



# 2020 STANDARDS AND SPECIFICATIONS

## DEVELOPMENT PROVISIONS

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## **01 INTRODUCTION**

### **01.1.00 General**

The following provisions are minimum development and construction standards for the City of Sisters and are intended as a supplement to the Oregon Standard Specifications for Construction. Where the term Design Engineer occurs in this document, it shall mean a professional engineering firm retained by the City or Developer/Owner to provide design, construction management, or some other service necessary for the construction of the proposed public facility or site drainage facility. This document shall apply to both private development and publicly bid contracts where applicable.

### **01.2.00 Public Work Improvements**

This document is intended to set minimum standards for public work improvements within the Urban Growth Boundary of the City of Sisters.

The City of Sisters Public Works Department Standards and Specifications will be incorporated in and made a part of any contract for the design and construction of a municipal project. The portions of this specification relating to design, easements, materials, and workmanship shall be adhered to for private developments where improvements will become part of municipally owned and operated systems. These Standards and Specifications will be updated periodically and, as such, all persons should assure they are working with the most current set of Standards and Specifications.

Minimum general standards shall be as set forth in the current *City of Sisters Public Works Standard and Specifications for Construction*.

## **02 RULES**

No project or construction work that requires City Engineering or Public Works inspection shall commence until the appropriate agreements have been signed and performance bonds submitted, final construction plans approved, tree removal/protection approval from the Urban Forestry Board (UFB), preconstruction meeting held, all associated fees and deposits have been paid and 'Notice to Proceed' issued.

The Owner/Developer, or agent, will be responsible for any faulty material and workmanship for one year from the date of the formal acceptance of the sewer, street, water, storm drainage or other public facility installation. Final Acceptance of public improvements is made by the City Engineer to City Council after all applicable inspections. A one-year warranty bond for 10% of the final project costs for the improvements that the city will own and maintain shall be in place prior to final acceptance by City.

The Owner/Developer, or agent, shall comply with all terms and conditions of applicable governmental rules and regulations pertaining to the work.

The design and construction of all proposed facilities shall be in conformance with the City of Sisters Public Works Standards and Specifications, and all standards and specifications referenced therein.

Workmanship and materials not conforming to these Standards and Specifications will be deemed a violation of City code and any associated agreement and may result in an immediate suspension of the Contractor's activities. When an authorized representative of

the City Engineer suspends the Contractor's activities, all work shall cease on the subject project until the violation is corrected to the satisfaction of the City Engineer.

### **03 PUBLIC FACILITY REQUIREMENT**

To provide for orderly and efficient urban development and extension of public facilities, public streets, alleys and public utilities shall be extended along public right-of-way or City easements for the full length of all portions of property frontage being developed or as otherwise determined through the land use approval and/or building permit process. Public facilities shall be extended from the point of connection "to and through" to the far boundary of subject property. All public facility extensions and/or improvements shall conform to the City of Sisters, Public Works Standards and Specifications, Parks Master Plan, Transportation System Plan, Water System Master Plan and Wastewater System Master Plan where applicable. All new service or fire hydrant connections to City water and/or sewer systems shall require a public water and/or sewer main line to be located or extended in public right-of-way or City easements along property frontage where applicable. This "to and through" public facility requirement shall be fulfilled except where it is not practical to extend a street or utility because of topography or by boundary and/or land use restrictions prohibiting development (e.g. UGB, public lands, etc.) as determined by the City. When it is not practical to extend a street or public utility, the property owner or developer will be required to provide a cash payment equal to the value of the improvements.

### **04 PLANS & SPECIFICATIONS**

#### **04.1.00 General**

Plans and specifications meeting the City of Sisters Public Works Standards and Specifications for public streets, alleys, storm drainage, sewer, water, tree removal/protection and other relevant (Postal) facilities must be submitted by the person or firm proposing the work to the City of Sisters Public Works Department for approval before construction is started. The Contractor shall not start work until he/she has plans signed and approved by the City Engineer and Director of Public Works and project security/performance bond is submitted. A copy of all construction requirements or development conditions levied by any public agency, such as City of Sisters Community Development Department Staff Reports, shall be attached to plans submitted for review. Support documentation such as fire flow analysis and storm drainage calculations/reports shall be submitted as well. Without the above document submittal, the City Engineer will be unable to adequately review the plans and will return the plans without review.

Final plans addressing review comments are to be submitted by the Owner, or the Design Engineer, to the City Engineer for approval. The final design shall be prepared, sealed, and signed by a Registered Professional Engineer licensed in the State of Oregon, in accordance with state law.

#### **04.2.00 Review Plan**

An electronic copy (PDF) of the plans showing the proposed facilities shall be submitted to the Public Works Department and the City Engineer Department for review. Once all required submittals have been provided to the City Engineer and the associated plan review fees are paid the plan review will be scheduled. Review comments/conditions on the preliminary plan will be returned indicating any modifications required.

Any final design plans shall have a sheet with the signature of an appropriate official of the United States Postal Service indicating that the design is approved by the United States Postal Service.

Any final design plans having fire hydrants or facilities for the suppression of fires, shall have on the cover sheet the signature of an authorized official of the Sisters-Camp Sherman Fire Department indicating that the design is approved by the Fire Marshal. Plans requiring approved fire flows as determined by the Fire Marshal or Land Use action will not be accepted for review unless documentation in the form of a fire flow analysis verifying compliance is attached to the submittal. The fire flow analysis shall be stamped and signed by a Registered Professional Engineer, licensed in the State of Oregon.

Any final design plans having storm drainage facilities will not be accepted for review unless a storm drainage report stamped and signed by a Registered Professional Engineer, licensed in the State of Oregon is attached to the submittal.

The final design plans shall have on the cover sheet the signature of an authorized representative of all affected agencies, utilities, fiber optic and/or service providers including but not limited to; Central Electric Cooperative, Century Link, Bend Broadband, and LSN indicating design review and approval. When required, the developer will be responsible to submit drawings and required fees to Oregon State Health Department (for water facilities) and to the Oregon Department of Environmental Quality (for pressure sewer systems and UIC storm drainage facilities) for review and approval.

Upon request of the Design Engineer, a meeting to review City comments/conditions will be scheduled. Re-submitted plans shall be accompanied by any and all Department comments.

#### **04.3.00 Final Plan**

After all revisions have been made to the reviewed plans, and the corrected plans have been approved by the Engineering Department, then one 24 x 36" copy of the final plan set shall be submitted for signatures. The final plan sets shall be stamped and signed by a registered professional engineer employed or retained by the Design Engineer. Documentation of any required State Health Department or Department of Environmental Quality agency submittal and approval must accompany final plan submittal. No changes will be made by the City to the copies sealed and signed by the Design Engineer. The City Engineer's signature will indicate that the design is approved. Other affected agencies/persons, such as the United States Postal Service, Sisters – Camp Sherman Fire Department, ODOT, etc., will indicate their approval by signature. The final signatory is the Public Works Director, which will indicate that all Engineering and permit fees have been

paid. The Owner or the Design Engineer shall provide the City with two 24 x 36" sets of printed, blueline, or photocopied drawings and the Developer/Contractor with two sets. Cloudy, dark, or otherwise illegible drawings are not acceptable. The information shall also be submitted to the City in PDF and AutoCAD format (compatible with version 2004 or later) transmitted by email as appropriate. All fonts, shape files, external references, images and other items necessary for a complete drawing shall be packaged with the electronic file.

