saw the illegal acts take place. These eyewitnesses may be asked to identify perpetrators at the job site, or subsequently in a line-up or eventually in court. Request the appropriate city employees and contractors' staff to assist you in finding eyewitnesses. The Resident Engineer must assist the police in identifying these eyewitnesses, in persuading them to step forward to assist the police, and in ensuring that the police act appropriately based on the information given to them by these eyewitnesses.

8. The site supervisor or person in charge must be notified of the incident. Notification procedures and telephone numbers shall be established for each site.
   A copy of this directive and applicable agency memorandums shall be made available to the police officer in charge for his information.

9. In the event of assault by the intruders/trespassers on contractor or City personnel, the individuals should file personal complaints against the perpetrators.

10. In the event of the destruction of contractor's or personal property by intruders/trespassers the affected individuals should file the appropriate complaints with the police and seek damages in a civil proceeding.

11. In the event of damage or destruction of City property, the Commissioner or designee shall file the appropriate complaints with the police and seek to recover damages. Notice shall be given to ODC regarding these actions.

12. The Resident Engineer or other person in charge shall write a brief summary report of the events that occurred, including the statements from witnesses and responses of the police officials involved. Try to include names and physical descriptions in this summary. Send a copy of the report to ODC.

13. Each agency's site representation shall establish liaison with the local police precinct commander.

    If you are visited by a coalition group and there is no immediate threat involved, but there is a prospect of eventual problems contact your precinct liaison and report the situation.

14. Each agency shall distribute this directive to all staff responsible for administration at construction sites or incorporate it into an agency standard operating procedure, as appropriate.

Questions regarding this directive shall be directed to Donald Marshall at ODC (212) 788-2502.

DEM/lms

Addendum
Office of Construction
Memorandum
July 10, 1992

SITE SECURITY

PERIMETER SIGNAGE

To convey proper notice to persons seeking to enter upon a city construction site, conspicuously affix a sign at the entrances (gates) in the following format:

NO TRESPASSING

AUTHORIZED

PERSONNEL

ONLY

If fences are not used (street work), notice shall be conveyed by incorporating the above language into the safety materials (barrier, tape).

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: MAILBOX NOTICES

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 02 -018G

CATEGORY....: ADMINISTRATIVE
Subcategory : Notification

Keywords ..... NOTICES, NEWSLETTER
PROJECT LEAFLETS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 31, 2002

DDC requires that all jobsite personnel (Contractors, Consultants, and DDC staff) be reminded to adhere to the Federal Law which prohibits anyone, other than the employees of the Postal Service, to place any correspondence (Notices, Newsletters, Prcject Leaflets, etc.,) in a private mailbox. Project notices should be conspicuously placed anywhere on the subject property, without defacing it. Please ensure that all DDC field staff, Consultants and Contractors are aware of this policy and that it is reviewed at all preconstruction meetings.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 02 -019G

CATEGORY.. : SAFETY
Subcategory : POLICY

Keywords ...: ALCOHOL, ILLEGAL DRUGS

SUBJECT: **ALCOHOL USE ON JOB SITES**

APPROVED: _____
Assistant Commissioner William F. Lipski, P.E.

Supersedes... : N/A
Supplements..: N/A
Sheet.....: 1 of 1

Issue Date..... : December 23, 2002

DDC requires all jobsite personnel (Contractors, Consultants, and DDC staff) to follow a "Zero Tolerance" policy regarding alcohol and illegal drug use on Infrastructure Project Sites. Specifically, any Contractor or Resident Engineer's staff observed consuming alcoholic beverages or illegal drugs on site, or during break or meal periods will be subject to immediate dismissal from DDC projects. In addition, any DDC Infrastructure personnel violating these rules will be considered to be in violation of Agency Safety Policies and will be subject to disciplinary action. Please ensure that all DDC field staff, Consultants and Contractors are informed of this policy and that it is reviewed at all preconstruction meetings.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 03 -001G

CATEGORY.... : Administration
Subcategory : Construction

Keywords ..... : Walk-Through
Site Patrol

SUBJECT: PATROL OF INACTIVE PROJECTS/COMPLETED LOCATIONS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: _____
Assistant Commissioner - J. Evans Doleyres, P.E.

Issue Date..... : June 2, 2003

To mitigate site maintenance problem on projects with a long period of inactivity, and on completed sites of various location projects, the Engineer-In-Charge (EIC) must begin routine patrols of such projects/sites to insure that they are adequately maintained.

COMPLETED VARIOUS LOCATION SITES:
The EIC must survey the completed sites on various location projects within two weeks of completion to insure that those locations were cleaned of construction debris, and that all construction related signs were promptly removed.

INACTIVE PROJECTS / SITES:
The EIC must survey construction sites with periods of inactivity lasting more than two weeks on a bi-weekly basis to insure that the sites are adequately maintained.

These patrols by the EIC must be adequately documented in the Resident Engineers Diary. All deficiencies must be transmitted to the Contractor promptly and tracked by the EIC until they are resolved .

DDC-99-1-182

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **CONTRACTOR/CONSULTANT PERFORMANCE EVALUATIONS**

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP..... : **03 -002**

CATEGORY.... : **RECORD KEEPING**
Subcategory : EVALUATIONS

Keywords ..... : Contractor Evaluations
Consultant Evaluations

Supersedes... : 98-008G
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 30, 2003

This will serve as a reminder of the requirement to evaluate contractors, consultants, and subcontractors periodically, as outlined on the attached DDC Policy and Procedures Memorandum # 98-9 (Operational). The evaluation procedures, instructions, and applicable forms are all available on DDC intranet under FORMS>AGENCY-WIDE. Completed evaluations are to submitted when due to the Infrastructure Construction Support Unit for processing.

Attachments: DDC Policy & Procedures Memo # 98-9 (Operational), Evaluation routing sheet

DEPARTMENT OF DESIGN AND CONSTRUCTION
INFRASTRUCTURE
CONTRACTOR / SUBCONTRACTOR / CONSULTANT
PERFORMANCE EVALUATION
ROUTE SLIP

ROUTE	NAME	INITIAL	DATE
1	RESIDENT ENGINEER _____		
2	ENGINEER-IN-CHARGE _____		
3	DEPUTY BOROUGH DIRECTOR _____		
4	BOROUGH DIRECTOR _____		
5	CONSTRUCTION SUPPORT WENDY N. RICHARDS		
6	ACCO SARA ARCODIA		

NOTE: Infrastructure Staff - Don't forward the evaluation to the contractor or subcontractor, the ACCO's office will forward.

After ACCO signs, Construction Support makes 4 copies and distributes original and copies as follows:

Original to: ACCO

Copies to: [1] Construction Support File [2] E.I.C & R.E.

[3] Borough Director [4] Program Management D/A/C F. Saia

CONTRACT REG. NO:_____ CONTRACTOR:_____

PROJECT (CAPIS) ID.:_____ SUBCONTRACTOR:_____

PERFORMANCE EVALUATION: *(Check one)* CONSULTANT:_____

_____ Midpoint _____ Annual _____ Final

Rev. 02/09/2004

Submission of performance evaluations for prime contractors, construction managers, REIs, consultants, subcontractors, and subconsultants.

Project Managers in Structures, Design Engineers-in-Charge, Section or Resident Engineers in Infrastructure, and Directors in Technical Support will prepare and submit performance evaluations for contracts that they manage according to the following instructions:

A. Prime contractor evaluations

For contracts with durations of less than 6 months, a final performance evaluation is due at substantial completion.

For contracts with durations between 6 and 12 months, a performance evaluation is due at the mid-point of the construction duration and a final performance evaluation is due at substantial completion. (Time extensions are not considered in establishing the mid-point of the construction duration.)

For contracts with durations in excess of 12 months, performance evaluations are due 12 months after the commence work date and every 12 months thereafter, with a final performance evaluation due at substantial completion.

In addition, a performance evaluation will be prepared at the time when a pre-default hearing is initiated, when a contract is terminated, and at any other time the Project Manager or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Construction Contractor Form

To be completed by: Construction Project Manager/Structures
Resident Engineer/Infrastructure
Director/Technical Support

B. Construction manager/REI evaluations

The process for preparing and submitting performance evaluations for construction managers/REIs is the same as the process described above for prime contractor evaluations.

Form to use: Consultant Construction Manager/Resident Form

To be completed by: Construction Project Manager/Structures
Section Engineer/Infrastructure

C. Consultant (design) evaluations

For design contracts with durations of less than 6 months, a performance evaluation is due at the completion of design and at construction substantial completion.

For design contracts with durations between 6 and 12 months, a performance evaluation is due at the mid-point of the design duration and at the completion of the design, with a final performance evaluation due at the construction substantial completion. (Time extensions are not considered in establishing the mid-point of the design duration.)

For design contracts with durations in excess of 12 months, performance evaluations are due 12 months into design and every 12 months thereafter, and at the completion of the design, with a

final performance evaluation due at the construction substantial completion (Structures) and final consultant contract completion (Infrastructure).

In addition, a performance evaluation will be prepared at the time when a pre-default hearing is scheduled, when a contract is terminated, and at any other time the Project Manager, Design Manager, or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Consultant Architect/Engineer Form (during design)
Consultant Architect/Engineer "Services During Construction" Form (during construction)

To be completed by: Design Project Manager/Structures (during design)
Construction Project Manager/Structures (during construction)
Design Engineer-In-Charge/Infrastructure

D. Subcontractor evaluations

Performance evaluations are required for all subcontractors whose contracts with the prime contractor exceed $100,000.

Final performance evaluations for subcontractors will be prepared at substantial completion.

In addition, a performance evaluation will be prepared at any other time the Project Manager or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Construction Subcontractor Form

To be completed by: Construction Project Manager/Structures
Resident Engineer/Infrastructure

E. Subconsultant (design) evaluations

Performance evaluations are required for all subconsultants whose contracts with the prime consultant exceed $100,000.

Performance evaluations for subconsultants will be prepared at the completion of the design. Final performance evaluations for subconsultants will be prepared at the construction substantial completion.

In addition, a performance evaluation will be prepared at any other time the Project Manager , Design Project Manager or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Subconsultant Architect/Engineer Form

To be completed by: Design Project Manager/Structures (during design)
Construction Project Manager/Structures (during construction)
Design Engineer-in-Charge/Infrastructure

F. Task Orders

Performance evaluations are required for each task order on all requirement contracts, including JOCS contracts. Depending on the type of work required in the task order, Project Managers/Structures and Section Engineers/Infrastructure must prepare evaluations following the above instructions.

G. Forms

Evaluations must be submitted on one of the six forms listed below. No other forms may be used.

1. Construction Contractor
2. Consultant Construction Manager/Resident
3. Consultant Architect/Engineer
4. Consultant Architect/Engineer "Services During Construction"
5. Construction Subcontractor
6. Subconsultant Architect/Engineer

All questions on the forms must be answered **EXCEPT** for those under the Section entitled "**Agency Certification**..." on the last page of each form. This section will be completed by the ACCO's Office after the rest of the form has been completed.

H. Definitions of ratings

E ("Excellent") should be used if the contractor/consultant/subcontractor/subconsultant met or surpassed all contract requirements.

S ("Satisfactory") should be used if the contractor/consultant/subcontractor/subconsultant substantially met, yet may have occasionally deviated from, contract requirements.

M ("Marginal") should be used if the contractor/consultant/subcontractor/subconsultant regularly deviated from contract requirements.

U ("Unsatisfactory") should be used if the contractor/consultant/subcontractor/subconsultant deviated substantially from contract requirements.

NA ("Not Applicable") should be used if the question does not apply to the performance of the contractor/consultant/subcontractor/subconsultant.

I. Signatures

All performance evaluations must be signed by an Program/Boro Director. The Project Manager/Resident Engineer/Director/Design Engineer-in-Charge/Section Engineer who prepares the performance evaluation must sign and date the first line. The Program/Boro Director must sign and date the second line and print his or her title below the signature.

Performance evaluations (except for Infrastructure contracts) must be sent to Sara Arcodia, 30-30 Thomson Avenue, 4th floor (718-391-1547). Infrastructure contract performance evaluations must be sent to Frank Saia, 30-30 Thomson Avenue, 3rd floor (718-391-2273).

Accurate and timely performance evaluations are critical to our ability to monitor the quality of our design and construction efforts and to ensure that the work done on our projects is accomplished by qualified and competent contractors and consultants. It is imperative that performance evaluations be prepared and submitted according to the schedule outlined above.

New York City Contract Performance Evaluation

CONSULTANT CONSTRUCTION MANAGER/RESIDENT

❑ Annual Evaluation ❑Final Evaluation

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.
Agency must retain the original Performance Evaluation. A copy of the Performance Evaluation should be sent to the Mayor's Office of Contracts, 253 Broadway - 9th Floor, NY, NY 10007.

GENERAL HEADER INFORMATION

1. Consultant's name_____

   Employer identification number (EIN)_____

   Consultant address_____

   Project principals_____

   _____

2. Comptroller's contract registration number_____

   Comptroller's contract registration date _____/_____/_____

   Agency internal contract number _____

3. Type of service: ❑ Resident Engineer

   ❑ Construction Manager

4. Contracting agency_____Sponsor/client agency (if any)_____

PROJECT DATA

(Note: "Project" refers to the construction project or portions of that project associated with the consultant's work e.g. the actual bridge or hospital, etc.

5. Project budget number (commitment plan number)_____

   Project CAPIS identification number_____

6. Project description_____

   _____

7. Project location: ❑Manhattan ❑Bronx ❑Brooklyn ❑Queens ❑Staten Island

8. Project type: ❑New ❑Rehabilitation

9. Project cost: $_____

   9a. Awarded amount $_____

   9b. Estimated final project cost $_____

CONSULTANT CONTRACT COSTS

10. Contract award amount $_____

11. Estimated final contract amount $_____

12. Reasonableness in estimating and negotiating change orders E S M U NA

CONSULTANT CONTRACT SCHEDULE

13. Original contract duration_____ccd

14. Estimated actual contract amount_____ccd

15. Was consultant granted an extension of time? ❑Yes ❑No

16. Reasons for difference between actual and original contract duration (use additional paper for response).

QUALITY OF SERVICE

17.	Quality of consultant's service	E	S	M	U	NA
18.	Ability to assure contractor performance and coordination with other contractors	E	S	M	U	NA
19.	Enforcement and/or preparation of schedule	E	S	M	U	NA
20.	Facility with problem identification and resolution	E	S	M	U	NA
21.	Verification of need for and accuracy of, contractor's extra costs requests	E	S	M	U	NA
22.	Ability to obtain responses from consultant architect/engineer and contractor	E	S	M	U	NA
23.	Ability to assure formulation of punchlist items	E	S	M	U	NA
24.	Adequacy of inspection services	E	S	M	U	NA
25.	Technical ability	E	S	M	U	NA
26.	Staffing of job	E	S	M	U	NA

COOPERATIVENESS

27.	Cooperation with agency	E	S	M	U	NA
28.	Coordination with other consultants & agencies	E	S	M	U	NA
29.	Community liaison efforts	E	S	M	U	NA

RECORD KEEPING

30.	Quality of administration	E	S	M	U	NA
31.	Records of additional work and maintenance of logs	E	S	M	U	NA
32.	Quality and timeliness of payment processing	E	S	M	U	NA

CONTRACT ENFORCEMENT

33. Did the agency take action against the consultant due to consultant's nonperformance? ❑Yes ❑No

If "yes," give details of action taken and reasons (use additional paper if needed):

PERFORMANCE

34. Rate the consultant's overall performance as

❑Excellent ❑Satisfactory ❑Marginal ❑Unsatisfactory

35. Comments (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

36. Did agency forward completed evaluation to the contractor, allowing 15 days for written response? ❑Yes ❑No

37. Did contractor submit a written response? ❑Yes ❑No
(if "yes" a copy of the contractor's response must be submitted with evaluation)

38. Did agency respond? ❑Yes ❑No
(if "yes," attach copy of agency's response)

Prepared by Agency Project Manager

NAME (print)	SIGNATURE	DATE

Reviewed by authorized Agency personnel

NAME (print)	SIGNATURE	TITLE	DATE

New York City Performance Evaluation

CONSULTANT ARCHITECT/ENGINEER

❑Annual Evaluation ❑Final Evaluation

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.
Agency must retain the original Performance Evaluation. A copy of the Performance Evaluation should be sent to the Mayor's Office of Contracts, 253 Broadway - 9th Floor, NY, NY 10007

Does contract have "Services During Construction" provisions? ❑Yes ❑No
If "Yes" a New York City Consultant Architect/Engineer "Services During Construction" Performance Evaluation must be completed at the end of the "services during construction" phase of the contract.

GENERAL HEADER INFORMATION

1. Consultant name _____
   Employer identification number (EIN) _____
   Consultant address _____
   Project principals _____
   _____
2. Comptroller's contract registration number _____
   Comptroller's contract registration date _____/_____/_____
   Agency internal contract number _____
3. Type of consultant _____
4. Type of service _____
5. Contracting agency _____ Sponsor/client agency (if any) _____
6. Names of sub-consultant firms:
   - 6a. Architectural _____ EIN _____
   - 6b. Mechanical _____ EIN _____
   - 6c. Civil _____ EIN _____
   - 6d. Electrical _____ EIN _____
   - 6e. Structural _____ EIN _____
   - 6f. Landscape _____ EIN _____
   - 6g. Other _____ EIN _____

PROJECT DATA

(Note: "Project" refers to the actual work (the bridge or hospital, etc.) or services.

7. Project budget number (commitment plan number) _____
   Project CAPIS identification number _____
8. Project description _____
   _____
9. Project location: ❑Manhattan ❑Bronx ❑Brooklyn ❑Queens ❑Staten Island
10. Project type: ❑New ❑Rehabilitation
11. Project cost: $_____

CONSULTANT CONTRACT COSTS

12. Contract award amount $_____

13. Estimated final contract amount $_____

14. Reasonableness in estimating and negotiating change orders	E	S	M	U	NA

CONSULTANT CONTRACT SCHEDULE

15. Original contract duration_____ccd

16. Actual contract duration_____ccd

17. Was consultant granted an extension of time? ❑Yes ❑No

18. Reasons for difference between actual and original contract duration (use additional paper for response).

19. Adequacy of progress schedules	E	S	M	U	NA

QUALITY OF SERVICE

20. Quality of consultant's service	E	S	M	U	NA
21. Quality of design/study	E	S	M	U	NA
22. Conformance of design/study to agency program	E	S	M	U	NA
23. Technical ability	E	S	M	U	NA
24. Analysis of program information	E	S	M	U	NA
25. Ability to communicate ideas and consequences	E	S	M	U	NA
26. Facility with problem identification and resolution	E	S	M	U	NA
27. Staffing of job	E	S	M	U	NA
28. Quality of documentation	E	S	M	U	NA
29. Quality of subconsultants' work:					
29a. Architectural	E	S	M	U	NA
29b. Mechanical	E	S	M	U	NA
29c. Electrical	E	S	M	U	NA
29d. Civil	E	S	M	U	NA
29e. Structural	E	S	M	U	NA
29f. Landscape	E	S	M	U	NA
29g. Borings	E	S	M	U	NA
29h. Survey	E	S	M	U	NA
29i. Other_____	E	S	M	U	NA

COOPERATIVENESS

30. Cooperation with agency personnel	E	S	M	U	NA
31. Coordination with other consultants and agencies	E	S	M	U	NA
32. Responsiveness to agency design/study critique and comments	E	S	M	U	NA
33. Community liaison efforts	E	S	M	U	NA

RECORD-KEEPING

34.	Quality of administration	E	S	M	U	NA
35.	Timeliness in obtaining approvals from regulatory agencies	E	S	M	U	NA

CONTRACT ENFORCEMENT

36. Did agency take action against the consultant due to consultant's non-performance ❑Yes ❑No
If "yes" give details of actions taken & reasons:(use additional paper if needed)

PERFORMANCE

37. Rate the Consultant's Overall Performance as
❑Excellent ❑Satisfactory ❑Marginal ❑Unsatisfactory

38. Comments (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

39. Did agency forward completed evaluation to the contractor, allowing 15 days for written response? ❑Yes ❑No

40. Did contractor submit a written response? ❑Yes ❑No
(if "yes" a copy of the contractor's response must be submitted with evaluation)

41. Did agency respond? ❑Yes ❑No
(if "yes," attach copy of agency's response)

Prepared by Agency's Project/Design/Study Manager

NAME (print) SIGNATURE DATE

Reviewed by authorized Agency personnel

NAME (print) SIGNATURE TITLE DATE

New York City Contract Performance Evaluation

CONSTRUCTION CONTRACTOR

❑ Annual Evaluation ❑ Final Evaluation

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

Agency must retain the original Performance Evaluation. A copy of the Performance Evaluation should be sent to the Mayor's Office of Contracts, 253 Broadway - 9th Floor, NY, NY 10007.

GENERAL HEADER INFORMATION

1. Contractor name_____

   Employer identification number (EIN)_____

   Contractor address_____

   _____

2. Comptroller's contract registration number _____

   Comptroller's contract registration date _____/_____/_____

   Agency internal contract number _____

3. Project budget number (commitment plan number)_____

   Project FMS identification number_____

4. Project description_____

   _____

5. Project location ❑ Manhattan ❑ Bronx ❑ Brooklyn ❑ Queens ❑ Staten Island

6. IFMS number_____ - _____(3-digit agency code & 3-digit project code)

7. Type of construction: ❑ New ❑ Rehabilitation

8. Type of contractor (trade):_____

9. Contracting agency_____ Sponsor/client agency (if any)_____

10. Designer: ❑ In-house
    Consultant:_____EIN_____

    Resident/CM: ❑ In-house
    Consultant:_____EIN_____

11. SUBCONTRACTORS EIN TRADES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(use additional paper if more space is needed to list subcontractors)

COSTS

12. Contract award amount $_____

13. Estimated final contract amount $_____

SCHEDULES

14. Original contract duration_____ccd

15. Estimated actual contract duration_____ccd

16. Was contractor granted an extension of time? ❑ Yes ❑ No

17. Reasons for difference between estimated actual and original contract duration (use additional paper for response) _____

18.	Adequacy of CPM charts/progress schedules	E	S	M	U	NA
19.	Adequacy of revisions of progress schedules	E	S	M	U	NA
20.	Ordering of materials	E	S	M	U	NA
21.	Adherence to staffing schedule		E	S	M	U
	NA					
22.	Submission of subcontractors for approval	E	S	M	U	NA

QUALITY OF WORK

23.	Quality of contractor's work	E	S	M	U	NA
24.	Quality of subcontractors' work	E	S	M	U	NA
25.	Quality of supervisory personnel	E	S	M	U	NA
26.	Quality of site maintenance	E	S	M	U	NA
27.	Compliance with safety standards	E	S	M	U	NA
28.	Responsiveness to agency orders	E	S	M	U	NA
29.	Performance of change order work	E	S	M	U	NA
30.	Adequacy of shop drawings	E	S	M	U	NA
31.	Prompt notice of discovery of any latent defects in plans		E	S	M	U
	NA					

32. Has any delay caused by contractor been identified? If "yes" attach details to PE ❑ Yes ❑ No

COOPERATIVENESS

33.	Cooperation/coordination with other on-site contractors and subcontractors	E	S	M	U	NA
34.	Cooperation with agency personnel	E	S	M	U	NA
35.	Participation in scheduled job meetings	E	S	M	U	NA

RECORD- KEEPING

36.	Adequacy of daily report submissions	E	S	M	U	NA
37.	Timeliness of payment requisitions	E	S	M	U	NA
38.	Compliance with required testing	E	S	M	U	NA
39.	Timeliness in obtaining permits	E	S	M	U	NA
40.	Adequacy of time and material records NA		E	S	M	U
41.	Fulfillment of locally-based, women-business, disadvantaged-business enterprise, training & apprenticeship programs, & other special requirements	E	S	M	U	NA
42.	Giving notice of any condition which did cause, or might have caused, delay	E	S	M	U	NA

CONTRACT CHANGES

43.	Timeliness of change order proposals	E	S	M	U	NA
44.	Reasonableness in estimating and negotiating change orders	E	S	M	U	NA

45. Percentage of change order costs that were time and material:_____% of all change order costs

CONTRACT ENFORCEMENT

46. Did the agency take action against the contractor due to contractor's nonperformance? ❑ Yes ❑ No
If "yes," give details of action taken and reasons (use additional paper if needed):

PERFORMANCE

47. Rate the contractor's overall performance in fulfilling contractual obligations as
❑Excellent ❑Satisfactory ❑Marginal ❑Unsatisfactory

48. Comments (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

49. Did agency forward completed evaluation to the contractor allowing 15 days for written response? ❑ Yes ❑ No

50. Did contractor submit a written response? (if "yes" a copy of the contractor's response must be submitted with evaluation) ❑ Yes ❑ No

51. Did agency respond? (if "yes" attach copy of agency's response) ❑ Yes ❑ No

Prepared by Agency Resident Engineer/Project Manager:

NAME (print) SIGNATURE DATE

Reviewed by Borough /Program Director

NAME (print) SIGNATURE DATE

New York City Contract Performance Evaluation

CONSULTANT ARCHITECT/ENGINEER "SERVICES DURING CONSTRUCTION"

❑Annual Evaluation ❑Final Evaluation

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.
Agency must retain the original Performance Evaluation. A copy of the Performance Evaluation should be sent to the Mayor's Office of Contracts, 253 Broadway - 9th Floor, NY, NY 10007.

General Header Information

1. Consultant Name_____

   Employer identification number (EIN)_____
2. Comptroller's contract registration number_____
3. Contracting agency_____

   Sponsor/client agency (if any)_____
4. Project budget number (commitment plan number)_____

   Project CAPIS identification number_____
5. Project description_____

   _____
6. Number of construction change orders due to design errors/omissions: #_____of

   _____ total change orders ON THIS PROJECT
7. Cost of construction change orders due to design errors/omissions: $_____of

   _____ total change order costs TO THIS PROJECT

QUALITY OF SERVICE

39.	Performance in processing shop drawings, etc.	E	S	M	U	NA
40.	Evaluation and reporting on claims	E	S	M	U	NA
41.	Evaluation and reporting on change order requests	E	S	M	U	NA
42.	Adequacy of document interpretation and problem resolution	E	S	M	U	NA
43.	Attendance at and participation in job meetings	E	S	M	U	NA
44.	Adequacy of review and recommendation	E	S	M	U	NA
45.	Site visits to observe progress and quality of contractor's work	E	S	M	U	NA
46.	Participation in punchlist and final inspection	E	S	M	U	NA
47.	Assistance in obtaining occupancy and other certificates	E	S	M	U	NA
48.	Movable equipment plan and delivery system	E	S	M	U	NA

49. Rate the consultant's overall performance of services during construction as

❑Excellent ❑Satisfactory ❑Marginal ❑Unsatisfactory

50. Comments relating to construction phase services (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

51. Did agency forward completed evaluation to the contractor, allowing 15 days for written response? ❑Yes ❑No

52. Did contractor submit a written response? ❑Yes ❑No
(if "yes" a copy of the contractor's response must be submitted with evaluation)

53. Did agency respond? ❑Yes ❑No
(if "yes" attach copy of agency's response)

Prepared by Agency Resident Engineer

NAME (print) SIGNATURE DATE

Reviewed by authorized Agency personnel

NAME (print) SIGNATURE TITLE DATE

Department of Design and Construction Contract Performance Evaluation

SUBCONSULTANT ARCHITECT/ENGINEER

❑Final Evaluation: Due Upon Completion of 1) Subconsultant Work Valued at $100,000 or more; or 2) Subconsultant Work deemed Unsatisfactory (any value)

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

For Infrastructure Projects only: please return this form to the Deputy AC for Project Management, (718)391-2273. All others, please return to DDC Performance Evaluation Liaison (718) 391-1547, 4th Floor.

Does Prime Consultant contract have "Services During Construction" provisions? ❑Yes ❑No

SUBCONSULTANT INFORMATION

1. Subconsultant name _____
2. Employer identification number (EIN) _____
3. Subconsultant address _____
4. Trade of Subconsultant:

   ❑Landscape ❑Architectural ❑Structural ❑Plumbing ❑Mechanical
   ❑Electrical ❑Traffic Engineering ❑Surveying ❑Urban Design
   ❑Street Light ❑Signal ❑Other_____
5. Subconsultant Contract Value ($)_____

PRIME CONTRACT INFORMATION

6. Project CAPIS identification number_____
7. Comptroller's Contract Reg. Number _____ Reg. Date_____/_____/_____
8. Sponsor Client Agency_____
9. Project description _____

   _____
10. Project location: ❑Manhattan ❑Bronx ❑Brooklyn ❑Queens ❑Staten Island
    ❑Citywide ❑Multi-Boro
11. Project type: ❑New ❑Rehabilitation ❑Reconstruction
12. Prime Consultant Name _____EIN_____

SUBCONSULTANT EVALUATION

13. Ability to produce a program and or design that satisfies the Agency's requirement	E	S	M	U	NA
14. Ability to interpret the intent of the program and reconcile additional input to produce a design	E	S	M	U	NA

15.	Produces the required documents in conformance with the Guide for Design Consultants, Design Directives and Procedural Bulletin	E	S	M	U	NA
16.	Demonstrates knowledge of technical issues and constructability of building systems	E	S	M	U	NA
17.	Demonstrates knowledge of standard code requirements	E	S	M	U	NA
18.	Quality of presentation and graphics	E	S	M	U	NA
19.	Provides documents appropriate for bid method	E	S	M	U	NA
20.	Coordination of architecture/engineering systems (Resolves issues with all affected parties)	E	S	M	U	NA
21.	Responds to Agency critique and comments	E	S	M	U	NA
22.	Maintains a professional working relationship with Prime Consultant NA		E	S	M	U
23.	Ability to communicate ideas and identify issues	E	S	M	U	NA
24.	Facility with problem identification and resolution	E	S	M	U	NA
25.	Ability to reconcile the Agency's needs and concerns with programmatic requirements in a timely manner	E	S	M	U	NA
26.	Documents show clarity, precision and adequate detail	E	S	M	U	NA
27.	Meets schedule on submission	E	S	M	U	NA

PERFORMANCE

28. Rate the subconsultant's Overall Performance as

❑Excellent ❑Satisfactory ❑Marginal ❑Unsatisfactory

29. Comments (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE
(Items 1, 2, and 3 below will be completed by the Office of the ACCO)

1. Did agency forward completed evaluation to the Subconsultant, allowing 15 days for written response? ❑Yes ❑No

2. Did Subconsultant submit a written response? ❑Yes ❑No
(if "yes," a copy of the subconsultant's response must be attached to the evaluation)

3. Did agency respond? ❑Yes ❑No
(if "yes," attach copy of agency's response)

Prepared by Agency's Design/Construction Project Manager or Resident Engineer

NAME (print) TITLE SIGNATURE DATE

Reviewed by Assistant Commissioner

NAME (print) SIGNATURE DATE

Department of Design and Construction Contract Performance Evaluation

CONSTRUCTION SUBCONTRACTOR

❑ Final Evaluation: Due Upon Completion of 1) Subcontract Work Valued at $100,000 or more; or 2) Subcontract Work deemed Unsatisfactory (any value)

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

For Infrastructure Projects only, please return this form to the Deputy AC for Project Management, (718) 391-2273. All others please return to DDC Performance Evaluation Liaison (718) 391-1547, 4th Floor.

