

TOWN OF NORTHLAKE
ENGINEERING DESIGN MANUAL

APPENDIX "B"

PRIVATE DEVELOPMENT GENERAL NOTES

1. All work shall be done in accordance with the Town of Northlake standard details and specifications which has adopted the North Central Texas Council of Governments (N.C.T.C.O.G.) "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION", Fifth Edition. Copies may be obtained from the "NORTH CENTRAL COUNCIL OF GOVERNMENTS", PO Drawer 5888, Arlington, Texas, 76005-5888, Phone (817) 640-3300; also available at www.publicworks.dfwinfo.com A copy of the contract documents, plans and specifications shall be available on-site at all times by the Contractor.

2. The location and depth of all utilities shown on the plans are approximate and there may be other unknown existing utilities not shown on the plans. All existing utilities shall be field verified and protected by the Contractor prior to the start of construction. Also see **General Note No. 3(D)**. The contractor shall contact the following utility companies 72 hours prior to doing any work in the area:

<u>Utility</u>	<u>Contact – Job Title</u>	<u>Phone Number</u>
Coserv Electric	Doyle Hawkins – Electric Engineering Technician	(940) 321-7800
Coserv Gas	Paul Kennedy – Engineering Construction Manager	(940) 321-7800
Oncor	JP Harris – Utility Designer	(940) 497-7556
Atmos Energy	Gary Woolsey – Senior Project Manager	(214) 206-2717
AT&T	Gary Tilory – Manager Engineering Design	(817) 338-6202
Verizon	Larry Guay – Obligatory Planner/Engineer	(940) 213-3606
Town Public Works	Eric J. Tamayo – Town Public Works Director	(940) 242-5704

3. It shall be the responsibility of the Contractor to perform the following:
- a. Prevent any property damage to property owner's poles, fences, shrubs, mailboxes, etc.
 - b. Provide access to all drives during construction.
 - c. Protect all underground and overhead utilities and repair any damages. Also see **General Note No. 2**.
 - d. Notify all Utility Companies and verify location of all utilities prior to the start of construction.
 - e. Cooperate with the Utility Companies where utilities are required or specified to be relocated.
 - f. Work in close proximity to and protect existing Utility Mains, traffic lights and poles.
 - g. Any item not specifically called out to be removed shall be brought to the attention of the Engineer prior to removing that item or it shall be replaced at the Contractor's own expense.
 - h. Any tree, shrub, or grassed areas damaged by the Contractor's work shall be repaired at the Contractor's expense.
4. In the preparation of the plans and specifications, the Engineer has endeavored to indicate the location of existing underground utilities. It is not guaranteed that all lines or structures have been shown on the plans.

5. The Contractor shall verify, locate, and protect existing water, sanitary sewer, storm sewer, gas, electric, telephone mains and services and restore service in case of any damage.
6. The Contractor shall provide proper barricades and maintain traffic flow as per Manual on Uniform Traffic Control Devices (MUTCD) at all times.
7. The location for the disposal of construction material shall be approved by the Town of Northlake prior to the start of construction.
8. All phases of construction must be coordinated with the Engineer. Also, the Contractor is required to coordinate with the property owners in order to minimize conflicts.
9. Field adjustments may be necessary and will be carried out as directed by the Engineer.
10. The Contractor shall contact the Town of Northlake prior to any sign removal. Please See General Note No. 3. Sign removal and reinstallation/relocation shall be in good condition equal to or better than existing condition, and as per the Engineer's specifications.
11. All fences, signs, and property corner monuments removed for, or damaged during construction shall be replaced with new material as per the Engineer's specifications.
12. The Contractor shall relocate existing mailboxes in conflict with the proposed improvements and as specified on the plans, in good condition equal to or better than existing condition, complete in place. The mailboxes shall be accessible at all times for mail delivery.
13. The Contractor shall be responsible for taking all precautions to protect existing trees outside the scope of this Project.
14. The Contractor shall be responsible for repairing any damage caused by the Contractor outside of the designated work area with new quality material at the Contractor's expense.
15. The Contractor shall locate, verify working condition and protect all existing sprinkler systems lines and heads (if any). Remove, adjust and reinstall in good condition equal to or better than existing condition; replace, if in direct conflict, with the same or better quality material and appurtenances.
16. All existing grades shown on the plans are approximate and shown based on the best information available.
17. All backfill for ditch lines are to be mechanically tamped to 95% STD Proctor density (ASTM D698), at a moisture content near optimum (-1% to +3%).
18. Contractor to fill all voids under existing pavement when installing new line. Also all ditch lines must be filled at the end of each day's work.
19. All pipe shall be kept free of trash and dirt at all time. At the end of each day, the pipe shall be temporarily connected/sealed.
20. The Contractor shall keep the existing fire hydrants in service at all times.
21. The Contractor shall maintain the existing water mains in service during all phases of construction. Leaks caused by the Contractor shall be repaired immediately at the Contractor's expense. Leaks along the existing water main close to the working area, caused by vibration, etc.