Final plan approval is effective for the duration of the associated land use approval period and/or improvement agreement schedule of work. Extension of final plan approval may be granted at the discretion of the City Engineer and will be subject to fee retainage and adherence to the most current City of Sisters Standards and Specifications and Fee Schedule. However, unless an extension is granted the final plan approval shall be declared void, and the final plans must be resubmitted to the City for review and approval if either of the following occur:

- 1) Construction has not been initiated within eighteen (18) months of the final plan approval date.
- 2) Land use approval and/or improvement agreement expire prior construction completion or City acceptance.

#### **04.4.00 Engineering Fees**

Engineering/Public Works fees for City inspection and plan review of public improvements are required as established by the City of Sisters Fee Schedule and must be paid before the construction plans can be approved and signed by the Public Works Director. The construction plan review and inspection fee are for services provided and is non-refundable. The inspection fee is based on project valuation and is non-refundable. A cost estimate shall be submitted by the Design Engineer for review by the Engineering Department to determine project valuation.

#### **04.5.00 Pre-Construction Meeting**

A pre-construction meeting will be held after Engineering fees are paid, the plans have been approved and signed, and before construction can begin. Following the pre-construction meeting, the City Engineer will issue a 'Notice to Proceed'. The 'Notice to Proceed' is the document which authorizes construction to begin, and inspection services to commence.

#### **04.6.00 Plan Revisions**

No design changes or revisions to final plans signed by the City Engineer and Public Works Director will be considered effective without the following:

- 1) The City Engineer shall verify and approve any changes, modifications, or revisions.  
For design changes affecting the scope of work, additional construction plan review fees established by the City of Sisters Fee Schedule must be paid before the approved revised plans can be signed by the City Engineer. Each revised plan sheet shall have a 'Revised Plan' approval signature block added and shall be approved and signed by the City Engineer. For minor revisions that do not affect the design content, such as changing the location of water or sewer services, revisions can be approved

by the Inspector in the field and noted on the As-Built drawings. Revising the location of a fire hydrant, line valve, vault, manhole, catch basin, or similar structure including street/sidewalk grades changes the design content, and such change must be submitted for review and approval to the City Engineer.

- 2) Within two working days after City Engineer approval, four copies of the revised plans sheets sealed by the Design Engineer with the revisions noted in the Revision Box shall be submitted to the Engineering Department for distribution.
- 3) Upon completion of the project, the Design Engineer shall submit AutoCad change order drawings with design changes that required new or substantially altered drawings for approved design changes, with the revisions noted in the Revision Box. These AutoCad revised drawings shall reflect as-built conditions known to the Design Engineer.

#### **04.7.00 Final Plat**

A final subdivision or partition plat showing complete information shall be submitted to the Community Development Department for routing. Prior to plat signature by the Director of Public Works, the following conditions must be met: the County Surveyor has signed the plat; required improvements to public facilities have been constructed and accepted or bonded/guaranteed per the Development Code and any associated land use approval; cash contributions for public improvements in lieu of construction have been paid; warranty agreement and warranty bond provided for completed public improvements; documentation submitted to verify the abandonment of any private water and sewer systems per County and/or State requirements; certification of all earth fill areas located outside of public right-of-way/easement by a license professional engineer; public or City easements dedicated on the plat are approved by City Engineer; all related public or City easements conveyed separate from the plat have been signed and recorded; All other conditions of land use approval that relate to Public Works or Engineering Departments have been met; and any fees or assessments associated with the plat and required by the land-use process, reimbursement/improvement districts, or cost sharing agreements have been paid. The final plat (or easements and/or right-of-way dedication in lieu of) shall be recorded upon completion and prior to City acceptance of any associated required public improvements.

#### **05 AGREEMENTS**

Improvement agreements are required by the City for public improvements not completed but bonded/secured for plat approval or for public improvements to be constructed within existing public right-of-way or upon existing public facilities. All agreements shall be signed, and related performance bond/surety received by the City, prior to commencing construction on the associated facility. These agreements are generally prepared by the City Attorney or City Engineer and specify improvement cost and construction completion date. It is the responsibility of the Owner, or her/his agent, to coordinate with the City to assure all agreements and bonds/sureties have been completed and executed prior to start of construction. Security provided under an improvement agreement will be 120% of a cost estimate prepared by a licensed engineer acceptable to the City Engineer.

## **06 INSURANCE**

The person or firm doing the work (Contractor) shall maintain Construction Public Liability Insurance during the life of the Project. The coverage shall be maintained in the amount of the City's tort liability limits set by the Oregon Legislature (ORS 30.270) for bodily injury liability and property damage applying to her/his own work and that of any subcontractor performing work under the Agreement.

All contractors performing work on public improvements must be registered with the Construction Contractors Board or licensed with the State Landscape Contractor Board and have a current City of Sisters Business License.

All contractors and subcontractors working on a public works project with a value over \$100,000 must file a \$30,000 "public works bond" with the Construction Contractor's Board. General Contractors must verify that subcontractors have filed a public works bond before permitting a subcontractor to start work on a project.

The City of Sisters shall be indemnified and held harmless from any liability of any kind resulting from or in connection with activities associated with the project.

## **07 EASEMENTS AND PERMITS**

When portions of a public facility, utility or structure will be located on private property, permanent easements for location, maintenance, and operation shall be provided. Easements shall provide for the use of property for construction purposes to the extent indicated on the easements. Current City easement agreement templates shall be used unless otherwise authorized by the City Attorney, Public Works Director or City Engineer.

All City Easements conveyed separately from the final plat shall require the following to be submitted to the Engineering Department:

- 1) Exhibit 'A' - property/parcel legal description.
- 2) Exhibit 'B' - easement map.
- 3) Exhibit 'C' - easement legal description.
- 4) Current property title report or equivalent ownership verification.
- 5) City fee as established by the City of Sisters Fee Schedule.

All exhibits shall be letter size (8.5x11) and stamped by a registered professional engineer (PE) or land surveyor (PLS) if prepared by the PE or PLS. Copies of these easements (including a copy of the easement in relation to the site plan) will be made available to the City for review prior to construction. Easements shall be recorded prior to City Engineer's acceptance of the public facility. The City Manager and City Engineer authorized to accept all easements and other dedications on behalf of the City. Easements that impact property located beyond an established or approved development boundary, plat or site plan shall be recorded prior to construction. Easements for public facilities identified in City Transportation, Water or Wastewater System Plans shall be recorded prior to construction unless otherwise approved by the City Engineer. The City accepts no liability for actions of the Contractor not in conformance with written easements.