SUBCONTRACTOR INFORMATION

1. Subcontractor name_____
2. Employer identification number (EIN)_____
3. Subcontractor address_____
4. Type of Subcontractor (Trade)_____
5. Subcontract Value ($)_____

PRIME CONTRACT INFORMATION

6. Project FMS ID number_____
7. Comptroller's Contract Reg. Number _____ Reg. Date_____/_____/_____
8. Sponsor Client Agency_____
9. Project description_____

_____

10. Project location ❑Manhattan ❑Bronx ❑Brooklyn ❑Queens ❑Staten Island ❑Citywide ❑Multi-Boro
11. Prime Contractor_____ EIN_____

SUBCONTRACTOR EVALUATION

MANAGEMENT

12.	Were materials ordered timely?	E	S	M	U	NA
13.	Was labor force adequate?	E	S	M	U	NA
14.	Coordination with prime contractor and other subcontractors	E	S	M	U	NA
15.	Coordination with utilities and other agencies	E	S	M	U	NA
16	Have any delays caused by subcontractor been identified? if "yes," give details on separate sheets	❑ Yes	❑ No			
17.	Timeliness in obtaining permits	E	S	M	U	NA

18.	Subcontractor compliance with field orders and directives	E	S	M	U	NA

19. Did DDC take actions against the prime contractor due to subcontractor's nonperformance? ❑ Yes ❑ No
If "yes," give details of actions and reasons on separate page

20.	Cooperation with on-site prime contractor(s) and other subcontractors	E	S	M	U	NA
21.	Cooperation with DDC personnel	E	S	M	U	NA
22.	Attendance/participation in scheduled job meetings	E	S	M	U	NA

QUALITY OF WORK

23.	Quality of subcontractor's construction work	E	S	M	U	NA
24.	Quality of supervisory personnel	E	S	M	U	NA
25.	Quality of site/traffic maintenance	E	S	M	U	NA
26.	Compliance with safety standards	E	S	M	U	NA
27.	Compliance with required testing	E	S	M	U	NA
28.	Timeliness and Adequacy of shop drawings	E	S	M	U	NA
29.	Prompt notice of any latent defects in plans	E	S	M	U	NA

RECORD- KEEPING

30.	Timeliness and Adequacy of report submissions	E	S	M	U	NA
31.	Timeliness and Adequacy of change orders proposals	E	S	M	U	NA
32.	Reasonableness in estimating and negotiating change orders	E	S	M	U	NA
33.	Adequacy of time and material records NA		E	S	M	U

OVERALL PERFORMANCE

34. Rate the contractor's overall performance in fulfilling subcontracting obligations as
❑Excellent ❑Satisfactory ❑Marginal ❑Unsatisfactory

35. Additional Comments (use additional paper if needed):

AGENCY CERTIFICATION OF SUBCONTRACTOR'S RESPONSE

(Items 1, 2, and 3 below will be completed by the Office of the ACCO)

1. **Did agency forward completed evaluation to the subcontractor allowing 15 days for written response?** ❑ Yes ❑ No

2. **Did subcontractor submit a written response? (if "yes," a copy of the subcontractor's response must be attached to evaluation)** ❑ Yes ❑ No

3. **Did agency respond? (if "yes," attach copy of agency's response)** ❑ Yes ❑ No

Prepared by Agency Resident Engineer or Project Manager:

NAME (print)	TITLE	SIGNATURE	DATE

Reviewed by Borough/Program Director

NAME (print)	TITLE	SIGNATURE	DATE

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 03 -003G

CATEGORY....: Administration
Subcategory : Construction

Keywords ..... Sidewalk Markouts

SUBJECT: MARKOUTS - PRIOR NOTICE SIDEWALK CONTRACTS

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 12, 2003

DDC requires all jobsite personnel (Contractors, Consultants, and DDC staff) to adhere to the attached Interim Procedures for Sidewalk Markouts on Prior Notice Sidewalk Contracts. Please ensure that all DDC field staff, Consultants and Contractors are informed of these procedures and that they are reviewed at all preconstruction meetings.

DDC-99-1-184

City of New York Department of Design and Construction

Kenneth Holden
Commissioner

John W. Pusz, P.E.
First Assistant Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1903
Fax: 718 / 391-2390

www.nyc.gov/buildnyc

May 20, 2003

To: Consultants Managing Prior Notification Sidewalk Contracts

Effective immediately, you are hereby directed to adhere to the attached interim procedures for sidewalk mark outs.

Thank you.

Sincerely,

John W. Pusz, P.E.

City of New York **Department of Design and Construction**

May 20, 2003

Interim Procedures for Sidewalk Mark Outs on Prior Notification Contracts

Until DDC and the NYC - Department of Transportation reach a final resolution concerning procedures for sidewalk mark outs, the following interim guidelines are in effect:

Pre-Construction Phase:

- During the pre-construction survey phase of the contract, the Resident Engineer (RE)* will check for interference with other projects using the maps provided by DDC Program Management (refer to attached transmittal letter for additional info).

- The Resident Engineer (RE) or the Inspector under his supervision will visually inspect and mark out all of the defective flags. The RE will revise (if necessary), initial and date the DOT Preliminary Inspection Report (PIR) to reflect the present condition of the sidewalk. The criteria for violations remain the same (refer to attached NYC-Department of Transportation Directive 33).

- The RE will ensure that all original defective flags and additionally observed defective flags are further documented with photographs. After the mark outs are completed, the contractor's photographer will photograph the defective flags in medium format (as per contract specifications). These pre-construction photographs must not be taken with a Polaroid or digital camera. Photographs are not to be taken prior to the mark outs and no excavation work on a property may begin until the photographs are taken.

** The RE is defined as the RE or any designated person working under his / her supervision.*

- For all additional work, the RE will forward a transmittal letter with a copy of the revised PIR (with mark outs) to DOT Sidewalk Management (Irv Loewenstein) on a bi-weekly basis. Photographs will be sent to DOT only upon request.

Construction Phase:

- During construction, if the actual amount is greater than the final mark out, the RE will further document the additional flags on the original (or revised) PIR. Also, the RE will initial and date any changes. The RE will send a transmittal letter with a copy of the revised PIR to DOT Sidewalk Management (Irv Loewenstein). Photographs will be sent to DOT only upon request. These photographs may be taken with a 35mm or digital camera.

Requests / Additional Sidewalk Work:

- All additional sidewalk work requested by DOT must be in writing or indicated on a new PIR stating the status of the flags to be replaced (assessable or non-assessable). A verbal request from DOT is unacceptable.

- Until either DDC Legal or Audit prepares written procedures, no waivers shall be granted to property owners requesting that the contractor perform additional sidewalk work.

- The contractor is not allowed to perform private work on the blocks scheduled for When & Where sidewalk work.

City of New York **Department of Design and Construction**

TRANSMITTAL

To: Irvin Loewenstein
NYC-DOT
Director, Sidewalk Management
59 Maiden Lane, 37th Fl.
New York, NY 10038

From: _____
Resident Engineer

_____
(Name of Consultant Firm)

Address: _____
_____
_____

Telephone #: _____

Project Description: _____
Contract #: _____
Comptroller's Registration #: _____

Attached is the following document for the above project:

Pre-Construction Phase:
[ ] Revised Preliminary Inspection Report

Please notify the Resident Engineer immediately of any issues relating to the above document. Otherwise, DDC will assume that the additional sidewalk work indicated on the Preliminary Inspection Report is approved by the NYC Department of Transportation.

Construction Phase:
[ ] Revised Preliminary Inspection Report

Thank you.

NEW YORK CITY DEPARTMENT OF TRANSPORTATION
DIVISION OF STREET AND ARTERIAL MAINTENANCE

Office of Pedestrian Ramp and Sidewalk Management

DIRECTIVE 33

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NEW YORK CITY DEPARTMENT OF TRANSPORTATION
DIVISION OF STREET AND ARTERIAL MAINTENANCE

Office of Pedestrian Ramp and Sidewalk Management

DIRECTIVE 33

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NEW YORK CITY DEPARTMENT OF TRANSPORTATION

DIVISION OF STREET AND ARTERIAL MAINTENANCE

DIRECTIVE 33

Sidewalk Violation Procedures (Design Consultants)

The following are the procedures to be followed by the Consultants for the office of Sidewalk Management, who are required to prepare and serve Sidewalk Notices of Violation in connection with all Capital contracts:

I. Provision of Materials

The Consultant shall print sufficient Preliminary Inspection Report forms (PIRs) and Notice of Violation forms to permit the inspection/serving of each affected property. The City Project Engineer will also provide lists of all locations that are to be inspected.

II. Training/Cross Checks/Audits

The Office of Sidewalk Management will arrange:

A. training of inspectors in the rating and violation of properties in accordance with this directive; training of office personnel in the various procedures required for the issuance of violation notices.

B. any inspector who is not deemed qualified cannot perform the inspections;

C. monthly cross check to ensure adequate adherence to this directive;
   1. cross checks consist of inspections by all consultant inspectors of a small number of pre-selected locations (10 - 20 properties).
   2. inspectors are then rated according to the percentage of properties where they are within 2 flags of the correct answer.

D. random audits by city inspectors of work done by consultant inspectors.

E. random audits to ensure adherence to violation issuance and tracking procedures.

III. Preliminary Inspection Report Procedures

In connection with the sidewalk violation process, consultants are required to conduct an inspection of the sidewalk and complete the property rating section of the PIR for each block and lot that requires inspection in accordance with Assessment Guidelines (Appendix A).

A. Information to be provided to property owners

Consultants are required to provide all property owners who are issued violations with the following (See Appendix B):

1. A copy of the completed Preliminary Inspection Report;
2. Sidewalk Violation Notice;
3. Introductory Letter;
4. Sidewalk Brochure;
5. Other material when required.

B. Method of Inspection

The PIR, (Exhibit 1) which is based on a visual inspection and describes the condition of the sidewalk, at the time of the initial inspection, must be completed by the consultant. All sidewalks that are inspected must be rated by the consultant to determine if a violation exists on a property.

1. The PIR must be completed in accordance with the following documentation, which is incorporated into this directive:
    a. Sidewalk Inspection Guidelines (See Appendix C);

2. Consultants shall provide the following information on the preliminary inspection report:

    a. Contract Number;
    b. Property Address;
    c. Boro;
    d. Block, Lot, Community Board;
    e. Inspector Initials;
    f. Inspection Date;
    g. Property Rating
    h. Name and address of the current property owner (See Appendix D);
    i. Description of the sidewalk flags that need replacing by:
        (1) sketching a legible grid that represents the layout of the sidewalk area on the diagram that is on the inspection report form;
        (2) inserting within each flag on the diagram number(s) which describe the condition of the defective sidewalk flag(s) at the time the survey was conducted;
    j. The estimated amount of sidewalk (in square feet) that must be replaced in order to correct the deficiencies based upon full flag restoration;
    k. the estimated amount of curb (in linear feet) that must be repaired to correct deficiencies;
    l. In cases where any defects are suspected to be caused by tree roots the inspection form must be marked that an inspection by a forester is required.
    m. the comments section must include notes regarding distinctive materials, properties that have no curb and notations regarding possible vaults.

IV. Title Search Procedures

The consultant shall be responsible for identifying the name and address of the most current owner(s) of record or managing agent. Where applicable, the name and address of the mortgagee shall also be identified for each violation served. In cases where a managing agent can be identified, the managing agent supercedes the need to identify/notify the owner of record.

In order to obtain this information the Department has access to a number of NYC Department of Finance computer transactions which will be made available to each consultant. See Appendix D for a complete description of Title Search Procedures.

V. Violation Issuance

A. Generating the Violation Notice

The consultant shall enter the following information into the MOSAICS computer system:

1. Name and address of owner of record;
2. Name and address of Mortgagee
3. Borough, Block and Lot Number;
4. House number and on street;
5. Contract Number;
6. Issuing Agent;
7. Mark all defect types present on the property;
8. Length of compliance time; use 45 days from the entry date, use 10 days if imminent danger is apparent for when and where projects and use 45 days for capital reconstruction projects;
9. Estimated Square Feet of defective area;
10. Consultant company name and telephone number;
11. Date of inspection;
12. Date of violation. This date must not exceed 30 days after the inspection date.

B. Print out the violation notices on the multi-part Notice of Violation form (Exhibit 2).

C. A copy of the Notice of Violation and completed PIR must be forwarded to the Office of Pedestrian Ramp and Sidewalk Management within 30 days of the inspection date.

D. The information provided to property owners on the preliminary inspection report must be consistent with the information on the sidewalk violation notice.

E. A cover letter describing the program and the property owner's rights must accompany the violation.

VI. Serving the Notice of Violation

A. Service Methods

Serve the violation notice to the owner of record and mortgagee or the designated managing agent or trustee by either of the following methods:

1. personal service; or
2. certified mail, return receipt requested; (type on the envelope: Do Not Forward, Address Correction Requested)

Detailed procedures for serving the violation notices can be found in Appendix E.

B. For Reconstruction Contracts only:

Ten days after the mailing date of the Violation Notices, the consultant shall submit to the Director of the Pedestrian Ramp and Sidewalk Management Office, a letter certifying that all requirements of Section 2904 of the New York City Charter have been complied with.

C. Mail Tracking

1. The consultant shall maintain a computerized log of all dates associated with each violation. These dates include:
   a. Original mailing date;
   b. Date certified mail 'Green Card' is returned;
   c. Date certified mail is returned undeliverable;
   d. Date of Certificate of Mailing;
   e. Date of Posting.

   Proper service must be made before the materials may be forwarded for payment.

   IF THE GREEN CARD IS NOT RECEIVED BACK FROM THE POST OFFICE IN 30 DAYS, YOU MUST REMAIL THE VIOLATION PACKAGE. POSTING IS PERFORMED ONLY AFTER THE VIOLATION PACKAGE IS RETURNED, UNDELIVERABLE, OR REFUSED BY THE POST OFFICE.

D. Complaints

1. The consultant shall maintain a computerized log of all complaints received in writing or by telephone.
2. The computerized log shall be maintained in a format approved by the Department. Any standard database ASCII flat file format will be acceptable.
3. The consultant must return and log all phone calls within one business day.
4. 3. Complaints not related to consultant-issued violations (e.g., construction complaints or HIQA-issued violations) must be forwarded to Pedestrian Ramp and Sidewalk Management.
4. Reinspect properties upon request.
   a. reinspect within 14 days of request;
   b. notify property owner 5 days before reinspection;
   c. perform reinspection (without access to original PIR);
   d. notify property owner of results;
   e. attach the NEW PIR to the violation file;
   f. maintain database for reinspections.

VII. Generate reports

A. The following reports shall be required (all supporting data must be submitted simultaneously on diskette):

1. Monthly updates of work completed and planned by community board (Inspections and issuances).
2. Monthly variances with planned work.
3. Weekly listing of violations by Community Board, block and lot.
4. Monthly listing of Disposition of violations by category (e.g. cancellations, modifications, etc.)
5. Weekly listing of complaints from property owners (including requests for reinspections, requests for the City to do the work and indications that the property owner intends to do the work themselves).
6. Weekly updates of certified mail returns by date and category (accepted, refused, etc)
7. Copies of all correspondence with County Clerk Offices.
8. Copies of all correspondence (or minutes of meetings) with Community Boards, Elected Officials or community groups.

Sidewalk Violation Procedures (Consultants--REI's)

The following are the procedures to be followed by consultants who are required to provide Resident Engineering and Inspection services in connection with all Capital contracts:

VIII. Provision of Materials

The Consultant shall be provided with the PIR to permit the construction of each affected property.

IX. Confirmation of Preliminary Inspection

A. The consultant is required to be thoroughly familiar with all aspects of the following documentation included in this Directive:

1. Assessment Guidelines (Appendix A)
2. Sidewalk Inspection Guidelines (Appendix C);

B. The consultant must confirm that a violation is warranted for the property based upon the Sidewalk Inspection Guidelines.

C. The consultant must confirm that the defects marked on the PIR were not marked in error by the original inspector.

1. the consultant must closely supervise the contractor to ensure that flags marked for Structural Integrity (6A) or Freestanding (6B) defects are not removed unless, upon excavation it appears that they cannot be retained.

D. The consultant must confirm that the Assessment Guidelines (Appendix A) were adhered to on the PIR.

X. Construction Report

The construction report (Exhibit 3) must reflect the actual work performed with exact measurements for billing and payment purposes. The consultant is required to complete a construction report for each sidewalk on the construction list (including those where no work is done). The report must be completed within 24 hours of the pouring of concrete (or upon inspection in cases where no work is done). The consultant shall provide the following information on the construction report:

1. contract number;
2. violation notice number;
3. boro;
4. property address, block and lot;
5. date the violation notice was issued;
6. date of excavation;
7. date of construction;
8. name of the person who did the survey;
9. name and date of person who computed figures;
10. name of person who checked figures;
11. amount of 4" and 7" sidewalk poured;
12. the consultant is required to document all concrete poured (4" & 7") and any other work performed such as curb repairs, saw cutting, special scoring, and reinforced concrete, etc. The consultant is required to show all computations related to construction activity on the construction report;
13. the property status; and, in cases where all of the defects are not corrected on a property, the reason the violation should not be removed shall be marked;
14. On corner properties the consultant must indicate the number of pedestrian ramps installed, the number of corners where no pedestrian ramps exist and the number of corners where there were pre-existing pedestrian ramps;
15. the construction report must also reflect any changes in the sidewalk condition from the time of the preliminary inspection to excavation. If the sidewalk conditions have changed from the time of preliminary inspection to excavation, the consultant must resketch the sidewalk diagram and provide an explanation and supporting documentation (pictures) for the variation. The consultant is required to sign and date the statement.

CONSULTANTS ARE REQUIRED TO COMPLETE ALL CONSTRUCTION REPORTS IN INK.

DIRECTIVE 33
Appendix A

Assessment Guidelines

NEW YORK CITY DEPARTMENT OF TRANSPORTATION
DIVISION OF STREET AND ARTERIAL MAINTENANCE
OFFICE OF PEDESTRIAN RAMP AND SIDEWALK MANAGEMENT

GUIDELINES FOR ASSESSING SIDEWALKS

I. HOW TO ASSESS PROPERTY

Property owners shall be charged for sidewalks replaced at the price set forth at the beginning of the contract according to the following rules:

1. Property owners are responsible for the installation, construction, repavement, reconstruction and repair of the sidewalk in front of or abutting their property, **including but not limited to the intersection quadrant**. (See Section 19-152 of the New York Administrative Code.)

2. Property owners are not responsible for any repairs to sidewalks which were damaged by the city, its agents or contractors, provided;

   a. no sidewalk violation notice was outstanding prior to the commencement of such project;
   b. the owner files a claim with the Office of the Comptroller, personally or by certified or registered mail, return receipt requested within ninety (90) days of the damage.
   c. such capital construction work was the cause of the damage.

II. WHERE AND WHEN CONTRACTS

A. ASSESSABLE SIDEWALKS

1. **Corner Quadrants** - Pedestrian ramps shall be installed at corner quadrants. Property owners shall be assessed only for the defective flags within the corner quadrant.

2. **State property** - Sidewalks abutting State properties are **not** exempt from municipal sidewalk assessment charges. Public Lands Law Section 19 provides that the State Comptroller shall be served with at least three weeks notice. Such assessment shall, if confirmed and uncontested, be paid out of any monies appropriated.

3. **City property** - Sidewalks abutting all city property are assessable. The property should be violated, then we must send a Notice of Violation notifying the agency that we are going to repair their sidewalk. The Capital Budget Department must be contacted so that they can arrange to put the appropriate funding mechanism in place.

4. **Landmark/Historical Areas** - Sidewalks in Landmark areas should be violated. Currently, we replace sidewalks with pigmented concrete. They should be assessed like any other property. All appropriate permits must be obtained from the Landmarks Preservation Commission.

5. **In rem property** - These properties are City owned. The New York City Department of General Services that oversees these properties must be assessed for replacement of sidewalks abutting these properties.

6. **Bus Stops** - Property owners must be assessed for replacement of defective sidewalk flags in an existing bus stop. The initial sidewalk installation at a bus stop WILL NOT be assessed.

7. **Sidewalk Hardware/Cellar Doors** - The property owner must be assessed for any adjustment or replacement of cellar doors.

8. **Not-for-profit/Religious and/or Educational Organization** Sidewalks - There are no laws that exempt this organization from sidewalk assessment. These property owners shall be assessed for any sidewalk replaced.

9. **Common Driveways <u>not</u> Leading to Multiple Houses** - The cost of sidewalk replacement in these driveways shall be distributed based on property lines. In most instances each property owner owns half of the driveway with an easement over the other neighbor's half. But in some instances, one owner may own more

than half, up to the entire driveway, with both neighbors having an easement over the other's property.

10. **Common Driveways leading into Multiple Houses** - The cost of sidewalk replacement in these driveways should be distributed based on property lines. The Department has no authority to bill the interior owners. It is the responsibility of the fronting owners to collect from the interior owners.

B. NON-ASSESSABLE SIDEWALKS

1. **Federal property** - The Federal Government is sovereign and not subject to regulation under local law. However, it is possible that an agreement may be entered into where the Federal Government undertakes the responsibility for replacing sidewalks adjacent to Federal property. In such instances, contact the General Services Administration, 26 Federal Plaza, New York, NY.

2. **Cemeteries** - sidewalks abutting are exempt provided the property is being used for cemetery purposes.

3. **Railroads** - Sidewalks and roadways adjacent to overpasses and underpasses are the responsibility of the city and therefore non-assessable.

4. **Metropolitan Transit Authority - is exempt** from sidewalk assessments.

5. **Triboro Bridge and Tunnel Authority - is exempt** from sidewalk assessments.

6. **Port Authority of New York and New Jersey - is exempt** from sidewalk assessments.

7. **New York City Housing Authority** - Under an agreement between the City and NYCHA, all sidewalks abutting their properties are non-assessable. The Department has developed a separate contract for repairing defective NYCHA sidewalks not included in capital projects.

8. **Pedestrian Ramps** - All pedestrian ramps installed at corner quadrants are non-assessable, if no defects are located in the corner quadrant.

9. **Fire Hydrants** - Property owners must not be assessed for concrete sidewalk that replaces asphalt that was placed around fire hydrants by Department of Environmental Protection.

10. **Defects caused by Improper Installation of City-owned Hardware** -Property owners shall not be assessed for sidewalk replaced to correct a defect that was caused by the improper installation of City owned hardware such as traffic signs/meters/controls, bus shelters on the sidewalk. **This rule only applies the sidewalk flag/s damaged by the installation.**

11. **Replacement of Sidewalk Flag Straddling Adjacent Properties** - Property owners can only be assessed for defects on sidewalks abutting their properties. If a defective flag that straddles two properties was violated due to sidewalk defects on one of the properties, only the property owner whose sidewalk was in violation must be assessed for replacement of the portion of the flag that abuts his/her property. The property owner of the adjacent property must not be assessed.

12. Although various entities may be exempt from sidewalk assessments, it is appropriate to issue them notices of violation to inform them of defective sidewalk conditions.

C. WHEN ASSESSMENTS ARE DUE

1. Completed assessment lists are due every thirty days. The lists should include assessments of all the concrete that was poured that month.

III. CAPITAL RECONSTRUCTION PROJECTS

A. ASSESSABLE SIDEWALKS

1. **State property** - State property is **not** exempt from municipal sidewalk assessment charges. Public Lands Law Section 19 provides that the State Comptroller shall be served with at least three weeks notice. Such assessment shall, if confirmed and uncontested, be paid out of any monies appropriated.

2. **City property** - All city property is assessable. The property should be violated, then we must send a letter notifying the agency that we are going to repair their sidewalk. Funding codes are usually set up during the project's planning stages. You should contact the project engineer before the sidewalk is installed to ensure that the funding mechanisms are in place.

3. **School Construction Authority** - Must be assessed in the usual manner.

4. **In rem property** - These properties are City owned. The New York City Department of General Services oversees these properties and must be assessed for replacement of sidewalks abutting these properties.

5. **Bus Stops** - Property owners must be assessed for replacement of defective flags in an existing bus stop.

6. **Not-for-profit/Religious and/or Educational Organization** Sidewalks -There are no laws that exempt these organization from sidewalk assessment. These property owners shall be assessed for any sidewalk replaced.

7. **Landmark/Historical Areas** - Sidewalks in Landmark areas should be violated. Currently, we replace sidewalks with pigmented concrete. They should be assessed like any other property. Property owners should be charged accordingly if the contract requires replacement or resetting of bluestone.

8. **Common Driveways <u>not</u> Leading to Multiple Houses** - The cost of sidewalk replacement in these driveways shall be distributed based on property lines. In most instances each property owner owns half of the driveway with an easement over the other neighbor's half. But in some instances, one owner may own more than half, up to the entire driveway, with both neighbors having an easement over the other's property.

9. **Common Driveways leading into Multiple Houses** - The cost of sidewalk replacement in these driveways should be distributed based on property lines. The Department has no authority to bill the interior owners. It is the responsibility of the fronting owners to collect from the interior owners.

10. **Corner Quadrants –** Pedestrian ramps shall be installed at corner quadrants. Property owners shall be assessed only for the defective flags within the corner quadrant.

B. NON-ASSESSABLE SIDEWALKS

1. **Federal property** - The Federal Government is sovereign and not subject to regulation under local law. However, it is possible that an agreement may be entered into where the Federal Government undertakes the responsibility for replacing sidewalks adjacent to Federal property. In such instances, contact the General Services Administration, 26 Federal Plaza, New York, NY.

2. **Cemeteries** - are exempt provided the property is being used for cemetery purposes.

3. **Railroads** - Sidewalks and roadways adjacent to overpasses and underpasses are the responsibility of the city and are therefore non-assessable.

4. **Metropolitan Transit Authority** - is exempt from sidewalk assessments.

5. **Triboro Bridge and Tunnel Authority** - is exempt from sidewalk assessments.

6. **Port Authority of New York and New Jersey** - is exempt from sidewalk assessments.

7. **New York City Housing Authority** - Under an agreement between the City and NYCHA, all sidewalks abutting their properties are non-assessable.

8. **Pedestrian Ramps** - All pedestrian ramps installed at corner quadrants are non-assessable.

9. **Bus Stops** - If a concrete sidewalk is installed at a sidewalk area that was previously a grass strip to accommodate a bus stop, then newly installed bus stop portion of the sidewalk area is not-assessable.

10. **Widening Sidewalk Area due to Narrowing of Roadway** - Property owners must not be assessed for any initial increases in sidewalk areas that result from narrowing the roadway. Property owners are however, responsible for maintaining <u>all</u> of the sidewalk area once it is installed.

11. **First course of concrete adjacent to the Curb** - In cases where the **existing sidewalk had no defects and meets the new grades,** but it is necessary to remove the first course of sidewalk adjacent to the curb in order to install new curbs, the property owner shall not be assessed for the sidewalk restoration.

12. **Fire Hydrants** - Property owners must not be assessed for concrete sidewalk that replaces asphalt that was placed around fire hydrants by Department of Environmental Protection.

13. Although various entities may be exempt from sidewalk assessments, issuing the notice of violation to inform them of a defective sidewalk is appropriate.

DIRECTIVE 33

APPENDIX B

INFORMATION PROVIDED TO PROPERTY OWNERS

INFORMATION TO BE PROVIDED TO THE PROPERTY OWNER

1. All property owners shall be sent by certified mail, the following:

   a) Notice of Violation (EXHIBIT 2)
   b) Preliminary Inspection Report (P.I.R.) (EXHIBIT 1);
   c) Cover letter explaining the rights and responsibilities of the property owner (EXHIBIT 4)
   d) Sidewalk Brochure (EXHIBIT 5)

DIRECTIVE 33

APPENDIX C

SIDEWALK INSPECTION GUIDELINES

IV. Sidewalk Inspection Guidelines

The following guidelines and procedures should be used when completing a Preliminary Inspection Report (PIR). Included are the Property Rating System, Sidewalk Defect Definitions, and specific methods for implementation of the guidelines.

A. Make Sure You're On The Right Property:

1. Is the property frontage approximately the same as the block and lot map?

2. Are adjacent lots approximately the same dimensions as shown on the block and lot map?

3. Does the address match the inspection list?
   a. If the address is not the same as on the list, but it is the correct property, use the address found in the field.

B. Rate property according to the Sidewalk Property Rating System (Exhibit C-1):

C. If property rating does not require a violation:

1. Do not sketch the property.

D. Otherwise, sketch the property.

1. draw each flag to scale;
2. use the Standard PIR Abbreviations shown in Exhibit C-2;
3. indicate all hardware, street furniture, etc.;
4. mark the code from the Hazard Assessment Criteria (Exhibit C-3) in each flag containing a defect.

EXHIBIT C-1

Sidewalk Property Rating System

5 **Free of hazardous defects** (LDR/NLDR).

4 **Improper slope** (LDR/NLDR).

3A **Trip Hazard in non-pedestrian pathway**
Greater than or equal to 1" in all horizontal directions **and** greater than or equal to 1/2" deep
or
Greater than or equal to 1/2" vertical deep (LDR).

3B **Flag(s)in the non-pedestrian pathway** cracked to such an extent that pieces of the flag(s) may be loosened or readily removed (LDR).

2 **Trip Hazard in the pedestrian pathway**
Greater than or equal to 1" in all horizontal directions **and** greater than or equal to 1/2" deep
or
Greater than or equal to 1/2" vertical deep (LDR/NLDR).
or
Flag(s) in the pedestrian pathway cracked to such an extent that pieces of the flag(s) may be loosened or readily removed (LDR/NLDR).

1A **No Sidewalk** (LDR/NLDR).

1B **Undermined** (flags rocking or see-sawing) (LDR/NLDR).

1C **Cellar doors in pedestrian pathway** that deflects when walked on, are not skid resistant or are otherwise in a dangerous or unsafe condition. (LDR/NLDR).

Exhibit C-2

Standard Preliminary Inspection Report Abbreviations

BL	Building Line
CL	Curb Line
PL	Property Line
CD	Cellar Door
MH	Manhole
ENT	Entrance
DW	Driveway
GA	Grass Area
TP	Tree Pit
NT	Tree Pit with No Tree

Exhibit C-3

Hazard Assessment Criteria

Any or all of the following conditions, among others, found on a sidewalk flag shall constitute a hazard requiring replacement of the flag.

1). **BROKEN**
   a. flag(s) cracked to such an extent that pieces of the flag(s) may be loosened or readily removed.

2). **UNDERMINED**
   a. visible voids under flag(s).
   b. loose flags that rock or seesaw.

3). **TRIP HAZARD**
   a. vertical grade differential between adjacent flags of 1/2 inch or greater.
   b. surface defects greater than or equal to 1" in all horizontal directions **and** greater than or equal to 1/2" deep

4). **IMPROPER SLOPE**
   a. flag that does not drain toward the curb and retains water.
   b. flag(s) that must be replaced to provide for adequate drainage.
   c. transverse grade exceeding established standards.

5). **IMPROPER GRADE**
   a. sidewalk not built to established and/or designed reconstruction grade.
   b. sidewalk generally not conforming to curb grade.
   c. sidewalk grade not compatible with contiguous sidewalk grade(s) of adjacent properties.

6*) OTHER (Show letter on Preliminary Inspection Report)

a. Structural Integrity: **flag that has a common joint with a defective flag and has a crack that meets the common joint and one other joint.**

1) When the common joint is an expansion joint, Structural Integrity should not be used.

b) Freestanding Flag: flag(s) that during the construction phase will be freestanding on 3 sides (including expansion joints, tree pits and saw cuts).

(1)These flags (even if they have no defects) should be marked for possible replacement (Violation Type: Freestanding Flags).

(2) The Freestanding flag defect does not apply to sidewalks that are 1 flag wide.A flag that will be freestanding during the construction phase. Freestanding sides include expansion joints, curbs or adjacent defective flags.

c. Patchwork

i. less than full-depth repairs to all or part of the surface area of broken, cracked or chipped flag(s).

ii. flag(s) partially or wholly constructed with asphalt or other unapproved non-concrete material.

iii. patchwork resulting from the installation of canopy poles, meters, light poles, signs and bus stop shelters are specifically exempted from this criteria unless the patchwork meets one of the other hazard assessment criteria.

d. NO SIDEWALK

(1) missing sidewalk flag(s).

(2) sidewalk not built.

e. Non-Compliance with other DOT rules and regulations

7) HARDWARE
   a. hardware or other appurtenances not flush within 1/2" of the sidewalk surface.
   b. cellar doors that deflect when walked on, are not skid resistant or are otherwise in a dangerous or unsafe condition.
   c. missing vault light(s) or bullseye(s).

* Violations will not be issued unless the criteria of the Sidewalk Rating System are met. Flags marked 6A or 6B may have to be removed for engineering reasons. The decision will be made at the time of excavation. If a violation is issued, then flags marked 6C, 6D or 6E should be removed.

G. Selected Defect Definitions Clarifications

The following clarifications/exceptions should be used in marking defective flags. Do not use the code numbers shown here. Use the codes shown in the Hazard Assessment Criteria (Exhibit C-3)

1. Trip Hazards:
   a. Flags with trip hazards should not be violated when the entire defect is within 2" of:
      (1) Building line;
      (2) Curb line;
         (a) Raised or sunken flags (1/2 inch or greater) at the curb line should be violated as trip hazards.
      (3) Tree Pits (except side facing building line);
      (4) Street Furniture (meters, hydrants, light poles, telephones, signs).
      (5) Raised or sunken hardware within 6" of the building line should not be violated as a trip hazard.

2. **"Other" Defects:** Should be used in accordance with the following procedures
   a. The line next to "6 - Other" in the area above the sketch should indicate the defect types that are present.
      (1) All flags where "Other" is to be used should contain a "6" and one of the following letters:
         (a) Structural Integrity;
         (b) Freestanding Flag;
         (c) Patchwork;
         (d) No Sidewalk/Missing Sidewalk;
         (e) Non-Compliance with other rules & Regs (Specify).

(2) The following should never be used as defects:
(a) Cracks
i) Use 'Broken', 'Trip Hazard' or 'Structural Integrity' where appropriate.
(b) Spalled
i) Use 'Trip Hazard' where appropriate.