(during working hours) shall be repaired by the Contractor with the Town only providing the required parts. The Town will repair all leaks if the Contractor is not on the job-site (primarily after working hours); if the leak is directly caused by the Contractor and not repaired, all charges incurred shall be billed to the Contractor.

22. All cutting and plugging of the existing water main where specified on the plans, shall include all labor, fittings and appurtenances required to perform this work. The cost for this work is incidental to the project.
23. The Contractor shall maintain the existing sanitary sewer mains and services in operation when installing the proposed sanitary sewer main. This shall include any temporary connections, if required.
24. Clearances on water and wastewater lines shall meet Texas Commission on Environmental Quality (TCEQ) requirements. Minimum clearances for water and wastewater lines **crossing** each other storm drains shall be two (2) feet or one-half (0.5) feet when the water or wastewater line is concrete encased. When running in **parallel**, water and wastewater lines shall be no closer than 9' from the outside edge of each pipe.
25. Street closing requests shall be submitted to the Town of Northlake in writing, a minimum of two weeks in advance of any street closing for notifications to Police, Fire, Mail, Garbage and School. There are no guarantees that street closings will be approved by the Town.
26. Seed/sod shall be furnished to establish ground cover over all disturbed areas as an erosion control measure. The Contractor shall not wait until the completion of the entire project before doing this work. The project shall not be accepted by the Town prior to the establishment of ground cover.
27. Sheeting, shoring, and bracing: The contractor will abide by all applicable federal, state, and local laws governing excavation, Trench's side slopes shall meet Occupational Safety and Health Administration (OSHA) standards that are in effect at the time of construction. Sheeting shoring and bracing shall be required if side slope standards are not met. A pull box, meeting OSHA standards, will be acceptable. The Contractor will submit detailed plans and specifications for trench safety systems that meet OSHA standards that are in effect at the time of development of project when trench excavation will exceed a depth of five (5) feet. These plans will be sealed by an Engineer registered by the State of Texas and submitted to the Town before obtaining a construction permit.
28. Contractor shall conform activities to the SWPPP as specified, including installing, maintaining, and removing pollution controls, conducting and documenting inspections of pollution controls, sprinkling for dust control, maintaining spill response equipment on-site, and "good housekeeping". Pollution controls include silt fences (or straw bales), stabilized construction entrance, establishing grass, sprinkling for dust control. The Contractor shall also be responsible for submitting Notice of Intent (NOI) and Notice of Termination (NOT) to the Texas Commission on Environmental Quality (TCEQ).
29. The Contractor shall maintain the existing water mains and services in operation when installing the proposed water main. This shall include any temporary connections, if required in areas of conflict.
30. Contractor must notify each property owner 24 hours prior to shutting off water for connection to new main.

31. The Contractor shall contact the Town at (940) 648-3290 for the operation of all water valves.
32. The cost of replacing all pavement markers, traffic buttons, striping, etc., disturbed during the construction shall be Contractor's responsibility to maintain, repair or replace.
33. The Contractor shall maintain the flow of traffic at all times and provide access to all drives.
34. The maximum deflection of pipe joints shall not exceed that recommended by the pipe manufacturer. If it is necessary to deflect the pipe (greater than the recommended amount) the Contractor shall provide fittings or specials.
35. The Contractor shall notify the Town for inspection 48 hours in advance for all water or wastewater locates or turnoffs of water.
36. Prior to the start of construction, Inspection, Water/Wastewater and the Contractor shall make a dry run to the system to insure, to the extent possible, that the utility can be found and secured.
37. Work may not be backfilled until it has been inspected by the Town.
38. Development Fees:

Refer to the Fee Schedule in the Code of Ordinances for further details.

Fees are subject to change.