## **08 PERFORMANCE AND PAYMENT BOND**

**Public Contracts:** ORS 279C.380 If the contract is for a publicly bid improvement with a value estimated by the City Engineer of more than \$100,000, the successful bidder shall execute and deliver to the City of Sisters a good and sufficient bond, to be approved by the City, in a sum equal to the contract amount for the faithful performance of the contract. In lieu of a surety bond, the City may permit the Contractor to submit a cashier's check or certified check payable to the City of Sisters in an amount equal to one hundred (100) percent of the contract amount.

**Private Contracts:** A performance bond or surety, cash deposit or other approved security shall be provided by the Developer as project security for all work proposed in existing public right-of-way, or upon existing City facilities. The approved project security shall be in the amount of one hundred twenty (120) percent of the estimated public improvement cost. The performance bond/surety shall be submitted with the current City approved performance bond form. A City approved improvement agreement that specifies construction schedule and completion date shall accompany said performance bond.

## **09 WARRANTY**

Upon acceptance of the construction by the City of Sisters, a minimum one (1) year warranty agreement on materials and workmanship shall be initiated between the City of Sisters and the Owner/Developer prior to the date of acceptance. The warranty agreement shall include a bond, cash deposit or other approved security, with a minimum value of ten (10) percent of the Developer's final public improvement construction costs. The warranty agreement and security shall guarantee replacement and repair of any defective materials or workmanship which become apparent during the warranty period. The warranty agreement will be held by the City for the duration of the warranty period or until all warranty issues have been resolved. A final warranty inspection of the project will be conducted by the City during the last month of the warranty period. A closed-circuit television (CCTV) video inspection of gravity sanitary and storm sewer systems will also be conducted by the City during the warranty period. Upon expiration of the warranty period and resolution of all warranty issues, the warranty agreement and security will be released and returned to the Owner/Developer.

## **10 PUBLIC NOTIFICATION**

Any construction activity that impedes or interrupts any existing public service shall require that the public be notified of that interruption at least 24 hours prior to such impediment or interruption. Public notification shall be made by direct contact with owners/residents or door hangers/flyers distributed to properties adjacent to impact. Notice to City to be posted on City website, newspaper, radio public service messages and/or variable message sign placement. Notification shall also include, but not be limited to, emergency services, local school district, post office, garbage collection, and any other affected public agency. Each notification shall be the responsibility of the Contractor performing the work and shall be coordinated with the City Public Works Department to assure adequate notification. Failure to adequately notify the public will result in an immediate suspension of the Contractor's construction activities.

## **11 INTERGOVERNMENTAL JURISDICTION**

Public improvements often times fall within the jurisdiction of several governmental agencies, i.e., Deschutes County, Oregon Department of Transportation, Oregon Department of Environmental Quality, etc. When multiple jurisdictions are involved, it is the responsibility of the Owner, Developer, or agent, to coordinate with and gain the appropriate approval from the governmental agency having jurisdiction over that portion of the work.

It shall be the responsibility of the construction Contractor to verify approvals and/or permits with agencies prior to commencing work. Failure to verify approval will result in project work being suspended until approval and/or permit is obtained.

## **12 PRE-CONSTRUCTION MEETING**

A pre-construction meeting shall be held following approval of final plans, UFB approval of the Tree removal/protection plan and prior to issuance of the 'Notice to Proceed' for construction. Before the meeting can be held, agreements must be signed, project security/performance bonds submitted, and the Engineering Department must have one original mylar reproducible drawings set and four complete photocopied or blue-line drawing sets of the signed construction plans. Items to be discussed at the meeting include, but are not limited to:

- 1) Initiating construction
- 2) Contractor's work schedule in writing
- 3) Inspector assignment
- 4) Traffic Control/Public Notification
- 5) Subcontractors and suppliers
- 6) Materials furnished (i.e. type, brand, submittal requirements, etc.)
- 7) Safety requirements
- 8) Sampling and testing program
- 9) Regulatory agency requirements and approvals
- 10) Easement and right-of-way requirements.
- 11) Project Closeout and City acceptance
- 12) Warranty requirements and inspection
- 13) Tree removal approval from the Urban Forestry Board and the approved tree protection plan.

For projects including work that will impede or affect vehicular traffic on established streets, the Contractor shall submit a construction schedule and Traffic Control Plan (TCP) specifically for that work for review by the City Engineer. Work which impedes traffic flow shall not proceed until the schedule and TCP is approved by the City.

No inspections shall be performed until a pre-construction meeting has been held with the City Engineer and Public Works Department. Project changes, and field decisions will be coordinated through the City Engineer or designee. If the City Engineer or designee is not informed of a change or field decision, and the change has not been approved by the appropriate authority, then the change is not allowed, and the facility must be constructed as shown on the approved plans.

### **13 UTILITIES**

The construction drawings shall show the location of all existing and proposed utilities (i.e. electric, phone, cable, fiber optic, irrigation, etc.). The Owner/Developer shall provide and have constructed all City maintained facilities associated with the proposed development, including but not limited to, sewer and water systems, storm drainage, streets, street and traffic control signs, streetlights, bikeways, pathways and appurtenant facilities. The Owner is responsible for the coordination of this work with any other agencies, individuals, and utility companies including, but not limited to, Central Electric Cooperative, CenturyLink Corporation, Quantum Communications, Cascade Gas, or other utility providers or agencies that may be affected by the construction.

### **14 INSPECTIONS**

Authorized Representatives of the City of Sisters Public Works Department and/or City Engineer will be appointed as inspectors for all phases of the work. Inspections will be performed at the expense of the Owner or Developer for whom the work is being constructed, to assure that the public facilities installation or street construction conform to City Standards and Specifications. Engineering services shall be provided by the Owner/Developer. Contractors may call for the City Engineer, or Engineering Representative, to inspect the work when deemed necessary.

The inspections listed below in 14.2.00 through 14.5.00 will be established at the Pre-Construction Conference based on the project requirements. Inspections requiring 24 or 72-hour advanced notice and approvals to be obtained before proceeding with dependent work will be outlined. Listed below the numbered inspections are general performance standards that the Inspector will observe.

#### **14.1.00 ADVANCED NOTIFICATION FOR INSPECTION**

The City will provide periodic, ongoing inspections on an as-needed basis. The Contractor shall be responsible for notifying the City Engineer's office at least 24 hours in advance of required inspections. Closed circuit television (CCTV) video inspections require a 72-hour advance notice by the Contractor. The City will not be responsible for performing inspections without sufficient notice, nor will the City be responsible for any cost incurred for delay caused by insufficient notification.

No inspections will be performed without the associated 24 or 72-hour notification. Any work performed without a required inspection will be subject to removal and inspection, or acceptance, at the City Inspector's discretion.