3. **Comments Section**

a. On All Properties always note the following where they are present:

(1) Distinctive Sidewalk Material. (Bluestone/Slate, Brick, Granite, Terrazzo, etc. You do not have to note properties that have tinted concrete sidewalk);
(2) No Curb on entire property;
(3) Suspected Vault (if a vault is obvious, you should sketch the approximate boundaries).

DIRECTIVE 33

Appendix D

Title Search Procedures

TITLE SEARCH PROCEDURES

V. These searches will determine the block and lot number, property owner, property dimensions, community board, etc.:

A. GOAT

SEE **EXHIBIT D-1 and D-2**

B. PROP

SEE **EXHIBIT D-3 and D-4**

C. FIND

SEE **EXHIBIT D-5**

DIRECTIVE 33

APPENDIX E

Guidelines for Serving Violation Notices

Guidelines for Serving Violation Notices

VII. Obtain window envelopes using NYC DOT in care of (c/o) consultant firm name and address.

A. The Certified Mail Card (Green Card, Exhibit XVI) should indicate the contract number with the notice number and the block and lot. Returned green cards must be stapled to the bottom left back of the office copy (3).

B. At the time of mailing the consultant shall generate and transmit to the County Clerk a complete list of all affected properties by block and lot.

C. Returned Notices:

1. If the violation notice is returned with a notation from the post office that the owner refused to accept delivery, serve the notice by ordinary mail and post the notice on the door of the premises or on the fence of a vacant lot. There is no need to post on vacant lots that are not fenced. The consultant is required to complete and date an affidavit of service (Exhibit XVII) for each posting of each property.

2. If the violation notice comes back unclaimed from the post office, send the notice by certificate of mailing (Exhibit XVIII) and post the notice on the door of the premises. The consultant is required to complete and date an affidavit of service for each posting of each property (Exhibit XVII).

3. "Addressee Unknown", "Not Deliverable as Addressed", etc. must be researched for updated owner of record and a corrected notice sent out. If the owner of record still cannot be found, use the procedure in Step #2 above.

   a. Edit MOSAICS to reflect corrections. If notice was sent to the wrong property owner, give to HIQA for dismissal. Consultant is required to attach the original returned notice and envelope to office copy and attach new corrected notice on top of original notice.

4. IF THE GREEN CARD IS NOT RETURNED BY THE POST OFFICE WITHIN 30 DAYS, A NEW VIOLATION MUST ONCE AGAIN BE MAILED VIA CERTIFIED MAIL.

5. Properties may only be posted once the mail has been returned from the Post Office.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 03 -004G

CATEGORY.... : Administration
Subcategory : Construction

Keywords ..... Walk-Through
Site Patrol

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 24, 2003

SUBJECT: SITE PATROL OF PROJECTS BY EIC

APPROVED: _____
Assistant Commissioner - William F. Lipski, P.E.

To mitigate site maintenance/safety/MPT problems on all projects, the Engineer-In-Charge (EIC) must begin routine weekly patrols of the project sites to insure that all site maintainance/safety/MPT requirements are met and that deficiencies are promptly rectified.

The EIC must survey the project sites on a weekly basis to check for inconsistencies, extent of contractor's compliance, to issue supplementary field orders, and to authorize payment to the contractor for compliant maintenance of site/safety/MPT work. All deficiencies must be transmited to the Contractor promptly and tracked until they are resolved by the EIC.

The EIC must review the daily site patrol forms and associated field orders for the week and based on compliance as shown on these forms/field orders, as well as his personal observations of site conditions, authorize daily payment accordingly.

The revised site patrol form including the EIC authorization for payment is attached; the electronic version will be made available on the intranet.

DDC-99-1-225

City of New York Department of Design and Construction

Date: / /

Day of Week: S M T W T F S

Contract No: _____ Reg. No: _____

Project Description: _____

Borough: _____

Contractor: _____

I.R. No.: _____

Sheet No.: _____ of _____

Time of Patrol: _____

Maintenance of Site	YES	NO	N/A	If No, Provide Details
Has waste, rubbish and debris been removed from site ?	☐	☐	☐	
Are all open trenches plated or fully enclosed with adequate fencing ?	☐	☐	☐	
Are all stored materials/equipment properly secured and protected ?	☐	☐	☐	
Are all open paved areas swept clean ?	☐	☐	☐	
Are all trees properly protected ?	☐	☐	☐	
Is temporary pavement being maintained ?	☐	☐	☐	
Maintenance and Protection of Traffic	**YES**	**NO**	**N/A**	**If No, Provide Details**
Is traffic maintained in accordance with approved traffic plan / stipulations ?	☐	☐	☐	
Are all advanced warning signs in place ?	☐	☐	☐	
Are all required traffic control signs in place ?	☐	☐	☐	
Are all tapers and transitions in place ?	☐	☐	☐	
Are all required barrels in place ?	☐	☐	☐	
Are sufficient flashing lights in place and working ?	☐	☐	☐	
Are breakaway barricades installed where required ?	☐	☐	☐	
Are required arrow boards in place ?	☐	☐	☐	
Are timber curbs / concrete barriers installed where required ?	☐	☐	☐	
Is steel pedestrian fencing in place as required ?	☐	☐	☐	
Is pedestrian access to / from building being maintained ?	☐	☐	☐	
Is access to all fire hydrants provided ?	☐	☐	☐	
Are all open sidewalks clean and unobstructed ?	☐	☐	☐	
Are appropriate signs in place for closed sidewalks ?	☐	☐	☐	
Is required access to commercial areas properly maintained ?	☐	☐	☐	
Are adequate flaggers / temporary signs utilized when required ?	☐	☐	☐	

I reviewed all the applicable items listed above on Daily Site Patrol this date and except as noted they were in conformance with the contract requirements.

_____ Resident Engineer

Field Order Issued? ☐ Y ☐ N

_____ Date

City of New York Department of Design and Construction

FIELD ORDER # _____

Contract No: _____ Reg. No: _____

Project Description: _____

Borough: _____

Contractor: _____

Resident Engineer's Name:

Date Issued: ___/___/___

THE FOLLOWING DEFICIENCIES IN MAINTENANCE AND PROTECTION OF TRAFFIC AND SITE MAINTENANCE HAVE BEEN OBSERVED:

LOCATION	MAINTENANCE AND PROTECTION OF TRAFFIC DEFICIENCIES	Required Completion Date	Actual Date / Time Completed

LOCATION	MAINTENANCE OF SITE DEFICIENCIES	Required Completion Date	Actual Date / Time Completed

The above deficiencies are to be completed to the satisfaction of Resident Engineer by the required completion date.

Failure to comply will result in non payment of applicable contract items, assessment of penalties, and/or further actions as appropriate.

Received by: _____ **Issued by:** _____

Contractor's Representative **Resident Engineer**

Witness: _____ (Only if Contractor refused to sign)

AUTHORIZATION FOR PAYMENT BY ENGINEER-IN-CHARGE:

I, _____, hereby certify that I have patrolled this project site on _____ and
Engineer-In-Charge Date

reviewed Daily Site Patrol forms from _____ to _____. I have determined that payment for
Date Date

satisfactory MPT and MOS can be made for the following dates:

MPT: (Dates) _____

MOS: (Dates) _____

_____ _____

Engineer-In-Charge's Signature **Date**

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 03 - 005 G

CATEGORY.. : RECORD KEEPING
Subcategory : AS-BUILTS

Keywords ..... : AS-BUILTS, PEDESTRIAN RAMPS

SUBJECT: PEDESTRIAN RAMP AS-BUILT INVENTORY

Supersedes... : 98 - 006 G
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: 10/31/03
First Assistant Commissioner - John Pusz, P.E.

Issue Date..... : October 31, 2003

Effective immediately, the Resident Engineer on all DDC Infrastructure projects must reflect the installation of Truncated Domes. The attached revised "Pedestrian Ramp As-Built Inventory" must be submitted upon the substantial completion of the project and must indicate if truncated domes were installed and the method of installation. The inventory is to be submitted to the Construction Support Unit, 3rd floor at 30-30 Thomson Ave. From there, the inventory information will be forwarded to DOT who is responsible for maintaining a database of this as-built information.

Currently, the truncated domes are part of all federally funded projects and may be required on future DDC projects. For the future, please ensure that the contract specifications are reviewed to determine if installation of truncated domes is a requirement of the project.

Attached please find a copy of the specification and the New York State Standard Detailed Drawing for a truncated dome.

ATTACHMENTS: PED. RAMP INVENTORY
PED. RAMP SUBST. COMPL. TRANSMITTAL

City of New York

DDC Department of Design and Construction

PEDESTRIAN RAMP AS-BUILT INVENTORY
SUBSTANTIAL COMPLETION TRANSMITTAL

Contract No: _____ Reg. No: _____

Project Description: _____

Borough: _____

Contractor: _____

Resident Engineer's Name:

CHECK ALL APPROPRIATE STATEMENTS:

- ☐ There were no pedestrian ramps constructed as part of this project.
- ☐ Truncated Domes have been installed in the Pedestrian Ramps.
- ☐ Truncated Domes have **not** been installed in the Pedestrian Ramps.
- ☐ This project is substantially completed. Attached are Pedestrian Ramp As-Built Inventories for all _____ (number) intersections completed as part of this project.

Prepared by: _____

_____ Resident Engineer's Signature

Reviewed by: _____ Engineer-In-Charge's Signature

_____ Date

City of New York Department of Design and Construction

PEDESTRIAN RAMP AS-BUILT INVENTORY

Contract No: _____ Reg. No: _____

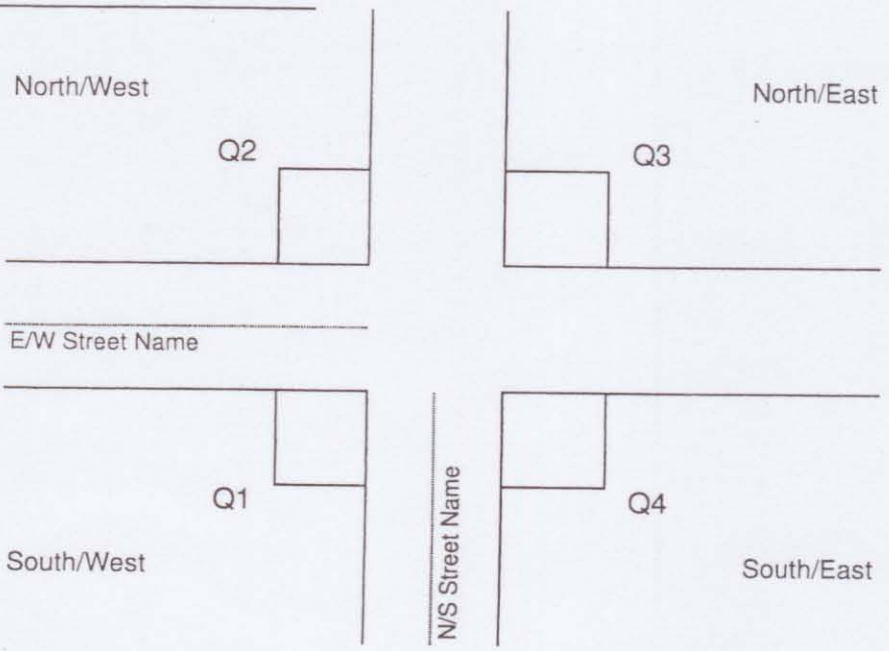
Project Description: _____

Borough: _____

Contractor: _____

Resident Engineer's Name:

Completion Date of Ramps: _____



ADDITIONAL NOTES: _____

TRUNCATED DOME INFORMATION:

Material Used: _____

Method of Installation: _____

INSTRUCTIONS:

Enter street names in space provided.

Place an "X" or "TD" (if Truncated Dome installed) in the box to indicate quadrant where new Ped Ramp was Built.

List Material and Method of installation For Truncated Dome.

Write any additional notes, if required, in the box.

Upon completion of ramps in each intersection submit this form to the Construction Support Unit, 3rd Floor 30-30 Thomson Ave.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 04 -001G

CATEGORY.... : **RECORD KEEPING**
Subcategory : CONSTRUCTION

Keywords ..... : Sidewalks, Pedestrian Ramps

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : April 26, 2004

SUBJECT: **WEEKLY STATUS OF PEDESTRIAN RAMP AND SIDEWALK CONSTRUCTION WORK**

APPROVED: Richard W. Zetterlund

Assistant Commissioner - Richard Zetterlund, P.E.

Effective immediately, all Pedestrian Ramp and Sidewalk contracts must report weekly progress on the attached weekly summary report form and forward it to the Construction Support Unit for processing via e-mail. This report is due before the close of business Tuesday, for the prior week's period.

Attachment: Weekly Status of Pedestrian Ramp and Sidewalk Construction Report Form

SIDEWALK AND PED RAMP WEEKLY REPORT

Week of (date) SIDEWALKS

[redacted]	CONTRACT DURATION (CCD)	ELAPSED TIME (CCD)	ELAPSED TIME %	EST QUANTITY IN CONTRACT (SF)	QUANTITY COMPLETED TO DATE (SF)	% COMPLETED (SIDEWALK)	WEEKLY PRODUCTION REQD (SF)	WEEKLY PRODUCTION ACTUAL	WEEK OF (Date)	REMARKS

Week of (*date*) PED RAMPS

[redacted]	CONTRACT DURATION (CCD)	ELAPSED TIME (CCD)	ELAPSED TIME %	EST CORNERS IN CONTRACT	CORNERS COMPLETED TODATE	% COMPLETED	TOTAL PAYMENT TODATE (X $1000)	AVERAGE COST PER CORNER	WEEKLY PRODUCTION REQD (SF)	WEEKLY PRODUCTION ACTUAL	WEEK OF (Date)	REMARK

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 04 -002G

CATEGORY.... : ADMINISTRATIVE
Subcategory : PUBLIC AFFAIRS

Keywords ..... PUBLIC AFFAIRS, POLICY COMMUNICATIONS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : February 24, 2004

SUBJECT: PUBLIC AFFAIRS COMMUNICATION PROTOCOL

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

DDC' s Public Affairs Communication Protocol (attached) is to be followed by all DDC personnel (and Consultants) in responding to the various type of queries and requests that maybe made by the News Media and Elected Officials. Please ensure that all DDC staff and Consultants are provided with the attached policy and that it is reviewed at all preconstruction meetings.

Attachment: Communication Protocol DDC-99-1-231

99-1-233

City of New York **Department of Design and Construction**

Memo

DATE: February 5, 2004

TO: Distribution

FROM: Matthew Monahan
Assistant Commissioner for Public Affairs

SUBJECT: Communication protocol

INTENT: As a department with numerous public projects it is important to establish a communication protocol to ensure that city and agency policies are clearly articulated. This protocol is intended to provide guidance to staff in responding to the various types of queries and requests that may be made.

MEDIA: If a reporter sees or calls you and asks for information about a project, mention that it is standard DDC policy to refer the media person to the Public Affairs office, and its spokesperson, at 718-391-1641. That also includes if a newspaper reporter or one from television or radio appears with electronic equipment. Responsible reporters know it is customary for their questions to be routed to the agency's designated spokesperson. Longstanding practice is to include client agencies for a heads-up call, as they do so for DDC and it helps in maintaining a consistency in forming the eventual response.

ELECTED OFFICIALS: It is natural for publicly funded projects to draw the attention of the local elected officials. Should the official request a meeting about particular aspects of the project or seek a personal briefing, respond by asking for the specific topic and to ascertain if the setting of the meeting is a private one among staff at an office or at the site, or if it is a town hall-type meeting with the public invited. Next, tell the official it is DDC policy for you to contact your supervisor and to then be back in contact. Then either send an e-mail or forward the request if written to your Deputy Commissioner and Assistant Commissioner for Public Affairs. Should the request be an item of specific information such as expected completion date, ask for a contact number and reply you'll contact them as soon possible. Then contact your Deputy Commissioner and Assistant Commissioner for Public Affairs before you respond. Should a request from the Comptroller or Public Advocate be made for information about contracts or to conduct an audit, please advise the Commissioner and ACCO Don Hooker for instructions as how to respond.

Continued.

MEETING INVITATIONS: Projects have an impact on a community and it is expected that a civic association or community board would want details or a presentation on DDC work. Should you be contacted informally in the field or by phone, reply standard policy is for the organization to send a written invitation, which includes the proposed date, time and location of the meeting as well as the expected subject area for presentation. It is unreasonable for an organization to expect a presentation be given on short notice and the date gives us an opportunity to determine if sufficient time is offered. Also, there may be multiple invitations on the same project and a choice may have to be made as to which invitation is accepted. In some cases there may be so many similar invitations, the best course may be for DDC to organize the briefing and invite interested parties to attend. A reason for requesting the expected subject area is to give a degree of assurance that the premise on which the DDC person is invited and prepares is the same as what actually occurs at the meeting. Forward that request to your Deputy Commissioner and copy the Assistant Commissioner for Public Affairs. **NOTE:** Any comments made by a public employee about a public project should be considered "on the record." As such do not be surprised if they subsequently get disseminated to a wider audience. Therefore, choose your words with care.

MISCELLANEOUS: If approached to request or arrange a groundbreaking or ribbon-cutting event, pass along the request to those previously noted. Should an elected official or community leader ask that certain elements be added or deleted to the project, request they directly contact your Deputy Commissioner and the Commissioner in writing.

Feel free to call 718-391-1641 with any questions.

###

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: PAY TELEPHONE REMOVAL

APPROVED: _____
Assistant Commissioner - Richard Zetterlund, P.E.

SCOP..... : 04-003G

CATEGORY.... : PRECONSTRUCTON
Subcategory : UTILITIES

Keywords ..... Pay Telephone, Utility, Telephone

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : April 26, 2004

There are numerous companies that operate pay telephones within our project limits. The New York City Department of Information Technology and Telecommunications (DoITT) oversees the franchise agreements with these companies. In order to minimize delays and interference during construction due to public pay telephones, the following procedures are to be followed.

Prior to contract registration, Program Management will send the Assistant Commissioner for Public Pay Telephones at DoITT (75 Park Place, New York, NY 10007) a notice of contract award and the sketch of the project limits for all projects.

For site-specific projects, if any pay telephones have not been removed 30 days prior to the start of construction, the Construction EIC is to write to DoITT and request that DoITT have the pay telephones removed within 30 days. The following information needs to be provided to DoITT at this time: pay telephone operator's name, and the pay telephone location (building #, street, borough). If any pay telephones still have not been removed 30 days after the final written notification, they can be removed by DDC's contractor as necessary and DoITT promptly notified.

For various location DOT projects, without pre-identified locations (i.e., sidewalk, pedestrian ramps, resurfacing, etc.), where location of work is not known until after the notice-to-proceed date, the Engineer-In-Charge (EIC) must notify DoITT as soon as the work locations are known. For other various location projects, such as the seepage basins, catch basins, etc., Program Management will notify DoITT as soon as locations are identified. A minimum of 30 days notice should be provided whenever possible.

Attachments: Letter and phone list to DoITT

City of New York **Department of Design and Construction**

David J. Burney, AIA
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
ong Island City, NY 11101

Tel. 718 / 391-2254
Fax 718 / 391-2390
www.nyc.gov/buildnyc

NOTE: Remove all italicized items from the final version of this letter and attachments.

Date:

(MR/MS 1ST NAME LAST NAME)
Assistant Commissioner
Public Pay Telephones
NYC Dept Of Information, Technology, and Telecommunications (DoITT)
75 Park Place
New York, New York 10007

Re: **Public Pay Telephone Removal**
CAPIS ID:
Contract Reg. No.:
Project Description:

Dear (*MR/MS LAST NAME*:)

Please be advised that Pay Telephones on the subject contract still have unresolved interference issues. Construction work is scheduled to start on *(date)*. DDC is requesting that the pay telephones be removed within 30 days of the start of construction using DoITT's own contractor, if necessary.

Transmitted with this letter please find a listing showing the pay telephone operator's name and the location of the telephone (building #, street, borough).

DDC request that DoITT notify the pay telephone operators of the imminent work. The pay telephone operator should be advised that if the telephones are still not removed 30 days after the final written notification, DDC's contractor, as necessary, may remove them.

The DDC Engineer-In-Charge - (*first and last name, telephone number)*, should be contacted for any additional information on this project.

Very truly yours,

(Name)
Director, (*Borough)* Construction

C: Borough Director, D/D, EIC, RE, Program Mgmt. Borough Director

SCOP 04-003G

DDC99-1-237

DDC Project No. *(CAPIS ID)*		
Telephone Operator (Company)	Location of Pay Telephone (Building #, Street)	Borough

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: STATUS OF MILLED LOCATIONS

APPROVED: _____
Assistant Commissioner - Richard Zetterlund, P.E.

SCOP..... : 04 -004G

CATEGORY.... : RECORD KEEPING
Subcategory : CONSTRUCTION

Keywords ..... : Milling, Paving

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : April 26, 2004

In order to properly monitor the status of milled location the following procedure is to be implemented effective immediately: upon milling of the locations supplied by DOT, prompt notice must be given to DOT in writing by the Resident Engineer indicating the exact area milled and the duration of the post milling maintenance period. The Resident Engineer must monitor the milled area for the duration of the maintenance period, or until the paving operation is completed, whichever comes first.

In the event that the milled areas are not paved before the expiration of the maintenance period, a final notice is to be given to DOT by the Resident Engineer advising them that the contractor's maintenance period has expired and requesting that they advise DDC when the area is paved. The Resident Engineer should continue to however, periodically monitor the unpaved area until paving is confirmed.

Attached is the weekly Status of Milled Locations report which is to be e-mailed to Construction Support by the close of business, every Tuesday, the week following the milling operation.

Attachment: Status of Milled Location Report Form

Status of Milled Locations (Project No. (*CAPIS ID*)) (*Report Date mm/dd/yy*)

egistration No. :	Contractor:	Bid Amount: $	Contract Duration: ___ ccd
esident Engineer:	Engineer-In-Charge:	Payment To Date: $	Time Elapsed:___ccd

ite No.	Location						NYC DDC Milling Status				NYC DOT Paving Status		Remarks
	Mng-Boro	Boro	CB#	On Street	From	To	Start Date	Completion Date	Post Milling Maintenance Period End Date	Maint. Period Expired, Yes or No	Start Date	Completion Date	

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: PARKING METER REMOVAL

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 04 -005

CATEGORY.... : CONSTRUCTION
Subcategory : PARKING METERS

Keywords ..... Parking Meters

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : April 28, 2004

All parking meter removals necessitated by our work must be coordinated with and performed by DOT. In order to have meters removed, the RE-(Resident Engineer) must prepare a listing of the meters to be removed by location, in consultation with the Project EIC-(Engineer-In-Charge), and submit them along with the DOT "Parking Meter Removal Request" form to the DOT Parking Meter Division at least 14 days prior to the date that the meters must be removed. Once the meters can be reinstalled, the RE must contact DOT to inform them. If the project requires the installation of parking meter posts by the contractor, the RE must coordinate this work with the DOT Parking Meter Division.

Attachment: Meter Maintenance Requisition Form

New York City
Department of Transportation
Iris Weinshall, Commissioner

Meter Maintenance Division
58-50 57th Road – Room # 206
Maspeth, NY 11378

Meter Maintenance Requisition

Authorizing Department:_____ Authorized by: _____
(Print Name/Title)

City Project ID #: _____

_____
(Signature)

Construction Company:_____

Telephone:_____

Permit #:_____

Job Location:

On Street: _____

From Street: _____

To Street: _____

Side: _____

Total Number of Meters:_____

Job Start Date:_____ Projected Completion Date: _____

Job Request: _____
(Removal or No standing insert)

Meter #'s:

_____	_____	_____	_____	_____
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Comments:_____

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STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 04 -006G

CATEGORY....: CONSTRUCTION
Subcategory : CON ED UTILITIES

Keywords ..... HEAT ALERT, UTILITIES, EXCAVATION

SUBJECT: SUMMER HEAT ALERT PROCEDURES - CON EDISON

APPROVED: _____
Assistant Commissioner - Richard Zetterlund, P.E.

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : April 30, 2004

DDC' s Summer Heat Alert Procedures For Con Edison Facilities (attached) is to be followed by all jobsite personnel (Contractors, Consultants, and DDC staff) while working around Con Edison's underground utilities, when the New York City Office of Emergency Management-(NYCOEM) declares a heat emergency. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached procedure and that it is reviewed at all preconstruction meetings.

Attachment: Summer Heat Alert Procedures for Con Ed

Summer Heat Alert Procedures
For ConEd Facilities

April 30, 2004

Purpose

The New York City Office of Emergency Management (OEM), Con Edison (ConEd) and the Department of Design and Construction (DDC) are working together to better inform the contractors (working on DDC projects) of a Summer Heat Alert. The OEM Heat Alert Steering Committee will give notification to ConEd and DDC of a Summer Heat Alert. This notification is given so that all contractors engaged in excavation activity in the City of New York (from May 15 through September 15) protect underground electric facilities to assure public safety and prevent damage to public and private property during a Summer Heat Alert.

A City of New York Heat Alert condition will be issued as determined by OEM and for a duration so deemed necessary when meteorological forecasts predict heat indices of 100 degrees Fahrenheit or higher for more than two (2) consecutive days, and /or a heat advisory or heat warning is issued by the National Weather Services. The OEM will convene and chair the Heat Emergency Steering Committee.

Contractor Excavation Practices

When a Summer Heat Emergency Alert is declared, all contractors are advised to contact the ConEd representative of the contract to ascertain the method of construction for the day's activities. In general the contractors engaged in excavation activity will be informed by ConEd to adhere to one or more of the following:

- Modify their projected schedule to limit excavation activities when/where possible.

- Follow normal excavation procedures in accordance with Industrial Code 53/ Part 753 requirements for non-critical marked electric facilities.

- Cease all construction activity involving excavation within eight (8) feet from the outside edge of the City facility trench to the critical marked electric facilities. Critical facilities shall include but are not limited to:
  Oil filled facilities including oil return lines
  Primary feeders
  Electrical services to critical buildings as determined by OEM

  Excavation activity may resume around critical facilities only if the contractor digs by hand and uncovers the critical facilities. Once the location and extent of the facilities is visually confirmed, excavation may resume utilizing powered equipment to within four (4) feet of the edge of the critical facilities.

  Other restricted activities in the presence of critical facilities shall include, but are not limited to, backfilling and tamping, installing piping under critical facilities crossings, etc. When these activities are necessitated by schedule or work area restrictions/stipulations, the contractor may proceed with extreme caution.

  The ConEd facility operator identifies critical facilities in Section "U" of the DDC contract. If the critical facilities are not identified in Section "U", the contractor is to contact the ConEd representative of the DDC contract to ascertain the critical facilities within the DDC contract limits. Any costs associated with said work will be considered as part of Section "U". If Section "U" is not stipulated in the DDC contract, the cost will be considered a matter of adjustment between ConEd and the contractor.

  CAUTION: At times, non-critical facilities can become critical facilities due to system demands and failures of back-up systems. ConEd will be obligated to advise the City of New York and the contractors if this situation occurs and when relief may be granted. Upon notification, the contractor will adhere to the guidance provided in section.

In response to a justified "Emergency Excavation" (any abnormal condition which presents an immediate danger to life or property including the discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare, the contractor shall respond to the emergency exercising extreme caution to prevent damage to existing underground facilities. The contractor shall also notify the New

York City One Call Notification System at 1-800-272-4480 of the emergency excavation in progress as soon as possible.

Summer Heat Alert Procedures

To assist in alerting all contractors of the above excavating practices for protection of underground electric facilities to assure public safety and prevent damage to public and private property during a Summer Heat Alert, OEM, DDC and ConEd shall adhere to the following:

- OEM will call the Infrastructure Deputy Commissioner, First Assistant Commissioner or the Assistant Commissioners of Construction at 8:00 pm the night before an anticipated Summer Heat Alert. They in turn will e-mail all Borough Directors, Deputy Borough Directors and Engineers-In-Charge informing them that a Summer Heat Alert is anticipated for the next day. They will also record this information on the DDC Summer Heat Alert Hot Line (718-391-2777).

- The next morning at 9:30 A.M. the OEM Heat Emergency Steering Committee will meet and notify ConEd and DDC whether a Summer Heat Alert is in effect. If an emergency is in effect an e-mail message will be sent to the email address and NEXTELS of all Borough Directors, Deputy Borough Directors and Engineers-In-Charge informing them that a Summer Heat Alert is declared. Also, such message will be recorded on the DDC Summer Heat Alert Hot Line (718-391-2777).

- If a Summer Heat Alert is declared, the Borough Directors, Deputy Borough Directors and Engineers-In-Charge will notify the resident engineer and/or contractor to immediately contact the ConEd representative to ascertain the method of construction to be followed for that day's activities. All direction to changes in methods of construction or modify operations should be given by Con Edison.

  If the ConEd representative cannot be contacted, the resident engineer and the contractor are to call the following emergency numbers at ConEd for direction:

  All Boroughs Tom Gencarelli 718-904-4580 917-559-9437

Bronx	Philip Destefano	718-904-5398	917-797-2545
	Michael Badurski	718-904-4613	917-418-2790
Queens	Mike Tosokos	718-275-3898	347-234-0112
	John Stefandl	718-275-2887	347-234-0111
Brooklyn	Louis Delpriore	718-802-5765	917-692-2862
	William Schuchman	718-802-5811	646-520-0828
Staten Island	Joseph Bedell	718-390-6389	646-208-1826
Manhattan	Arthur Corvese	212-894-9368	917-337-5971
	William Shannon	212-894-9363	917-337-5979

- All Engineers-In-Charge and Resident Engineers are to call the DDC Summer Heat Alert Hot Line on days during the summer where based on weather it appears that a Summer Heat Alert may be declared.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: GARBAGE COLLECTION ON PROJECT SITES

APPROVED: 5/4/04
First Assistant Commissioner - John Pusz, P.E.

SCOP..... : 04 - 007 G

CATEGORY.. : ADMINISTRATIVE
Subcategory : Garbage Pickup

Keywords ..... : Sanitation Department, Garbage, Recycling

Supersedes... : 02 - 005 G
Supplements..... : N/A
Sheet..... : 1 of 2

Issue Date..... : May 4, 2004

The collection of garbage and recycling materials by the Department of Sanitation (DOS) or private collections may be impacted by various construction activities on Infrastructure projects. The contractor is to provide proper access to public sanitation or private collection pickup so that wastes are picked up as scheduled. Language has been added to new contracts under Maintenance of Site that states "Where access to regularly scheduled private and/or public sanitation pickup, such as garbage and recycling materials, is blocked due to the Contractor's operations, the Contractor shall coordinate a schedule for collection of said materials, and/or he shall collect and transport garbage and recycling materials to collection points, as directed by the Engineer, for disposal by public or private collections, as appropriate." There are many instances when construction activities may cause garbage collection issues.

The Resident Engineering Staff including the Community Construction Liaison (CCL) are to ensure that the garbage is picked up.

If the project **does not** have a CCL the Resident Engineering Staff is to ensure:

That the Department of Sanitation is invited to the Pre-Construction Meeting.
That the Department of Sanitation has been informed of the project.
That the contract specification is followed (new language).
If for any reason the a pickup is missed a call must be made to the appropriate Borough Office in DOS.
If two pickups are missed, the Borough Director is to follow up with DOS, and notify the appropriate DDC Assistant Commissioner.
If there are any changes in the scheduling or location of pickups the effected community must be notified by the Resident Engineer.

If the project **does have** a CCL the CCL is to ensure:

That the Department of Sanitation is invited to the Pre-Construction Meeting.
That the Department of Sanitation Collection Office is added to the OCON's Notification Network.
That the Department of Sanitation has been informed of the project.
If for any reason the a pickup is missed a call must be made to the appropriate Borough Office in DOS.
If two pickups are missed, the CCL is to notify the Resident Engineering Staff and OCON so that the Borough Director can follow up with DOS, and notify the appropriate DDC Assistant Commissioner.
Notify DOS of scheduled progress meetings.
If there are any changes, notification shall be included in the project brochure and in the Monthly Newsletter that advises the community of any changes in schedule, location or frequency of collection.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: GARBAGE COLLECTION ON PROJECT SITES

APPROVED: 5/4/04
First Assistant Commissioner - John Pusz, P.E.

SCOP..... : 04 - 007 G

CATEGORY..: ADMINISTRATIVE
Subcategory : Garbage Pickup

Keywords .....: Sanitation Department, Garbage, Recycling

Supersedes... : 02 - 005 G
Supplements..... : N/A
Sheet..... : 2 of 2

Issue Date..... : May 4, 2004

Any instances of illegal dumping shall be reported the Department of Sanitation Borough Office and to the Community Board.