#### **14.2.00 STREET INSPECTION**

##### **14.2.01 Traffic Control**

- a. Temporary signs, barricades, delineators, and cones are in accordance with the approved Traffic Control Plan and MUTCD

##### **14.2.02 Excavation**

- a. Construction staking meets requirements.
- b. Tree protection is in place and follows approved plan
- b. Construction area cleared and grubbed to mineral soil.

- c. Fill construction and material meets standards and specifications.
  - d. Erosion control in place, stormwater facilities protected.
- 14.2.03 Subgrade**
- a. All underground utility work is complete, inspected, and approved.
  - b. All fill and backfill compacted to 95% of maximum density and tested.
  - c. Subgrade is graded uniform and free of irregularities and within tolerances.
- 14.2.04 Curb**
- a. Construction staking meets requirements.
  - b. Subgrade has been approved.
  - c. Drop curb areas have been located.
  - d. Driveways, alleyways, access approaches, ADA ramps are staked and graded.
- 14.2.05 Curb Backfill**
- a. Construction staking is in place.
  - b. Finished curb matches staking.
  - c. Curb backfill material meets specification.
  - d. Finished surface is level, uniform, and free from irregularities.
- 14.2.06 Sidewalks**
- a. Curb/sidewalk backfill is in place and compacted.
  - b. Water meter & meter boxes set to grade per City Specifications.
  - c. Fire hydrants set to grade.
- 14.2.07 Drainage Structures**
- a. Inlets are set as designated on the plans or at low point staked in field.
  - b. Inlet grate frame is set to appropriate street grade and slope.
  - c. In addition to mechanical compaction, pipe and catch basins backfill shall be proved by water jetting.
  - d. Drain cross pipes are inspected per pipe construction and grouting requirements.
  - e. Storm drainage facilities constructed per approved design (location, geometry, slope, soil depth, filtering, surfacing, etc.).
  - f. Storm drainage facility performance tests in accordance with City Standards and Specifications.
  - g. Storm sewer systems inspected according to City specifications.
  - h. Sedimentation manholes are installed with correct fittings in accordance with City standards and specifications.
  - i. All swale rock shall be approved prior to placement
- 14.2.08 Base**
- a. Base material meets specifications prior to placement and is approved by the city (submit gradation, proctors)
  - b. Subgrade is fine bladed to meet specified crown and curb exposure.
  - c. Water valve boxes have been set to subgrade and can be raised to grade.
  - d. All water compaction has been completed at least 48 hours previously.
- 14.2.09 Paving and AC Patching Preparation**
- a. Base rock is tight, not segregated and free from raveling or areas prone to raveling.

- b. Base rock is watered, uniform to grade and slope, and free of irregularities and is not frozen.
- c. Water valves boxes are set to the top of the base.
- d. All manholes have been set and grouted to grade for at least 24 hours.
- e. Base has not been contaminated by dirt or other substances.
- f. Asphalt areas to be matched are cut square, straight, and uniform for AC patching.
- g. Tack coat applied to concrete and asphalt surfaces to be matched or overlaid.

**14.2.10 Paving Operation**

- a. Paving operation to be closely monitored by City Representatives.
- b. Water valve boxes are set to finish grade.
- c. All joints are raked, and coarse stone removed from the pavement surface.
- d. The uncompacted A.C. shall be set 1/4" – 1/2" above drainage and manhole structures so that the roller will bridge such structure and no dimpling of the finished mat adjacent to the structure will occur.
- e. The roll pattern shall be established by the third-party inspector that is testing compaction and shall be a minimum of at least four (4) passes of the breakdown roller to achieve proper compaction of the mat.
- f. Finish rolling shall continue until no roller marks remain.

**14.2.11 Striping/Thermoplastic Layout**

- a. The City Inspector to review and approve layout of striping prior to authorization to stripe.
- b. Pavement is clean, dry and air/surface temperatures are appropriate for striping

**14.3.00 SANITARY & STORM SEWER INSPECTION**

**14.3.01 Before Construction**

- a. Inspection of materials and storage area.
- b. Protection of existing systems.
- c. Assurance of proper traffic control.
- d. Utilities located and marked.
- e. Construction staking meets requirements.
- f. Bypass pumping equipment in place and installed according to approved plan.

**14.3.02 Subgrade**

- a. Subgrade of proposed road established.

**14.3.03 Pipe Trench and Bedding**

- a. Inspection immediately prior to pipe installation.
- b. No rock points in pipe zone.
- c. Bedding material is in conformance with specification.

**14.3.04 Pipe Installation**

- a. Services provided to each lot as shown on plans and cleanout or sampling manhole along with locate wire provided at property line.
- b. Pipe alignment is true.

- c. Compaction under pipe haunches.
- d. Fittings tight.
- e. Water grade pipe and couplers installed where required.

**14.3.05 Pipe Backfill**

- a. Compaction inspection and soil testing will be required during backfill operation in accordance with the Standards and Specification

**14.3.06 Manhole Invert**

- a. Distance between manholes matches distance on construction plans.
- b. Inspection during base construction to assure compact subbase.
- c. Required fall between incoming and outflow pipe inverts.
- d. Rough channel has appropriate shape. Sidewalls come to top of uppermost pipe.

**14.3.07 Completed Manhole**

- a. Contractor shall demonstrate designed fall between manholes before proceeding with subsequent construction.
- b. All sewer main pipelines and manholes will be televised by the City.
- c. In addition to standard compaction methods, backfill around manhole shall be proved by water jetting.
- d. Barrel not cracked or spalled.
- e. Barrel joint and pipe connections grouted.
- f. Concrete encasement of external drop manhole.
- g. Invert channel grouted to smooth finish.
- h. Frame in place set to finish grade and grouted.

**14.3.08 Sewer Testing**

- a. Sewer is clear of all debris, prior to CCTV inspection
- b. All backfill is completed.
- c. Observation during air and manhole vacuum test.
- d. Observation during deflection test at 92% of i.d. required for both rigid and flexible pipe.
- e. All sewer mains will be inspected by closed circuit television (CCTV) video. Maximum allowable sag causing ponding of water is specified State regulations OAR 340-52 or ½ inch, whichever is more stringent.

**14.3.09 Connection to Live Facilities**

- a. Inspection during connection.
- b. No obstructions in line.
- c. Fittings tight.

**14.4.00 WATER INSPECTION**

**14.4.01 Before Construction**

- a. Inspection of material and storage area.
- b. Protection of existing systems.
- c. Proper traffic control in place.
- d. Utilities located and marked out and potholed as necessary to determine conflicts.
- e. Construction staking meets requirements.