Pickup schedules for the Department of Sanitation are available online at the DOS website. The DOS site can also be accessed by going to www.nyc.gov. and selecting the DOS link.

The DOS Bureau of Cleaning and Collection Borough Office addresses and phone numbers are:

Manhattan	427 East 87th St, NY NY 10028	(212) 360-3520
Bronx	800 East 176th St., Bronx NY 10460	(718) 901-1295
Brooklyn South	1824 Shore Pkwy, Brooklyn NY 11214	(718) 714-2704
Brooklyn North	465 Hamilton Ave., Brooklyn NY 11232	(718) 768-7719
Queens East	120-15 31st Ave., Queens NY 11356	(718) 321-6400/09
Queens West	52-35 58th St., Queens NY 11377	(718) 334-9183
Staten Island	2500 Richmond Ave., Staten Island NY 10314	(718) 370-5400

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: PANDA COMPACTION TEST RESULTS

APPROVED: _____
Assistant Commissioner - J. Evans Boleyres, P.E.

SCOP..... : 04 -008G

CATEGORY....: CONSTRUCTION
Subcategory : COMPACTION

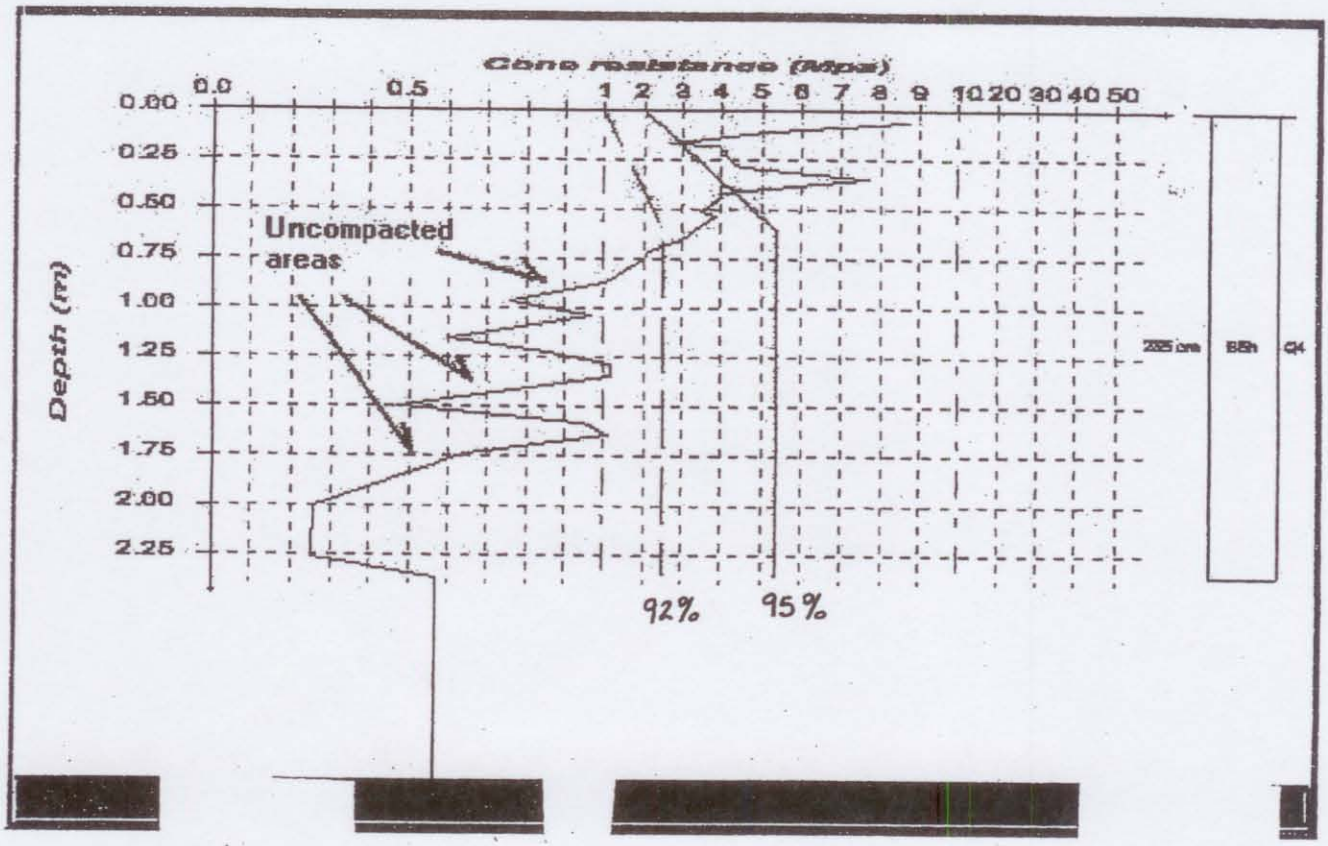
Keywords ..... PANDA / COMPACTION
MATERIAL TESTING

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : May 10, 2004

Upon receiving notification of failing Panda compaction test results from DDCQA, the Resident Engineer is to immediately schedule confirming tests with nuclear gauge, or other standard compaction testing methods, with QA and the contractor's lab. In general, confirming testing is to be conducted at the shallowest depth at which the PANDA test results indicate a failure. The Resident Engineer is to direct the contractor to re-excavate and recompact as necessary based on the confirming tests results. The Resident Engineer is to keep Time and Material records of the contractors activities. The Resident Engineer is to send a summary of these test results and the limits of recompaction performed to the Construction Support unit.

Attachment: Sample Panda Test Report



SAMPLE PANDA TEST REPORT

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: SHOP DRAWING APPROVAL

APPROVED: 10/20/04
Deputy Commissioner - John Pusz, P.E.

SCOP..... : 04-009G

CATEGORY.... : CONSTRUCTION
Subcategory : SHOP DRAWINGS

Keywords ..... Approvals, Shop Drawings, Submittals

Supersedes... : SCOP 01-007G
Supplements..... : SCOP 00-003G
Sheet..... : 1 of 1

Issue Date..... : October 18, 2004

The Contractor must prepare and submit shop drawings for various items of work as required by the contract specifications. All shop drawings are to be submitted to the Resident Engineer (R.E.) who will process them in accordance with the following guidelines:

Consultant Managed (R.E.I.) Projects: In general, all shop drawings, except for trench sheeting and some specialized items below, must be reviewed and approved by the Consultant. Consultant P.E.'s responsible for reviewing and approving submittals must be approved by DDC.

In-house Projects: In general, on projects supervised by an In-house R.E. all shop drawings, except as noted below, are to be reviewed by the R.E. and E.I.C. and forwarded to the Design Director for approval.

Specialized Items:

1) Standard Details: Shop drawings are not required for standard items which are preapproved by Design as Standard Details.

2) Trench Sheeting Shop Drawings: All shop drawings for sheeting on both In-house and R.E.I. managed projects must be reviewed by the R.E. for constructability as per SCOP 00-003G, and then forwarded to the DDC Design Director for approval.

3) Drill Sheets: Precast manhole drill sheets must be approved by the R.E. on R.E.I. managed projects and by the R.E. and/or the E.I.C. on In-house projects. These drill sheets shall note all pipes connected to the manholes, their elevations, sizes and angles of entry into the manholes, final elevation, etc.

4) Trunk Water Main: The geometry and fabrication drawings for trunk mains on R.E.I. managed projects must be reviewed and approved by the consultant. The Geometry and Fabrication drawings for trunk mains on In-house projects must be reviewed by the Resident Engineer in consultation with the E.I.C. and the Deputy Director and then submitted to Design for approval.

5) Traffic Signals and Street Lighting Shop Drawings: All traffic signals and street lighting shop drawings on both R.E.I. managed and In-house projects must be reviewed for completeness by the R.E. and forwarded to the DOT Assistant Chief - Signal Construction or Director of Street Lighting, as appropriate, for review and approval. The R.E. must forward five (5) copies of these shop drawings to DOT and one (1) to the Director of Technical Services - Design. Each drawing must be stamped with the contract information and proper item numbers.

6) Shop Drawings for Box Culverts and Chambers: The Consultant must review and approve these on R.E.I. Managed projects. On In-house projects, these must be forwarded to the Design Director for review and approval.

7) Water Main Specialty Items: The following procedures apply to both R.E.I. managed and In-house projects.

A) Water Main Mechanical and Electrical Items: Regulator valves, butterfly valves, Venturi meters, gauges, etc., must be preliminarily reviewed by the R.E., in consultation with the E.I.C., and then forwarded to the DEP Deputy Director of Field Operations, Bureau of Water and Sewer Operations (BWSO), for approval.

B) Cathodic Protection: Three copies of all cathodic protection drawings are to be forwarded to the Chief of Metallurgical Engineering and Quality Assurance Division at the DEP BWSO for review and approval. Furthermore, when a Cathodic Protection System has been installed and completed, the R.E. must arrange a final inspection with the Chief of Metallurgical Engineering and Quality Assurance Division to verify the proper functioning of the system.

8) Misc. Architectural Items (color, texture, aesthetics, etc.): On R.E.I. managed and In-house projects, all architectural items are to be forwarded to the appropriate Agency for approval (i.e. Parks Dept., Landmarks, etc.). A copy of the transmittal is to be sent to the DDC Design Director.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **SHEETING AND BRACING - CONSTRUCTABILITY REVIEW**

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 04 - 010G

CATEGORY..: CONSTRUCTION
Subcategory : SUBMITTALS

Keywords ..... : SHEETING, BRACING SHOP DRAWINGS

Supersedes... : SCOP 00-003G
Supplements..... : SCOP 04-009G
Sheet..... : 1 OF 1

Issue Date..... : June 1, 2004

All sheeting and bracing drawings must be reviewed by the appropriate Borough Construction staff for constructability prior to transmittal to Design for approval. The sheeting and bracing design should be applicable to and judged against the anticipated actual field conditions.

Some of the constructability issues that must be considered include: 1) Comparing the proposed toe versus the anticipated soil hardness, (i.e. can the sheeting be driven to the required depth?), 2) Will the method of driving the sheeting have an adverse affect on surrounding facilities or structures? 3) Ensuring that the installation of the sheeting and bracing won't require work below a depth of five feet without proper protection for workers, 4) Checking that the proposed bracing won't interfere with the installation of the pipe, 5) Ensuring that provisions are made for fluming existing sewer house connections, 6) Ensuring that provisions are made for existing utility interference, 7) Reviewing road width versus trench width to ensure maintenance of traffic requirements can be met, and 8) On frame and steel plate designs, that the method of supporting the frame is clearly indicated.

In reviewing the shop drawings for constructability, construction staff is advised of the following: wood sheeting must have a minimum of two braces, sheeting systems that combined wood lagging/braces with free standing steel plates are not permitted; sheeting systems utilizing steel frames with steel plates are not permitted on trenches with depths greater than 12 feet.

Attached is a transmittal to be used for submitting sheeting and bracing shop drawings to DDC Design.

ATTACHMENT: SHEETING TRANSMITTAL

DDC

City of New York Department of Design and Construction

Memo

DATE: / /

To: _____

_____

_____

_____

Attn: _____

Re: _____

_____

_____

_____

_____

SELECT ONE

Attached please find the following for your: [ ] Review and approval
[ ] Information and coordination

1. _____

2. _____

3. _____

COMMENTS:

_____

_____

_____

_____

All sheeting designs transmitted to Design for approval have been reviewed for constructability and are acceptable to Construction for use on this project except as noted:

SELECT ONE

[ ] In the comments section
[ ] On the sheeting drawing

Very truly yours,

_____

Name/Title

C: _____ _____

_____ _____

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 04 -011G

CATEGORY.... : CONSTRUCTION
Subcategory : LIPA UTILITIES

Keywords ..... HEAT ALERT, UTILITIES, EXCAVATION

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 1, 2004

SUBJECT: SUMMER HEAT ALERT PROCEDURES - LIPA

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

DDC' s Summer Heat Alert Procedures For LIPA (Long Island Power Authority) Facilities (attached) is to be followed by all jobsite personnel (Contractors, Consultants, and DDC staff) while working around LIPA's underground utilities, when the New York City Office of Emergency Management-(NYCOEM) declares a heat emergency. LIPA services an area called the Rockaway Peninsula in Queens. This is LIPA's only service area in New York City. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached procedure and that it is reviewed at all preconstruction meetings.

Attachment: Summer Heat Alert Procedures for LIPA; LIPA Service Territories Map

Summer Heat Alert Procedures
For LIPA Facilities

May 15, 2004

Purpose

The New York City Office of Emergency Management (OEM), The Long Island Power Authority (LIPA) and the Department of Design and Construction (DDC) are working together to better inform the contractors (working on DDC projects) of a Summer Heat Alert. The OEM Heat Alert Steering Committee will give notification to LIPA and DDC of a Summer Heat Alert. This notification is given so that all contractors engaged in excavation activity in the City of New York (from May 15 through September 15) protect underground electric facilities to assure public safety and prevent damage to public and private property during a Summer Heat Alert.

A City of New York Heat Alert condition will be issued as determined by OEM and for a duration so deemed necessary when meteorological forecasts predict heat indices of 100 degrees Fahrenheit or higher for more than two (2) consecutive days, and /or a heat advisory or heat warning is issued by the National Weather Services. The OEM will convene and chair the Heat Emergency Steering Committee.

Contractor Excavation Practices

When a Summer Heat Emergency Alert is declared, all contractors are advised to contact the LIPA representative of the contract to ascertain the method of construction for the day's activities. In general the contractors engaged in excavation activity will be informed by LIPA to adhere to one or more of the following:

- Modify their projected schedule to limit excavation activities when/where possible.
- Follow normal excavation procedures in accordance with Industrial Code 53/ Part 753 requirements for non-critical marked electric facilities.

- Cease all construction activity involving excavation within eight (8) feet from the outside edge of the City facility trench to the critical marked electric facilities. Critical facilities shall include but are not limited to:

  Oil filled facilities including oil return lines
  Primary feeders
  Electrical services to critical buildings as determined by OEM

  Excavation activity may resume around critical facilities only if the contractor digs by hand and uncovers the critical facilities. Once the location and extent of the facilities is visually confirmed, excavation may resume utilizing powered equipment to within four (4) feet of the edge of the critical facilities.

  Other restricted activities in the presence of critical facilities shall include, but are not limited to, backfilling and tamping, installing piping under critical facilities crossings, etc. When these activities are necessitated by schedule or work area restrictions/stipulations, the contractor may proceed with extreme caution.

  The LIPA facility operator identifies critical facilities in the DDC contract. If the critical facilities are not identified, the contractor is to contact the LIPA representative of the DDC contract to ascertain the critical facilities within the DDC contract limits. Any costs associated with said work may be considered as extra work.

  CAUTION: At times, non-critical facilities can become critical facilities due to system demands and failures of back-up systems. LIPA will be obligated to advise the City of New York and the contractors if this situation occurs and when relief may be granted. Upon notification, the contractor will adhere to the guidance provided in section.

In response to a justified "Emergency Excavation" (any abnormal condition which presents an immediate danger to life or property including the discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare, the contractor shall respond to the emergency exercising extreme caution to prevent damage to existing underground facilities. The contractor shall also notify the New

York City One Call Notification System at 1-800-272-4480 of the emergency excavation in progress as soon as possible.

Summer Heat Alert Procedures

To assist in alerting all contractors of the above excavating practices for protection of underground electric facilities to assure public safety and prevent damage to public and private property during a Summer Heat Alert, OEM, DDC and LIPA shall adhere to the following:

- OEM will call the Infrastructure Deputy Commissioner, First Assistant Commissioner or the Assistant Commissioners of Construction at 8:00 pm the night before an anticipated Summer Heat Alert. They in turn will e-mail all Borough Directors, Deputy Borough Directors and Engineers-In-Charge informing them that a Summer Heat Alert is anticipated for the next day. They will also record this information on the DDC Summer Heat Alert Hot Line (718-391-2777).

- The next morning at 9:30 A.M. the OEM Heat Emergency Steering Committee will meet and notify LIPA and DDC whether a Summer Heat Alert is in effect. If an emergency is in effect an e-mail message will be sent to the email address and NEXTELS of all Borough Directors, Deputy Borough Directors and Engineers-In-Charge informing them that a Summer Heat Alert is declared. Also, such message will be recorded on the DDC Summer Heat Alert Hot Line (718-391-2777).

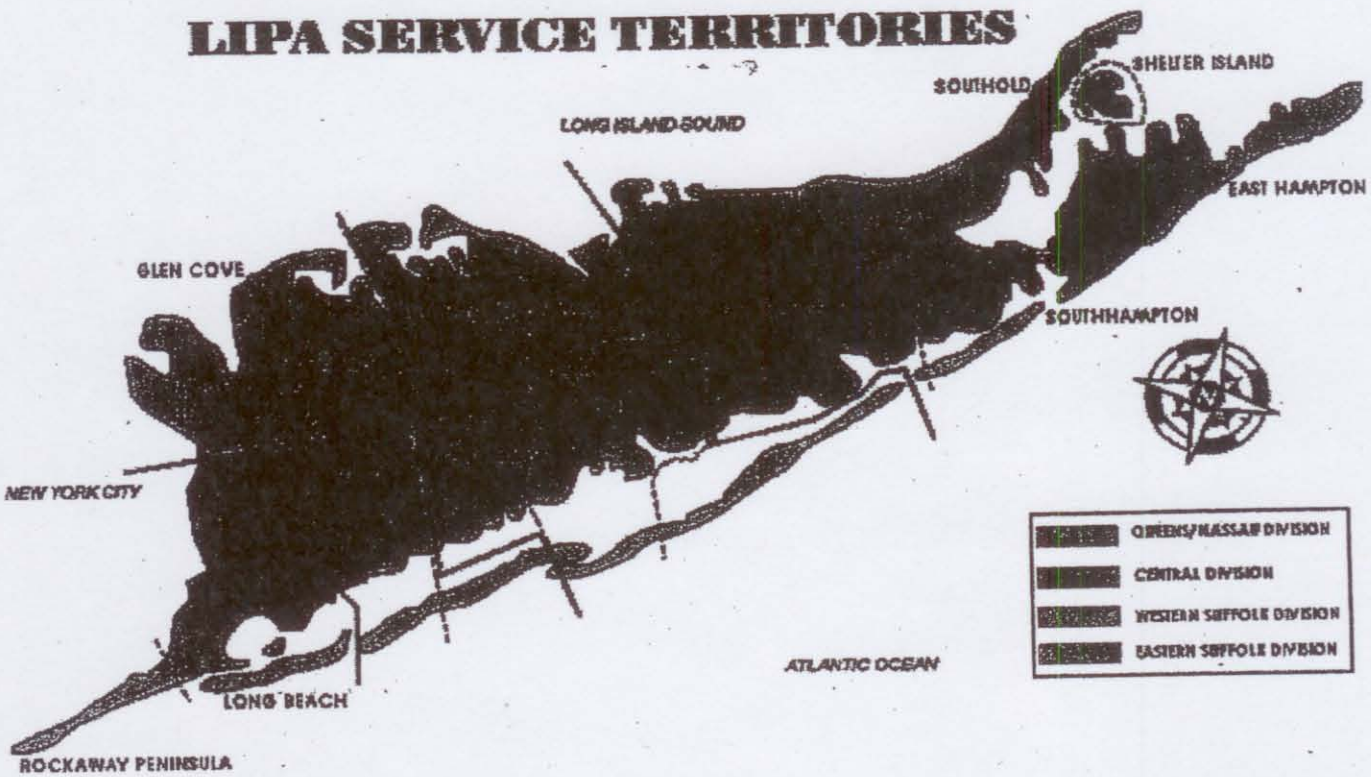
- If a Summer Heat Alert is declared, the Borough Directors, Deputy Borough Directors and Engineers-In-Charge will notify the resident engineer and/or contractor to immediately contact the LIPA representative to ascertain the method of construction to be followed for that day's activities. All direction to changes in methods of construction or modify operations should be given by the resident engineer.

  If the LIPA representative cannot be contacted, the resident engineer and the contractor are to call the following emergency number at LIPA for direction:

  All Boroughs: Emergency Duty Officer 516-824-8550

- All Engineers-In-Charge and Resident Engineers are to call the DDC Summer Heat Alert Hot Line on days during the summer where based on weather it appears that a Summer Heat Alert may be declared.

LIPA SERVICE TERRITORIES



STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: DAILY WATER MAIN SHUTDOWN LOG

APPROVED: _____

Assistant Commissioner - J. Evans Doleyres, P.E.

SCOP..... : 04 - 012G

CATEGORY..: ADMINISTRATIVE
Subcategory : WATER MAIN SHUT-DOWN LOG
Keywords ..... : Water main, Shutdown

Supersedes... : 00 - 004G
Supplements..... : N/A
Sheet..... : 1of 1

Issue Date..... : August 23, 2004

The Resident Engineer on projects with water main shutdowns (by Noon on the day prior to the shutdown, or the preceeding Wednesday for weekend shutdown) will be responsible to provide the Borough Office with the project ID, shutdown time, water main size, shutdown location and limits, work location and limits, contractor, emergency contact name and phone number, EIC's name, the inspector's name and phone number and the field office email address.

The Borough Director will designate a person to receive the above information from the Resident Engineers, summarize the Borough information on the "Daily Water Main Shutdown Log" and e-mail this form to their Assistant Commissioner by 1PM each day. If there are no shutdowns in the Borough, the Borough designee must state this in the e-mail to the Assistant Commissioner.

The Resident Engineer is required to open the field office email before the shutdown time to see if there are any relevant email regarding that day's shutdown from Infrastructure executives.

ATTACHMENT DAILY WATER MAIN SHUTDOWN LOG

City of New York Department of Design and Construction

DAILY WATER MAIN SHUTDOWN LOG

BOROUGH:	DATE:	DAY OF WEEK:	DEP YARD PHONE #

PROJECT ID	SHUTDOWN TIME	WM SIZE	SHUTDOWN LOCATION / LIMITS	CONTRACTOR / EMERGENCY CONTACT NAME AND PHONE #	EIC NAME / INSPECTOR NAME PHONE # AND FIELD OFFICE E-MAIL ADDRESS

BOROUGH TO E-MAIL THIS LOG DAILY TO THE D/C AND THEIR A/C BY 1PM EACH DAY. **SHEET __ OF __**

Water main log 2004 (include field office email)

DDC99-1-261

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 04 -013G

CATEGORY.... : CONSTRUCTION
Subcategory : TREE CONSULTANT

Keywords ..... TREE PRUNING, REMOVAL PLANTING

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : September 22, 2004

SUBJECT: TREE CONSULTANT PROCUREMENT AND PAYMENTS

APPROVED: *Richard W. Zetterlund*

Assistant Commissioner - Richard Zetterlund, P.E.

When Tree Consultant work is added to a construction contract via Change Order, or to a consultant contract via Task Order or Additional Services, costs for such services must be adequately justified to EAO to ensure that they are fair and reasonable.

EAO considers either one of the following methods to be fair and reasonable. These are the only currently acceptable methods for establishing costs for these services:

1 - The lowest bid from at least three (3) vendors is to be submitted. Bids may be in writing or by telephone, in each case the names, telephone numbers, price quoted (all inclusive prices), and the date of the quote for each vendors, must be recorded and submitted with the payment requisition.

2 - If the Tree Consultant is an employee of a Subconsultant, the actual rate (including supplemental benefits) will be paid to the Tree Consultant plus 21 % for overhead and profit, plus the cost of payroll taxes and worker's compensation insurance. Note that the cost of payroll taxes, the premium portion of overtime pay, and worker's compensation insurance shall not be subject to any percentage for overhead and profit. Payroll Register or other payroll records for the specified period must be submitted for verification.

3 - If the approved Tree Consultant is an employee of the prime consultant, then subject to payroll verification, payment will be made under the staffing allowance and the contract multiplier will be applied.

The prime contractor or consultant will receive an additional 5% of the total invoice as a handling fee under either method 1 or 2 above.

This procedure will be applicable to all new Change Orders, Task Orders or Additional Services to be issued for Tree Consultant services in the future. In addition, all Tree Consultants must also be approved by the New York City Parks Department.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **WATER SHUTDOWN PLANNING FOR HOLIDAYS AND SPECIAL EVENTS**

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP.....	**: 04 -014G**
CATEGORY....	**: CONSTRUCTION**
Subcategory	: Water Main
Keywords ..... :	Water Main Shutdown
Supersedes...	: N/A
Supplements.....	: 04-012G
Sheet.....	: 1 of 1
Issue Date.....	: May 5, 2005

Contract section 1.06.23 (P) - HOURS OF WORK, restricts work on the following officially designated major legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. As per this contract section, if the day before any of these holidays falls on a normal work day, then no water shutoffs will be allowed on the day before the holiday.

The contract typically does not place restrictions on water main shutdoffs on other holidays or during local events. However, water main shutoffs may become an issue on these days. The Office of Community Outreach and Notification maintains a list of these holidays and events for your reference. Observers of some holidays will need water on the day of the holiday and some also on the day before. You should try to identify the areas you intend to work in during know holidays and event days, and then contact the respective Community Boards to see if they feel there will be any issues with water shutoffs. We should try to limit water shutoffs on those days as much as possible by planning ahead. For example some contractors have been agreeable to schedule restoration or other activities that do not involve water shutoffs for these days. If not, contact your Assistant Commissioner for further direction.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: TRUNK WATER MAIN SHUTDOWN REQUEST

APPROVED: *Assistant Commissioner - J. Evans Doleyres, P.E.*

SCOP..... : 04 -015G

CATEGORY.... : CONSTRUCTION
Subcategory : Water Main Shutdown

Keywords ..... Trunk Water Main

Supersedes... : N/A
Supplements.....* : N/A
Sheet..... : 1 of 1

Issue Date..... : December 29, 2004

Effective immediately, all trunk water main shutdown request must be documented on the attached form and be forwarded to DDC's trunk water main shutdown coordinator for review and scheduling. An accurate assessment of the contractor's schedule and the status of the project must be made prior to requesting a trunk water main shutdown. Efforts must be made to minimize the duration of the required trunk main shutdown time, whenever possible, by scheduling the least amount of work required to restore service (such as tie-in into existing bulkhead, cutting in a new valve chamber, etc.); except when complete pipe replacement is involved. The contractor should also be required to perform any preliminary work that will reduce the duration of the shutdown.

The Resident Engineer must obtain written documentation from the contractor certifying that all materials (pipe, valve, flange bolts, etc.) required to restore service have been approved and are available for installation; and that there are no monetary issues that would have an adverse impact on prompt restoration of trunk water main service. In addition, the Resident Engineer should independently verify material availability and other matters that may adversely impact the timely restoration of service.

Once the Resident Engineer completes the attached form it is to be forwarded to the Engineer-In-Charge (EIC) for review. The EIC is then to forward the form to the DDC's trunk water main coordinator for final review and scheduling with DEP's Distribution Engineer. DEP's Distribution Engineer has final authority in granting, scheduling and rejecting trunk water main shutdown requests.

Attachments: Trunk Water Main Shutdown Request Form

City of New York **Department of Design and Construction**

TRUNK WATER MAIN SHUTDOWN REQUEST

Project / Contact Information

FMS ID #: _____ Comptroller's Reg. #: _____

Managing Borough: _____

Contractor: _____ Tel. No.: _____

Engineer-in-Charge: _____ Tel. No.: _____

Resident Engineer: _____ Tel. No.: _____

Scheduling

Proposed start date for work requiring shutdown: _____

Estimated duration to complete work for service restoration: _____CCD

Description of Work Requiring Shutdown

Location of work: _____

Describe scope of work to be performed before service can be restored:

_____

_____

List material required to complete work for service restoration:

_____

_____

_____

Is the material approved, fabricated, ready for release and shipping?

□ Yes □ No If No, provide details below regarding status of all critical material.

_____

_____

Will any temporary work be required for service restoration?

□ Yes □ No If Yes, provide details below and answer following the questions regarding temporary work.

_____

_____

How will the contractor be reimbursed for performing temporary work?

_____

_____

If additional funding is required (change order or overrun), are the funds registered?

□ Yes □ No If No, provide details below concerning status.

_____

_____

Miscellaneous

Are all necessary permits (i.e., OCMC, etc.) on hand to commence work? □ Yes □ No

Are there outstanding private utility issues that may delay the work? □ Yes □ No

Are there any Embargo (i.e., Holiday, Shutdown, etc) or restrictions that may delay work? □ Yes □ No

If so, attach a copy of the restrictions.

Provide details for any other reason why the contractor may not be timely in completing work described above to restore service. _____

_____

_____

Print Name of EIC or RE *Signature* *Date*

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: COMMUNITY CONSTRUCTION LIAISON SELECTION PROCEDURE

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 05 - 001G

CATEGORY.... : CONSTRUCTION
Subcategory : Community Liaison
Keywords ..... : Office of Community Outreach and Notification (OCON)
Community Construction Liaison (CCL)
Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : February 28, 2005

Prior to the commencement of contract work on projects requiring the services of a Community Construction Liaison (CCL), the CCL must be approved. The Resident Engineering Inspection (REI) company should submit the proposed candidate(s) to the Office of Community Outreach and Notification (OCON) and copy the Construction Borough Director.

The Director of OCON will interview the proposed candidate(s). The Director of OCON will inform the Construction Borough Director of their recommended candidate via the Community Construction Liaison Approval Form (attached). If the Director of OCON does not recommend the candidate, a new candidate(s) must then be submitted by the REI company.

The Borough Director reviews the selected candidate and either concurs or disagrees with the selection. If the Construction Borough Director concurs with OCON recommendation, the selected candidate is then formally approved by the Borough Construction Office. If the Construction Borough Director does not agree with the recommended selection, then the matter is referred to the First Assistant Commissioner for a final determination.

No CCL should begin work on any project until formal approval has been issued.

Note that candidates can only be approved in accordance with DDC Policy and Procedures Memorandum #98-10 (attached).

Attachments: DDC Policy and Procedures # 98-10; DDC Community Construction Liaision Approval Form

City of New York **Department of Design and Construction**

Community Construction Liaison Approval Form

Project Id: _____

Project Description: _____

Consultant (REI) Co.: _____

Comptroller's Registration No.: _____
For Consultant

Candidate's Name: _____ Interview Date: _____

Does the candidate have prior DDC CCL experience? Yes No

Is candidate currently working on another DDC Project? Yes No

If Yes, Project Id: _____

If yes, is a replacement necessary? Yes No

The Office of Community Outreach and Notification has interviewed the candidate and the candidate (IS *or* IS NOT) recommended to work on the above referenced project.

_____ _____
Director of Community Outreach and Notification *Date*

The Construction Borough Director has reviewed the candidate's qualifications and the candidate (IS *or* IS NOT) recommended by the Construction Borough Director.

_____ _____
Construction Borough Director *Date*

If candidate is not recommended by one of the above the First Assistant Commissioner will make the final determination.

Determination: _____

_____ _____
First Assistant Commissioner *Date*

c: OCON file, Construction Borough Director, Assistant Commissioner

City of New York **Department of Design and Construction**

Luis M. Tormenta, P.E.
Commissioner

Kenneth Holden
First Deputy Commissioner

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1591
Fax 718 / 391-3480
www.ci.nyc.ny.us/buildnyc

DDC POLICY AND PROCEDURES MEMORANDUM -- #98-10 (OPERATIONAL)

TO: Richard Ocken

FROM: Kenneth Holden

RE: Community Construction Liaisons

DATE: December 18, 1998

In order to avoid potential conflicts of interest and to ensure the appropriate focus on a DDC construction project, current Community Board members can not be employed as Community Construction Liaisons on DDC projects in the Community Board district in which they serve. For the same reason, staff of elected officials can not be employed as Community Construction Liaisons in the districts served by the elected official for whom they work.

This policy is effective immediately and applies prospectively. If any Community Board member or elected official staff is currently so employed as a Community Construction Liaison, you may elect, after review of their performance and the circumstances surrounding the project, to retain them in their position.

Please make sure that the REI contractors and DDC staff responsible for approving Community Construction Liaisons are aware of this policy.

c: T. Campagna
S. Dodson

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 05 -002G

CATEGORY.... : CONSTRUCTION
Subcategory : Temporary Asphalt

Keywords ..... Roadway Restoration
Ramping of Castings

SUBJECT: SUBSTITUTION OF PERMANENT FOR TEMPORARY ASPHALTIC CONCRETE

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

Issue Date..... : June 29, 2005

As per the Standard Sewer Specifications, Section 4.10.4 RESTORATION BY THE CONTRACTOR and the Highway Specifications section 4.02CB the Contractor can request approval to leave the temporary binder mixture in place and use it as the asphaltic base course for the permanent asphalt restoration. This substitution will only be permitted on sewer projects that call for curb-to-curb (full width roadway) overlay restoration, and for asphaltic concrete ramping around castings on roadway projects. If the Contractor requests approval to leave the temporary binder mixture in place and use it as the asphaltic base course for the permanent asphalt restoration, the following requirements must be met.

The Contractor must obtain the approval of the Engineer-in-Charge to leave the temporary binder mixture in place and use it as the asphaltic base course for the permanent asphalt restoration, **prior to placing any asphaltic concrete**. The Contractor must make such request in writing including limits of such work. If the required approval is not obtained prior to asphalt placement, the placed asphalt will be considered temporary.

If the substitution is approved, all requirements for placement of permanent asphalt binder mixture must be adhered to, including but not limited to, ambient and asphalt temperature, use of tackcoat, plant/field inspections and material certifications. Asphalt must be compacted to the required density and tested as per specifications. Cores must be taken and tested for required densities (except in asphalt used for ramping). The placed asphalt must remain in satisfactory condition for the duration of the restoration period and before any other asphalt wearing course can be placed over it.

The Resident Engineer must certify that all work was done in accordance with these procedures. On sewer projects and other projects where the cost of the temporary binder mixture is included in the cost of other items, no payment will be made under the permanent binder mixture if this substitution is approved. On other projects that have items for both temporary and permanent restoration, payment will be made only under the appropriate item, as determined by the Resident Engineer.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 05 -003G

CATEGORY.... : CONSTRUCTION
Subcategory : TV INSPECTION
TRENCH RESTORATION
Keywords ..... : TV Inspection

SUBJECT: USE OF SEWER TELEVISION INSPECTION ITEMS ON TRENCH RESTORATION PROJECTS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

Issue Date..... : May 10, 2005

TV inspections are performed by DEP on sewers in blocks that have settlement before they are included in sewer trench restoration projects to ensure that a sewer break is not the cause of the street settlement. Sewer TV inspection items on trench restoration projects are intended to be used for additional or alternate blocks which were later added to the original contract in cases where sewer TV inspections have not already been performed by DEP or DDC.

Any other utilization of these items must be approved by the Borough Director.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: WATER SHUTDOWN PLANNING

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP.....	**: 05 - 004G**
CATEGORY....	**: CONSTRUCTION**
Subcategory	: Water Main
Keywords ..... :	Water Main Shutdown, Water Sensitive Business
Supersedes...	: N/A
Supplements.....	: 04-012G; 05-002G
Sheet.....	: 1 of 1
Issue Date.....	: October 4, 2005

The Resident Engineer (RE), along with the Community Construction Liaison (CCL), must perform a survey of water sensitive businesses and premises within the project site prior to commencement of water main work and before any planned water shut down. The RE must ensure steps are taken to minimize the impact and duration of water shut downs.

In order to accomplish this, the RE should obtain all water tap records/field cards within the work zone from DEP and locate the sensitive businesses/premises and their taps. A detailed sketch that includes the sensitive businesses/premises and their tap information should then be produced. A log book with details of the water shutdown must also be maintained.

Conduct a survey of each water sensitive business or premises like Beauty Parlors, Laundromats, Dentists, Dialysis Centers, premises with water cooled refrigeration, Medical Centers, Hospitals, Schools, Food Service Premises, Daycare Centers, Senior Centers, Homeless Centers, or other sensitive establishments that may be adversely affected by the water shutdown. Interview each business and building owner and/or the building superintendent and obtain from each business or premises their working hours. Explain the work to be done and obtain the exact location of the domestic and sprinkler water services and the side of the street where the feed is coming from. Special attention must be given to medical facilities and schools, where work must be rescheduled to avoid total shutdown during normal business hours.

The above procedure must be performed strictly by the RE or under his strict supervision and direction. The EIC is to review the shutdown plan before the work is started.

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 05 -005G

CATEGORY....: CONSTRUCTION
Subcategory : CON ED UTILITIES

Keywords ..... HEAT ALERT, UTILITIES, EXCAVATION

Supersedes... : 04-006G
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : May 11, 2005

SUBJECT: **SUMMER HEAT ALERT PROCEDURES - CON EDISON**
REVISED 04/07/2005

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

DDC' s Summer Heat Alert Procedures For Con Edison Facilities and the Office of Emergency Management (OEM) Excavation Safety Alert (both attached), are to be followed by all jobsite personnel (Contractors, Consultants, and DDC staff) while working around Con Edison's underground utilities, when the New York City Office of Emergency Management-(NYCOEM) declares a heat emergency. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached procedures and that they are reviewed at all preconstruction meetings.

Attachments: Summer Heat Alert Procedures for Con Ed; OEM's Excavation Safety Alert

Summer Heat Alert Procedures
For ConEd Facilities

April 7, 2005

Purpose

The New York City Office of Emergency Management (OEM), Con Edison (ConEd) and the Department of Design and Construction (DDC) are working together to better inform the contractors (working on DDC projects) of a Summer Heat Alert. The OEM Heat Alert Steering Committee will give notification to ConEd and DDC of a Summer Heat Alert. This notification is given so that all contractors engaged in excavation activity in the City of New York (from May 15 through September 15) protect underground electric facilities to assure public safety and prevent damage to public and private property during a Summer Heat Alert.

A City of New York Heat Alert condition will be issued as determined by OEM and for a duration so deemed necessary when meteorological forecasts predict heat indices of 100 degrees Fahrenheit or higher for more than two (2) consecutive days, and /or a heat advisory or heat warning is issued by the National Weather Services. The OEM will convene and chair the Heat Emergency Steering Committee.

Contractor Excavation Practices

When a Summer Heat Emergency Alert is declared, all contractors are advised to contact the ConEd representative of the contract to ascertain the method of construction for the day's activities. In general the contractors engaged in excavation activity will be informed by ConEd to adhere to one or more of the following:

- Modify their projected schedule to limit excavation activities when/where possible.
- Follow normal excavation procedures in accordance with Industrial Code 53/ Part 753 requirements for non-critical marked electric facilities.

- Cease all construction activity involving excavation within eight (8) feet from the outside edge of the City facility trench to the critical marked electric facilities. Critical facilities shall include but are not limited to:
  Oil filled facilities including oil return lines
  Primary feeders
  Electrical services to critical buildings as determined by OEM

  Excavation activity may resume around critical facilities only if the contractor digs by hand and uncovers the critical facilities. Once the location and extent of the facilities is visually confirmed, excavation may resume utilizing powered equipment to within four (4) feet of the edge of the critical facilities.

  Other restricted activities in the presence of critical facilities shall include, but are not limited to, backfilling and tamping, installing piping under critical facilities crossings, etc. When these activities are necessitated by schedule or work area restrictions/stipulations, the contractor may proceed with extreme caution.

  The ConEd facility operator identifies critical facilities in Section "U" of the DDC contract. If the critical facilities are not identified in Section "U", the contractor is to contact the ConEd representative of the DDC contract to ascertain the critical facilities within the DDC contract limits. Any costs associated with said work will be considered as part of Section "U". If Section "U" is not stipulated in the DDC contract, the cost will be considered a matter of adjustment between ConEd and the contractor.

  CAUTION: At times, non-critical facilities can become critical facilities due to system demands and failures of back-up systems. ConEd will be obligated to advise the City of New York and the contractors if this situation occurs and when relief may be granted. Upon notification, the contractor will adhere to the guidance provided in section.

In response to a justified "Emergency Excavation" (any abnormal condition which presents an immediate danger to life or property including the discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare, the contractor shall respond to the emergency exercising extreme caution to prevent damage to existing underground facilities. The contractor shall also notify the New

York City One Call Notification System at 1-800-272-4480 of the emergency excavation in progress as soon as possible.

Summer Heat Alert Procedures

To assist in alerting all contractors of the above excavating practices for protection of underground electric facilities to assure public safety and prevent damage to public and private property during a Summer Heat Alert, OEM, DDC and ConEd shall adhere to the following:

- OEM will call the Infrastructure Deputy Commissioner, First Assistant Commissioner or the Assistant Commissioners of Construction at 8:00 pm the night before an anticipated Summer Heat Alert. They in turn will e-mail all Borough Directors, Deputy Borough Directors and Engineers-In-Charge informing them that a Summer Heat Alert is anticipated for the next day. They will also record this information on the DDC Summer Heat Alert Hot Line (718-391-2777).

- The next morning at 9:30 A.M. the OEM Heat Emergency Steering Committee will meet and notify ConEd and DDC whether a Summer Heat Alert is in effect. If an emergency is in effect an e-mail message will be sent to the email address and NEXTELS of all Borough Directors, Deputy Borough Directors and Engineers-In-Charge informing them that a Summer Heat Alert is declared. Also, such message will be recorded on the DDC Summer Heat Alert Hot Line (718-391-2777).

- If a Summer Heat Alert is declared, the Borough Directors, Deputy Borough Directors and Engineers-In-Charge will notify the resident engineer and/or contractor to immediately contact the ConEd representative to ascertain the method of construction to be followed for that day's activities. All direction to changes in methods of construction or modify operations should be given by Con Edison.

  If the ConEd representative cannot be contacted, the resident engineer and the contractor are to call the following emergency numbers at ConEd for direction:

All Boroughs	Arthur Corvese	212-894-9368	917-337-5971

Bronx	Philip Destefano	718-904-5398	917-797-2545
	Michael Badurski	718-904-4613	917-418-2790
Queens	Mike Tosokos	718-275-3898	347-234-0112
	John Stefandl	718-275-2887	347-234-0111
Brooklyn	Louis Delpriore	718-802-5765	917-692-2862
	William Schuchman	718-802-5811	646-520-0828
Staten Island	Joseph Bedell	718-390-6389	646-208-1826
	Marcello Demaio	718-390-6289	347-538-0956
Manhattan	William Shannon	212-894-9363	917-337-5979
	James Coffin	212-894-9373	917-682-9932

- All Engineers-In-Charge and Resident Engineers are to call the DDC Summer Heat Alert Hot Line on days during the summer where based on weather it appears that a Summer Heat Alert may be declared.

OFFICE OF EMERGENCY MANAGEMENT
INFRASTRUCTURE PREPAREDNESS BULLETIN
EXCAVATION SAFETY ALERT

ABOUT THE EXCAVATION SAFETY ALERT

Contractors are required to dig safely at all times to protect underground facilities by following requirements outlined in the Protection of Underground Facilities Act (16 NYCRR Part 753), also known as, **Code 753**. Under State law contractors are required "Call before You Dig" through the New York City and Long Island One Call System **(800-272-4480)**.

During periods of extreme heat the criticality of underground facilities that supply electric, gas, steam, water and telecommunications increase and are even more important to maintaining a high level of public safety and quality of life. Based on weather conditions, the City will issue an **Excavation Safety Alert** to heighten awareness of safe excavation practices and provide additional guidance contractors may choose to implement that is above and beyond what is outlined in Code 753.

Generally, **Excavation Safety Alerts** may be issued between May 15 and September 15, but an alert may be issued at any point during the year if deemed necessary to the maintenance of public safety. Contractors are encouraged to monitor weather reports during this period of time. The Alert will be announced through 311 and will be posted on the OEM website – www.nyc.gov/oem. If an **Excavation Safety Alert** is issued, contractors are strongly encouraged to implement the enhanced protective measures listed below.

SUGGESTED ACTIONS DURING AN EXCAVATION SAFETY ALERT

Enhanced Protective Actions

- Cease all activity involving excavation **within 96 inches** from the outside edge of the City facility trench to the marked facilities. Conduct excavation by hand.
- Extend the *tolerance zone* from State mandated **24 inches to 48 inches**. The contractor should dig by hand to uncover and visually locate location and extent of the critical facility.
- Utilize an excavator observer or "pit man" to the assist the equipment operator when operating excavation equipment around the tolerance zone.

General Protective Activities

- **Call Before You Dig:** New York City and Long Island One Call System **(800-272-4480)**
- Wait the Required Time
- Confirm Utility Response
- Respect the markings
- **Dig with Care:** Take all reasonable steps necessary to avoid damage to and or otherwise interfere with underground facilities

EXCAVATION SAFETY ALERT INFORMATION SOURCES

Non-emergency	311
Emergencies	911
New York and Long Island One Call System	800-272-4480 http://www.nycli1calldsi.com
New York City Office of Emergency Management	www.nyc.gov/oem

DDC99-1-278

www.nyc.gov/oem

City of New York Office of Emergency Management
Date Issued: 04/07/05

STANDARD CONSTRUCTION OPERATING PROCEDURE

DDC

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 05 -006G

CATEGORY.... : CONSTRUCTION
Subcategory : UTILITIES

Keywords ..... OVERHEAD ELECTRIC UTILITIES
CON EDISON, SECTION U
CET 350

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : May 17, 2005

SUBJECT: DDC PROTOCOL FOR WORKING NEAR ENERGIZED OVERHEAD ELECTRICAL DISTRIBUTION SYSTEMS

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

Attached please find the "DDC Protocol For Implementation of Working Near Con Edison Energized Overhead Electrical Distribution Systems" for both Section U and Non-Section U Projects. The project's Engineer-In-Charge must ensure that the attached Protocol is strictly followed. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached protocol and that it is reviewed at Preconstruction and at Critical Phase meetings.

Attachments: DDC Protocol For Implementation of Work Near Con Edison Energized Overhead Electrical Distribution Systems for Section U Projects; Non-Section U Protocol; OSHA Letter to Con Edison; Con Edison Guidelines.

DDC Protocol
For Implementation of Working Near Con Edison Energized Overhead Electrical Distribution Systems

The following sequence of events shall be followed so that communication of required information can be provided to address safety concerns without adverse impact to the project while working near Con Edison Energized Overhead Electrical Distribution Systems:

Section U Projects

1. NYC DDC and Con Edison will consider the impact of the Overhead Electrical Distribution System during the design phase. The Con Edison representatives should come to the alignment meeting with an evaluation of all overhead facilities and be prepared to discuss these impacts so that changes can be made to the City design if necessary.
2. After the alignment meeting, Con Edison will submit a Condition Report/Drawing for inclusion with the Section "U" bid package. The Condition Report/Drawing will provide an assessment of all overhead wires. The assessment will be dated and include but not limited to voltages, closest approach distance, repair, relocation, shielding and/or de-energizing of all overhead wires. The contract will include a statement that the Contractor has reviewed the Condition Report/Drawing for this project and has determined that the work can be performed as long as the Condition Report/Drawing is met.
3. Upon identification of the "apparent low bidder" by the NYC DDC, the DDC shall notify Con Edison of the pending award.
4. After the award, arrangements for a field walk will be made between the contractor, Con Edison, and the DDC Engineer-In-Charge (EIC). The field walk will be scheduled by the EIC and must take place before any contract work starts.
5. During the field walk the contractor will identify the sequence of the contract work activities, estimated timing of when the contractor will be working in specific areas, type of equipment, and other pertinent information so that the proper course of action by both contractor and Con Edison can be taken.
6. Con Edison will be required to inform the contractor and DDC of any sequencing they may require as a result of the field meeting before the contract order to work date.
7. Negotiation between Con Edison and the contractor will attempt to resolve how the project will be conducted and the best course of action to be followed for safety concerns while minimizing delays and costs.
8. Section "U" dispute resolution protocol will be followed if Con Edison and the contractor cannot reach agreement.

9. Con Edison will submit in writing the criteria and the updated Condition Report/Drawing for the project to the contractor and the EIC, before the contract order to work date. Con Edison can amend in writing the criteria and the Condition Report/Drawing at any time.
10. In the event Con Edison does not submit the criteria and Condition Report/Drawing in writing to DDC and the contractor, the EIC will notify the A/C of Construction. The A/C will issue an "Order-Out" notice to Con Edison for all overhead electric facilities that fall within the minimum distance of 10 feet from the accepted contractor's means and method of construction. The contractor will proceed if possible with the contract work and stay a minimum distance of 10 feet from all Con Edison overhead electric facilities until Con Edison provides written final criteria and updated Condition Report.
11. In the event the DDC resident engineer observes noncompliance by the contractor, the resident engineer will immediately notify the contractor and Con Edison of the condition. If the contractor does not comply the resident engineer will issue a stop work order for the operation with the understanding that all contractor costs and claims are a matter of adjustment between the contractor and Con Edison.
12. During the course of the project any further clarification requested by the contractor or DDC (if required) shall be made in writing. Con Edison will provide a response within 5 working days from receipt of the request.

Non-Section U Projects

1. NYC DDC and Con Edison will consider the impact of the Overhead Electrical Distribution System during the design phase. At the alignment meeting the Con Edison representatives should come to the meeting prepared to discuss these impacts so that changes can be made to the City design if necessary.
2. Upon identification of the "apparent low bidder" for contracts where there is a defined scope of work, the DDC shall notify Con Edison of the pending award and Con Edison will provide identification of an overhead impact to the contractor and NYC DDC.
3. Arrangements for a field walk after the award will be made between the contractor, Con Edison, and the DDC Engineer-In-Charge. The field walk will be scheduled by the EIC and must take place before any contract work starts. For various location contracts (e.g., milling, pedestrian ramps, sidewalks, trench restoration, etc.) where the locations are not known at the time of bid a field walk will take place for each task order as they are identified.
4. During the field walk the contractor will identify the sequence of the contract work activities, estimated timing of when the contractor will be working in specific areas, type of equipment, where the contractor may need relief from the requirements for clearances (if any), and other pertinent information so that the proper course of action by both contractor and Con Edison can be taken.
5. Con Edison will be required to inform the contractor and DDC of any sequencing they may require as a result of the field meeting before the contract order to work date.
6. The final criteria for working in proximity of specific overhead electrical systems on the project will be communicated in writing before the contract order to work date by Con Edison to the contractor and the EIC. At any time Con Edison can amend in writing the final criteria.
7. In the event Con Edison does not submit the final criteria in writing to DDC and the contractor, the EIC will notify the A/C of Construction. The A/C will issue an "Order-Out" notice to Con Edison for all overhead electric facilities that fall within the minimum distance of 10 feet from the accepted contractor's means and method of construction. The contractor will proceed if possible with the contract work and stay a minimum distance of 10 feet from all Con Edison overhead electric facilities until Con Edison provides written final criteria.
8. The contractor and the Con Edison representative are responsible for monitoring compliance of the final criteria. In the event the DDC resident engineer observes noncompliance by the contractor, the resident engineer will immediately notify the contractor and Con Edison of the condition. If the contractor does not comply the resident engineer will issue a stop work order for the operation with the understanding that all costs and claims are a matter of adjustment between the contractor and Con Edison.
9. During the course of the project any further clarification requested by the contractor or DDC (if required) shall be made in writing. Con Edison will provide a response within 5 working days from receipt of the request.

U.S. Department of Labor

Occupational Safety and Health Administration
Washington, D.C. 20210

Reply to the Attention of:

AUG - 9 2004

Mr. Mathew McFarland
Section Manager
Consolidated Edison Company
of New York. Inc.
4 Irving Place
New York, N.Y. 10003

Dear Mr. McFarland:

This is in response to your June 11, 2004, letter to the Occupational Safety and Health Administration in which you ask for an interpretation of section 1926.550(a)(15).

We have paraphrased your questions as follows:

Question (1): *Is preventing electric shock or electrocution of employees the intent of section 1926.550(a)(15)?*

Answer

29 CFR 1926.550(a)(15) states:

> Except where electrical distribution and transmission lines have been deenergized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to equipment or machinery, have been erected to prevent physical contact with lines, equipment or machines shall be operated proximate to power lines only in accordance with the following:...[Emphasis added].

Preventing electric shock and electrocution are the purposes of the requirement.

Question (2): *Some electrical distribution or transmission lines consist of an electrical conductor with a manufacturer applied coating of insulation. In some cases that insulation is rated with a dielectric strength sufficient to prevent electrical contact. If this insulation remains intact, would this be an insulated barrier as described in section 1926.550(a)(15)?*

Answer

Under 1926.550(a)(15), one of the options for complying with the provision is to use an "insulating barrier." The answer to your question – whether the factory-installed insulation on the conductor is an "insulating barrier" – depends on two factors: (1) whether the employer has sufficient information to confirm that the factory-installed insulation is sufficient to prevent the passage of current and is intact, and (2) whether, in light of the circumstances (including the type of equipment and tools being used) it is reasonably foreseeable that the insulation would be damaged while doing the work.

Typically, the type of insulation you refer to is found on some secondary lines (lines carrying nominal voltages of 480 V or less). In most cases the employer will not be able to determine if such a line has sufficient insulating properties (both with respect to the type of insulation and its condition) to prevent electric shock and electrocution without consulting with the utility owner/operator.

Damage to the insulation must not be reasonably foreseeable

If the employer determines from the utility owner/operator that the factory-installed insulation on such a line has sufficient insulating properties to prevent electric shock and electrocution, the employer must then determine if it is reasonably foreseeable that the insulation would be damaged while doing the work. This assessment must be based on an evaluation of the tools and equipment being used and, if they were to come in contact with the line, the likelihood that the insulation would be cut or otherwise compromised. Reliance on the insulation is permitted if the insulating properties are sufficient and such damage is not reasonably foreseeable.

However, at voltages of more than 480 V, where there is factory-installed insulation on the conductor, in most cases even slight damage could result in shock/electrocution. Consequently, for these lines, the factory-installed insulation may not be suitable for meeting this requirement. In those situations an outer covering or external insulating barrier in addition to the factory-installed insulation would have to be used to meet the insulating barrier requirement.[1]

Question (3): *Scenario: an electrical distribution or transmission line has either a sufficient (and undamaged) factory-installed insulation as described in the previous question, or a separate, insulating barrier (such as line hose, line guards, etc.) that has been applied in the field. The minimum approach distance under 1926.550 (a)(15) is 10 feet. Earth moving equipment, such as a backhoe, is being used. Such equipment is typically capable of knocking down power lines (or even a utility pole). Is it permissible in such circumstances for such machinery to work closer than 10 feet to the energized line?*

Answer

Earthmoving equipment such as the equipment you describe is typically capable of knocking down power lines. Nonetheless, 1926.600(a)(6) of the *Motor Vehicles, Mechanized Equipment, and Marine Operations* standard states:

> All equipment covered by this subpart shall comply with the requirements of section 1926.550(a)(15) when working or being moved in the vicinity of power lines or energized transmitters.

---

[1] A type of insulated cable for lines over 480 V that typically does have sufficient insulation, and would not need a field-added insulated barrier, is a type that is, in effect, underground cable which is continued into the overhead system ("aerial cable"). It is supported by a "messenger system" (usually rings that hang from a steel wire). This cable has an internal conductor, surrounded by insulation fully rated for the voltage, which in turn is surrounded by an outer covering. However, as with all lines, it is essential that the employer consult with the utility owner/operator to determine if the type and condition of the insulation and outer covering is sufficient.

By its terms, 1926.600(a)(6) permits earthmoving equipment to work within the minimum approach distance of an energized power line as long as the precautions specified in 1926.550(a)(15) are met. As explained in questions (1) and (2) above, one of the options for complying with 1926.550(a)(15) is to use an insulating barrier. Therefore, the purpose of the insulating barrier is to prevent energization of the earthmoving equipment from touching or coming too close to the energized conductor – not to prevent the line from being knocked down.

Whether the factory-installed insulation and outer covering or a line hose/guard is sufficient for purposes of complying with these provisions will depend on whether it is reasonably foreseeable that they will prevent energization of the machinery. The assessment must be made in light of the specific circumstances, including the type of protective covering used[2], the position of the machinery (i.e., does the machinery as used present pinch points to the line?) and type of machinery surfaces involved (i.e., whether the surfaces are sharp, rounded, etc.).

In light of the above discussion, 1926.600(a)(6) does not address the hazard of shock/electrocution from machinery knocking down a power line. Under Section 5(a)(1) of the Occupational Safety and Health Act, employers are required to protect employees from recognized hazards with feasible means of protection. In the type of situation you describe, the employer must institute measures designed to protect against the line being accidentally knocked down. The measures necessary will vary depending on the circumstances. Examples of such measures may include one or more of the following: instructing the equipment operator on precise routes for the machine's operation, use of warning flags, use of a spotter, positioning equipment to minimize the risk of contact, and similar precautions.

Sincerely,

Russell B. Swanson

Russell B. Swanson, Director
Directorate of Construction

NOTE: OSHA requirements are set by statute, standards and regulations. Our interpretation letters explain these requirements and how they apply to particular circumstances, but they cannot create additional employer obligations. This letter constitutes OSHA's interpretation of the requirements discussed. Note that our enforcement guidance may be affected by changes to OSHA rules. Also, from time to time we update our guidance in response to new information. To keep apprised of such developments, you can consult OSHA's website at http://www.osha.gov.

[2] The fiberglass type line hose/guard is designed to protect the line from brushing-type contact. The rubber type line hose is less resistant to cutting-type contact then the fiberglass type.

Consolidated Edison of New York

Guidelines for working Near Energized Overhead Electrical Distribution Systems

Disclaimer: *In all cases no guidance given within this document is intended to replace, conflict with, or override any current OSHA, Federal, State or local laws, rules and regulations. In the event of a conflict between this document and any such law, rule, or regulation, the law, rule or regulation must be followed.*

This document is only a general guideline and should not be used as the procedure to allow construction operations to proceed around energized overhead electric distribution facilities. The information provided shall be used by the Contractor to determine the appropriate methods for construction on each project.

Purpose

To provide additional guidance to facilitate the coordination and performance of New York City Department of Design and Construction projects that are performed in areas serviced by Con Edison overhead electrical distribution systems.

Introduction

This General Guideline Document contains practices for working near energized Con Edison overhead electrical system conductors or equipment. It applies to construction operations that could cause employees or equipment to contact or enter into dangerous proximity to energized overhead electrical systems.

When working near energized overhead electrical lines or equipment, appropriate measures shall be employed to maintain required clearances and avoid contact with such lines or equipment.

Two important assumptions must always be made: 1) overhead electric lines are "live" (energized); and 2) carry 50 volts or more. Electrical lines can only be considered "dead" (de-energized) when verified as such, by Con Edison.

When there is any question about the nature, type, voltage and location of energized electrical lines or equipment within the geographical limits of the NYCDDC project work, Con Edison must be notified in advance of the work. Under no circumstance shall the contractor be permitted to connect or tie off other utility cables and wires, such as telephone, cable TV and fire alarm, to the Con Edison overhead facilities.

Con Edison Overhead Electrical Distribution Systems

The Con Edison overhead electric distribution system consists of two voltage classifications. They are the Primary System and the Secondary System. The primary system has voltages in excess of 2000 volts AC between any single conductor and ground, and a voltage differential greater than 4000 volts between any pair of conductors. Secondary systems have voltages ranging from 120 volts to 477 volts and normally service streetlights, traffic signals, and provide power to customer premises.

Primary Systems

Primary system conductors are found at the upper part of the poles and are connected to step down transformers that provide lower secondary system voltage to customers. The primary conductors may be covered or uncovered (bare) wire. The covering that may be present is designed to provide system protection against incidental contact with nearby trees and is not intended to offer any personal protection or insulating value against electrical hazard. Con Edison considers this cable "un-insulated" for the purpose of providing safe working distances and protection of personnel or equipment. Therefore, no personnel or equipment shall come within 10 feet of the closest conductor.

The other type of primary overhead electrical distribution system that Con Edison operates utilizes an "aerial cable". This cable is underground type cable that is installed on messenger wire, is electrically insulated, and has an exterior metallic sheath that is grounded. The contractor should maintain a clearance of 3 feet from these facilities.

Secondary Systems

Secondary systems throughout the Con Edison service area are typically 120 volts per conductor. These conductors are normally found on poles above the telephone cables and cable TV wires. They provide power to customer service points through several configurations that may consist of single or multiple conductors.

The secondary systems and the service connections ("service drops") may have cables that are covered or uncovered. Precautions similar to those employed for primary conductors shall be utilized. All efforts shall be made to maintain a clearance of 10 feet around these wires.

Primary and Secondary Risers

The contractor may encounter locations where there is a transition of cable systems from overhead to underground. These conductors are insulated and are housed in conduit that acts as a barrier. In these cases the contractors' personnel and equipment are to avoid contact with these facilities.

Closer Approach Distances

Primary Systems - Each project will include a Condition Report/Drawing that will specifically state the maximum approach distances and the methods to be employed by Con Edison to permit these closer approach distances. Methods may include providing adequate temporary insulation, de-energizing, or relocation of the wires or a combination of any of the three alternatives. If the installation of temporary insulation is the selected alternative, the temporary insulation will have a design value that will be commensurate with the voltages involved. The contractor will be required to maintain a maximum working distance whenever physically possible but no less than 3 feet as a minimum. The 3 feet minimum is intended to provide a "margin of safety" for operator error. Should the condition report not permit closer approach distances then the contractor will be required to maintain the aforementioned 10-foot clearance.

Secondary Systems and Services - Each project will include a Condition Report/Drawing that will specifically state the maximum approach distances and the methods to be employed by Con Edison to permit these closer approach distances. If it is ascertained that the wires are covered with intact insulation, an exclusion zone of 3 feet will be established. This zone will be established as a "margin of safety" to preclude contact between the contractors equipment and the secondary/service conductor. Under no circumstances shall the contractor personnel or equipment come in contact with the wires. Should the condition report not permit closer approach distances then the contractor will be required to maintain the aforementioned 10-foot clearance.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP…….. : 05 -007W

CATEGORY….: CONSTRUCTION
Subcategory : Water Mains

Keywords ….. : Water Mains, Taps

SUBJECT: WATER MAIN TAP CARDS (NEW)

Supersedes… : 02-006W
Supplements….. : N/A
Sheet…….. : 1 of 1

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

Issue Date….. : June 29, 2005

Tap cards (new) shall be completed by the Resident Engineer/Inspector for all taps, including wet connections, corporation stops and plugs, installed on all water mains constructed under capital projects supervised by DDC. Tap cards must also be filled out for taps or wet connections abandoned, and/or not transferred. Tap cards along with the detailed summary listing and transmittal sheet, must be submitted to the DEP Tapping Division within one month of the completion of the water main work on all capital construction contracts.

The tap card shall contain all required information including: plumber's name and license number, contractor, building address, block, lot, size of tap, size of main, date, location of tap (usually from building line of premises), location of main (from curb), depth of main at tap, type of service (domestic, fire, commercial, or dual type), and any other pertinent information, such as type and condition of the existing service pipe, etc.

If there are two (2) services to the same building, two separate tap cards must be prepared and labeled 1 of 2 and 2 of 2, respectively. If there is one tap servicing multiple buildings, it should be noted on the tap card.

All unusual or potentially illegal connections or conditions should be promptly reported to the DEP Tapping Division and noted accordingly on the tap card.

Attachments: Sample Tap Card-(new), Transmittal Letter, Summary Listing

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, AIA
Commissioner

JOHN W. PUSZ, P.E.
Deputy Commissioner
Infrastructure

RICHARD W. ZETTERLUND, P.E.
Assistant Commissioner
Infrastructure
Brooklyn/Staten Island
Construction Support Unit

CERTIFIED MAIL WITH RETURN RECEIPT

(DATE)

(NAME)
Tapping Division
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

Re: FMS (CAPIS) ID: _____
JOB DESCR. _____
Contract Reg. #: _____
Contractor: _____

Transmittal of Tap Cards

Dear Mr./Ms. *(NAME):*

Enclosed please find tap cards (house service orders) for the water mains constructed on the subject project at the following location(s):

(ENTER STREET(S) AND LIMITS)

Very truly yours,

(NAME)
Engineer-in-Charge

C: Borough File, Resident Engineer, Construction Support

DDC99-1-290

SAMPLE BLANK "House Service Order" (Tap Card) Front Side

(Use Blank 4"X6" Cards available from your Borough Office)

BLOCK	
LOT	

BUREAU OF WATER AND SEWER OPERATIONS

BOROUGH _____

PERMIT/CONTRACT #
INSTALLATION DATE

(Circle one): **Tap / Plug / Relay / Repair / Wet Connection / Tap & Plug**

Premises: _____ **Tap on** _____ **Ave./St.**

Tap/WC _____ **inch on** _____ **inch main, with depth of** _____ **ft.. The location is** _____

ft. _____ **of (Building / Property Line); and** _____ **ft.** _____ **curb line. Size of service pipe is**

_____ **inch (Copper / Dip / Brass). Length is** _____ **ft. Plumber** _____

Tap/W.C. installed by _____ **(MAINT/REPAIR/CONTRACTOR)**

REMARKS: _____

I CERTIFY THAT THE ABOVE REPORT IS CORRECT. **INSPECTOR / ENGINEER**

PENALTY FOR FALSIFICATION

Falsification of any statement made herein is an offense punishable by fine or imprisonment or both (N.Y.C. Adm. Code. Sec. 1151-9.0).