**14.4.02 Subgrade**

- a. Subgrade of proposed road established with adequate control.
- 14.4.03 Pipe Trench and Bedding**
  - a. Inspection immediately prior to pipe installation.
  - b. No rock points in pipe zone.
  - c. Bedding material is in conformance with specifications.
- 14.4.04 Pipe Installation**
  - a. Pipe alignment is true.
  - b. Fittings tight.
  - c. Ductile iron Class 52 Tyton joints, mechanical joints, or approved equal.
- 14.4.05 Service Installation**
  - a. Services complete, continuous copper pipe, proper size, and provided to each lot.
  - b. Services set to finish grade per City Water Service and Installation Manual specifications.
  - c. Power, telephone, gas, and cable lines require a minimum five (5) foot separation from water and sewer services.
- 14.4.06 Fitting Location and Installation**
  - a. Fittings installed and torqued to specification.
  - b. Fittings witnessed for As-Builts before being covered
  - c. Joint restraints in place where required
- 14.4.07 Preparation and Pouring of Thrust Blocks**
  - a. Inspection of excavation and forms before pouring.
  - b. Forms placed at appropriate positions so blocks will be against undisturbed earth.
  - c. Reinforcement in place and secured when needed (deadmen)
  - d. Pipe and fittings wrapped with plastic as required.
- 14.4.08 Pipe Backfill**
  - a. Compaction inspection and testing will be required during backfill operation.
  - b. Backfill placed in maximum 8" (loose) lifts
- 14.4.09 Connection to Live Facilities**
  - a. Inspection and Water Division staff present during hot tap.
  - b. No obstructions in line.
  - c. Fittings and taps are tight and set plumb.
- 14.4.10 Setting of Valve Boxes**
  - a. Plumb centered over nut, and bottom flange not resting on pipe.
- 14.4.11 Pressure Testing**
  - a. Testing completed according to Division IV Water Facilities, Leakage/Hydrostatic Testing & Disinfection Procedures
  - b. Thrust blocks have cured for five days minimum
- 14.4.12 Chlorination Testing and Flushing**
  - a. Completed according to Division IV, Water Facilities Disinfection Procedures
  - b. All services flushed to angle stop at meter connection
  - c. Tracing wire to be tested after pressure testing and chlorination flushing completed.

#### **14.4.13 Flow Testing**

- a. Services checked, flow monitored and noted.
- b. Hydrants checked; flow monitored

### **14.5.00 STRUCTURES**

#### **14.5.01 Before Construction**

- a. Inspection of material and storage area.
- b. Protection of existing systems.
- c. Proper traffic control in place.
- d. Utilities located and marked.
- e. Construction staking meets requirements.

#### **14.5.02 Excavation**

- a. Excavation sufficient for structure.
- b. Bedding as specified for thickness, material, and compacted.

#### **14.5.03 Foundation**

- a. Reinforcing steel placed in accordance with approved shop drawings, plans and specifications.
- b. Form work in accordance with approved details, plans and specifications.

#### **14.5.04 Form Work & Reinforcement**

- a. Reinforcing steel placed in accordance with approved shop drawings, plans and specifications. Reinforcing steel supported as necessary to stay in position during pouring and finishing.
- b. Form work in accordance with approved details, plans and specifications.

#### **14.5.05 Concrete Placement**

- a. Air and soil temperature requirements within specified range.
- b. Concrete placed within 90 minutes of mixing.
- c. Interval between batches not to exceed 20 minutes.
- d. Concrete testing and sample cylinders prepared as required.
- e. Continuous placement, or cold joints, as shown on plans or as specified.
- f. Mechanical vibration of concrete.
- g. Laitance removed.
- h. Cure applied to exposed surfaces.
- i. Work protected from elements.

#### **14.5.06 Form Removal & Concrete Finish**

- a. Forms remain in place for required time.
- b. Wire and snap ties removed as per specifications.
- c. Open or honeycombed areas cut out and grouted.
- d. Surface finished per specifications.

#### **14.5.07 Backfill**

- a. Compaction inspection and testing will be required during backfill operation.

### **14.6.00 SUBDIVISION SITE GRADING**

#### **14.6.01 Grading**

- a. Site graded to maintain or contain run off within development boundary and per approved plan.



- b. Subgrade staked and constructed per approved design.
- c. All earth fill areas located outside of public right-of-way require certification by a licensed Registered Professional Engineer.
- d. Measures in place to prevent soil from washing off site, into storm facilities or irrigation canals.

**14.6.02 Drainage Facilities**

- a. Inlets, grates, and drainpipes are set to appropriate grade and slope as designated on the plans or at low points staked in field.
- b. Sedimentation manholes are installed with correct fittings in accordance with City and DEQ standards and specifications.
- c. Storm drainage facilities constructed per approved design (location, geometry, slope, soil depth, filtering, surfacing, etc.).
- d. Storm drainage facility performance tests in accordance with City Standards and Specifications.
- e. Drainpipes crossing public right-of-way are inspected per City Standards and Specifications for material, construction and grouting.

**15 CONSTRUCTION STAKING See General Conditions 108.4**

**16 MATERIALS**

Materials shall conform to the City of Sisters Standards and Specifications, or other specifications as set forth in the Contract Documents.

**17 WATERING**

Watering shall conform to Section 205 of these Standards and Specifications. Watering shall be performed at any hour of the day and on any day of the week that the City Engineer may determine necessary for proper performance or protection of the work, and for adequate alleviation of dust nuisance. The Contractor is responsible for the cost of watering. If the Contractor is unable or unwilling to water as directed, the City will water and charge the Owner or Developer.

**17.1.00 TEMPORARY WATER**

Water is available from hydrants via combination meter and backflow devices rented from City of Sisters Public Works. Contractor shall make arrangements and pay all costs for obtaining and transporting the water from the hydrants to the area of usage for the construction and testing of the facilities.

**18 WORKMANSHIP**

**18.1.00 GENERAL**

The work shall be done by responsible and qualified workers. Should the Inspector find any worker to be unqualified or unfit to perform assigned work on the project, or if the worker is repeatedly performing work not in conformance with the specifications, the Contractor

will be notified and directed to reassign the worker to tasks for which he is qualified or dismiss him for cause as determined by the Inspector.

### **18.2.00 CONTRACTOR'S RESPONSIBILITY FOR UTILITY PROPERTY AND SERVICES**

The Contractor shall notify the public and local service organizations, i.e. Police, Fire Department, school bus dispatchers, 24 hours in advance of any construction activity that may impede their daily activities and functions. For work in areas that will impede or obstruct traffic flow on established streets, the Contractor shall adhere to the construction schedule submitted at the Pre-Construction Meeting, or as subsequently revised. Paved surfaces of streets removed or damaged by trenching or other activities to an extent affecting the driving surface shall be restored with a hard, smooth surface (asphalt, concrete or CTB within 24 hours of pavement removal or damage. Should the Contractor neglect to execute the work properly or in accordance with the approved schedule, in the opinion of the City Engineer, then the City of Sisters will notify the Contractor's Surety of the conditions, and after ten (10) days written notice, or without notice in the case of an emergency or imminent danger to the public, and without prejudice to any other right which the City of Sisters may have, take over that portion of the work which has been improperly executed and make good the deficiencies and assess the costs of such work to the Contractor.

At locations where the Contractor's operations could potentially cause damage resulting in considerable expense, loss, and inconvenience to the City or public utility, and when adjacent to or near railway, telegraph, telephone, television, power, oil, gas, water irrigation systems, or other private or municipal systems, the Contractor's working operations shall be suspended until all arrangements necessary for the protection thereof have been made by the Contractor.

The Contractor shall notify by the one call number 1-800-332-2344, at least 48 hours in advance, all utility offices affected by the construction operations. The Contractor shall not expose any marked out underground utility without first notifying the affected agency and being granted permission to do so. The Contractor is responsible for locating and exposing, if necessary, all existing underground utilities in advance of the trenching operation.

The Contractor is responsible for protecting all power and telephone poles and overhead cables from damage. If interfering power poles, telephone poles, guy wires, or anchors are encountered, the Contractor shall notify the utility owner at least 48 hours in advance of construction operations to permit the necessary arrangements with the affected utility company for protection or relocation of the interfering structure. The Contractor shall be solely and directly responsible to the owner and operators of such utilities/properties for any damage, injury, expense, loss or inconvenience, delay, suits, actions, or claims of any kind brought because of injuries or damage which result from performing the contract work.

The Contractor shall immediately notify the proper authority in the event of interruption to domestic water, sanitary sewer, storm sewer or other utility service resulting from accidental breakage, or as a result of being exposed or unsupported. All repair or

replacement of existing water or sewer pipe must conform to City's Standards and Specifications. If an existing water or sewer pipe is damaged to any extent, the City's Water and/or Wastewater Divisions must be immediately notified. The damaged pipe must remain exposed until inspected by a City representative. Repairs will be made upon approval by the City Inspector. All repairs or replacements will be inspected by a City Inspector prior to backfill. Repaired or replaced sewer lines will be inspected by closed circuit television (CCTV) video by the City after the trench is backfilled and prior to City acceptance. Contractor will be charged for CCTV service per the City of Sisters Fee Schedule. The Contractor shall cooperate with the affected agency to restore services as promptly as possible and shall bear all costs of repair for the utility. In no case shall interruption of any water, sanitary sewer or utility service be allowed outside normal working hours unless prior approval is granted by the City Engineer or City Public Works Director.

Neither the City, the utility owner, nor its officers or agents, shall be responsible to the Contractor for damages resulting from the location of any underground utilities being other than that shown on the plans, or for the existence of underground utilities not shown on the plans or properly marked out on the site.

Should the Contractor encounter any utility service lines that interfere with trenching or conflict with the proposed work, the Contractor may obtain prior approval of the utility owner and governing authority to cut the service, dig through, and cause the service to be restored or relocated with similar and equal materials at the Contractor's expense.

### **18.3.00 FIELD RELOCATIONS**

During the progress of construction, it is expected that minor relocations of the proposed work may be necessary. Such relocations shall be made only by direction of the Design Engineer, or representative, with the approval of the City Engineer. Unforeseen obstructions encountered as a result of such relocations will not be cause for claiming additional compensation by the Contractor to any greater extent than would have been the case had the obstructions been encountered at the original location.

### **18.4.00 BARRICADES, GUARDS, AND SAFETY PROVISIONS**

Adequate barricades, construction signs, warning lights, and guards, as required, shall be placed and maintained during the progress of the work to protect persons and vehicles from injury and to avoid property damage until the area is determined safe for normal public use.

Rules and regulations of the local, State, and Federal authorities regarding safety provisions shall be adhered to. The Contractor shall be solely responsible for directing and implementing all safety provisions on the Project site, and for all accidents caused by inadequate or insufficient safety provisions. The City of Sisters, City Engineer, Inspectors, or other agents of the City, shall not be held responsible for directing, implementing, or enforcing any safety regulations.

### **18.5.00 PAVEMENT REMOVAL AND REPLACEMENT**

All bituminous and concrete pavements shall be cut with a saw or other approved device prior to asphalt patching or concrete replacement, such that the patching material abuts a smooth, uniform, vertical face of at least twice the depth of the maximum particle size in the patching medium. Uneven pavement edges shall be trimmed smooth before patching the pavement.

The width of the pavement cut for trenching shall be at least 12" wider on either side than the width of the finished backfilled trench at the ground surface. Pavement materials removed during excavation shall be kept separate from native backfill material and removed from the site. Pavement shall not be used for backfill or embankment material.

Where existing paved roadways are cut, trench backfill shall be Class C backfill as defined in the City of Sisters Standards and Specifications and shall be placed as specified. The pavement section will be replaced to a standard equal to or better than the existing street section but in no case less than 4" in depth. Base material must meet current City of Sisters Standard and Specifications.

### **18.6.00 OBSTRUCTIONS**

Obstructions to the construction such as tree roots, stumps, abandoned pilings and concrete structures, logs, rubbish, and debris of all types are to be removed from the project site as part of clearing and grubbing operations, or as incidental work, and no additional compensation will be made for the amount or type of clearing required.

The City Engineer may, if requested, approve minor changes in the alignment or location of facilities to avoid major obstructions if such alignment changes can be made within the permanent easement or right-of-way, and without adversely affecting the intended function of the facility.

### **18.7.00 INTERFERING STRUCTURES, ROADWAYS OR DRIVEWAYS**

The Contractor shall replace and/or repair any damage done by the Contractor's forces during construction to landscaping, fences, buildings, billboards, irrigation lines, roadways, cultivated fields, drainage crossings, driveways and any other private or public properties at Contractor's own expense and without additional compensation from the Owner. The Contractor shall replace or repair these structures to a condition as good or better than their pre-construction condition. Pre-construction videotapes or photographs taken by the City will be used to determine the pre-construction conditions of properties adjacent to the work. In the absence of pre-construction photographs, the property shall be restored to original, like new conditions.

### **18.8.00 BLASTING**

Where rock material is encountered which requires systematic drilling and blasting for removal, the Contractor shall furnish all necessary approved blasting certifications and licenses, tools, equipment, and materials required to perform the work. The Contractor

shall comply with all Federal, State, and local laws that apply to the storage, handling, placement, and firing of all explosives.

The Contractor shall furnish additional insurance coverage as required by the City or any agency in addition to the basic coverage required by these specifications.

No blasting shall be permitted adjacent to any portion of exposed work or structures unless proper precautions are taken to assure that damage to adjacent property will not occur. All blasting shall be covered with blasting mats or other approved type of protective cover to prevent the scattering of rock fragments or other material to outside the excavation area and limits of the construction. The Contractor shall be responsible for any and all damage or injury resulting from the use or handling of explosives, and accidental or premature explosion that may occur in connection with Contractors' use of explosives.