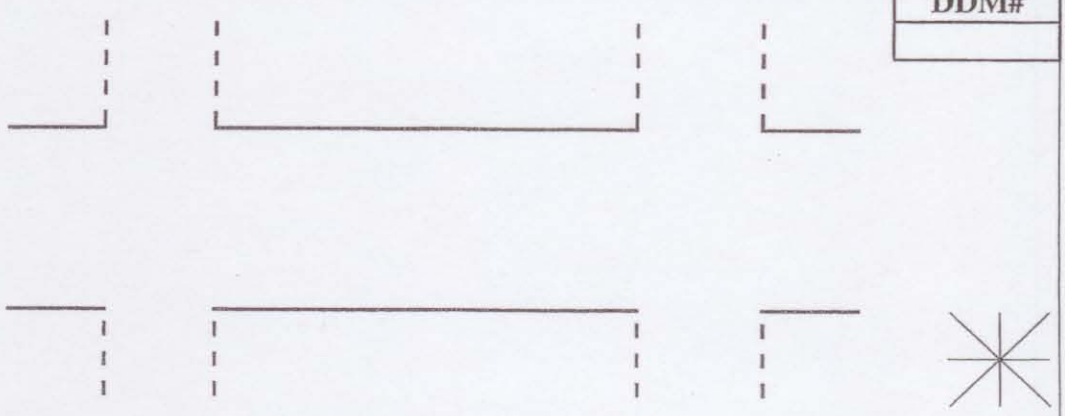
Print _____

Sign _____

SAMPLE BLANK "House Service Order" (Tap Card) Back Side

BLOCK		ADDRESS	PERMIT
LOT			

DDM#



INSPECTOR/ENGINEER'S NAME (PRINT) _____ SIGNATURE _____ DATE _____

DDC99-1-291

SAMPLE COMPLETED "House Service Order" (Tap Card) Front Side

(Use blank 4"X6" cards available from your Borough Office)

BLOCK	10000
LOT	60

BUREAU OF WATER AND SEWER OPERATIONS

BOROUGH Staten Island

PERMIT/CONTRACT #
RED-301
06/29/2005
INSTALLATION DATE

(Circle one): [Tap] / Plug / Relay / Repair / Wet Connection / Tap & Plug

Premises: 250 Middle Street (E/S) Tap on Middle Ave./[St].

Tap/WC 3/4 inch on 12 inch main, with depth of 4.0 ft.. The location is 20 ft. West of ([Building] / Property Line); and 7.5 ft. South Of curb line. Size of service pipe is 1 inch ([Copper] / Dip / Brass). Length is 4 ft. Plumber A & Z Plumbing Company

[Tap]/W.C. installed by Bidwell Contracting, Inc. (MAINT/REPAIR/[CONTRACTOR])

REMARKS: Tap was transferred from existing 6 inch C.I. water main which was cut, capped and left in place

I CERTIFY THAT THE ABOVE REPORT IS CORRECT. INSPECTOR / ENGINEER

PENALTY FOR FALSIFICATION

Falsification of any statement made herein is an offense punishable by fine or imprisonment or both (N.Y.C. Adm. Code. Sec. 1151-9.0).

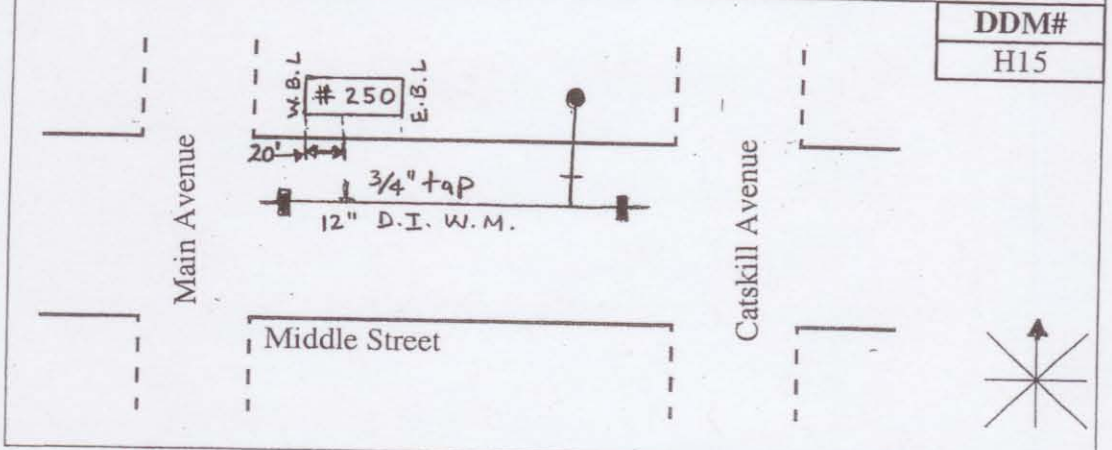
Print John Colt

Sign *JColt*

SAMPLE COMPLETED "House Service Order" (Tap Card) Back Side

BLOCK	1000	ADDRESS	PERMIT
LOT	60	250 Middle Street	RED-301,City Work

DDM#
H15



John Colt — INSPECTOR/ENGINEER'S NAME (PRINT)

JCOLT — SIGNATURE

May 10, 2005 — DATE

DDC99-1-292

TAP RECORDS - CONTRACT # XXXXXX

DATE	LIMITS	ADDRESS	BLOCK	LOT	TRANSFER	SIZE		COMPLETED
						MAIN	TAP	

TAP RECORDS - CONTRACT # XXXXXX

DATE	LIMITS	ADDRESS	BLOCK	LOT	TRANSFER	SIZE		COMPLETED
						MAIN	TAP	
01/02/2002	Liverpool Ave	499 College Ave	391	382	X	12 "	3/4"	Yes
		495 College Ave	391	381	X	12 "	3/4"	Yes
		491 College Ave	391	379	X	12 "	3/4"	Yes
		489 College Ave	391	378	X	12 "	3/4"	Yes
		485 College Ave	391	376	X	12 "	3/4"	Yes
		481 College Ave	391	374	X	12 "	3/4"	Yes
	TO	477 College Ave	391	449	X	12 "	3/4"	Yes
		473 College Ave	391	447	X	12 "	3/4"	Yes
		469 College Ave	391	446	X	12 "	3/4"	Yes
		465 College Ave	391	443	X	12 "	3/4"	Yes
		461 College Ave	391	441	X	12 "	3/4"	Yes
		453 College Ave	391	203	X	12 "	3/4"	Yes
	Clinton Ave	447 College Ave	391	201	X	12 "	3/4"	Yes
01/02/2002	Liverpool Ave	499 College Ave	391	382	X	12 "	3/4"	Yes
		495 College Ave	391	381	X	12 "	3/4"	Yes
		491 College Ave	391	379	X	12 "	3/4"	Yes
		489 College Ave	391	378	X	12 "	3/4"	Yes
		485 College Ave	391	376	X	12 "	3/4"	Yes
		481 College Ave	391	374	X	12 "	3/4"	Yes
	TO	477 College Ave	391	449	X	12 "	3/4"	Yes
		473 College Ave	391	447	X	12 "	3/4"	Yes
		469 College Ave	391	446	X	12 "	3/4"	Yes
		465 College Ave	391	443	X	12 "	3/4"	Yes
		461 College Ave	391	441	X	12 "	3/4"	Yes
		453 College Ave	391	203	X	12 "	3/4"	Yes
	Clinton Ave	447 College Ave	391	201	X	12 "	3/4"	Yes
01/02/2002	Liverpool Ave	499 College Ave	391	382	X	12 "	3/4"	Yes
		495 College Ave	391	381	X	12 "	3/4"	Yes
		491 College Ave	391	379	X	12 "	3/4"	Yes
		489 College Ave	391	378	X	12 "	3/4"	Yes
		485 College Ave	391	376	X	12 "	3/4"	Yes
		481 College Ave	391	374	X	12 "	3/4"	Yes
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		473 College Ave	391	447	X	12 "	3/4"	Yes
		469 College Ave	391	446	X	12 "	3/4"	Yes
		465 College Ave	391	443	X	12 "	3/4"	Yes
		461 College Ave	391	441	X	12 "	3/4"	Yes
		453 College Ave	391	203	X	12 "	3/4"	Yes
	Clinton Ave	447 College Ave	391	201	X	12 "	3/4"	Yes
01/02/2002	Liverpool Ave	499 College Ave	391	382	X	12 "	3/4"	Yes
		495 College Ave	391	381	X	12 "	3/4"	Yes
		491 College Ave	391	379	X	12 "	3/4"	Yes
		489 College Ave	391	378	X	12 "	3/4"	Yes
		485 College Ave	391	376	X	12 "	3/4"	Yes
		481 College Ave	391	374	X	12 "	3/4"	Yes
	TO	477 College Ave	391	449	X	12 "	3/4"	Yes
		473 College Ave	391	447	X	12 "	3/4"	Yes
		469 College Ave	391	446	X	12 "	3/4"	Yes
		465 College Ave	391	443	X	12 "	3/4"	Yes
		461 College Ave	391	441	X	12 "	3/4"	Yes
		453 College Ave	391	203	X	12 "	3/4"	Yes
	Clinton Ave	447 College Ave	391	201	X	12 "	3/4"	Yes

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... 05 -008G

CATEGORY.... : RECORD KEEPING
Subcategory : ASSESSMENTS

Keywords ..... HOUSE CONNECTIONS, ASSESSMENTS

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 2

Issue Date..... : November 16, 2005

SUBJECT: SEWER CONNECTION ASSESSMENTS

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

When new sewer house connections are installed from the mainline sewer to the curb in front of properties that previously did not have sewer service, the property owner must be assessed for the cost of this curb connection. Assessments are to be calculated on the attached form and signed-off by the Resident Engineer within one month of the sewer receiving approval for connections. The completed Sewer Assessment forms are to be submitted by the Resident Engineer to the Engineer-In-Charge who reviews and approves the assessments and forward them to the Borough Assessment Coordinator. The Borough Assessment Coordinator must enter the approved assessments into the Department of Finance (DOF) system within one month from receiving them.

Once Sewer Assessments are entered, they are not to be revised without the Borough Director's approval. If an entry or math error is made, the person who made the error must write a memo to the Borough Director noting the error, and requesting approval to make a correction to the assessment. Once the Borough Director's written approval is received, the Assessment Coordinator is to prepare a letter to DOF for the Director's signature requesting that DOF make necessary correction.

If a property owner disputes the sewer assessment charges, they must write a letter to the DDC listing the reason that they are disputing the charges. The project staff is to review the property owner's letter and write a memo to the Borough Director recommending what adjustments, if any, should be made to the property owner's assessment. The Borough Director must review and make a final determination regarding the property owner's request. A letter stating the Borough Director's final determination must be sent to the property owner within one month of the receipt of the property owner's letter. Based on the Borough Director's determination, the Assessment Coordinator is to prepare a letter to DOF for the Director's signature requesting that DOF make the necessary adjustment.

Attachments: Sewer Connection Assessment Form

DDC
WYC

DEPARTMENT OF
DESIGN & CONSTRUCTION

SEWER CONNECTION ASSESSMENT SCHEDULE

CONTRACT NO. : _____
CONTRACTOR : _____
UNIT BID PRICE(S) : _____

BOROUGH : _____

PROJECT NO. : _____
COMPLETION DATE : _____

BORO	TAX CODE	BLOCK	LOT	SCC	E CODE	ASSESSMENT NUMBER	DATE OF ENTRY MM	DD	YY	ASSESSMENT AMOUNT	LENGTH IN FEET	SIZE & TYPE	PROPERTY ADDRESS	REMARKS

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... 05 -009G

CATEGORY....: CONSTRUCTION
Subcategory : MATERIAL TESTING

Keywords ..... QACS ID Cards
Certifications

Supersedes... : N/A
Supplements..... : 01-012G
Sheet..... : 1 of 4

Issue Date..... : June 15, 2006

SUBJECT: QACS QUALIFICATION OF FIELD PERSONNEL - ID CARDS VERIFICATION

APPROVED: _____

Assistant Commissioner - J. Evans Doleyres, P.E.

The Resident Engineering Staff shall verify QACS qualification of field personnel prior to start of applicable work on the project site. Contractors, Subcontractors and vendors not bearing the required ID cards shall not be allowed to perform work on the project.

Sample ID cards and the DDC QACS policy and procedure on applicable certification of field personnel are attached. The following ID cards are to be verified at the project site: Concrete field Inspector, Asphalt/Soil field Inspector and Field Welding - Welder Qualification

Please insure that all field staff, consultants and contractors are provided with this policy and procedures and sample ID cards. These requirements must be reviewed at all Preconstruction and Critical Phase meetings.

Attachments: Requirements for Certification of Field Personnel; Sample ID Cards

REQUIREMENTS FOR QUALIFICATIONS:

1. **CONCRETE FIELD INSPECTOR QUALIFICATION**

All Resident Engineering Inspectors or other designated staff shall possess a valid Concrete Field Inspector Qualification ID cards to perform any concrete activity on a DDC Project.

The following steps are necessary to obtain concrete qualification:

Step 1: Attend classroom training conducted by Quality Assurance and Construction Safety (QA & CS) Bureau (Contact Fran Artale @ 718-391-1910 to be scheduled for the training class)

Step 2: Pass the written test conducted right after the class (passing grade is 70%). Formal QA & CS letters are issued to all passing candidates

Step 3: Pass a field test conducted by QA & CS (Contact QA & CS @ 718-391-1153 or 718-391-1198 to be scheduled for a field practical test)

Step 4: Concrete Field Inspector Qualification photo ID cards are issued to candidates passing the field practical test – Exhibit 1

2. **ASPHALT/SOIL FIELD INSPECTOR QUALIFICATION**

All QC inspectors from approved testing laboratories shall possess valid Asphalt/Soil Field Inspector Qualification ID cards to perform any asphalt/soil activity on a DDC Project.

The following steps are necessary to obtain asphalt/soil qualification:

Step 1: Pass the written test (passing grade is 70%) conducted by QA & CS (Contact QA & CS @ 718-391 – 1153 or 718-391-1198 to schedule a written test at DDC). Formal letters are issued to all passing candidates

Step 2: Schedule for a field test conducted by QA & CS (Contact QA & CS @ 718-391-1153 or 718-391-1198 to schedule a field practical test)

Step 3: Asphalt/Soil Field Inspector Qualification photo ID cards are issued to candidates passing the field practical test – Exhibit 2

3. **FIELD WELDING - WELDER QUALIFICATION**

The RE or other designated staff shall verify the following prior to allowing a welder to perform on any DDC Project:

- The welder has a valid DDC QA&CS Bureau issued Welder Qualification ID Card. The welder is responsible to ensure that his/her card is renewed prior to expiration date.
- The welder can only weld using the technique he is qualified for: for ex. a welder qualified for Shielded Metal Arc Welding (SMAW) may not be allowed to weld using the equipment for Flux Cored Arc Welding (FCAW)
- The welder has in his/her possession a log book or other valid documentation to prove and to demonstrate that he/she has been welding using the qualified technique without a gap of more than six months period.

The following steps are necessary to obtain DDC field welder qualification:

Step 1: Schedule a Welding Procedure Qualification and/or Welder Qualification test to be conducted/witnessed by QA & CS staff (Contact QA & CS @ 718-391-2247 or 718-391-2202 to schedule the practical test). All tests are conducted in accordance with DDC QA & CS approved Welding Procedures. Tests will be at the location chosen by the Contractor/Welding Subcontractor, and they are required to furnish all necessary equipment.

Step 2: If the test passes a visual examination conducted by QA & CS staff, then the Contractor/Welding Subcontractor will send the weld samples to a DDC approved laboratory for performing the required mechanical verification tests. The laboratory tests are subject to witness by QA & CS staff.

Step 3: Welder Qualification photo ID cards are issued to candidates passing the laboratory test – Exhibit 3

In the absence of listed contact person/s, all clarifications regarding qualification may be addressed to the Director of QACS.

CONCRETE FIELD INSPECTION QUALIFICATION

DDC-C-2006-5-QACS

John Doe

Expiration Date:
12/12/2007

This Card Does Not constitute employment with the City of New York, and Does Not grant access to any property

EXHIBIT – 1

SOILS / ASPHALT FIELD INSPECTOR QUALIFICATION

DDC-S/A-2006-2-QACS

John Doe

Expiration Date:
06/14/2009

This Card Does Not constitute employment with the City of New York, and Does Not grant access to any property

EXHIBIT – 2

WELDER QUALIFICATION DDC-W-2-2006-QACS

John, Doe

Welder is qualified for the technique as per DDC/DEP Watermain Specification:
SMAW/6G

Expiration Date:
12/12/2007

This Card Does Not constitute employment with the City of New York, and Does Not grant access to any property

EXHIBIT – 3

This Card is issued by the Bureau of Quality Assurance & Construction Safety
Division of Technical Support
NYC Department of Design & Construction

This card shall be presented upon request by DDC authorized staff. Maintenance of this qualification is contingent upon satisfactory field performance.

BACK OF THE CARD

DDC99-1-300

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 05 -010G

CATEGORY....: ADMINISTRATIVE
Subcategory : CONSTRUCTION

Keywords ..... CATCH BASINS, EXTRA ACCOMODATION, UTILITY INTERFERENCE
Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 21, 2005

SUBJECT: CATCH BASIN TYPE 3 SUBSTITUTION REQUEST BY UTILITIES

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

All type 3 Catch Basin (CB) substitutions requested by a Utility Company must be submitted to the Resident Engineer in writing. The Utility Company must submit cross-sectional details of their facilities based on test pits, showing the proposed CB and chute installation, to ensure that a standard type 2 CB could not be constructed and that a standard type 3 can be. The written request from the Utility must include the cost of relocating their facilities. If the Utility relocation costs are minor (less than $5000), their request is to be denied.

All extra accommodation work for the Utilities must be requested by the Utilities in writing to eliminate future disputes over payment by the Utilities. The Construction Engineer-in-Charge must consult with the Design Director prior to approving any CB substitution. All approvals must be in writing and copy of such approval is to be sent to the Design Director.

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York — Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: **MATERIAL RELEASE AND SHIPPING AUTHORIZATION - QACS**

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 05 -011G

CATEGORY....: CONSTRUCTION
Subcategory : MATERIAL ACCEPTANCE
Keywords ..... Material Certification Testing, Shipping

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : October 3, 2005

All sewer and watermain items listed under Exhibit-2 (attached) are subject to release and shipping authorization by DDC Bureau of Quality Assurance and Construction Safety (QA & CS), by means of issuing the serialized, signed and dated "Material Release and Shipping Authorization" form on Exhibit-1 (attached). The Resident Engineer and their staff shall not accept any of the listed items unless accompanied by this release form.

For items formally released using the referenced form, additional documents such as Material Certifications and Test Reports will not be required for acceptance on site. Such documents will be maintained by the Bureau of QA & CS, which can be contacted directly for verification.

Material acceptance requirements for the items not listed under Exhibit-2 will continue in accordance with the applicable Contract Specifications and Standards.

ATTACHMENTS: Exhibit- 1: Material Release and Shipping Authorization form # 2005; Exhibit- 2: Items Subject to DDC QACS Release; Exhibit- 3: Sample/Explanation of Material Release Form # 2005.

NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION

Supplier: _____
Contract No: _____
Purchase Order No: _____
Issuing Party: _____
Quantity: _____
(To be filled by Supplier)

EXHIBIT- 1

)avid J. Burney, A.I.A
Commissioner

Mark A. Canu
Assistant Commissioner
Technical Support

30-30 Thomson Avenue
ıg Island City, NY 11101

Tel. 718 / 391-1391
Fax 718 / 391-1651
www.ci.nyc.ny.us/buildnyc

MATERIAL RELEASE & SHIPPING AUTHORIZATION # 2005-

DATE:
CONTRACT NO/TITLE:
MANUFACTURER/VENDOR:
ISSUING AGENCY/PARTY/PURCHASE ORDER NUMBER:
MATERIAL/ITEM DESCRIPTION:
TO:
CC:

Part: **Qty** **Part ID** **Fabrication Date:** **Heat**

☐ **WAIVER:** This office is waiving inspection requirements regarding the referenced material/item(s), showing compliance with the requirements of the applicable contract specifications and with those indicated by the referenced Purchase Order. The submitted certificate(s) have been found acceptable by this office. **(Signature Section A to be completed by QA. No further action is necessary.)**

☐ **SOURCE RELEASE:** A source inspection has been conducted to physically verify material(s) and review supportive documentation to assure that material(s)/item(s) comply with the referenced Purchase Order and Material/Item Description are in compliance with the requirements of the applicable contract specifications and those indicated by the referenced P.O. **(Signature Section A to be completed by QA. No further action is necessary.)**

☐ **CONDITIONAL RELEASE:** Material/item(s) acceptance pending evaluation of the following inspections/testing/action **(Signature Section A to be completed by QA. Upon satisfactory inspections/testing/action Signature Section B must also be completed by QA prior to use of the product by the contractor/supplier)**

_____
_____
_____

For Information Only

This Shipping Authorization is based on our source inspection and/or acceptance of supportive documentation covering only the materials and workmanship as to their compliance with the requirements of the applicable contract specification. Since it is the Contractor's, his/her agent's or representative's responsibility to specify in the Purchase Order the required quantities, sizes, dimensions, and type of articles used under the contract, this authorization shall not be interpreted as an expressed or implied approval or acceptance by the Agency regarding any or all of these specifics.

DIVISION OF TECHNICAL SUPPORT
BUREAU OF QUALITY ASSURANCE & CONSTRUCTION SAFETY

A. ☐ WAIVER ☐ SOURCE RELEASE ☐ CONDITIONAL RELEASE (check the applicable box)

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

B. FINAL ACCEPTANCE OF CONDITIONALLY RELEASED MATERIAL

ON: _____ BY: _____

FOR: DDC Technical Support / QACS
cc: Resident Engineer, QACS File
others: (specify)

Revised 08/04KP
DDC99-1-306

EXHIBIT- 2

ITEMS SUBJECT TO DDC QACS RELEASE

PIPES & FITTINGS

Spiral Welded Steel Pipes & Fittings
Extruded/Welded Steel Pipes
Ductile Iron Pipes & Fittings
Clay Pipes (ESVP)
Concrete Pipes (RCP)

VALVES

Metropolitan Gate Valves
Resilient Seated Gate Valves
Tapping Valves (R/S and Met)
Pressure Regulator Valves
Butterfly Valves

FIRE HYDRANTS

Dresser Type (D-2-LP)
Smith Type (S-2-LP)

CASTINGS

Sewer Castings (Manholes, Catch Basins)

OTHER ITEMS

Fasteners (Bolts and Nuts)
Wedge Restraint Glands
SS Tapping Sleeves
Expansion Joints
Steel couplings
Flow Meters/Venturi Meters

NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION

Supplier: *SUPPLIER'S NAME*
Contract No: *DDC PROJECT NO.*
Purchase Order No: *CONTRACTOR PO #*
Issuing Party: *CONTRACTOR'S NAME*
Quantity: *QTY. SERIAL #S*
(To be filled by Supplier)

EXHIBIT- 3

THE ABOVE BOX TO BE FILLED BY THE SUPPLIER FOR SUPPLIER STOCK ITEMS

David J. Burney, A.I.A
Commissioner

Mark A. Canu
Assistant Commissioner
Technical Support

30-30 Thomson Avenue
ong Island City, NY 11101

Tel. 718 / 391-1391
Fax 718 / 391-1651
www.ci.nyc.ny.us/buildnyc

MATERIAL RELEASE & SHIPPING AUTHORIZATION # 2005-XXX

DATE: *RELEASE DATE*
CONTRACT NO/TITLE: *DDC PROJECT NUMBER*
MANUFACTURER/VENDOR: *MANUFACTURER'S OR SUPPLIERS'S NAME AS APPLICABLE*
ISSUING AGENCY/PARTY/PURCHASE ORDER NUMBER: *DDC OR SUPPLIER NAME & PO*
MATERIAL/ITEM DESCRIPTION: *GENERAL MATERIAL DESCRIPTION*

TO: *MANUFACTURER'S NAME*	**Part:**	**Qty**	**Part ID**	**Fabrication Date:**	**Heat**
ATTENTION OF	*PART DETAIL*	*QTY*	*SERIAL NO./FABRICATION DATE*		*HEAT #*

CC: *AS NECESSARY*

☐ WAIVER: This office is waiving inspection requirements regarding the referenced material/item(s), showing compliance with the requirements of the applicable contract specifications and with those indicated by the referenced Purchase Order. The submitted certificate(s) have been found acceptable by this office.
(Signature Section A to be completed by QA. No further action is necessary.)

☐ SOURCE RELEASE: A source inspection has been conducted to physically verify material(s) and review supportive documentation to assure that material(s)/items(s) indicated in the referenced Purchase Order and Material/Item Description are in compliance with the requirements of the applicable contract specifications and those indicated by the referenced P.O. **(Signature Section A to be completed by QA. No further action is necessary.)**

☐ CONDITIONAL RELEASE: Material acceptance pending evaluation of the following inspections/testing/action
(Signature Section A to be completed by QA. Upon satisfactory inspections/testing/action Signature Section B must also be completed by QA prior to use of the product by the contractor/supplier)
WHEN WAIVER OR SOURCE RELEASE BOXES ARE CHECKED, NO FURTHER ACTION IS REQUIRED. WHEN CONDITIONAL RELEASE BOX IS CHECKED. THIS MEANS THAT ITEMS WERE RELEASED URGENTLY DUE TO FIELD REQUEST & THE FINAL RELEASE OF THESE ITEMS WILL BE SUBJECT TO QACS INSPECTION. SEE " SECTION B" BELOW

This Shipping Authorization is based on our source inspection and/or acceptance of supportive documentation covering only the materials and workmanship as to their compliance with the requirements of the applicable contract specification. Since it is the Contractor's, his/her agent's or representative's responsibility to specify in the Purchase Order the required quantities, sizes, dimensions, and type of articles used under the contract, this authorization shall not be interpreted as an expressed or implied approval or acceptance by the Agency regarding any or all of these specifics.

DIVISION OF TECHNICAL SUPPORT
BUREAU OF QUALITY ASSURANCE & CONSTRUCTION SAFETY

A. ☐ WAIVER ☐ SOURCE RELEASE ☐ CONDITIONAL RELEASE (check the applicable box)

THIS SECTION IS SELF EXPLANATORY

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

B. FINAL ACCEPTANCE OF CONDITIONALLY RELEASED MATERIAL

ITEMS THAT ARE CONDITIONALLY RELEASED TO THE FIELD WILL NEED THIS SECTION TO BE COMPLETED BY QACS FOR FINAL ACCEPTANCE AND RELEASE. THESE WILL BE VERY FEW IN NUMBER

ON: _____ BY: _____

FOR: DDC Technical Support / QACS

DDC99-1-308

cc: Resident Engineer, QACS File

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 06 -001W

CATEGORY.. : CONSTRUCTION
Subcategory : WATER MAINS

Keywords ..... : Water Mains
Disinfection, Activation

Supersedes..... : N/A
Supplements..... : 04-015G
Sheet..... : 1 of 15

Issue Date..... : February 13, 2006

SUBJECT: PROTOCOL FOR DISINFECTING & ACTIVATING TRUNK WATER MAINS & APPURTENANCES

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

Attached please find the procedures for proper disinfection of Trunk Water Mains and Appurtenances that have been out of service and/or open to the elements. The project's Resident Engineer must discuss the disinfection techniques at the critical phase meetings and ensure that the attached protocols are strictly followed.

Attachments: Protocol for Disinfecting and Activating Trunk Water Mains & App., Sample Disinfection Plans

Protocol for Disinfecting & Activating Trunk Water Mains & Appurtenances

Prior to activating a new trunk water main and/or an existing section of trunk water main that has been out of service and/or open to the elements for an extended period, it is necessary to disinfect the main. The disinfecting process includes the following:

1) Washing and hosing down the interior of the trunk water main to remove debris, dirt or mud that was tracked into it during construction. Pressure washing is acceptable as long as the water used can be collected and pumped out or discharged through a blowoff.

2) After the interior has been washed clean, the trunk main is secured by bolting up and sealing all manways and openings and shutting all valves. Contact the appropriate Distribution Engineer from DEP to conduct a joint inspection of the trunk water main's new appurtenances (valve chambers, regulator valve chambers, access manholes, outlet valve manholes, aircocks and blowoffs). Have the deficiencies corrected.

3) The Resident Engineer and the Engineer-in-Charge must develop a Disinfection Plan. A meeting must be held with DEP's Distribution Engineer and DDC's trunk water main shutdown coordinator to review the plan. The DEP Distribution Engineer will review the feasibility of the proposed valve operations to ensure that chlorinated water does not enter the active distribution system. A secondary purpose for this meeting is to alert DEP of the upcoming activation and enlist their assistance in operating appurtenances located outside the project's limits. The plan should include:

   a) A detailed sketch of the main to be activated showing all new and existing appurtenances (i.e. access manholes, blind blowoffs, connected blowoffs, mainline & connection valves, outlet valves and aircocks), cross streets, the size & length of the water main to be activated. An In-Service Sheet Sketch can be used provided all the aforementioned data is included.

   b) Computations for the amount of calcium hypochlorite (powder) or sodium hypochlorite (liquid bleach of varying strengths) required to produce a minimum 10 PPM chlorine residual after 24 hours of contact-time.

   c) Outline the method to introduce and disperse the sanitizing agent evenly throughout the pipeline. Calcium hypochlorite powder should not be divided into equal parts and dumped into access manholes throughout the pipe run. It does not dissolve instantly and the high concentration of an oxidizing agent sitting on any type of pipe lining can damage it. The powder should be continuously mixed in a drum with water and discharge into the pipe through a hose as the pipe is being filled with water. Depending on the pipeline's geometry, the entire sanitizing agent can be introduced at one point or it may require it to be introduced at several locations.

   d) After 24 hours of contact-time, the minimum chlorine residual of 10 PPM must be confirmed before the flushing operation can begin. If the chlorine residual is below 10 PPM, additional sanitizing agent will need to be added and levels checked after the expiration of another 24-hour period.

   e) Outline the method to purge the main of the hyper-chlorinated water and to exchange the water in the main at least two times. Depending on the pipeline's geometry it may not be possible to purge the main completely. The pipeline residual water may need to be pumped to drain it completely, refilled and flushed to exchange the water a single time.

f) Once the disinfection time and concentration has been achieved, the chlorinated water should be discharged into a sanitary or combined sewer system. The discharge should be coordinated with DEP sewers and wastewater treatment operations. Discharge points located in the vicinity (less than one (1) mile) of a wastewater treatment plant are more of a concern. Please consult NYCDEP's Environmental, Health and Safety Policy and Procedures – Volume IV, Stormwater and Wastewater Management (copy is available) for additional information.

g) A good indicator that the water main has been thoroughly flushed is all sampling sources are producing chlorine residuals and water temperatures that are equal to the feed. Samples should be taken at this time.

h) It is good practice to continuously flush the main while waiting for sample results if possible. This keeps the water fresh preventing stagnation. Positive test results for biological contaminants are not usually encountered. If this is the case, the entire disinfection process needs to be performed again. A high pH sample result is typically caused by a lack of flushing. New samples will be required to be taken after the main is flushed again. High pH can be caused the water's initial reaction with the cement mortar lining and remaining byproducts of the sanitizing agent. Continuously flushing the main, allows a new sample to be collected without delay.

i) Promptly inform the Distribution Engineer that the samples have passed so the main can be activated to prevent any contained water from stagnating.

SE-552C/
Location: Springfield Blvd. Between South Conduit Avenue and Carson Street

Disinfection Plan

Existing Pipe Connection:
The existing 48-inch ductile iron pipe with ACIPCO LOK-Ring joints was installed in 1994 inside an existing 60-inch steel water main that originally served the City of Brooklyn at the turn of the century. The connection work was limited to the removal of a plug located on the branch of a 48x36 3W with LOK-Ring bells and the installation of a LOK-Ring spigot x FL adapter, a short piece of FL x FL steel with a bypass outlet, a 6-inch bypass valve and a 36-inch butterfly valve. The required shutdown was of a short duration. Water passing through the aforementioned bypass valve will be used to sanitize and flush the new 48-inch steel trunk water main.

New Steel Main Description:
The new steel trunk main begins at the aforementioned 48x36 3W and proceeds north parallel to and just east of the Springfield Blvd. overpass increasing in size to 48-inch steel pipe just before passing beneath the Belt Parkway in a 60-inch GFR HOBAS casing pipe. The main offsets west into the southbound traffic lanes of Springfield Blvd as it passes through the South Conduit Avenue intersection and proceeds north to Carson Street. The road profile is relatively flat. The area contains shallow storm and sanitary sewers. The main offsets vertically beneath sewers in 144th Ave., 143rd Rd., 140th Ave. and 139th Ave. Blowofffs are located at 143rd Rd., Edgewood Ave., 140th Ave. and 138th Rd. and are blind. Aircocks are located: just south of South Conduit Ave. in the north shoulder of the Belt Parkway, at 143rd Rd., at 142nd Rd., at 141st Rd., at 140th Ave., at 139th Ave., at 138th Rd. and at Eastgate Plaza. A main line 48-inch valve is located just south of 138th Rd.