Proper notification and ample warning shall be provided to all persons within the danger zone. Contractor's personnel shall be stationed at strategic locations a safe distance from the blasting zone to prevent persons and vehicles from entering the blasting area. Electrical blasting caps shall not be connected to the electrical source until the area is cleared of all personnel and the proper warning signals have been sounded.

Where blasting is proposed in the proximity of private property or residences that may be affected by vibrations, shaking, or seismic shocks, the Contractor shall be responsible to perform pre-blast surveys of all structures to determine the condition of walls, ceilings, floor slabs, or other surfaces in which cracking or movement may be induced by the blasting operations. All existing conditions shall be thoroughly documented and recorded by means of photographs and/or video recordings to establish pre-blast conditions and existing damage. Following the blasting operations, the Contractor shall perform a follow up survey of those affected properties to determine if any shifting, cracking, settlement, or other damage was induced by the blasting. Contractor shall promptly repair or replace any damaged structures to a condition equal to or better than that found in the pre-blast survey. The City will be indemnified and held harmless from any liability for damage or injury caused by the Contractor's blasting operations.

Public utilities (utilities) located within the blast area must be identified and notified 72 hours prior to blasting. Contractor shall perform pre-blast survey and inspections of identified utilities including closed circuit television (CCTV) video inspection of sanitary and storm sewer lines. Utilities damaged from blasting activities shall be repaired and/or restored at the expense of the Contractor.

#### **18.9.00 SHORING AND SHEATHING**

The Contractor shall be solely responsible to determine the means necessary to maintain safe working conditions and protect adjacent property and structure from damages during excavation operations. The Contractor shall comply with all Federal, State, and local laws, rules, and regulations governing shoring, sheathing, structure support, and support of excavations.

### **18.10.00 LOCATION OF EXCAVATED MATERIALS**

The Contractor shall stockpile excavated material so as not to block any public streets, traveled roadways or paths, public or private. Roadways shall be kept open to two-way traffic unless otherwise approved by the City Engineer and the City of Sisters Public Works Department. The Contractor shall store or dispose of excavated materials only in designated areas as approved by the Engineer. Utmost care shall be taken to prevent erosion, spillage or damage to property adjacent to the project. Contractor shall implement erosion control measures and shall immediately clean up any spilled or spoiled material on streets or paved roadways and contain storm water runoff from stockpiles to prevent silt and dirt from entering catch basins, storm drains, drywells, or other drainage structures. Refer to Central Oregon Stormwater Manual, Chapter 9, for erosion control measures.

### **18.11.00 SITE RESTORATION AND CLEANUP**

At all times during the work, the premises of the site shall be kept clean and orderly, and upon completion of the work the project shall be free of debris, rubbish or excess materials of any kind.

During construction, stockpile excavated trench materials so as to prevent potential damage to adjacent lawns, grassed areas, gardens, shrubbery or fences, whether these are on private property, City, State or County property or rights-of-way. Remove all excavated materials from grassed and planted areas; and restore these surfaces to a condition equal to their pre-construction condition and free from all rocks, gravel, boulders or other foreign material. Replace topsoil, raked and graded, to conform to the original contours. All existing drainage ditches and culverts shall be opened and graded, and natural drainage restored. Restore or replace broken or damaged culverts to their original condition and location. Upon completion of pipe laying and backfilling operations in any section, hand rake and drag all former grassed and/or planted areas leaving all disturbed areas free from rocks, gravel, clay or any other foreign material. The finished surface shall conform to the original surface and shall be free draining, free from holes, rough spots or other surface features detrimental to a seeded area.

### **18.12.00 STREET CLEANING**

Clean all dirt, gravel, debris, or other material generated by the construction operations from all streets, alleys and roads at the conclusion of each day's operation. Contractor shall not stockpile construction materials in streets, sidewalks, alleyways, nor on other paved areas, except during working hours when operations are being conducted in the immediate area. If Contractor fails to provide cleanup within 24 hours of being so directed by the City Inspector, the City, or an agent retained by the City, may complete the cleanup and the cost plus 10% shall be billed to the Contractor to be paid prior to project acceptance by the City.

### **18.13.00 EROSION and SEDIMENT CONTROL**

Contractor shall take measures to prevent erosion or sediment run off from work site as required by the Central Oregon Stormwater Manual.

## **19 TESTING**

Testing shall conform to the City of Sisters Standards and Specifications and shall be performed by a certified/independent testing laboratory approved by the City Engineer.

Testing criteria shall meet the requirements as established in each Division of these Standards. Gravity sanitary or storm sewer mains shall be air tested or hydrostatically tested pursuant to A.P.W.A Standards by the Contractor and in accordance with City of Sisters Procedures set forth in Division III. All gravity sanitary and storm sewer lines shall be closed circuit television (CCTV) video inspected. Pressure sewer lines shall be hydrostatically tested pursuant to A.P.W.A Standards by the Contractor and in accordance with City of Sisters Procedures set forth in Division III. Storm drainage facility tests shall be performed in accordance with City Standards as set forth in the Central Oregon Stormwater Manual. Waterlines shall be hydrostatically tested pursuant to A.W.W.A. Standards and in accordance with City of Sisters Procedures set forth in Division IV. Street compaction and asphalt testing shall be in accordance with these Standards and current Oregon Department of Transportation Standard Specifications.

The City Engineer may require additional testing of any portion of the work performed. When additional testing is required by City Engineer, the City shall pay all costs for initial tests demonstrating satisfactory performance. Non-passing tests and subsequent re-testing shall be paid for by the Contractor.

Prior to final acceptance for maintenance, the Owner/Developer may be required to provide verification testing of any facility that shows evidence of being stressed beyond design limits or capacity.

## **20 SANITARY and STORM SEWER CLEAN-UP**

Final Sewer Cleaning: During construction, take all measures to prevent debris from entering sewer system. Prior to final acceptance of the sanitary and storm sewer system by the Engineer, pressure and gravity sewers must be clean. Remove all accumulated construction debris, rocks, gravel, sand, silt, and other foreign material from the sewer system at or near the closest downstream manhole or port.

Upon the Engineer's final manhole-to-manhole inspection of the sewer system, if any foreign matter is still present in the system, the pipe must be re-cleaned at the expense of the Contractor.

## **21 AS BUILT DRAWINGS**

All final record 'As Built' drawings shall be prepared by the design engineer and approved by the City Engineer. Any change which would appear on 'As Built' drawings should be immediately brought to the attention of the Inspector at the time the Contractor or Design Engineer discovers such discrepancy. The Contractor shall provide the City with a detailed set of 'As Built' drawings upon completion of construction to include, but not limited to, the following:

All street improvements shall require detailed witnesses of all property corners and 'As-Built' conditions of all underground utilities.

All sewer facilities shall require detailed 'As-Built' of all sewer mains, manholes, service laterals, cleanouts and pressure system.

All water facilities shall require detailed witnesses of all valves, tees, crosses, bends, couplings, fittings, hydrants, and 'As-Built' of waterline alignment and profile.