Sanitizing Agent Calculation:
The specification requires a 24-hour contact-time with a minimum concentration of 10 PPM of chloride to disinfect the main. This means at least 10 PPM of chloride must be detected at various sampling points along the main after 24-hours. Therefore, the quantity of sanitizing agent introduced must exceed an initial concentration of 10 PPM to meet the contact-time requirement as some of the agent is consumed during the disinfection process. Typically, the minimum concentration is doubled (20 PPM) to determine the quantity of sanitizing agent to be introduced.

Agent: 65% Sodium Hypochlorite Powder (Pool Chlorine)

Volume of Water = π (4 ft)^2/4 x (4,030 ft*)
= 50,643 CF

* Use 48-inch for small sections of 36-inch pipe.

Weight of Water = 54,601 CF x 62.5 LBS/CF
= 3,165,188 LBS

Weight of Chloride (to achieve 20 PPM solution) = 3,412,563 LBS x 20/1,000,000
= 63.3 LBS

Weight of 65% Sodium Hypochlorite Powder = 63.3 LBS / 0.65
= 97.4 LBS
SAY – 100 LBS plus

Procedure:

FILLING AND INTRODUCING SANITIZING AGENT TO THE MAIN

1. Open Aircocks NAC#1 thru 8. Open NVALVE#2.

2. Mix 10 LBS of sodium hypochlorite powder with about 100 gallons of clean water and pour into the AMH located in the 36-inch valve connection chamber located in the south shoulder of the Belt Parkway just east of Springfield Blvd. Seal the AMH cover and leave the 2-inch tap open.

3. Setup the chlorination station by the AMH located in the north shoulder of the Belt Parkway just east of Springfield Blvd.

4. Open the bypass on NVALVE#1. Monitor the previously opened 2-inch tap until water begins to flow out and close it. (This section of main is lower than the highpoint located on the opposite side of the Belt Parkway and will fill completely before water is detected at the upstream AMH).

5. Once water is detected at the AMH where the chlorination setup is located, begin introducing sanitizing agent mixed in a drum with clean water.

6. Shut each aircock once the sanitizing agent is detected (this may not occur in any specific order as the new main has several high and low points).

7. Based on the pipe's geometry, roughly 60 LBS of the sanitizing should be introduced when the water level in the pipe is halfway as viewed in the AMH. An additional 15 LBS should be introduced gradually before when the water level in the pipe is at three quarters. The remaining 15 LBS should be introduced gradually before the pipe is filled. Seal the AMH shut and bleed out the air through the 2-inch tap. Once water flows out of the tap shut it.

8. Setup a 2-inch hose on the AMH tap at Carson Street. Open the tap and release the air from the main. Once a steady flow of water and sanitizing agent is achieved -- close the tap.

9. The main has many high and low-points that could shift air around at various stages of being filled. This step will remove most of the trapped air in the main. Starting with NAC#8 and working south to NAC#1, open each aircock a few turns to release any trapped air. Once a steady flow of steady flow of water and sanitizing agent is achieved at the aircock -- shut the hydrant and proceed to the next aircock.

DRAINING THE MAIN

1. After 24 hours, samples should be taken at NAC#1, NAC#2, NAC#4 and NAC#8 to determine if the residual maintained in the pipe exceeded 10 PPM using a "high end" chloride detection kit. It is unlikely that a 10 PPM residual would be obtained at NAC#1 as clean water will have carried away most of the sanitizing agent downstream.

2. If OK, proceed with draining the main. (This new section of trunk water main has blind blowoffs only. It is not feasible to flush all the chlorinated water out of the aircocks due to safety concerns. NYSDEC prohibits the disposal of large amounts chlorinated water into a storm water system. If untreated it could damage an ecosystem.)

3. Shut the bypass on NVALVE#1 and open all the aircocks.

4. Setup two high capacity 4 or 6-inch pumps at the blowoff pot manholes of NBO# 2 and NBO#4. Open the two blowoff valves and begin pumping. (The chlorinated water must be discharged into the sanitary sewer system manholes.)

5. According to the pipe's geometry, NBO#4 should drain completely first. When no flow is detected at NBO#4 shut the blowoff valve and move the pumping operation to NBO#3.

6. Repeat the drainage process at NBO#3 and then move the pumping operation to NBO#1. Repeat the drainage process at NBO#1.

7. Once no flow is detected at NBO#1 & NBO#2. Shut both valves. The main has been drained sufficiently to begin refilling and flushing operations. (Please note that the vertical offsets and the crossing beneath the Belt Parkway will still be filled with chlorinated water. The refilling and flushing operation will rid the system of this remaining chlorinated water. If the main is empty overnight, shut all the aircocks and reopen them before starting to refill the main.)

REFILLING THE MAIN

1. Open the bypass on NVALVE#1.

2. Allow the aircocks to flush for a few minutes after stable flow is achieved before closing. This may not occur in any specific order as the new main has several high and low points.

3. Setup a 2-inch hose on the AMH tap at Carson Street. Open the tap and release the air from the main. Once a steady flow of water is achieved -- close the tap.

4. The main has many high and low-points that could shift air around at various stages of being filled. This step will remove most of the trapped air in the main. Starting with NAC#8 and working south to NAC#1, open each aircock a few turns to release any trapped air. Once a steady flow of steady flow of water is achieved at the aircock -- shut the hydrant. Proceed to the next aircock and repeat the process.

FLUSHING THE MAIN

This is a timed and controlled flushing sequence utilizing hydrants to establish a fairly accurate flow rates (see attached "Hydrant Flow Chart"). The attached "Hydrant Flushing Schedule" determines the amount of time each aircock/hydrant needs to be opened by determining the volume of water between each aircock and dividing by a cumulative flow rate of all the hydrants located downstream from that section of pipe. The "Hydrant Flushing Schedule" provides a column to write a start time and determine the time to shut each hydrant.

1. Open and flush EAC#1 for about 15 minutes. Test for and record the chlorine residual in the water. Take and record the water's temperature. (These reading will be used for comparative purposes when the hydrants are tested prior to closing.)

2. Setup a 2-inch hose on the AMH tap at Carson Street. The discharge end of the hose can drain into a catch basin during this phase of the disinfection process. Open the tap.

3. Following the directions outlined in the "Hydrant Flow Chart", establish a flow rate at NAC#8 with an L=5'-0" through its 4-inch nozzle (the 2½-inch nozzle must be closed when setting the flow rate). Open the 2½-inch nozzle after the flow rate has been set. This will shorten the length of the water stream extending into the street. Repeat the process with NAC#7 thru NAC#1 proceeding upstream. (Note that NAC#2 was excluded from the "Hydrant Flushing Schedule" due to its proximity to Springfield High School's main entrance.)

4. After establishing the flow rate at NAC#1 record the time in "Time Schedule" column by the Start Label in the "Hydrant Flushing Schedule". Compute the time to shut each hydrant and record it in the "Time Schedule" column.

5. When time to close NAC#1 is reached, check the chlorine residual and water temperature. If they match the earlier test results collected at EAC#1, shut the hydrant and proceed to the next open downstream

hydrant to repeat this step. If the test results don't match (the chlorine residual will likely be high), keep flushing and retest the water every five minutes until the results match the test results collected at EAC#1. Shut the hydrant once the test results match and proceed to the next open downstream hydrant to repeat this step.

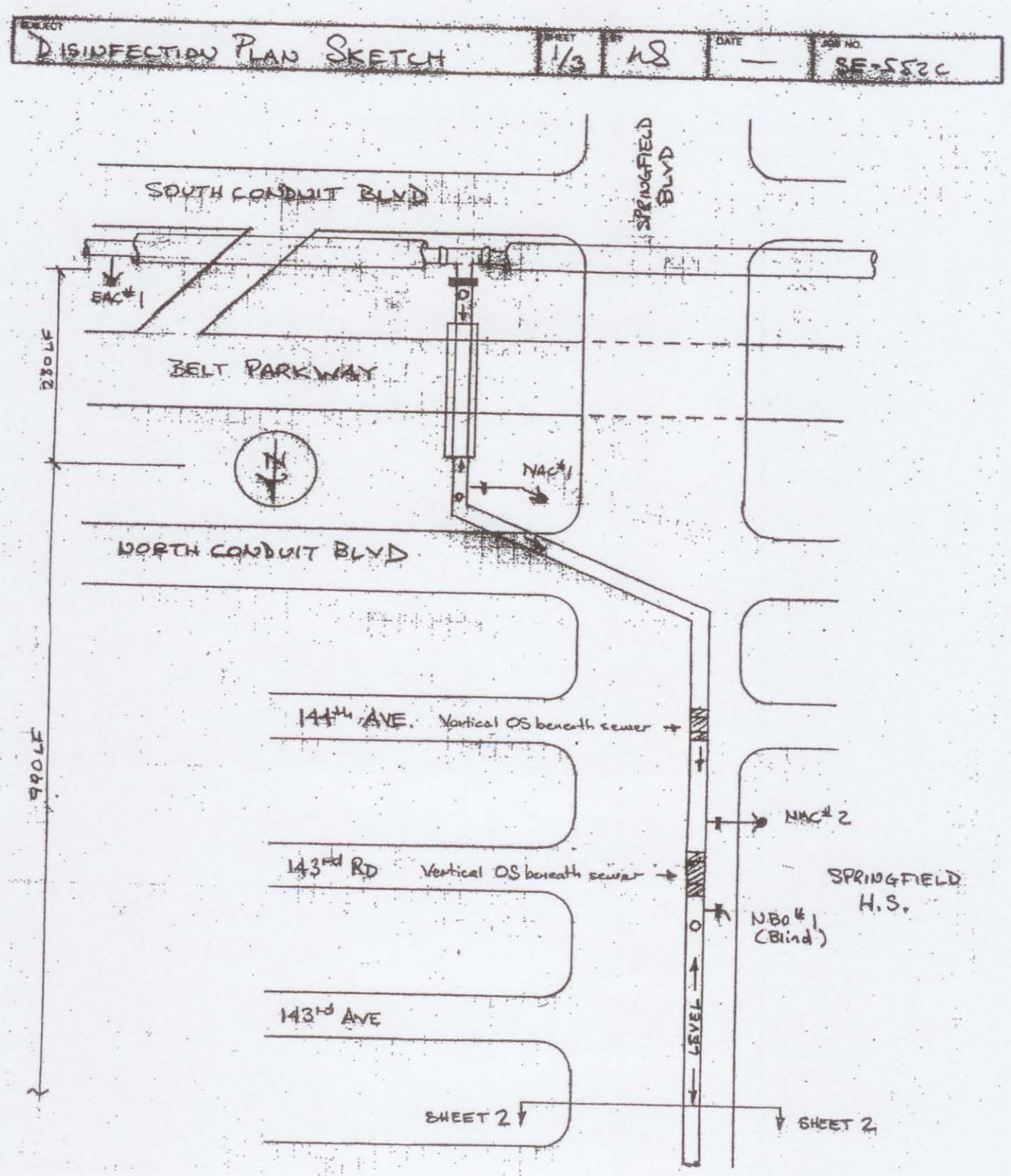
6. After the allotted time for flushing the AMH tap at Carson Street has expired, check the chlorine residual and water temperature. If they match the earlier test results collected at EAC#1, shut the tap. The flushing operation has been completed. If the test results don't match (the chlorine residual will likely be high), keep flushing and retest the water every fifteen minutes until the results match the test results collected at EAC#1. Shut the tap once the test results match. The flushing operation has been completed. Since there are no connected blowoff pots, the main cannot be continuously flushed while waiting for test results without manning the operation.

SAMPLING THE MAIN

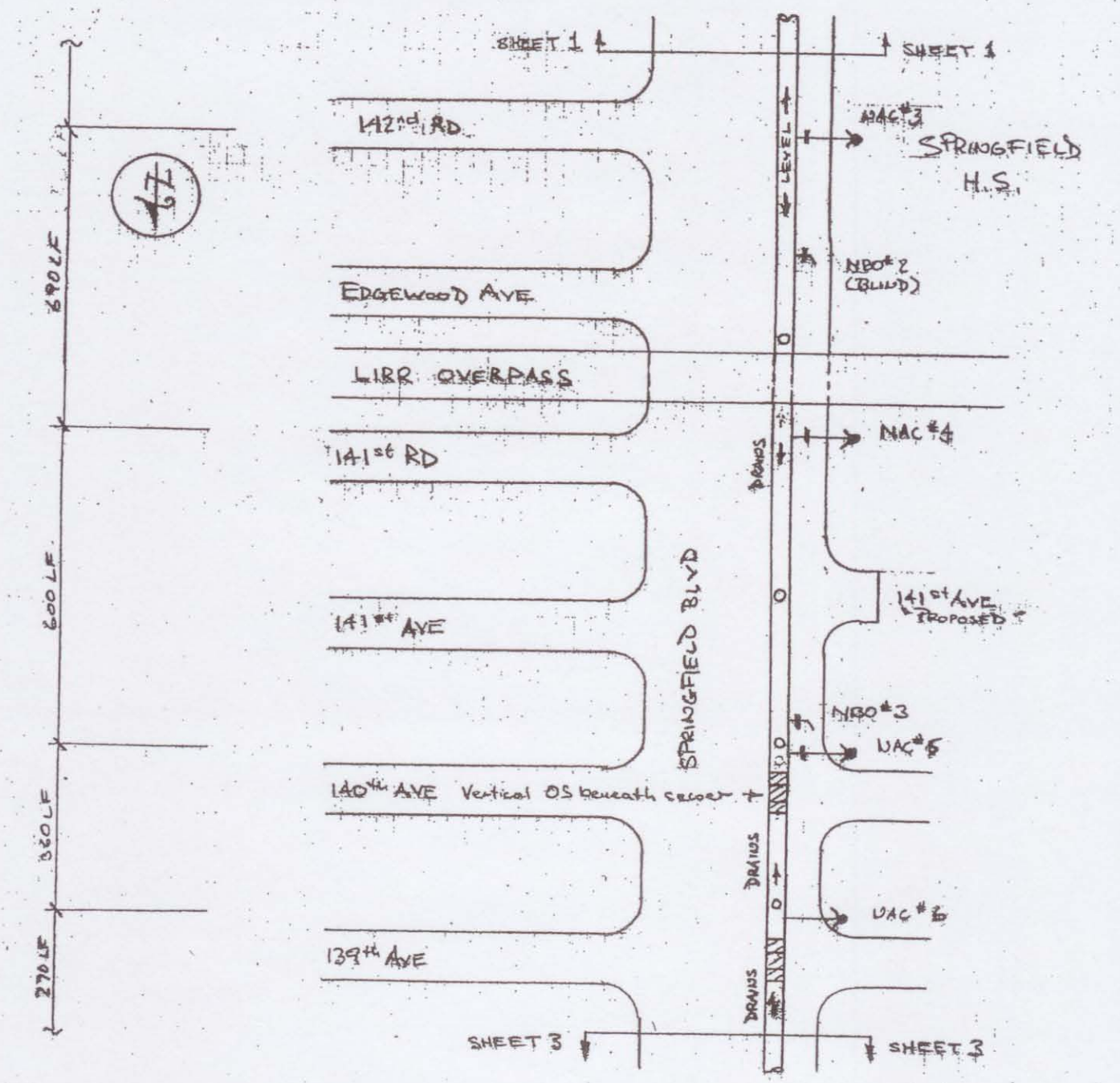
1. Collect ASAP after the flushing process has been completed. The water is freshest at this point and will degrade slowly until it begins to circulate when put in service. Please note that the water temperature and chlorine residual have been monitored throughout the flushing process and match the feed results.

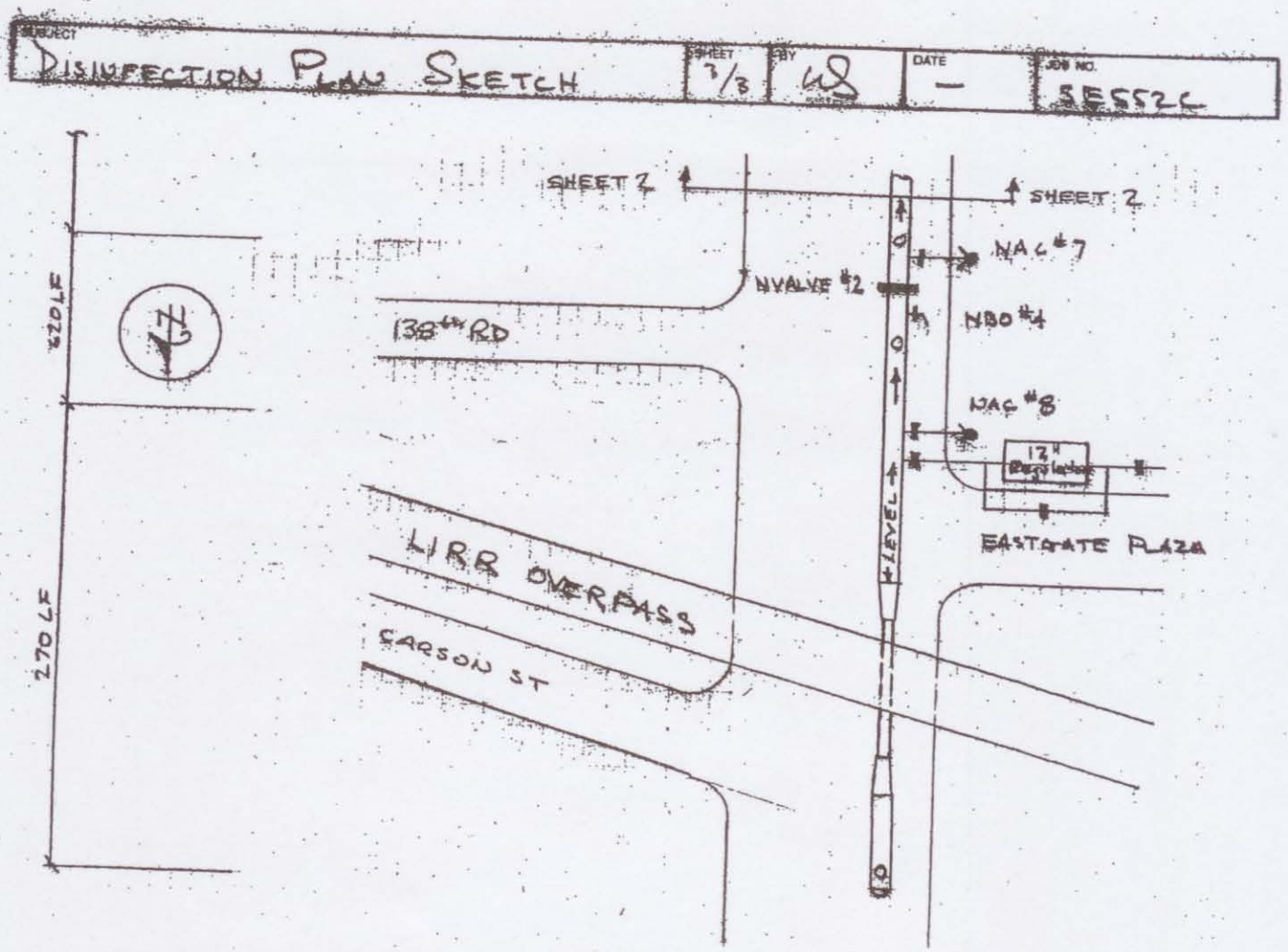
2. Flush each hydrant for about five minutes before collecting samples. Proceed with collecting samples for testing at DEP's laboratory. Collect two feed samples at EAC#1 (Feed); collect one sample at NAC#4 (Sample) and another at NAC#8 (Sample).

3. Call DEP's laboratory for test results daily. If the samples pass, immediately notify DEP to put the main into service.


PROJECT
DISINFECTION PLAN SKETCH
SHEET
1/3
OF
48
DATE
—
JOB NO.
SE-552C
SOUTH CONDUIT BLVD
SPRINGFIELD BLVD
EAC #1
230 LF
BELT PARKWAY
NAC #1
NORTH CONDUIT BLVD
990 LF
144th AVE.
Vertical OS beneath sewer
NAC #2
143rd RD
Vertical OS beneath sewer
SPRINGFIELD H.S.
NBO #1 (Blind)
143rd AVE
LEVEL
SHEET 2
SHEET 2

SUBJECT	SHEET	BY	DATE	JOB NO.
DISINFECTION PLAN SKETCH	2/3	GB	—	SE-552C




SUBJECT
DISINFECTION FLOW SKETCH
SHEET 3/3
BY GS
DATE —
JOB NO. 5E552C
SHEET 2
SHEET 2
NAC #7
NVALVE #2
NBO #4
138th RD
NAC #8
12"
EASTGATE PLAZA
LIRR OVERPASS
CARSON ST
4" LEVEL
270 LF
270 LF

HYDRANT FLUSHING SCHEDULE

SE-552C - SPRINGFIELD BOULEVARD

Set center of flow from 4-inch hydrant outlet at 5 ft (523 GPM) and use 500 GPM as a conservative flush rate in calculations below.

Aircock / Hydrant No.	Location	Size of Pipe (INCH)	Dist. between Hydrants (LF)	No. of Hydrants Flushing	Flushing Duration for Section (MIN)	Shut Hydrant after Flushing for:		TIME SCHEDULE
						(MIN)	(HH:MM)	
	Start*						START:	10:30 AM
		48	230					
NAC-1	S/of N.Conduit in Belt Pkwy Shoulder			7	6.18	6.18	0:06	10:36 AM
		48	990					
NAC-3	W/side of Springfield Blvd at 142nd Road			6	31.02	37.20	0:37	11:07 AM
		48	690					
NAC-4	W/side of Springfield Blvd at 141st Road			5	25.94	63.14	1:03	11:33 AM
		48	600					
NAC-5	W/side of Springfield Blvd at 140th Ave.			4	28.20	91.34	1:31	12:01 PM
		48	360					
NAC-6	W/side of Springfield Blvd at 139th Ave.			3	22.56	113.90	1:54	12:24 PM
		48	270					
NAC-7	W/side of Springfield Blvd at 138th Road			2	25.38	139.29	2:19	12:49 PM
		48	620					
NAC-8	W/side of Springfield Blvd at Carson			1	116.56	255.85	4:16	2:46 PM
		48	270					
	End **						END:	03:30 PM

NAC-2 is located IFO Springfield High School's main entrance and is not to be used in the flushing the main.

* 6-inch bypass on new BFV located on S/Side of Belt Parkway just east of Springfield Blvd.

** Run 2-inch hose for the Duration of the Flush from terminal AMH (Check Chlorine Residual every 15 until < 1.0 PPM after last hydrant is closed.)

HYDRANT FLOW CHART

How to approximate a flow rate using this chart:

1. The hydrant height dimension (H) is measured from the top of the asphalt to the centerline of the hydrant nozzle. An average hydrant height (H) of 2'-3" (2.25 FT) is used in these calculations.
2. The "L" dimension is measured from the edge of the nozzle to the center of the stream of water striking the asphalt. Place a mark on the asphalt for the "L" dimension corresponding to the flow rate to be established.
3. Remove the hydrant cap from the nozzle to be used to approximate the flow rate (leave the other cap on).
4. Adjust the flow so that the center of the water stream is landing on the mark.
5. If you are adjusting the flow rate to achieve a chlorination contact time, adjust the center of the stream to be 2-3 inches shy of the mark this will reduce the flow rate slightly to ensure a desired contact time. If you are timing a flushing operation, adjust the center of the stream 2-3 inches beyond the mark to slightly increase the flow rate.

Formulas:

Area of Circle = A (Diameter in inches) = A(D) = PI*D^2/4
H = 0.5*g*t^2; t = SQRT(2*H/g)
L = V(L)*t; V(L) = L/SQRT(2*H/g)
Q(D/L) = A(D)*V(L) = PI*D^2/4*L/SQRT(2*H/g)

Constants & Conversions:

g = 32.2 FT/sec^2
PI = 3.14159
1 CF of Water = 7.4805 Gallons

L (FT)	Q(2.5-inch) CF/sec	Q(2.5-inch) GAL/min	Q(4-inch) CF/sec	Q(4-inch) GAL/min
1.00	0.0912	40.93	0.2334	104.77
1.25	0.1140	51.16	0.2918	130.97
1.50	0.1368	61.39	0.3502	157.16
1.75	0.1596	71.62	0.4085	183.35
2.00	0.1824	81.85	0.4669	209.55
2.25	0.2052	92.09	0.5252	235.74
2.50	0.2280	102.32	0.5836	261.93
2.75	0.2508	112.55	0.6420	288.13
3.00	0.2736	122.78	0.7003	314.32
3.25	0.2964	133.01	0.7587	340.51
3.50	0.3192	143.24	0.8170	366.71
3.75	0.3419	153.48	0.8754	392.90
4.00	0.3647	163.71	0.9337	419.09
4.25	0.3875	173.94	0.9921	445.29
4.50	0.4103	184.17	1.0505	471.48
4.75	0.4331	194.40	1.1088	497.67
5.00	0.4559	204.64	1.1672	523.87
5.25	0.4787	214.87	1.2255	550.06
5.50	0.5015	225.10	1.2839	576.25
5.75	0.5243	235.33	1.3423	602.45
6.00	0.5471	245.56	1.4006	628.64

BED-769R
Location: Saint John's Place & 5th Avenue

Disinfection Plan

Existing Pipe / Shutdown Limits Description:
The existing steel water main was installed in conjunction with the Catskill system in mid 1920's. It is predominately 72-inch steel lock-bar pipe with riveted joints and hot coal tar enamel lining and coating. The high point of the shut down is located at the intersection of Montgomery Pl. & 8th Ave. The main drains in the northern direction along 8th Ave. to St. John's Pl. and then drains west along St. John's Pl. through the new work into Douglass St. and continues to 4th Ave.

Sanitizing Agent Calculation:
The specification requires a 24-hour contact-time with a minimum concentration of 10 PPM of chloride to disinfect the main. This means at least 10 PPM of chloride must be detected at various sampling points along the main after 24-hours. Therefore, the quantity of sanitizing agent introduced must exceed an initial concentration of 10 PPM to meet the contact-time requirement as some of the agent is consumed during the disinfection process. Typically, the minimum concentration is doubled (20 PPM) to determine the quantity of sanitizing agent to be introduced.

Agent: 65% Sodium Hypochlorite Powder (Pool Chlorine)

Volume of Water $= \pi (6 \text{ ft})^2/4 \times (1500 \text{ ft} + 800 \text{ ft} + 800 \text{ ft} + 800 \text{ ft} + 800 \text{ ft})$
$= 132{,}889 \text{ CF}$

Weight of Water $= 132{,}889 \text{ CF} \times 62.5 \text{ LBS/CF}$
$= 8{,}305{,}600 \text{ LBS}$

Weight of Chloride (to achieve 20 PPM solution) $= 8{,}305{,}600 \text{ LBS} \times 20/1{,}000{,}000$
$= 166 \text{ LBS}$

Weight of 65% Sodium Hypochlorite Powder $= 166 \text{ LBS} / 0.65$
$= 255 \text{ LBS}$
SAY – 260 LBS plus

Procedure:

FILING AND INTRODUCING SANITIZING AGENT TO THE MAIN

1. Open Aircock - EAC#1. Open Blowoff - EBO#2. Open N.Valves#1 & #2 to allow trapped water from leaking EVALVE#2 to drain the main.

2. Set up Chlorination station at Aircock - EAC #1.

3. Open remaining aircocks - EAC#2, NAC#1 and NAC#2. Once the flow rate at EBO#2 stabilizes (it won't stop because EVALVE#2 is leaking), shut EBO#2. Partially open bypass valve (a couple of turns) on EVALVE#1.

4. Begin introducing sanitizing agent mixed in a drum with clean water and pumped into EAC#1.

5. Monitor percentage of main filled using new and existing aircocks (can use blowoffs and AMH taps). Shut each appurtenance once the sanitizing agent is detected and proceed to next upstream appurtenance and repeat process. The percentage of the amount of powder introduced should roughly equal the percentage of main filled at any given point.

6. When the sanitizing agent is detected at EAC#2, approximately half the main should be filled and half the sanitizing agent introduced. Adjust pumping operation accordingly.

7. Try to complete the introduction of the sanitizing agent at EAC#1 just before the main completely fills.

8. If any sanitizing agent remains and the main is full. Shut the bypass on EVALVE#1 and slightly open EAC#2 and pump in the remaining sanitizing agent. Shut EAC#2 and reopen the bypass on EVALVE#1 until water exits from EAC#1. Shut the bypass on EVALVE#1 and shut EAC#1.

FLUSHING THE MAIN

1. After 24 hours, samples should be taken at EAC#2, NAC#1 and NAC#2 to determine if the residual maintained in the pipe exceeded 10 PPM using a "high end" chloride detection kit. It is unlikely that a 10 PPM residual would be obtained at EAC#1 as clean water carried away the sanitizing agent downstream.

2. If OK, proceed with draining the main.

3. Open EAC#1 first and then open EBO#1 to drain the main.

4. Once the flow rate at EBO#1 stabilizes (it won't stop because E.Valve#2 is leaking), shut EBO#1.

5. Open the remaining aircocks - EAC#2, NAC#1 and NAC#2 along the pipeline and then open the bypass on EVALVE#1 to fill the main.

6. Allow the aircocks to flush for a few minutes after stable flow is achieved before closing. Repeat the process until a stable flow is detected at EAC#1. Close EAC#1 and the bypass on EVALVE#1.

7. Open the bypass on EVALVE#3. Slightly open EBO#1. The amount of water that could enter the main must exceed what is draining from the main during this process. Open EAC#1 to check for flow. If water flows out the correct balance has been achieved. If not, open the bypass more or reduce the flow through the EBO#1. This step flushes the section of trunk main located between E.Valve#3 and the new three-way.

8. Flush this section for about four hours then open the bypass on EVALVE#1 and shut the bypass on EVALVE#3. Again, the amount of water that could enter the main must exceed what is draining from the main during this process. Open E.AC#1 to check for flow. If water flows out the correct balance has been achieved. If not, open the bypass more or reduce the flow through the Blowoff#1. This step flushes the section of trunk main located in 8th Avenue, St. John's Pl and Douglass St.

SAMPLING THE MAIN

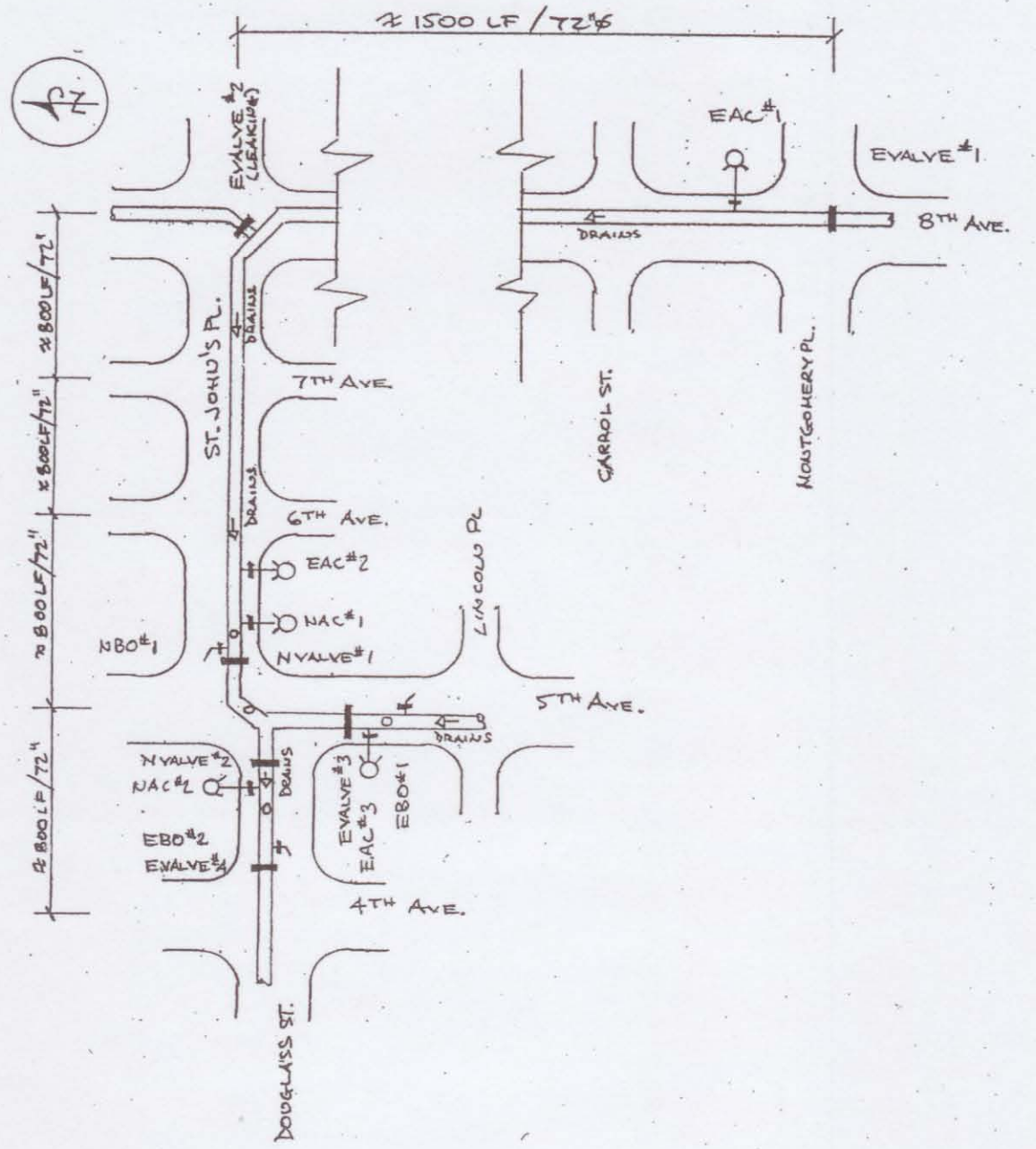
1. After 24 hours, shut EBO#1. Check chlorine residuals and water temperatures at EAC#1, EAC#2, NAC#1 and NAC#2 and through any appurtenance located on the most western end of the new work. If the results closely match, it is likely the main has been thoroughly flushed. (If not, continue flushing and repeat this step after another 24 hours.)