All storm drainage facilities shall require detailed 'As Built' of all storm sewer pipes, fittings, structures, manholes, drywells, swales, etc.

## **22 FINAL ACCEPTANCE**

Final acceptance shall be determined as the date on which the City formally accepts the constructed public improvements for ownership and maintenance.

Final acceptance will follow the Engineering Department's final inspection and approval of construction and will involve the completion of the following items (as applicable):

1. Release of Liens or claims.
2. Easement Dedication.
3. Right-of-way Dedication.
4. Recorded Plat or Partition.
5. Warranty bond for 10% of the public infrastructure costs
6. Verification Performance Tests (if required).
7. Resolution of material and workmanship issues, i.e. final punch list.
8. Contractor's As-Built plans.
9. Electronic copies of approved design changes from Design Engineer.
10. Postal box installed, or provider contract paid.
11. Curb ramps and hydrant pads installed.
12. Sidewalks adjacent to existing developed lots, common areas and lot frontages that have alternate access points (alley).
13. Private water, sewer and storm drainage system abandonment documentation (water wells, underground injection facilities, drill holes, septic tanks, etc.).
14. Certification of all fill areas located outside of public right-of-way/easement by a license professional engineer.
15. Survey monument and/or property corner restoration and documentation as required by ORS 209.



## **23 SITE GRADING and DRAINAGE**

### **23.1.00 General**

This document is intended to set minimum standards for site grading and drainage on private property within the Urban Growth Boundary of the City of Sisters.

All storm drainage from private property (site) shall be maintained and/or contained on site and shall not drain onto public streets, alleys, irrigation canals or neighboring properties. Storm water runoff from private property shall not impact public right-of-way or public drainage systems unless otherwise approved by the Public Works Director, City Engineer or as determined through the land use approval process. All earth fill areas located outside of public right-of-way require certification by a licensed Registered Professional Engineer.

### **23.2.00 Plans and Specifications**

A comprehensive site grading and drainage plan prepared by a licensed Registered Professional Engineer shall be required for development of private property that proposes five thousand (5,000) or more square feet of new roof, pavement, compacted gravel, concrete or other impervious surface improvements. For design parameters and drawing requirements, see Section II (B.) and Section III of the Design Standards and the Central Oregon Stormwater Manual where applicable for storm drainage facilities on private property. In addition to Sections II and III, the following information shall be required on the plans:

- 1) Parking and driveway approach finish grades and slopes.
- 2) Roof drain conveyance.
- 3) Sizing and testing data for underground injection or infiltration systems.
- 4) Swale cross sections with 3:1 max. slope, topsoil/sand layer, geotextile filtering layer and surface treatment.
- 5) 50 year/24-hour storm event containment and outfall.

Where less than 5,000 sf. (but more than 500 sf.) of new impervious surface areas are proposed, a site plan shall be required that demonstrates on-site drainage will be maintained on site, any proposed retention area or storm drainage facility has design capacity for the required 25 year/24 hour storm event runoff volume (2.8 inch rainfall) and any necessary erosion control measures will be taken.

Underground Injection Control Devices (drywells, etc.) shall be Rule Authorized or permitted by Oregon Dept. of Environmental Quality (DEQ) and a copy of DEQ approval shall be submitted to the City prior to construction.

Two review plan sets shall be submitted to the City of Sisters Community Development Department as part of a building permit application for review by the City Engineer and Wastewater Division. After all revisions have been made to the reviewed plans, and the corrected plans have been approved by the City Engineer, then two sets of the final plan set shall be submitted to the Community Development Department

The Engineering Department will indicate plan approval with 'City of Sisters Engineering Approval' stamp on the appropriate site grading and drainage plan sheets.

### **23.3.00 Subdivision Site Grading**

Mass site grading and drainage plans required as part of subdivision land use approval shall be reviewed, approved, constructed, inspected and accepted through the public improvement construction process. Design parameters and drawings requirements are as described in Section 23.2.00 above.

### **23.4.00 Grading Fees**

Engineering fees for City inspection and plan review of site grading and drainage improvements are required as established by the City of Sisters Fee Schedule and must be paid before the City can issue the associated building permit and before grading construction can begin. This grading fee is non-refundable.

### **23.5.00 Grading Inspection**

The City Engineering Inspector shall be notified twenty-four (24) hours prior to start of grading construction. Any work performed without a required inspection will be subject to removal and inspection at the City Inspector's discretion.

#### **23.5.01 Grading**

- a. Site graded to maintain or contain run off on site or as approved.
- b. Subgrade and curb staked and constructed per approved design.
- c. Driveway approach constructed per approved plans and City standards.

#### **23.5.02 Drainage Facilities**

- a. Inlets, grates, and drainpipes are set to appropriate grade and slope as designated on the plans or at low points staked in field.
- b. Sedimentation manholes are installed with correct fittings in accordance with City and DEQ standards and specifications.
- c. Storm drainage facilities constructed per approved design (location, geometry, slope, soil depth, filtering, surfacing, etc.).
- d. Storm drainage facility performance tests in accordance with City Standards and Specifications.

### **23.6.00 Final Grading Acceptance**

The City Engineer will indicate acceptance of site grading and drainage improvements with Engineering approval of the associated final building occupancy permit. All necessary private drainage easements shall be recorded prior to acceptance.

## **24 HB 2306**

HB 2306, adopted by the Oregon Legislature effective January 1, 2020 requires the City to release building permits for development within residential subdivisions prior to full completion of required public improvements. This Section 24 sets out the City standards and requirements applicable to HB 2306.

For purposes of HB 2306, the City defines “substantially completed” as follows:

- Water system to be tested, inspected and approved for operation.
- Sewer system to be tested, inspected and approved for operation.
- Street subgrade and base rock to be installed, tested, inspected according to the approved street section and compacted according to required density levels capable of supporting fire apparatus.
- Installation of drainage facilities except for any landscaping requirements or facilities that the City Engineer determines should be installed concurrent with final paving of the street.
- Curbs unless City Engineer determines that curbs should be installed concurrent with final paving of the street
- Turn arounds or thru streets constructed to enable proper fire apparatus movements
- Installation of temporary street and other safety signage as identified by City or a Fire Marshall.

In order for City to release building permits under HB 2306, the owner/developer must (1) “substantially complete” the public improvements, (2) post security or other assurances acceptable to City to ensure final completion of public improvements, and (3) execute an agreement that (i) establishes terms and conditions for City to draw on the security as applicable, (ii) obligates the owner/developer to maintain all streets and access points for fire and life safety access at all times including, without limitation, snow removal, (iii) includes an acknowledgment that certificates of occupancy will not be issued until all public improvements are fully completed and accepted by City. Where an owner/developer has previously posted security in order to plat a residential subdivision in advance of completing required public improvements, such security may serve as the security required by this Section 24 at the discretion of the City. The City Manager, City Public Works Director, and City Engineer are authorized to enter into all agreements and to take all other actions necessary to implement this Section 24.