2. Close EBO#1 (This is contrary to the SCOP's recommendation but continually running pressurized water unnecessarily through an 80 year valve old might damage it). Keep the bypass on EVALVE#1 open to maintain pressure in the main.

3. Proceed with collecting samples for the DEP's laboratory at EAC#1 (Feed) and NAC#2 (Sample).

4. Call DEP's laboratory for test results daily. If the samples pass, immediately notify DEP to put the main into service.

SUBJECT	SHEET	BY	DATE	JOB NO.
DISINFECTION PLAN - SKETCH	1/1	GS	—	BED-769R



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 06 -002G

CATEGORY.. : CONSTRUCTION
Subcategory : SHOP DRAWING

Keywords ..... : Approval, Schedule Log Sheets

Supersedes..... : N/A
Supplements..... : 01-009G
Sheet..... : 1 of 2

Issue Date..... : February 14, 2006

SUBJECT: SHOP DRAWING LOG SHEETS

APPROVED: *Assistant Commissioner - J. Evans Doleyres, P.E.*

At the pre-construction meeting the contractor will be required to provide a detailed construction schedule as per the contract requirements. This schedule must include all required shop drawings and their submittal dates. The Resident Engineer (RE) must review this schedule with the contractor, and if acceptable, prepare Shop Drawing Log Sheets (attached) from this information. The RE will henceforth maintain the Shop Drawing Log Sheets for all required shop drawings.

The Shop Drawing Submittal Log must outline the shop drawing submittals scheduled dates and the target dates for the completion of the review processes. The RE and the EIC will together establish the guidelines for the determination of the target dates. The RE will continuously track the schedule and insure that all submittals are reviewed promptly.

At the regularly scheduled progress meetings the status of each shop drawing submittal must be discussed and outstanding issues promptly resolved.

Attachments: Shop Drawing Log Sheet

SHOP DRAWING SUBMITTAL LOG

CONTRACT NO.: PROJECT:

ADDRESS: SHEET _____ OF _____

DESCRIPTION	Submission #	Date Rec'd from Contractor	No. of Copies	Date Trans to Reviewing Unit	Reviewing Unit Name	No. of Copies	Date Rec'd from Reviewing Unit	No. of Copies	Trans to Contractor	Approval Status A/AC/R	No. of Copies	Target Date	COMMENTS

Note: A - Approved; AC - Approved with Comments; R - Rejected/Resubmit

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 06 -003W

CATEGORY.. : CONSTRUCTION
Subcategory : WATER MAIN

Keywords ..... : Valves

SUBJECT: USE OF TEMPORARY CONSTRUCTION VALVES ON DISTRIBUTION WATER MAINS

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 27, 2006

The use of temporary construction valves during Distribution Water Main (DWM) installation can reduce the number of service shutdowns experienced by the affected homeowners or businesses. Temporary construction valves can be used to isolate and maintain service to water sensitive facilities (i.e., hospitals, schools, etc.) from ongoing work on a long block, or on a block where work is progressing slowly due to site conditions.

Before utilizing a temporary construction valve, the Resident Engineer in consultation with the Engineer-in-Charge, and DEP Borough Distribution Engineer or representative, should consider reconfiguration of the valve installation plan or installing additional valves.

If there is no compelling reason to make the temporary valve permanent, the valve should be installed in a manner allowing for quick removal. Typical installation meeting this requirement would involve two sleeves and two short sections of pipe.

The last task on this section of DWM work will require a shutdown, removal of the temporary valve and replacement with a short section of pipe. Reusing of the sleeves and wedge restraint glands is permitted provided that they are in good condition and reinstalled properly.

Field cards should show replacement pipe and sleeves in final position. In-Service sheets must show temporary valve locations. New In-Service sheets must be submitted when removed.

Payment will be made under the appropriate bid items and/or through a change order as appropriate.

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 06 -004G

CATEGORY.. : CONSTRUCTION
Subcategory : TREE CONSULTANT

Keywords ..... : TREE PRUNING, REMOVAL, PLANTING

Supersedes..... : 04-013G
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 26, 2006

SUBJECT: TREE CONSULTANT PROCUREMENT AND PAYMENTS (REVISED)

APPROVED:

Assistant Commissioner - Richard Zetterlund, P.E.

When Tree Consultant work is added to a construction contract via Change Order, or to a consultant contract via Task Order or Additional Services, costs for such services must be adequately justified to EAO (Engineering Audit Office) to ensure that they are fair and reasonable.
EAO considers either one of the following methods to be fair and reasonable. These are the only currently acceptable methods for establishing costs for these services:

1 - The lowest bid from at least three (3) vendors is to be submitted. Bids may be in writing or by telephone, in each case the names, telephone numbers, price quoted (all inclusive prices), and the date of the quote for each vendors, must be recorded and submitted with the payment requisition.

2 - If the Tree Consultant is an employee of the Subconsultant, the actual rate (including supplemental benefits) will be paid to the Tree Consultant plus 21 % for overhead and profit, plus the cost of payroll taxes and worker's compensation insurance. Note that the cost of payroll taxes, the premium portion of overtime pay, and worker's compensation insurance shall not be subject to any percentage for overhead and profit. Payroll Register or other payroll records for the specified period must be submitted for verification.

3 - If the approved Tree Consultant is an employee of the prime consultant, then subject to payroll verification, payment will be made under the staffing allowance and the contract multiplier will be applied.

This procedure will be applicable to all new Change Orders, Task Orders or Additional Services to be issued for Tree Consultant services in the future. In addition, all Tree Consultants must also be approved by the New York City Parks Department.

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SUBJECT: WATER MAIN FIELD CARDS

APPROVED: *Assistant Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 06 -005W

CATEGORY.. : CONSTRUCTION
Subcategory : Water Mains

Keywords ..... : Water Mains,
Field Cards, As-Builts

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : June 26, 2006

Transmitting accurate Field Cards in a timely manner to the appropriate DEP personnel upon installation of water mains is critical to DEP's operation of the water supply system. Field Cards are to be prepared in accordance with the DDC *Manual for the Inspection and Distribution Water Main Installation - Field Card Preparation.*

Field Cards are to be prepared upon the completion of water main installation on every block. Field Cards are to be submitted to DEP within one month of the completion of each distinct location on multiple location projects, one month after completion of each project phase, or one month following substantial completion, whichever is earlier. When a project is shut down for an extended period of time, then Field Cards for the completed portion are to be submitted within a month of the project shut down.

Attached is a transmittal letter to be used for the submission of the Field Cards to the appropriate DEP personnel. The Resident Engineer (RE) will submit copies of the Field Cards to the Borough's Reviewer, designated by the Borough Director, through the Engineer-In-Charge. The Borough's Reviewer will review the Field Cards to insure completeness, accuracy, correct format, etc., and return the copies promptly to the RE with comments and correction marked in red. After all comments and corrections are addressed, the RE is to make three copies of the field cards and distribute them as follows, the original to DEP, the first copy to the Construction Support Unit (CSU), the second copy to the Borough Reviewer and the third copy for the project records.

Attachment: Sample Field Card Transmission Sheet

year 10
NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, AIA
Commissioner

ERIC C. MACFARLANE, P.E.
Deputy Commissioner
Infrastructure

RICHARD W. ZETTERLUND, P.E.
Assistant Commissioner
Infrastructure
Brooklyn/Staten Island
Construction Support Unit

(DATE)

(*NAME*)
Central Mapping and Records Unit Chief
NYC Dept Of Environmental Protection
59-17 Junction Blvd., 12th Floor
Corona, NY 11368

RE: FMS (CAPIS) ID:
JOB DESCRIP:
Contract Reg #:
Contractor:
Water Main Field Cards

Dear *(NAME)*:

closed please find the *(Number in Total)* field cards, for the water mains constructed under the ubject contract at the following location(s):

(ENTER STREET NAME(S) AND LIMITS)

If you have any questions or comments regarding the enclosed cards, please contact *(NAME)*, the Resident Engineer at *(PHONE)* or the Engineer-in-Charge at *(PHONE)*.

Sincerely,

_____
(NAME)
Engineer-in-Charge

Received By: _____ _____ _____
Name Signature Date

Cc: Borough Reviewer, Resident Engineer, Construction Support, Borough File DDC99-1-326
" with Attachments

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SUBJECT: SEWER PIPES DEFECTS AND REPAIRS ON AS-BUILT DRAWINGS

APPROVED: *Associate Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 06 -006G

CATEGORY.. : CONSTRUCTION
Subcategory : AS-BUILT DRAWINGS

Keywords ..... : TV Inspection, As-Builts Sewer Pipe

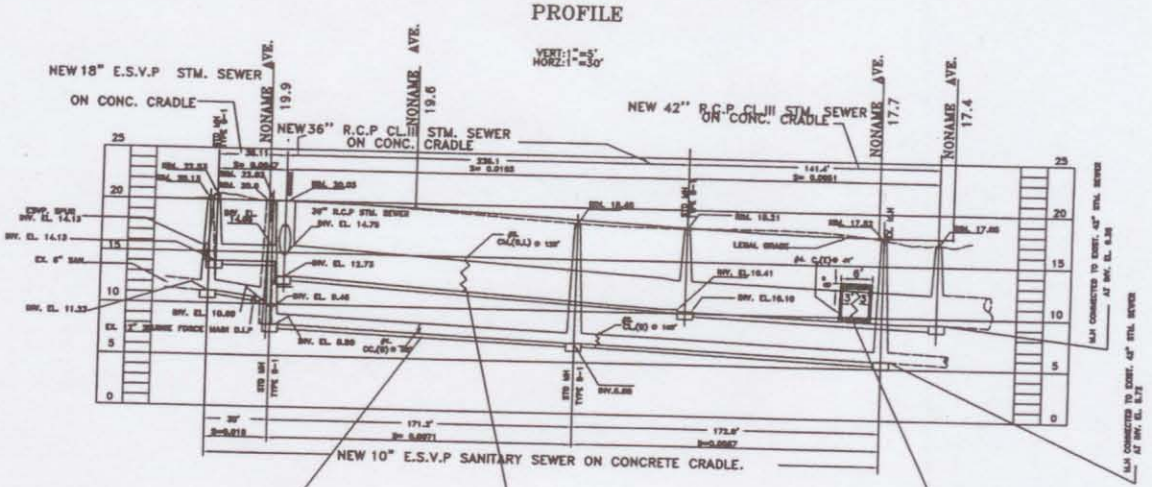
Supersedes..... : N/A
Supplements..... : 98-003G, 00-005G
Sheet..... : 1 of 2

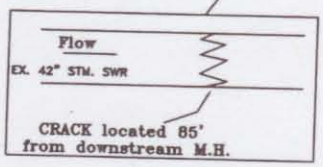
Issue Date..... : October 16, 2006

Any sewer pipe found to be defective or cracked during the required Television (TV) Inspection of new sewers must be replaced or acceptably repaired. If the pipe is repaired the location, measured from the downstream manhole and the method of repair must be clearly indicated on the sewer As-Built drawings and on the Resident Engineer's As-Built markup drawings. A sample As-Built drawing, along with repair codes are attached.

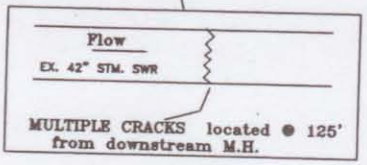
Attachments: Pipe Defects and Repair Methods and Codes for Sewer As-Built Drawings

PROFILE

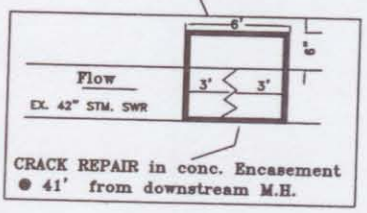




CC,(G) #1.



CM,(GL) #3.



C,(E) #4.

LEGEND:
PIPE DEFECTS / REPAIRS:
DEFECTS
C – CRACK
CL – CRACK , LONGITUDINAL
CC– CRACK , CIRCUMFERENCIAL
CM – CRACK , MULTIPLE
REPAIRS
(G) – CHEMICAL GROUTING
(L) – D.E.P. APPROVED LINING
(E) – CONCRETE ENCASEMENT

DEFECT #	DISTANCE(FT.) FR. DOWNSTREAM M.H.	DEFECT CODE	DEFECTS LOC. (CLOCK DIAL)	DEFECT LENGTH (INCH)	REPAIR TYPE	REMARK
1	85'	C,C	9–12	4"	(G)	N/A
2	160'	C,L	6	3"	(G)	N/A
3	125'	C,M	9–3	11"	(G,L)	N/A
4	41'	C	12	14"	(E)	N/A

SAMPLE
AS-BUILT

NONAME
RESIDENT ENGINEER DATE

FINAL MAP;CAPITAL PROJECT:000000000; NONAME AVE; BOROUGH OF NONAME ;REG#. 00000000

DDC 99-1-328

NO.	DATE	DESCRIPTIONS REVISIONS	APP'D

DRAWN C.D

SCALE AS SHOWN

CAPITAL PROJECT NO. 000000000
FOR THE CONSTRUCTION OF STORM AND SANITARY SEWERS IN
NONAME AVENUE ETC.
BOROUGH OF NONAME
PROFILE

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE
BUREAU OF CONSTRUCTION

DATE 00/00/00
SHEET 1 OF N

NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SUBJECT: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

APPROVED: *Assistant Commissioner - J. Evans Doleyres, P.E.*

SCOP..... : 06 -007G

CATEGORY.. : CONSTRUCTION
Subcategory : NYSDEC PERMIT

Keywords ..... : SWPPP, EROSION/SEDIMENT & POLLUTION CONTROL

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : October 17, 2006

All contracts subject to the Storm Water Pollution Prevention Plan (SWPPP) requirements are determined before bid, and the applicable specifications are included with the contract documents. In general, all construction personnel must be aware that erosion and sediment control, as well as control of pollutants, generated during construction activities that disturb an area of one acre or more, must be adequately addressed by the Contractor and monitored by the Resident Engineer. The Contractor is required to develop and implement a SWPPP that will minimize the pollutants entering the storm water systems, in compliance with the New York State Pollutant Discharge Elimination System (SPDES), General Permit for Storm Water Runoff from Construction Activity, GP-02-01, issued pursuant to Article 17, Title 7, 8 and Article 70 of the Environmental Conservation Law.

Within thirty-(30) days after the contract is awarded, the Contractor is required to retain the services of an Independent Licensed/Certified Professional **(LCP)** with practical experience in the principles and practices of erosion and sediment control and stormwater management, to prepare and certify a site specific Storm Water Pollution Prevention Plan (SWPPP), along with all necessary shop drawings. The LCP as defined in the contract specification section 9.30, must verify that the SWPPP has been developed in a manner that will assure compliance with water quality standards and with the substantive intent of the GP-02-01.

The Contractor shall submit the certified SWPPP and the Notice of Intent (NOI) to the NYCDDC Infrastructure Program Administration-Technical Support for review and comment. The Contractor, through his LCP shall make all necessary revisions and re-submittals of the SWPPP and NOI for acceptance and signature.

Once the Permit is received by the Agency, a representative from the NYCDDC Program Administration-Technical Support , will contact the Resident Engineer (RE), the Contractor and the LCP to schedule the initial site inspection of in-place erosion and sediment control measures. Work shall not begin until the initial Inspection has been conducted by the LCP. The LCP shall certify that the appropriate Erosion and Sediment control measures specified in the SWPPP have been adequately implemented at the site.
Following the commencement of construction, the LCP shall conduct site inspections at least once a week and within twenty-four-24 hours of each rainfall event of 0.5-inch or greater. All inspection reports shall be certified by the LCP and kept at the construction site in a logbook.

The Contractor shall retain a copy of the signed NOI, SWPPP and the permit posted at the construction site in a prominent place for public viewing from the date of initiation of construction to the date of final stabilization.

At Substantial Completion and prior to filing the Notice of Termination (NOT), the LCP shall contact the RE and request a final inspection, with the NYCDDC Program Administration Technical Support staff, of the project site. The LCP shall certify that the site has undergone final stabilization and that all temporary erosion control and sediment control measures have been removed at the construction site. Subsequently, the LCP shall provide a complete NOT to the Program Administration-Technical Support Unit.

The Resident Engineer must discuss and collect the updated SWPPP and applicable amendments at all preconstruction and critical phase meetings and ensure that the requirements are adequately implemented. The Resident Engineer (RE) must maintain as part of the field records, copies of NOI, the accepted SWPPP, the NYSDEC permit, weekly and unusual flooding events, and monthly reports produced by the LCP. Such documents are to be made available to the permitting authority (NYSDEC) upon request.

Note that although there maybe no reporting or permit requirement on other DDC projects, however efforts should be made to minimize pollutants from entering the storm water drainage system on all DDC projects.
The RE must be familiar with the attached NYSDEC's Inspection Checklist which includes the items of interest during a site inspection.

Attachment:: NYCDEC's Inspection Checklist

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Construction Stormwater Inspection Report (for SPDES General Permit GP-02-01)

Project Name and Location:	Date:	Page 1 of _____
	Permit # (if any): NYR	
Municipality: County:	Entry Time:	Exit Time:
On-site Representative(s): Phone Number:	Weather Conditions:	
Name and Address of SPDES Permittee/Title/Phone/Fax Numbers: Contacted Yes☐ No☐		

INSPECTION CHECKLIST

SPDES Authority

	Yes	No	N/A		Citation
1.	☐	☐	☐	Is a copy of the NOI posted at the construction site for public viewing?	GP-02-01: I.D.5.
2.	☐	☐	☐	Is an up-to-date copy of the signed SWPPP retained at the construction site?	GP-02-01: III.B.1. & IV.C.
3.	☐	☐	☐	Is a copy of the SPDES General Permit retained at the construction site?	6 NYCRR 750-2.1(a)

SWPPP Content

	Yes	No	N/A		Citation
4.	☐	☐	☐	Does the SWPPP describe and identify the erosion & sediment control measures to be employed?	GP-02-01: III.D.2.a.(7) & (8)
5.	☐	☐	☐	Does the SWPPP provide a maintenance schedule for the erosion & sediment control measures?	GP-02-01: III.D.2.a.(12)
6.	☐	☐	☐	Does the SWPPP describe and identify the post-construction SW control measures to be employed?	GP-02-01: III.D.2.b.(2) & (3)
7.	☐	☐	☐	Does the SWPPP identify the contractor(s) and subcontractor(s) responsible for each measure?	GP-02-01: III.E.1.
8.	☐	☐	☐	Does the SWPPP include all the necessary contractor certification statements?	GP-02-01: III.E.2.
9.	☐	☐	☐	Is the SWPPP signed/certified by the permittee?	GP-02-01: V.H.2.

Recordkeeping

	Yes	No	N/A		Citation
10.	☐	☐	☐	Are inspections being performed as required by the permit (every 7 days and after ½" rain event)?	GP-02-01: III.D.3.b.
11.	☐	☐	☐	Are the site inspections being performed by a qualified professional?	GP-02-01: III.D.3.a.
12.	☐	☐	☐	Are all required reports signed/certified by the permittee?	GP-02-01: V.H.2.
13.	☐	☐	☐	Does the SWPPP include copies of the monthly/quarterly written summaries of compliance status?	GP-02-01: IV.D.

Visual Observations

	Yes	No	N/A		Citation
14.	☐	☐	☐	All erosion and sediment control measures have been installed/constructed?	GP-02-01: III.A.2.
15.	☐	☐	☐	All erosion and sediment control measures are being maintained properly?	GP-02-01: V.L.
16.	☐	☐	☐	Are there currently more than 5 acres of disturbed soil at the site without prior approval?	GP-02-01: III.D.2.a.(4)
17.	☐	☐	☐	Have stabilization measures been initiated in inactive areas?	GP-02-01: III.D.4.
18.	☐	☐	☐	Are permanent stormwater control measures being implemented?	GP-02-01: III.A.2.
19.	☐	☐	☐	Was there a discharge into the receiving water on the day of inspection?	
20.	☐	☐	☐	Is there evidence of turbidity, sedimentation, or oil in the receiving waters? (If yes, complete Page 2)	ECL 17-0501, 6 NYCRR 703.2

Overall Inspection Rating: ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory	
Name/Agency of Lead Inspector:	**Signature of Lead Inspector:**
Names/Agencies of Other Inspectors:	

Rev. 05-18-04

DDC99-1-330

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SUBJECT: SIDEWALKS - ADA COMPLIANCE

APPROVED: *Associate Commissioner - Richard Zetterlund, P.E.*

SCOP..... : 06 -008G

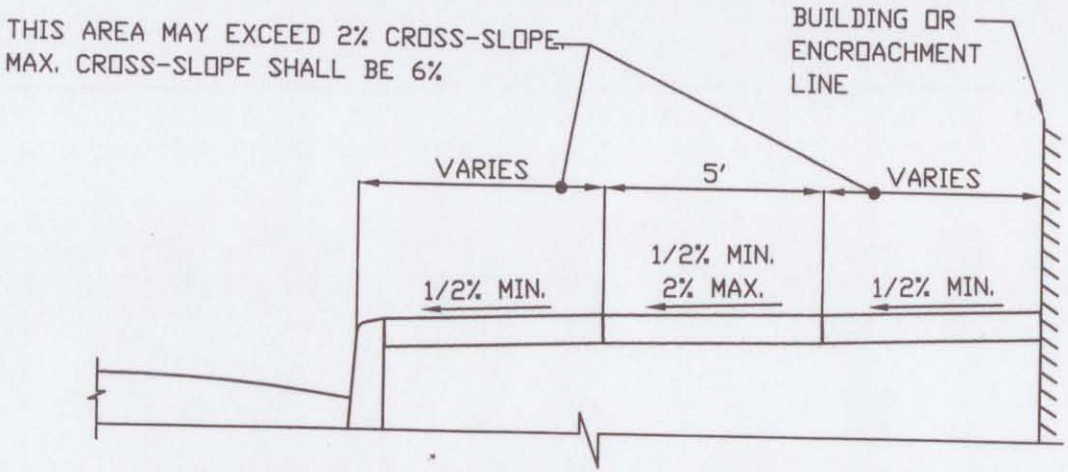
CATEGORY.. : CONSTRUCTION
Subcategory : Sidewalks

Keywords ..... : Driveways,
Transverse Slope

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : October 17, 2006

In order to comply with ADA requirements, sidewalks must be constructed so that the transverse grade of a minimum of five (5) feet width of sidewalk in all areas including the driveways will not exceed two-(2) percent slope (see attached sketch). If the existing conditions does not allow for this requirement to be met, the field staff should consult with the Engineer-In-Charge and/or the Design Engineer for further guidance.



TYPICAL FULL WIDTH SIDEWALK SECTION
ADA COMPLIANCE

TRANSVERSE SLOPE OF SIDEWALK

DRAWN: C.D		CITY OF NEW YORK DEPARTMENT OF DESIGN AND CONSTRUCTION DIVISION OF INFRASTRUCTURE	SIDEWALKS-ADA COMPLIANCE	DDC-1-332

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 06 -009G

CATEGORY.. : CONSTRUCTION
Subcategory : CONSTRUCTION

SUBJECT: STREET LIGHTING AND TRAFFIC SIGNALS COORDINATOR

Keywords ..... : Street Lighting
Traffic Signals

APPROVED:

Associate Commissioner - Richard Zetterlund, P.E.

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 19, 2006

Kash Negash of Infrastructures/Design section is the DDC's coordinator with NYC Department of Transportation (DOT) on all issues relating to Traffic Signal and Street Lighting installation. He is to be copied on all correspondence with DOT concerning Traffic Signals and Street Lighting installation on all Infrastructure projects.

STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 07 -001G

CATEGORY..: CONSTRUCTION
Subcategory : CONSTRUCTION

Keywords ..... : Ped Ramps, Sidewalks

SUBJECT: PEDESTRIAN RAMP INSTALLATION GUIDELINES

APPROVED: _____
Associate Commissioner - Richard Zetterlund, P.E.

Supersedes..... : N/A
Supplements..... : 02-007, 03-005, 04-001
Sheet..... : 1 of 1

Issue Date..... : January 12, 2007

The following are guidelines regarding the installation of pedestrian ramps.

On sewer projects and trunk main projects (within the project limits and at all four corners in intersections) follow the contract specifications regarding the installation of pedestrian ramps. The specifications generally call for the installation of pedestrian ramps at all corners where there are no existing pedestrian ramps and where the existing pedestrian ramps do not conform to current standards or as directed by the Resident Engineer.

On standard highway projects, generally replace all pedestrian ramps as per the contract drawings.

On prior notice sidewalks projects, replace pedestrian ramps as required to correct defective sidewalks.

For all locations where an existing interference prevents the installation of two tangent ramps, one apex ramp in lieu of two tangent ramps is acceptable to DOT for low pedestrian traffic areas only. For guidance regarding the installation of apex ramps, contact the Program Administration Pedestrian Ramp Coordinator.

On other miscellaneous projects where curb-to-curb paving is not performed (e.g., distribution water main, hydrant replacement, hardware, lining, etc.), pedestrian ramp work is typically not required.

When crosswalks intersect raised medians and islands, pedestrian ramps or cut-through crossings must be provided. For guidance, if required, contact the Designer.

Pedestrian ramps are to be installed at T-intersection in accordance with the attached DOT Policy.

Upon completion of the above projects, the Resident Engineer must report all pedestrian ramp locations not completed within the project limits to the Program Administration Pedestrian Ramp Coordinator for further action. Typically such locations require the resolution of interference issues involving city and/or private facilities in order to install two tangent ramps or one apex ramp. Such locations are referred to as "complex" pedestrian ramp locations. A detailed sketch must be prepared on the attached complex pedestrian ramp survey form for each reported location.

Pedestrian ramps projects are for the installation of new ramps only (where no ramp previously existed). No replacement or adjustments to existing ramps are permitted unless prior approval is obtained from DOT. DOT, through the Program Administration Pedestrian Ramp Coordinator, will provide Construction a list of locations scheduled to receive new ramps. The RE is to survey all locations and categorize them in a report to the Pedestrian Ramp Coordinator as follows:

1. No pedestrian ramp exists and a pedestrian ramp will be built under this project.
2. Existing pedestrian ramp.
3. Complex pedestrian ramp location. A detailed sketch must also be prepared on the attached complex pedestrian ramp survey form for further action.
4. T-intersection / No Ramp required.
5. T-intersection / Ramps may be required but cannot be readily installed, DOT direction needed.
6. No existing ramp and none will be required, state reasons for not installing ramp (e.g., no existing sidewalks, permanent barriers, bridge abutment occupying corner, etc.). If uncertain, contact DOT through the Pedestrian Ramp Coordinator for a final determination

This SCOP is not intended to, and does not supersede any ADA requirements.

Attachment: Policy for installing pedestrian ramps at T-intersections, Complex Ped Ramps Survey Form

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

PEDESTRIAN RAMPS SURVEY

Full Intersection

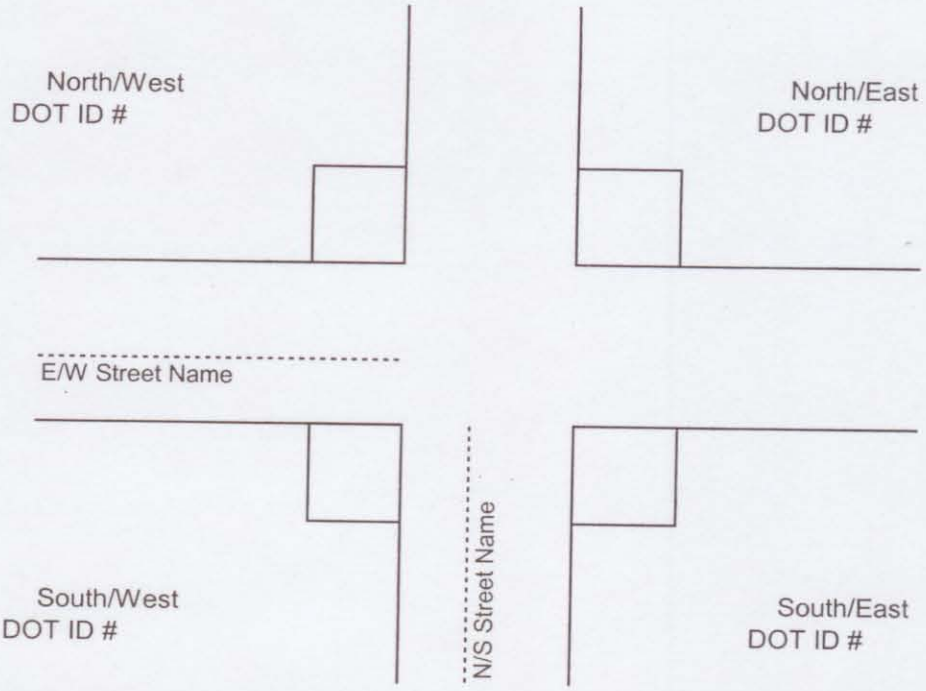
Project Description: Pedestrian Ramp Survey

Borough/C.B. _____

Date: _____

Inspector's Name: _____

Draw North Arrow



For corners with no ped ramps, list details of any interferences shown above by location:

List any unsafe conditions found in existing ped ramps by location:

INSTRUCTIONS:

Enter street names and DOT Corner ID # (if any), in spaces provided.

Indicate the number of ped ramps on each corner and sketch their location.

For corners with no ped ramp, sketch and list any interferences required to be moved (light pole, etc.) to install two tangent ped ramps.

Write any additional notes, if required, in the box.

Policy for Installing Pedestrian Ramps at "T" Intersections

When two streets intersect but do not cross it is referred to as a "T" intersection. The top of the "T" is considered to be the major street and the stem of the "T" is the minor street.

Pedestrian ramps should be installed at all four "corners" of a "T" intersection only if there is an existing "marked" crosswalk or traffic device (stop sign or traffic signal) controlling the major street. **No** pedestrian ramps will be installed without there being either a "marked" crosswalk or traffic device on the major street. However, pedestrian ramps will be installed across the stem of the "T" or the minor street.

In the event there is an excessive distance between a T-intersection that would not ordinarily qualify for pedestrian ramps and the nearest intersection with pedestrian ramps, resulting in a hardship for pedestrians, pedestrian ramps may be installed under certain circumstances, subject to the prior approval of DOT's Bureau of Traffic Operations. Such T-intersections that could qualify for pedestrian ramps are those that meet the following standards:

- The distance between the T-intersection and the nearest intersection with pedestrian ramps is greater than 500 ft.
- The T-intersection is located adjacent to land use that generates substantial pedestrian activity (e.g., park entrance, cemetery entrance, bus stop or other).

The determination of whether such T-intersections meet either standard will be made by DOT's Bureau of Traffic Operations based on the staff's engineering judgment.

In the event that future pedestrian ramps are installed at a T-intersection without there being a marked crosswalk or traffic device, the T-intersection will be modified so as to include a marked crosswalk and appropriate warning signs (e.g. "Yield To Pedestrians"). These treatments will be similar to those utilized at designated school crosswalks.

3/24/05